

**THE REGULAR MEETING OF THE  
HOUSING AUTHORITY OF FORT FAIRFIELD  
WAS HELD ON OCTOBER 19, 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, Andrew Coiley, and, Mark Neddeau Absent: None

**II. REVIEW OF MINUTES**

The MINUTES of the August 24, 2022 meeting were presented for review and approval.

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

**III. REPORTS AND COMMUNICATIONS**

• **Director's Report: Atch 1.**

The Executive Director mentioned that nothing out of the ordinary took place. The CD's and Savings accounts are not for everyday use. The RR accounts are for major repairs and the T&I accounts are taxes and insurance. The GFCU savings is where laundry quarters are deposited monthly from our washers and dryers at Hillcrest and Fields Lane. One repayment agreement has paid their balance and another was not listed but will be listed next month. Many expenses that occurred over the month were left over from the REAC repairs. The payroll is higher because there were 5 pay periods for September.

**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 72 doors are completed. 2 of the 4 bathrooms are completed 3<sup>rd</sup> one is being worked. and 5 kitchens have been completed.
- **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.

**V. NEW BUSINESS:**

- **Fuel Bids** – Mapleton Oil and Dead River submitted bids for this year. Mapleton Oil was awarded the fuel bid at 3.98 and Dead River was awarded the propane bid at 1.817.
- **Food Pantry-** The Housing Authority received a quote for a 14X16 Shed from the Amish, and the price was approximately 14,000 dollars and the completion date would not be until January. With that being said we would like to hold off until Spring and look at other options. The Food Pantry will need heat and electricity. The Housing Authority has a location by the office where it is under surveillance and has adequate lighting.
- **HCV Vouchers-** The Housing Authority has received 3 new Housing Choice Vouchers. These vouchers can be used for anyone who qualifies.
- **Cherry Lane 2022 Taxes-** The Housing Authority has received the new tax bill for Cherry Lane and it did increase. However, the Executive Director budgeted a little higher for the taxes and there will be enough in the account to pay for the taxes in January.
- **Fields Lane II Financial Statements-** Maine State Housing Authority has completed the Audited Financial Review for FY 2022. There was one correction that needed to be done and that was to transfer 80.00 from Security Deposit to cash as a result of interest build up over the past few years. There was one concern about some line items being over budget compared to the submitted budget but we did some major repairs to a couple units that caused us to go over. Plus, with utility rates changing more

frequently it is harder to budget those items. The Housing Authority earned an Incentive Management fee and surplus cash was distributed as well to Local Programs.

- **Executive Session – Personnel Matters**

**HAFF 23-06**

**UPON MOTION** made by Sean Bernard and Seconded by Jason Barnes to enter into Executive Session

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve to enter into Executive Session

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

**HAFF 23-07**

**UPON MOTION** made by Andrew Coiley and Seconded by Sean Bernard to exit Executive Session

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve to exit Executive Session

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

**HAFF 23-08**

**UPON MOTION** made by Andrew Coiley and Seconded by David Donovan to eliminate pay caps for all employees

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve to eliminate pay caps for all employees

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

Instead of pay caps look for starting wage range for new hires on the job description and review pay ranges for current hourly employees

**HAFF 23-09**

**UPON MOTION** made by Andrew Coiley and Seconded by Sean Bernard to increase the hourly rate by \$2.00 per hour for each hourly employee

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve to increase the hourly rate by \$2.00 per hour for each hourly employee

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

**HAFF 23-101**

**UPON MOTION** made by Jason Barnes and Seconded by Sean Bernard to increase the salary and contract employee wages by \$2.00 per hour based on 40 hours per week.

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve to increase the salary and contract employee wages by \$2.00 per hour based on a 40-hour week.

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

**VI. OTHER:**

The Executive Director has successfully completed her first 2 courses and has enrolled in her second session. Her new classes will start October 24 and will end December 16<sup>th</sup>.

**VII. ADJOURN:**

There being no further business to come before the Board;

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

**The next meeting will be held Wednesday, November 16, 2022 at Hillcrest Estates at 7:00 AM.**  
Meeting was adjourned at **8:00 AM.**



Stacey Michaud  
Secretary

**Occupancy As of 09/30/2022**

Project Name	# Units	Unit Days	Occupied	Pct%	Vacant
Borderview Homes	36	1080	1034	95.77%	46
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	750	667	88.89%	83
The Meadows	25	750	750	100.00%	0
<b>TOTALS:</b>	<b>151</b>	<b>4530</b>	<b>4401</b>	<b>98.08%</b>	<b>129</b>

Repay		Write Offs:	
R. Johnson	\$145.01		
S. Dorsey	\$791.00		
L. Walker	\$497.00		
		Total	\$0.00
<b>Total</b>	<b>\$1,433.01</b>		

Section 8	Vouchers	144
\$63,066.00	Used	136

Local Programs	Fields Lane II	
\$152,402	RR CD	\$29,959.40
<b>Fields Lane II</b>	RR Savings	\$9,436.86
\$18,304	T&I	\$11,548.97
<b>Cherry Lane</b>	CFCU CD	\$92,906.22
\$6,593		
<b>General Fund</b>	<b>CL</b>	
\$251,120	RR Savings	\$4,804.38
	T&I	\$9,977.26
	<b>LP</b>	
	ICS	\$10,327.82
	Visa Card	\$4,450.27
	<b>GF</b>	
	CFCU Savings	\$7,540.31
	CFCU CD	\$76,333.02

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

**202209**

Desc	Current Period	Current Year	Year to Date Budget	Year Budget
00.000.3110.000 Dwelling Rentals	\$ (33,117.00)	\$ (98,316.00)	\$ (84,999.99)	\$(340,000.00)
00.000.3120.000 Excess Utilities	\$ -	\$ (97.36)	\$ -	\$ -
00.000.3300.000 HUD Operating Subsidy Grant	\$ (25,688.67)	\$ (74,970.00)	\$ (70,500.00)	\$(282,000.00)
00.000.3610.000 Interest General Fund	\$ (82.73)	\$ (253.98)	\$ (324.99)	\$ (1,300.00)
00.000.3690.100 Late Charges	\$ (240.85)	\$ (632.12)	\$ -	\$ -
00.000.3690.200 Laundry Receipts	\$ (279.25)	\$ (404.50)	\$ (375.00)	\$ (1,500.00)
00.000.3690.300 Other Misc. Income	\$ (488.32)	\$ (1,500.14)	\$ -	\$ -
00.000.3690.400 Collection Of Written Off Receivables	\$ (515.52)	\$ (1,119.52)	\$ -	\$ -
00.000.3690.500 Services W/orders Tenants	\$ (55.00)	\$ (511.70)	\$ (375.00)	\$ (1,500.00)
00.000.8020.200 Capital Fund Grant - Operating	\$ (481.72)	\$ (19,960.89)	\$ (5,674.74)	\$ (22,699.00)
<b>Total Income</b>	<b>\$ 60,949.06</b>	<b>\$ 197,766.21</b>	<b>\$ 162,249.72</b>	<b>\$ 648,999.00</b>
00.000.4110.000 Administrative Salary	\$ 19,790.93	\$ 51,930.44	\$ 29,012.49	\$ 116,050.00
00.000.4111.000 Contra Administrative Salaries	\$ (8,862.18)	\$ (27,578.70)	\$ (22,861.74)	\$ (91,447.00)
00.000.4130.000 Legal Expense	\$ 1,364.95	\$ 2,582.74	\$ 1,500.00	\$ 6,000.00
00.000.4140.000 Insufficient Checks	\$ -	\$ -	\$ -	\$ -
00.000.4145.000 Staff Training	\$ -	\$ -	\$ 750.00	\$ 3,000.00
00.000.4150.000 Travel Expense	\$ 55.00	\$ 156.25	\$ 1,149.99	\$ 4,600.00
00.000.4151.000 Contra Travel	\$ (133.33)	\$ (399.99)	\$ (399.99)	\$ (1,600.00)
00.000.4151.100 Contra Training	\$ (333.33)	\$ (999.99)	\$ -	\$ -
00.000.4170.000 Accounting	\$ -	\$ 2,400.00	\$ 1,425.00	\$ 5,700.00
00.000.4171.000 Contra Accounting	\$ (333.18)	\$ (999.54)	\$ (975.00)	\$ (3,900.00)
00.000.4173.000 Auditing	\$ -	\$ -	\$ 999.99	\$ 4,000.00
00.000.4174.000 Audit Contra	\$ (466.73)	\$ (1,400.19)	\$ (999.99)	\$ (4,000.00)
00.000.4180.000 Telephone	\$ 1,049.67	\$ 3,062.73	\$ 2,124.99	\$ 8,500.00
00.000.4190.000 Administrative Sundry	\$ 2,801.41	\$ 7,400.09	\$ 2,499.99	\$ 10,000.00
00.000.4191.000 Contra Sundry	\$ (1,095.92)	\$ (3,287.76)	\$ (3,249.99)	\$ (13,000.00)
00.000.4220.000 Tenant Services	\$ -	\$ -	\$ 500.01	\$ 2,000.00
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 249.99	\$ 1,000.00
00.000.4310.000 Water	\$ -	\$ -	\$ 4,500.00	\$ 18,000.00
00.000.4320.000 Electricity	\$ 1,659.56	\$ 4,903.87	\$ 6,000.00	\$ 24,000.00
00.000.4330.000 Gasoline & Diesel	\$ 586.42	\$ 2,681.60	\$ -	\$ -
00.000.4340.000 Fuel Oil	\$ 769.50	\$ 1,827.00	\$ 16,250.01	\$ 65,000.00
00.000.4390.000 Sewer	\$ -	\$ -	\$ 3,999.99	\$ 16,000.00
00.000.4410.000 Ordinary Maintenance - Labor	\$ 12,089.31	\$ 28,950.56	\$ 25,833.24	\$ 103,333.00
00.000.4410.200 Ordinary Maintenance/summer Help	\$ 265.00	\$ 5,570.55	\$ 2,747.49	\$ 10,990.00
00.000.4411.000 Maintenance Contra	\$ (2,870.36)	\$ (10,080.24)	\$ (8,610.99)	\$ (34,444.00)
00.000.4420.000 Ordinary Maintenance - Material	\$ 7,173.83	\$ 20,465.67	\$ 11,924.76	\$ 47,699.00
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 3,090.50	\$ 39,386.20	\$ 9,999.99	\$ 40,000.00
00.000.4510.000 Insurance Expense	\$ 2,670.00	\$ 8,010.00	\$ 8,250.00	\$ 33,000.00
00.000.4540.000 Employee Benefit Contribution	\$ 12,947.34	\$ 34,346.90	\$ 25,777.50	\$ 103,110.00
00.000.4541.000 Contra Employee Benefits	\$ (5,501.04)	\$ (18,685.80)	\$ (14,792.25)	\$ (59,169.00)
00.000.8020.100 Capital Fund Grant - Capital	\$ (10,291.38)	\$ (50,401.18)	\$ (42,249.99)	\$(169,000.00)
00.000.4570.000 Collection Losses	\$ -	\$ -	\$ 2,000.01	\$ 8,000.00
<b>Total Expenses</b>	<b>\$ 36,425.97</b>	<b>\$ 99,841.21</b>	<b>\$ 63,355.50</b>	<b>\$ 253,422.00</b>
<b>Current Year Income &amp; Expense</b>	<b>\$ 24,523.09</b>	<b>\$ 97,925.00</b>	<b>\$ 98,894.22</b>	<b>\$ 395,577.00</b>

