

**THE ANNUAL MEETING OF THE
HOUSING AUTHORITY OF FORT FAIRFIELD
WAS HELD ON JULY 15, 2020 AT 7:15 A.M.
AT THE DAVID BERNARD COMMUNITY ROOM AND ZOOM
FORT FAIRFIELD, ME 04742**

I. ROLL CALL

Vice Chairman, Duska Day, called the meeting to order; those present were:

Donna Currie, Dawn McGrath Daniel Ayoob and Randolph Bouchard. Absent: Andy Coiley. The Chairman declared a quorum present.

II. ELECTION OF OFFICERS

The Chairman asked the Board for nominations for Officers for the Board of Commissioners of the Housing Authority;

Nominations: Donna Currie nominated Duska Day for Chairman Seconded by Randolph Bouchard
Dan Ayoob nominated Dawn McGrath for Vice-Chairman Seconded by Randolph Bouchard

HAFF 21-01

Commissioner, Dan Ayoob moved that the following slate of Officers be approved:

Chairperson: Duska Day
Vice-Chairperson: Dawn McGrath
Secretary/Treasurer: Stacey Michaud

The motion was passed unanimously by the Board of Commissioners.

III. REVIEW OF MINUTES

The MINUTES of the June 17, 2020 Regular meeting were presented for review and approval.

UPON MOTION made by Randolph Bouchard and seconded by Donna Currie the MINUTES as presented were approved.

IV. REPORTS AND COMMUNICATIONS

- **Director's Report: Atch 1.**

V. UNFINISHED BUSINESS:

VI. NEW BUSINESS:

- HMS Updates- HMS has been in full swing over the course of the Summer. Karson Albert has been doing the work and is amazing at it. The Housing Authority has had some issues finding carpenters that are available to build stairs. The Board suggested the Amish, Job Corps, and Presque Isle Industrial Arts as possible sources for stairs.
- The Housing Authority is considering at adding a 4th maintenance person on staff. This would reduce contracts for snow removal and no longer require Summer hires. This would only be an option if it would save the Housing Authority money. However, at this time of uncertainty the Board will approve some changes in the budget but only if it is needed.

HAFF 21-02

UPON MOTION made by Dan Ayoob and seconded by Randolph Bouchard the Board of Commissioners would like to revise the budget for the difference to hire a 4th maintenance staff if it is needed.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the Website proposal as stated in the above resolution.

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately.

- **Summer Outing-** With COVID still going strong the Executive Director suggested to postpone the Summer outing until the Holiday party. If COVID is still a concern then, the outing will take place in the Spring time.
- **Policy Changes** – the Executive Director asked other Housing Authorities what their policy was on shorts for Maintenance Staff in the Summer. To revise the recently changes policy – *The Maintenance Staff may wear shorts that hit at the knee or lower and capris pants during the summer months. Steel toe boots or steel toe sneakers must be worn., If work requires the use of equipment such as saws, lawn equipment, etc. then pants must be worn. If there is an incident in regards to Blood Borne Pathogens pants must be worn., A pair of pants must be readily available in the staff's lockers or onsite for such events.*

UPON MOTION made by Dan Ayoob and seconded by Donna Currie the to change the Personnel Policy as stated in the above paragraph.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the Personnel Policy Changes.

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately.

VII. OTHER:

- Siding starting at Borderview
- Duska Day asked if the Maintenance Staff can clean the upstairs windows for residents. The Executive Director informed them that we don't have the equipment to do so but can hire a contractor like in the past.
- Dawn McGrath asked why the sheds were being taken away so early. The sheds will need to be removed to fix the foundations and to get them ready for the new sheds. Residents have been informed of this since February. Residents should store their items securely until the new sheds are placed.

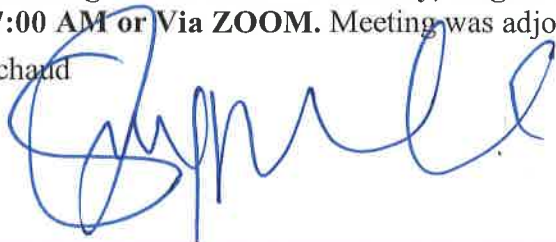
VIII. ADJOURN:

There being no further business to come before the Board;

UPON MOTION made by Dan Ayoob and seconded by Donna Currie it was passed unanimously to adjourn.

The next meeting will be held Wednesday, August 19, 2020 at the Hillcrest Estates Conference Room at 7:00 AM or Via ZOOM. Meeting was adjourned at 8:07 AM.

Stacey Michaud
Secretary



Fort Fairfield Housing Authority
BVW, HE, FL1 & FL3 Operating Statement

202006	Desc	Current Period	Current Year	Year To Date Budget	Variance
	00.000.3110.000 Dwelling Rentals	\$ (23,808.33)	\$ (311,528.59)	\$ (275,000.00)	\$ (36,528.59)
	00.000.3120.000 Excess Utilities	\$ -	\$ (580.36)	\$ -	\$ (580.36)
	00.000.3300.000 HUD Operating Subsidy Grant	\$ (30,675.00)	\$ (287,619.00)	\$ (255,346.00)	\$ (32,273.00)
	00.000.3610.000 Interest General Fund	\$ (146.06)	\$ (2,210.91)	\$ (1,800.00)	\$ (410.91)
	00.000.3690.100 Late Charges	\$ -	\$ (1,316.21)	\$ -	\$ (1,316.21)
	00.000.3690.200 Laundry Receipts	\$ -	\$ (1,895.25)	\$ (2,000.00)	\$ 104.75
	00.000.3690.300 Other Misc. Income	\$ (1,198.00)	\$ (9,643.32)	\$ (9,800.00)	\$ 156.68
	00.000.3690.400 Collection Of Written Off Receivables	\$ (60.00)	\$ (3,059.66)	\$ -	\$ (3,059.66)
	00.000.3690.500 Services W/orders Tenants	\$ (1,035.69)	\$ (4,868.85)	\$ (1,500.00)	\$ (3,368.85)
	00.000.8020.200 Capital Fund Grant - Operating	\$ (22,547.97)	\$ (22,547.97)	\$ (41,000.00)	\$ 18,452.03
	Total Income	\$ 79,471.05	\$ 645,270.12	\$ 586,446.00	\$ 58,824.12
	00.000.4110.000 Administrative Salary	\$ 20,244.81	\$ 179,118.80	\$ 123,213.00	\$ 55,905.80
	00.000.4111.000 Contra Administrative Salaries	\$ (8,005.92)	\$ (99,379.32)	\$ (86,071.00)	\$ (13,308.32)
	00.000.4130.000 Legal Expense	\$ 49.50	\$ 3,649.79	\$ 4,000.00	\$ (350.21)
	00.000.4131.000 Contra Legal	\$ -	\$ -	\$ -	\$ -
	00.000.4140.000 Insufficient Checks	\$ -	\$ 10.00	\$ -	\$ 10.00
	00.000.4145.000 Staff Training	\$ -	\$ 440.00	\$ 2,000.00	\$ (1,560.00)
	00.000.4150.000 Travel Expense	\$ 91.39	\$ 4,583.09	\$ 4,000.00	\$ 583.09
	00.000.4151.000 Contra Travel	\$ (366.67)	\$ (4,400.04)	\$ (4,400.00)	\$ (0.04)
	00.000.4151.100 Contra Training	\$ (33.33)	\$ (399.96)	\$ (400.00)	\$ 0.04
	00.000.4170.000 Accounting	\$ -	\$ 9,600.00	\$ 5,700.00	\$ 3,900.00
	00.000.4171.000 Contra Accounting	\$ (325.00)	\$ (3,900.00)	\$ (3,900.00)	\$ -
	00.000.4173.000 Auditing	\$ -	\$ 6,000.00	\$ 3,500.00	\$ 2,500.00
	00.000.4174.000 Audit Contra	\$ (208.33)	\$ (2,499.96)	\$ (2,500.00)	\$ 0.04
	00.000.4180.000 Telephone	\$ 632.16	\$ 8,096.59	\$ -	\$ 8,096.59
	00.000.4190.000 Administrative Sundry	\$ 340.56	\$ 17,184.93	\$ 15,000.00	\$ 2,184.93
	00.000.4191.000 Contra Sundry	\$ (1,416.66)	\$ (16,999.92)	\$ (17,000.00)	\$ 0.08
	00.000.4220.000 Tenant Services	\$ -	\$ 205.10	\$ 1,000.00	\$ (794.90)
	00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 1,000.00	\$ (1,000.00)
	00.000.4310.000 Water	\$ 4,302.77	\$ 17,207.41	\$ 16,000.00	\$ 1,207.41
	00.000.4320.000 Electricity	\$ 1,317.21	\$ 15,889.03	\$ 17,000.00	\$ (1,110.97)
	00.000.4330.000 Gasoline & Diesel	\$ -	\$ 543.13	\$ -	\$ 543.13
	00.000.4340.000 Fuel Oil	\$ 381.97	\$ 71,097.81	\$ 53,000.00	\$ 18,097.81
	00.000.4390.000 Sewer	\$ 4,989.90	\$ 19,232.08	\$ 16,000.00	\$ 3,232.08
	00.000.4410.000 Ordinary Maintenance - Labor	\$ 10,580.56	\$ 123,461.88	\$ 106,201.00	\$ 17,260.88
	00.000.4410.200 Ordinary Maintenance/summer Help	\$ 6,759.75	\$ 21,968.25	\$ -	\$ 21,968.25
	00.000.4411.000 Maintenance Contra	\$ (6,157.99)	\$ (48,037.90)	\$ (35,400.00)	\$ (12,637.90)
	00.000.4420.000 Ordinary Maintenance - Material	\$ 4,440.33	\$ 35,863.25	\$ 84,000.00	\$ (48,136.75)
	00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 1,830.00	\$ 41,044.66	\$ 22,000.00	\$ 19,044.66
	00.000.4510.000 Insurance Expense	\$ -	\$ (417.05)	\$ -	\$ (417.05)
	00.000.4511.000 Contra Insurance	\$ 7,689.00	\$ 35,446.00	\$ 30,816.00	\$ 4,630.00
	00.000.4520.000 P.i.l.o.t.	\$ -	\$ -	\$ -	\$ -
	00.000.4540.000 Employee Benefit Contribution	\$ -	\$ 14,444.71	\$ 18,000.00	\$ (3,555.29)
	00.000.4541.000 Contra Employee Benefits	\$ 14,249.45	\$ 135,755.00	\$ 75,707.00	\$ 60,048.00
	00.000.8020.100 Capital Fund Grant - Capital	\$ (4,184.87)	\$ (49,395.15)	\$ (40,086.00)	\$ (9,309.15)
	00.000.4570.000 Collection Losses	\$ -	\$ 7,228.69	\$ 1,833.37	\$ 5,395.32
	Total Expenses	\$ 57,200.59	\$ 542,640.90	\$ 410,213.37	\$ 132,427.53
	Current Year Income & Expense	\$ 22,270.46	\$ 102,629.22	\$ 176,232.63	\$ (73,603.41)

Occupancy As of 06/30/2020

Project Name	# Units	Unit Days	Occupied	Pct%	Vacant
Borderview Homes	36	1080	1045	96.76%	35
Cherry Lane Apartments	4	120	120	100.00%	0
Fields Lane I	20	600	571	95.17%	29
Fields Lane II	16	480	480	100.00%	0
Fields Lane III	8	240	240	100.00%	0
Hillcrest Estates	17	510	491	96.28%	19
Morningview LLC	26	780	780	100.00%	0
The Meadows	25	750	750	100.00%	0
TOTALS:	152	4560	4477	98.53%	83

Repay		Write Offs:	
R. Johnson	\$537.68		
Total	\$537.68		
		Total	\$0.00

Section 8	Reserve	
\$53,656	Local	Vouchers
		130
		Used
Local Programs		132
\$161,454		
Fields Lane II		
\$20,408		
Cherry Lane		
\$9,220		
COVID 19 OP Subsidy Balance		\$ 17,644.49
Section 8 COVID Balance		\$ 1,445.57