

**THE REGULAR MEETING OF THE
HOUSING AUTHORITY OF FORT FAIRFIELD
WAS HELD ON
AUGUST 26, 2020 AT 7:00 A.M.
AT THE DAVID BERNARD COMMUNITY ROOM FIELDS LANE
FORT FAIRFIELD, ME 04742**

I. ROLL CALL

Chairman, Duska Day called the meeting to order; those present were: Randolph Bouchard, Donna Currie, Andy Coiley and Kerby Doughty. Dawn McGrath was present via Zoom.

Absent: Daniel Ayoob

II. REVIEW OF MINUTES

The MINUTES of the July 15, 2020 Annual Meeting were presented for review and approval.

Donna Currie had a question about the Budget changes for adding an employee. The minutes should state that the budget is to change by the \$2000.00 difference to add a fourth employee and remove contracts. This idea may not come about, but is a possible suggestion for later on.

UPON MOTION made by Donna Currie and seconded by Kerby Doughty the MINUTES as presented were approved.

III. REPORTS AND COMMUNICATIONS

• **Director's Report: Atch 1.**

There may be an increase in repayment agreements. This is part of the process HUD is requiring HA's to do to work with residents to prevent evictions.

IV. UNFINISHED BUSINESS:

V. NEW BUSINESS:

- **Meeting Changes-** The Executive Director asked all commissioners if 7:00 am was still a good time for them to meet. All agreed.
- **CFP Updates-** The siding project is showing some progress and bids are coming in for the Fields Lane III kitchen upgrades. The remaining 7 will be completed.
- **New Truck** – The Executive Director is interested in purchasing a new truck to replace the 2005 Ford 250. The potential new truck will be similar to the new one purchased in 2016. The Executive Director would like to purchase a new not used truck and it will not have all of the bells and whistles. The funds would come from Section 8 and Local Programs as the truck will be used to perform Section 8 Inspections.

HAFF 21-04

UPON MOTION made by Andy Coiley and seconded by Donna Currie to give permission to start looking for new truck prices.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby give permission to start looking for new truck rates

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- New Commissioner- Commissioner Dan Ayoob is stepping down which means that a new Commissioner must be nominated. Kendall Stratton is interested as well as David Ricker and Mark Naddeau. This item will be tabled for next meeting. Each Commissioner should be thinking of someone they believe can help the Housing Authority.

HAFF 21-05

UPON MOTION made by Andy Coiley and Seconded by Donna Currie to table Commissioner nominations until the next meeting

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve to table Commissioner nominations until next meeting.

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

VI. OTHER:

- The Borderview Sheds- have been delivered and will be set and leveled next week.
- EAP Terms- During Pandemics the current EAP policy lacks information for those who voluntarily choose to go on vacation. Currently we ask employees to quarantine for 2 weeks per the state of Maine guidelines. The HA is not responsible to pay during this quarantine time. The Board asked to get more information from other places on what their polices are.

UPON MOTION made by Andy Coiley and seconded by Kerby Doughty to research other entities for Pandemic Travel Polices and table for next meeting

HAFF 21-06

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve to research Pandemic Travel Policies and table the discussion until next month.

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.


This resolution is effective immediately

VII. ADJOURN:

There being no further business to come before the Board;

UPON MOTION made by Kerby Doughty and seconded by Randolph Bouchard it was passed unanimously to adjourn.

The next meeting will be held September 16, 2020. The meeting will take place at the Fields Lane Community Room Meeting was adjourned at 7:51am.



Stacey Michaud
Secretary/Treasurer

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

202007				
Desc	Current Period	Current Year	Year To Date Budget	Variance
00.000.3110.000 Dwelling Rentals	\$ (25,912.00)	\$ (25,912.00)	\$ (23,333.33)	\$ (2,578.67)
00.000.3120.000 Excess Utilities	\$ (317.74)	\$ (317.74)	\$ -	\$ (317.74)
00.000.3300.000 HUD Operating Subsidy Grant	\$ (20,946.67)	\$ (20,946.67)	\$ (23,392.50)	\$ 2,445.83
00.000.3610.000 Interest General Fund	\$ (8.08)	\$ (8.08)	\$ (183.33)	\$ 175.25
00.000.3690.100 Late Charges	\$ -	\$ -	\$ -	\$ -
00.000.3690.200 Laundry Receipts	\$ (280.75)	\$ (280.75)	\$ (166.67)	\$ (114.08)
00.000.3690.300 Other Misc. Income	\$ (1,080.00)	\$ (1,080.00)	\$ -	\$ (1,080.00)
00.000.3690.400 Collection Of Written Off Receivables	\$ -	\$ -	\$ -	\$ -
00.000.3690.500 Services W/orders Tenants	\$ (483.89)	\$ (483.89)	\$ (125.00)	\$ (358.89)
00.000.8020.200 Capital Fund Grant - Operating	\$ -	\$ -	\$ (2,916.67)	\$ 2,916.67
Total Income	\$ 49,029.13	\$ 49,029.13	\$ 50,117.50	\$ (1,088.37)
00.000.4110.000 Administrative Salary	\$ 14,157.18	\$ 14,157.18	\$ 8,540.25	\$ 5,616.93
00.000.4111.000 Contra Administrative Salaries	\$ (8,222.57)	\$ (8,222.57)	\$ (6,813.42)	\$ (1,409.15)
00.000.4130.000 Legal Expense	\$ -	\$ -	\$ 333.33	\$ (333.33)
00.000.4131.000 Contra Legal	\$ -	\$ -	\$ -	\$ -
00.000.4140.000 Insufficient Checks	\$ -	\$ -	\$ -	\$ -
00.000.4145.000 Staff Training	\$ -	\$ -	\$ 291.67	\$ (291.67)
00.000.4150.000 Travel Expense	\$ -	\$ -	\$ 291.67	\$ (291.67)
00.000.4151.000 Contra Travel	\$ (133.33)	\$ (133.33)	\$ (133.33)	\$ -
00.000.4151.100 Contra Training	\$ -	\$ -	\$ -	\$ -
00.000.4170.000 Accounting	\$ 2,400.00	\$ 2,400.00	\$ 475.00	\$ 1,925.00
00.000.4171.000 Contra Accounting	\$ (325.00)	\$ (325.00)	\$ (325.00)	\$ -
00.000.4173.000 Auditing	\$ -	\$ -	\$ 291.67	\$ (291.67)
00.000.4174.000 Audit Contra	\$ (208.33)	\$ (208.33)	\$ (208.33)	\$ -
00.000.4180.000 Telephone	\$ 654.54	\$ 654.54	\$ 666.67	\$ (12.13)
00.000.4190.000 Administrative Sundry	\$ 785.02	\$ 785.02	\$ 1,000.00	\$ (214.98)
00.000.4191.000 Contra Sundry	\$ (791.67)	\$ (791.67)	\$ (791.67)	\$ -
00.000.4220.000 Tenant Services	\$ -	\$ -	\$ 166.67	\$ (166.67)
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 83.33	\$ (83.33)
00.000.4310.000 Water	\$ -	\$ -	\$ 1,333.33	\$ (1,333.33)
00.000.4320.000 Electricity	\$ 21.72	\$ 21.72	\$ 1,250.00	\$ (1,228.28)
00.000.4330.000 Gasoline & Diesel	\$ 59.40	\$ 59.40	\$ -	\$ 59.40
00.000.4340.000 Fuel Oil	\$ 1,135.25	\$ 1,135.25	\$ 4,583.33	\$ (3,448.08)
00.000.4390.000 Sewer	\$ -	\$ -	\$ 1,333.33	\$ (1,333.33)
00.000.4410.000 Ordinary Maintenance - Labor	\$ 8,731.94	\$ 8,731.94	\$ 6,996.92	\$ 1,735.02
00.000.4410.200 Ordinary Maintenance/summer Help	\$ 6,020.00	\$ 6,020.00	\$ 1,120.00	\$ 4,900.00
00.000.4411.000 Maintenance Contra	\$ (7,181.95)	\$ (7,181.95)	\$ (2,695.67)	\$ (4,486.28)
00.000.4420.000 Ordinary Maintenance - Material	\$ 3,058.03	\$ 3,058.03	\$ 3,333.33	\$ (275.30)
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 4,343.08	\$ 4,343.08	\$ 1,919.67	\$ 2,423.41
00.000.4510.000 Insurance Expense	\$ -	\$ -	\$ -	\$ -
00.000.4511.000 Contra Insurance	\$ 2,563.00	\$ 2,563.00	\$ 2,666.67	\$ (103.67)
00.000.4520.000 P.i.l.o.t.	\$ -	\$ -	\$ -	\$ -
00.000.4540.000 Employee Benefit Contribution	\$ -	\$ -	\$ 1,500.00	\$ (1,500.00)
00.000.4541.000 Contra Employee Benefits	\$ 8,043.15	\$ 8,043.15	\$ 7,814.75	\$ 228.40
00.000.8020.100 Capital Fund Grant - Capital	\$ -	\$ -	\$ (12,226.25)	\$ 12,226.25
00.000.4570.000 Collection Losses	\$ -	\$ -	\$ 416.67	\$ (416.67)
Total Expenses	\$ 35,109.46	\$ 35,109.46	\$ 23,214.59	\$ 11,894.87
Current Year Income & Expense	\$ 13,919.67	\$ 13,919.67	\$ 26,902.91	\$ (12,983.24)

Occupancy As of 07/31/2020

Project Name	# Units	Unit Days	Occupied	Pct%	Vacant
Borderview Homes	36	1116	1116	100.00%	0
Cherry Lane Apartments	4	124	124	100.00%	0
Fields Lane I	20	620	620	100.00%	0
Fields Lane II	16	496	496	100.00%	0
Fields Lane III	8	248	248	100.00%	0
Hillcrest Estates	17	527	496	94.12%	31
Morningview LLC	26	806	806	100.00%	0
The Meadows	25	775	775	100.00%	0
TOTALS:	152	4712	4681	99.26%	31

Repay		Write Offs:	
R. Johnson	\$567.68		
A. Dufour	\$1,094.95		
L. Kirouac	\$737.00		
		Total	\$0.00
Total	\$2,399.63		

Vouchers		
Section 8	Reserve	130
\$39,512	Local	Used
		132

Local Programs
\$159,936
Fields Lane II
\$28,096
Cherry Lane
\$9,807

COVID 19 OP Subsidy Balance \$ 16,313.30

Section 8 COVID Balance \$ 1,445.47