

**THE REGULAR MEETING OF THE  
HOUSING AUTHORITY OF FORT FAIRFIELD  
WAS HELD ON APRIL 19, 2023 AT 7:00 A.M.  
HILLCREST ESTATES CONFERENCE ROOM**

**I. ROLL CALL**

Chairman, Duska Day, called the meeting to order; those present were: Jason Barnes, Anne Blanchard, Sean Bernard, Mark Neddeau, Andrew Coiley and David Donovan Absent: none

**II. REVIEW OF MINUTES**

The MINUTES of the March 15, 2023 meeting were presented for review and approval.

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

**III. REPORTS AND COMMUNICATIONS**

• **Director's Report: Atch 1.**

The Executive Director reviewed the report. The operating subsidy was less in March because initially HUD only released 2/3s of March. So, in April the remainder of March will be drawn down. Admin Salary was higher than normal because 2 employees cashed out some of their vacation time.

Fields Lane II had 4 vacancies between February and now. This means that Fields Lane II was not being paid for the vacant units. With the units down, flooring, and paint were completed as well as some plumbing and electrical.

**IV. UNFINISHED BUSINESS:**

**V. NEW BUSINESS:**

- **Fields Lane II Budget FY 24-** The Executive Director presented the FLII budget for FY 24. The OCAF increased this year. The UA increased as well and the Housing Authority provided information to MSHA to get a higher rate based on the UA calculated for 2023. Expenses like Building tools and supplies increased due to the rise in costs such as appliances.

**HAFF 23-26**

**UPON MOTION** made by Andy Coiley Seconded by Sean Bernard to approve the Fields Lane II FY 2024 Budget.

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the Fields Lane II FY 24 Budget.

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **Cherry Lane Building-** The Executive Director was approached by a community member about expanding Cherry Lane. Unfortunately, the cost to add another building would break the property. We could not justify passing the cost onto the residents. Another issue is the fact that we have an extremely short wait list, many of whom are home owners. When Cherry Lane was first built there was a large waitlist, however as it opened, no one was prepared to move out because their homes weren't on the market yet or sold. So, we had to move on. A fear is that when there is a vacant unit are we going to be able to fill Cherry Lane? The property survives off of the 4 rents and if there is a down unit, bills may not be paid. Another concern, is that people are looking for services to be provided at this property that the Housing Authority does not offer. It is not assisted living. There are just apartments for rent. If the Housing Authority was to build in the future it would be affordable housing for families and low-income

residents. If there was a private developer who wanted to build and allow the Housing Authority to manage this would be a different story. To expand the project would not be financially feasible.

- **Radon Mitigation-** The Executive Director received a quote to install a radon mitigation system in 4 units. 3 at Fields Lane and 1 at Borderview. The quote includes electrical work, but not the carpentry, One building will have the unit go through the roof which is decrea. The Housing Authority will look for a carpenter to do the work.

**HAFF 23-27**

**UPON MOTION** made by Andy Coiley and Seconded by Sean Bernard to accept the Radon Mitigation Bid

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby accept the Radon Mitigation Bid.

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

**VI. OTHER:**

Executive Session:

**UPON MOTION** made by Jason Barnes and Seconded by Sean Bernard to enter into Executive Session at 7:50 am.

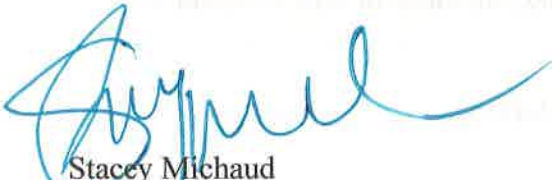
**UPON MOTION** made by Andy Coiley and Seconded by Sean Bernard to leave Executive Session at 8:19 am.

**VII. ADJOURN:**

There being no further business to come before the Board;

**UPON MOTION** made by Anne Blanchard and seconded by David Donovan it was passed unanimously to adjourn.

**The next meeting will be held Wednesday, May 17, 2023 at Hillcrest Estates at 7:00 AM. Meeting was adjourned at 8:21 AM.**



Stacey Michaud  
Secretary

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

<b>202303</b>				
Desc	Current Period	Current Year	Year to Date Budget	Year Budget
00.000.3110.000 Dwelling Rentals	\$ (32,913.81)	\$ (295,266.49)	\$ (254,999.97)	\$ (340,000.00)
00.000.3120.000 Excess Utilities	\$ -	\$ (440.53)	\$ -	\$ -
00.000.3300.000 HUD Operating Subsidy Grant	\$ (21,877.66)	\$ (215,912.00)	\$ (211,500.00)	\$ (282,000.00)
00.000.3610.000 Interest General Fund	\$ (82.97)	\$ (750.85)	\$ (974.97)	\$ (1,300.00)
00.000.3690.100 Late Charges	\$ (95.68)	\$ (1,548.99)	\$ -	\$ -
00.000.3690.200 Laundry Receipts	\$ (132.00)	\$ (1,247.00)	\$ (1,125.00)	\$ (1,500.00)
00.000.3690.300 Other Misc. Income	\$ (1,117.33)	\$ (9,162.06)	\$ -	\$ -
00.000.3690.400 Collection Of Written Off Receivables	\$ (1,445.00)	\$ (3,659.52)	\$ -	\$ -
00.000.3690.500 Services W/orders Tenants	\$ (228.00)	\$ (10,813.24)	\$ (1,125.00)	\$ (1,500.00)
00.000.8020.200 Capital Fund Grant - Operating	\$ -	\$ (25,960.89)	\$ (17,024.22)	\$ (22,699.00)
<b>Total Income</b>	<b>\$ 57,892.45</b>	<b>\$ 564,761.57</b>	<b>\$ 486,749.16</b>	<b>\$ 648,999.00</b>
00.000.4110.000 Administrative Salary	\$ 26,308.95	\$ 169,834.21	\$ 87,037.47	\$ 116,050.00
00.000.4111.000 Contra Administrative Salaries	\$ (11,136.29)	\$ (84,962.51)	\$ (68,585.22)	\$ (91,447.00)
00.000.4130.000 Legal Expense	\$ -	\$ 6,366.30	\$ 4,500.00	\$ 6,000.00
00.000.4140.000 Insufficient Checks	\$ -	\$ -	\$ -	\$ -
00.000.4145.000 Staff Training	\$ -	\$ -	\$ 2,250.00	\$ 3,000.00
00.000.4150.000 Travel Expense	\$ -	\$ 1,355.50	\$ 3,449.97	\$ 4,600.00
00.000.4151.000 Contra Travel	\$ (133.33)	\$ (1,199.97)	\$ (1,199.97)	\$ (1,600.00)
00.000.4151.100 Contra Training	\$ (333.33)	\$ (2,999.97)	\$ -	\$ -
00.000.4170.000 Accounting	\$ 2,400.00	\$ 9,600.00	\$ 4,275.00	\$ 5,700.00
00.000.4171.000 Contra Accounting	\$ (397.50)	\$ (3,062.94)	\$ (2,925.00)	\$ (3,900.00)
00.000.4173.000 Auditing	\$ -	\$ 6,375.00	\$ 2,999.97	\$ 4,000.00
00.000.4174.000 Audit Contra	\$ (532.70)	\$ (4,266.54)	\$ (2,999.97)	\$ (4,000.00)
00.000.4180.000 Telephone	\$ 941.37	\$ 9,123.35	\$ 6,374.97	\$ 8,500.00
00.000.4190.000 Administrative Sundry	\$ 2,775.57	\$ 19,579.53	\$ 7,499.97	\$ 10,000.00
00.000.4191.000 Contra Sundry	\$ (1,194.84)	\$ (9,962.20)	\$ (9,749.97)	\$ (13,000.00)
00.000.4220.000 Tenant Services	\$ -	\$ 418.56	\$ 1,500.03	\$ 2,000.00
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 749.97	\$ 1,000.00
00.000.4310.000 Water	\$ (587.59)	\$ 10,861.79	\$ 13,500.00	\$ 18,000.00
00.000.4320.000 Electricity	\$ 2,364.69	\$ 17,678.68	\$ 18,000.00	\$ 24,000.00
00.000.4330.000 Gasoline & Diesel	\$ 709.57	\$ 6,022.25	\$ -	\$ -
00.000.4340.000 Fuel Oil	\$ 18,866.62	\$ 81,498.54	\$ 48,750.03	\$ 65,000.00
00.000.4390.000 Sewer	\$ (507.60)	\$ 9,023.74	\$ 11,999.97	\$ 16,000.00
00.000.4410.000 Ordinary Maintenance - Labor	\$ 13,390.74	\$ 87,840.25	\$ 77,499.72	\$ 103,333.00
00.000.4410.200 Ordinary Maintenance/summer Help	\$ -	\$ 5,570.55	\$ 8,242.47	\$ 10,990.00
00.000.4411.000 Maintenance Contra	\$ (4,530.32)	\$ (29,801.88)	\$ (25,832.97)	\$ (34,444.00)
00.000.4420.000 Ordinary Maintenance - Material	\$ 6,499.87	\$ 63,412.24	\$ 35,774.28	\$ 47,699.00
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 5,128.71	\$ 134,998.54	\$ 29,999.97	\$ 40,000.00
00.000.4510.000 Insurance Expense	\$ 2,769.00	\$ 24,382.00	\$ 24,750.00	\$ 33,000.00
00.000.4540.000 Employee Benefit Contribution	\$ 13,163.85	\$ 100,498.38	\$ 77,332.50	\$ 103,110.00
00.000.4541.000 Contra Employee Benefits	\$ (8,264.58)	\$ (56,917.44)	\$ (44,376.75)	\$ (59,169.00)
00.000.8020.100 Capital Fund Grant - Capital	\$ (7,053.61)	\$ (196,360.28)	\$ (126,749.97)	\$ (169,000.00)
00.000.4570.000 Collection Losses	\$ -	\$ 13,126.83	\$ 6,000.03	\$ 8,000.00
<b>Total Expenses</b>	<b>\$ 60,647.25</b>	<b>\$ 388,032.51</b>	<b>\$ 190,066.50</b>	<b>\$ 253,422.00</b>
<b>Current Year Income &amp; Expense</b>	<b>\$ (2,754.80)</b>	<b>\$ 176,729.06</b>	<b>\$ 296,682.66</b>	<b>\$ 395,577.00</b>

### Occupancy As of 03/31/2023

Project Name	# Units	Unit Days	Occupied	Pct%	Vacant
Borderview Homes	36	1116	1056	94.60%	60
Cherry Lane Apartments	4	124	124	100.00%	0
Fields Lane I	20	620	619	99.84%	1
Fields Lane II	16	496	454	91.53%	42
Fields Lane III	8	248	248	100.00%	0
Hillcrest Estates	17	527	527	100.00%	0
Morningview LLC	25	775	695	89.66%	80
The Meadows	25	775	774	99.87%	1
<b>TOTALS:</b>	<b>151</b>	<b>4681</b>	<b>4497</b>	<b>96.94%</b>	<b>184</b>

Repay		Write Offs:	
R. Johnson	\$210.93		
L. Walker	\$670.00		
Total	\$880.93	Total	\$0.00

<b>Section 8</b>	<b>Vouchers</b>	<b>152</b>
\$100,230.37	<b>Used</b>	<b>147</b>

<b>Local Programs</b>
\$143,809
<b>Fields Lane II</b>
\$2,182
<b>Cherry Lane</b>
\$6,672
<b>General Fund</b>
\$160,319