

**THE REGULAR MEETING OF THE
HOUSING AUTHORITY OF FORT FAIRFIELD
WAS HELD ON DECEMBER 20, 2023 AT 7:00 A.M.
VIA ZOOM**

I. ROLL CALL

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

II. REVIEW OF MINUTES

The MINUTES of the November 29, 2023 meeting were presented for review and approval

UPON MOTION made by Sean Bernard and seconded by Jason Barnes the MINUTES were approved.

III. REPORTS AND COMMUNICATIONS

• **Director's Report: Atch 1.**

The DIRECTOR's REPORT for November 2023 was presented for review and approval UPON MOTION made by Sean Bernard and seconded by Jason Barnes the Director's Report was approved.

There is one write-off being requested in the amount of \$151.00 for S. Bowes

HAFF 24-09

UPON MOTION made by Jason Barnes and seconded by David Donovan to approve the write-off for \$151.00.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the write-offs for Public Housing for \$151.00

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

IV. UNFINISHED BUSINESS:

- **Survey** – The Executive Director presented the results from the survey. 151 were sent out and close to 50 were returned. The Board was very satisfied with the results of the survey. The Board suggested sending a reminder letter to residents about cameras, work orders, and snow removal to ensure that residents understand the proper procedures for calling in work orders and snow removal and that cameras are not for tenant use but for the Housing Authority. The Board agreed that having the survey done was a great idea and that this should be something that is done every couple of years.
- **New Commissioner-** The Executive Director could not find a new resident commissioner. She believes that it may be best for nominations for people from the community. Two names were brought forward. One was Nancy Levasseur and the other was Bob Osterblom. Anne said she would get in contact with Nancy and see if serving on the Board would be something she was interested in.

V. NEW BUSINESS:

- **Insurance Premiums-** The Executive Director informed the Board that vehicle and property insurances have increased. This is due to inflation and the increase in the costs to rebuild or replace. She believes the increase in property insurance was between 12 and 18%. It was close to a \$10,000.00 increase.

- **HMS Application-** The Housing Authority has reapplied for the Aging in Place Grant through Maine Housing. This grant will allow the HA to perform safety work at homes for homeowners who are 55 and older or disabled.
- **MMA Visit-** Maine Municipal Association had a loss casualty consultant stop by for a visit for the Workers Comp Incentive Program. There were zero findings with the inspection as well as the training and document side of the program. Jason, the consultant even gave us ice cleats. These cleats are designed to flip easily so staff can go in and out without trying to take off the cleats they just slide it up or down.

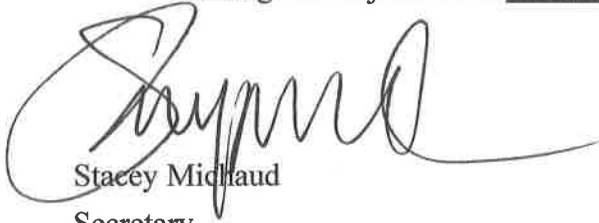
VI. OTHER:

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, January 17, 2024, at Hillcrest Estates at 7:00 AM. The meeting was adjourned at 8:01 AM.



Stacey Michaud
Secretary

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

202311

Desc	Current Period	Current Year	Year to Date Budget	Year Budget
00.000.3110.000 Dwelling Rentals	\$ (33,432.00)	\$ (167,369.00)	\$ (160,416.65)	\$ (385,000.00)
00.000.3120.000 Excess Utilities	\$ (84.28)	\$ (168.56)	\$ -	\$ -
00.000.3300.000 HUD Operating Subsidy Grant	\$ (27,768.00)	\$ (140,307.50)	\$ (149,247.50)	\$ (358,194.00)
00.000.3610.000 Interest General Fund	\$ (11.77)	\$ (276.78)	\$ (541.65)	\$ (1,300.00)
00.000.3690.100 Late Charges	\$ (86.57)	\$ (778.08)	\$ -	\$ -
00.000.3690.200 Laundry Receipts	\$ -	\$ (580.50)	\$ (625.00)	\$ (1,500.00)
00.000.3690.300 Other Misc. Income	\$ (215.00)	\$ (3,133.34)	\$ (1,458.35)	\$ (3,500.00)
00.000.3690.400 Collection Of Written Off Receivables	\$ (250.00)	\$ (1,137.59)	\$ -	\$ -
00.000.3690.500 Services W/orders Tenants	\$ (25.00)	\$ (1,090.98)	\$ (1,458.35)	\$ (3,500.00)
00.000.8020.200 Capital Fund Grant - Operating	\$ (10,602.86)	\$ (40,889.36)	\$ (4,862.90)	\$ (11,671.00)
Total Income	\$ 72,475.48	\$ 355,731.69	\$ 318,610.40	\$ 764,665.00
00.000.4110.000 Administrative Salary	\$ 20,479.65	\$ 97,986.51	\$ 53,052.50	\$ 127,326.00
00.000.4111.000 Contra Administrative Salaries	\$ (10,238.82)	\$ (50,485.46)	\$ (44,682.50)	\$ (107,238.00)
00.000.4130.000 Legal Expense	\$ 145.30	\$ 3,491.24	\$ 3,333.35	\$ 8,000.00
00.000.4140.000 Insufficient Checks	\$ -	\$ -	\$ -	\$ -
00.000.4145.000 Staff Training	\$ -	\$ 3,420.76	\$ 1,250.00	\$ 3,000.00
00.000.4150.000 Travel Expense	\$ 1,615.68	\$ 3,020.65	\$ 1,041.65	\$ 2,500.00
00.000.4151.000 Contra Travel	\$ (133.33)	\$ (666.65)	\$ (1,916.65)	\$ (4,600.00)
00.000.4151.100 Contra Training	\$ (333.33)	\$ (1,666.65)	\$ (1,666.65)	\$ (4,000.00)
00.000.4170.000 Accounting	\$ -	\$ 4,800.00	\$ 2,375.00	\$ 5,700.00
00.000.4171.000 Contra Accounting	\$ (325.00)	\$ (1,625.00)	\$ (1,625.00)	\$ (3,900.00)
00.000.4173.000 Auditing	\$ 1,600.00	\$ 8,000.00	\$ 1,458.35	\$ 3,500.00
00.000.4174.000 Audit Contra	\$ (416.66)	\$ (2,083.30)	\$ (2,083.35)	\$ (5,000.00)
00.000.4180.000 Telephone	\$ 1,083.50	\$ 5,286.96	\$ 2,818.35	\$ 6,764.00
00.000.4190.000 Administrative Sundry	\$ 799.43	\$ 10,243.35	\$ 7,293.75	\$ 17,505.00
00.000.4191.000 Contra Sundry	\$ (1,808.33)	\$ (9,041.65)	\$ (7,833.35)	\$ (18,800.00)
00.000.4220.000 Tenant Services	\$ -	\$ -	\$ 833.35	\$ 2,000.00
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 416.65	\$ 1,000.00
00.000.4310.000 Water	\$ -	\$ 5,471.65	\$ 9,166.65	\$ 22,000.00
00.000.4320.000 Electricity	\$ 2,486.03	\$ 10,970.59	\$ 10,416.65	\$ 25,000.00
00.000.4330.000 Gasoline & Diesel	\$ 488.70	\$ 2,691.18	\$ -	\$ -
00.000.4340.000 Fuel Oil	\$ 9,139.12	\$ 18,915.07	\$ 29,166.65	\$ 70,000.00
00.000.4390.000 Sewer	\$ -	\$ 5,327.59	\$ 8,541.65	\$ 20,500.00
00.000.4410.000 Ordinary Maintenance - Labor	\$ 13,044.40	\$ 62,558.44	\$ 44,392.10	\$ 106,541.00
00.000.4410.150 ONcall Stipened	\$ 100.00	\$ 100.00	\$ -	\$ -
00.000.4411.000 Maintenance Contra	\$ (2,959.50)	\$ (14,906.26)	\$ (16,543.35)	\$ (39,704.00)
00.000.4420.000 Ordinary Maintenance - Material	\$ 2,185.45	\$ 17,083.07	\$ 20,833.35	\$ 50,000.00
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 5,443.11	\$ 39,423.64	\$ 37,697.90	\$ 90,475.00
00.000.4510.000 Insurance Expense	\$ 2,769.00	\$ 13,845.00	\$ 15,416.65	\$ 37,000.00
00.000.4540.000 Employee Benefit Contribution	\$ 12,457.20	\$ 56,490.08	\$ 45,798.75	\$ 109,917.00
00.000.4541.000 Contra Employee Benefits	\$ (5,739.35)	\$ (30,610.15)	\$ (30,892.90)	\$ (74,143.00)
00.000.8020.100 Capital Fund Grant - Capital	\$ -	\$ (8,919.93)	\$ (92,500.00)	\$ (222,000.00)
00.000.4570.000 Collection Losses	\$ -	\$ 9,082.99	\$ 3,333.35	\$ 8,000.00
Total Expenses	\$ 51,882.25	\$ 258,203.72	\$ 98,892.90	\$ 237,343.00
Current Year Income & Expense	\$ 20,593.23	\$ 97,527.97	\$ 219,717.50	\$ 527,322.00

Occupancy As of 11/30/2023

Project Name	# Units	Unit Days	Occupied	Pct%	Vacant
Borderview Homes	36	1080	1025	94.77%	55
Cherry Lane Apartments	4	120	120	100.00%	0
Fields Lane I	20	600	600	100.00%	0
Fields Lane II	16	480	462	96.25%	18
Fields Lane III	8	240	240	100.00%	0
Hillcrest Estates	17	510	482	94.51%	28
Morningview LLC	25	750	672	89.66%	78
The Meadows	25	750	750	100.00%	0
TOTALS:	151	4530	4351	96.90%	179

Repay		Write Offs:	
L. Walker	\$415.95	S. Bowes	\$151.00
Rodriguez Nelson	\$554.32		
A. Choate	\$663.06	Total	\$151.00
Total	\$1,633.33		

	Vouchers	135	17
Section 8	Used	131	17

\$76,592.00

Local Programs
\$117,478
Fields Lane II
\$11,462
Cherry Lane
\$10,562
General Fund
\$247,806