THE REGULAR MEETING OF THE
HOUSING AUTHORITY OF FORT FAIRFIELD
WAS HELD ON
JANUARY 20, 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, and Anne Blanchard **ABSENT**: Kerby Doughty and Andy Coiley

II. REVIEW OF MINUTES

The MINUTES of the December 16, 2020 Regular Meeting were presented for review and approval.

UPON MOTION made by Randolph Bouchard and seconded by Donna Currie the MINUTES as amended were approved.

III. REPORTS AND COMMUNICATIONS

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

  The Chairman had asked why a former tenant she knew was not on the write off list. That tenant is from Morningview and the list is for Public Housing. The Director also reminded all Commissioners to not comment Facebook posts from current or past tenants in regards to housing matters. Refer them to the office where Occupancy can talk to them. It makes our jobs harder when Commissioners or outside people intervene and when they do not have all of the information.

IV. UNFINISHED BUSINESS:

- **CFP Updates-** 1 kitchen left at Fields Lane III. Borderview is on hold for finalizing until the spring season.

V. NEW BUSINESS:

- **Mainstream Vouchers-** The Housing Authority applied through the Cares Act for Mainstream Vouchers. 7 vouchers have been awarded. These Vouchers help anyone disabled between the ages of 18 and 61 and who are homeless or on the verge of homeless. These Vouchers receive separate funding and will be good for our community.

- **CFP 5 Year Plan and annual review of PHA 5 Year Plan** – The Director met with the RAB on January 12, 2021 to present the CFP 5 Year Plan and review the PHA 5 Year plan. Below is the RAB approved plan. The Chairman has asked about the Hillcrest windows they are hard to open. The Executive Director said it could be something we look at for 2026. We have had no complaints about them compared to the FL I windows. Donna Currie asked about the price of the radon testing. It would include the testing of 81 units plus any mitigation that would be needed. There are at least 4 units at Borderview that are higher than the what is recommended by the state. The vinyl for Hillcrest will save on paint and equipment.

Year	Description	Cost
2021	Borderview Kitchen upgrades	$78,000.00
	Operations	$22,000.00
		$100,000.00
2022	Borderview Kitchen upgrades	$78,000.00
	Operations	$22,000
		$100,000.00
2023	Borderview Kitchen upgrades	$78,000.00
	Operations	$22,000.00
		$100,000.00
2024	Radon Testing and Mitigation	$45,000.00
	Hillcrest Siding upgrade	$22,000.00
	Lighting at Borderview	$8,000.00
	Operations	$25,000
		$100,000
2025	Fields Lane I windows	$25,000.00
	Fields Lane I patio Doors	$25,000.00
	Install new patio dividers	$25,000.00
	Operations	$25,000.00
		$100,000.00

HAFF 21-20

UPON MOTION made by Anne Blanchard and Seconded by Randolph Bouchard approve the 2021-2025 CFP Plan.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the 2021-2025 CFP Plan

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

The **5 Year PHA Plan for 2020-2024** needs to be reviewed every year. A progress report was discussed. A new website has been installed and it is fabulous. Our Social Media account has been very useful. We post job opportunities, vacant units, and information about our coat drive, clothing drive and food pantry. With many agencies closed Social Media has been very useful to spread news around. We have been updating our inventory, like the Fields Lane Community and Laundry rooms. Our next stop is the Hillcrest Community and Laundry room. Both will be getting new paint and décor to make the rooms more welcoming. The local Programs loan has been paid off. Unit turn around is still below 15 days and Work Order turn around is below 7. New thermostats have been ordered and some have been installed. We are excited to see what new goals we can reach this year.

- **Admin Plan Changes** – With the addition of the Mainstream Vouchers the Admin plan will need to be updated to include those changes. These changes will be presented at the Public Hearing.

HAFF 21-21

UPON MOTION made by Donna Currie and Seconded by Randolph Bouchard to approve the changes to the Admin Plan to include the Mainstream Vouchers

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the Admin Plan changes.

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

VI. OTHER:

- ~~**Commissioner Questions-** Kerby has been out the past couple meetings and will miss the next few due~~ to medical reasons. Would it be okay for him to stay on the Board? It is currently hard to find someone who is willing to serve. It was agreed to keep him on.
- **Nominations for Vice President** – The Vice President Seat is available and nominations will need to be made to fill it. After some discussion Donna Currie was nominated and accepted the role

HAFF 21-22

UPON MOTION made by Anne Blanchard and Seconded by Randolph Bouchard to nominate and approve Donna Currie as Vice President.

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

VII. ADJOURN:

There being no further business to come before the Board;

UPON MOTION made by Donna Currie and seconded by Randolph Bouchard it was passed unanimously to adjourn.

The next meeting will be held February 17, 2020. 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

202012				
Desc	Current Period	Current Year	Year To Date Budget	Variance
00.000.3110.000 Dwelling Rentals	$ (28,505.00)	$ (167,456.21)	$ (139,999.98)	$ (27,456.23)
00.000.3120.000 Excess Utilities	$ -	$ (687.21)	$ -	$ (687.21)
00.000.3300.000 HUD Operating Subsidy Grant	$ (31,412.00)	$ (152,663.86)	$ (140,355.00)	$ (12,308.86)
00.000.3610.000 Interest General Fund	$ (6.86)	$ (422.70)	$ (1,099.98)	$ 677.28
00.000.3690.100 Late Charges	$ (134.48)	$ (508.03)	$ -	$ (508.03)
00.000.3690.200 Laundry Receipts	$ -	$ (819.75)	$ (1,000.02)	$ 180.27
00.000.3690.300 Other Misc. Income	$ (382.50)	$ (18,056.48)	$ -	$ (18,056.48)
00.000.3690.400 Collection Of Written Off Receivables	$ (25.00)	$ (200.00)	$ -	$ (200.00)
00.000.3690.500 Services W/orders Tenants	$ (35.00)	$ (3,856.98)	$ (750.00)	$ (3,106.98)
00.000.8020.200 Capital Fund Grant - Operating	$ -	$ (17,750.38)	$ (17,500.02)	$ (250.36)
Total Income	**$ 60,500.84**	**$ 362,421.60**	**$ 300,705.00**	**$ 61,716.60**
00.000.4110.000 Administrative Salary	$ 15,726.78	$ 96,086.70	$ 51,241.50	$ 44,845.20
00.000.4111.000 Contra Administrative Salaries	$ (8,561.39)	$ (49,843.65)	$ (40,880.52)	$ (8,963.13)
00.000.4130.000 Legal Expense	$ 664.25	$ 2,656.65	$ 1,999.98	$ 656.67
00.000.4131.000 Contra Legal	$ -	$ -	$ -	$ -
00.000.4140.000 Insufficient Checks	$ -	$ 10.00	$ -	$ 10.00
00.000.4145.000 Staff Training	$ -	$ -	$ 1,750.02	$ (1,750.02)
00.000.4150.000 Travel Expense	$ 43.70	$ 528.81	$ 1,750.02	$ (1,221.21)
00.000.4151.000 Contra Travel	$ (133.33)	$ (799.98)	$ (799.98)	$ -
00.000.4151.100 Contra Training	$ -	$ -	$ -	$ -
00.000.4170.000 Accounting	$ -	$ 4,800.00	$ 2,850.00	$ 1,950.00
00.000.4171.000 Contra Accounting	$ (325.00)	$ (1,950.00)	$ (1,950.00)	$ -
00.000.4173.000 Auditing	$ -	$ 3,000.00	$ 1,750.02	$ 1,249.98
00.000.4174.000 Audit Contra	$ (208.33)	$ (1,249.98)	$ (1,249.98)	$ -
00.000.4180.000 Telephone	$ 660.57	$ 4,022.41	$ 4,000.02	$ 22.39
00.000.4190.000 Administrative Sundry	$ 842.28	$ 7,423.17	$ 6,000.00	$ 1,423.17
00.000.4191.000 Contra Sundry	$ (791.67)	$ (4,750.02)	$ (4,750.02)	$ -
00.000.4220.000 Tenant Services	$ -	$ -	$ 1,000.02	$ (1,000.02)
00.000.4230.000 Tenant Services Training	$ -	$ -	$ 499.98	$ (499.98)
00.000.4310.000 Water	$ -	$ 4,416.54	$ 7,999.98	$ (3,583.44)
00.000.4320.000 Electricity	$ 1,274.75	$ 6,341.73	$ 7,500.00	$ (1,158.27)
00.000.4330.000 Gasoline & Diesel	$ 232.30	$ 968.47	$ -	$ 968.47
00.000.4340.000 Fuel Oil	$ 11,504.16	$ 20,628.09	$ 27,499.98	$ (6,871.89)
00.000.4390.000 Sewer	$ -	$ 5,092.66	$ 7,999.98	$ (2,907.32)
00.000.4410.000 Ordinary Maintenance - Labor	$ 10,075.19	$ 59,567.48	$ 41,981.52	$ 17,585.96
00.000.4410.200 Ordinary Maintenance/summer Help	$ 318.75	$ 16,284.25	$ 6,720.00	$ 9,564.25
00.000.4411.000 Maintenance Contra	$ (2,695.63)	$ (31,325.82)	$ (16,174.02)	$ (15,151.80)
00.000.4420.000 Ordinary Maintenance - Material	$ 1,535.44	$ 42,826.35	$ 19,999.98	$ 22,826.37
00.000.4430.000 Ordinary Maintenance - Cont. Cost	$ 11,946.13	$ 39,683.93	$ 11,518.02	$ 28,165.91
00.000.4510.000 Insurance Expense	$ 2,563.00	$ 15,637.00	$ 16,000.02	$ (363.02)
00.000.4511.000 Contra Insurance	$ -	$ -	$ -	$ -
00.000.4520.000 P.i.l.o.t.	$ -	$ -	$ 9,000.00	$ (9,000.00)
00.000.4540.000 Employee Benefit Contribution	$ 9,554.71	$ 53,517.66	$ 46,888.50	$ 6,629.16
00.000.4541.000 Contra Employee Benefits	$ (4,568.34)	$ (27,375.84)	$ (26,815.50)	$ (560.34)
00.000.8020.100 Capital Fund Grant - Capital	$ -	$ (24,162.54)	$ (73,357.50)	$ 49,194.96
00.000.4570.000 Collection Losses	$ -	$ 13,288.62	$ 2,500.02	$ 10,788.60
Total Expenses	$ 49,658.32	$ 255,322.69	$ 112,472.04	$142,850.65
Current Year Income & Expense	***$ 10,842.52***	***$ 107,098.91***	***$ 188,232.96***	***$ (81,134.05)***

Occupancy As of 12/31/2020

Project Name	# Units	Unit Days	Occupied	Pct%	Vacant
Borderview Homes	36	1116	1108	99.28%	8
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	4704	99.91%	8

Repay			Write Offs:	
R. Johnson	$485.86			
A. Dufour	$866.51			
S. Rhodes	$695.25	Court Repay		
S. Greer	$746.24	Main. Charge	Total	$0.00
C. Burby	$974.50			
A. Choat	$713.44	going to Court		
B. York	$628.23			
M. Martin	$1,478.60	Court Repay		
Total	$6,588.63			

Section 8	Reserve	Vouchers
$48,517	Local	132
		Used
		130

Local Programs
$162,585
Fields Lane II
$25,561
Cherry Lane
$19,624