

**THE ANNUAL MEETING OF THE
HOUSING AUTHORITY OF FORT FAIRFIELD
WAS HELD ON JULY 20, 2022 AT 7:00 A.M.
AT THE HILLCREST ESTATES CONFERENCE ROOM
FORT FAIRFIELD, ME 04742**

I. ROLL CALL

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

Mark Neddeau, David Donovan, Andy Coiley, Jason Barnes and Anne Blanchard. Absent Sean Bernard.

II. ELECTION OF OFFICERS

The Chairman asked the Board for nominations for Officers for the Board of Commissioners of the Housing Authority;

Duska Day nominated David Donovan who declined.

Andy Coiley moved to keep current slate of officers Anne Blanchard Seconded

HAFF 23-01

Chairperson: Duska Day

Vice-Chairperson: Anne Blanchard

Secretary/Treasurer: Stacey Michaud

The motion was passed unanimously by the Board of Commissioners.

III. REVIEW OF MINUTES

The MINUTES of the June 1, 202 Regular meeting were presented for review and approval with one correction to change as to has

UPON MOTION made by Jason Barnes and seconded by Andy Coiley the MINUTES as amended were approved.

IV. REPORTS AND COMMUNICATIONS

• **Director's Report: Atch 1.**

The Executive Director reviewed the Year End Report and discussed specific items that were over budget. Payroll was a big target and the Executive Director will discuss with the Fee Accountant how to properly show payroll on the Operating Statement. It appears to be way over budget but with Contra Salaries coming into play, what is the best way to present it to the Board.

Maintenance Contract Costs was also way over budget, but the Housing Authority has been doing lots of upgrades outside of the Capital Fund program such as flooring, electrical upgrades, plumbing upgrades, baseboard installation, tree removal and more.

UPON MOTION made by Andy Coiley and seconded by Jason Barnes the MINUTES as presented were approved.

V. UNFINISHED BUSINESS:

- **Fields Lane II Management Review and Inspection-** The Housing Authority received a 100 on the inspection score and a 82 Above Average for the Management Review. All items that were listed for the review have been corrected and the MOR has been cleared.
- **Summer Outing-** The Summer Outing will be at Riverside Pavilion again this year with the Lion's Club Cooking for us. Invites have gone in the mail

- **Capital Fund-** The BV Kitchen Project will start in mid-August after the REAC Inspection. 1 bathroom was completed and the others will be on hold as well. The plan is to do 4 bathrooms this year. The BV Door install was awarded to the 3rd highest bidder. The first bidder, we did a test project with and his work was unsatisfactory and did not meet any basic standards and his work had to be ripped up and redone by a different contractor. The second bidder is a Registered Sex Offender. He understood why we had to decline his offer. The Door project will start the beginning of August. The Housing Authority also removed the old clotheslines. They were rusted and broken, Kids liked to use them as jungle gyms and broke the lines every time we replaced them.
- **Tenant Charge List-** Last month the Executive Director presented a new charge list for all properties. However, Maine Housing has declined the Window increase because it was not considered justifiable. After further review of the Charge list with the Occupancy Staff it was decided that other charges should go up to reflect the increase in costs for the Housing Authority.

HAFF 23-02

UPON MOTION made by Andrew Coiley and Seconded by David Donovan to approve the revised Tenant Charge List

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the revised Tenant Charge List.

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

VI. NEW BUSINESS:

- **REAC Inspection-** The Housing Authority will have its HUD REAC Inspection August 16, 2022. This will be our first inspection in 4 years because of COVID. Maintenance has been working to make repairs and once the vacant units are complete will concentrate on the other repairs.
- **Cherry Lane Budget Revision-** With the Mil Rate for the Town of Fort Fairfield increasing significantly from 19.5 to an estimated 26 the Executive Director had to reevaluate the Budget. The current budget would no longer suffice. After working with the Property Manager and doing some rent research the Executive Director believes it is best to increase rents. Cherry Lane has four units that are 2 bedrooms, with garages and utilities are paid for. The Executive Director believes that a \$100 rent increase will also cover the increase cost of utilities and taxes. The one concern made by the Board was if residents could afford the increase. These units were built for those who were over income for Subsidized Housing. If the residents did choose to move, the Housing Authority does have a waitlist for that property.

HAFF 23-03

UPON MOTION made by Jason Barnes and Seconded by Andy Coiley to approve the revised Chery Lane Budget for FYE 6/2023

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the revised Cherry Lane Budget FYE 6/2023

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **Financial Policy Change-** The Executive Director presented changes for the Financial Policy. The changes are for the payroll process. Now that Payroll is done by Thompson Financial Group, the Financial Policy needs to reflect that.

1. *The Supervisor will gather the timesheets for their department and perform the following procedures:*

- *Review all timesheets for accuracy and completeness*

- *Sign all approved timesheets.*
- *Forward the timesheets to the Accounts Clerk for processing for Monday Morning*

2. *The Accounts Clerk will scan timesheets along with any messages to Thompson Financial Group. Thompson Financial Group will then process payroll and send statements to the Housing Authority by Wednesday.*

3. *Once the statement has been received the Accounts Clerk will ensure the payroll is correct, then input the payroll into the General Ledger.*

Payroll Liability Processing

Thompson Financial Group will perform the Quarterly State and Federal 941 forms and payments. TFG will then send a copy each quarter to the Housing Authority for their files.

The Accounts Clerk is still responsible for unemployment reports, retirements payments/reports and health insurance payments.

HAFF 23-04

UPON MOTION made by Mark Neddeau and Seconded by Andy Coiley to approve the revised Financial Policy.

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

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **August Meeting Date Change-** The Executive Director will be out for a Tax Credit Training the week of the scheduled next meeting. She was wondering if the Board was okay with postponing it one week. There were no issues with the date change.

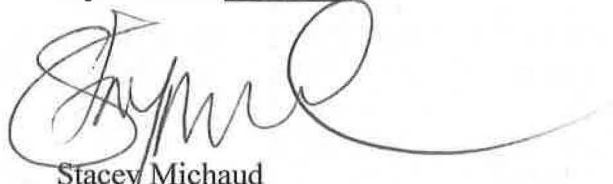
VII. OTHER:

VIII. ADJOURN:

There being no further business to come before the Board;

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

The next meeting will be held Wednesday, August 24, 2022 Via Zoom at 7:00 AM. Meeting was adjourned at **8:04 AM.**



Stacey Michaud
Secretary

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

202206				
Desc	Current Period	Current Year	Year to Date Budget	Year Budget
00.000.3110.000 Dwelling Rentals	\$ (31,836.00)	\$ (365,242.69)	\$ (320,000.00)	\$ (320,000.00)
00.000.3120.000 Excess Utilities	\$ -	\$ (320.42)	\$ -	\$ -
00.000.3300.000 HUD Operating Subsidy Grant	\$ (15,748.00)	\$ (326,876.00)	\$ (354,785.00)	\$ (354,785.00)
00.000.3300.100 COVID OP Subsidy	\$ -	\$ (6,176.12)	\$ -	\$ -
00.000.3610.000 Interest General Fund	\$ (82.51)	\$ (1,528.72)	\$ (1,300.00)	\$ (1,300.00)
00.000.3690.100 Late Charges	\$ (81.96)	\$ (1,598.21)	\$ -	\$ -
00.000.3690.200 Laundry Receipts	\$ (241.75)	\$ (1,698.25)	\$ (1,500.00)	\$ (1,500.00)
00.000.3690.300 Other Misc. Income	\$ (202.40)	\$ (7,059.66)	\$ -	\$ -
00.000.3690.400 Collection Of Written Off Receivables	\$ (145.00)	\$ (3,441.26)	\$ -	\$ -
00.000.3690.500 Services W/orders Tenants	\$ (36.00)	\$ (5,072.51)	\$ (1,500.00)	\$ (1,500.00)
00.000.8020.200 Capital Fund Grant - Operating	\$ (2,400.00)	\$ (10,909.96)	\$ (30,000.00)	\$ (30,000.00)
Total Income	\$ 50,773.62	\$ 729,923.80	\$ 709,085.00	\$ 709,085.00
00.000.4110.000 Administrative Salary	\$ 22,247.43	\$ 205,648.37	\$ 110,923.00	\$ 110,923.00
00.000.4111.000 Contra Administrative Salaries	\$ (11,134.80)	\$ (104,824.50)	\$ (86,075.00)	\$ (86,075.00)
00.000.4130.000 Legal Expense	\$ 1,496.11	\$ 6,332.35	\$ 5,000.00	\$ 5,000.00
00.000.4140.000 Insufficient Checks	\$ -	\$ 20.00	\$ -	\$ -
00.000.4145.000 Staff Training	\$ -	\$ 35.00	\$ 2,500.00	\$ 2,500.00
00.000.4150.000 Travel Expense	\$ 54.99	\$ 673.41	\$ 2,600.00	\$ 2,600.00
00.000.4151.000 Contra Travel	\$ (133.33)	\$ (1,599.96)	\$ (1,600.00)	\$ (1,600.00)
00.000.4151.100 Contra Training	\$ -	\$ -	\$ -	\$ -
00.000.4170.000 Accounting	\$ -	\$ 7,200.00	\$ 5,700.00	\$ 5,700.00
00.000.4171.000 Contra Accounting	\$ (423.16)	\$ (3,998.16)	\$ (3,900.00)	\$ (3,900.00)
00.000.4173.000 Auditing	\$ -	\$ 6,000.00	\$ 3,000.00	\$ 3,000.00
00.000.4174.000 Audit Contra	\$ (325.48)	\$ (3,075.48)	\$ (3,000.00)	\$ (3,000.00)
00.000.4180.000 Telephone	\$ 1,237.54	\$ 9,332.52	\$ 8,500.00	\$ 8,500.00
00.000.4190.000 Administrative Sundry	\$ 3,660.86	\$ 33,029.31	\$ 10,000.00	\$ 10,000.00
00.000.4191.000 Contra Sundry	\$ (1,042.54)	\$ (11,125.80)	\$ (11,000.00)	\$ (11,000.00)
00.000.4220.000 Tenant Services	\$ -	\$ 140.00	\$ 2,000.00	\$ 2,000.00
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00
00.000.4310.000 Water	\$ 5,504.61	\$ 21,833.07	\$ 16,000.00	\$ 16,000.00
00.000.4320.000 Electricity	\$ 3,385.85	\$ 20,279.29	\$ 15,000.00	\$ 15,000.00
00.000.4330.000 Gasoline & Diesel	\$ 575.54	\$ 4,401.16	\$ -	\$ -
00.000.4340.000 Fuel Oil	\$ 2,319.90	\$ 74,863.55	\$ 55,000.00	\$ 55,000.00
00.000.4390.000 Sewer	\$ 4,565.98	\$ 18,099.13	\$ 16,000.00	\$ 16,000.00
00.000.4410.000 Ordinary Maintenance - Labor	\$ 12,395.89	\$ 128,146.72	\$ 93,117.00	\$ 93,117.00
00.000.4410.200 Ordinary Maintenance/summer Help	\$ 3,045.27	\$ 10,776.22	\$ 10,290.00	\$ 10,290.00
00.000.4411.000 Maintenance Contra	\$ (3,102.39)	\$ (37,563.82)	\$ (34,469.00)	\$ (34,469.00)
00.000.4420.000 Ordinary Maintenance - Material	\$ 7,910.23	\$ 46,125.39	\$ 45,000.00	\$ 45,000.00
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 2,063.44	\$ 70,321.89	\$ 35,000.00	\$ 35,000.00
00.000.4510.000 Insurance Expense	\$ 2,686.00	\$ 31,704.00	\$ 32,000.00	\$ 32,000.00
00.000.4540.000 Employee Benefit Contribution	\$ 13,127.97	\$ 134,401.89	\$ 100,735.00	\$ 100,735.00
00.000.4541.000 Contra Employee Benefits	\$ (7,501.76)	\$ (73,056.36)	\$ (56,655.00)	\$ (56,655.00)
00.000.8020.100 Capital Fund Grant - Capital	\$ (18,945.80)	\$ (172,716.19)	\$ (161,699.00)	\$ (161,699.00)
00.000.4900.000 COVID Expenses	\$ -	\$ 3,979.65	\$ -	\$ -
00.000.4570.000 Collection Losses	\$ -	\$ 9,381.19	\$ 5,000.00	\$ 5,000.00
Total Expenses	\$ 43,668.35	\$ 434,763.84	\$ 215,967.00	\$ 215,967.00
Current Year Income & Expense	\$ 7,105.27	\$ 295,159.96	\$ 493,118.00	\$ 493,118.00

Occupancy As of 06/30/2022

Project Name	# Units	Unit Days	Occupied	Pct%	Vacant
Borderview Homes	36	1080	1036	95.86%	44
Cherry Lane Apartments	4	120	120	100.00%	0
Fields Lane I	20	600	600	100.00%	0
Fields Lane II	16	480	480	100.00%	0
Fields Lane III	8	240	240	100.00%	0
Hillcrest Estates	17	510	510	100.00%	0
Morningview LLC	25	780	733	93.70%	47
The Meadows	25	750	750	100.00%	0
TOTALS:	151	4560	4469	98.70%	91

Repay			Write Offs:	
R. Johnson	\$169.53	Utilities		
S. Dorsey	\$983.00	Non Reporting		
T. Lay	\$163.12	NPR		
			Total	\$0.00
Total	\$1,315.65			

Section 8		Vouchers	139
\$42,914.08		Used	139

Local Programs			
\$167,378		Fields Lane II	
Fields Lane II		RR CD	\$ 29,959.40
\$20,632		RR Savings	\$ 8,326.38
Cherry Lane		T&I	\$ 8,285.28
\$5,646		CFCU CD	\$ 92,602.30
General Fund			
\$246,874		CL	
		RR Savings	\$ 4,053.82
		T&I	\$ 7,390.28
		LP	
		ICS	\$ 10,323.93
		Visa Card	\$ 8,921.37
		GF	
		CFCU Savings	\$ 7,133.97
		CFCU CD	\$ 76,117.84

