

**THE REGULAR MEETING OF THE
HOUSING AUTHORITY OF FORT FAIRFIELD
WAS HELD ON APRIL 20, 2022 AT 7:08 A.M.
AT HILLCREST ESTATES AND ZOOM
FORT FAIRFIELD, ME 04742**

I. ROLL CALL

Chairman, Duska Day, called the meeting to order; those present were: Sean Bernard, Donna Currie, David Donovan, and Andrew Coiley Absent: Jason Barnes and Anne Blanchard

II. REVIEW OF MINUTES

The MINUTES of the March 16, 2022 meeting were presented for review and approval.

UPON MOTION made by David Donovan and seconded by Donna Currie the MINUTES were approved.

III. REPORTS AND COMMUNICATIONS

• **Director's Report: Atch 1.**

The Executive Director stated that there was a huge fuel bill for March that was paid.

UPON MOTION made by Andrew Coiley Seconded by Donna Currie to approve the Director's Report as presented was unanimously approved.

IV. UNFINISHED BUSINESS:

- **General Fund Savings** – The Executive Director informed the Board that the CD was renewed at CFCU matching the rate of Aroostook Savings and Loan. The Executive Director was planning on opening an additional savings account but has asked to hold that idea for later on. There are many repairs needed throughout the Public Housings units that are non-Capital Fund improvements. The vinyl siding at Borderview is in need of some repairs. There have been some tenant damages as well as non-tenant damages such as: holes from rocks, or cracks from the cold. The Commissioners discussed ways to prevent these damages, but with vinyl in the winter, they are hard to prevent and it is very common for these to occur.
- **HMS Program** – The Housing Authority was approved for the 2022 HMS Program by Maine Housing. We are currently working performing work for those has their initials for 2021. We are behind to due to COVID and the staff was willing to work on their Fridays to perform the work. HMS pays a fee that would cover the OT rate. This program not only helps the members of the community but also brings money to the Housing Authority.

V. NEW BUSINESS:

- **FY 2021 Audit-** The Executive Director presented the Aduit completed by RHR Smith for FY 2021. It has been accepted by HUD.

HAFF 22-30

UPON MOTION made by Andrew Coiley and Seconded by David Donovan to approve the FY 2021 Audit.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the FY 2021 Audit.

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **Spring Basket for Shriners-** The Housing Authority has donated for the 3rd year a Spring Basket for the Aroostook Shriners Club. This year's theme was Family Backyard Fun.
- **Write off Request -** The Executive Director presented a write off for B. York in the amount of \$5207.25. This resident was approved for ERA however did not pay her debt with the Housing Authority. The Housing Authority will be pursuing the household in small claims.

HAFF 22-31

UPON MOTION made by David Donovan and Seconded by Donna Currie to approve the write off amount for B. York for \$5207.25.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the write off for B. York in the amount of \$5207.25.

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **Remote Meeting Policy Per State of Maine –** The State of Maine passed a law for Public Board Meetings and Public Hearings that there must a be a policy in place for remote meetings. The Executive Director presented a policy given by another Housing Authority that was vetted through a lawyer.

HAFF 22-32

UPON MOTION made by Andy Coiley and Seconded by Donna Currie to approve the Remote Meeting Policy.

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

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **Freedom of Access Act –** The Executive Director attended a Freedom of Access Act training through Maine Municipal Association. The training left the Executive Director confused on where Quasi Municipalities like the Housing Authority stand for training and certification for Board Members. Our Lawyer said that our Board Members should do the training and certify. All Board Members need to read the FAQ's for the Maine Freedom of Access Act and sign the certification. All Board members are not in compliance, but going forward, this will no longer be an issue. The Housing Authority is unable to provide information such as tenant addresses, names and their personal information. The Executive Director asked if the Commissioners can return the form at the next meeting.
- **Terms Ending/Renewal-** Donna Currie's 5-year term is ending June 30, 2022 and Sean Bernard's term, even though he just joined, is also ending June 30, 2022. Donna will not be renewing her term and Sean said he would renew his term. The Executive Director will be looking for a Section 8 resident to fill the position to comply with HUD's Requirement.
- **Fields Lane II REAC Inspection-** The Housing Authority received a 99a for their Fields Lane II REAC Inspection. The last inspection in 2018 was a 97a and the one in 2015 was a 88c. This is the best score ever earned by the Housing Authority.

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, May 18, 2022 at the Hillcrest Estates Conference Room at 7:00 AM. Meeting was adjourned at 7:53 AM.



Stacey Michaud
Secretary

Occupancy As of 03/31/2022					
Project Name	# Units	Unit Days	Occupied	Pct%	Vacant
Borderview Homes	36	1116	1032	92.68%	84
Cherry Lane Apartments	4	124	124	100.00%	0
Fields Lane I	20	620	614	99.03%	6
Fields Lane II	16	496	487	98.19%	9
Fields Lane III	8	248	248	100.00%	0
Hillcrest Estates	17	527	527	100.00%	0
Morningview LLC	25	775	773	99.76%	2
The Meadows	25	775	750	96.77%	25
TOTALS:	151	4681	4555	98.30%	126
Repay			Write Offs:		
R. Johnson	\$145.55		B. York	\$5,207.25	
S. Dorsey	\$1,175.00	Non Reporting NPR			
T. Lay	\$361.12				
			Total	\$5,207.25	
Total	\$1,681.67				
Section 8		Vouchers	139		
\$45,993.40		Used	137		
Local Programs					
\$164,170					
Fields Lane II					
\$10,189					
Cherry Lane					
\$8,664					
General Fund					
\$243,913					

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

202203				
Desc	Current Period	Current Year	Year to Date Budget	Year Budget
00.000.3110.000 Dwelling Rentals	\$ (30,841.00)	\$ (270,028.19)	\$ (240,000.03)	\$ (320,000.00)
00.000.3120.000 Excess Utilities	\$ -	\$ (101.78)	\$ -	\$ -
00.000.3300.000 HUD Operating Subsidy Grant	\$ (28,867.00)	\$ (266,270.67)	\$ (266,088.78)	\$ (354,785.00)
00.000.3300.100 COVID OP Subsidy	\$ -	\$ (6,176.12)	\$ -	\$ -
00.000.3610.000 Interest General Fund	\$ (145.05)	\$ (1,271.82)	\$ (974.97)	\$ (1,300.00)
00.000.3690.100 Late Charges	\$ (85.72)	\$ (1,280.96)	\$ -	\$ -
00.000.3690.200 Laundry Receipts	\$ (172.25)	\$ (1,193.25)	\$ (1,125.00)	\$ (1,500.00)
00.000.3690.300 Other Misc. Income	\$ (184.59)	\$ (6,189.09)	\$ -	\$ -
00.000.3690.400 Collection Of Written Off Receivables	\$ (50.00)	\$ (2,920.26)	\$ -	\$ -
00.000.3690.500 Services W/orders Tenants	\$ (925.00)	\$ (3,884.51)	\$ (1,125.00)	\$ (1,500.00)
00.000.8020.200 Capital Fund Grant - Operating	\$ -	\$ (8,360.00)	\$ (22,500.00)	\$ (30,000.00)
Total Income	\$ 61,270.61	\$ 567,676.65	\$ 531,813.78	\$ 709,085.00
00.000.4110.000 Administrative Salary	\$ 19,329.41	\$ 151,177.34	\$ 83,192.22	\$ 110,923.00
00.000.4111.000 Contra Administrative Salaries	\$ (8,595.30)	\$ (76,317.84)	\$ (64,556.28)	\$ (86,075.00)
00.000.4130.000 Legal Expense	\$ 1,103.01	\$ 3,270.33	\$ 3,750.03	\$ 5,000.00
00.000.4140.000 Insufficient Checks	\$ -	\$ 10.00	\$ -	\$ -
00.000.4145.000 Staff Training	\$ -	\$ 35.00	\$ 1,874.97	\$ 2,500.00
00.000.4150.000 Travel Expense	\$ 67.86	\$ 500.15	\$ 1,950.03	\$ 2,600.00
00.000.4151.000 Contra Travel	\$ (133.33)	\$ (1,199.97)	\$ (1,199.97)	\$ (1,600.00)
00.000.4151.100 Contra Training	\$ -	\$ -	\$ -	\$ -
00.000.4170.000 Accounting	\$ -	\$ 4,800.00	\$ 4,275.00	\$ 5,700.00
00.000.4171.000 Contra Accounting	\$ (325.00)	\$ (2,925.00)	\$ (2,925.00)	\$ (3,900.00)
00.000.4173.000 Auditing	\$ 2,900.00	\$ 5,900.00	\$ 2,250.00	\$ 3,000.00
00.000.4174.000 Audit Contra	\$ (250.00)	\$ (2,250.00)	\$ (2,250.00)	\$ (3,000.00)
00.000.4180.000 Telephone	\$ 702.43	\$ 6,146.56	\$ 6,374.97	\$ 8,500.00
00.000.4190.000 Administrative Sundry	\$ 1,444.69	\$ 22,429.79	\$ 7,499.97	\$ 10,000.00
00.000.4191.000 Contra Sundry	\$ (916.66)	\$ (8,249.94)	\$ (8,250.03)	\$ (11,000.00)
00.000.4220.000 Tenant Services	\$ -	\$ 140.00	\$ 1,500.03	\$ 2,000.00
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 749.97	\$ 1,000.00
00.000.4310.000 Water	\$ -	\$ 10,882.04	\$ 11,999.97	\$ 16,000.00
00.000.4320.000 Electricity	\$ 4,438.58	\$ 14,869.00	\$ 11,250.00	\$ 15,000.00
00.000.4330.000 Gasoline & Diesel	\$ 450.18	\$ 2,985.23	\$ -	\$ -
00.000.4340.000 Fuel Oil	\$ 20,994.22	\$ 61,475.78	\$ 41,249.97	\$ 55,000.00
00.000.4390.000 Sewer	\$ -	\$ 9,031.45	\$ 11,999.97	\$ 16,000.00
00.000.4410.000 Ordinary Maintenance - Labor	\$ 12,260.33	\$ 96,207.62	\$ 69,837.75	\$ 93,117.00
00.000.4410.200 Ordinary Maintenance/summer Help	\$ -	\$ 6,492.45	\$ 7,717.50	\$ 10,290.00
00.000.4411.000 Maintenance Contra	\$ (3,616.53)	\$ (26,970.79)	\$ (25,851.78)	\$ (34,469.00)
00.000.4420.000 Ordinary Maintenance - Material	\$ 1,591.63	\$ 28,820.42	\$ 33,750.00	\$ 45,000.00
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 11,288.22	\$ 62,487.08	\$ 26,250.03	\$ 35,000.00
00.000.4510.000 Insurance Expense	\$ 2,670.00	\$ 23,678.00	\$ 24,000.03	\$ 32,000.00
00.000.4540.000 Employee Benefit Contribution	\$ 12,810.21	\$ 100,247.87	\$ 75,551.22	\$ 100,735.00
00.000.4541.000 Contra Employee Benefits	\$ (6,204.08)	\$ (52,757.28)	\$ (42,491.25)	\$ (56,655.00)
00.000.8020.100 Capital Fund Grant - Capital	\$ 203.00	\$ 4,173.94	\$ 3,750.03	\$ 5,000.00
00.000.4900.000 COVID Expenses	\$ -	\$ 3,979.65	\$ -	\$ -
00.000.4570.000 Collection Losses	\$ 203.00	\$ 4,173.94	\$ 3,750.03	\$ 5,000.00
Total Expenses	\$ 72,212.87	\$ 453,242.82	\$ 286,999.38	\$ 382,666.00
Current Year Income & Expense	\$ (10,942.26)	\$ 114,433.83	\$ 244,814.40	\$ 326,419.00