

**THE REGULAR MEETING OF THE  
HOUSING AUTHORITY OF FORT FAIRFIELD  
WAS HELD ON AUGUST 16, 2023 AT 7:00 A.M.  
HILLCREST ESTATES CONFERENCE ROOM**

**I. ROLL CALL**

Chairman, Duska Day, called the meeting to order; those present were: Anne Blanchard, Sean Bernard, Andrew Coiley and David Donovan Absent: Jason Barnes

**II. REVIEW OF MINUTES**

The MINUTES of the July 19, 2023 meeting were presented for review and approval.

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

**III. REPORTS AND COMMUNICATIONS**

• **Director's Report: Atch 1.**

The Executive Director reviewed the report. There was an additional write off which is for Fields Lane II, K. Johnson.

**UPON MOTION** made by Andy Coiley and seconded by Sean Bernard the Directors Report was approved along with the additional of the second write off for K. Johnson.

**IV. UNFINISHED BUSINESS:**

- **Survey-** The questions are good and the Board wants the format changed and it can be sent out.

**V. NEW BUSINESS:**

- **Write Off's-** There are two write offs. B. Clossey for \$3003.27 and K. Johnson for \$261.77.

**HAFF 24-03**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the write offs for Fields Lane II in the amount of \$261.77 and for Public Housing in the amount of \$3003.27.

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **NSPIRE Training-** There is a training for NSPIRE, the new standards for inspections for all programs August 21, 2023 in Auburn, ME. The Executive Director has signed up all maintenance and occupancy for the training. The Executive Director will be on call for maintenance. The office will be closed while they are away for training.
- **Hillcrest Hot Water Heater-** Dead River submitted a quote to replace a thermostat for the Hot Water Heater at Hillcrest Estates. They originally were there to provide a quote to replace the current system with a propane one that is similar to The Meadows. However, they feel that this will help with the heat problem in the building. The quote was for \$1084.19 and is a cheap fix compared to a new system. The Board agreed to try this first and see if it alleviates the heat issue.
- **Bad Debt Repay-** The Housing Authority received the final payment from a bad debt resident who moved out owing \$2855.24. This occurred without having to go to small claims. The Executive Director is working with others to get their balances paid.

**VI. OTHER:**

**VII. ADJOURN:**

There being no further business to come before the Board;

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

**The next meeting will be held Wednesday, September 20, 2023 at Hillcrest Estates at 7:00 AM.**  
Meeting was adjourned at **7:40 AM.**



Stacey Michaud  
Secretary

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

**202307**

Desc	Current Period	Current Year	Year to Date Budget	Year Budget
00.000.3110.000 Dwelling Rentals	\$ (32,792.00)	\$ (32,792.00)	\$ (32,083.33)	\$ (385,000.00)
00.000.3120.000 Excess Utilities	\$ (84.28)	\$ (84.28)	\$ -	\$ -
00.000.3300.000 HUD Operating Subsidy Grant	\$ (27,479.00)	\$ (27,479.00)	\$ (29,849.50)	\$ (358,194.00)
00.000.3610.000 Interest General Fund	\$ (10.09)	\$ (10.09)	\$ (108.33)	\$ (1,300.00)
00.000.3690.100 Late Charges	\$ (289.02)	\$ (289.02)	\$ -	\$ -
00.000.3690.200 Laundry Receipts	\$ -	\$ -	\$ (125.00)	\$ (1,500.00)
00.000.3690.300 Other Misc. Income	\$ (280.41)	\$ (280.41)	\$ (291.67)	\$ (3,500.00)
00.000.3690.400 Collection Of Written Off Receivables	\$ (517.59)	\$ (517.59)	\$ -	\$ -
00.000.3690.500 Services W/orders Tenants	\$ -	\$ -	\$ (291.67)	\$ (3,500.00)
00.000.8020.200 Capital Fund Grant - Operating	\$ (20,239.81)	\$ (20,239.81)	\$ (972.58)	\$ (11,671.00)
<b>Total Income</b>	<b>\$ 81,692.20</b>	<b>\$ 81,692.20</b>	<b>\$ 63,722.08</b>	<b>\$ 764,665.00</b>
00.000.4110.000 Administrative Salary	\$ 18,501.58	\$ 18,501.58	\$ 10,610.50	\$ 127,326.00
00.000.4111.000 Contra Administrative Salaries	\$ (9,856.16)	\$ (9,856.16)	\$ (8,936.50)	\$ (107,238.00)
00.000.4130.000 Legal Expense	\$ 80.00	\$ 80.00	\$ 666.67	\$ 8,000.00
00.000.4140.000 Insufficient Checks	\$ -	\$ -	\$ -	\$ -
00.000.4145.000 Staff Training	\$ -	\$ -	\$ 250.00	\$ 3,000.00
00.000.4150.000 Travel Expense	\$ 370.78	\$ 370.78	\$ 208.33	\$ 2,500.00
00.000.4151.000 Contra Travel	\$ (133.33)	\$ (133.33)	\$ (383.33)	\$ (4,600.00)
00.000.4151.100 Contra Training	\$ (333.33)	\$ (333.33)	\$ (333.33)	\$ (4,000.00)
00.000.4170.000 Accounting	\$ -	\$ -	\$ 475.00	\$ 5,700.00
00.000.4171.000 Contra Accounting	\$ (325.00)	\$ (325.00)	\$ (325.00)	\$ (3,900.00)
00.000.4173.000 Auditing	\$ -	\$ -	\$ 291.67	\$ 3,500.00
00.000.4174.000 Audit Contra	\$ (416.66)	\$ (416.66)	\$ (416.67)	\$ (5,000.00)
00.000.4180.000 Telephone	\$ 1,040.11	\$ 1,040.11	\$ 563.67	\$ 6,764.00
00.000.4190.000 Administrative Sundry	\$ 1,543.28	\$ 1,543.28	\$ 1,458.75	\$ 17,505.00
00.000.4191.000 Contra Sundry	\$ (1,808.33)	\$ (1,808.33)	\$ (1,566.67)	\$ (18,800.00)
00.000.4220.000 Tenant Services	\$ -	\$ -	\$ 166.67	\$ 2,000.00
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 83.33	\$ 1,000.00
00.000.4310.000 Water	\$ -	\$ -	\$ 1,833.33	\$ 22,000.00
00.000.4320.000 Electricity	\$ -	\$ -	\$ 2,083.33	\$ 25,000.00
00.000.4330.000 Gasoline & Diesel	\$ -	\$ -	\$ -	\$ -
00.000.4340.000 Fuel Oil	\$ 1,884.29	\$ 1,884.29	\$ 5,833.33	\$ 70,000.00
00.000.4390.000 Sewer	\$ -	\$ -	\$ 1,708.33	\$ 20,500.00
00.000.4410.000 Ordinary Maintenance - Labor	\$ 12,559.97	\$ 12,559.97	\$ 8,878.42	\$ 106,541.00
00.000.4411.000 Maintenance Contra	\$ (2,560.50)	\$ (2,560.50)	\$ (3,308.67)	\$ (39,704.00)
00.000.4420.000 Ordinary Maintenance - Material	\$ 2,921.23	\$ 2,921.23	\$ 4,166.67	\$ 50,000.00
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 4,859.50	\$ 4,859.50	\$ 7,539.58	\$ 90,475.00
00.000.4510.000 Insurance Expense	\$ 2,769.00	\$ 2,769.00	\$ 3,083.33	\$ 37,000.00
00.000.4540.000 Employee Benefit Contribution	\$ 10,165.14	\$ 10,165.14	\$ 9,159.75	\$ 109,917.00
00.000.4541.000 Contra Employee Benefits	\$ (5,739.35)	\$ (5,739.35)	\$ (6,178.58)	\$ (74,143.00)
00.000.8020.100 Capital Fund Grant - Capital	\$ (10,112.50)	\$ (10,112.50)	\$ (18,500.00)	\$ (222,000.00)
00.000.4570.000 Collection Losses	\$ 5,257.42	\$ 5,257.42	\$ 666.67	\$ 8,000.00
<b>Total Expenses</b>	<b>\$ 25,409.72</b>	<b>\$ 30,667.14</b>	<b>\$ 19,778.58</b>	<b>\$ 237,343.00</b>
<b>Current Year Income &amp; Expense</b>	<b>\$ 56,282.48</b>	<b>\$ 51,025.06</b>	<b>\$ 43,943.50</b>	<b>\$ 527,322.00</b>

**Occupancy As of 7/31/2023**

Project Name	# Units	Unit Days	Occupied	Pct%	Vacant
Borderview Homes	36	1116	1086	97.30%	30
Cherry Lane Apartments	4	124	124	100.00%	0
Fields Lane I	20	620	620	100.00%	0
Fields Lane II	16	496	480	96.77%	16
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	759	97.94%	16
<b>TOTALS:</b>	<b>151</b>	<b>4681</b>	<b>4539</b>	<b>97.71%</b>	<b>142</b>

Repay	
L. Walker	\$547.00
Rodriguez Nelson	\$579.32
A. Choate	\$823.06
<b>Total</b>	<b>\$1,949.38</b>

Write Offs:	
B. Clossey	\$3,003.27
K. Johnson	\$261.77
<b>Total</b>	<b>\$3,265.04</b>

	Vouchers		
	Used	135	17
<b>Section 8</b>		<b>130</b>	<b>17</b>
\$83,544.02			

<b>Local Programs</b>
\$122,399
<b>Fields Lane II</b>
\$4,545
<b>Cherry Lane</b>
\$5,563
<b>General Fund</b>
\$199,054