

**THE REGULAR MEETING OF THE
HOUSING AUTHORITY OF FORT FAIRFIELD
WAS HELD ON FEBRUARY 16, 2022 AT 7:06 A.M.
VIA ZOOM
FORT FAIRFIELD, ME 04742**

I. ROLL CALL

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

Donna Currie, Jason Barnes, David Donovan, Anne Blanchard, and Andrew Coiley
Absent: Sean Bernard

II. REVIEW OF MINUTES

The MINUTES of the January 26, 2022 meeting were presented for review and approval. Anne pointed out a spelling error to correct. Anne had some questions about the spreadsheet for the Capital Fund Plan. **UPON MOTION** made by Anne Blanchard and seconded by David Donovan the MINUTES with corrections were approved.

III. REPORTS AND COMMUNICATIONS

● **Director's Report: Atch 1.**

There was a question of what NPR stood for under tenant repays. Non-Payment of Rent, also there was an explanation about non reporting of income. If a tenant fails to report any income change, the Housing Authority must go back and adjust rent for rent increases.

There was 1 request for a write off S. Coleman for \$203.00 The resident is deceased and the Housing Authority will not be able to collect the amount due.

UPON MOTION made by Andrew Coiley Seconded by Donna Currie to approve the write off in the amount of \$203.00. The write off was approved.

IV. UNFINISHED BUSINESS:

- **CFP Projects-** Lights have been purchased but need to be installed by an electrician. All 20 units will be done at the same time.
- **COVID Policy** – The Executive Director presented the update COVID Policy for review. It was determined that the policy was repetitive and sections 10, 11 and 12 needed to be removed.

HAFF 22-20

UPON MOTION made by Andrew Coiley and Seconded by Jason Barnes approve the updated COVID Policy

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the updated COVID Policy.

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

V. NEW BUSINESS:

- **Fields Lane II Unit Repair** - two units at Fields Lane II became vacant and needed some repairs. Both units will have carpet removed and plank flooring installed. 1 unit will need new kitchen flooring as well. The same unit will also need new cabinets and counters. The kitchen was well used. The varnish was coming off the cabinets and the counter was severely stained.

- **Propane Detector Law-** The State of Maine is now requiring a propane detector for all propane appliances in all apartments. The Housing Authority has several buildings with propane furnaces. A propane detector was put into each boiler room. They are very loud and have a battery backup in case of power loss. The detectors are from KIDDIE and are also CO detectors.
- **Flat Rent Charts-** The FY 2023 Flat Rent Chart have been completed. The Fair Market Rents increased but the Electrical usage also increased. With the supplier charge increasing significantly the UA rates increased to offset the higher bills. There was one amount in the income limits that was incorrect.

HAFF 22-21

UPON MOTION made by Andrew Coiley and Seconded by David Donovan to approve the FY 2023 Flat Rent Chart with corrections

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the FY 2023 Flat Rent Chart with corrections

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **PILOT 2021 and Operating Subsidy 2023-** The Payment In Lieu of Taxes for Public Housing was paid to the Town of Fort Fairfield in January. There was a significant increase due to increased rent and decrease in utilities. Fuel was locked in at very low rate. That will change for 2022 as fuel, propane, electrical, water and sewer rates all increased.

2020 PILOT- \$17824.49 2021 PILOT- \$ 22844.13

The Operating Subsidy forms were submitted to HUD for Calendar year 2023. The Operating Subsidy will decrease for the same reasons that the PILOT increased.

2022 OP SUB- \$354,000.00 2023 OP SUB \$ 282,000.00

- **Trash RFB-** The Public Housing Trash contract expires this year and has gone out to bid to Caldwell's Sanitation and Turner's Sanitation. The Executive Director would like to have a committee review the bids and award the contract. Jason, Anne and David volunteered to serve on the committee. The meeting will take place via Zoom March 2, 2022.
- **Compensatory Time Request-** The Executive Director was approached by some employees asking to consider adding COMP Time for hourly employees. The Housing Authority at One point had COMP time for all employees but it was removed due to the liability at the end of the FY. The Executive Director had some stipulations such as max hours 30 OT (45 reg), cannot be cashed out, and must be used before FYE. These would allow the Housing Authority to avoid the liability at the FYE. The Board liked the idea and added a couple other stipulations as well, must be Executive Director approved and cannot cost the HA more money in someone else's OT hours. The Board tabled the item so the Executive Director could write it out in policy and to have it presented again at the next Board Meeting.
- **Pay Cap Review-** The Executive Director has requested to have the pay increased for Summer Hires from \$7,000.00 to \$8,000.00. Each year in the State of Maine the Minimum wage will increase. The current pay cap is no longer sufficient for the new wage amount.

HAFF 22-22

UPON MOTION made by Andrew Coiley and Seconded by Jason Barnes to approve the Summer Hire Pay Cap increase to \$8,000.00

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the Summer Hire Pay Cap Increase to \$8000.00.

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

The second pay cap increase would be for the Occupancy Manager. The Executive Director is requesting to have the cap increased to \$60,000.00 The OM has been with the Housing Authority for

25 years this year. There was much discussion about wages, benefits and work completed by the Occupancy Manger and all staff in recent years.

HAFF 22-23

UPON MOTION made by Andrew Coiley and Seconded by Jason Barnes to approve the Occupancy Manger Pay Cap increase to \$60,000.00

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the Occupancy Manager Pay Cap Increase to \$60,000.00.

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- Jason Barnes suggested viewing and Asset and Liabilities quarterly report to give the Board a more complete picture of how the Housing Authority is really doing.

VI. OTHER:


- Fields Lane II sold the John Deere tractor for \$10,000.00 to Gary's Yamaha.

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 Wednesday, March 16, 2022 VIA Zoom at 7:00 AM. Meeting was adjourned at 8:26 AM.



Stacey Michaud
Secretary

BVW, HE, FL1 & FL3 Operating Statement

202201				
Desc	Current Period	Current Year	Year to Date Budget	Year Budget
00.000.3110.000 Dwelling Rentals	\$ (30,229.00)	\$ (209,126.19)	\$ (186,666.69)	\$ (320,000.00)
00.000.3120.000 Excess Utilities	\$ (101.78)	\$ (101.78)	\$ -	\$ -
00.000.3300.000 HUD Operating Subsidy Grant	\$ (29,400.00)	\$ (208,613.67)	\$ (206,957.94)	\$ (354,785.00)
00.000.3300.100 COVID OP Subsidy	\$ -	\$ (6,176.12)	\$ -	\$ -
00.000.3610.000 Interest General Fund	\$ (13.11)	\$ (474.27)	\$ (758.31)	\$ (1,300.00)
00.000.3690.100 Late Charges	\$ (117.92)	\$ (1,104.38)	\$ -	\$ -
00.000.3690.200 Laundry Receipts	\$ (191.75)	\$ (1,021.00)	\$ (875.00)	\$ (1,500.00)
00.000.3690.300 Other Misc. Income	\$ (440.48)	\$ (5,204.56)	\$ -	\$ -
00.000.3690.400 Collection Of Written Off Receivables	\$ (115.00)	\$ (2,830.26)	\$ -	\$ -
00.000.3690.500 Services W/orders Tenants	\$ (758.00)	\$ (2,719.51)	\$ (875.00)	\$ (1,500.00)
00.000.8020.200 Capital Fund Grant - Operating	\$ -	\$ (5,760.00)	\$ (12,500.00)	\$ (30,000.00)
Total Income	\$ 61,367.04	\$ 443,131.74	\$ 408,632.94	\$ 709,085.00
00.000.4110.000 Administrative Salary	\$ 15,511.07	\$ 114,835.45	\$ 64,705.06	\$ 110,923.00
00.000.4111.000 Contra Administrative Salaries	\$ (916.66)	\$ (6,416.62)	\$ (6,416.69)	\$ (11,000.00)
00.000.4130.000 Legal Expense	\$ 80.00	\$ 700.90	\$ 2,916.69	\$ 5,000.00
00.000.4140.000 Insufficient Checks	\$ 10.00	\$ 10.00	\$ -	\$ -
00.000.4145.000 Staff Training	\$ -	\$ -	\$ 1,458.31	\$ 2,500.00
00.000.4150.000 Travel Expense	\$ 176.93	\$ 339.33	\$ 1,516.69	\$ 2,600.00
00.000.4151.000 Contra Travel	\$ (133.33)	\$ (933.31)	\$ (933.31)	\$ (1,600.00)
00.000.4151.100 Contra Training	\$ -	\$ -	\$ -	\$ -
00.000.4170.000 Accounting	\$ 2,400.00	\$ 4,800.00	\$ 3,325.00	\$ 5,700.00
00.000.4171.000 Contra Accounting	\$ (325.00)	\$ (2,275.00)	\$ (2,275.00)	\$ (3,900.00)
00.000.4173.000 Auditing	\$ -	\$ 3,000.00	\$ 1,750.00	\$ 3,000.00
00.000.4174.000 Audit Contra	\$ (250.00)	\$ (1,750.00)	\$ (1,750.00)	\$ (3,000.00)
00.000.4180.000 Telephone	\$ 670.70	\$ 4,764.40	\$ 4,958.31	\$ 8,500.00
00.000.4190.000 Administrative Sundry	\$ 1,434.07	\$ 17,085.43	\$ 5,833.31	\$ 10,000.00
00.000.4191.000 Contra Sundry	\$ (916.66)	\$ (6,416.62)	\$ (6,416.69)	\$ (11,000.00)
00.000.4220.000 Tenant Services	\$ -	\$ -	\$ 1,166.69	\$ 2,000.00
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 583.31	\$ 1,000.00
00.000.4310.000 Water	\$ 5,403.22	\$ 10,882.04	\$ 9,333.31	\$ 16,000.00
00.000.4320.000 Electricity	\$ 21.40	\$ 8,244.74	\$ 8,750.00	\$ 15,000.00
00.000.4330.000 Gasoline & Diesel	\$ 369.84	\$ 2,101.48	\$ -	\$ -
00.000.4340.000 Fuel Oil	\$ 9,823.24	\$ 28,263.94	\$ 32,083.31	\$ 55,000.00
00.000.4390.000 Sewer	\$ 4,120.22	\$ 9,031.45	\$ 9,333.31	\$ 16,000.00
00.000.4410.000 Ordinary Maintenance - Labor	\$ 10,669.06	\$ 72,957.93	\$ 54,318.25	\$ 93,117.00
00.000.4410.200 Ordinary Maintenance/summer Help	\$ -	\$ 6,492.45	\$ 6,002.50	\$ 10,290.00
00.000.4411.000 Maintenance Contra	\$ (3,320.79)	\$ (19,918.99)	\$ (20,106.94)	\$ (34,469.00)
00.000.4420.000 Ordinary Maintenance - Material	\$ 9,728.35	\$ 54,253.52	\$ 26,250.00	\$ 45,000.00
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 4,165.00	\$ 35,851.93	\$ 20,416.69	\$ 35,000.00
00.000.4510.000 Insurance Expense	\$ 2,690.00	\$ 18,338.00	\$ 18,666.69	\$ 32,000.00
00.000.4520.000 P.i.l.o.t.	\$ -	\$ -	\$ 11,083.31	\$ 19,000.00
00.000.4540.000 Employee Benefit Contribution	\$ 12,105.60	\$ 76,990.84	\$ 58,762.06	\$ 100,735.00
00.000.4541.000 Contra Employee Benefits	\$ (6,127.94)	\$ (40,433.72)	\$ (33,048.75)	\$ (56,655.00)
00.000.8020.100 Capital Fund Grant - Capital	\$ (37,206.84)	\$ (143,472.89)	\$ (94,324.44)	\$ (161,699.00)
00.000.4900.000 COVID Expenses	\$ -	\$ 3,979.65	\$ -	\$ -
00.000.4570.000 Collection Losses	\$ -	\$ 3,970.94	\$ 2,916.69	\$ 5,000.00
Total Expenses	\$ 30,181.48	\$ 255,277.27	\$ 180,857.67	\$ 310,042.00
Current Year Income & Expense	\$ 31,185.56	\$ 187,854.47	\$ 227,775.27	\$ 399,043.00

Occupancy As of 01/31/2022

Project Name	# Units	Unit Days	Occupied	Pct%	Vacant
Borderview Homes	36	1147	1116	97.30%	31
Cherry Lane Apartments	4	124	124	100.00%	0
Fields Lane I	20	620	606	97.74%	14
Fields Lane II	16	496	464	93.55%	32
Fields Lane III	8	248	218	87.90%	30
Hillcrest Estates	17	527	527	100.00%	0
Morningview LLC	25	775	746	96.30%	31
The Meadows	25	775	775	100.00%	0
TOTALS:	151	4712	4576	96.60%	138

Repay			Write Offs:	
R. Johnson	\$319.55		Excess Utilities	S. Coleman
S. Dorsey	\$1,303.00	Non Reporting		
T. Lay	\$487.32	NPR		
			Total	\$203.00
Total	\$2,109.87			

Section 8		Vouchers	139
\$49,646.00		Used	133

Local Programs
\$148,696
Fields Lane II
\$14,351
Cherry Lane
\$11,081

