

**THE REGULAR MEETING OF THE
HOUSING AUTHORITY OF FORT FAIRFIELD
WAS HELD ON
JUNE 16, 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**: None

II. REVIEW OF MINUTES

The MINUTES of the May 19, 2021 Regular Meeting were presented for review and approval.

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

III. REPORTS AND COMMUNICATIONS

• **Director's Report: Atch 1.**

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

UPON MOTION made by Donna Currie and seconded by David Donovan the Directors Report was approved.

IV. UNFINISHED BUSINESS:

- Commissioner Nominations- Jason Barnes has agreed to serve on the Housing Authority Board. The Executive Director has been unsuccessful in finding a second person. Several names came forward again for the Executive Director to reach out.

HAFF 21-36

UPON MOTION made by Donna Currie and Seconded by Dave Donovan to nominate Jason Barnes as Commissioner to the Housing Authority of Fort Fairfield

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield nominates Jason Barnes as a Commissioner to the Housing Authority of Fort Fairfield.

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

V. NEW BUSINESS:

- **Borderview Kitchens CFP-** The Executive Director presented two Bids for the Borderview Kitchens Project. These bids are for 18 units. There is also a sale for the month of June that will save \$189.00 per unit. With these savings and the price from S.W. Collins, the Housing Authority would be able to complete 2 more units and complete the outer rim of Borderview.

Borderview Sheds Project	
Company	Price
S.W. Collins	\$121,069.00
Big Dog Pressure Washing	\$130,697.30
Big Dog Pressure Washing	\$122,532.84

UPON MOTION made by Andy Coiley and Seconded by David Donovan to accept the S.W. Collins Bid and to include 2 more units for Borderview Kitchens.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby accept the S.W. Collins bid for Borderview Kitchen and add 2 more units.

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **Summer Hires-** Ethan Holmquist has returned for his 3rd year and Nigel Cole has been hired for the part time position.
- **Summer Outing-** With COVID cases decreasing and restrictions being lifted, it is time to start planning the Summer outing. The Executive Director received a couple ideas, it would be best to keep it casual and fun. August 19th would be the date for the outing. Invites will go out to all Commissioners and Directors plus a few other members that have stepped down in the past year.

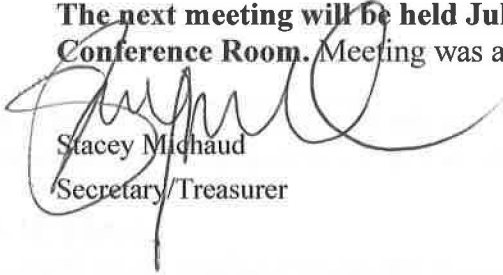
VI. Other:

VII. ADJOURN:

There being no further business to come before the Board;

UPON MOTION made by Donna Currie and seconded by Anne Blanchard it was passed unanimously to adjourn.

The next meeting will be held July 21, 2021. The meeting will take place at the Hillcrest Estates Conference Room. Meeting was adjourned at 7:43am.



Stacey Michaud
Secretary/Treasurer

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

202105

Desc	Current Period	Current Year	Year to Date Budget	Year Budget
00.000.3110.000 Dwelling Rentals	\$ (28,480.00)	\$ (309,543.81)	\$ (256,666.63)	\$ (280,000.00)
00.000.3120.000 Excess Utilities	\$ -	\$ (1,051.66)	\$ -	\$ -
00.000.3300.000 HUD Operating Subsidy Grant	\$ (30,099.00)	\$ (292,460.00)	\$ (257,317.50)	\$ (280,710.00)
00.000.3300.100 COVID OP Subsidy	\$ (4,163.00)	\$ (16,846.18)	\$ -	\$ -
00.000.3610.000 Interest General Fund	\$ (8.22)	\$ (1,218.57)	\$ (2,016.63)	\$ (2,200.00)
00.000.3690.100 Late Charges	\$ (72.20)	\$ (817.89)	\$ -	\$ -
00.000.3690.200 Laundry Receipts	\$ (388.25)	\$ (1,971.25)	\$ (1,833.37)	\$ (2,000.00)
00.000.3690.300 Other Misc. Income	\$ (28.00)	\$ (19,933.09)	\$ -	\$ -
00.000.3690.400 Collection Of Written Off Receivables	\$ (155.00)	\$ (3,340.33)	\$ -	\$ -
00.000.3690.500 Services W/orders Tenants	\$ (59.97)	\$ (5,496.95)	\$ (1,375.00)	\$ (1,500.00)
00.000.8020.200 Capital Fund Grant - Operating	\$ -	\$ (33,989.57)	\$ (32,083.37)	\$ (35,000.00)
Total Income	\$ 63,453.64	\$ 686,669.30	\$ 551,292.50	\$ 601,410.00
00.000.4110.000 Administrative Salary	\$ 14,407.36	\$ 173,665.03	\$ 93,942.75	\$ 102,483.00
00.000.4111.000 Contra Administrative Salaries	\$ (8,391.98)	\$ (92,089.75)	\$ (74,947.62)	\$ (81,761.00)
00.000.4130.000 Legal Expense	\$ 735.49	\$ 6,352.60	\$ 3,666.63	\$ 4,000.00
00.000.4140.000 Insufficient Checks	\$ -	\$ 10.00	\$ -	\$ -
00.000.4145.000 Staff Training	\$ -	\$ -	\$ 3,208.37	\$ 3,500.00
00.000.4150.000 Travel Expense	\$ -	\$ 737.24	\$ 3,208.37	\$ 3,500.00
00.000.4151.000 Contra Travel	\$ (133.33)	\$ (1,466.63)	\$ (1,466.63)	\$ (1,600.00)
00.000.4151.100 Contra Training	\$ -	\$ -	\$ -	\$ -
00.000.4170.000 Accounting	\$ -	\$ 9,600.00	\$ 5,225.00	\$ 5,700.00
00.000.4171.000 Contra Accounting	\$ (325.00)	\$ (3,575.00)	\$ (3,575.00)	\$ (3,900.00)
00.000.4173.000 Auditing	\$ -	\$ 6,000.00	\$ 3,208.37	\$ 3,500.00
00.000.4174.000 Audit Contra	\$ (208.33)	\$ (2,291.63)	\$ (2,291.63)	\$ (2,500.00)
00.000.4180.000 Telephone	\$ 687.30	\$ 7,435.85	\$ 7,333.37	\$ 8,000.00
00.000.4190.000 Administrative Sundry	\$ 5,347.29	\$ 18,107.31	\$ 11,000.00	\$ 12,000.00
00.000.4191.000 Contra Sundry	\$ (791.67)	\$ (8,708.37)	\$ (8,708.37)	\$ (9,500.00)
00.000.4220.000 Tenant Services	\$ -	\$ -	\$ 1,833.37	\$ 2,000.00
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 916.63	\$ 1,000.00
00.000.4310.000 Water	\$ -	\$ 12,952.35	\$ 14,666.63	\$ 16,000.00
00.000.4320.000 Electricity	\$ 1,417.60	\$ 13,977.00	\$ 13,750.00	\$ 15,000.00
00.000.4330.000 Gasoline & Diesel	\$ 225.43	\$ 2,078.05	\$ -	\$ -
00.000.4340.000 Fuel Oil	\$ 555.95	\$ 49,606.94	\$ 50,416.63	\$ 55,000.00
00.000.4390.000 Sewer	\$ -	\$ 14,394.91	\$ 14,666.63	\$ 16,000.00
00.000.4410.000 Ordinary Maintenance - Labor	\$ 8,691.40	\$ 109,037.62	\$ 76,966.12	\$ 83,963.00
00.000.4410.200 Ordinary Maintenance/summer Help	\$ 490.00	\$ 16,774.25	\$ 12,320.00	\$ 13,440.00
00.000.4411.000 Maintenance Contra	\$ (2,695.63)	\$ (49,678.91)	\$ (29,652.37)	\$ (32,348.00)
00.000.4420.000 Ordinary Maintenance - Material	\$ 1,814.98	\$ 46,436.90	\$ 36,666.63	\$ 40,000.00
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 2,948.83	\$ 42,035.95	\$ 21,116.37	\$ 23,036.00
00.000.4510.000 Insurance Expense	\$ 2,608.00	\$ 28,623.00	\$ 29,333.37	\$ 32,000.00
00.000.4520.000 P.i.l.o.t.	\$ -	\$ 17,824.49	\$ 16,500.00	\$ 18,000.00
00.000.4540.000 Employee Benefit Contribution	\$ 9,902.42	\$ 102,143.49	\$ 85,962.25	\$ 93,777.00
00.000.4541.000 Contra Employee Benefits	\$ (4,418.10)	\$ (50,329.26)	\$ (49,161.75)	\$ (53,631.00)
00.000.8020.100 Capital Fund Grant - Capital	\$ -	\$ (24,162.54)	\$ (134,488.75)	\$ (146,715.00)
00.000.4900.000 COVID Expenses	\$ 4,163.17	\$ 12,830.51	\$ -	\$ -
00.000.4570.000 Collection Losses	\$ 5,192.67	\$ 18,484.60	\$ 4,583.37	\$ 5,000.00
Total Expenses	\$ 32,868.01	\$ 476,806.00	\$ 206,198.74	\$ 224,944.00
Current Year Income & Expense	\$ 30,585.63	\$ 209,863.30	\$ 345,093.76	\$ 376,466.00

Occupancy As of 05/31/2021

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	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	527	100.00%	0
Morningview LLC	26	806	781	96.90%	25
The Meadows	25	775	751	96.90%	24
TOTALS:	152	4712	4663	99.23%	49

Repay		Write Offs:	
R. Johnson	\$399.58	Court Repay	
S. Rhodes	\$301.25		
C. Burby	\$494.03		
M. Martin	\$1,208.08	Paid In Full June	Total
Total	\$2,402.94		\$0.00

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	\$	6,175.95
Section 8 COVID Balance	\$	4,950.00