

**THE REGULAR MEETING OF THE
HOUSING AUTHORITY OF FORT FAIRFIELD
WAS HELD ON SEPTEMBER 15, 2021 AT 7:10 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, Andy Coiley, Anne Blanchard, and Sean Bernard.

Absent: David Donovan and Jason Barnes

II. REVIEW OF MINUTES

The MINUTES of the August 18, 2021 meeting were presented for review and approval.

UPON MOTION made by Donna Currie and seconded by Anne Blanchard the MINUTES with one correction were approved.

III. REPORTS AND COMMUNICATIONS

- **Director's Report: Atch 1.**

IV. UNFINISHED BUSINESS:

- **Fuel Bids-** Bids were received and Dead River was awarded for propane and Mapleton Oil for Fuel Oil.

V. NEW BUSINESS:

- **MainePers-** The MainePers polices are changing to allow employees who did not sign up during their original start date to join MainePers with an after-tax program. This will allow employees a chance to save for a retirement.

HAFF 22-09

UPON MOTION made by Andy Coiley and Seconded by Donna Currie to approve changes to the PLD Plan for MainePers to allow employees to join MainePers at an after-tax rate.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield approve changes to the PLD Plan for MainePers to allow employees to join MainePers at an after-tax rate.

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **Audit-** FY 2021 Audit has started, RHR Smith will be here October 6 to review files. Most documents have been submitted via a portal. Fields Lane II financial statements have been submitted to Maine Housing.

VI. OTHER:

- **COVID-** Air Purifier filters should be checked and changed. Starting next month, Commissioner meetings will be VIA Zoom. Every month we will evaluate the cases to determine if we can meet in person or not.

VII. ADJOURN:

There being no further business to come before the Board;

UPON MOTION made by Sean Bernard and seconded by Donna Currie it was passed unanimously to adjourn.

The next meeting will be held Wednesday, October 20, 2021 VIA Zoom at 7:00 AM. Meeting was adjourned at 7:30 AM.



Stacey Michaud
Secretary

Occupancy As of 08/31/2021					
Project Name	# Units	Unit Days	Occupied	Pct%	Vacant
Borderview Homes	36	1116	1100	98.57%	16
Cherry Lane Apartments	4	124	124	100.00%	0
Fields Lane I	20	620	598	96.45%	22
Fields Lane II	16	496	496	100.00%	0
Fields Lane III	8	248	248	100.00%	0
Hillcrest Estates	17	527	519	98.48%	8
Morningview LLC	26	806	806	100.00%	0
The Meadows	25	775	775	100.00%	0
TOTALS:	152	4712	4666	99.19%	46
Repay			Write Offs:		
R. Johnson	\$477.57	lawn charges			
J. Puig	\$1,084.00				
C. Burby	\$902.95	damages-NPR			
Total	\$2,464.52		Total	\$0.00	
Section 8	Reserve				
\$77,361.12		Vouchers	139		
		Used	134		
Local Programs					
\$163,807					
Fields Lane II					
\$37,516					
Cherry Lane					
\$15,075					
COVID 19 OP Subsidy Balance		\$	4,981.56		
Section 8 COVID Balance		\$	4,837.00		

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

202108				
Desc	Current Period	Current Year	Year to Date Budget	Year Budget
00.000.3110.000 Dwelling Rentals	\$ (28,402.06)	\$ (63,729.06)	\$ (53,333.34)	\$ (320,000.00)
00.000.3120.000 Excess Utilities	\$ -	\$ -	\$ -	\$ -
00.000.3300.000 HUD Operating Subsidy Grant	\$ (28,082.00)	\$ (59,316.67)	\$ (59,130.84)	\$ (354,785.00)
00.000.3300.100 COVID OP Subsidy	\$ (362.16)	\$ (362.16)	\$ -	\$ -
00.000.3610.000 Interest General Fund	\$ (9.70)	\$ (19.78)	\$ (216.66)	\$ (1,300.00)
00.000.3690.100 Late Charges	\$ (53.10)	\$ (228.90)	\$ -	\$ -
00.000.3690.200 Laundry Receipts	\$ (251.00)	\$ (251.00)	\$ (250.00)	\$ (1,500.00)
00.000.3690.300 Other Misc. Income	\$ (465.00)	\$ (519.00)	\$ -	\$ -
00.000.3690.400 Collection Of Written Off Receivables	\$ (1,339.03)	\$ (1,988.24)	\$ -	\$ -
00.000.3690.500 Services W/orders Tenants	\$ (1,236.51)	\$ (1,273.51)	\$ (250.00)	\$ (1,500.00)
00.000.8020.200 Capital Fund Grant - Operating	\$ -	\$ (5,760.00)	\$ (5,000.00)	\$ (30,000.00)
Total Income	\$ 60,200.56	\$ 133,448.32	\$ 118,180.84	\$ 709,085.00
00.000.4110.000 Administrative Salary	\$ 14,771.91	\$ 29,204.33	\$ 18,487.16	\$ 110,923.00
00.000.4111.000 Contra Administrative Salaries	\$ (8,175.54)	\$ (16,351.08)	\$ (14,345.84)	\$ (86,075.00)
00.000.4130.000 Legal Expense	\$ -	\$ -	\$ 833.34	\$ 5,000.00
00.000.4140.000 Insufficient Checks	\$ -	\$ -	\$ -	\$ -
00.000.4145.000 Staff Training	\$ -	\$ -	\$ 416.66	\$ 2,500.00
00.000.4150.000 Travel Expense	\$ -	\$ -	\$ 433.34	\$ 2,600.00
00.000.4151.000 Contra Travel	\$ (133.33)	\$ (266.66)	\$ (266.66)	\$ (1,600.00)
00.000.4151.100 Contra Training	\$ -	\$ -	\$ -	\$ -
00.000.4170.000 Accounting	\$ -	\$ -	\$ 950.00	\$ 5,700.00
00.000.4171.000 Contra Accounting	\$ (325.00)	\$ (650.00)	\$ (650.00)	\$ (3,900.00)
00.000.4173.000 Auditing	\$ -	\$ -	\$ 500.00	\$ 3,000.00
00.000.4174.000 Audit Contra	\$ (250.00)	\$ (500.00)	\$ (500.00)	\$ (3,000.00)
00.000.4180.000 Telephone	\$ 657.54	\$ 1,323.35	\$ 1,416.66	\$ 8,500.00
00.000.4190.000 Administrative Sundry	\$ 3,049.44	\$ 3,598.24	\$ 1,666.66	\$ 10,000.00
00.000.4191.000 Contra Sundry	\$ (916.66)	\$ (1,833.32)	\$ (1,833.34)	\$ (11,000.00)
00.000.4220.000 Tenant Services	\$ -	\$ -	\$ 333.34	\$ 2,000.00
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 166.66	\$ 1,000.00
00.000.4310.000 Water	\$ -	\$ -	\$ 2,666.66	\$ 16,000.00
00.000.4320.000 Electricity	\$ 1,279.07	\$ 1,279.07	\$ 2,500.00	\$ 15,000.00
00.000.4330.000 Gasoline & Diesel	\$ 454.70	\$ 454.70	\$ -	\$ -
00.000.4340.000 Fuel Oil	\$ 789.72	\$ 789.72	\$ 9,166.66	\$ 55,000.00
00.000.4390.000 Sewer	\$ -	\$ -	\$ 2,666.66	\$ 16,000.00
00.000.4410.000 Ordinary Maintenance - Labor	\$ 8,880.64	\$ 18,412.40	\$ 15,519.50	\$ 93,117.00
00.000.4410.200 Ordinary Maintenance/summer Help	\$ 2,086.50	\$ 5,750.45	\$ 1,715.00	\$ 10,290.00
00.000.4411.000 Maintenance Contra	\$ 466.31	\$ (2,942.98)	\$ (5,744.84)	\$ (34,469.00)
00.000.4420.000 Ordinary Maintenance - Material	\$ 4,464.32	\$ 10,667.92	\$ 7,500.00	\$ 45,000.00
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 2,170.53	\$ 7,817.31	\$ 5,833.34	\$ 35,000.00
00.000.4510.000 Insurance Expense	\$ 2,608.00	\$ 5,216.00	\$ 5,333.34	\$ 32,000.00
00.000.4520.000 P.i.l.o.t.	\$ -	\$ -	\$ 3,166.66	\$ 19,000.00
00.000.4540.000 Employee Benefit Contribution	\$ 9,832.90	\$ 20,885.36	\$ 16,789.16	\$ 100,735.00
00.000.4541.000 Contra Employee Benefits	\$ (5,171.96)	\$ (10,817.68)	\$ (9,442.50)	\$ (56,655.00)
00.000.8020.100 Capital Fund Grant - Capital	\$ -	\$ -	\$ (26,949.84)	\$ (161,699.00)
00.000.4900.000 COVID Expenses	\$ 362.16	\$ 362.16	\$ -	\$ -
00.000.4570.000 Collection Losses	\$ -	\$ -	\$ 833.34	\$ 5,000.00
Total Expenses	\$ 36,539.09	\$ 72,399.29	\$ 39,161.12	\$ 234,967.00
Current Year Income & Expense	\$ 23,661.47	\$ 61,049.03	\$ 79,019.72	\$ 474,118.00

