

**THE REGULAR MEETING OF THE  
HOUSING AUTHORITY OF FORT FAIRFIELD  
WAS HELD ON  
OCTOBER 21, 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 Anne Blanchard **ABSENT**: Dawn McGrath and Kerby Doughty

**II. REVIEW OF MINUTES**

The MINUTES of the September 16, 2020 Regular Meeting were presented for review and approval. **UPON MOTION** made by Donna Currie and seconded by Randolph Bouchard the MINUTES as presented were approved.

**III. REPORTS AND COMMUNICATIONS**

• **Director's Report: Atch 1.**

There were 3 write offs. The first was for the unit that caught on fire, the second was the smoke damage unit and the third was for non-payment of rent.

Write Offs:	
S. Catonguay	\$11,804.18
Y. Madore	\$574.68
M. Lay	\$909.76
Total	\$12,378.86

**HAFF 21-11**

**UPON MOTION** made by Andy Coiley and Seconded by Randolph Bouchard to approve the requested write offs listed above.

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the requested write offs

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

**IV. UNFINISHED BUSINESS:**

- **Truck Purchase- The Executive Director sent our 9 letters to local, southern and northern dealerships. 5 quotes were received.**

Work Truck Upgrade		
Company	Price	Availability
Pelletier Ford Inc	\$31,064.32	Available
Percy's Auto Sales	\$28,950.00	90-120 Days
Quirk Auto Group	\$32,395.52	Available
Griffeth Ford	\$32,690.60	90-120 Days
Varney Buick GMS	\$35,552.00	Available

Pelletier Ford has the truck on site and is ready for the Housing Authority to purchase. The 2005 Ford will be put up for Bid and will be advertised in the Fort Fairfield Journal and on Facebook.

**HAFF 21-12**

**UPON MOTION** made by Andy Coiley and Seconded by Donna Currie to accept Pelletier Ford's quote to purchase a new truck.

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve to accept Pelletier Ford's quote to purchase a new truck.

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **CFP Updates-** S. W. Collins has not started the FLIII kitchens yet but will soon. BV siding is still taking a long time and several issues still exist.

**V. NEW BUSINESS:**

- **Audit/ Management Review-** The Fields Lane II Management Review took place remotely. There were 2 findings that were quickly fixed and Maine Housing has closed the year. The Financial Statements done by Michael Hulsey were submitted to Maine Housing and approved. An Incentive Management fee was earned as well as a distribution of excess cash. The Audit was attached for review.

**HAFF 21-13**

**UPON MOTION** made by Andy Coiley and Seconded by Donna Currie to approve the FY 2020 Fields Lane II Financial Statement

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the FY 2020 Fields Lane II Financial Statement

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **ACOP and Admin Plan-** Nan McKay has sent the Housing Authority updates for the Admin Plan and ACOP. These changes are Federal regulations and not done by the Housing Authority.

**HAFF 21-14**

**UPON MOTION** made by Andy Coiley and Seconded by Randolph Bouchard to approve the updated ACOP and Admin Plan.

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the ACOP and Admin Plan

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

**VI. OTHER:**

**VII. ADJOURN:**

There being no further business to come before the Board;

**UPON MOTION** made by Andy Coiley and seconded by Donna Currie it was passed unanimously to adjourn.

**The next meeting will be held November 18, 2020. The meeting will take place at the Fields Lane Community Room Meeting was adjourned at 8:06 am.**



Stacey Michaud  
Secretary/Treasurer

**Occupancy As of 09/30/2020**

Project Name	# Units	Unit Days	Occupied	Pct%	Vacant
Borderview Homes	36	1080	1071	99.17%	9
Cherry Lane Apartments	4	120	120	100.00%	0
Fields Lane I	20	600	587	97.83%	13
Fields Lane II	16	480	480	100.00%	0
Fields Lane III	8	240	240	100.00%	0
Hillcrest Estates	17	510	510	100.00%	0
Morningview LLC	26	780	780	100.00%	0
The Meadows	25	750	750	100.00%	0
<b>TOTALS:</b>	<b>152</b>	<b>4560</b>	<b>4538</b>	<b>99.63%</b>	<b>22</b>
<b>Repay</b>			<b>Write Offs:</b>		
R. Johnson	\$570.21		S. Catonguay	\$11,804.18	
A. Dufour	\$711.51		Y. Madore	\$574.68	
L. Kirouac	\$637.00		M. Lay	\$909.76	
N. Walker	\$1,910.04		<b>Total</b>	<b>\$12,378.86</b>	
<b>Total</b>	<b>\$3,828.76</b>				
		<b>Vouchers</b>			
<b>Section 8</b>	<b>Reserve</b>	<b>130</b>			
\$68,107	<b>Local</b>	<b>Used</b>			
		<b>132</b>			
<b>Local Programs</b>					
\$181,945					
<b>Fields Lane II</b>					
\$12,307					
<b>Cherry Lane</b>					
\$10,350					
<b>COVID 19 OP Subsidy Balance</b>		<b>\$ 12,580.42</b>			
<b>Section 8 COVID Balance</b>		<b>\$ 21,689.41</b>			

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

<b>202009</b>				
Desc	Current Period	Current Year	Year To Date Budget	Variance
00.000.3110.000 Dwelling Rentals	\$ (28,394.40)	\$ (81,646.40)	\$ (69,999.99)	\$ (11,646.41)
00.000.3120.000 Excess Utilities	\$ -	\$ (317.74)	\$ -	\$ (317.74)
00.000.3300.000 HUD Operating Subsidy Grant	\$ (21,186.66)	\$ (63,080.00)	\$ (70,177.50)	\$ 7,097.50
00.000.3610.000 Interest General Fund	\$ (134.19)	\$ (405.09)	\$ (549.99)	\$ 144.90
00.000.3690.100 Late Charges	\$ (175.08)	\$ (175.08)	\$ -	\$ (175.08)
00.000.3690.200 Laundry Receipts	\$ -	\$ (578.50)	\$ (500.01)	\$ (78.49)
00.000.3690.300 Other Misc. Income	\$ (11,147.78)	\$ (15,424.78)	\$ -	\$ (15,424.78)
00.000.3690.400 Collection Of Written Off Receivables	\$ -	\$ -	\$ -	\$ -
00.000.3690.500 Services W/orders Tenants	\$ (1,164.00)	\$ (1,744.89)	\$ (375.00)	\$ (1,369.89)
00.000.8020.200 Capital Fund Grant - Operating	\$ (6,749.00)	\$ (15,774.11)	\$ (8,750.01)	\$ (7,024.10)
<b>Total Income</b>	<b>\$ 68,951.11</b>	<b>\$ 179,146.59</b>	<b>\$ 150,352.50</b>	<b>\$ 28,794.09</b>
00.000.4110.000 Administrative Salary	\$ 14,001.02	\$ 47,688.34	\$ 25,620.75	\$ 22,067.59
00.000.4111.000 Contra Administrative Salaries	\$ (8,222.57)	\$ (24,667.71)	\$ (20,440.26)	\$ (4,227.45)
00.000.4130.000 Legal Expense	\$ -	\$ 100.00	\$ 999.99	\$ (899.99)
00.000.4131.000 Contra Legal	\$ -	\$ -	\$ -	\$ -
00.000.4140.000 Insufficient Checks	\$ -	\$ -	\$ -	\$ -
00.000.4145.000 Staff Training	\$ -	\$ -	\$ 875.01	\$ (875.01)
00.000.4150.000 Travel Expense	\$ 52.20	\$ 52.20	\$ 875.01	\$ (822.81)
00.000.4151.000 Contra Travel	\$ (133.33)	\$ (399.99)	\$ (399.99)	\$ -
00.000.4151.100 Contra Training	\$ -	\$ -	\$ -	\$ -
00.000.4170.000 Accounting	\$ -	\$ 2,400.00	\$ 1,425.00	\$ 975.00
00.000.4171.000 Contra Accounting	\$ (325.00)	\$ (975.00)	\$ (975.00)	\$ -
00.000.4173.000 Auditing	\$ -	\$ -	\$ 875.01	\$ (875.01)
00.000.4174.000 Audit Contra	\$ (208.33)	\$ (624.99)	\$ (624.99)	\$ -
00.000.4180.000 Telephone	\$ 651.30	\$ 2,000.73	\$ 2,000.01	\$ 0.72
00.000.4190.000 Administrative Sundry	\$ 772.45	\$ 3,929.03	\$ 3,000.00	\$ 929.03
00.000.4191.000 Contra Sundry	\$ (791.67)	\$ (2,375.01)	\$ (2,375.01)	\$ -
00.000.4220.000 Tenant Services	\$ -	\$ -	\$ 500.01	\$ (500.01)
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 249.99	\$ (249.99)
00.000.4310.000 Water	\$ 4,416.54	\$ 4,416.54	\$ 3,999.99	\$ 416.55
00.000.4320.000 Electricity	\$ 1,367.03	\$ 2,693.35	\$ 3,750.00	\$ (1,056.65)
00.000.4330.000 Gasoline & Diesel	\$ 243.34	\$ 439.50	\$ -	\$ 439.50
00.000.4340.000 Fuel Oil	\$ 3,780.30	\$ 4,915.55	\$ 13,749.99	\$ (8,834.44)
00.000.4390.000 Sewer	\$ 5,092.66	\$ 5,092.66	\$ 3,999.99	\$ 1,092.67
00.000.4410.000 Ordinary Maintenance - Labor	\$ 8,916.38	\$ 28,271.71	\$ 20,990.76	\$ 7,280.95
00.000.4410.200 Ordinary Maintenance/summer Help	\$ 813.75	\$ 11,855.50	\$ 3,360.00	\$ 8,495.50
00.000.4411.000 Maintenance Contra	\$ (8,505.49)	\$ (18,383.07)	\$ (8,087.01)	\$ (10,296.06)
00.000.4420.000 Ordinary Maintenance - Material	\$ 18,288.72	\$ 27,285.86	\$ 9,999.99	\$ 17,285.87
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 2,807.64	\$ 14,616.91	\$ 5,759.01	\$ 8,857.90
00.000.4510.000 Insurance Expense	\$ -	\$ -	\$ -	\$ -
00.000.4511.000 Contra Insurance	\$ 2,563.00	\$ 7,689.00	\$ 8,000.01	\$ (311.01)
00.000.4520.000 P.i.l.o.t.	\$ -	\$ -	\$ -	\$ -
00.000.4540.000 Employee Benefit Contribution	\$ -	\$ -	\$ 4,500.00	\$ (4,500.00)
00.000.4541.000 Contra Employee Benefits	\$ 5,032.74	\$ 25,322.02	\$ 23,444.25	\$ 1,877.77
00.000.8020.100 Capital Fund Grant - Capital	\$ (5,059.02)	\$ (14,053.86)	\$ (13,407.75)	\$ (646.11)
00.000.4570.000 Collection Losses	\$ -	\$ -	\$ 1,250.01	\$ (1,250.01)
<b>Total Expenses</b>	<b>\$ 45,553.66</b>	<b>\$ 127,289.27</b>	<b>\$ 92,914.77</b>	<b>\$ 34,374.50</b>
<b>Current Year Income &amp; Expense</b>	<b>\$ 23,397.45</b>	<b>\$ 51,857.32</b>	<b>\$ 57,437.73</b>	<b>\$ (5,580.41)</b>