

**THE REGULAR MEETING OF THE
HOUSING AUTHORITY OF FORT FAIRFIELD
WAS HELD ON
MARCH, 17, 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 February 24, 2021 Regular Meeting were presented for review and approval. There was one error to fix, under CFP, they should have been the.

Anne had questions about Streamlined Voluntary Conversion and RAD. The Executive Director explained both and said there would be a training the following week in regards to these programs. The ultimate training would take place with HUD and it would be a panel discussion to determine which program if any would be the best for the Housing Authority.

UPON MOTION made by Randolph Bouchard and seconded by Dave Donovan the MINUTES were approved with the correction.

III. REPORTS AND COMMUNICATIONS

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

IV. UNFINISHED BUSINESS:

- **COVID-** The Housing Authority hosted a vaccination clinic March 4, 2021. 21 Residents and 5 staff received the Jansen Vaccination. The staff returned to normal hours March 8, 2021; however, the office is still closed to the public.

V. NEW BUSINESS:

- **FY 20 Audit** - The Board was presented with the completed FY 20 Audit by RHR Smith. Incomes increased and expenses decreased. There were no findings. There was one write up which involved outstanding checks. These checks were issued to Estates of the deceased as security deposit refunds but were never cashed. The Executive Director spoke with our Fee Accountant and have corrected the issue.

HAFF 21-24

UPON MOTION made by Andy Coiley and Seconded by Anne Blanchard to approve the FY 20 Audit **BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the FY 20 Audit.

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **Consolidated Budget** – The Executive Director presented the budget for Local Programs, Section 8, Capital Fund and Public Housing for FY 2022. Admin salaries increased, due to a 2.5% increase for potential raises. The wages are for the 5-office staff. Water, sewer and electricity rates are increasing. Rent collected is much higher as well as the Operating Funds. However, that amount may change due to proration. New this year \$5000.00 for extraordinary maintenance for any potential water main breaks.

There have been 3 in the past couple years. Section 8 admin fees and HAP will also be dependent on the proration amounts.

HAFF 21-25

UPON MOTION made by Andy Coiley and Seconded by Randolph Bouchard to approve the FY 2022 Consolidated Budget subject to revisions in OP Fund and HAP/Admin Fee.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the FY 2022 Consolidated Budget subject to revisions in OP Fund and HAP/Admin Fee.

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **Cherry Lane FY 22 Budget** – The Executive Director presented the budget for Cherry Lane. The Maintenance Contract amounts decreased. Donna asked about the Reserve Account. \$200.00 is put aside each month to pay for items such as a new fence bust mostly for larger repairs like furnace parts, appliances etc. The furnace in 14 Cherry Lane had a part that broke, hopefully our service contact with Dead River should cover most of the expense.

HAFF 21-26

UPON MOTION made by Andy Coiley and Seconded by Donna Currie to approve the FY 2022 Chery Lane Budget.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the FY 2022 Chery Lane Budget.

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **Fields Lane II FY 22 Budget** – The Executive Director presented the budget for Fields Lane II. The OCAF increase has not come out yet. When it does the rent contract will change. Utilities rates increased. The insurance amount budgeted last year was wrong.

HAFF 21-27

UPON MOTION made by Andy Coiley and Seconded by Dave Donovan to approve the FY 2022 Fields Lane II Budget.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the FY 2022 Fields Lane II Budget.

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

VI. OTHER:

- **Flat Rent Charts-** The FY 2022 Flat Rent Chart have been completed. The Fair Market Rents increased but the Electrical usage also increased. Usage is much higher we believe due to COVID.

HAFF 21-28

UPON MOTION made by Andy Coiley and Seconded by Dave Donovan to approve the FY 2022 Flat Rent Chart

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the FY 2022 Flat Rent Chart.

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately


- Emergency Action Plan will be reviewed by staff in preparation of flood season.
- The Public Hearing Via Zoom occurred with no attendance
- Duska asked why the AED Machines were marked out of order. The Executive Director said they were being removed. The parts were expired and are expensive to maintain. Also, residents had no interest in being trained. All Commissioners did not want the AED's to be removed and wanted them to be maintained because they believe that it would be in the best interest of the residents. They suggested using COVID funds to buy the pads and batteries needed.

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 April 21, 2021. The meeting will take place at the David Bernard Community Room. Meeting was adjourned at 8:12 am.



Stacey Michaud
Secretary/Treasurer

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

202102

Desc	Current Period	Current Year	Year To Date Budget	Variance
00.000.3110.000 Dwelling Rentals	\$ (27,523.00)	\$ (221,979.89)	\$ (186,666.64)	\$ (35,313.25)
00.000.3120.000 Excess Utilities	\$ -	\$ (1,051.66)	\$ -	\$ (1,051.66)
00.000.3300.000 HUD Operating Subsidy Grant	\$ (26,268.50)	\$ (205,200.86)	\$ (187,140.00)	\$ (18,060.86)
00.000.3610.000 Interest General Fund	\$ (5.19)	\$ (817.36)	\$ (1,466.64)	\$ 649.28
00.000.3690.100 Late Charges	\$ (62.11)	\$ (613.93)	\$ -	\$ (613.93)
00.000.3690.200 Laundry Receipts	\$ -	\$ (1,131.00)	\$ (1,333.36)	\$ 202.36
00.000.3690.300 Other Misc. Income	\$ (1,463.61)	\$ (19,581.09)	\$ -	\$ (19,581.09)
00.000.3690.400 Collection Of Written Off Receivables	\$ (100.00)	\$ (712.00)	\$ -	\$ (712.00)
00.000.3690.500 Services W/orders Tenants	\$ (267.00)	\$ (4,272.98)	\$ (1,000.00)	\$ (3,272.98)
00.000.8020.200 Capital Fund Grant - Operating	\$ -	\$ (17,750.38)	\$ (23,333.36)	\$ (5,582.98)
Total Income	\$ 55,689.41	\$ 473,111.15	\$ 400,940.00	\$ 83,337.11
00.000.4110.000 Administrative Salary	\$ 14,724.97	\$ 125,467.77	\$ 68,322.00	\$ 57,145.77
00.000.4111.000 Contra Administrative Salaries	\$ (8,391.98)	\$ (66,913.81)	\$ (54,507.36)	\$ (12,406.45)
00.000.4130.000 Legal Expense	\$ 906.84	\$ 3,563.49	\$ 2,666.64	\$ 896.85
00.000.4131.000 Contra Legal	\$ -	\$ -	\$ -	\$ -
00.000.4140.000 Insufficient Checks	\$ -	\$ 10.00	\$ -	\$ 10.00
00.000.4145.000 Staff Training	\$ -	\$ -	\$ 2,333.36	\$ (2,333.36)
00.000.4150.000 Travel Expense	\$ 121.50	\$ 672.16	\$ 2,333.36	\$ (1,661.20)
00.000.4151.000 Contra Travel	\$ (133.33)	\$ (1,066.64)	\$ (1,066.64)	\$ -
00.000.4151.100 Contra Training	\$ -	\$ -	\$ -	\$ -
00.000.4170.000 Accounting	\$ -	\$ 7,200.00	\$ 3,800.00	\$ 3,400.00
00.000.4171.000 Contra Accounting	\$ (325.00)	\$ (2,600.00)	\$ (2,600.00)	\$ -
00.000.4173.000 Auditing	\$ -	\$ 5,500.00	\$ 2,333.36	\$ 3,166.64
00.000.4174.000 Audit Contra	\$ (604.97)	\$ (2,063.28)	\$ (1,666.64)	\$ (396.64)
00.000.4180.000 Telephone	\$ 664.61	\$ 5,342.77	\$ 5,333.36	\$ 9.41
00.000.4190.000 Administrative Sundry	\$ 1,626.01	\$ 10,185.46	\$ 8,000.00	\$ 2,185.46
00.000.4191.000 Contra Sundry	\$ (791.67)	\$ (6,333.36)	\$ (6,333.36)	\$ -
00.000.4220.000 Tenant Services	\$ -	\$ -	\$ 1,333.36	\$ (1,333.36)
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 666.64	\$ (666.64)
00.000.4310.000 Water	\$ -	\$ 8,741.33	\$ 10,666.64	\$ (1,925.31)
00.000.4320.000 Electricity	\$ 1,549.43	\$ 9,405.19	\$ 10,000.00	\$ (594.81)
00.000.4330.000 Gasoline & Diesel	\$ 143.13	\$ 1,311.26	\$ -	\$ 1,311.26
00.000.4340.000 Fuel Oil	\$ 7,939.72	\$ 35,825.30	\$ 36,666.64	\$ (841.34)
00.000.4390.000 Sewer	\$ -	\$ 10,152.32	\$ 10,666.64	\$ (514.32)
00.000.4410.000 Ordinary Maintenance - Labor	\$ 10,238.20	\$ 79,431.40	\$ 55,975.36	\$ 23,456.04
00.000.4410.200 Ordinary Maintenance/summer Help	\$ -	\$ 16,284.25	\$ 8,960.00	\$ 7,324.25
00.000.4411.000 Maintenance Contra	\$ (2,924.59)	\$ (40,370.90)	\$ (21,565.36)	\$ (18,805.54)
00.000.4420.000 Ordinary Maintenance - Material	\$ 832.29	\$ 44,489.32	\$ 26,666.64	\$ 17,822.68
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 6,111.63	\$ 50,562.38	\$ 15,357.36	\$ 35,205.02
00.000.4510.000 Insurance Expense	\$ 2,581.00	\$ 20,799.00	\$ 21,333.36	\$ (534.36)
00.000.4511.000 Contra Insurance	\$ (67.68)	\$ (67.68)	\$ -	\$ (67.68)
00.000.4520.000 P.i.l.o.t.	\$ -	\$ 17,824.49	\$ 12,000.00	\$ 5,824.49
00.000.4540.000 Employee Benefit Contribution	\$ 9,900.91	\$ 70,189.67	\$ 62,518.00	\$ 7,671.67
00.000.4541.000 Contra Employee Benefits	\$ (4,553.46)	\$ (36,347.40)	\$ (35,754.00)	\$ (593.40)
00.000.8020.100 Capital Fund Grant - Capital	\$ (16,239.19)	\$ (40,401.73)	\$ (97,810.00)	\$ (57,408.27)
00.000.4570.000 Collection Losses	\$ -	\$ 13,288.62	\$ 3,333.36	\$ 9,955.26
Total Expenses	\$ 23,308.37	\$ 340,081.38	\$ 149,962.72	\$ 75,302.12
Current Year Income & Expense	\$ 32,381.04	\$ 133,029.77	\$ 250,977.28	\$ 8,034.99

Occupancy As of 02/28/2021

Project Name	# Units	Unit Days	Occupied	Pct%	Vacant
Borderview Homes	36	1008	1008	100.00%	0
Cherry Lane Apartments	4	112	112	100.00%	0
Fields Lane I	20	560	560	100.00%	0
Fields Lane II	16	448	448	100.00%	0
Fields Lane III	8	224	224	100.00%	0
Hillcrest Estates	17	476	476	100.00%	0
Morningview LLC	26	728	728	100.00%	0
The Meadows	25	700	678	96.86%	22
TOTALS:	152	4256	4234	99.61%	22

Repay		Write Offs:	
R. Johnson	\$516.58	snow charges	
S. Rhodes	\$643.25	Court Repay	
S. Greer	\$641.24	Main. Charge	
C. Burby	\$959.63	Total	\$0.00
A. Choat	\$1,048.32	Eviction	
M. Martin	\$1,198.60		
Total	\$5,007.62		

Court Repay

Section 8	Reserve
\$50,023	Local

	Vouchers
	132
	Used
	128

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

COVID 19 OP Subsidy Balance	\$ 10,031.12
Section 8 COVID Balance	\$ 5,000.00

