

**THE REGULAR MEETING OF THE
HOUSING AUTHORITY OF FORT FAIRFIELD
WAS HELD ON NOVEMBER 16, 2022 AT 7:00 A.M.
AT THE HILLCREST ESTATES CONFERENCE ROOM**

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 October 19, 2022 meeting were presented for review and approval.

UPON MOTION made by Sean Bernard and seconded by David Donovan the MINUTES were approved.

III. REPORTS AND COMMUNICATIONS

• **Director's Report: Atch 1.**

The Executive Director mentioned that expenses were a little higher than normal due to using contractors to assist with vacant units. Flooring was completed in 2 units as well as complete paint at Fields Lane I. Borderview saw several units down, cleaning and painting took place in all of those units along with a 3 bedroom that had all new registers installed. Miscellaneous income was higher than normal due to the Spring 2022 MMA Safety Grant. ~ 2700 was given to the Housing Authority for a new salt/sand spreader.

There was also one write off. This was for damage and unpaid rent. The Housing Authority will go after her in Small Claims.

HAFF 23-11

UPON MOTION made by David Donovan Seconded by Jason Barnes to approve the requested write off for S. Rhodes in the amount of \$3024.95

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the write off in the amount of \$3024.95 for S. Rhodes.

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

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

IV. UNFINISHED BUSINESS:

- **Capital Fund 2022-** All 4 bathrooms are completed. 8 Kitchens are remaining.
- **Small Claims-** All current repayments are up to date and are paying as needed. The small claims for August did not show and has not made payment. We will pursue this case to the next step.
- **Food Pantry-** The Housing Authority purchased a used shed from Chester M Kearney for \$4500.00 This shed is in amazing shape and is 14X20. The Housing Authority has made arrangements to have it moved to our office. It does need electricity and heat but will work on that once it arrives. It will also need a new door but will be an easy fix.
- **New Employee-** The Housing Authority hired Jesse Helstrom effective 11/15/2022. He recently worked with McGillan's and has experience in snow removal and with larger equipment. We believe he will be a great addition. With the help of TEMPO the Housing Authority was able to find someone to work part time in Maintenance to fill the 3rd maintenance position until she is able to return to work.

V. **NEW BUSINESS:**

- **2023 Flat Rents and FMR's** – In October 2022 HUD Published the Fair Market Rents for 2023. With that the Housing Authority has 90 days to implement changes to our Flat Rents. The Flat rents will be effective January 1, 2023 and are subject to change with the new utility allowances. The Executive Director presented the Board with the new chart which will be posted. The Flat Rent residents won't have their rent changed until their recertification.

HAFF 23-12

UPON MOTION made by Sean Bernard and Seconded by Anne Blanchard to approve the new Flat Rents for January 1, 2023.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the new Flat Rents for January 1, 2023

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **Job Description Changes-** The Executive Director presented the updated Job Descriptions. There were some discrepancies on the forms and will be corrected and resubmitted for review.
- **Radon Testing** - The Housing Authority by State of Maine is required to test all units every 10 years. The Executive Director received a quote for testing all properties for \$6665.00 When the testing is complete, we can review which units need to be mitigated. Our goal to is to mitigate as much as possible to ensure that levels are below the recommended amount. The testing will take place in December 2022.
- **FSS Exemption-** Family Self Sufficiency is program through Section 8 that allows participants to become self-sufficient. This program was until last month was thought to be completed for the Housing Authority unfortunately, without the correct documents from almost 30 years ago, we still have 9 slots open. The FSS program is currently not funded and the Housing Authority has asked for an exemption from the requirements and we were approved. During the exemption time we will try and see if we can fill the slots and attempt to earn funding for it.
- **Meeting Change for December-** The Executive Director has asked the Board if the December meeting could be changed from the 3rd week to the 2nd week. This will allow her to do the last meeting before she goes on Maternity Leave. She also asked in the January meeting could be postponed. The Board stated that this would be fine.

VI. **OTHER:**

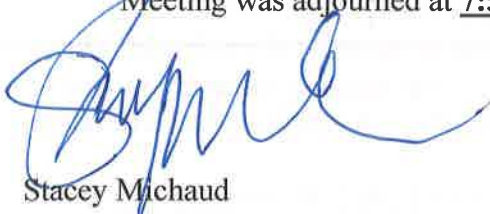
VII. **ADJOURN:**

There being no further business to come before the Board;

UPON MOTION made by Sean Bernard and seconded by Anne Blanchard it was passed unanimously to adjourn.

The next meeting will be held Wednesday, December 14, 2022 at Hillcrest Estates at 7:00 AM.

Meeting was adjourned at **7:55 AM.**



Stacey Michaud

Secretary

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

202210

Desc	Current Period	Current Year	Year to Date Budget	Year Budget
00.000.3110.000 Dwelling Rentals	\$ (32,814.00)	\$ (131,130.00)	\$ (113,333.32)	\$ (340,000.00)
00.000.3120.000 Excess Utilities	\$ -	\$ (97.36)	\$ -	\$ -
00.000.3300.000 HUD Operating Subsidy Grant	\$ (24,480.50)	\$ (99,450.50)	\$ (94,000.00)	\$ (282,000.00)
00.000.3610.000 Interest General Fund	\$ (12.54)	\$ (266.52)	\$ (433.32)	\$ (1,300.00)
00.000.3690.100 Late Charges	\$ (201.41)	\$ (833.53)	\$ -	\$ -
00.000.3690.200 Laundry Receipts	\$ -	\$ (404.50)	\$ (500.00)	\$ (1,500.00)
00.000.3690.300 Other Misc. Income	\$ (4,107.90)	\$ (5,608.04)	\$ -	\$ -
00.000.3690.400 Collection Of Written Off Receivables	\$ (425.00)	\$ (1,544.52)	\$ -	\$ -
00.000.3690.500 Services W/orders Tenants	\$ (1,914.00)	\$ (2,425.70)	\$ (500.00)	\$ (1,500.00)
00.000.8020.200 Capital Fund Grant - Operating	\$ -	\$ (19,960.89)	\$ (7,566.32)	\$ (22,699.00)
Total Income	\$ 63,955.35	\$ 261,721.56	\$ 216,332.96	\$ 648,999.00
00.000.4110.000 Administrative Salary	\$ 16,367.32	\$ 68,297.76	\$ 38,683.32	\$ 116,050.00
00.000.4111.000 Contra Administrative Salaries	\$ (9,758.94)	\$ (37,337.64)	\$ (30,482.32)	\$ (91,447.00)
00.000.4130.000 Legal Expense	\$ 837.35	\$ 3,420.09	\$ 2,000.00	\$ 6,000.00
00.000.4140.000 Insufficient Checks	\$ -	\$ -	\$ -	\$ -
00.000.4145.000 Staff Training	\$ -	\$ -	\$ 1,000.00	\$ 3,000.00
00.000.4150.000 Travel Expense	\$ 654.75	\$ 811.00	\$ 1,533.32	\$ 4,600.00
00.000.4151.000 Contra Travel	\$ (133.33)	\$ (533.32)	\$ (533.32)	\$ (1,600.00)
00.000.4151.100 Contra Training	\$ (333.33)	\$ (1,333.32)	\$ -	\$ -
00.000.4170.000 Accounting	\$ 2,400.00	\$ 4,800.00	\$ 1,900.00	\$ 5,700.00
00.000.4171.000 Contra Accounting	\$ (333.18)	\$ (1,332.72)	\$ (1,300.00)	\$ (3,900.00)
00.000.4173.000 Auditing	\$ 2,125.00	\$ 2,125.00	\$ 1,333.32	\$ 4,000.00
00.000.4174.000 Audit Contra	\$ (466.73)	\$ (1,866.92)	\$ (1,333.32)	\$ (4,000.00)
00.000.4180.000 Telephone	\$ 1,017.23	\$ 4,079.96	\$ 2,833.32	\$ 8,500.00
00.000.4190.000 Administrative Sundry	\$ 2,791.74	\$ 10,191.83	\$ 3,333.32	\$ 10,000.00
00.000.4191.000 Contra Sundry	\$ (1,095.92)	\$ (4,383.68)	\$ (4,333.32)	\$ (13,000.00)
00.000.4220.000 Tenant Services	\$ -	\$ -	\$ 666.68	\$ 2,000.00
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 333.32	\$ 1,000.00
00.000.4310.000 Water	\$ 5,381.17	\$ 5,381.17	\$ 6,000.00	\$ 18,000.00
00.000.4320.000 Electricity	\$ 23.11	\$ 4,926.98	\$ 8,000.00	\$ 24,000.00
00.000.4330.000 Gasoline & Diesel	\$ 333.45	\$ 3,015.05	\$ -	\$ -
00.000.4340.000 Fuel Oil	\$ 3,625.24	\$ 5,452.24	\$ 21,666.68	\$ 65,000.00
00.000.4390.000 Sewer	\$ 4,672.13	\$ 4,672.13	\$ 5,333.32	\$ 16,000.00
00.000.4410.000 Ordinary Maintenance - Labor	\$ 11,004.65	\$ 39,955.21	\$ 34,444.32	\$ 103,333.00
00.000.4410.200 Ordinary Maintenance/summer Help	\$ -	\$ 5,570.55	\$ 3,663.32	\$ 10,990.00
00.000.4411.000 Maintenance Contra	\$ (3,271.04)	\$ (13,351.28)	\$ (11,481.32)	\$ (34,444.00)
00.000.4420.000 Ordinary Maintenance - Material	\$ 16,910.53	\$ 37,376.20	\$ 15,899.68	\$ 47,699.00
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 19,993.37	\$ 59,379.57	\$ 13,333.32	\$ 40,000.00
00.000.4510.000 Insurance Expense	\$ 2,670.00	\$ 10,680.00	\$ 11,000.00	\$ 33,000.00
00.000.4540.000 Employee Benefit Contribution	\$ 9,731.76	\$ 44,078.66	\$ 34,370.00	\$ 103,110.00
00.000.4541.000 Contra Employee Benefits	\$ (6,651.60)	\$ (25,337.40)	\$ (19,723.00)	\$ (59,169.00)
00.000.8020.100 Capital Fund Grant - Capital	\$ (19,578.89)	\$ (69,980.07)	\$ (56,333.32)	\$ (169,000.00)
00.000.4570.000 Collection Losses	\$ -	\$ -	\$ 2,666.68	\$ 8,000.00
Total Expenses	\$ 58,915.84	\$ 158,757.05	\$ 84,474.00	\$ 253,422.00
Current Year Income & Expense	\$ 5,039.51	\$ 102,964.51	\$ 131,858.96	\$ 395,577.00

Occupancy As of 10/31/2022

Project Name	# Units	Unit Days	Occupied	Pct%	Vacant
Borderview Homes	36	1116	1060	94.94%	56
Cherry Lane Apartments	4	124	124	100.00%	0
Fields Lane I	20	620	602	97.10%	18
Fields Lane II	16	496	496	100.00%	0
Fields Lane III	8	248	243	97.98%	5
Hillcrest Estates	17	527	527	100.00%	0
Morningview LLC	25	775	746	96.30%	29
The Meadows	25	775	775	100.00%	0
TOTALS:	151	4681	4573	98.29%	108

Repay	
R. Johnson	\$110.01
S. Dorsey	\$727.00
L. Walker	\$865.00
A. Choate	\$213.32
Total	\$1,915.33

Write Offs:	
S. Rhodes	\$3,024.95
Total	\$3,024.95

Section 8	Vouchers	147
\$75,552.21	Used	142

Local Programs
\$163,294
Fields Lane II
\$7,794
Cherry Lane
\$6,950
General Fund
\$240,408