

**THE REGULAR MEETING OF THE  
HOUSING AUTHORITY OF FORT FAIRFIELD  
WAS HELD ON JANUARY 26, 2022 AT 7:27 A.M.  
VIA ZOOM  
FORT FAIRFIELD, ME 04742**

**I. ROLL CALL**

Vice Chairman, Anne Blanchard, called the meeting to order; those present were:

Donna Currie, Jason Barnes, David Donovan, and Sean Bernard. Absent: Duska Day and Anderw Coiley

**II. REVIEW OF MINUTES**

The MINUTES of the December 15, 2021 meeting were presented for review and approval. Anne pointed out a spelling error to correct.

**UPON MOTION** made by Jason Barnes and seconded by David Donovan the MINUTES with corrections were approved.

**III. REPORTS AND COMMUNICATIONS**

● **Director's Report: Atch 1.**

There was one question in regards to the Admin and Maintenance Salaries and EBC and why there was an increase. The increase was because there was 5 pay periods in December compared to 4 in November. The Executive Director also explained when employees cash out their Earned Time, it is not budgeted and that can create a difference as well. The CFP Project for Borderview Kitchens does not show as an expense. It is listed as capital improvements under assets.

There will be several units down in the next few weeks, 3 residents passed away all within the same weekend.

**UPON MOTION** made by David Donovan and Seconded by Donna Currie to approve the Directors Report was approved.

**IV. UNFINISHED BUSINESS:**

- **CFP Projects-** The 20-unit Kitchen Project for Borderview is completed. The Housing Authority in the spring will start looking into exterior lights for the buildings and common areas.
  - Please note that after the meeting the Executive Director was reminded that the Kitchen light install is not complete. Lights have been purchased but need to be installed by an electrician.

**V. NEW BUSINESS:**

- **CFP 5 Year Plan and PHA 5 Year Plan-** The Executive Director presented the plans for the Board to review. The CFP 5 Year Plan for 2022-2026 was approved by the Resident Advisory Board. The CFP plan is rolling which means that projects can be moved ahead or back depending on need. The Executive Director also spoke with our HUD rep about the budget and he told her to base it off the prior years award. The PHA 5 Year plan is a review of what the Housing Authority accomplished in 2021. There will be a Public Hearing on March 14, 2022 to discuss these items.

- **CFP 2022-2026 Plan**

Year	Description	Cost
2022	Borderview Kitchen upgrades	\$112,000.00
	Borderview Door Replacement	\$40,000.00
	Borderview LR Light Install	\$17,000.00
	Operations	\$22,699.00
		\$191,699.00
2023	Radon Test and Mitigation	\$60,000.00
	Hillcrest Siding upgrade	\$35,000.00
	Borderview Exterior Lighting	\$10,000.00
	Removal of Carpet and install of plank flooring	\$69,000.00
	Operations	\$17,699
	\$191,699.00	
2024	Fields Lane I Windows	\$75,000.00
	Fields Lane I Patio Doors	\$30,000.00
	Fields Lane I Patios	\$55,000.00
	New Roof for Garage	\$15,000.00
	Operations	\$16,699.00
	\$191,699.00	
2025	Hillcrest Parking Lot	\$100,000.00
	Fields Lane Community Room Floor	\$10,000.00
	Hillcrest Hot Water Heater	\$20,000.00
	Heat Pumps in Office	\$15,000.00
	Fields Lane I Patios	\$20,000.00
Operations	\$26,699	
	\$191,699	
2026	Hillcrest Windows	\$150,000.00
	Borderview Bathroom Upgrades	\$30,000.00
	Operations	\$11,699.00
	\$191,699.00	

HAFF 22-17

**UPON MOTION** made by Sean Bernard and Seconded by Jason Barnes approve the 2022-2026 CFP Plan.

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the 2022-2026 CFP Plan

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **PHA 5 Year Plan 2020-2024 Year Two Accomplishments**

**Goal 1: Enhance the image of the Fort Fairfield Housing Authority**

- Trees were removed around Fields Lane sign to improve visibility- The signs were not updated as hoped but we are looking for new vendors who may be interested
- A Community closet was hosted for the entire Summer and the Food Pantry has grown in size. Hundreds of community members participated in the clothing drive either through donating items or receiving items. The Housing Authority has become a place where people can look for items without any judgement as the food pantry and a small closet is open 24/7.
- Our social media presence and the website have helped many Community members and residents find resources locally
- The Housing Authority has worked with the Boy Scouts, the Quality Home Place Council and other agencies to do good acts in the community and for our residents.
- New security Cameras at Fields Lane

**Goal 2: Continue the Fort Fairfield Housing Authority's efforts to encourage self-sufficiency among its PH residents and Section 8 Participants**

- The Housing Authority advertises new jobs daily through social media.
- The Housing Authority also partners with FEDCAP for volunteer opportunities though COVID has made it more difficult for FEDCAP to find willing participants

**Goal 3: Upgrade existing inventory and properties**

- Hillcrest Estates Community Room and Laundry Room were painted and décor updated. Old and broken items were removed
- New fence was installed at Borderview Homes and current fence was repaired.
- Replaced wooden fence at Fields Lane. It was in disrepair and the new vinyl fence brightens the area and is much safer for residents
- Old and dying shrubs and broken trees along the brook at Fields Lane and Borderview Homes were removed
- Old stairs at Fields Lane III were removed and replaced. Old ramp was also removed and replaced with stairs as the unit was not ADA.
- Replacing old carpets with new plank flooring. This will reduce wear and tear and will also improve cleaning for residents. The plank flooring makes the units look much newer and more modern
- New security door at the Housing Office for egress and safety

**Goal 4: Regain High Performer Status in PH and Maintain High Performer in Section 8**

- Unit turn around is at or below 14 days
- Debt to Local Programs was paid off in June 2020
- Work Order turn around is below 7 days (COVID Pending)

**Goal 5: Continue to increase "Green" Projects**

- New Thermostats have been purchased and all PH units have been installed with them

**HAFF 22-18**

**UPON MOTION** made by Jason Barnes and Seconded by David Donovan approve the 2021 Update of the PHA 5 Year Plan 2020-2024

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the 2021 Update of the PHA 5 Year Plan 2020-2024

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **Administrative Plan and Admissions and Continued Occupancy Plan Changes-** HUD published several changes to the Admin Plan and ACOP. These changes allow video conferencing for Informal Hearings, Briefings and HQS inspections. Many of the changes reflect the waivers HUD created for COVID. There was also a change in EIV reporting that PHA's must use EIV for existing tenant search and bad debts and terminations. The Housing Authority current already does this.

**HAFF 22-19**

**UPON MOTION** made by David Donovan and Seconded by Jason Barnes approve the Admin Plan and ACOP Changes

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the Admin Plan and ACOP Changes

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **Solar Credits-** The Housing Authority has been approached by two new entities in regards to Solar Credits. Solar on Earth and Novel Energy. The Executive Director has requested from both of them rates and terms. With electricity going up a possible 84% the Housing Authority needs to find ways to save that money.

- **COVID Policy-** with new guidelines out from the CDC, the Executive Director needs to update the COVID policy for employees. Many changes have occurred since the policy first was implemented. After discussion and dissection of the current policy the board had decided to table this item until the next meeting.

**UPON MOTION** made by Donan Currie and Seconded by David Donovan to table the COVID Policy changes has been approved.

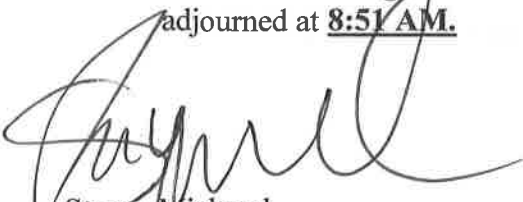
**VI. OTHER:**

**VII. ADJOURN:**

There being no further business to come before the Board;

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

**The next meeting will be held Wednesday, February 16, 2022 VIA Zoom at 7:00 AM.** Meeting was adjourned at **8:51 AM.**



Stacey Michaud  
Secretary

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

202112				
Desc	Current Period	Current Year	Year to Date Budget	Year Budget
00.000.3110.000 Dwelling Rentals	\$ (29,126.00)	\$ (178,897.19)	\$ (160,000.02)	\$ (320,000.00)
00.000.3120.000 Excess Utilities	\$ -	\$ -	\$ -	\$ -
00.000.3300.000 HUD Operating Subsidy Grant	\$ (31,475.00)	\$ (179,213.67)	\$ (177,392.52)	\$ (354,785.00)
00.000.3300.100 COVID OP Subsidy	\$ (4,465.63)	\$ (6,176.12)	\$ -	\$ -
00.000.3610.000 Interest General Fund	\$ (13.99)	\$ (461.16)	\$ (649.98)	\$ (1,300.00)
00.000.3690.100 Late Charges	\$ (141.02)	\$ (986.46)	\$ -	\$ -
00.000.3690.200 Laundry Receipts	\$ (138.50)	\$ (829.25)	\$ (750.00)	\$ (1,500.00)
00.000.3690.300 Other Misc. Income	\$ (136.44)	\$ (4,764.08)	\$ -	\$ -
00.000.3690.400 Collection Of Written Off Receivables	\$ (168.20)	\$ (2,715.26)	\$ -	\$ -
00.000.3690.500 Services W/orders Tenants	\$ (55.00)	\$ (1,961.51)	\$ (750.00)	\$ (1,500.00)
00.000.8020.200 Capital Fund Grant - Operating	\$ (2,600.00)	\$ (8,360.00)	\$ (15,000.00)	\$ (30,000.00)
<b>Total Income</b>	<b>\$ 68,319.78</b>	<b>\$ 384,364.70</b>	<b>\$ 354,542.52</b>	<b>\$ 709,085.00</b>
00.000.4110.000 Administrative Salary	\$ 19,417.20	\$ 99,324.38	\$ 55,461.48	\$ 110,923.00
00.000.4111.000 Contra Administrative Salaries	\$ (8,747.94)	\$ (50,236.20)	\$ (43,037.52)	\$ (86,075.00)
00.000.4130.000 Legal Expense	\$ 443.30	\$ 620.90	\$ 2,500.02	\$ 5,000.00
00.000.4140.000 Insufficient Checks	\$ -	\$ -	\$ -	\$ -
00.000.4145.000 Staff Training	\$ -	\$ -	\$ 1,249.98	\$ 2,500.00
00.000.4150.000 Travel Expense	\$ 50.40	\$ 162.40	\$ 1,300.02	\$ 2,600.00
00.000.4151.000 Contra Travel	\$ (133.33)	\$ (799.98)	\$ (799.98)	\$ (1,600.00)
00.000.4151.100 Contra Training	\$ -	\$ -	\$ -	\$ -
00.000.4170.000 Accounting	\$ -	\$ 2,400.00	\$ 2,850.00	\$ 5,700.00
00.000.4171.000 Contra Accounting	\$ (325.00)	\$ (1,950.00)	\$ (1,950.00)	\$ (3,900.00)
00.000.4173.000 Auditing	\$ -	\$ 3,000.00	\$ 1,500.00	\$ 3,000.00
00.000.4174.000 Audit Contra	\$ (250.00)	\$ (1,500.00)	\$ (1,500.00)	\$ (3,000.00)
00.000.4180.000 Telephone	\$ 706.49	\$ 4,093.70	\$ 4,249.98	\$ 8,500.00
00.000.4190.000 Administrative Sundry	\$ 2,908.82	\$ 15,651.36	\$ 4,999.98	\$ 10,000.00
00.000.4191.000 Contra Sundry	\$ (916.66)	\$ (5,499.96)	\$ (5,500.02)	\$ (11,000.00)
00.000.4220.000 Tenant Services	\$ -	\$ -	\$ 1,000.02	\$ 2,000.00
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 499.98	\$ 1,000.00
00.000.4310.000 Water	\$ -	\$ 5,478.82	\$ 7,999.98	\$ 16,000.00
00.000.4320.000 Electricity	\$ 1,815.79	\$ 8,223.34	\$ 7,500.00	\$ 15,000.00
00.000.4330.000 Gasoline & Diesel	\$ 392.32	\$ 1,731.64	\$ -	\$ -
00.000.4340.000 Fuel Oil	\$ 7,290.87	\$ 18,440.70	\$ 27,499.98	\$ 55,000.00
00.000.4390.000 Sewer	\$ -	\$ 4,911.23	\$ 7,999.98	\$ 16,000.00
00.000.4410.000 Ordinary Maintenance - Labor	\$ 12,853.14	\$ 62,288.87	\$ 46,558.50	\$ 93,117.00
00.000.4410.200 Ordinary Maintenance/summer Help	\$ -	\$ 6,492.45	\$ 5,145.00	\$ 10,290.00
00.000.4411.000 Maintenance Contra	\$ (3,234.93)	\$ (16,598.20)	\$ (17,234.52)	\$ (34,469.00)
00.000.4420.000 Ordinary Maintenance - Material	\$ 2,660.39	\$ 44,525.17	\$ 22,500.00	\$ 45,000.00
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 8,057.60	\$ 31,686.93	\$ 17,500.02	\$ 35,000.00
00.000.4510.000 Insurance Expense	\$ 2,608.00	\$ 15,648.00	\$ 16,000.02	\$ 32,000.00
00.000.4520.000 P.i.l.o.t.	\$ -	\$ -	\$ 9,499.98	\$ 19,000.00
00.000.4540.000 Employee Benefit Contribution	\$ 12,574.58	\$ 64,885.24	\$ 50,367.48	\$ 100,735.00
00.000.4541.000 Contra Employee Benefits	\$ (5,967.20)	\$ (34,305.78)	\$ (28,327.50)	\$ (56,655.00)
00.000.8020.100 Capital Fund Grant - Capital	\$ (41,205.84)	\$ (106,266.05)	\$ (80,849.52)	\$ (161,699.00)
00.000.4900.000 COVID Expenses	\$ 382.29	\$ 3,979.65	\$ -	\$ -
00.000.4570.000 Collection Losses	\$ 946.32	\$ 3,970.94	\$ 2,500.02	\$ 5,000.00
<b>Total Expenses</b>	<b>\$ 10,998.00</b>	<b>\$ 180,359.55</b>	<b>\$ 117,483.36</b>	<b>\$ 234,967.00</b>
<i>Current Year Income &amp; Expense</i>	<b>\$ 57,321.78</b>	<b>\$ 204,005.15</b>	<b>\$ 237,059.16</b>	<b>\$ 474,118.00</b>

**Occupancy As of 12/31/2021**

Project Name	# Units	Unit Days	Occupied	Pct%	Vacant
Borderview Homes	36	1116	1116	100.00%	0
Cherry Lane Apartments	4	124	124	100.00%	0
Fields Lane I	20	620	613	98.87%	7
Fields Lane II	16	496	496	100.00%	0
Fields Lane III	8	248	227	91.53%	21
Hillcrest Estates	17	527	527	100.00%	0
Morningview LLC	26	806	806	100.00%	0
The Meadows	25	775	775	100.00%	0
<b>TOTALS:</b>	<b>152</b>	<b>4712</b>	<b>4684</b>	<b>98.80%</b>	<b>28</b>

Repay		Non Reporting NPR	Write Offs:	
R. Johnson	\$302.57			
S. Dorsey	\$1,367.00			
T. Lay	\$557.32			
C. Burby	\$45.14			
<b>Total</b>	<b>\$2,272.03</b>		<b>Total</b>	<b>\$0.00</b>

<b>Section 8</b>		<b>Vouchers</b>	<b>139</b>
\$47,814.88		<b>Used</b>	<b>133</b>

<b>Local Programs</b>
\$186,566
<b>Fields Lane II</b>
\$11,611
<b>Cherry Lane</b>
\$9,183

<b>COVID 19 OP Subsidy Balance</b>	\$	-
<b>Section 8 COVID Balance</b>	\$	-