

**THE REGULAR MEETING OF THE
HOUSING AUTHORITY OF FORT FAIRFIELD
WAS HELD ON May 18, 2022 AT 7:08 A.M.
VIA ZOOM**

I. ROLL CALL

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

II. REVIEW OF MINUTES

The MINUTES of the April 20, 2022 meeting were presented for review and approval.

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

III. REPORTS AND COMMUNICATIONS

• **Director's Report: Atch 1.**

The Executive Director mentioned that nothing out of the ordinary took place. There was a vacant unit. Also, 140 vouchers out of 139 were leased up which is a good thing. Anne had a question about why fuel was so low compared to the previous months. The Executive Director stated April had less usage but also could be March has some payments from February. She also had a question about the wages. There were 5 weeks in March compared the 4 in April. Also, it may appear that we are off budget, but contra salaries offset those amounts because those are wages coming in from other programs such as Section 8. We will be on track or close to it.

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

A question about COVID was brought up during the meeting, why the Housing Authority took down their signs. The Housing Authority can no longer enforce masks. Yes, cases are going up, but many residents and guests have not been wearing masks and don't want to wear masks. If a resident gets COVID, the Housing Authority has no authority in the matter. We cannot force them to stay in their units because we are not assisted living or a nursing home. There is not much we can do. As far as staff, residents may ask staff to wear masks and we will. HMS inspections and work, cannot be held back any as we are already playing catch up from last year. We are taking the necessary precautions and asking questions to the applicants to ensure they are safe and feel safe.

- **Write off Request** - The Executive Director presented a write off for T. McLaughlin in the amount of \$1629.40 The Housing Authority will be pursuing the household in small claims.

HAFF 22-33

UPON MOTION made by Donna Currie and Seconded by Jason Barnes to approve the write off amount for T. McLaughlin

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the write off for T. McLaughlin the amount of \$1629.40.

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

IV. UNFINISHED BUSINESS:

- **Terms Ending/Renewal-** The Executive Director has offered a term to a Section 8 Resident, but she declined at this time. The Executive Director is still looking for a resident that would be a good fit for the Board and would be able to ask questions and know the difference between programs. The Housing

Authority has Section 8 Residents at Fields Lane II, Morningview and The Meadows as well as regular voucher participants.

V. NEW BUSINESS:

- **FY 2023 Budget Revisions-** The Executive Director made 2 revisions to the budget. Fuel has at least doubled and the Executive Director is afraid the numbers will be off. She adjusted the budget from 55,000.00 to 65,000.00, but after discussion the Board felt that 75,000.00 would be better. The budget will be in the red a bit, but with fuel as high as \$6 a gallon there isn't much the Housing Authority can do. The second change would be to LP training. There are a few training opportunities that are needed for the staff. One is a Tax credit training.

HAFF 22-34

UPON MOTION made by Anne Blanchard and Seconded by Jason Barnes to approve the revised FY 2023 Consolidated Budget.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the revised Consolidated Budget

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **Small Claims-** There were four cases in that resulted in one repayment agreement and 2 were continued. 1 did not show. Two new cases will be filed soon.
- **Phone Systems-** New Phones were installed May 4th. It has been a transition and not an easy one. It took 1 week to get voicemails working as they used an active phone number. The mistake was noticed by Tracie. The Executive Director did have to purchase a Wal Mart cell phone with a plan for \$29.00 a month, because the phone would contact on-call's personal phone. With the cell phone, we can get names, and addresses straight away. In the past residents would leave messages but wouldn't say their name, address or phone number to call back. It has worked really well. The person on call will have the phone with them for the week.
- **Mainstream Voucher Request-** HUD has published new funds for additional vouchers and the Housing Authority has applied to get some more. These vouchers are for non-elderly disabled applicants. These will be good for our community and the funding will continue to support the Mainstream Voucher Program.
- Donna took a moment to express how well the Community Closet is doing. She said she heard good things and noticed that it was always busy. She said keep up the good work.
- June 6th Maine Housing will be inspecting Fields Lane II and June 9th will be the Management Review for Fields Lane II.
- The Housing Authority was awarded \$233,918.00 in Capital Funds. These funds will allow us to complete the Borderview Kitchens, and we would like to complete 3 bathrooms that need some work.
- Hillcrest stairwell tiles are starting to lift and curl. The current tiles are VCT. The Housing Authority has started to receive quotes for materials and for labor. It will be a large project but is much needed to prevent any safety issues.

VI. OTHER:

VII. ADJOURN:

There being no further business to come before the Board;

UPON MOTION made by Jason Barnes and seconded by Donna Currie it was passed unanimously to adjourn.

The next meeting will be held Wednesday, June 15, 2022 at the Hillcrest Estates Conference Room at 7:00 AM. Meeting was adjourned at 7:48 AM.



Stacey Michaud

Secretary

