

**THE REGULAR MEETING OF THE
HOUSING AUTHORITY OF FORT FAIRFIELD
WAS HELD ON AUGUST 18, 2021 AT 7:00 A.M.
AT THE HILLCREST ESTATES CONFERENCE ROOM
FORT FAIRFIELD, ME 04742**

I. ROLL CALL

Chairman, Duska Day, called the meeting to order; those present were:

Donna Currie, David Donovan, Anne Blanchard, Sean Bernard and Jason Barnes.

Absent: Andy Coiley

II. REVIEW OF MINUTES

The MINUTES of the July 21, 2021 Annual meeting were presented for review and approval.

UPON MOTION made by Donna Currie and seconded by Sean Bernard the MINUTES as presented were approved.

III. REPORTS AND COMMUNICATIONS

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

IV. UNFINISHED BUSINESS:

- **Summer Outing-** The Summer Outing will be at the Fort Fairfield Pavilion and The Lions club will cater dinner.

V. NEW BUSINESS:

- **WCIP Policies-** Maine Municipal Association has an Incentive Program for Worker's Comp that can save 10% on the annual amount. To reach that 10% the Housing Authority needs to put in place new policies. Most of the policies are known, but now they are in writing. There is Ergonomics, Back Safety, PPE, Return to Work, Safety Officers, Slips-Trips and Falls, and Incident Review.

HAFF 22-02

UPON MOTION made by Donna Currie and Seconded by Dave Donovan to approve the Ergonomics Policy.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield approve the Ergonomics Policy.

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

HAFF 22-03

UPON MOTION made by Anne Blanchard and Seconded by Jason Barnes to approve the Back Safety Policy.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield approve the Back Safety Policy.

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

HAFF 22-04

UPON MOTION made by Sean Bernard and Seconded by Donna Currie to approve the Personal Protective Equipment Policy.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield approve the Personal Protective Equipment Policy.
The resolution was unanimously approved.
The Chairman declared said motion carried and said resolution adopted.
This resolution is effective immediately

HAFF 22-05

UPON MOTION made by Sean Bernard and Seconded by Donna Currie to approve the Return-to-Work Policy.
BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield approve the Return-to-Work Policy.
The resolution was unanimously approved.
The Chairman declared said motion carried and said resolution adopted.
This resolution is effective immediately

HAFF 22-06

UPON MOTION made by Sean Bernard and Seconded by Jason Barnes to approve the Safety Officers Policy.
BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield approve the Safety Officers Policy.
The resolution was unanimously approved.
The Chairman declared said motion carried and said resolution adopted.
This resolution is effective immediately

HAFF 22-07

UPON MOTION made by Sean Bernard and Seconded by Donna Currie to approve the Slips, Trips, and Falls Policy.
BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield approve the Slips, Trips, and Falls Policy.
The resolution was unanimously approved.
The Chairman declared said motion carried and said resolution adopted.
This resolution is effective immediately

HAFF 22-08

UPON MOTION made by Donna Currie and Seconded by Jason Barbes to approve the Incident Review Policy.
BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield approve the Incident Review Policy.
The resolution was unanimously approved.
The Chairman declared said motion carried and said resolution adopted.
This resolution is effective immediately

- **RFQ's-** The Housing Authority has two contracts coming available soon. Legal Services ending December 2021 and Auditors ending June 2022. The Executive Director along with several members of MAPHD (Maine Association of Public Housing Directors) did a joint RFQ for Auditing. While all members went with BerryDunn, Housing Authority of Fort Fairfield stayed with RHR Smith. The price difference was \$4,000.00. The new price for Auditing is \$8,000.00 The Executive Director is working on the RFQ package for Legal Services and will get an ad out in the paper and the website. The Packages will be due in November 2021.
- **Landlord Incentive Program** – Maine Housing is giving some of its COVID funds to MAPHD to disburse to the Housing Authority's in Miane to use as an incentive for landlords to lease up

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with Vouchers. This program is meant to help Housing Authorities lease up their vouchers and build relationships with new and current landlords.

- **Fuel Bids-** the Executive Director has requested fuel and propane prices for the coming heating season.

VI. OTHER:

- **FFRDC Commissioner** – The FFRDC Board is short 1 commissioner from the Housing Authority. Andy is currently the only member. The Board meets quarterly. Sean Bernard Volunteered for the role.

VII. ADJOURN:

There being no further business to come before the Board;

UPON MOTION made by Donna Currie and seconded by Jason Barnes it was passed unanimously to adjourn.

The next meeting will be held Wednesday, September 15, 2021 at the Hillcrest Estates Conference Room at 7:00 AM. Meeting was adjourned at 7:57 AM.



Stacey Michaud
Secretary

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

202107				
Desc	Current Period	Current Year	Year to Date Budget	Year Budget
00.000.3110.000 Dwelling Rentals	\$ (35,327.00)	\$ (35,327.00)	\$ (26,666.67)	\$ (320,000.00)
00.000.3120.000 Excess Utilities	\$ -	\$ -	\$ -	\$ -
00.000.3300.000 HUD Operating Subsidy Grant	\$ (31,234.67)	\$ (31,234.67)	\$ (29,565.42)	\$ (354,785.00)
00.000.3300.100 COVID OP Subsidy	\$ -	\$ -	\$ -	\$ -
00.000.3610.000 Interest General Fund	\$ (10.08)	\$ (10.08)	\$ (108.33)	\$ (1,300.00)
00.000.3690.100 Late Charges	\$ (175.80)	\$ (175.80)	\$ -	\$ -
00.000.3690.200 Laundry Receipts	\$ -	\$ -	\$ (125.00)	\$ (1,500.00)
00.000.3690.300 Other Misc. Income	\$ (54.00)	\$ (54.00)	\$ -	\$ -
00.000.3690.400 Collection Of Written Off Receivables	\$ (649.21)	\$ (649.21)	\$ -	\$ -
00.000.3690.500 Services W/orders Tenants	\$ (37.00)	\$ (37.00)	\$ (125.00)	\$ (1,500.00)
00.000.8020.200 Capital Fund Grant - Operating	\$ (5,760.00)	\$ (5,760.00)	\$ (2,500.00)	\$ (30,000.00)
Total Income	\$ 73,247.76	\$ 73,247.76	\$ 59,090.42	\$ 709,085.00
00.000.4110.000 Administrative Salary	\$ 14,432.42	\$ 14,432.42	\$ 9,243.58	\$ 110,923.00
00.000.4111.000 Contra Administrative Salaries	\$ (8,175.54)	\$ (8,175.54)	\$ (7,172.92)	\$ (86,075.00)
00.000.4130.000 Legal Expense	\$ -	\$ -	\$ 416.67	\$ 5,000.00
00.000.4140.000 Insufficient Checks	\$ -	\$ -	\$ -	\$ -
00.000.4145.000 Staff Training	\$ -	\$ -	\$ 208.33	\$ 2,500.00
00.000.4150.000 Travel Expense	\$ -	\$ -	\$ 216.67	\$ 2,600.00
00.000.4151.000 Contra Travel	\$ (133.33)	\$ (133.33)	\$ (133.33)	\$ (1,600.00)
00.000.4151.100 Contra Training	\$ -	\$ -	\$ -	\$ -
00.000.4170.000 Accounting	\$ -	\$ -	\$ 475.00	\$ 5,700.00
00.000.4171.000 Contra Accounting	\$ (325.00)	\$ (325.00)	\$ (325.00)	\$ (3,900.00)
00.000.4173.000 Auditing	\$ -	\$ -	\$ 250.00	\$ 3,000.00
00.000.4174.000 Audit Contra	\$ (250.00)	\$ (250.00)	\$ (250.00)	\$ (3,000.00)
00.000.4180.000 Telephone	\$ 665.81	\$ 665.81	\$ 708.33	\$ 8,500.00
00.000.4190.000 Administrative Sundry	\$ 548.80	\$ 548.80	\$ 833.33	\$ 10,000.00
00.000.4191.000 Contra Sundry	\$ (916.66)	\$ (916.66)	\$ (916.67)	\$ (11,000.00)
00.000.4220.000 Tenant Services	\$ -	\$ -	\$ 166.67	\$ 2,000.00
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 83.33	\$ 1,000.00
00.000.4310.000 Water	\$ -	\$ -	\$ 1,333.33	\$ 16,000.00
00.000.4320.000 Electricity	\$ -	\$ -	\$ 1,250.00	\$ 15,000.00
00.000.4330.000 Gasoline & Diesel	\$ -	\$ -	\$ -	\$ -
00.000.4340.000 Fuel Oil	\$ -	\$ -	\$ 4,583.33	\$ 55,000.00
00.000.4390.000 Sewer	\$ -	\$ -	\$ 1,333.33	\$ 16,000.00
00.000.4410.000 Ordinary Maintenance - Labor	\$ 9,531.76	\$ 9,531.76	\$ 7,759.75	\$ 93,117.00
00.000.4410.200 Ordinary Maintenance/summer Help	\$ 3,663.95	\$ 3,663.95	\$ 857.50	\$ 10,290.00
00.000.4411.000 Maintenance Contra	\$ (3,409.29)	\$ (3,409.29)	\$ (2,872.42)	\$ (34,469.00)
00.000.4420.000 Ordinary Maintenance - Material	\$ 6,203.60	\$ 6,203.60	\$ 3,750.00	\$ 45,000.00
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 5,646.78	\$ 5,646.78	\$ 2,916.67	\$ 35,000.00
00.000.4510.000 Insurance Expense	\$ 2,608.00	\$ 2,608.00	\$ 2,666.67	\$ 32,000.00
00.000.4520.000 P.i.l.o.t.	\$ -	\$ -	\$ 1,583.33	\$ 19,000.00
00.000.4540.000 Employee Benefit Contribution	\$ 11,052.46	\$ 11,052.46	\$ 8,394.58	\$ 100,735.00
00.000.4541.000 Contra Employee Benefits	\$ (5,645.72)	\$ (5,645.72)	\$ (4,721.25)	\$ (56,655.00)
00.000.8020.100 Capital Fund Grant - Capital	\$ -	\$ -	\$ (13,474.92)	\$ (161,699.00)
00.000.4900.000 COVID Expenses	\$ -	\$ -	\$ -	\$ -
00.000.4570.000 Collection Losses	\$ -	\$ -	\$ 416.67	\$ 5,000.00
Total Expenses	\$ 35,498.04	\$ 35,498.04	\$ 19,580.56	\$234,967.00
Current Year Income & Expense	\$ 37,749.72	\$ 37,749.72	\$ 39,509.86	\$ 474,118.00

Occupancy As of 07/31/2021

Project Name	# Units	Unit Days	Occupied	Pct%	Vacant
Borderview Homes	36	1116	1115	99.91%	1
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	521	98.86%	6
Morningview LLC	26	806	806	100.00%	0
The Meadows	25	775	775	100.00%	0
TOTALS:	152	4712	4705	99.85%	7

Repay		Write Offs:	
R. Johnson	\$467.57	repairs	
J. Puig	\$6,432.00	Non reporting of Income	
C. Burby	\$663.31	failure to pay rent	
Total	\$7,562.88	Total	\$0.00

Section 8	Reserve	Vouchers	Used
	\$77,361.12	139	132

Local Programs
\$169,424
Fields Lane II
\$32,535
Cherry Lane
\$11,123

COVID 19 OP Subsidy Balance	\$ 6,175.95
Section 8 COVID Balance	\$ 4,950.00

