

**THE REGULAR MEETING OF THE
HOUSING AUTHORITY OF FORT FAIRFIELD
WAS HELD ON FEBRUARY 15, 2023 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, Sean Bernard, and Andrew Coiley, Absent: Mark Neddeau and David Donovan

II. REVIEW OF MINUTES

The MINUTES of the November 16, 2022 meeting were presented for review and approval.

UPON MOTION made by Sean Bernard and seconded by Anne Blanchard 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, REAC repairs and damages from the windstorm. We have also been paying for a Temp Employee whose charges are being listed under the wrong account. The Executive Director will transfer them out of sundry and into the correct code. There are also some charges under Materials and Contract Costs that don't belong under those accounts. The Board was wondering if there was a better way to budget for projects and to enhance the form being presented. The Executive Director is going to look into a different format and see what options are available to get a more reader friendly report.

UPON MOTION made by Andy Coiley Seconded by Anne Blanchard to approve the Director's Report as presented was unanimously approved.

IV. UNFINISHED BUSINESS:

- **Capital Fund 2022-** Kitchens are complete except for the lights which are to be done in a couple weeks. Bathrooms are done.
- **Small Claims-** Not all repayments are current and the Executive Director sent letter for reminders. The Executive Director will also follow up with Swanson Law to move onto the next step with the York balance of almost 6 grand.
- **Food Pantry-** The Housing Authority purchased a used shed from Chester M Kearney for \$4500.00 The Shed was delivered and will be worked on this spring.
- **Job Description Changes-** The Executive Director amended the Position Descriptions, however in January 2023 minimum wage increased. There are a couple that need to be changed and increased to 14.00 to compete with Minimum Wage.

HAFF 23-13

UPON MOTION made by Andy Coiley and Seconded by Sean Bernard to approve the amended Position Descriptions with the change to \$14.00 per hour.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the new Position Descriptions with the amended wage of \$14.00

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

V. NEW BUSINESS:

- **PHAS Score** – November 18, 2022 HUD published HAFF’s PHAS Score as 96. The Housing Authority is now a High Performer.
- **Policy Change for State Law-** The State of Maine has published a new law that employers must pay out all vacation time unless a public employer or employs less than 11. The Board has requested that the Executive Director do more research to determine if there is a need for a policy change which currently states that the Housing Authority will pay out 300 hours or less.
- **NEW UA and Flat Rents-** The Executive Director established the new utility allowances based on last year’s usage and 2023’s new rates. With the UA’s increasing there will also be a change to the Flat Rent rates for Public Housing units.

Flat Rent Rates				
Unit	# Beds	FMRs	U. A. Rates	Flat Rent
Fields Lane I	1	\$672	\$33	\$639
Fields Lane II	1	N/A	\$35	
Fields Lane III	1	\$672	\$50	\$622
Hillcrest Estates	1	\$672	\$44	\$628
Fields Lane III	2	\$841	\$60	\$781
Borderview	2	\$841	\$68	\$773
Borderview	3	\$1,117	\$109	\$1,008
Borderview	4	\$1,266	\$152	\$1,114
Morningview	2	N/A	\$38	
Morningview	3	N/A	\$95	
Morningview	4	N/A	\$69	

HAFF 23-14

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

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **Capital Fund 2023-2027-** The Executive Director presented to The Board the Capital Fund plan for 2023-2027. The plan is based off of the 2022 CFP grant.

2023	
New Roof for Garage-	\$ 15,000.00
FL Community Room Floor and Registers	\$ 6,000.00
Heat Pumps at Office	\$ 11,000.00
Radon Mitigation	\$ 40,000.00
Borderview Register Upgrade	\$ 140,000.00
Playground	\$ 10,000.00
Operations	\$ 11,918.00
	\$ 233,918.00
2024	
HC Siding	\$ 35,000.00
BV LR Light Install	\$ 17,000.00
FL Flooring	\$ 88,000.00
HC Hot Water System	\$ 20,000.00
BV Register	\$ 50,000.00
Operations	\$ 13,918.00
BV Bathroom	\$ 10,000.00
	\$ 233,918.00
2025	
Windows FLI and III	\$ 100,000.00
FLI and III Patio Doors	\$ 40,000.00
FLI Patio Dividers	\$ 75,000.00
Operations	\$ 18,918.00
	\$ 233,918.00
2026	
HC Parking lot	\$ 100,000.00
Windows HC	\$ 120,000.00
Operations	\$ 13,918.00
	\$ 233,918.00
2027	
Borderview Bathrooms	\$ 135,000.00
Borderview Flooring	\$ 85,000.00
Operations	\$ 13,918.00
	\$ 233,918.00

HAFF 23-15

UPON MOTION made by Andy Coiley and Seconded by Sean Bernard to approve Capital Fund Plan 2023-2027

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the Capital Fund Plan 2023-2027

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **ACOP and Admin Policy Changes-** There were changes to the Admin and ACOP Policies. All of these policy changes are created by HUD and Nan McKay. These changes include changing he/she to they, and policy changes already being enforced by the Housing Authority.

HAFF 23-16

UPON MOTION made by Andy Coiley and Seconded by Anne Blanchard to approve ACOP and ADMIN Plan Changes.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the ACOP and ADMIN Plan Changes.

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **5 Year Plan-** The Director presented to accomplishments for the 5 year plan for 2022.

Goal 1: Enhance the image of the Fort Fairfield Housing Authority

- Gardens were revamped and thinned out at Hillcrest Estates- Fields Lane will be done in 2023
- Signs at Hillcrest Estates and Fields Lane had a beautiful makeover
- A Community closet was hosted for the entire Summer and the Food Pantry has grown in size. Hundreds of community members participated in the clothing drive either through donating items or receiving items. The Housing Authority has become a place where people can look for items without any judgement as the food pantry and a small closet is open 24/7.
- Shed was purchased for a larger space for the Community Closet and Food Pantry-
- Our social media presence and the website have helped many Community members and residents find resources locally
- The Housing Authority has worked with the Maine Potato Blossom Festival and the Quality Home Place Council and other agencies to do good acts in the community and for our residents.

Goal 2: Continue the Fort Fairfield Housing Authority's efforts to encourage self-sufficiency among its PH residents and Section 8 Participants

- The Housing Authority advertises new jobs daily through social media.
- The Housing Authority also partners with FEDCAP for volunteer opportunities though COVID has made it more difficult for FEDCAP to find willing participants
- The Housing Authority works with Maine Housing to provide Landlord Incentives and Security Deposits for Section 8 Residents

Goal 3: Upgrade existing inventory and properties

- New Flooring was installed in Hillcrest Estates stairwells and the stair wells were also painted.
- Replacing old carpets with new plank flooring. This will reduce wear and tear and will also improve cleaning for residents. The plank flooring makes the units look much newer and more modern
- Painted Hillcrest Shed
- Painted Hillcrest Exterior doors to update from old purple color

Goal 4: Regain High Performer Status in PH and Maintain High Performer in Section 8

- Unit turn around is at or below 14 days
- Work Order turn around is below 7 days
- Gained High Performer Status in PH 11/18/2022
- Scored 90 B on REAC Inspection

Goal 5: Continue to increase "Green" Projects

- Replacing old bulbs with new LED bulbs in lights fixtures or replacing the fixtures all together with LED fixtures
- Replacing old shower heads with new Water Friendly shower heads that reduce water consumption

- **5 Year Plan-** The Director presented to accomplishments for the 5-year plan for 2022.

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HAFF 23-17

UPON MOTION made by Andy Coiley and Seconded by Anne Blanchard to approve the 2022 5 Year Plan accomplishments.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the 2022 5 Year Plan accomplishments.

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **2022 Audit** – RHR Smith has completed the audit for 2022. There were no findings.

HAFF 23-18

UPON MOTION made by Andy Coiley and Seconded by Anne Blanchard to approve the 2022 Audit.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the 2022 Audit.

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **Write off's** - The Executive Director is requesting bad debts to be written off. The Executive Director will then go after the former residents with a repayment agreement option and if that doesn't work pursue them through small claims.

M. Martin	\$2,855.24
Levesque Hoc	\$4,995.02
C. Burby	\$1,950.50
Total	\$9,800.76

HAFF 23-19

UPON MOTION made by David Donovan Seconded by Jason Barnes to approve the requested write offs in the amount of \$9800.76

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the requested write offs in the amount of \$9800.76.

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **2022 PILOT and Taxes**- Due to the significant increase in the mil rate the Housing Authority taxes increased drastically. Many of which are much higher than budgeted. The PILOT, which is calculated differently decreased this year by a couple hundred dollars.
- **Operating Fund Changes/Budget**- The OP Fund Program for submission is undergoing several changes. This has caused a delay in the timeline for OP Fund; however, it does streamline the process.
- **Radon Testing** - The Housing Authority tested all of their properties in December 2022. Some of the units that tested extremely high or were tampered with, were retested. With these results the Housing Authority can determine which units need to be mitigated. Mitigation is not a requirement; however, it is a good bonus to have when trying to fill units.
- **Mainstream Vouchers** – The Housing Authority was awarded 5 additional vouchers for January 2023. Unlike previous MS vouchers the Housing Authority did not apply for these.

VI. OTHER:

- **Executive Director School**- The Executive Director has completed two more classes towards her BA.
- While the Executive Director was on maternity leave the Occupancy Manager performed the duties of the Executive Director. The Executive Director asked if there was a bonus to be given 2 days of paid leave will be given

HAFF 23-20

UPON MOTION made by Andy Coiley and Seconded by Anne Blanchard to approve the bonus for the Occupancy Manager.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the bonus for the Occupancy Manager.

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- The Commissioner had a few of items to bring to the Board.
 - Generators. Are there generators for buildings at Fields Lane when the power goes out and the residents are on oxygen. At first the Executive Director said no, but then recalled that portable generators were purchased for the Fields Lane units. Fields Lane II and Hillcrest have a generator that runs the furnace and a few other items; however, it does not run power to the units. The portable generators are to be used the same way. To run the furnaces to ensure that heat is still going to the buildings.
 - Fire Extinguishers- are there fire extinguishers for residents to use. No. Fire extinguishers have to be inspected monthly. There are extinguishers in boiler rooms. To supply extinguishers the Housing Authority would have to train residents on proper use. Currently staff are not trained to use them, if there is a fire residents and staff are to evacuate and call 911.
 - On Call Vehicles - Trucks are being taken home by the on call person and the Maintenance Supervisor. This was to be an incentive when hiring new personnel. The Board has requested that the Executive Director create a written policy in regards to the usage of a company vehicle when being driven home.

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, March 15, 2023 at Hillcrest Estates at 7:00 AM.

Meeting was adjourned at **8:40 AM.**



Stacey Michaud

Secretary

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

202301

Desc	Current Period	Current Year	Year to Date Budget	Year Budget
00.000.3110.000 Dwelling Rentals	\$ (33,319.68)	\$ (229,717.68)	\$ (198,333.31)	\$ (340,000.00)
00.000.3120.000 Excess Utilities	\$ (234.74)	\$ (440.53)	\$ -	\$ -
00.000.3300.000 HUD Operating Subsidy Grant	\$ (21,877.67)	\$ (172,156.67)	\$ (164,500.00)	\$ (282,000.00)
00.000.3610.000 Interest General Fund	\$ (11.47)	\$ (303.25)	\$ (758.31)	\$ (1,300.00)
00.000.3690.100 Late Charges	\$ (133.80)	\$ (1,290.39)	\$ -	\$ -
00.000.3690.200 Laundry Receipts	\$ -	\$ (867.75)	\$ (875.00)	\$ (1,500.00)
00.000.3690.300 Other Misc. Income	\$ (164.36)	\$ (7,738.73)	\$ -	\$ -
00.000.3690.400 Collection Of Written Off Receivables	\$ (270.00)	\$ (2,094.52)	\$ -	\$ -
00.000.3690.500 Services W/orders Tenants	\$ (245.00)	\$ (8,074.24)	\$ (875.00)	\$ (1,500.00)
00.000.8020.200 Capital Fund Grant - Operating	\$ (6,000.00)	\$ (25,960.89)	\$ (13,241.06)	\$ (22,699.00)
Total Income	\$ 62,256.72	\$ 448,644.65	\$ 378,582.68	\$ 648,999.00
00.000.4110.000 Administrative Salary	\$ 22,278.52	\$ 130,390.58	\$ 67,695.81	\$ 116,050.00
00.000.4111.000 Contra Administrative Salaries	\$ (8,862.18)	\$ (64,677.84)	\$ (53,344.06)	\$ (91,447.00)
00.000.4130.000 Legal Expense	\$ 150.20	\$ 5,346.16	\$ 3,500.00	\$ 6,000.00
00.000.4140.000 Insufficient Checks	\$ -	\$ -	\$ -	\$ -
00.000.4145.000 Staff Training	\$ -	\$ -	\$ 1,750.00	\$ 3,000.00
00.000.4150.000 Travel Expense	\$ -	\$ 1,355.50	\$ 2,683.31	\$ 4,600.00
00.000.4151.000 Contra Travel	\$ (133.33)	\$ (933.31)	\$ (933.31)	\$ (1,600.00)
00.000.4151.100 Contra Training	\$ (333.33)	\$ (2,333.31)	\$ -	\$ -
00.000.4170.000 Accounting	\$ 2,400.00	\$ 7,200.00	\$ 3,325.00	\$ 5,700.00
00.000.4171.000 Contra Accounting	\$ (333.18)	\$ (2,332.26)	\$ (2,275.00)	\$ (3,900.00)
00.000.4173.000 Auditing	\$ 2,125.00	\$ 6,375.00	\$ 2,333.31	\$ 4,000.00
00.000.4174.000 Audit Contra	\$ (466.73)	\$ (3,267.11)	\$ (2,333.31)	\$ (4,000.00)
00.000.4180.000 Telephone	\$ 1,045.71	\$ 7,183.17	\$ 4,958.31	\$ 8,500.00
00.000.4190.000 Administrative Sundry	\$ 5,516.35	\$ 23,434.20	\$ 5,833.31	\$ 10,000.00
00.000.4191.000 Contra Sundry	\$ (1,095.92)	\$ (7,671.44)	\$ (7,583.31)	\$ (13,000.00)
00.000.4220.000 Tenant Services	\$ -	\$ 418.56	\$ 1,166.69	\$ 2,000.00
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 583.31	\$ 1,000.00
00.000.4310.000 Water	\$ 6,068.21	\$ 11,449.38	\$ 10,500.00	\$ 18,000.00
00.000.4320.000 Electricity	\$ 2,279.65	\$ 12,883.11	\$ 14,000.00	\$ 24,000.00
00.000.4330.000 Gasoline & Diesel	\$ 633.70	\$ 4,594.15	\$ -	\$ -
00.000.4340.000 Fuel Oil	\$ 16,373.57	\$ 45,323.90	\$ 37,916.69	\$ 65,000.00
00.000.4390.000 Sewer	\$ 4,859.21	\$ 9,531.34	\$ 9,333.31	\$ 16,000.00
00.000.4410.000 Ordinary Maintenance - Labor	\$ 11,131.21	\$ 66,118.05	\$ 60,277.56	\$ 103,333.00
00.000.4410.200 Ordinary Maintenance/summer Help	\$ -	\$ 5,570.55	\$ 6,410.81	\$ 10,990.00
00.000.4411.000 Maintenance Contra	\$ (2,870.36)	\$ (21,869.20)	\$ (20,092.31)	\$ (34,444.00)
00.000.4420.000 Ordinary Maintenance - Material	\$ 6,537.58	\$ 71,045.26	\$ 27,824.44	\$ 47,699.00
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 11,136.58	\$ 91,723.57	\$ 23,333.31	\$ 40,000.00
00.000.4510.000 Insurance Expense	\$ 2,841.00	\$ 18,844.00	\$ 19,250.00	\$ 33,000.00
00.000.4540.000 Employee Benefit Contribution	\$ 12,781.76	\$ 79,117.21	\$ 60,147.50	\$ 103,110.00
00.000.4541.000 Contra Employee Benefits	\$ (5,501.04)	\$ (42,898.02)	\$ (34,515.25)	\$ (59,169.00)
00.000.8020.100 Capital Fund Grant - Capital	\$ (29,458.08)	\$ (189,306.67)	\$ (98,583.31)	\$ (169,000.00)
00.000.4570.000 Collection Losses	\$ -	\$ 3,024.95	\$ 4,666.69	\$ 8,000.00
Total Expenses	\$ 59,104.10	\$ 265,639.48	\$ 147,829.50	\$ 253,422.00
Current Year Income & Expense	\$ 3,152.62	\$ 183,005.17	\$ 230,753.18	\$ 395,577.00

Occupancy As of 01/31/2023

Project Name	# Units	Unit Days	Occupied	Pct%	Vacant
Borderview Homes	36	1116	1077	96.60%	39
Cherry Lane Apartments	4	124	124	100.00%	0
Fields Lane I	20	620	620	100.00%	0
Fields Lane II	16	496	496	100.00%	0
Fields Lane III	8	248	248	100.00%	0
Hillcrest Estates	17	527	527	100.00%	0
Morningview LLC	25	775	744	96.30%	31
The Meadows	25	775	775	100.00%	0
TOTALS:	151	4681	4611	99.11%	70

Repay		Write Offs:	
R. Johnson	\$126.19	M. Martin	\$2,855.24
S. Dorsey	\$535.00	Levesque Hoc	\$4,995.02
L. Walker	\$709.00	C. Burby	\$1,950.50
A. Choate	\$151.32	Total	\$9,800.76
Total	\$1,521.51		

Section 8	Vouchers
\$84,164.99	Used 142

Local Programs	ICS	T&I	RR CD	RR CD
\$139,095	\$ 10,333.01			
Fields Lane II	RR	\$ 3,009.28	\$ 92,906.22	\$ 30,290.73
\$7,606	\$ 10,919.75			
Cherry Lane	RR	\$ 2,803.18		
\$5,308	\$ 5,805.27			
General Fund	Savings	CD		
\$176,659	\$ 8,005.51	\$ 76,333.02		