

**THE REGULAR MEETING OF THE
HOUSING AUTHORITY OF FORT FAIRFIELD
WAS HELD ON
FEBRUARY 24, 2021 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, David Donovan and Anne Blanchard **ABSENT**: Kerby Doughty

II. REVIEW OF MINUTES

The MINUTES of the January 20, 2021 Regular Meeting were presented for review and approval. **UPON MOTION** made by Andy Coiley and seconded by Dave Donovan the MINUTES were approved.

III. REPORTS AND COMMUNICATIONS

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

IV. UNFINISHED BUSINESS:

- **CFP Updates** – Fields Lane III Kitchens are complete. Borderview is on hold for finalizing until the spring season. They 2021 funds have been announced. The Public Hearing for the CFP Plan will be on March 9, 2021 at 4:00 pm via Zoom.

V. NEW BUSINESS:

- **Short Fall Funding-** The Housing Authority was awarded Shortfall Funding in the amount of \$7,314.00. This was due to a shortage of reserves for the FYE 2019. The Housing Authority will be working with HUD to come up with a plan to cut back expenses and increase reserves. The first goal will be reviewing the budget and make cut backs on items that the HA can either do in house or can go without. The second goal is to revamp rent collections. There is a high number of receivables and Occupancy will need to get those numbers down and continue with keeping good rent amounts. With the snow removal contract up this year, it is a perfect time to have Maintenance start the snow removal at Hillcrest Estates. Instead of hiring two full time lawn care employees, we will hire 1 full and 1 part time. Currently we do not have contracts for plumbers or electricians. This would be a good idea to start a contract to maintain low rates. HUD has also suggested to look into Voluntary Conversion or RAD. The Executive Director will be attending a training to learn more about it. Our Fee Accountant is also reviewing our numbers to see if it would be a smart move to convert. HUD suggested to review benefits and salaries. A Housing Authority recently went out and got prices for Health Plans, and discovered that the current plan we are on is the best for the price. However, the Executive Director will continue to find ways to save and research other potential ideas. Utilities were another suggestion by HUD. Unfortunately, the water and electricity rates are increasing this year. With Versant and Fort Fairfield Utilities District being the only in the area it is hard to look for savings there.
- **Water Increases-** The Fort Fairfield Utilities District will be increasing the water rates by 9%. This is the second increase since 2018. 2018 the rates increase by 34% for both water and sewer.
- **Add an account** – The Housing Authority would like to open a savings account for Morningview LLC. This account will hold funds for the repairs to siding. These funds came from an insurance claim, when a resident drove into the building by accident. All of the damaged is fixed except for the siding because of it being winter. In Spring it will be fixed. The account will be at Katahdin Trust. Donna Currie

suggested looking into Easy Access CD's. However, with this being a short-term account, a savings would be the best route.

HAFF 21-23

UPON MOTION made by Donna Currie and Seconded by Anne Blanchard to approve the creation of a savings account for Morningview LLC.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the creation of a savings account for Morningview LLC.

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

VI. OTHER:

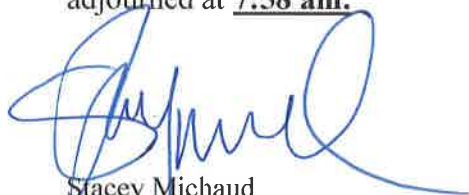
- **COVID** – The Board has asked when the staff will go back to work full time, with cases decreasing. The Executive Director said no later than April. Anne had asked if the HA was advertising about vaccination clinics. The Executive Director said the HA submitted a survey to host a clinic with DHHS. Andy, said that Walgreens were doing clinics and they would be a good contact to get a hold of. Randolph had asked when would meetings go back to in person. It was decided to do one more month via Zoom and see what the cases look like going from there.

VII. ADJOURN:

There being no further business to come before the Board;

UPON MOTION made by Andy Coiley and seconded by Randolph Bouchard it was passed unanimously to adjourn.

The next meeting will be held March 17, 2021. The meeting will take place on Zoom. Meeting was adjourned at **7:58 am.**



Stacey Michaud
Secretary/Treasurer

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

202101				
Desc	Current Period	Current Year	Year To Date Budget	Variance
00.000.3110.000 Dwelling Rentals	\$ (27,000.68)	\$ (194,456.89)	\$ (163,333.31)	\$ (31,123.58)
00.000.3120.000 Excess Utilities	\$ (364.45)	\$ (1,051.66)	\$ -	\$ (1,051.66)
00.000.3300.000 HUD Operating Subsidy Grant	\$ (26,268.50)	\$ (178,932.36)	\$ (163,747.50)	\$ (15,184.86)
00.000.3610.000 Interest General Fund	\$ (6.21)	\$ (812.17)	\$ (1,283.31)	\$ 471.14
00.000.3690.100 Late Charges	\$ (43.79)	\$ (551.82)	\$ -	\$ (551.82)
00.000.3690.200 Laundry Receipts	\$ (311.25)	\$ (1,131.00)	\$ (1,166.69)	\$ 35.69
00.000.3690.300 Other Misc. Income	\$ (36.00)	\$ (18,092.48)	\$ -	\$ (18,092.48)
00.000.3690.400 Collection Of Written Off Receivables	\$ (412.00)	\$ (612.00)	\$ -	\$ (612.00)
00.000.3690.500 Services W/orders Tenants	\$ (149.00)	\$ (4,005.98)	\$ (875.00)	\$ (3,130.98)
00.000.8020.200 Capital Fund Grant - Operating	\$ -	\$ (17,750.38)	\$ (20,416.69)	\$ 2,666.31
Total Income	\$ 54,591.88	\$ 417,396.74	\$ 350,822.50	\$ 66,574.24
00.000.4110.000 Administrative Salary	\$ 14,656.10	\$ 110,742.80	\$ 59,781.75	\$ 50,961.05
00.000.4111.000 Contra Administrative Salaries	\$ (8,678.18)	\$ (58,521.83)	\$ (47,693.94)	\$ (10,827.89)
00.000.4130.000 Legal Expense	\$ -	\$ 2,656.65	\$ 2,333.31	\$ 323.34
00.000.4131.000 Contra Legal	\$ -	\$ -	\$ -	\$ -
00.000.4140.000 Insufficient Checks	\$ -	\$ 10.00	\$ -	\$ 10.00
00.000.4145.000 Staff Training	\$ -	\$ -	\$ 2,041.69	\$ (2,041.69)
00.000.4150.000 Travel Expense	\$ 21.85	\$ 550.66	\$ 2,041.69	\$ (1,491.03)
00.000.4151.000 Contra Travel	\$ (133.33)	\$ (933.31)	\$ (933.31)	\$ -
00.000.4151.100 Contra Training	\$ -	\$ -	\$ -	\$ -
00.000.4170.000 Accounting	\$ 2,400.00	\$ 7,200.00	\$ 3,325.00	\$ 3,875.00
00.000.4171.000 Contra Accounting	\$ (325.00)	\$ (2,275.00)	\$ (2,275.00)	\$ -
00.000.4173.000 Auditing	\$ 2,500.00	\$ 5,500.00	\$ 2,041.69	\$ 3,458.31
00.000.4174.000 Audit Contra	\$ (208.33)	\$ (1,458.31)	\$ (1,458.31)	\$ -
00.000.4180.000 Telephone	\$ 655.75	\$ 4,678.16	\$ 4,666.69	\$ 11.47
00.000.4190.000 Administrative Sundry	\$ 1,136.28	\$ 8,559.45	\$ 7,000.00	\$ 1,559.45
00.000.4191.000 Contra Sundry	\$ (791.67)	\$ (5,541.69)	\$ (5,541.69)	\$ -
00.000.4220.000 Tenant Services	\$ -	\$ -	\$ 1,166.69	\$ (1,166.69)
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 583.31	\$ (583.31)
00.000.4310.000 Water	\$ 4,324.79	\$ 8,741.33	\$ 9,333.31	\$ (591.98)
00.000.4320.000 Electricity	\$ 1,514.03	\$ 7,855.76	\$ 8,750.00	\$ (894.24)
00.000.4330.000 Gasoline & Diesel	\$ 199.66	\$ 1,168.13	\$ -	\$ 1,168.13
00.000.4340.000 Fuel Oil	\$ 7,257.49	\$ 27,885.58	\$ 32,083.31	\$ (4,197.73)
00.000.4390.000 Sewer	\$ 5,059.66	\$ 10,152.32	\$ 9,333.31	\$ 819.01
00.000.4410.000 Ordinary Maintenance - Labor	\$ 9,625.72	\$ 69,193.20	\$ 48,978.44	\$ 20,214.76
00.000.4410.200 Ordinary Maintenance/summer Help	\$ -	\$ 16,284.25	\$ 7,840.00	\$ 8,444.25
00.000.4411.000 Maintenance Contra	\$ (6,120.49)	\$ (37,446.31)	\$ (18,869.69)	\$ (18,576.62)
00.000.4420.000 Ordinary Maintenance - Material	\$ 830.68	\$ 43,657.03	\$ 23,333.31	\$ 20,323.72
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 4,766.82	\$ 44,450.75	\$ 13,437.69	\$ 31,013.06
00.000.4510.000 Insurance Expense	\$ 2,581.00	\$ 18,218.00	\$ 18,666.69	\$ (448.69)
00.000.4511.000 Contra Insurance	\$ -	\$ -	\$ -	\$ -
00.000.4520.000 P.i.l.o.t.	\$ 17,824.49	\$ 17,824.49	\$ 10,500.00	\$ 7,324.49
00.000.4540.000 Employee Benefit Contribution	\$ 6,771.10	\$ 60,288.76	\$ 54,703.25	\$ 5,585.51
00.000.4541.000 Contra Employee Benefits	\$ (4,418.10)	\$ (31,793.94)	\$ (31,284.75)	\$ (509.19)
00.000.8020.100 Capital Fund Grant - Capital	\$ -	\$ (24,162.54)	\$ (85,583.75)	\$ 61,421.21
00.000.4570.000 Collection Losses	\$ -	\$ 13,288.62	\$ 2,500.02	\$ 10,788.60
Total Expenses	\$ 61,450.32	\$ 316,773.01	\$ 130,800.71	\$ 185,972.30
Current Year Income & Expense	\$ (6,858.44)	\$ 100,623.73	\$ 220,021.79	\$ (119,398.06)

Occupancy As of 01/31/2021

Project Name	# Units	Unit Days	Occupied	Pct%	Vacant
Borderview Homes	36	1116	1104	98.93%	12
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	527	100.00%	0
Morningview LLC	26	806	806	100.00%	0
The Meadows	25	775	775	100.00%	0
TOTALS:	152	4712	4700	99.87%	12

Repay		Write Offs:	
R. Johnson	\$477.58		
A. Dufour	\$463.51		
S. Rhodes	\$733.25	Court Repay Main. Charge	
S. Greer	\$712.24		Total
C. Burby	\$972.63		
A. Choat	\$804.56	going to Court	
B. York	\$188.23		
M. Martin	\$1,300.60	Court Repay	
Total	\$5,652.60		

Section 8	Reserve	Vouchers
\$50,023	Local	132
		Used
		130

Local Programs
\$154,797
Fields Lane II
\$19,737
Cherry Lane
\$10,664