

**THE REGULAR MEETING OF THE
HOUSING AUTHORITY OF FORT FAIRFIELD
WAS HELD ON
MAY 19, 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 presents were: Donna Currie, Andy Coiley, David Donovan and Anne Blanchard **ABSENT**:

II. REVIEW OF MINUTES

The MINUTES of the April 28, 2021 Regular Meeting were presented for review and approval.

There was one additional item that needed to be added to the Minutes

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

III. REPORTS AND COMMUNICATIONS

• **Director's Report: Atch 1.**

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

The Executive Director is requesting two write offs:

Write Offs:	
M. Bowes	\$1,296.12
T. Manjourea	\$965.66
Total	\$2,261.78

HAFF 21-33

UPON MOTION made by Donna Currie and Seconded by Anne Blanchard to approve the May 2021 write offs.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the write offs request.

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

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

IV. UNFINISHED BUSINESS:

V. NEW BUSINESS:

- **Commissioner Nomination-** The Executive Director needs some names for Nominations for Commissioners. We have 2 openings. The Board offered a few names. The Executive Director will contact those people to see if they are interested.
- **REAC and MaineHousing Inspections-** HUD will be resuming their REAC inspections. The Housing Authority was due for an inspection last year, we will most likely be inspected this year. We are unsure when this will take place. When we are notified, we have 14 days to prepare for the

inspection. Maintenance and Occupancy are already preparing, by doing the annual inspections and property walk abouts. MaineHousing is also doing their inspections this year. Like last year it is only exterior and common areas. However, we are still doing unit inspections.

- **Fences** – The Executive Director contacted both Straightline Fencing and Gervais for quotes for 4 projects, repair to a current privacy fence at BV, add fencing at BV, Cherry Lane privacy fence and replacement of the FLII bridge. The HA only received quotes from one business, however vinyl is 12 weeks out.

HAFF 21-34

UPON MOTION made by Andy Coiley and Seconded by Donna Currie to accept the Gervais Fencing quotes.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby accept the Gervais Fencing quotes.

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

VI. Other:

- **MPBF**- Cheryl Boulier the Director of the Maine Potato Blossom Festival has asked the HA to be a sponsor. The MPBF will be advertising the Community Closet and will also be utilizing the Hillcrest Lawns for Corn Hole and Fields Lane for the Arts and Crafts fair. After some discussion the Board decided to Sponsor \$250.00 to the MPBF.

HAFF 21-35

UPON MOTION made by Andy Coiley and Seconded by David Donovan to sponsor \$250.00 to the MPBF

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby sponsor \$250.00 to the MPBF.

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 David Donovan it was passed unanimously to adjourn.

The next meeting will be held June 16, 2021. The meeting will take place at the Hillcrest Estates Conference Room. Meeting was adjourned at 7:47am.


Stacey Michaud
Secretary/Treasurer

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

202104

Desc	Current Period	Current Year	Year to Date Budget	Year Budget
00.000.3110.000 Dwelling Rentals	\$ (30,475.80)	\$ (281,063.81)	\$ (233,333.30)	\$ (280,000.00)
00.000.3120.000 Excess Utilities	\$ -	\$ (1,051.66)	\$ -	\$ -
00.000.3300.000 HUD Operating Subsidy Grant	\$ (29,042.00)	\$ (262,361.00)	\$ (233,925.00)	\$ (280,710.00)
00.000.3300.100 COVID OP Subsidy	\$ -	\$ (12,683.18)	\$ -	\$ -
00.000.3610.000 Interest General Fund	\$ (7.69)	\$ (1,210.35)	\$ (1,833.30)	\$ (2,200.00)
00.000.3690.100 Late Charges	\$ (11.08)	\$ (745.69)	\$ -	\$ -
00.000.3690.200 Laundry Receipts	\$ -	\$ (1,583.00)	\$ (1,666.70)	\$ (2,000.00)
00.000.3690.300 Other Misc. Income	\$ (173.00)	\$ (19,905.09)	\$ -	\$ -
00.000.3690.400 Collection Of Written Off Receivables	\$ (145.00)	\$ (3,185.33)	\$ -	\$ -
00.000.3690.500 Services W/orders Tenants	\$ (1,001.00)	\$ (5,436.98)	\$ (1,250.00)	\$ (1,500.00)
00.000.8020.200 Capital Fund Grant - Operating	\$ -	\$ (33,989.57)	\$ (29,166.70)	\$ (35,000.00)
Total Income	\$ 60,855.57	\$ 623,215.66	\$ 501,175.00	\$ 601,410.00
00.000.4110.000 Administrative Salary	\$ 15,477.18	\$ 159,257.67	\$ 85,402.50	\$ 102,483.00
00.000.4111.000 Contra Administrative Salaries	\$ (8,391.98)	\$ (83,697.77)	\$ (68,134.20)	\$ (81,761.00)
00.000.4130.000 Legal Expense	\$ 201.27	\$ 5,617.11	\$ 3,333.30	\$ 4,000.00
00.000.4140.000 Insufficient Checks	\$ -	\$ 10.00	\$ -	\$ -
00.000.4145.000 Staff Training	\$ -	\$ -	\$ 2,916.70	\$ 3,500.00
00.000.4150.000 Travel Expense	\$ -	\$ 737.24	\$ 2,916.70	\$ 3,500.00
00.000.4151.000 Contra Travel	\$ (133.33)	\$ (1,333.30)	\$ (1,333.30)	\$ (1,600.00)
00.000.4151.100 Contra Training	\$ -	\$ -	\$ -	\$ -
00.000.4170.000 Accounting	\$ 2,400.00	\$ 9,600.00	\$ 4,750.00	\$ 5,700.00
00.000.4171.000 Contra Accounting	\$ (325.00)	\$ (3,250.00)	\$ (3,250.00)	\$ (3,900.00)
00.000.4173.000 Auditing	\$ -	\$ 6,000.00	\$ 2,916.70	\$ 3,500.00
00.000.4174.000 Audit Contra	\$ 237.89	\$ (2,083.30)	\$ (2,083.30)	\$ (2,500.00)
00.000.4180.000 Telephone	\$ 685.14	\$ 6,748.55	\$ 6,666.70	\$ 8,000.00
00.000.4190.000 Administrative Sundry	\$ 1,295.75	\$ 12,760.02	\$ 10,000.00	\$ 12,000.00
00.000.4191.000 Contra Sundry	\$ (791.67)	\$ (7,916.70)	\$ (7,916.70)	\$ (9,500.00)
00.000.4220.000 Tenant Services	\$ -	\$ -	\$ 1,666.70	\$ 2,000.00
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 833.30	\$ 1,000.00
00.000.4310.000 Water	\$ -	\$ 12,952.35	\$ 13,333.30	\$ 16,000.00
00.000.4320.000 Electricity	\$ 1,579.86	\$ 12,559.40	\$ 12,500.00	\$ 15,000.00
00.000.4330.000 Gasoline & Diesel	\$ 305.28	\$ 1,852.62	\$ -	\$ -
00.000.4340.000 Fuel Oil	\$ 4,582.34	\$ 49,050.99	\$ 45,833.30	\$ 55,000.00
00.000.4390.000 Sewer	\$ -	\$ 14,394.91	\$ 13,333.30	\$ 16,000.00
00.000.4410.000 Ordinary Maintenance - Labor	\$ 8,741.43	\$ 100,346.22	\$ 69,969.20	\$ 83,963.00
00.000.4410.200 Ordinary Maintenance/summer Help	\$ -	\$ 16,284.25	\$ 11,200.00	\$ 13,440.00
00.000.4411.000 Maintenance Contra	\$ (3,325.27)	\$ (46,983.28)	\$ (26,956.70)	\$ (32,348.00)
00.000.4420.000 Ordinary Maintenance - Material	\$ 4,551.74	\$ 44,621.92	\$ 33,333.30	\$ 40,000.00
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 1,227.50	\$ 39,087.12	\$ 19,196.70	\$ 23,036.00
00.000.4510.000 Insurance Expense	\$ 2,608.00	\$ 26,015.00	\$ 26,666.70	\$ 32,000.00
00.000.4520.000 P.i.l.o.t.	\$ -	\$ 17,824.49	\$ 15,000.00	\$ 18,000.00
00.000.4540.000 Employee Benefit Contribution	\$ 9,498.96	\$ 92,241.07	\$ 78,147.50	\$ 93,777.00
00.000.4541.000 Contra Employee Benefits	\$ (4,553.46)	\$ (45,911.16)	\$ (44,692.50)	\$ (53,631.00)
00.000.8020.100 Capital Fund Grant - Capital	\$ -	\$ (24,162.54)	\$ (122,262.50)	\$ (146,715.00)
00.000.4900.000 COVID Expenses	\$ (2,259.60)	\$ 8,667.34	\$ -	\$ -
00.000.4570.000 Collection Losses	\$ 3.31	\$ 13,291.93	\$ 4,166.70	\$ 5,000.00
Total Expenses	\$ 35,871.63	\$ 434,582.15	\$ 187,453.40	\$ 224,944.00
Current Year Income & Expense	\$ 24,983.94	\$ 188,633.51	\$ 313,721.60	\$ 376,466.00

Occupancy As of 04/30/2021

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	\$441.58	M. Bowes	\$1,296.12
S. Rhodes	\$318.25	T. Manjourea	\$965.66
C. Burby	\$517.63		
M. Martin	\$827.60	Total	\$2,261.78
Total	\$2,105.06		

Section 8	Reserve	Vouchers
\$72,353.98		Used
		131

Local Programs
\$169,781
Fields Lane II
\$28,075
Cherry Lane
\$12,349

COVID 19 OP Subsidy Balance	\$ 10,339.12
Section 8 COVID Balance	\$ 5,000.00

