

**THE ANNUAL MEETING OF THE
HOUSING AUTHORITY OF FORT FAIRFIELD
WAS HELD ON JULY 21, 2021 AT 7:15 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, Andy Coiley, and Anne Blanchard, also present were nominees Sean Bernard and Jason Barnes.

II. ELECTION OF OFFICERS

The Chairman asked the Board for nominations for Officers for the Board of Commissioners of the Housing Authority;

Nominations: Anne Blanchard nominated Duska Day for Chairman Seconded by Donna Currie

David Donovan nominated Anne Blanchard for Vice-Chairman Seconded by Donna Currie

Other nominations were Donna Currie and Dave Donovan who both respectfully declined.

HAFF 22-01

Commissioner, Andy Coiley moved that the following slate of Officers be approved:

Chairperson: Duska Day

Vice-Chairperson: Anne Blanchard

Secretary/Treasurer: Stacey Michaud

The motion was passed unanimously by the Board of Commissioners.

III. REVIEW OF MINUTES

The MINUTES of the June 16, 2021 Regular meeting were presented for review and approval with one correction to change presents to present.

UPON MOTION made by Anne Blanchard and seconded by David Donovan the MINUTES as presented were approved.

IV. REPORTS AND COMMUNICATIONS

• **Director's Report: Atch 1.**

UPON MOTION made by Anne Blanchard and seconded by David Donovan the MINUTES as presented were approved.

V. UNFINISHED BUSINESS:

- **Summer Outing-** The Executive Director has had a hard time finding someone to cater the Summer Outing. It will be at the Fort Fairfield Pavilion. The Executive Director will reach out to the Lions Club and see if they cater.

VI. NEW BUSINESS:

- **Fields Lane II Management Review-** Maine Housing did a management review of the tenant files. The final report was published and then an error was discovered. Maine Housing wrote up a file incorrectly. The score did not change but the Housing Authority is still Above Average.
- **VMS Review-** In March 2021 the Housing Authority received notice that it would have go through a VMS review. VMS means Voucher Management System. It is how we report our

numbers to HUD. This took several months as Diane worked with me to make changes and corrections. It was a long process but we learned a lot.

- **Clothing Drive/Food Pantry** – The Housing Authority has been doing a clothing drive and it has been going really well. Lots of donations have come in and lots of clothes have gone out. We try to do this twice a year. The Food Pantry has been a big hit since we started advertising via Facebook. The Food Pantry is available to anyone in the community and is open 24/7.

VII. OTHER:

- **COVID 19-** The Housing Authority office is open. We did change the schedule some to allow for appointments. Monday and Thursdays are closed for appointments only. Tuesday and Wednesdays are open to the public. Staff are still required to wear masks when someone comes into the office and when we enter buildings and units. This is the best way to protect the staff and residents. The Commissioners agreed that with rising cases that masks should be worn.
- **Worker's Comp-** With the Incentive Program from Maine Municipal Association there will be a few new polices to add. This will save the Housing Authority 10% annually.
- **Classes-** The Executive Director has taken a 6-week course for the study of gerontology for the purpose of home modifications. The Executive Director passed. There are also 2 staff going to the Housing Quality Specialist Training. This is for the Section 8 Program inspections.

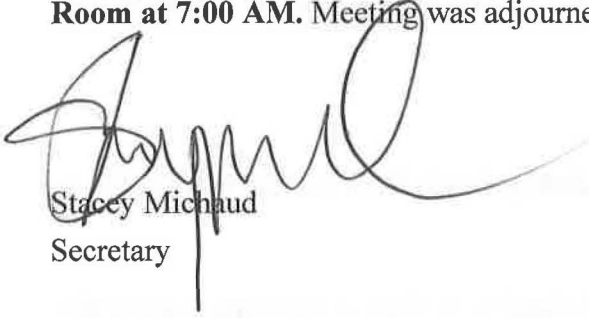
Donna had asked about the fencing for Cherry Lane. It would take 12 weeks to arrive. The Executive Director has not notified them about it yet, but will send a letter out. Sean and Jason attended the meeting and will be nominated tonight at the town council meeting. The Executive Director will start the binders of information for them. Duska had asked about an empty unit at Hillcrest Estates and also asked if there was a fire at the Meadows. There was a tenant caused fire and there was no one injured. We discussed the damages and what possible next steps would take place.

VIII. ADJOURN:

There being no further business to come before the Board;

UPON MOTION made by Andy Coiley and seconded by Anne Blanchard it was passed unanimously to adjourn.

The next meeting will be held Wednesday, August 18, 2021 at the Hillcrest Estates Conference Room at 7:00 AM. Meeting was adjourned at 8:13 AM.



Stacey Michaud
Secretary

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

202106				
Desc	Current Period	Current Year	Year to Date Budget	Year Budget
00.000.3110.000 Dwelling Rentals	\$ (28,946.00)	\$ (338,489.81)	\$ (280,000.00)	\$ (280,000.00)
00.000.3120.000 Excess Utilities	\$ -	\$ (1,051.66)	\$ -	\$ -
00.000.3300.000 HUD Operating Subsidy Grant	\$ (30,099.00)	\$ (322,559.00)	\$ (280,710.00)	\$ (280,710.00)
00.000.3300.100 COVID OP Subsidy	\$ -	\$ (16,846.18)	\$ -	\$ -
00.000.3610.000 Interest General Fund	\$ (138.23)	\$ (1,611.77)	\$ (2,200.00)	\$ (2,200.00)
00.000.3690.100 Late Charges	\$ (113.12)	\$ (931.01)	\$ -	\$ -
00.000.3690.200 Laundry Receipts	\$ (170.00)	\$ (2,141.25)	\$ (2,000.00)	\$ (2,000.00)
00.000.3690.300 Other Misc. Income	\$ (108.00)	\$ (20,041.09)	\$ -	\$ -
00.000.3690.400 Collection Of Written Off Receivables	\$ (295.00)	\$ (3,635.33)	\$ -	\$ -
00.000.3690.500 Services W/orders Tenants	\$ (924.15)	\$ (6,421.10)	\$ (1,500.00)	\$ (1,500.00)
00.000.8020.200 Capital Fund Grant - Operating	\$ -	\$ (33,989.57)	\$ (35,000.00)	\$ (35,000.00)
Total Income	\$ 60,793.50	\$ 747,717.77	\$ 601,410.00	\$ 601,410.00
00.000.4110.000 Administrative Salary	\$ 21,243.72	\$ 194,908.75	\$ 102,483.00	\$ 102,483.00
00.000.4111.000 Contra Administrative Salaries	\$ (8,391.98)	\$ (100,481.73)	\$ (81,761.00)	\$ (81,761.00)
00.000.4130.000 Legal Expense	\$ 405.00	\$ 6,757.60	\$ 4,000.00	\$ 4,000.00
00.000.4140.000 Insufficient Checks	\$ -	\$ 10.00	\$ -	\$ -
00.000.4145.000 Staff Training	\$ -	\$ -	\$ 3,500.00	\$ 3,500.00
00.000.4150.000 Travel Expense	\$ 70.59	\$ 807.83	\$ 3,500.00	\$ 3,500.00
00.000.4151.000 Contra Travel	\$ (133.33)	\$ (1,599.96)	\$ (1,600.00)	\$ (1,600.00)
00.000.4151.100 Contra Training	\$ -	\$ -	\$ -	\$ -
00.000.4170.000 Accounting	\$ 2,400.00	\$ 12,000.00	\$ 5,700.00	\$ 5,700.00
00.000.4171.000 Contra Accounting	\$ (325.00)	\$ (3,900.00)	\$ (3,900.00)	\$ (3,900.00)
00.000.4173.000 Auditing	\$ -	\$ 6,000.00	\$ 3,500.00	\$ 3,500.00
00.000.4174.000 Audit Contra	\$ (208.33)	\$ (2,499.96)	\$ (2,500.00)	\$ (2,500.00)
00.000.4180.000 Telephone	\$ 708.75	\$ 8,144.60	\$ 8,000.00	\$ 8,000.00
00.000.4190.000 Administrative Sundry	\$ 3,791.79	\$ 21,899.10	\$ 12,000.00	\$ 12,000.00
00.000.4191.000 Contra Sundry	\$ (791.67)	\$ (9,500.04)	\$ (9,500.00)	\$ (9,500.00)
00.000.4220.000 Tenant Services	\$ 402.00	\$ 402.00	\$ 2,000.00	\$ 2,000.00
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00
00.000.4310.000 Water	\$ 5,435.03	\$ 18,387.38	\$ 16,000.00	\$ 16,000.00
00.000.4320.000 Electricity	\$ 1,332.25	\$ 15,309.25	\$ 15,000.00	\$ 15,000.00
00.000.4330.000 Gasoline & Diesel	\$ 544.26	\$ 2,622.31	\$ -	\$ -
00.000.4340.000 Fuel Oil	\$ 5,327.89	\$ 54,934.83	\$ 55,000.00	\$ 55,000.00
00.000.4390.000 Sewer	\$ 4,592.05	\$ 18,986.96	\$ 16,000.00	\$ 16,000.00
00.000.4410.000 Ordinary Maintenance - Labor	\$ 11,797.08	\$ 120,834.70	\$ 83,963.00	\$ 83,963.00
00.000.4410.200 Ordinary Maintenance/summer Help	\$ 3,659.75	\$ 20,434.00	\$ 13,440.00	\$ 13,440.00
00.000.4411.000 Maintenance Contra	\$ (997.75)	\$ (50,676.66)	\$ (32,348.00)	\$ (32,348.00)
00.000.4420.000 Ordinary Maintenance - Material	\$ 4,987.38	\$ 51,424.28	\$ 40,000.00	\$ 40,000.00
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 1,574.42	\$ 43,610.37	\$ 23,036.00	\$ 23,036.00
00.000.4510.000 Insurance Expense	\$ 2,622.00	\$ 31,245.00	\$ 32,000.00	\$ 32,000.00
00.000.4520.000 P.i.l.o.t.	\$ -	\$ 17,824.49	\$ 18,000.00	\$ 18,000.00
00.000.4540.000 Employee Benefit Contribution	\$ 12,557.36	\$ 114,700.85	\$ 93,777.00	\$ 93,777.00
00.000.4541.000 Contra Employee Benefits	\$ (4,604.22)	\$ (54,933.48)	\$ (53,631.00)	\$ (53,631.00)
00.000.8020.100 Capital Fund Grant - Capital	\$ -	\$ (24,162.54)	\$ (146,715.00)	\$ (146,715.00)
00.000.4900.000 COVID Expenses	\$ -	\$ 12,830.51	\$ -	\$ -
00.000.4570.000 Collection Losses	\$ -	\$ 18,484.60	\$ 5,000.00	\$ 5,000.00
Total Expenses	\$ 67,999.04	\$ 544,805.04	\$ 224,944.00	\$ 224,944.00
Current Year Income & Expense	\$ (7,205.54)	\$ 202,912.73	\$ 376,466.00	\$ 376,466.00

Occupancy As of 06/30/2021					
Project Name	# Units	Unit Days	Occupied	Pct%	Vacant
Borderview Homes	36	1080	1080	100.00%	0
Cherry Lane Apartments	4	120	120	100.00%	0
Fields Lane I	20	600	600	100.00%	0
Fields Lane II	16	480	480	100.00%	0
Fields Lane III	8	240	240	100.00%	0
Hillcrest Estates	17	510	510	100.00%	0
Morningview LLC	26	780	780	100.00%	0
The Meadows	25	750	750	100.00%	0
TOTALS:	152	4560	4560	100.00%	0
Repay			Write Offs:		
R. Johnson	\$522.57	repairs			
C. Burby	\$500.03				
Total	\$1,022.60				
			Total	\$0.00	
Section 8	Reserve				
\$77,361.12					
		Vouchers			
Local Programs		Used			
\$169,424		133			
Fields Lane II					
\$32,535					
Cherry Lane					
\$11,123					
COVID 19 OP Subsidy Balance					
Section 8 COVID Balance		\$	6,175.95		
		\$	4,950.00		