

**THE REGULAR MEETING OF THE
HOUSING AUTHORITY OF FORT FAIRFIELD
WAS HELD ON
APRIL 28, 2021 AT 7:00 A.M.
AT HILLCREST ESTATES CONFERENCE ROOM
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 March 17, 2021 Regular Meeting were presented for review and approval. There were errors that had been corrected prior to the meeting.

UPON MOTION made by David Donovan and seconded by Randolph Bouchard the MINUTES were approved with the spelling corrections.

III. REPORTS AND COMMUNICATIONS

● **Director's Report: Atch 1.**

The Directors report is now in a different format. It is now Current Period, Current Year, Year to Date Budget and Year Budget. This format will help clarify the expenses and income and will be easier to notice discrepancies. There were questions in regard to the contra accounts and where the money comes from. For payroll General Fund/Public Housing pays for everything up front. Monthly, the other programs pay for salaries and benefits to reimburse the expenses. So, it may appear that the budget is way over budget, but that is because the form is only for the Public Housing Budget. A Portion of salaries comes from these other programs through the contra accounts.

The Housing Authority has several programs that feed into the Contra Accounts. – The Meadows, Morningview LLC, Cherry Lane, HMS, Fields Lane II and Section 8. These programs pay for expenses such as salaries, benefits, sundry, travel, training and some pay for audit.

There was a question about how the Operating Subsidy was calculated. There are 2 forms I fill out in January. One form asks about the utilities expensed in the prior year, fuel water, sewer and electricity. Every year those expenses change due to cost and use. There is then a formula used to determine the price per unit month, we have 81 units. The formulas do all of the work I just input the needed information. With that being said, once an amount has been determined it then depends on the proration set by Congress and HUD. The Housing Authority may not get 100% of the subsidy, we may get 93%. That amount changes yearly as well.

The Directors Report for March 2021 was presented for review and approval.

UPON MOTION made by Anne Blanchard and seconded by Donna Currie the Directors Report was approved.

IV. UNFINISHED BUSINESS:

- **FY Budget 2022-** After a discussion with our Fee Accountant, the FY 2022 Budget needed to be revised. The Maintenance Contract account isn't just for contracts, but also items such as plumbing or electrical or other odd jobs that are not contracted, but are used. There was discussion about why salaries and benefits increased and how the Executive Director determined the potential of 2.5% increase when the COLA was only 1.3%. The Executive Director said the evaluations are based on work performance and may not be guaranteed to everyone. All employees have an evaluation to determine strengths and weaknesses. It was suggested to have a goal-based evaluation as well. Andy explained that the budget has potential of \$113,00 net income which is

excellent. This can allow for a raise. The salaries and benefits with the 2.5% increase were already approved at the last Board Meeting.

HAFF 21-29

UPON MOTION made by Andy Coiley and Seconded by David Donovan to approve the Maintenance Contract revision for the FY 2022 Consolidated Budget

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the revisions to the Maintenance Contract for the FY 2022 Consolidated Budget.

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

V. NEW BUSINESS:

- **Commissioner Conduct-** There is a fine line between micromanaging and Managing. The Board of Commissioners approve policy and hire an Executive Director who can enforce the polices. It is also the Executive Director's responsibility to manage the staff of the Housing Authority. When Commissioners don't follow the chain of command, it not only affects the authority of the Executive Director who cannot be held accountable, but it can also affect the how employees view the Commissioners. There were a few instances that things were said that caused tension and created issues for staff. The staff of the Housing Authority are here to work with tenants and deal with tenant issues. They know the policies, laws, and procedures and it is the Executive Director's job to ensure that the staff are doing their work. If there is a work order that needs to be completed, please call the office, if Commissioners hear tenant complaints, have them call the office. If the Commissioners have questions, please call the Executive Director. The Commissioners and staff need to all work together and trust each other. The Executive Director needs to create a resolution with staff.
- **Worker's Comp Incentive Program** – Maine Municipal Association has a Workers Comp Incentive program that can allow the Housing Authority to save up to 10% annually. This will increase safety and save money at the same time. The Board needs to sign the Resolve Form and the second step will be completed. All Board members signed the form
- **Shortfall Funding** – The initial plan set up with HUD has been approved. Each month there are goals that are established to help the Housing Authority maintain 2 or more months of operating reserves.
 - **Rent Collection Policy-** The Executive Director presented the Rent Collection Policy. This policy follows both Maine State Law and HUD law. This policy ensures that the Housing Authority is doing everything possible to collect rent. The Executive Director also presented the Repay Policy that is included in the ACOP.

HAFF 21-30

UPON MOTION made by Andy Coiley and Seconded by David Donovan to approve the Housing Authority of Fort Fairfield Rent Collection Policy.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve Housing Authority of Fort Fairfield Rent Collection Policy.

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **Proration of Salaries-** Last Year with help from the Fee Accountant the Executive Director established the proration to determine the percentage of time each employee is used by each property.

Salary Proration for Housing Authority Employees							
Name	Section 8	PHA	Cherry Lane	Meadows	Morningview	Fields Lane II	Total Percentage
Stacey Michaud Executive Director	3%	65%	2%	10%	10%	10%	100%
Tracie Helstrom Occupancy Manager	60%	0%	0%	20%	20%	0%	100%
Jenna Burby Occupancy Specialist	0%	81%	3%	0%	0%	16%	100%
Donna Nedeau Admin Support Specialist	19%	19%	5%	19%	19%	19%	100%
Joyce Day Accounts Clerk	10%	58%	2%	10%	10%	10%	100%
Pete Bowmaster Maintenance Supervisor	15%	65%	5%	5%	5%	5%	100%
Mike Jalbert Maintenance 1	0%	80%	5%	5%	5%	5%	100%
Viola Ricker Maintenance 2	0%	80%	5%	5%	5%	5%	100%

The Housing Authority has Maintenance Contracts with Morningview, Meadows, Cherry Lane and Fields Lane II

HAFF 21-31

UPON MOTION made by Andy Coiley and Seconded by Donna Currie to approve the Proration of Salaries.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the Proration of Salaries.

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **Snow Removal Contract-** The current Snow Removal Contract is set to expire this year. Prior to this contract the snow removal at Hillcrest Estates was done by the Maintenance staff. McGillan's pushed back the snow banks and sanded the lots as needed. The Meadows will continue to have its own contract. Maintenance reports to Hillcrest a to clean the walk ways and it the best option right now to do it in house. It will save a good amount of money. The HA will not need to buy a new plow, there are 2. If the job is too much, we can get assistance from McGillan's. This will be a trial year to determine if this is the best step forward.
- **Community Solar** – The Executive Director was looking into Solar Credits through Community Solar. They reached out and offered this program to the Housing Authority and its residents. However, had to pull back because of Versant. Hopefully in the future we can continue this project.
- **Commissioner Resignation-** The Executive Director has received 2 resignations from Commissioners. Randolph Bouchard and Kerby Doughty have both resigned due to medical reasons. With Randolph stepping down, there will need to be another check signer. The Executive Director suggested David Donovan, who accepted the nomination. There were several names that came from the Commissioner for potential nominations. The Executive Director will follow up with these names.

VI. Other:

VII. EXECUTIVE SESSION:

UPON MOTION made by Anne Blanchard and Seconded by Donna Currie to enter Executive Session.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby agree to enter Executive Session.

- Personnel

UPON MOTION made by Andy Coiley and Seconded by Randolph Bouchard to leave Executive Session.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby agree to leave Executive Session.

VIII. 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 May 19, 2021. The meeting will take place at the Hillcrest Estates Conference Room. Meeting was adjourned at 9:00 am.



Stacey Michaud
Secretary/Treasurer

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

202103

Desc	Current Period	Current Year	Year to Date Budget	Year Budget
00.000.3110.000 Dwelling Rentals	\$ (28,608.12)	\$ (250,588.01)	\$ (209,999.97)	\$ (280,000.00)
00.000.3120.000 Excess Utilities	\$ -	\$ (1,051.66)	\$ -	\$ -
00.000.3300.000 HUD Operating Subsidy Grant	\$ (29,042.00)	\$ (234,242.86)	\$ (210,532.50)	\$ (280,710.00)
00.000.3300.100 COVID OP Subsidy	\$ -	\$ (11,759.32)	\$ -	\$ -
00.000.3610.000 Interest General Fund	\$ (138.71)	\$ (1,202.66)	\$ (1,649.97)	\$ (2,200.00)
00.000.3690.100 Late Charges	\$ (120.68)	\$ (734.61)	\$ -	\$ -
00.000.3690.200 Laundry Receipts	\$ (452.00)	\$ (1,583.00)	\$ (1,500.03)	\$ (2,000.00)
00.000.3690.300 Other Misc. Income	\$ (151.00)	\$ (19,732.09)	\$ -	\$ -
00.000.3690.400 Collection Of Written Off Receivables	\$ (2,328.33)	\$ (3,040.33)	\$ -	\$ -
00.000.3690.500 Services W/orders Tenants	\$ (163.00)	\$ (4,435.98)	\$ (1,125.00)	\$ (1,500.00)
00.000.8020.200 Capital Fund Grant - Operating	\$ -	\$ (33,989.57)	\$ (26,250.03)	\$ (35,000.00)
Total Income	\$ 61,003.84	\$ 562,360.09	\$ 451,057.50	\$ 601,410.00
00.000.4110.000 Administrative Salary	\$ 18,312.72	\$ 143,780.49	\$ 76,862.25	\$ 102,483.00
00.000.4111.000 Contra Administrative Salaries	\$ (8,391.98)	\$ (75,305.79)	\$ (61,320.78)	\$ (81,761.00)
00.000.4130.000 Legal Expense	\$ 1,852.35	\$ 5,415.84	\$ 2,999.97	\$ 4,000.00
00.000.4131.000 Contra Legal	\$ -	\$ -	\$ -	\$ -
00.000.4140.000 Insufficient Checks	\$ -	\$ 10.00	\$ -	\$ -
00.000.4145.000 Staff Training	\$ -	\$ -	\$ 2,625.03	\$ 3,500.00
00.000.4150.000 Travel Expense	\$ 65.08	\$ 737.24	\$ 2,625.03	\$ 3,500.00
00.000.4151.000 Contra Travel	\$ (133.33)	\$ (1,199.97)	\$ (1,199.97)	\$ (1,600.00)
00.000.4151.100 Contra Training	\$ -	\$ -	\$ -	\$ -
00.000.4170.000 Accounting	\$ -	\$ 7,200.00	\$ 4,275.00	\$ 5,700.00
00.000.4171.000 Contra Accounting	\$ (325.00)	\$ (2,925.00)	\$ (2,925.00)	\$ (3,900.00)
00.000.4173.000 Auditing	\$ 500.00	\$ 6,000.00	\$ 2,625.03	\$ 3,500.00
00.000.4174.000 Audit Contra	\$ (257.91)	\$ (2,321.19)	\$ (1,874.97)	\$ (2,500.00)
00.000.4180.000 Telephone	\$ 720.64	\$ 6,063.41	\$ 6,000.03	\$ 8,000.00
00.000.4190.000 Administrative Sundry	\$ 1,278.81	\$ 11,464.27	\$ 9,000.00	\$ 12,000.00
00.000.4191.000 Contra Sundry	\$ (791.67)	\$ (7,125.03)	\$ (7,125.03)	\$ (9,500.00)
00.000.4220.000 Tenant Services	\$ -	\$ -	\$ 1,500.03	\$ 2,000.00
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 749.97	\$ 1,000.00
00.000.4310.000 Water	\$ 4,211.02	\$ 12,952.35	\$ 11,999.97	\$ 16,000.00
00.000.4320.000 Electricity	\$ 1,574.35	\$ 10,979.54	\$ 11,250.00	\$ 15,000.00
00.000.4330.000 Gasoline & Diesel	\$ 236.08	\$ 1,547.34	\$ -	\$ -
00.000.4340.000 Fuel Oil	\$ 8,643.35	\$ 44,468.65	\$ 41,249.97	\$ 55,000.00
00.000.4390.000 Sewer	\$ 4,242.59	\$ 14,394.91	\$ 11,999.97	\$ 16,000.00
00.000.4410.000 Ordinary Maintenance - Labor	\$ 12,173.39	\$ 91,604.79	\$ 62,972.28	\$ 83,963.00
00.000.4410.200 Ordinary Maintenance/summer Help	\$ -	\$ 16,284.25	\$ 10,080.00	\$ 13,440.00
00.000.4411.000 Maintenance Contra	\$ (3,287.11)	\$ (43,658.01)	\$ (24,261.03)	\$ (32,348.00)
00.000.4420.000 Ordinary Maintenance - Material	\$ (4,419.14)	\$ 40,070.18	\$ 29,999.97	\$ 40,000.00
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ (12,702.76)	\$ 37,859.62	\$ 17,277.03	\$ 23,036.00
00.000.4510.000 Insurance Expense	\$ 2,608.00	\$ 23,407.00	\$ 24,000.03	\$ 32,000.00
00.000.4511.000 Contra Insurance	\$ -	\$ -	\$ -	\$ -
00.000.4520.000 P.i.l.o.t.	\$ -	\$ 17,824.49	\$ 13,500.00	\$ 18,000.00
00.000.4540.000 Employee Benefit Contribution	\$ 12,552.44	\$ 82,742.11	\$ 70,332.75	\$ 93,777.00
00.000.4541.000 Contra Employee Benefits	\$ (4,924.62)	\$ (41,357.70)	\$ (40,223.25)	\$ (53,631.00)
00.000.8020.100 Capital Fund Grant - Capital	\$ -	\$ (24,162.54)	\$ (110,036.25)	\$ (146,715.00)
00.000.4900.000 COVID Expenses	\$ -	\$ 10,339.12	\$ -	\$ -
00.000.4570.000 Collection Losses	\$ -	\$ 13,288.62	\$ 3,750.03	\$ 5,000.00
Total Expenses	\$ 33,737.30	\$ 400,378.99	\$ 168,708.06	\$224,944.00
Current Year Income & Expense	\$ 27,266.54	\$ 161,981.10	\$ 282,349.44	\$ 376,466.00

Occupancy As of 03/31/2021

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	598	96.45%	22
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	796	98.76%	10
The Meadows	25	775	775	100.00%	0
TOTALS:	152	4712	4680	99.40%	32

Repay		Write Offs:	
R. Johnson	\$483.58		
S. Rhodes	\$368.25	Court Repay	
C. Burby	\$506.63		
M. Martin	\$995.60	Court Repay	Total
Total	\$2,354.06		\$0.00

Section 8	Reserve	Vouchers
\$66,254	Local	139
		Used
		130

Local Programs
\$171,542
Fields Lane II
\$26,375
Cherry Lane
\$12,652

COVID 19 OP Subsidy Balance **\$ 10,339.12**

Section 8 COVID Balance **\$ 5,000.00**