

**THE REGULAR MEETING OF THE
HOUSING AUTHORITY OF FORT FAIRFIELD
WAS HELD ON NOVEMBER 17, 2021 AT 7:23 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 October 20, 2021 meeting were presented for review and approval.

UPON MOTION made by Sean Bernard and seconded by David Donovan the MINUTES with corrections were approved.

III. REPORTS AND COMMUNICATIONS

• **Director's Report: Atch 1.**

The **Director's Report** for October 31, 2021 was presented for review and approval. The Section 8 COVID funds were reported incorrectly last month and have been adjusted to show that change. The Commissioners asked about the PH COVID funds and if we were able to use them for a Heat Pump and for payroll. The Executive Director knows that there are not enough funds for a Heat Pump but will check in with the payroll payment.

The Executive Director is requesting to have the following bad debts be written off. After 30 days the Housing Authority will pursue them in small claims.

Write Offs:	
J. Puiq	\$1,614.62
D. Hafford	\$119.93
B. York	\$1,290.07
Total	\$3,024.62

HAFF 22-14

UPON MOTION made by Andy Coiley 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:

- **Payroll Programs-** The Executive Director checked with Thompson Payroll to find out if going by weekly would be cheaper and it would in fact cost more because of the size of our staff. The transition has been pretty smooth so far.
- **Fences-** The Cherry Lane Privacy Fence, Borderview repair and new fence and the Fields Lane bridge fence have all been completed. They all look really good.

V. NEW BUSINESS:

- **Holiday Party-** In December we normally do a holiday party. The Executive Director sent an email to all Boards to ask if there was any interest. Due to the rise in COVID cases, the Board has decided to not have a party this year.

HAFF 22-10

UPON MOTION made by Andy Coiley and Seconded by Sean Bernard to approve changes to the Personnel Policy to include Juneteenth as a Holiday.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield approve changes to the Personnel Policy to include Juneteenth as a Federal Holiday.

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **Legal Services RFQ** – The Housing Authority has received 1 proposal for legal Services from Swanson Law P.A. They are currently the Housing Authority attorney. The Housing Authority did advertise for 2 weeks in 2 local papers and also posted the information on our website. The rate system for the Legal Services Proposal is a little different than the current contract. The Executive Director and Attorney Swanson both agreed that this approach will save the Housing Authority money as many of our cases are solved quickly. Swanson Law and the Housing Authority have a solid relationship.

HAFF 22-15

UPON MOTION made by Andy Coiley and Seconded by Jason Barnes to accept Swanson Law P.A. Proposal for Legal Services.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield accepts Swanson Law P.A's proposal for Legal Services.

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **Small Claims-** The Housing Authority has 4 cases for Small Claims in November 17, 2021. 3 are Public Housing and 1 is for Morningview LLC.

VI. OTHER:

- The Housing Authority will receive an Incentive Management Fee and Surplus Cash Distribution from Morningview LLC for ~\$21,000.00
- Health Insurance did increase by 5% this year and dental increased by 1%. This plan through MMEHT is still the most affordable for the Housing Authority and its employees.
- CFP Project – 10 kitchens are completed, 4 are being worked on and 6 are still remaining.
- Holiday décor will happen soon. The Housing Authority is purchasing the tree for the Bandstand this year. The Housing Authority will also be giving books and blankets to the kids at our properties.

VII. ADJOURN:

There being no further business to come before the Board;

UPON MOTION made by Jason Barnes and seconded by David Donovan it was passed unanimously to adjourn.

The next meeting will be held Wednesday, December 15, 2021 VIA Zoom at 7:00 AM. Meeting was adjourned at **7:55 AM.**

Stacey Michaud
Secretary

Fort Fairfield Housing Authority				
BVW, HE, FL1 & FL3 Operating Statement				
202110				
Desc	Current Period	Current Year	Year to Date Budget	Year Budget
00.000.3110.000 Dwelling Rentals	\$ (28,610.26)	\$ (119,868.19)	\$ (106,666.68)	\$ (320,000.00)
00.000.3120.000 Excess Utilities	\$ -	\$ -	\$ -	\$ -
00.000.3300.000 HUD Operating Subsidy Grant	\$ (28,659.00)	\$ (116,057.67)	\$ (118,261.68)	\$ (354,785.00)
00.000.3300.100 COVID OP Subsidy	\$ (424.17)	\$ (1,618.73)	\$ -	\$ -
00.000.3610.000 Interest General Fund	\$ (11.83)	\$ (433.54)	\$ (433.32)	\$ (1,300.00)
00.000.3690.100 Late Charges	\$ (219.24)	\$ (548.74)	\$ -	\$ -
00.000.3690.200 Laundry Receipts	\$ -	\$ (483.50)	\$ (500.00)	\$ (1,500.00)
00.000.3690.300 Other Misc. Income	\$ (544.44)	\$ (1,951.44)	\$ -	\$ -
00.000.3690.400 Collection Of Written Off Receivables	\$ (329.06)	\$ (2,472.06)	\$ -	\$ -
00.000.3690.500 Services W/orders Tenants	\$ (246.00)	\$ (1,709.51)	\$ (500.00)	\$ (1,500.00)
00.000.8020.200 Capital Fund Grant - Operating	\$ -	\$ (5,760.00)	\$ (10,000.00)	\$ (30,000.00)
Total Income	\$ 59,044.00	\$ 250,903.38	\$ 236,361.68	\$ 709,085.00
00.000.4110.000 Administrative Salary	\$ 16,569.91	\$ 64,392.36	\$ 36,974.32	\$ 110,923.00
00.000.4111.000 Contra Administrative Salaries	\$ (8,366.34)	\$ (32,892.96)	\$ (28,691.68)	\$ (86,075.00)
00.000.4130.000 Legal Expense	\$ 20.00	\$ 70.00	\$ 1,666.68	\$ 5,000.00
00.000.4140.000 Insufficient Checks	\$ -	\$ -	\$ -	\$ -
00.000.4145.000 Staff Training	\$ -	\$ -	\$ 833.32	\$ 2,500.00
00.000.4150.000 Travel Expense	\$ 50.40	\$ 50.40	\$ 866.68	\$ 2,600.00
00.000.4151.000 Contra Travel	\$ (133.33)	\$ (533.32)	\$ (533.32)	\$ (1,600.00)
00.000.4151.100 Contra Training	\$ -	\$ -	\$ -	\$ -
00.000.4170.000 Accounting	\$ 2,400.00	\$ 2,400.00	\$ 1,900.00	\$ 5,700.00
00.000.4171.000 Contra Accounting	\$ (325.00)	\$ (1,300.00)	\$ (1,300.00)	\$ (3,900.00)
00.000.4173.000 Auditing	\$ 3,000.00	\$ 3,000.00	\$ 1,000.00	\$ 3,000.00
00.000.4174.000 Audit Contra	\$ (250.00)	\$ (1,000.00)	\$ (1,000.00)	\$ (3,000.00)
00.000.4180.000 Telephone	\$ 1,046.40	\$ 2,719.69	\$ 2,833.32	\$ 8,500.00
00.000.4190.000 Administrative Sundry	\$ 7,015.04	\$ 11,663.12	\$ 3,333.32	\$ 10,000.00
00.000.4191.000 Contra Sundry	\$ (916.66)	\$ (3,666.64)	\$ (3,666.68)	\$ (11,000.00)
00.000.4220.000 Tenant Services	\$ -	\$ -	\$ 666.68	\$ 2,000.00
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 333.32	\$ 1,000.00
00.000.4310.000 Water	\$ 5,478.82	\$ 5,478.82	\$ 5,333.32	\$ 16,000.00
00.000.4320.000 Electricity	\$ 963.75	\$ 3,571.09	\$ 5,000.00	\$ 15,000.00
00.000.4330.000 Gasoline & Diesel	\$ 285.02	\$ 1,020.21	\$ -	\$ -
00.000.4340.000 Fuel Oil	\$ 2,832.71	\$ 4,538.69	\$ 18,333.32	\$ 55,000.00
00.000.4390.000 Sewer	\$ 4,911.23	\$ 4,911.23	\$ 5,333.32	\$ 16,000.00
00.000.4410.000 Ordinary Maintenance - Labor	\$ 9,107.02	\$ 38,865.89	\$ 31,039.00	\$ 93,117.00
00.000.4410.200 Ordinary Maintenance/summer Help	\$ -	\$ 6,492.45	\$ 3,430.00	\$ 10,290.00
00.000.4411.000 Maintenance Contra	\$ (3,673.77)	\$ (10,176.04)	\$ (11,489.68)	\$ (34,469.00)
00.000.4420.000 Ordinary Maintenance - Material	\$ 10,877.64	\$ 27,888.35	\$ 15,000.00	\$ 45,000.00
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 9,114.80	\$ 20,776.33	\$ 11,666.68	\$ 35,000.00
00.000.4510.000 Insurance Expense	\$ 2,608.00	\$ 10,432.00	\$ 10,666.68	\$ 32,000.00
00.000.4520.000 P.i.l.o.t.	\$ -	\$ -	\$ 6,333.32	\$ 19,000.00
00.000.4540.000 Employee Benefit Contribution	\$ 9,580.90	\$ 42,456.88	\$ 33,578.32	\$ 100,735.00
00.000.4541.000 Contra Employee Benefits	\$ (6,051.80)	\$ (22,515.20)	\$ (18,885.00)	\$ (56,655.00)
00.000.8020.100 Capital Fund Grant - Capital	\$ (49,990.57)	\$ (62,541.56)	\$ (53,899.68)	\$ (161,699.00)
00.000.4900.000 COVID Expenses	\$ 618.97	\$ 1,813.53	\$ -	\$ -
00.000.4570.000 Collection Losses	\$ -	\$ -	\$ 1,250.01	\$ 5,000.00
Total Expenses	\$ 16,154.17	\$ 117,915.32	\$ 77,905.57	\$ 234,967.00
Current Year Income & Expense	\$ 42,889.83	\$ 132,988.06	\$ 158,456.11	\$ 474,118.00

Occupancy As of 10/31/2021

Project Name	# Units	Unit Days	Occupied	Pct%	Vacant
Borderview Homes	36	1116	1111	99.55%	5
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	522	99.05%	5
Morningview LLC	26	806	798	99.01%	8
The Meadows	25	775	775	100.00%	0
TOTALS:	152	4712	4694	99.70%	18
Repay			Write Offs:		
R. Johnson	\$397.57		J. Puiq	\$1,614.62	
			D. Hafford	\$119.93	
T. Lay	\$702.32	NPR	B. York	\$1,290.07	
C. Burby	\$815.23	damages	Total	\$3,024.62	
Total	\$1,915.12				
Section 8		Vouchers	139		
\$76,834.02		Used	128		
Local Programs					
\$186,850					
Fields Lane II					
\$10,873					
Cherry Lane					
\$11,964					
COVID 19 OP Subsidy Balance		\$ 4,465.63			
Section 8 COVID Balance		\$ 1,367.82			