

**THE REGULAR MEETING OF THE  
HOUSING AUTHORITY OF FORT FAIRFIELD  
WAS HELD ON  
NOVEMBER 18, 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 October 21, 2020 Regular Meeting were presented for review and approval. The Minutes need to be amended as they state Kerby was at the meeting when he was absent.

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

**III. REPORTS AND COMMUNICATIONS**

• **Director's Report: Atch 1.**

The purchase of the truck will not show on this report as it was purchased from Local Programs. The Dead River Service contract payment was made in October for the Fuel Furnaces. Propane will come out in December.

Duska asked the Executive Director if we can make residents and guests wear masks in the hallways and common areas like the elevator. The Executive Director will send a letter to remind residents about social distancing and wearing masks in common areas if they are able to. Duska also asked why Hillcrest wasn't being cleaned like The Meadows. Residents at The Meadows are volunteering to sanitize daily. They are being supplied with the proper items. Hillcrest Residents have not/are unable to volunteer. The Building was cleaned two weeks ago and has fallen on the back burner. I will ensure that the building goes back on a weekly cleaning schedule and to come up with a plan for sanitation.

**IV. UNFINISHED BUSINESS:**

- **CFP Updates-** S. W. Collins will start the kitchens in December. They will also be doing the demo because they want to do two kitchens at a time. Borderview siding has 3-4 more buildings left and then they will have a punch list. They did run out of some material and are waiting for that to come in.

**V. NEW BUSINESS:**

- **Coat Drive-** The Housing Authority is doing a coat drive to help any member of our community stay warm this winter
- **2005 Truck Bids-** The 2005 Ford 250 truck has been advertised and the bid opening is 11/19/2020. The minimum bid is \$3000.00 and the bids are sealed. Any board member can come if they want.
- **Section 8 COVID Funds-** The Section 8 account has \$21,689.41 dollars for COVID funds leaving roughly \$50,000 in the account. About this range is when HUD will decrease our HAP funds to reduce our reserves. If we use the fund, the HAP funds will stay the same. The current Section 8 car is a good vehicle but it does not work well in the snow even with studs. The car is low and gets hung up on everything. It is also difficult to get in and out of. We would like to purchase a larger and safer vehicle, one that can be used to tote the staff to trainings and that the Section 8 inspectors will feel safe in. The Executive Director will send bid letters out to local vendors and see what offers they are for a new all-wheel drive and what we can get for trade in on the Civic.

**VI. OTHER:**

The Executive Director is requesting to have this write off approved. A letter was sent to this individual about repayment. Once the 30 days are complete, the Executive Director will send a Small Claims letter. Failure to respond will mean that the file is sent to the lawyer to proceed.

Write Offs:	
N. Walker	\$2,930.89
Total	\$2,930.89

**HAFF 21-15**

**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

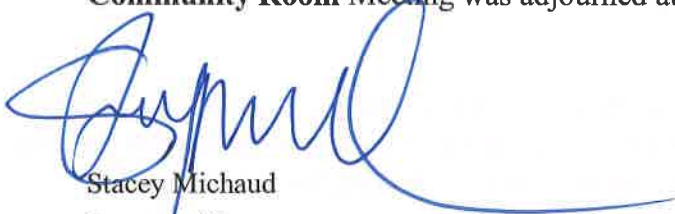
- The Christmas party for Commissioners and Directors has been cancelled until COVID is no longer a huge burden.

**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 December 16, 2020. The meeting will take place at the Fields Lane Community Room Meeting was adjourned at 7:50 am.**



Stacey Michaud  
Secretary/Treasurer

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

202010				
Desc	Current Period	Current Year	Year To Date Budget	Variance
00.000.3110.000 Dwelling Rentals	\$ (28,055.74)	\$ (109,702.14)	\$ (93,333.32)	\$ (16,368.82)
00.000.3120.000 Excess Utilities	\$ (369.47)	\$ (687.21)	\$ -	\$ (687.21)
00.000.3300.000 HUD Operating Subsidy Grant	\$ (28,624.00)	\$ (91,704.00)	\$ (93,570.00)	\$ 1,866.00
00.000.3610.000 Interest General Fund	\$ (4.80)	\$ (409.89)	\$ (733.32)	\$ 323.43
00.000.3690.100 Late Charges	\$ (140.03)	\$ (315.11)	\$ -	\$ (315.11)
00.000.3690.200 Laundry Receipts	\$ (241.25)	\$ (819.75)	\$ (666.68)	\$ (153.07)
00.000.3690.300 Other Misc. Income	\$ (1,091.56)	\$ (16,516.34)	\$ -	\$ (16,516.34)
00.000.3690.400 Collection Of Written Off Receivables	\$ (100.00)	\$ (100.00)	\$ -	\$ (100.00)
00.000.3690.500 Services W/orders Tenants	\$ (1,950.09)	\$ (3,694.98)	\$ (500.00)	\$ (3,194.98)
00.000.8020.200 Capital Fund Grant - Operating	\$ (1,976.27)	\$ (17,750.38)	\$ (11,666.68)	\$ (6,083.70)
<b>Total Income</b>	<b>\$ 62,553.21</b>	<b>\$ 241,699.80</b>	<b>\$ 200,470.00</b>	<b>\$ 41,229.80</b>
00.000.4110.000 Administrative Salary	\$ 14,433.49	\$ 62,121.83	\$ 34,161.00	\$ 27,960.83
00.000.4111.000 Contra Administrative Salaries	\$ (8,222.57)	\$ (32,890.28)	\$ (27,253.68)	\$ (5,636.60)
00.000.4130.000 Legal Expense	\$ 1,892.40	\$ 1,992.40	\$ 1,333.32	\$ 659.08
00.000.4131.000 Contra Legal	\$ -	\$ -	\$ -	\$ -
00.000.4140.000 Insufficient Checks	\$ 10.00	\$ 10.00	\$ -	\$ 10.00
00.000.4145.000 Staff Training	\$ -	\$ -	\$ 1,166.68	\$ (1,166.68)
00.000.4150.000 Travel Expense	\$ 360.46	\$ 412.66	\$ 1,166.68	\$ (754.02)
00.000.4151.000 Contra Travel	\$ (133.33)	\$ (533.32)	\$ (533.32)	\$ -
00.000.4151.100 Contra Training	\$ -	\$ -	\$ -	\$ -
00.000.4170.000 Accounting	\$ 2,400.00	\$ 4,800.00	\$ 1,900.00	\$ 2,900.00
00.000.4171.000 Contra Accounting	\$ (325.00)	\$ (1,300.00)	\$ (1,300.00)	\$ -
00.000.4173.000 Auditing	\$ 3,000.00	\$ 3,000.00	\$ 1,166.68	\$ 1,833.32
00.000.4174.000 Audit Contra	\$ (208.33)	\$ (833.32)	\$ (833.32)	\$ -
00.000.4180.000 Telephone	\$ 665.02	\$ 2,665.75	\$ 2,666.68	\$ (0.93)
00.000.4190.000 Administrative Sundry	\$ 808.91	\$ 4,737.94	\$ 4,000.00	\$ 737.94
00.000.4191.000 Contra Sundry	\$ (791.67)	\$ (3,166.68)	\$ (3,166.68)	\$ -
00.000.4220.000 Tenant Services	\$ -	\$ -	\$ 666.68	\$ (666.68)
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 333.32	\$ (333.32)
00.000.4310.000 Water	\$ -	\$ 4,416.54	\$ 5,333.32	\$ (916.78)
00.000.4320.000 Electricity	\$ 1,179.61	\$ 3,872.96	\$ 5,000.00	\$ (1,127.04)
00.000.4330.000 Gasoline & Diesel	\$ 116.35	\$ 555.85	\$ -	\$ 555.85
00.000.4340.000 Fuel Oil	\$ 2,254.97	\$ 7,170.52	\$ 18,333.32	\$ (11,162.80)
00.000.4390.000 Sewer	\$ -	\$ 5,092.66	\$ 5,333.32	\$ (240.66)
00.000.4410.000 Ordinary Maintenance - Labor	\$ 9,139.44	\$ 37,411.15	\$ 27,987.68	\$ 9,423.47
00.000.4410.200 Ordinary Maintenance/summer Help	\$ 1,853.75	\$ 13,709.25	\$ 4,480.00	\$ 9,229.25
00.000.4411.000 Maintenance Contra	\$ (3,945.37)	\$ (22,328.44)	\$ (10,782.68)	\$ (11,545.76)
00.000.4420.000 Ordinary Maintenance - Material	\$ 11,728.01	\$ 39,013.87	\$ 13,333.32	\$ 25,680.55
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 10,581.82	\$ 25,198.73	\$ 7,678.68	\$ 17,520.05
00.000.4510.000 Insurance Expense	\$ 2,563.00	\$ 10,252.00	\$ 10,666.68	\$ (414.68)
00.000.4511.000 Contra Insurance	\$ -	\$ -	\$ -	\$ -
00.000.4520.000 P.i.l.o.t.	\$ -	\$ -	\$ 6,000.00	\$ (6,000.00)
00.000.4540.000 Employee Benefit Contribution	\$ 9,706.82	\$ 35,028.84	\$ 31,259.00	\$ 3,769.84
00.000.4541.000 Contra Employee Benefits	\$ (4,267.86)	\$ (18,321.72)	\$ (17,877.00)	\$ (444.72)
00.000.8020.100 Capital Fund Grant - Capital	\$ -	\$ -	\$ (48,905.00)	\$ 48,905.00
00.000.4570.000 Collection Losses	\$ 13,288.62	\$ 13,288.62	\$ 1,666.68	\$ 11,621.94
<b>Total Expenses</b>	<b>\$ 54,799.92</b>	<b>\$ 195,377.81</b>	<b>\$ 74,981.36</b>	<b>\$ 120,396.45</b>
<b>Current Year Income &amp; Expense</b>	<b>\$ 7,753.29</b>	<b>\$ 46,321.99</b>	<b>\$ 125,488.64</b>	<b>\$ (79,166.65)</b>

**Occupancy As of 10/31/2020**

Project Name	# Units	Unit Days	Occupied	Pct%	Vacant
Borderview Homes	36	1116	1081	96.86%	35
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	25	775	762	98.39%	13
The Meadows	25	775	775	100.00%	0
<b>TOTALS:</b>	<b>151</b>	<b>4681</b>	<b>4633</b>	<b>99.41%</b>	<b>48</b>
<b>Repay</b>			<b>Write Offs:</b>		
R. Johnson	\$501.86		N. Walker	\$2,930.89	
A. Dufour	\$568.51				
L. Kirouac	\$612.00				
M. Martin	\$945.96		Total	\$2,930.89	
Total	\$2,628.33				
		<b>Vouchers</b>			
<b>Section 8</b>	<b>Reserve</b>	<b>130</b>			
\$72,681	<b>Local</b>	<b>Used</b>			
		<b>132</b>			
<b>Local Programs</b>					
\$182,210					
<b>Fields Lane II</b>					
\$13,684					
<b>Cherry Lane</b>					
\$10,634					
<b>COVID 19 OP Subsidy Balance</b>		<b>\$ 12,580.42</b>			
<b>Section 8 COVID Balance</b>		<b>\$ 21,689.41</b>			