

**THE REGULAR MEETING OF THE
HOUSING AUTHORITY OF FORT FAIRFIELD
WAS HELD ON
DECEMBER 16, 2020 AT 7:00 A.M.
VIA ZOOM
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:** Kerby Doughty

II. REVIEW OF MINUTES

The MINUTES of the November 18, 2020 Regular Meeting were presented for review and approval. **UPON MOTION** made by Randolph Bouchard and seconded by Anne Blanchard the MINUTES as amended were approved.

III. REPORTS AND COMMUNICATIONS

• **Director's Report: Atch 1.**

There was a review of the contra accounts and that the income coming in hits those accounts. The income that comes in is from the Managed properties, Morningview, Fields Lane II, The Meadows, Cherry Lane and HMS.

IV. UNFINISHED BUSINESS:

- **CFP Updates-** S. W. Collins has started the kitchens. Should be complete by the middle of January. The Borderview Siding project is going through the punch list now correcting and finalizing it. Still unsure of an end date.
- **2005 Truck Bids-** The 2005 F250 went out to bid and was sold to the highest bidder, Aroostook Self Storage.
- **Section 8 Vehicle-** Quotes came in from several dealerships for a 2021 SUV for the Section 8 Vehicle. The SUV will be safer to travel as we cover a large area. It will also be able to hold most staff when needed. Below are the following prices. The current 2013 Honda Civic will be used as a trade in.

Section 8 SUV	
Company	Price
Pelletier Ford Inc	\$26,807.00
Griffeth Honda	\$24,700.00
Griffeth Honda	\$27,000.00
Carroll's Auto Sales	\$24,700.00
Griffeth Ford	\$27,734.30
York's of Houlton	\$30,571.00

The Commissioners discussed how the Honda's hold their value much longer compared to most other vehicles. With that being said the Commissioner selected the 2021 Honda Pilot LX. The EX did cost more and had other features which were not needed.

HAFF 21-16

UPON MOTION made by Andy Coiley and Seconded by Anne Blanchard to purchase the 2021 Honda Pilot LX

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve to purchase the 2021 Honda Pilot LX from Griffeth Honda for \$24,700.00
The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.
This resolution is effective immediately

V. NEW BUSINESS:

- **New Labor Law-** Starting January 1, 2021 all employers who have more than 10 employees in the usual and regular course of the year for more than 120 days in any calendar year shall permit each employee to earn paid leave based on the employee's base pay. An employee is entitled to earn 1 hour for every 40 hours worked. This would affect summer hires only as everyone else already earns time based on a schedule. Summer hire hours vary so to be safe the best option is to grant them 5 hours per month they are employed with the Housing Authority If they do not use their time, they can cash it out or save it for the following year. This new law will need to be added to the personnel policy.

HAFF 21-17

UPON MOTION made by Andy Coiley and Seconded by Randolph Bouchard to change the Personnel Policy to reflect the new Labor Law.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve changes to the Personnel Policy in regards to the new labor law.

- **New Resident Commissioner-** Resident Commissioner Dawn McGrath has resigned from the Board. The Housing Authority reviewed residents and asked David Donovan if he would be interested in serving which he stated he would be.

HAFF 21-18

UPON MOTION made by Anne Blanchard and Seconded by Randolph Bouchard to nominate David Donovan as Resident Commissioner of the Housing Authority of Fort Fairfield

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby nominate David Donovan as Resident Commissioner.

VI. OTHER:

The Executive Director is requesting to have this write off approved. This person has just made a payment towards her debt and we hope that it continues to avoid going to small claims.

Write Offs:	
L. Kriouac	\$631.00
Total	\$631.00

HAFF 21-19

UPON MOTION made by Donna Currie and Seconded by Anne Blanchard 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

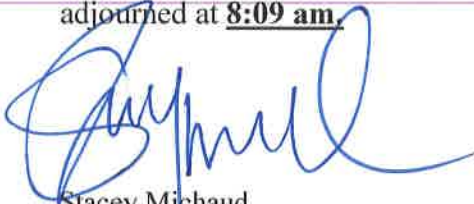
- Commissioner meetings will continue on Zoom until further notice due to the huge influx of COVID 19 cases in the area.

VII. ADJOURN:

There being no further business to come before the Board;

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

The next meeting will be held January 20, 2021. The meeting will take place on Zoom. Meeting was adjourned at 8:09 am.



Stacey Michaud
Secretary/Treasurer

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

202011				
Desc	Current Period	Current Year	Year To Date Budget	Variance
00.000.3110.000 Dwelling Rentals	\$ (29,249.07)	\$ (138,951.21)	\$ (116,666.65)	\$ (22,284.56)
00.000.3120.000 Excess Utilities	\$ -	\$ (687.21)	\$ -	\$ (687.21)
00.000.3300.000 HUD Operating Subsidy Grant	\$ (29,547.86)	\$ (121,251.86)	\$ (116,962.50)	\$ (4,289.36)
00.000.3610.000 Interest General Fund	\$ (5.95)	\$ (415.84)	\$ (916.65)	\$ 500.81
00.000.3690.100 Late Charges	\$ (58.44)	\$ (373.55)	\$ -	\$ (373.55)
00.000.3690.200 Laundry Receipts	\$ -	\$ (819.75)	\$ (833.35)	\$ 13.60
00.000.3690.300 Other Misc. Income	\$ (1,157.64)	\$ (17,673.98)	\$ -	\$ (17,673.98)
00.000.3690.400 Collection Of Written Off Receivables	\$ (75.00)	\$ (175.00)	\$ -	\$ (175.00)
00.000.3690.500 Services W/orders Tenants	\$ (127.00)	\$ (3,821.98)	\$ (625.00)	\$ (3,196.98)
00.000.8020.200 Capital Fund Grant - Operating	\$ -	\$ (17,750.38)	\$ (14,583.35)	\$ (3,167.03)
Total Income	\$ 60,220.96	\$ 301,920.76	\$ 250,587.50	\$ 51,333.26
00.000.4110.000 Administrative Salary	\$ 18,238.09	\$ 80,359.92	\$ 42,701.25	\$ 37,658.67
00.000.4111.000 Contra Administrative Salaries	\$ (8,391.98)	\$ (41,282.26)	\$ (34,067.10)	\$ (7,215.16)
00.000.4130.000 Legal Expense	\$ -	\$ 1,992.40	\$ 1,666.65	\$ 325.75
00.000.4131.000 Contra Legal	\$ -	\$ -	\$ -	\$ -
00.000.4140.000 Insufficient Checks	\$ -	\$ 10.00	\$ -	\$ 10.00
00.000.4145.000 Staff Training	\$ -	\$ -	\$ 1,458.35	\$ (1,458.35)
00.000.4150.000 Travel Expense	\$ 72.45	\$ 485.11	\$ 1,458.35	\$ (973.24)
00.000.4151.000 Contra Travel	\$ (133.33)	\$ (666.65)	\$ (666.65)	\$ -
00.000.4151.100 Contra Training	\$ -	\$ -	\$ -	\$ -
00.000.4170.000 Accounting	\$ -	\$ 4,800.00	\$ 2,375.00	\$ 2,425.00
00.000.4171.000 Contra Accounting	\$ (325.00)	\$ (1,625.00)	\$ (1,625.00)	\$ -
00.000.4173.000 Auditing	\$ -	\$ 3,000.00	\$ 1,458.35	\$ 1,541.65
00.000.4174.000 Audit Contra	\$ (208.33)	\$ (1,041.65)	\$ (1,041.65)	\$ -
00.000.4180.000 Telephone	\$ 696.09	\$ 3,361.84	\$ 3,333.35	\$ 28.49
00.000.4190.000 Administrative Sundry	\$ 1,842.95	\$ 6,580.89	\$ 5,000.00	\$ 1,580.89
00.000.4191.000 Contra Sundry	\$ (791.67)	\$ (3,958.35)	\$ (3,958.35)	\$ -
00.000.4220.000 Tenant Services	\$ -	\$ -	\$ 833.35	\$ (833.35)
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 416.65	\$ (416.65)
00.000.4310.000 Water	\$ -	\$ 4,416.54	\$ 6,666.65	\$ (2,250.11)
00.000.4320.000 Electricity	\$ 1,194.02	\$ 5,066.98	\$ 6,250.00	\$ (1,183.02)
00.000.4330.000 Gasoline & Diesel	\$ 180.32	\$ 736.17	\$ -	\$ 736.17
00.000.4340.000 Fuel Oil	\$ 1,953.41	\$ 9,123.93	\$ 22,916.65	\$ (13,792.72)
00.000.4390.000 Sewer	\$ -	\$ 5,092.66	\$ 6,666.65	\$ (1,573.99)
00.000.4410.000 Ordinary Maintenance - Labor	\$ 12,081.14	\$ 49,492.29	\$ 34,984.60	\$ 14,507.69
00.000.4410.200 Ordinary Maintenance/summer Help	\$ 2,256.25	\$ 15,965.50	\$ 5,600.00	\$ 10,365.50
00.000.4411.000 Maintenance Contra	\$ (6,301.75)	\$ (28,630.19)	\$ (13,478.35)	\$ (15,151.84)
00.000.4420.000 Ordinary Maintenance - Material	\$ 2,277.04	\$ 41,290.91	\$ 16,666.65	\$ 24,624.26
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 2,539.07	\$ 27,737.80	\$ 9,598.35	\$ 18,139.45
00.000.4510.000 Insurance Expense	\$ 2,822.00	\$ 13,074.00	\$ 13,333.35	\$ (259.35)
00.000.4511.000 Contra Insurance	\$ -	\$ -	\$ -	\$ -
00.000.4520.000 P.i.l.o.t.	\$ -	\$ -	\$ 7,500.00	\$ (7,500.00)
00.000.4540.000 Employee Benefit Contribution	\$ 8,934.11	\$ 43,962.95	\$ 39,073.75	\$ 4,889.20
00.000.4541.000 Contra Employee Benefits	\$ (4,485.78)	\$ (22,807.50)	\$ (22,346.25)	\$ (461.25)
00.000.8020.100 Capital Fund Grant - Capital	\$ (24,162.54)	\$ (24,162.54)	\$ (61,131.25)	\$ (6,131.25)
00.000.4570.000 Collection Losses	\$ -	\$ 13,288.62	\$ 2,083.35	\$ 11,205.27
Total Expenses	\$ 10,286.56	\$ 205,664.37	\$ 93,726.70	\$ 68,837.71
Current Year Income & Expense	\$ 49,934.40	\$ 96,256.39	\$ 156,860.80	\$ (17,504.45)

Occupancy As of 11/30/2020

Project Name	# Units	Unit Days	Occupied	Pct%	Vacant
Borderview Homes	36	1080	1076	99.63%	4
Cherry Lane Apartments	4	120	120	100.00%	0
Fields Lane I	20	600	600	100.00%	0
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	759	97.31%	21
The Meadows	25	750	750	100.00%	0
TOTALS:	152	4560	4535	99.62%	25

Repay			Write Offs:	
R. Johnson	\$518.86	Window	L. Kirouac	\$631.00
A. Dufour	\$644.51			
S. Rhodes	\$640.25	Court Repay		
S. Greer	\$741.24		Main. Charge	Total
C. Michaud	\$164.34			
A. Choat	\$590.44			
B. York	\$1,178.23			
M. Martin	\$1,459.96	Under Evic		
Total	\$5,937.83			

Section 8	Reserve	Vouchers
\$78,376	Local	132
		Used
		131

Local Programs
\$159,989
Fields Lane II
\$16,246
Cherry Lane
\$11,563