

**THE REGULAR MEETING OF THE
HOUSING AUTHORITY OF FORT FAIRFIELD
WAS HELD ON
SEPTEMBER 16, 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, Kerby Doughty and Dawn McGrath

II. REVIEW OF MINUTES

The MINUTES of the August 26, 2020 Regular Meeting were presented for review and approval.

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.**

Contra Accounts are income accounts from managed properties and the Section 8 and HMS Programs. The income coming in are maintenance and management fees that cover wages and benefits. The General Fund account pays for the full wages and benefits and then is offset by the Contra Accounts. When payroll happens rather than printing checks out of 10 different accounts- the General Fund account pays it and then monthly the other programs and managed properties pay back general fund for their portion of wages and benefits.

IV. UNFINISHED BUSINESS:

- Emergency Action Plan/ Personnel Policy – The Executive Director presented the updated Pandemic Policy which will be added to the Personnel Policy. The Executive Director used the Town of Fort Fairfield and other HA's polices to update the plan. It was suggested to add to the policy employee notification to the intent of traveling outside of the State. This will also include weekend travel. This will allow the HA to track any possible risk of infection to spread.

HAFF 21-07

UPON MOTION made by Andy Coiley and Seconded by Randolph Bouchard to amend the presented Policy and accept the addition to the Personnel Policy

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the Pandemic Policy with the amended paragraph and to add it to the Personnel Policy.

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **New Truck-** The Commissioner reviewed the prices for trucks obtained by the Executive Director. Unfortunately, the lots locally are very limited. It was suggested to do an Invitation for Bid. Get local dealerships, northern dealerships and a few from Bangor. This will allow the dealerships more opportunity to get prices and to see what other options may be out there.
- **New Commissioner/FFRDC** – There were 3 names brought forth for Commissioner during the last meeting. Kendall Stratton, Dave Ricker, and Mark Naddeau. Dave Ricker unfortunately, has reached his 10-year term limit. Mark Naddeau could serve as a resident commissioner but the position is filled. Donna Currie brought forth another name Anne Blanchard. Donna Currie Nominated Anne Blanchard as Commissioner for the Housing Authority of Fort Fairfield.

HAFF 21-08

UPON MOTION made by Donna Currie and Seconded by Kerby Doughty to nominate Anne Blanchard to the Housing Authority Board.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve Anne Blanchard as Commissioner of the Housing Authority of Fort Fairfield.

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

The Fort Fairfield Residential Board will need two HA Commissioners to join the board to replace Meg Hegemann and Dan Ayoob. Andy Coiley and Kerby Doughty both volunteered to join the FFRDC Board.

HAFF 21-09

UPON MOTION made by Donna Currie and Seconded by Randolph Bouchard to nominate Andy Coiley and Kerby Doughty to the FFRDC Board.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve Andy Coiley and Kerby Doughty to serve on the FFRDC Board.

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 was awarded the Fields Lane III Kitchen Project. This will be upgrading of kitchen cabinets, counter tops, sinks, and vent hood. The Borderview Siding Project is slowly progressing and several deficiencies have been pointed out during a walk through with Lowe's. A new heat pump was installed in the Community room and maintenance office to replace the old AC that stopped working this Summer. The heat pump can be used when residents use the Community room.

V. NEW BUSINESS:

- **Audit/ Management Review-** The Fields Lane II inspection took place September 15, 2020 as a walk through. The inspector did not enter units. The Management Review for FLII will take place on September 28, 2020 remotely. The HAFF Audit will take place October 13 and 14, 2020. HUD will be resuming their REAC inspections. As it is the year for our REAC inspection the staff will be working on repairs as necessary. This year the Housing Authority will receive a 14 day notice rather than a 30-day notice. With Borderview under construction repairs will be difficult.
- **Resident Selection Plan-** During the course of the Management Review, it was noticed that the Resident Selection Plan was extremely out of date. The last approval date was in 2011. Several laws have changed since then such as VAWA and the marijuana law. The Executive Director presented the Board with an updated Plan.

HAFF 21-10

UPON MOTION made by Donna Currie and Seconded by Dawn McGrath to approve the updated Resident Selection Plan.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the Fields Lane II Resident Selection Plan

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

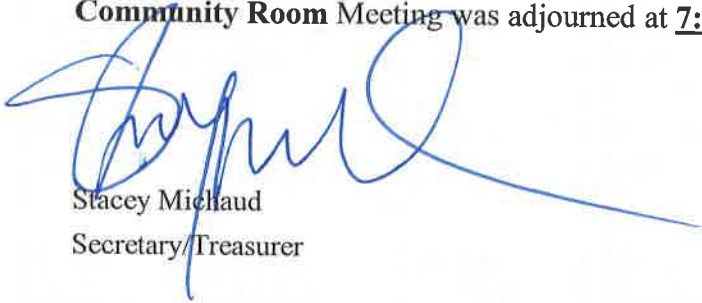
VI. OTHER:

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 October 21, 2020. The meeting will take place at the Fields Lane Community Room Meeting was adjourned at 7:59 am.



Stacey Michaud
Secretary/Treasurer

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

202008				
Desc	Current Period	Current Year	Year To Date Budget	Variance
00.000.3110.000 Dwelling Rentals	\$ (27,340.00)	\$ (53,252.00)	\$ (46,666.66)	\$ (6,585.34)
00.000.3120.000 Excess Utilities	\$ -	\$ (317.74)	\$ -	\$ (317.74)
00.000.3300.000 HUD Operating Subsidy Grant	\$ (20,946.67)	\$ (41,893.34)	\$ (46,785.00)	\$ 4,891.66
00.000.3610.000 Interest General Fund	\$ (7.62)	\$ (15.70)	\$ (366.66)	\$ 350.96
00.000.3690.100 Late Charges	\$ -	\$ -	\$ -	\$ -
00.000.3690.200 Laundry Receipts	\$ (297.75)	\$ (578.50)	\$ (333.34)	\$ (245.16)
00.000.3690.300 Other Misc. Income	\$ (3,197.00)	\$ (4,277.00)	\$ -	\$ (4,277.00)
00.000.3690.400 Collection Of Written Off Receivables	\$ -	\$ -	\$ -	\$ -
00.000.3690.500 Services W/orders Tenants	\$ (97.00)	\$ (580.89)	\$ (250.00)	\$ (330.89)
00.000.8020.200 Capital Fund Grant - Operating	\$ (9,025.11)	\$ (9,025.11)	\$ (5,833.34)	\$ 5,833.34
Total Income	\$ 60,911.15	\$ 109,940.28	\$ 100,235.00	\$ 680.17
00.000.4110.000 Administrative Salary	\$ 19,530.14	\$ 33,687.32	\$ 17,080.50	\$ 16,606.82
00.000.4111.000 Contra Administrative Salaries	\$ (8,222.57)	\$ (16,445.14)	\$ (13,626.84)	\$ (2,818.30)
00.000.4130.000 Legal Expense	\$ 100.00	\$ 100.00	\$ 666.66	\$ (566.66)
00.000.4131.000 Contra Legal	\$ -	\$ -	\$ -	\$ -
00.000.4140.000 Insufficient Checks	\$ -	\$ -	\$ -	\$ -
00.000.4145.000 Staff Training	\$ -	\$ -	\$ 583.34	\$ (583.34)
00.000.4150.000 Travel Expense	\$ -	\$ -	\$ 583.34	\$ (583.34)
00.000.4151.000 Contra Travel	\$ (133.33)	\$ (266.66)	\$ (266.66)	\$ -
00.000.4151.100 Contra Training	\$ -	\$ -	\$ -	\$ -
00.000.4170.000 Accounting	\$ -	\$ 2,400.00	\$ 950.00	\$ 1,450.00
00.000.4171.000 Contra Accounting	\$ (325.00)	\$ (650.00)	\$ (650.00)	\$ -
00.000.4173.000 Auditing	\$ -	\$ -	\$ 583.34	\$ (583.34)
00.000.4174.000 Audit Contra	\$ (208.33)	\$ (416.66)	\$ (416.66)	\$ -
00.000.4180.000 Telephone	\$ 694.89	\$ 1,349.43	\$ 1,333.34	\$ 16.09
00.000.4190.000 Administrative Sundry	\$ 2,371.56	\$ 3,156.58	\$ 2,000.00	\$ 1,156.58
00.000.4191.000 Contra Sundry	\$ (791.67)	\$ (1,583.34)	\$ (1,583.34)	\$ -
00.000.4220.000 Tenant Services	\$ -	\$ -	\$ 333.34	\$ (333.34)
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 166.66	\$ (166.66)
00.000.4310.000 Water	\$ -	\$ -	\$ 2,666.66	\$ (2,666.66)
00.000.4320.000 Electricity	\$ 1,304.60	\$ 1,326.32	\$ 2,500.00	\$ (1,173.68)
00.000.4330.000 Gasoline & Diesel	\$ 136.76	\$ 196.16	\$ -	\$ 196.16
00.000.4340.000 Fuel Oil	\$ -	\$ 1,135.25	\$ 9,166.66	\$ (8,031.41)
00.000.4390.000 Sewer	\$ -	\$ -	\$ 2,666.66	\$ (2,666.66)
00.000.4410.000 Ordinary Maintenance - Labor	\$ 10,623.39	\$ 19,355.33	\$ 13,993.84	\$ 5,361.49
00.000.4410.200 Ordinary Maintenance/summer Help	\$ 5,021.75	\$ 11,041.75	\$ 2,240.00	\$ 8,801.75
00.000.4411.000 Maintenance Contra	\$ (2,695.63)	\$ (9,877.58)	\$ (5,391.34)	\$ (4,486.24)
00.000.4420.000 Ordinary Maintenance - Material	\$ 5,939.11	\$ 8,997.14	\$ 6,666.66	\$ 2,330.48
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 7,466.19	\$ 11,809.27	\$ 3,839.34	\$ 7,969.93
00.000.4510.000 Insurance Expense	\$ 2,563.00	\$ 5,126.00	\$ 5,333.34	\$ (207.34)
00.000.4511.000 Contra Insurance	\$ -	\$ -	\$ -	\$ -
00.000.4520.000 P.i.l.o.t.	\$ -	\$ -	\$ 3,000.00	\$ (3,000.00)
00.000.4540.000 Employee Benefit Contribution	\$ 12,246.13	\$ 20,289.28	\$ 15,629.50	\$ 4,659.78
00.000.4541.000 Contra Employee Benefits	\$ (4,267.86)	\$ (8,994.84)	\$ (8,938.50)	\$ (56.34)
00.000.8020.100 Capital Fund Grant - Capital	\$ -	\$ -	\$ (24,452.50)	\$ (24,452.50)
00.000.4570.000 Collection Losses	\$ -	\$ -	\$ 833.34	\$ (833.34)
Total Expenses	\$ 51,353.13	\$ 81,735.61	\$ 37,490.68	\$ (4,660.07)
Current Year Income & Expense	\$ 9,558.02	\$ 28,204.67	\$ 62,744.32	\$ 5,340.24

Occupancy As of 08/31/2020

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	502	95.26%	25
Morningview LLC	26	806	795	98.64%	11
The Meadows	25	775	775	100.00%	0
TOTALS:	152	4712	4676	99.24%	36

Repay		Write Offs:	
R. Johnson	\$567.21		
A. Dufour	\$855.95		
L. Kirouac	\$687.00		
N. Walker	\$989.04	Total	\$0.00
Total	\$3,099.20		

Vouchers		
Section 8	Reserve	130
\$63,846	Local	Used
		132

Local Programs
\$170,823
Fields Lane II
\$30,378
Cherry Lane
\$10,412

COVID 19 OP Subsidy Balance **\$ 15,662.17**

Section 8 COVID Balance **\$ 21,632.47**

