

**THE REGULAR MEETING OF THE
HOUSING AUTHORITY OF FORT FAIRFIELD
WAS HELD ON MARCH 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 David Donovan Absent: Mark Neddeau and Andrew Coiley

II. REVIEW OF MINUTES

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

UPON MOTION made by Jason Barnes and seconded by David Donovan the MINUTES were approved.

The MINUTES of the March 1, 2023 meeting were presented for review and approval.

UPON MOTION made by Sean Bernard and seconded by Jason Bares the MINUTES were approved with corrections.

III. REPORTS AND COMMUNICATIONS

• **Director's Report: Atch 1.**

The Executive Director reviewed the report. Adjustments were made to correct the general ledger moving posted items to correct codes. There have been several vacancies due to deaths. The staff have been working extra hard to turn over units and get the filled. Waitlist are short and we have been advertising to help get more applicants.

The Executive Director also provided a list of allocations to help show money coming into the contra accounts.

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

IV. UNFINISHED BUSINESS:

- **Capital Fund 2022-** Lights for both the 21 and 22 kitchens CFP Projects are completed. All projects for both years are completed.
- **Policy Change-** The Executive Director read more into the State Law for Vacation time Cash Out. Where the Housing Authority is a public employer and employees less than 11 employees. The Housing Authority does not need to change their current policy for employees.

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:

- **Write off's** - The Executive Director is requesting bad debts to be written off. One resident is deceased. The other resident moved out west. Therefore, we are unable to pursue small claims.

H. Beasley	\$301.12
J. Garrison	\$695.00
Total	\$996.12

HAFF 23-23

UPON MOTION made by Sean Bernard Seconded by Jason Barnes to approve the requested write offs in the amount of \$996.12

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 \$996.12.

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **Auditors for FYE 23-** In April 2022 the Housing Authority along with several others in the State did a joint bid for Auditors. The Housing Authority had two bids one from BerryDunn for \$12,000.00 per year. The second was from RHR Smith for \$8,500.00 per year. The Executive Director signed a contract with RHR Smith who was our current

HAFF 23-24

UPON MOTION made by Sean Bernard Seconded by Anne Blanchard to approve the RHR Smiths proposal for audit services in the amount of \$8,500.00

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve RHR Smith for audit services

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **Vehicle Policy** – The Executive Director presented a drafted policy for HAFF Vehicles. This policy will cover on call usage and general usage of HAFF vehicles. Anne, Sean and Duska noted several spelling errors in the policy.

HAFF 23-25

UPON MOTION made by Sean Bernard and Seconded by Anne Blanchard to approve the new vehicle policy with spelling corrections.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the new vehicle policy with spelling corrections.

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

VI. OTHER:

The Housing Authority will be donating a Spring Basket to the Shriners for their Spring Festival. This is our 4th year supporting the Shriners. Our theme is family fishing fun day.

VII. ADJOURN:

There being no further business to come before the Board;

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

The next meeting will be held Wednesday, April 17, 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

202302				
Desc	Current Period	Current Year	Year to Date Budget	Year Budget
00.000.3110.000 Dwelling Rentals	\$ (32,635.00)	\$ (262,352.68)	\$ (226,666.64)	\$ (340,000.00)
00.000.3120.000 Excess Utilities	\$ -	\$ (440.53)	\$ -	\$ -
00.000.3300.000 HUD Operating Subsidy Grant	\$ (21,877.67)	\$ (194,034.34)	\$ (188,000.00)	\$ (282,000.00)
00.000.3610.000 Interest General Fund	\$ (8.17)	\$ (311.42)	\$ (866.64)	\$ (1,300.00)
00.000.3690.100 Late Charges	\$ (162.92)	\$ (1,453.31)	\$ -	\$ -
00.000.3690.200 Laundry Receipts	\$ (247.25)	\$ (1,115.00)	\$ (1,000.00)	\$ (1,500.00)
00.000.3690.300 Other Misc. Income	\$ (306.00)	\$ (8,044.73)	\$ -	\$ -
00.000.3690.400 Collection Of Written Off Receivables	\$ (120.00)	\$ (2,214.52)	\$ -	\$ -
00.000.3690.500 Services W/orders Tenants	\$ (2,511.00)	\$ (10,585.24)	\$ (1,000.00)	\$ (1,500.00)
00.000.8020.200 Capital Fund Grant - Operating	\$ -	\$ (25,960.89)	\$ (15,132.64)	\$ (22,699.00)
Total Income	\$ 57,868.01	\$ 506,512.66	\$ 432,665.92	\$ 648,999.00
00.000.4110.000 Administrative Salary	\$ 13,134.68	\$ 143,525.26	\$ 77,366.64	\$ 116,050.00
00.000.4111.000 Contra Administrative Salaries	\$ (9,148.38)	\$ (73,826.22)	\$ (60,964.64)	\$ (91,447.00)
00.000.4130.000 Legal Expense	\$ 1,020.14	\$ 6,366.30	\$ 4,000.00	\$ 6,000.00
00.000.4140.000 Insufficient Checks	\$ -	\$ -	\$ -	\$ -
00.000.4145.000 Staff Training	\$ -	\$ -	\$ 2,000.00	\$ 3,000.00
00.000.4150.000 Travel Expense	\$ -	\$ 1,355.50	\$ 3,066.64	\$ 4,600.00
00.000.4151.000 Contra Travel	\$ (133.33)	\$ (1,066.64)	\$ (1,066.64)	\$ (1,600.00)
00.000.4151.100 Contra Training	\$ (333.33)	\$ (2,666.64)	\$ -	\$ -
00.000.4170.000 Accounting	\$ -	\$ 7,200.00	\$ 3,800.00	\$ 5,700.00
00.000.4171.000 Contra Accounting	\$ (333.18)	\$ (2,665.44)	\$ (2,600.00)	\$ (3,900.00)
00.000.4173.000 Auditing	\$ -	\$ 6,375.00	\$ 2,666.64	\$ 4,000.00
00.000.4174.000 Audit Contra	\$ (466.73)	\$ (3,733.84)	\$ (2,666.64)	\$ (4,000.00)
00.000.4180.000 Telephone	\$ 998.81	\$ 8,181.98	\$ 5,666.64	\$ 8,500.00
00.000.4190.000 Administrative Sundry	\$ 993.09	\$ 15,834.68	\$ 6,666.64	\$ 10,000.00
00.000.4191.000 Contra Sundry	\$ (1,095.92)	\$ (8,767.36)	\$ (8,666.64)	\$ (13,000.00)
00.000.4220.000 Tenant Services	\$ -	\$ 418.56	\$ 1,333.36	\$ 2,000.00
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 666.64	\$ 1,000.00
00.000.4310.000 Water	\$ -	\$ 11,449.38	\$ 12,000.00	\$ 18,000.00
00.000.4320.000 Electricity	\$ -	\$ 12,883.11	\$ 16,000.00	\$ 24,000.00
00.000.4330.000 Gasoline & Diesel	\$ 718.53	\$ 5,312.68	\$ -	\$ -
00.000.4340.000 Fuel Oil	\$ 15,506.19	\$ 60,830.09	\$ 43,333.36	\$ 65,000.00
00.000.4390.000 Sewer	\$ -	\$ 9,531.34	\$ 10,666.64	\$ 16,000.00
00.000.4410.000 Ordinary Maintenance - Labor	\$ 8,331.46	\$ 74,449.51	\$ 68,888.64	\$ 103,333.00
00.000.4410.200 Ordinary Maintenance/summer Help	\$ -	\$ 5,570.55	\$ 7,326.64	\$ 10,990.00
00.000.4411.000 Maintenance Contra	\$ (2,870.36)	\$ (25,271.56)	\$ (22,962.64)	\$ (34,444.00)
00.000.4420.000 Ordinary Maintenance - Material	\$ 1,766.33	\$ 56,734.47	\$ 31,799.36	\$ 47,699.00
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 5,330.93	\$ 122,256.23	\$ 26,666.64	\$ 40,000.00
00.000.4510.000 Insurance Expense	\$ -	\$ 18,844.00	\$ 22,000.00	\$ 33,000.00
00.000.4540.000 Employee Benefit Contribution	\$ 8,217.32	\$ 87,334.53	\$ 68,740.00	\$ 103,110.00
00.000.4541.000 Contra Employee Benefits	\$ (5,754.84)	\$ (48,652.86)	\$ (39,446.00)	\$ (59,169.00)
00.000.8020.100 Capital Fund Grant - Capital	\$ -	\$ (189,306.67)	\$ (112,666.64)	\$ (169,000.00)
00.000.4570.000 Collection Losses	\$ 10,101.88	\$ 13,126.83	\$ 5,333.36	\$ 8,000.00
Total Expenses	\$ 35,881.41	\$ 311,622.77	\$ 168,948.00	\$ 253,422.00
Current Year Income & Expense	\$ 21,986.60	\$ 194,889.89	\$ 263,717.92	\$ 395,577.00

Occupancy As of 02/28/2023

Project Name	# Units	Unit Days	Occupied	Pct%	Vacant
Borderview Homes	36	1008	918	91.12%	90
Cherry Lane Apartments	4	112	112	100.00%	0
Fields Lane I	20	560	560	100.00%	0
Fields Lane II	16	448	439	97.99%	9
Fields Lane III	8	224	224	100.00%	0
Hillcrest Estates	17	476	476	100.00%	0
Morningview LLC	25	700	603	86.21%	97
The Meadows	25	700	700	100.00%	0
TOTALS:	151	4228	4032	96.91%	196

Repay	
R. Johnson	\$280.93 W&S
S. Dorsey	\$535.00 PIF March
L. Walker	\$865.40
Total	\$1,681.33

Write Offs:	
H. Beasley	\$301.12
J. Garrison	\$695.00 Deceased FL2
Total	\$996.12

Section 8	Vouchers	152
\$88,638.77	Used	146

Local Programs
\$135,039
Fields Lane II
\$8,751
Cherry Lane
\$6,516
General Fund
\$169,895

