

**THE REGULAR MEETING OF THE  
HOUSING AUTHORITY OF FORT FAIRFIELD  
WAS HELD ON AUGUST 24, 2022 AT 7:00 A.M.  
VIA ZOOM**

**I. ROLL CALL**

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

**II. REVIEW OF MINUTES**

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

**UPON MOTION** made by Andrew Coiley and seconded by Jason Barnes the MINUTES were approved.

**III. REPORTS AND COMMUNICATIONS**

• **Director's Report: Atch 1.**

The Executive Director mentioned that nothing out of the ordinary took place.

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

**IV. UNFINISHED BUSINESS:**

- **Capital Fund 2022-** 1 Bathroom is completed, a second is being started. 22 of the 72 doors have been installed. The worst doors were replaced for the REAC Inspection. Doors will be completed before winter. Kitchens are in and were placed in a storage unit. S.W. Collins will start in September.
- **REAC Inspection-** Thanks to the amazing and hard work of the office and maintenance staff the Housing Authority received a 90B. This means we are considered a high performer for inspections and will be inspected every 3 years. The B means there were no life safety issues.
  - **Employee Bonus-** Due to the extreme hard work of all of the staff the Executive Director believes that a bonus should be given to all of the staff. In one year, the Housing Authority has had 6 inspections 4 100s, 1 99A, and 1 90B. All of these scores are phenomenal and are beyond expectations. The Board agreed that staff members should receive a bonus and after some discussion it was agreed that \$500.00 would be given to all staff members for their hard work.

**HAFF 23-05**

**UPON MOTION** made by Anne Blanchard and Seconded by David Donovan to approve a \$500.00 Bonus for employees.

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the \$500.00 bonus.

The resolution was approved 5 -Yes 0- No 1 Abstained due to conflict.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

**V. NEW BUSINESS:**

- **Small Claims Hearing-** There are 2 cases going to court at the end of this month for small claims. 1 for Morningview 1 for Public Housing.
- **Tree and Playground Removal-** The Housing authority removed 22 trees at Borderview homes. These trees were in the wires and close to buildings and created a safety concern. With high winds lately and the incident that happened a few years ago at PI Housing. We felt it was the best thing to do. A toddler

playground was also removed due to damage. The damage made it unsafe for the children. The Housing Authority will look at replacing the playground, but it will not be this year.

- **Mainstream Vouchers-** The Housing Authority has received 5 new Mainstream Vouchers to add to the current 7 we have. These vouchers are for any disabled person 18-61.
- **Signs-** The Housing Authority has two signs that have been taken down to finally receive a new paint job.
- **Removal of Gardens-** The Housing Authority is looking at removing some of its gardens. It has been hard the past couple years to find someone to work in the gardens. There are also a couple that are in the way of plowing. By eliminating some of these gardens it would reduce the burden of work and make life much easier. The gardens for the Bandstand, Hillcrest, and Clock will remain but may be downsized some.
- **Gender-** During a recent training the discussion of gender was brought up. The Housing Authority wanted to change applications to include an “other” selection, however our software is unable to do so until HUD and the Federal Government change the regulations to include it. If we submit a 5008 form to HUD with no gender selected the form will be rejected. However, staff cannot force an applicant to select a gender and staff cannot pick a gender for the applicant. That is discrimination and staff will not do that. So, until HUD changes the regs, we are at their mercy.

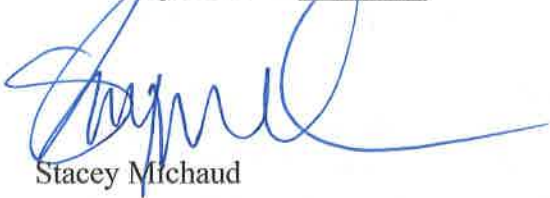
**VI. OTHER:**

**VII. ADJOURN:**

There being no further business to come before the Board;

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

**The next meeting will be held Wednesday, September 21, 2022 TBD at 7:00 AM.** Meeting was adjourned at 7:40 AM.



Stacey Michaud  
Secretary

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

202207				
Desc	Current Period	Current Year	Year to Date	Year Budget
			Budget	
00.000.3110.000 Dwelling Rentals	\$ (32,075.00)	\$ (32,075.00)	\$ (28,333.33)	\$ (340,000.00)
00.000.3120.000 Excess Utilities	\$ (97.36)	\$ (97.36)	\$ -	\$ -
00.000.3300.000 HUD Operating Subsidy Grant	\$ (24,640.67)	\$ (24,640.67)	\$ (23,500.00)	\$ (282,000.00)
00.000.3610.000 Interest General Fund	\$ (11.81)	\$ (11.81)	\$ (108.33)	\$ (1,300.00)
00.000.3690.100 Late Charges	\$ (191.76)	\$ (191.76)	\$ -	\$ -
00.000.3690.200 Laundry Receipts	\$ -	\$ -	\$ (125.00)	\$ (1,500.00)
00.000.3690.300 Other Misc. Income	\$ (168.87)	\$ (168.87)	\$ -	\$ -
00.000.3690.400 Collection Of Written Off Receivables	\$ (249.00)	\$ (249.00)	\$ -	\$ -
00.000.3690.500 Services W/orders Tenants	\$ (213.70)	\$ (213.70)	\$ (125.00)	\$ (1,500.00)
00.000.8020.200 Capital Fund Grant - Operating	\$ (3,000.00)	\$ (3,000.00)	\$ (1,891.58)	\$ (22,699.00)
<b>Total Income</b>	<b>\$ 60,648.17</b>	<b>\$ 60,648.17</b>	<b>\$ 54,083.24</b>	<b>\$ 648,999.00</b>
00.000.4110.000 Administrative Salary	\$ 15,685.44	\$ 15,685.44	\$ 9,670.83	\$ 116,050.00
00.000.4111.000 Contra Administrative Salaries	\$ (9,377.34)	\$ (9,377.34)	\$ (7,620.58)	\$ (91,447.00)
00.000.4130.000 Legal Expense	\$ -	\$ -	\$ 500.00	\$ 6,000.00
00.000.4140.000 Insufficient Checks	\$ -	\$ -	\$ -	\$ -
00.000.4145.000 Staff Training	\$ -	\$ -	\$ 250.00	\$ 3,000.00
00.000.4150.000 Travel Expense	\$ -	\$ -	\$ 383.33	\$ 4,600.00
00.000.4151.000 Contra Travel	\$ (133.33)	\$ (133.33)	\$ (133.33)	\$ (1,600.00)
00.000.4151.100 Contra Training	\$ (333.33)	\$ (333.33)	\$ -	\$ -
00.000.4170.000 Accounting	\$ 2,400.00	\$ 2,400.00	\$ 475.00	\$ 5,700.00
00.000.4171.000 Contra Accounting	\$ (333.18)	\$ (333.18)	\$ (325.00)	\$ (3,900.00)
00.000.4173.000 Auditing	\$ -	\$ -	\$ 333.33	\$ 4,000.00
00.000.4174.000 Audit Contra	\$ (466.73)	\$ (466.73)	\$ (333.33)	\$ (4,000.00)
00.000.4180.000 Telephone	\$ 1,066.56	\$ 1,066.56	\$ 708.33	\$ 8,500.00
00.000.4190.000 Administrative Sundry	\$ 1,054.08	\$ 1,054.08	\$ 833.33	\$ 10,000.00
00.000.4191.000 Contra Sundry	\$ (1,095.92)	\$ (1,095.92)	\$ (1,083.33)	\$ (13,000.00)
00.000.4220.000 Tenant Services	\$ -	\$ -	\$ 166.67	\$ 2,000.00
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 83.33	\$ 1,000.00
00.000.4310.000 Water	\$ -	\$ -	\$ 1,500.00	\$ 18,000.00
00.000.4320.000 Electricity	\$ 10.80	\$ 10.80	\$ 2,000.00	\$ 24,000.00
00.000.4330.000 Gasoline & Diesel	\$ -	\$ -	\$ -	\$ -
00.000.4340.000 Fuel Oil	\$ -	\$ -	\$ 5,416.67	\$ 65,000.00
00.000.4390.000 Sewer	\$ -	\$ -	\$ 1,333.33	\$ 16,000.00
00.000.4410.000 Ordinary Maintenance - Labor	\$ 9,391.22	\$ 9,391.22	\$ 8,611.08	\$ 103,333.00
00.000.4410.200 Ordinary Maintenance/summer Help	\$ 2,904.14	\$ 2,904.14	\$ 915.83	\$ 10,990.00
00.000.4411.000 Maintenance Contra	\$ (3,728.96)	\$ (3,728.96)	\$ (2,870.33)	\$ (34,444.00)
00.000.4420.000 Ordinary Maintenance - Material	\$ 1,037.92	\$ 1,037.92	\$ 3,974.92	\$ 47,699.00
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 9,080.03	\$ 9,080.03	\$ 3,333.33	\$ 40,000.00
00.000.4510.000 Insurance Expense	\$ 2,670.00	\$ 2,670.00	\$ 2,750.00	\$ 33,000.00
00.000.4540.000 Employee Benefit Contribution	\$ 11,012.01	\$ 11,012.01	\$ 8,592.50	\$ 103,110.00
00.000.4541.000 Contra Employee Benefits	\$ (6,719.28)	\$ (6,719.28)	\$ (4,930.75)	\$ (59,169.00)
00.000.8020.100 Capital Fund Grant - Capital	\$ (10,429.00)	\$ (10,429.00)	\$ (14,083.33)	\$ (169,000.00)
00.000.4570.000 Collection Losses	\$ -	\$ -	\$ 666.67	\$ 8,000.00
<b>Total Expenses</b>	<b>\$ 23,695.13</b>	<b>\$ 23,695.13</b>	<b>\$ 21,118.50</b>	<b>\$ 253,422.00</b>
<b>Current Year Income &amp; Expense</b>	<b>\$ 36,953.04</b>	<b>\$ 36,953.04</b>	<b>\$ 32,964.74</b>	<b>\$ 395,577.00</b>

**Occupancy As of 07/31/2022**

Project Name	# Units	Unit Days	Occupied	Pct%	Vacant
Borderview Homes	36	1116	1063	95.38%	53
Cherry Lane Apartments	4	124	124	100.00%	0
Fields Lane I	20	620	601	96.94%	19
Fields Lane II	16	496	496	100.00%	0
Fields Lane III	8	248	248	100.00%	0
Hillcrest Estates	17	527	496	94.12%	31
Morningview LLC	25	775	744	96.30%	31
The Meadows	25	775	775	100.00%	0
<b>TOTALS:</b>	<b>151</b>	<b>4681</b>	<b>4547</b>	<b>97.84%</b>	<b>134</b>

Repay			Write Offs:	
R. Johnson	\$205.01	Utilities		
S. Dorsey	\$919.00	Non Reporting		
T. Lay	\$107.60	NPR		
			Total	\$0.00
<b>Total</b>	<b>\$1,231.61</b>			

<b>Section 8</b>		<b>Vouchers</b>	<b>139</b>
\$48,973.63		<b>Used</b>	<b>139</b>

<b>Local Programs</b>
\$163,081
<b>Fields Lane II</b>
\$17,950
<b>Cherry Lane</b>
\$4,630
<b>General Fund</b>
\$254,767