

**THE REGULAR MEETING OF THE  
HOUSING AUTHORITY OF FORT FAIRFIELD  
WAS HELD ON DECEMBER 15, 2021 AT 7:17 A.M.  
VIA ZOOM  
FORT FAIRFIELD, ME 04742**

**I. ROLL CALL**

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

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

**II. REVIEW OF MINUTES**

The MINUTES of the November 17, 2021 meeting were presented for review and approval. Anne suggested making a wording change from go after to pursue under section III.

**UPON MOTION** made by Sean Bernard and seconded by Donna Currie the MINUTES with corrections were approved.

**III. REPORTS AND COMMUNICATIONS**

• **Director's Report: Atch 1.**

The **Director's Report** for November 30, 2021 was presented for review and approval. COVID funds have been almost all used up on cleaning and office supplies. In November the Commissioner's had asked if we could use the COVID funds to prepay for payroll. However, with the number of cases locally increasing and with several close calls between staff and residents, the Executive Director purchased a surplus of supplies to last the Housing Authority for hopefully several months. The Executive Director is requesting to have the following bad debts be written off.

Write Offs:	
E. Nadeau	37.00
N. Barnes	315.23
Total	352.23

**HAFF 22-16**

**UPON MOTION** made by Donna Currie and Seconded by Jason Barnes to approve the charges to be written off.

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield approve the bad debt charges to be written off.

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

**IV. UNFINISHED BUSINESS:**

**V. NEW BUSINESS:**

**VI. OTHER:**

- Tractor- the Board was interested in the status of the new tractor- when would it be delivered to the Housing Authority. The Executive Director informed them that the tractor was in at Gary's but they were waiting on the snow blower and loader. The Executive Director will call again to get a status.

- Hillcrest – Duska asked if there was a way to plow around the dumpster at Hillcrest without trapping it in snow banks. The Executive Director knew that they were not plowing across the road because of the lawn, but she would have Maintenance come up with a plan to prevent the issue in the future.

**VII. ADJOURN:**

There being no further business to come before the Board;

**UPON MOTION** made by Andy Coiley and seconded by Donna Currie it was passed unanimously to adjourn.

**The next meeting will be held Wednesday, January 19, 2022 VIA Zoom at 7:00 AM.** Meeting was adjourned at **7:40 AM.**



Stacey Michaud  
Secretary

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

202111				
Desc	Current Period	Current Year	Year to Date Budget	Year Budget
00.000.3110.000 Dwelling Rentals	\$ (29,903.00)	\$ (149,771.19)	\$ (133,333.35)	\$ (320,000.00)
00.000.3120.000 Excess Utilities	\$ -	\$ -	\$ -	\$ -
00.000.3300.000 HUD Operating Subsidy Grant	\$ (31,681.00)	\$ (147,738.67)	\$ (147,827.10)	\$ (354,785.00)
00.000.3300.100 COVID OP Subsidy	\$ (91.76)	\$ (1,710.49)	\$ -	\$ -
00.000.3610.000 Interest General Fund	\$ (12.29)	\$ (445.83)	\$ (541.65)	\$ (1,300.00)
00.000.3690.100 Late Charges	\$ (296.70)	\$ (845.44)	\$ -	\$ -
00.000.3690.200 Laundry Receipts	\$ (445.25)	\$ (928.75)	\$ (625.00)	\$ (1,500.00)
00.000.3690.300 Other Misc. Income	\$ (2,676.20)	\$ (4,627.64)	\$ -	\$ -
00.000.3690.400 Collection Of Written Off Receivables	\$ (75.00)	\$ (2,547.06)	\$ -	\$ -
00.000.3690.500 Services W/orders Tenants	\$ (197.00)	\$ (1,906.51)	\$ (625.00)	\$ (1,500.00)
00.000.8020.200 Capital Fund Grant - Operating	\$ -	\$ (5,760.00)	\$ (12,500.00)	\$ (30,000.00)
<b>Total Income</b>	<b>\$ 65,378.20</b>	<b>\$ 316,281.58</b>	<b>\$ 295,452.10</b>	<b>\$ 709,085.00</b>
00.000.4110.000 Administrative Salary	\$ 15,514.82	\$ 79,907.18	\$ 46,217.90	\$ 110,923.00
00.000.4111.000 Contra Administrative Salaries	\$ (8,595.30)	\$ (41,488.26)	\$ (35,864.60)	\$ (86,075.00)
00.000.4130.000 Legal Expense	\$ 107.60	\$ 177.60	\$ 2,083.35	\$ 5,000.00
00.000.4140.000 Insufficient Checks	\$ -	\$ -	\$ -	\$ -
00.000.4145.000 Staff Training	\$ -	\$ -	\$ 1,041.65	\$ 2,500.00
00.000.4150.000 Travel Expense	\$ 61.60	\$ 112.00	\$ 1,083.35	\$ 2,600.00
00.000.4151.000 Contra Travel	\$ (133.33)	\$ (666.65)	\$ (666.65)	\$ (1,600.00)
00.000.4151.100 Contra Training	\$ -	\$ -	\$ -	\$ -
00.000.4170.000 Accounting	\$ -	\$ 2,400.00	\$ 2,375.00	\$ 5,700.00
00.000.4171.000 Contra Accounting	\$ (325.00)	\$ (1,625.00)	\$ (1,625.00)	\$ (3,900.00)
00.000.4173.000 Auditing	\$ -	\$ 3,000.00	\$ 1,250.00	\$ 3,000.00
00.000.4174.000 Audit Contra	\$ (250.00)	\$ (1,250.00)	\$ (1,250.00)	\$ (3,000.00)
00.000.4180.000 Telephone	\$ 667.52	\$ 3,387.21	\$ 3,541.65	\$ 8,500.00
00.000.4190.000 Administrative Sundry	\$ 1,079.42	\$ 12,742.54	\$ 4,166.65	\$ 10,000.00
00.000.4191.000 Contra Sundry	\$ (916.66)	\$ (4,583.30)	\$ (4,583.35)	\$ (11,000.00)
00.000.4220.000 Tenant Services	\$ -	\$ -	\$ 833.35	\$ 2,000.00
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 416.65	\$ 1,000.00
00.000.4310.000 Water	\$ -	\$ 5,478.82	\$ 6,666.65	\$ 16,000.00
00.000.4320.000 Electricity	\$ 2,836.46	\$ 6,407.55	\$ 6,250.00	\$ 15,000.00
00.000.4330.000 Gasoline & Diesel	\$ 319.11	\$ 1,339.32	\$ -	\$ -
00.000.4340.000 Fuel Oil	\$ 6,611.14	\$ 11,149.83	\$ 22,916.65	\$ 55,000.00
00.000.4390.000 Sewer	\$ -	\$ 4,911.23	\$ 6,666.65	\$ 16,000.00
00.000.4410.000 Ordinary Maintenance - Labor	\$ 10,569.84	\$ 49,435.73	\$ 38,798.75	\$ 93,117.00
00.000.4410.200 Ordinary Maintenance/summer Help	\$ -	\$ 6,492.45	\$ 4,287.50	\$ 10,290.00
00.000.4411.000 Maintenance Contra	\$ (3,187.23)	\$ (13,363.27)	\$ (14,362.10)	\$ (34,469.00)
00.000.4420.000 Ordinary Maintenance - Material	\$ 13,976.43	\$ 41,864.78	\$ 18,750.00	\$ 45,000.00
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 2,853.00	\$ 23,629.33	\$ 14,583.35	\$ 35,000.00
00.000.4510.000 Insurance Expense	\$ 2,608.00	\$ 13,040.00	\$ 13,333.35	\$ 32,000.00
00.000.4520.000 P.i.l.o.t.	\$ -	\$ -	\$ 7,916.65	\$ 19,000.00
00.000.4540.000 Employee Benefit Contribution	\$ 9,853.78	\$ 52,310.66	\$ 41,972.90	\$ 100,735.00
00.000.4541.000 Contra Employee Benefits	\$ (5,823.38)	\$ (28,338.58)	\$ (23,606.25)	\$ (56,655.00)
00.000.8020.100 Capital Fund Grant - Capital	\$ (2,518.65)	\$ (65,060.21)	\$ (67,374.60)	\$ (161,699.00)
00.000.4900.000 COVID Expenses	\$ 1,783.83	\$ 3,597.36	\$ -	\$ -
00.000.4570.000 Collection Losses	\$ 3,024.62	\$ 3,024.62	\$ 2,083.35	\$ 5,000.00
<b>Total Expenses</b>	<b>\$ 45,309.17</b>	<b>\$ 168,032.94</b>	<b>\$ 97,902.80</b>	<b>\$ 234,967.00</b>
<b>Current Year Income &amp; Expense</b>	<b>\$ 20,069.03</b>	<b>\$ 148,248.64</b>	<b>\$ 197,549.30</b>	<b>\$ 474,118.00</b>

Occupancy As of 11/30/2021					
Project Name	# Units	Unit Days	Occupied	Pct%	Vacant
Borderview Homes	36	1080	1070	99.07%	10
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
<b>TOTALS:</b>	<b>152</b>	<b>4560</b>	<b>4550</b>	<b>99.88%</b>	<b>10</b>
<b>Repay</b>			<b>Write Offs:</b>		
R. Johnson	\$342.57		E. Nadeau	\$37.00	
			N. Barnes	\$315.32	
T. Lay	\$632.32	NPR			
C. Burby	\$978.51	Under Eviction	Total	\$352.32	
Total	\$1,953.40				
<b>Section 8</b>		<b>Vouchers</b>	<b>139</b>		
\$53,388.66		<b>Used</b>	<b>128</b>		
<b>Local Programs</b>					
\$189,315					
<b>Fields Lane II</b>					
\$15,368					
<b>Cherry Lane</b>					
\$11,834					
<b>COVID 19 OP Subsidy Balance</b>		<b>\$ 443.15</b>			
<b>Section 8 COVID Balance</b>		<b>\$ -</b>			