

**THE REGULAR MEETING OF THE
HOUSING AUTHORITY OF FORT FAIRFIELD
WAS HELD ON OCTOBER 20, 2021 AT 7:10 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, Jason Barnes, David Donovan, and Sean Bernard.

Absent: Anne Blanchard

II. REVIEW OF MINUTES

The MINUTES of the September 15, 2021 meeting were presented for review and approval.

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

III. REPORTS AND COMMUNICATIONS

• **Director's Report: Atch 1.**

Andy Coiley asked about the COVID funds and when they will need to be spent. December 31, 2021 is the deadline, He suggested maybe a Heat Pump for a community room or a common area. Duska suggested putting one at Hillcrest Estates because the building is so warm. The furnaces run for heat and hot water all year. Plus, installing heat pumps in the building like that would also require the need to evaluate the ventilation of the building. There was a similar project done at The Meadows and the cost over \$60,000.00. It is something we can work on in the future. Most of the COVID funds can be used for any normal expense as well as PPE. We will continue to stock up on supplies for the winter.

The **Director's Report** for September 30, 2021 was presented for review and approval.

UPON MOTION made by Andy Coiley and seconded by Jason Barnes the Directors Report was approved.

IV. UNFINISHED BUSINESS:

- **Landlord Incentive Program-** We have disbursed our first payments for the LL Incentive Program and also issued two Security Deposit payments.
- **Clothing Drive-** The clothing drive started in June and has been an amazing event for the Community. So many people donated and so many clothes have been taken. Once it is too cold, we will pack up the remaining clothes and put them away but keep some jackets in case anyone needs them.

V. NEW BUSINESS:

- **Juneteenth-** Juneteenth is now a Federal Holiday. The holiday will need to be added to the list of Holiday's for the office to take off. There was a question if having too many holidays plus the 4-day work week would decrease our hours for helping our residents. The 4-day work week still allows us to be open for 40 hours. Staff are here 7 am -5:30 pm, we are open longer than most businesses, plus there is a Maintenance staff available 27/4 on call. With the Federal Holiday, the banks and Post Offices are closed limiting our business transactions.

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

- **Payroll Services-** Our software company MRI/HAB Inc will be discontinuing our payroll program, which means we will no longer be able to do payroll in house. The Executive Director received four quotes. Thompson Financial Group, Bangor Savings Payroll, Pay Chex and Harper's Payroll Services. Thompson was the lowest price and is also a local business. Several board members had glowing recommendations for them. The Board, then asked if going Bi-weekly, if it would save some money. The Board approved Thompson Financial Group and will discuss the bi-weekly change at the next meeting. However, at this point to continue the weekly payroll for now. The Executive Director will check with Thompsons to see that the price difference would be. It was suggested to use COVID Funds to pay for the payroll services.

HAFF 22-11

UPON MOTION made by Andy Coiley and Seconded by Jason Barnes to approve Thompson Financial Group for Payroll Services and to use COVID Funds to pay for the services.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield approve Thompson Financial Group for Payroll Services and to use COVID Funds for payment.

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **Fields Lane II Financial Statements** – Michael Hulsey has submitted the FY 2021 Financial Statements for Fields Lane II and Maine Housing has approved them. An Incentive management fee was earned and the surplus cash has been disbursed to Local Programs.

HAFF 22-12

UPON MOTION made by Andy Coiley and Seconded by David Donovan to approve the FY 2021 Financial Statements.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield approve the FY 2021 Fields Lane II Financial Statements.

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **Tractor-** Fields Lane II currently owns a 2010 John Deere 2320 tractor that is used for snow removal and other tasks. The Housing Authority would like to purchase a larger tractor and sell the John Deere. The current tractor cost \$8290.08 for repairs and a new blower. The snow blowers are lasting about a year before we need to have them fixed or repaired. With a larger tractor we would be able to do our own snow removal at Cherry Lane, banks at Borderview and Morningview. We would also be able to charge the properties for the use which will be used to towards the payment of the tractor. The tractor will also come with a mowing deck and loader. The Board was divided about the idea of purchasing a new tractor. Those opposing has concerns about the cost of a new tractor and how it wouldn't save money. The tractor would be purchased through Local Programs. There was also the concern of time, would Maintenance be able to handle the extra work. It was the Maintenance Supervisor who came up with the idea to do Cherry Lane. We are already doing snow removal for the parking and sidewalks, why not do the driveway too. Another concern was is the right time to purchase a tractor. With prices increasing on everything is now the best time to do it. The Housing Authority within the past year purchased 1 new truck and 1 new SUV for Section 8. The Housing Authority also purchased a new Zero Turn Mower the prior year. Should we be buying more? With the age of the equipment, it may be better to sell and upgrade sooner than to wait for the old equipment to be worn down so much that we could get zero funds for it. Earlier this year with the discussion of the Short Fall plan and how to reduce expenses the Executive Director suggested to do Hillcrest

Estates in house again. The contract was up for renewal and the Executive Director believed that this would reduce expenses. The Executive Director still believes this is the best action, there is a plan in place to tackle all of the snow removal without having to hire an additional person. The Executive Director received three prices for tractors. There was also discussion for services after the purchase such as repairs. Some said Theriault had better service and others said Gary's service was better. In the past we have had to take the current John Deere to Theriault's for repairs and in some instances the wait for the repairs was a long one. We have not used Gary's before. The Kioti from Gary's would be 30 days out, the Kubota from Harry's has an unknown arrival date and the John Deere from Theriault's would be 60 days. The John Deere did not include a loader in the price. After seeing the tractors in person, the Maintenance Supervisor really liked the Kioti because of the cab having minimal blind spots and because the cab came fully loaded, with the John Deere it cost extra for certain items.

Tractor Upgrade	
Company	Price
Gary's Yamaha	\$41,298.00
Theriault Equipment	\$50,460.47
Harry's Motor Sports	\$51,399

HAFF 22-13

UPON MOTION made by Andy Coiley and Seconded by David Donovan to approve the purchase of a Kitoti Tractor from Gary's Yamaha.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield approve the FY 2021 Fields Lane II Financial Statements.

The resolution was voted 5 yays and 1 opposed.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- Trunk Or Treat- The Housing Authority is submitting a trunk to the Fall Fun Fest. It is a great way to show support to our community. The Fall Fun Fest will take place October 23, 2021 at the Town Office.

VI. OTHER:

Duska asked about the fridge in the community room at The Meadows. If a work order was put in for repairs because it was frosting up severely. The Executive Director would check and see if one was put in, she was pretty sure she saw something but not 100%.

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, November 18, 2021 VIA Zoom at 7:00 AM. Meeting was adjourned at **8:15 AM.**


Stacey Michaud
Secretary

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

202109

Desc	Current Period	Current Year	Year to Date Budget	Year Budget
00.000.3110.000 Dwelling Rentals	\$ (27,528.87)	\$ (91,257.93)	\$ (80,000.01)	\$ (320,000.00)
00.000.3120.000 Excess Utilities	\$ -	\$ -	\$ -	\$ -
00.000.3300.000 HUD Operating Subsidy Grant	\$ (28,082.00)	\$ (87,398.67)	\$ (88,696.26)	\$ (354,785.00)
00.000.3300.100 COVID OP Subsidy	\$ (832.40)	\$ (1,194.56)	\$ -	\$ -
00.000.3610.000 Interest General Fund	\$ (11.77)	\$ (32.94)	\$ (324.99)	\$ (1,300.00)
00.000.3690.100 Late Charges	\$ (100.60)	\$ (329.50)	\$ -	\$ -
00.000.3690.200 Laundry Receipts	\$ (232.50)	\$ (483.50)	\$ (375.00)	\$ (1,500.00)
00.000.3690.300 Other Misc. Income	\$ (888.00)	\$ (1,407.00)	\$ -	\$ -
00.000.3690.400 Collection Of Written Off Receivables	\$ (154.76)	\$ (2,143.00)	\$ -	\$ -
00.000.3690.500 Services W/orders Tenants	\$ (190.00)	\$ (1,463.51)	\$ (375.00)	\$ (1,500.00)
00.000.8020.200 Capital Fund Grant - Operating	\$ -	\$ (5,760.00)	\$ (7,500.00)	\$ (30,000.00)
Total Income	\$ 58,020.90	\$ 191,470.61	\$ 177,271.26	\$ 709,085.00
00.000.4110.000 Administrative Salary	\$ 18,618.12	\$ 47,822.45	\$ 27,730.74	\$ 110,923.00
00.000.4111.000 Contra Administrative Salaries	\$ (8,175.54)	\$ (24,526.62)	\$ (21,518.76)	\$ (86,075.00)
00.000.4130.000 Legal Expense	\$ 50.00	\$ 50.00	\$ 1,250.01	\$ 5,000.00
00.000.4140.000 Insufficient Checks	\$ -	\$ -	\$ -	\$ -
00.000.4145.000 Staff Training	\$ -	\$ -	\$ 624.99	\$ 2,500.00
00.000.4150.000 Travel Expense	\$ -	\$ -	\$ 650.01	\$ 2,600.00
00.000.4151.000 Contra Travel	\$ (133.33)	\$ (399.99)	\$ (399.99)	\$ (1,600.00)
00.000.4151.100 Contra Training	\$ -	\$ -	\$ -	\$ -
00.000.4170.000 Accounting	\$ -	\$ -	\$ 1,425.00	\$ 5,700.00
00.000.4171.000 Contra Accounting	\$ (325.00)	\$ (975.00)	\$ (975.00)	\$ (3,900.00)
00.000.4173.000 Auditing	\$ -	\$ -	\$ 750.00	\$ 3,000.00
00.000.4174.000 Audit Contra	\$ (250.00)	\$ (750.00)	\$ (750.00)	\$ (3,000.00)
00.000.4180.000 Telephone	\$ 349.94	\$ 1,673.29	\$ 2,124.99	\$ 8,500.00
00.000.4190.000 Administrative Sundry	\$ 1,049.84	\$ 4,648.08	\$ 2,499.99	\$ 10,000.00
00.000.4191.000 Contra Sundry	\$ (916.66)	\$ (2,749.98)	\$ (2,750.01)	\$ (11,000.00)
00.000.4220.000 Tenant Services	\$ -	\$ -	\$ 500.01	\$ 2,000.00
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 249.99	\$ 1,000.00
00.000.4310.000 Water	\$ -	\$ -	\$ 3,999.99	\$ 16,000.00
00.000.4320.000 Electricity	\$ 1,328.27	\$ 2,607.34	\$ 3,750.00	\$ 15,000.00
00.000.4330.000 Gasoline & Diesel	\$ 280.49	\$ 735.19	\$ -	\$ -
00.000.4340.000 Fuel Oil	\$ 916.26	\$ 1,705.98	\$ 13,749.99	\$ 55,000.00
00.000.4390.000 Sewer	\$ -	\$ -	\$ 3,999.99	\$ 16,000.00
00.000.4410.000 Ordinary Maintenance - Labor	\$ 11,346.47	\$ 29,758.87	\$ 23,279.25	\$ 93,117.00
00.000.4410.200 Ordinary Maintenance/summer Help	\$ 742.00	\$ 6,492.45	\$ 2,572.50	\$ 10,290.00
00.000.4411.000 Maintenance Contra	\$ (3,559.29)	\$ (6,502.27)	\$ (8,617.26)	\$ (34,469.00)
00.000.4420.000 Ordinary Maintenance - Material	\$ 6,342.79	\$ 17,010.71	\$ 11,250.00	\$ 45,000.00
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 3,844.22	\$ 11,661.53	\$ 8,750.01	\$ 35,000.00
00.000.4510.000 Insurance Expense	\$ 2,608.00	\$ 7,824.00	\$ 8,000.01	\$ 32,000.00
00.000.4520.000 P.i.l.o.t.	\$ -	\$ -	\$ 4,749.99	\$ 19,000.00
00.000.4540.000 Employee Benefit Contribution	\$ 11,990.62	\$ 32,875.98	\$ 25,183.74	\$ 100,735.00
00.000.4541.000 Contra Employee Benefits	\$ (5,645.72)	\$ (16,463.40)	\$ (14,163.75)	\$ (56,655.00)
00.000.8020.100 Capital Fund Grant - Capital	\$ (12,550.99)	\$ (12,550.99)	\$ (40,424.76)	\$ (161,699.00)
00.000.4900.000 COVID Expenses	\$ 832.40	\$ 1,194.56	\$ -	\$ -
00.000.4570.000 Collection Losses	\$ -	\$ -	\$ 1,250.01	\$ 5,000.00
Total Expenses	\$ 27,910.49	\$ 101,142.18	\$ 58,741.68	\$ 234,967.00
Current Year Income & Expense	\$ 30,110.41	\$ 90,328.43	\$ 118,529.58	\$ 474,118.00

Occupancy As of 09/30/2021

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	\$422.57				
J. Puig	\$1,084.00				
T. Lay	\$772.32	NPR			
C. Burby	\$938.72	damages	Total	\$0.00	
Total	\$3,217.61				
Section 8	Reserve	Vouchers	139		
	\$75,828.77	Used	131		
Local Programs					
\$163,237					
Fields Lane II					
\$35,583					
Cherry Lane					
\$12,594					
COVID 19 OP Subsidy Balance		\$ 4,981.56			
Section 8 COVID Balance		\$ 4,837.00			

