

**THE REGULAR MEETING OF THE  
HOUSING AUTHORITY OF FORT FAIRFIELD  
WAS HELD ON MARCH 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: Sean Bernard, Jason Barnes, David Donovan, Anne Blanchard, and Andrew Coiley Absent: Donna Currie

**II. REVIEW OF MINUTES**

The MINUTES of the January 26, 2022 meeting were presented for review and approval. Anne pointed out a couple spelling errors to correct.

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

**III. REPORTS AND COMMUNICATIONS**

• **Director's Report: Atch 1.**

The Executive Director added the balance of the General Fund account to the report to paint a better picture for the Commissioners.

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

**IV. UNFINISHED BUSINESS:**

- **Comp Time Request** – The Executive Director presented the written policy for Comp Time that included the Commissioner's suggestions:

**9.1.1 Overtime and Compensatory (COMP) Time:**

- a. *All hourly employees are entitled to overtime pay at a rate of one hundred fifty percent (150%) of their normal pay when they work over forty (40) hours during any normal work week. (Holiday Pay hours will count as having been worked for calculation of hours worked.)*
- b. *Overtime work may only be performed by prior approval of the E.D.*
- c. *Compensatory time may be granted to all employees under the following conditions:*

**9.1.1.c.1** *Employees can accrue up to 30 hours of Comp time equaling 45 regular hours but must be used by the FYE June 30*

**9.1.1.c.2** *Comp time cannot be cashed out, must be used by taking time off*

**9.1.1.c.3** *Comp Time must be approved by the Executive Director and can only be used if it doesn't create a financial burden to the Housing Authority*

**HAFF 22-24**

**UPON MOTION** made by Anne Blanchard and Seconded by Jason Barnes to approve the changes to COMP Time in the Personnel Policy

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the COMP Time Changes to the Personnel Policy.

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **Trash RFB PH** – The HA received 2 bids for the Trash Removal RFB for Public Housing. The Committee established during the prior meeting met and reviewed the bids. The Committee recommends that Housing Authority select Turner’s Sanitation. Even though they were more expensive their service and availability are more reliable.

**HAFF 22-25**

**UPON MOTION** made by Andy Coiley and Seconded by Sean Bernard to approve the recommendation from the Committee to select Turner’s Sanitation for trash removal.

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the recommendation to select Turner’s Sanitation for Trash Removal.

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

**V. NEW BUSINESS:**

- **HMS Program-** The Housing Authority reapplied for the Aging in Place Grant through Maine Housing to continue the Home Modification for Seniors Program. This program allows the Housing Authority to go into private homes and make safety upgrades that allow for aging in place. These upgrades include grab bars, railings, knobs, doorbells, stair repairs, smokes and carbons. There is a max limit allotted for applicants. This allows us to help as many as we can in all of Aroostook County. The Housing Authority is the only agency in the area that has this program. COVID affected our work last year and we hope with restrictions changing we can run the program this year if we get selected.
- **Fields Lane II Budget FY23** – The Executive Director has presented the Budget for FY23 for Fields Lane II. The new rent amounts have not been published yet, which means that the management fee and rent line items are not correct. There were significant changes. Electricity has increased due to the supplier charges. The Housing Authority audit rates changed for the new year. The John Deere sold so FLII no longer has that expense but must now pay for snow removal. Building tools and supplies increased because we installed new flooring and would like to continue to do so if we are able to. Taxes decreased because the Mill Rate decreased.

**HAFF 22-26**

**UPON MOTION** made by Jason Barnes and Seconded by Sean Bernard to approve the FY 2023 Fields Lane II Budget with future changes to rent and management fee when new rates are published by Maine Housing

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the FY 2023 Fields Lane II Budget with future changes to rent and management fees.

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **Cherry Lane Budget FY23-** The Executive Director presented the budget for Cherry Lane. There were changes to electricity due to the supplier increase and the Reserve savings increased to put more towards savings. Grounds Maintenance for snow removal will be done in house and will save the Cherry Lane funds. Anne had asked about the repayment of the Local Program debt. Each month Cherry Lane will pay \$500.00 towards their debt to Local Programs of \$11,509.90. Even though Local Programs owns Cherry Lane it is still a debt that should be paid off. Cherry Lane can currently afford to make this payment. If they are unable to, the Executive Director will suspend payments until they can start again.

**HAFF 22-27**

**UPON MOTION** made by Anne Blanchard and Seconded by David Donovan to approve the FY 2023 Cherry Lane Budget.

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the FY 2023 Cherry Lane Budget.

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **Consolidated Budget** - The FY 2023 Consolidated Budget is for Local Programs, Public Housing, Capital Fund, Section 8 and HMS. The HMS funds must be expended; therefore, the budget must be zeroed out at the end of the year. Local Programs gets money from Management and Maintenance Fees and any Incentive Management Fees earned. A portion of the Management Fees and Maintenance Fees are then paid out to General Fund for wages and benefits. Section 8 comprises of Mainstream and Housing Choice Vouchers. The majority of funding received is for the rents of participants. The HA is also paid an Admin fee which is used for salary, benefits and sundry. Capital Fund budget is based off an estimate from the prior year. That amount may change due to what HUD will award the Housing Authority. All funds must be expended out. The Public Housing Budget changed from the prior year due to the Operating Subsidy decrease, and rent increase. Utilities and taxes have been budgeted with increases. Andy suggested increasing the collections loss to \$8,000.00 due to the amount of write offs seen the past year. With the Small claims cases the HA has been able to get some funds back, but hasn't been successful getting recent cases to appear to court.

**HAFF 22-28**

**UPON MOTION** made by Andrew Coiley and Seconded by David Donovan to approve the FY 2023 Consolidated Budget as amended

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the Consolidated Budget as amended.

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **Unit Changes Per HUD PIH Notice 2002-03**- HUD published a notice stating that units in PIC must be updated from General Occupancy (FA) to the correct unit Category. Fields Lane I, III and Hillcrest Estates were all listed as FA and needed to be changed to Mixed Elderly and Disabled not HUD Officially Designated. There were also 2 units that needed to be changed to ADA partial mobility. These changes will affect the Capital Fund Program going forward. Changes were made and approved by HUD.

**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**

- **General Fund Savings**- The Executive Director would like to take some funds out of the General Fund Checking account and invest them into a savings, CD or ICS. It was also suggested to check out a Money Market and to shop around. The Housing Authority also has a CD Maturing at CFCU on 4/5/2022. Interest rates are not as high as they once were and the Executive Director will inform the Board on what she finds. The Board will table this discussion until next meeting.
- **Fields Lane II REAC Inspection**- HUD's REAC Inspection for FLII will be April 6, 2022. The Housing Authority has already started pre inspections and will ensure that the property will meet the standards of the inspection
- **COVID**- Starting March 14, 2022 the Housing Authority will be open via appointments and will be resuming inspections and work orders. May 2, 2022 it is our goal to be open fully back. Staff will continue to wear masks as Aroostook County is still a hot spot.

- **Community Solar-** The Executive Director presented 4 rates from 4 agencies for Community Solar to help combat rising rates. Renewables Worldwide had a lower rate but was able to meet the HUD terms of a 5-year contract. The Executive Director had the Housing Authority's lawyer review the contract as well. The project is expected to start end of Quarter 3 beginning of Quarter 4 of this year. Several other Housing Authorities have already signed on with them as well. With this we are also able to apply for the Rate Reduction Incentive that allows the Housing Authority to keep their savings when applying for Operating Subsidy.

**HAFF 22-29**

**UPON MOTION** made by Andrew Coiley and Seconded by Anne Blanchard to approve the Renewables Worldwide Community Solar.

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve Renewables Worldwide Community Solar.

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **Executive Director Evaluation-** The Executive Director presented her achievements for her 2021 goals to the Board of Commissioners. Per the contract the Board must meet before April 15, to evaluate and set new goals for 2022. Anne had asked what the Executive Director meant by reservations for continuing her degree. The Executive Director is not comfortable spending money (hers or the HA's) at this time on a degree. There are a few Directors in the State that only have an Associate's Degree and one who doesn't have a degree. The Executive Director wants to continue her education through trainings that can better her current position. The Board of Commissioners will meet March 30 at Hillcrest to discuss this matter.

**VI. OTHER:**

**VII. ADJOURN:**

There being no further business to come before the Board;

**UPON MOTION** made by Jason Barnes and seconded by David Donovan it was passed unanimously to adjourn.

**The next meeting will be held Wednesday, March 20, 2022 VIA Zoom at 7:00 AM.** Meeting was adjourned at **8:18 AM.**

  
Stacey Michaud  
Secretary

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

202202				
Desc	Current Period	Current Year	Year to Date Budget	Year Budget
00.000.3110.000 Dwelling Rentals	\$ (30,061.00)	\$ (239,187.19)	\$ (213,333.36)	\$ (320,000.00)
00.000.3120.000 Excess Utilities	\$ -	\$ (101.78)	\$ -	\$ -
00.000.3300.000 HUD Operating Subsidy Grant	\$ (28,790.00)	\$ (237,403.67)	\$ (236,523.36)	\$ (354,785.00)
00.000.3300.100 COVID OP Subsidy	\$ -	\$ (6,176.12)	\$ -	\$ -
00.000.3610.000 Interest General Fund	\$ (11.39)	\$ (874.84)	\$ (866.64)	\$ (1,300.00)
00.000.3690.100 Late Charges	\$ (90.86)	\$ (1,195.24)	\$ -	\$ -
00.000.3690.200 Laundry Receipts	\$ -	\$ (1,021.00)	\$ (1,000.00)	\$ (1,500.00)
00.000.3690.300 Other Misc. Income	\$ (799.94)	\$ (6,004.50)	\$ -	\$ -
00.000.3690.400 Collection Of Written Off Receivables	\$ (40.00)	\$ (2,870.26)	\$ -	\$ -
00.000.3690.500 Services W/orders Tenants	\$ (240.00)	\$ (2,959.51)	\$ (1,000.00)	\$ (1,500.00)
00.000.8020.200 Capital Fund Grant - Operating	\$ -	\$ (8,360.00)	\$ (20,000.00)	\$ (30,000.00)
<b>Total Income</b>	<b>\$ 60,033.19</b>	<b>\$ 506,154.11</b>	<b>\$ 472,723.36</b>	<b>\$ 709,085.00</b>
00.000.4110.000 Administrative Salary	\$ 17,012.48	\$ 131,847.93	\$ 73,948.64	\$ 110,923.00
00.000.4111.000 Contra Administrative Salaries	\$ (8,681.16)	\$ (67,722.54)	\$ (57,383.36)	\$ (86,075.00)
00.000.4130.000 Legal Expense	\$ 1,466.42	\$ 2,167.32	\$ 3,333.36	\$ 5,000.00
00.000.4140.000 Insufficient Checks	\$ -	\$ 10.00	\$ -	\$ -
00.000.4145.000 Staff Training	\$ 35.00	\$ 35.00	\$ 1,666.64	\$ 2,500.00
00.000.4150.000 Travel Expense	\$ 92.96	\$ 432.29	\$ 1,733.36	\$ 2,600.00
00.000.4151.000 Contra Travel	\$ (133.33)	\$ (1,066.64)	\$ (1,066.64)	\$ (1,600.00)
00.000.4151.100 Contra Training	\$ -	\$ -	\$ -	\$ -
00.000.4170.000 Accounting	\$ -	\$ 4,800.00	\$ 3,800.00	\$ 5,700.00
00.000.4171.000 Contra Accounting	\$ (325.00)	\$ (2,600.00)	\$ (2,600.00)	\$ (3,900.00)
00.000.4173.000 Auditing	\$ -	\$ 3,000.00	\$ 2,000.00	\$ 3,000.00
00.000.4174.000 Audit Contra	\$ (250.00)	\$ (2,000.00)	\$ (2,000.00)	\$ (3,000.00)
00.000.4180.000 Telephone	\$ 679.73	\$ 5,444.13	\$ 5,666.64	\$ 8,500.00
00.000.4190.000 Administrative Sundry	\$ 1,899.67	\$ 18,985.10	\$ 6,666.64	\$ 10,000.00
00.000.4191.000 Contra Sundry	\$ (916.66)	\$ (7,333.28)	\$ (7,333.36)	\$ (11,000.00)
00.000.4220.000 Tenant Services	\$ 140.00	\$ 140.00	\$ 1,333.36	\$ 2,000.00
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 666.64	\$ 1,000.00
00.000.4310.000 Water	\$ -	\$ 10,882.04	\$ 10,666.64	\$ 16,000.00
00.000.4320.000 Electricity	\$ 2,185.68	\$ 10,430.42	\$ 10,000.00	\$ 15,000.00
00.000.4330.000 Gasoline & Diesel	\$ 433.57	\$ 2,535.05	\$ -	\$ -
00.000.4340.000 Fuel Oil	\$ 12,217.62	\$ 40,481.56	\$ 36,666.64	\$ 55,000.00
00.000.4390.000 Sewer	\$ -	\$ 9,031.45	\$ 10,666.64	\$ 16,000.00
00.000.4410.000 Ordinary Maintenance - Labor	\$ 10,989.36	\$ 83,947.29	\$ 62,078.00	\$ 93,117.00
00.000.4410.200 Ordinary Maintenance/summer Help	\$ -	\$ 6,492.45	\$ 6,860.00	\$ 10,290.00
00.000.4411.000 Maintenance Contra	\$ (3,435.27)	\$ (23,354.26)	\$ (22,979.36)	\$ (34,469.00)
00.000.4420.000 Ordinary Maintenance - Material	\$ 2,243.41	\$ 56,496.93	\$ 30,000.00	\$ 45,000.00
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 9,486.79	\$ 45,338.72	\$ 23,333.36	\$ 35,000.00
00.000.4510.000 Insurance Expense	\$ 2,670.00	\$ 21,008.00	\$ 21,333.36	\$ 32,000.00
00.000.4540.000 Employee Benefit Contribution	\$ 10,446.82	\$ 87,437.66	\$ 67,156.64	\$ 100,735.00
00.000.4541.000 Contra Employee Benefits	\$ (6,119.48)	\$ (46,553.20)	\$ (37,770.00)	\$ (56,655.00)
00.000.8020.100 Capital Fund Grant - Capital	\$ -	\$ (143,472.89)	\$ (107,799.36)	\$ (161,699.00)
00.000.4900.000 COVID Expenses	\$ -	\$ 3,979.65	\$ -	\$ -
00.000.4570.000 Collection Losses	\$ -	\$ 3,970.94	\$ 3,333.36	\$ 5,000.00
<b>Total Expenses</b>	<b>\$ 52,138.61</b>	<b>\$ 254,791.12</b>	<b>\$ 143,977.84</b>	<b>\$ 215,967.00</b>
<b>Current Year Income &amp; Expense</b>	<b>\$ 7,894.58</b>	<b>\$ 251,362.99</b>	<b>\$ 328,745.52</b>	<b>\$ 493,118.00</b>

