

**THE REGULAR MEETING OF THE
HOUSING AUTHORITY OF FORT FAIRFIELD
WAS HELD ON JANUARY 17, 2024 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, Andy Coiley, and Jason Barnes. Guest Nancy Levasseur Absent: None

II. REVIEW OF MINUTES

The MINUTES of the December 20, 2023 meeting were presented for review and approval
UPON MOTION made by Jason Barnes and seconded by Sean Bernard the MINUTES were approved with corrections.

III. REPORTS AND COMMUNICATIONS

• **Director's Report: Atch 1.**

The **DIRECTOR'S REPORT** for December 2023 was presented for review and approval
UPON MOTION made by Andy Coiley and seconded by Anne Blanchard the Director's Report was approved.

IV. UNFINISHED BUSINESS:

- **New Commissioner-** Nancy Levasseur was in attendance and agreed to accept her nomination to the Board of Commissioners.

UPON MOTION made by Anne Blanchard and seconded by Sean Bernard to nominate Nancy Levasseur as Commissioner of The Housing Authority Board of Commissioners

HAFF 24-10

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the nomination of Nancy Levasseur as Commissioner for The Housing Authority Board of Commissioners.

The resolution was approved unanimously
The Chairman declared said motion carried and said resolution adopted.
This resolution is effective immediately

V. NEW BUSINESS:

- **Flat Rent and UA Chart** -Per HUD the Housing Authority has to update its utility allowances within 60 days of any rate changes. The rates changed on January 1, 2024. The Executive Director calculated the new utility allowances which also affect the Flat Rents. The new rates go into effect March 1, 2024.

UPON MOTION made by Sean Bernard and seconded by Andy Coiley to approve the new Flat Rents and Utility Allowance Rates for March 1, 2024.

HAFF 24-11

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the new Flat Rents and Utility Allowance Rates for March 1, 2024.

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **ACOP and Admin Plans-** Through HOTMA- The Housing Opportunity Through Modernization Act, the Housing Authority will need to update its policies for these changes. The Executive Director has a plan to go through the changes with the Occupancy Staff and will review them as they become available.
- **Allocation Budget Change LP to GF** – The Executive Director noticed that Local Programs was paying more in fees than it was receiving. She reviewed the spreadsheet and noticed an error in the formula. She recalculated the amount. Local Programs was owed some money as it overpaid General Fund for a portion of the year. This is considered a budget change.

• **UPON MOTION** made by Anne Blanchard and seconded by David Donovan to approve the budget change for the new allocation rate and repayment to Local Programs

HAFF 24-12

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the budget change for the new allocation rate and repayment to Local Programs.

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

VI. OTHER:

- **NSPIRE- HUD** has approved the Housing Authority's request to start NSPIRE on October 1, 2024, for the Housing Choice Voucher and Mainstream Voucher programs.

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, February 21, 2024, at Hillcrest Estates at 7:00 AM. The meeting was adjourned at **7:48 AM.**



Stacey Michaud
Secretary

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

202312				
Desc	Current Period	Current Year	Year to Date Budget	Year Budget
00.000.3110.000 Dwelling Rentals	\$ (35,906.00)	\$ (203,275.00)	\$ (192,499.98)	\$ (385,000.00)
00.000.3120.000 Excess Utilities	\$ -	\$ (168.56)	\$ -	\$ -
00.000.3300.000 HUD Operating Subsidy Grant	\$ (27,826.50)	\$ (168,134.00)	\$ (179,097.00)	\$ (358,194.00)
00.000.3610.000 Interest General Fund	\$ (87.29)	\$ (511.03)	\$ (649.98)	\$ (1,300.00)
00.000.3690.100 Late Charges	\$ -	\$ (778.08)	\$ -	\$ -
00.000.3690.200 Laundry Receipts	\$ (295.25)	\$ (875.75)	\$ (750.00)	\$ (1,500.00)
00.000.3690.300 Other Misc. Income	\$ (2,414.23)	\$ (5,547.57)	\$ (1,750.02)	\$ (3,500.00)
00.000.3690.400 Collection Of Written Off Receivables	\$ (75.00)	\$ (1,212.59)	\$ -	\$ -
00.000.3690.500 Services W/orders Tenants	\$ (412.00)	\$ (1,502.98)	\$ (1,750.02)	\$ (3,500.00)
00.000.8020.200 Capital Fund Grant - Operating	\$ -	\$ (40,889.36)	\$ (5,835.48)	\$ (11,671.00)
Total Income	\$ 67,016.27	\$ 422,894.92	\$ 382,332.48	\$ 764,665.00
00.000.4110.000 Administrative Salary	\$ 16,734.81	\$ 114,721.32	\$ 63,663.00	\$ 127,326.00
00.000.4111.000 Contra Administrative Salaries	\$ (10,620.42)	\$ (61,105.88)	\$ (53,619.00)	\$ (107,238.00)
00.000.4130.000 Legal Expense	\$ 67.50	\$ 3,558.74	\$ 4,000.02	\$ 8,000.00
00.000.4140.000 Insufficient Checks	\$ -	\$ -	\$ -	\$ -
00.000.4145.000 Staff Training	\$ -	\$ 3,420.76	\$ 1,500.00	\$ 3,000.00
00.000.4150.000 Travel Expense	\$ 512.85	\$ 3,533.50	\$ 1,249.98	\$ 2,500.00
00.000.4151.000 Contra Travel	\$ (133.33)	\$ (799.98)	\$ (2,299.98)	\$ (4,600.00)
00.000.4151.100 Contra Training	\$ (333.33)	\$ (1,999.98)	\$ (1,999.98)	\$ (4,000.00)
00.000.4170.000 Accounting	\$ 2,400.00	\$ 7,200.00	\$ 2,850.00	\$ 5,700.00
00.000.4171.000 Contra Accounting	\$ (325.00)	\$ (1,950.00)	\$ (1,950.00)	\$ (3,900.00)
00.000.4173.000 Auditing	\$ -	\$ 8,000.00	\$ 1,750.02	\$ 3,500.00
00.000.4174.000 Audit Contra	\$ (416.66)	\$ (2,499.96)	\$ (2,500.02)	\$ (5,000.00)
00.000.4180.000 Telephone	\$ 1,040.06	\$ 6,327.02	\$ 3,382.02	\$ 6,764.00
00.000.4190.000 Administrative Sundry	\$ 5,394.64	\$ 15,637.99	\$ 8,752.50	\$ 17,505.00
00.000.4191.000 Contra Sundry	\$ (1,808.33)	\$ (10,849.98)	\$ (9,400.02)	\$ (18,800.00)
00.000.4220.000 Tenant Services	\$ -	\$ -	\$ 1,000.02	\$ 2,000.00
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 499.98	\$ 1,000.00
00.000.4310.000 Water	\$ -	\$ 5,471.65	\$ 10,999.98	\$ 22,000.00
00.000.4320.000 Electricity	\$ -	\$ 10,970.59	\$ 12,499.98	\$ 25,000.00
00.000.4330.000 Gasoline & Diesel	\$ 456.05	\$ 3,147.23	\$ -	\$ -
00.000.4340.000 Fuel Oil	\$ 11,964.87	\$ 30,879.94	\$ 34,999.98	\$ 70,000.00
00.000.4390.000 Sewer	\$ -	\$ 5,327.59	\$ 10,249.98	\$ 20,500.00
00.000.4410.000 Ordinary Maintenance - Labor	\$ 10,271.22	\$ 72,829.66	\$ 53,270.52	\$ 106,541.00
00.000.4410.150 ONcall Stipened	\$ 200.00	\$ 300.00	\$ -	\$ -
00.000.4411.000 Maintenance Contra	\$ (3,245.70)	\$ (18,151.96)	\$ (19,852.02)	\$ (39,704.00)
00.000.4420.000 Ordinary Maintenance - Material	\$ 2,394.35	\$ 19,477.42	\$ 25,000.02	\$ 50,000.00
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 4,535.05	\$ 43,958.69	\$ 45,237.48	\$ 90,475.00
00.000.4510.000 Insurance Expense	\$ 2,769.00	\$ 16,614.00	\$ 18,499.98	\$ 37,000.00
00.000.4540.000 Employee Benefit Contribution	\$ 9,885.43	\$ 66,375.51	\$ 54,958.50	\$ 109,917.00
00.000.4541.000 Contra Employee Benefits	\$ (6,331.55)	\$ (36,941.70)	\$ (37,071.48)	\$ (74,143.00)
00.000.8020.100 Capital Fund Grant - Capital	\$ -	\$ (8,919.93)	\$ (111,000.00)	\$ (222,000.00)
00.000.4570.000 Collection Losses	\$ -	\$ 9,082.99	\$ 4,000.02	\$ 8,000.00
Total Expenses	\$ 45,411.51	\$ 303,615.23	\$ 118,671.48	\$ 237,343.00
Current Year Income & Expense	\$ 21,604.76	\$ 119,279.69	\$ 263,661.00	\$ 527,322.00

Occupancy As of 12/31/2023

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	603	97.26%	17
Fields Lane II	16	496	494	99.60%	2
Fields Lane III	8	248	248	100.00%	0
Hillcrest Estates	17	527	519	98.48%	8
Morningview LLC	25	775	694	89.66%	81
The Meadows	25	775	775	100.00%	0
TOTALS:	151	4681	4543	97.79%	138

Repay		Court Repay	Write Offs:		
L. Walker	\$335.95				
C. Fuller	\$2,919.94				
V. Page	\$809.72				
Rodriguez Nelson	\$376.32				
A. Choate	\$690.06				
Total	\$5,131.99			Total	\$0.00

	Vouchers	135	17
Section 8	Used	132	17
\$101,240.00			

Local Programs
\$108,789
Fields Lane II
\$12,405
Cherry Lane
\$7,776
General Fund
\$267,682

Fields Lane II	
RR CD	\$30,089.35
RR Savings	\$5,143.33
T&I	\$8,359.05
CFCU CD	\$94,430.70
CL	
RR Savings	\$4,789.49
T&I	\$10,854.59
LP	
ICS	\$10,347.11
Visa Card	\$8,494.00
GF	
CFCU Savings	\$9,650.57
CFCU CD	\$77,410.96