

**THE ANNUAL MEETING OF THE
HOUSING AUTHORITY OF FORT FAIRFIELD
WAS HELD ON JULY 19, 2023 AT 7:00 A.M.
HILLCREST ESTATES CONFERENCE ROOM**

I. ROLL CALL

Chairman, Duska Day, called the meeting to order; those present were: Jason Barnes, Anne Blanchard, Sean Bernard, Andrew Coiley and David Donovan Absent: none.

II. ELECTION OF OFFICERS

UPON MOTION made by Andy Coiley and seconded by David Donovan the current slate of officers will remain going into the new year which is as follows,

HAFF 24-01

Duska Day – Chairman
Anne Blanchard – Vice Chairman
Stacey Michaud – Secretary and Treasurer

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the current slate of officers to remain the same for the next year.

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

III. REVIEW OF MINUTES

The MINUTES of the May 17, 2023 meeting were presented for review and approval.

UPON MOTION made by Andy Coiley and seconded by Jason Barnes the MINUTES were approved.

IV. REPORTS AND COMMUNICATIONS

• **Director's Report: Atch 1.**

The Executive Director reviewed the report. The operating subsidy was more in May than usual, because the Executive Director did not draw enough down in April due to the March 2/3rs payment. However, it all worked out. Payroll was higher than the budget but that was due to the increase in pay in October for all staff. Contract costs, fuel, water/sewer and capital fund were higher than budgeted. Contract costs were up with the repairs done during the REAC inspection, water and sewer usage was higher and any issues that caused them to be higher have been addressed and capital funds were higher because we are working with 3 funding years.

UPON MOTION made by Andy Coiley and seconded by David Donovan the Directors Report was approved.

V. UNFINISHED BUSINESS:

- **Policy List** – The Executive Director presented the Policy list to the Board for review. This list provided dates of last review or creation. The two oldest policies are Technology and Ethics. Both were created in 2005 and are very much out of date. The Board suggested to update the two oldest polices first and compare to other entities with similar policies. Once completed bring to the Board for review and approval.
- **Trash Removal Bids-** The Housing Authority received one bid for the Cherry Lane, Morningview, Meadows and Fields Lane II Trash removal bid. Turner's Sanitation was the only one to submit the bid and the prices seemed fair compared to the previous bids.

VI. NEW BUSINESS:

- **Survey-** The Executive Director presented the draft survey for the Board to review. There are some changes to the format of the survey to ensure that the survey was easier to read and answer. There was also a suggestion to add comment lines to the bottom of the survey.
- **Food Pantry-** The Executive Director mentioned to the Board that she reached out to Dixie Shaw at Catholic Charities to see what would need to be done to become a food pantry. The Executive Director was waiting for an email from her. Anne mentioned that her son who worked for Catholic Charities, said they were waiting for us. So, there was a misunderstanding somewhere. Anne said she would have her son reach out to the Housing Authority.
- **Commissioner Term Renewal and Resignation-** Andy Coiley's term had expired for June 30, 2023. In an email he stated he would renew his term. His initial term was a partial term. Each term is for 5 years. Mark Neddeau resigned from his term. He was a section 8 resident commissioner and his term will need to be replaced with another section 8 resident commissioner.
- **Fields Lane II MOR and Inspection-** The Fields Lane II inspection and MOR took place. The inspection ended up being a walk through and not an actual inspection, The MOR was scored at an 84 but some errors were made by Maine Housing and the report needs to be corrected. We were told that the score won't change even though the initial report had errors.
- **Summer outing-** The Executive Director asked about the summer outing and informed the Board that with the dwindling numbers of attendance from all 3 Boards it has become a more of a burden to host the summer outing. A lot of work goes into them and it seems there is less and less interest. Andy suggested maybe doing a bbq lunch style and have commissioners or directors come and have lunch with the staff.
- **TEMP position and Summer Hire –** Eric Helstrom was hired as the summer hire for this year. He will be mowing. A temp was hired through tempo to cover the front desk as a staff member is out on medical leave for up to 12 weeks.
- **Preferences-** HUD published a PIH notice in regards to battling homelessness. A topic that was discussed was changing local preferences. After review the notices and the current preferences which are local, income, family, disabled, federally declared disaster, housed and working family, the Board believed that the current preferences were fine and that unless HUD enforces changes, this matter can be put on the side burner for now. The current preferences help local residents with housing and ensure that we can help as many as we can. However, the Board agreed to change the definition of local to cover all of Aroostook County for all programs.

UPON MOTION made by Andy Coiley and seconded by Anne Blanchard to change the definition of local to Aroostook County for all programs.

HAFF 24-02

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve to change the definition of local to Aroostook County for all programs.

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **Capital Fund Projects-** For 2023 a few projects been completed. A new bathroom was installed and completed. Radon mitigation won't be completed until the fall. The new playground at Borderview was installed with new mulch. Tables have also been purchased and the Executive Director is currently looking for baby seats to install on the swing sets. The Executive Director is looking at installing a new

hot water system in Hillcrest Estates. The current system runs off of the furnaces which means they are running in the summer time causing the building to be dreadfully hot. The Executive Director hopes that the new system will be effective and decrease the heat. If not, she may need to look into a cooling system to the hallways for next years CFP.

VII. OTHER:

Duska had a question about sealing cement stairs. A resident salted the new stairs and they are starting to break down. She asked if there was a sealant or paint that could be used to help protect them. The Executive Director said there is and she would talk to maintenance and see what we can do. The other Board members said there was a sealant that could be used and it could be applied every couple of years.


VIII. 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, August 16, 2023 at Hillcrest Estates at 7:00 AM.

Meeting was adjourned at **8:25 AM.**



Stacey Michaud
Secretary

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

202306				
Desc	Current Period	Current Year	Year to Date Budget	Year Budget
00.000.3110.000 Dwelling Rentals	\$ (32,280.00)	\$ (395,143.49)	\$ (340,000.00)	\$ (340,000.00)
00.000.3120.000 Excess Utilities	\$ -	\$ (440.53)	\$ -	\$ -
00.000.3300.000 HUD Operating Subsidy Grant	\$ (27,479.00)	\$ (315,353.00)	\$ (282,000.00)	\$ (282,000.00)
00.000.3610.000 Interest General Fund	\$ (81.72)	\$ (995.79)	\$ (1,300.00)	\$ (1,300.00)
00.000.3690.100 Late Charges	\$ (133.56)	\$ (2,175.74)	\$ -	\$ -
00.000.3690.200 Laundry Receipts	\$ (179.25)	\$ (1,624.00)	\$ (1,500.00)	\$ (1,500.00)
00.000.3690.300 Other Misc. Income	\$ (182.00)	\$ (9,578.28)	\$ -	\$ -
00.000.3690.400 Collection Of Written Off Receivables	\$ (600.00)	\$ (5,734.52)	\$ -	\$ -
00.000.3690.500 Services W/orders Tenants	\$ (35.74)	\$ (12,605.80)	\$ (1,500.00)	\$ (1,500.00)
00.000.8020.200 Capital Fund Grant - Operating	\$ (16,082.89)	\$ (53,544.79)	\$ (22,699.00)	\$ (22,699.00)
Total Income	\$ 77,054.16	\$ 797,195.94	\$ 648,999.00	\$ 648,999.00
00.000.4110.000 Administrative Salary	\$ 17,555.36	\$ 226,912.90	\$ 116,050.00	\$ 116,050.00
00.000.4111.000 Contra Administrative Salaries	\$ (9,703.21)	\$ (114,158.00)	\$ (91,447.00)	\$ (91,447.00)
00.000.4130.000 Legal Expense	\$ 45.20	\$ 7,500.60	\$ 6,000.00	\$ 6,000.00
00.000.4140.000 Insufficient Checks	\$ -	\$ -	\$ -	\$ -
00.000.4145.000 Staff Training	\$ -	\$ 109.00	\$ 3,000.00	\$ 3,000.00
00.000.4150.000 Travel Expense	\$ -	\$ 1,355.50	\$ 4,600.00	\$ 4,600.00
00.000.4151.000 Contra Travel	\$ (133.33)	\$ (1,599.96)	\$ (1,600.00)	\$ (1,600.00)
00.000.4151.100 Contra Training	\$ (333.33)	\$ (3,999.96)	\$ -	\$ -
00.000.4170.000 Accounting	\$ 2,400.00	\$ 12,000.00	\$ 5,700.00	\$ 5,700.00
00.000.4171.000 Contra Accounting	\$ (344.87)	\$ (4,097.55)	\$ (3,900.00)	\$ (3,900.00)
00.000.4173.000 Auditing	\$ 2,125.00	\$ 8,500.00	\$ 4,000.00	\$ 4,000.00
00.000.4174.000 Audit Contra	\$ (478.72)	\$ (5,702.70)	\$ (4,000.00)	\$ (4,000.00)
00.000.4180.000 Telephone	\$ 1,037.65	\$ 12,422.43	\$ 8,500.00	\$ 8,500.00
00.000.4190.000 Administrative Sundry	\$ 2,107.15	\$ 30,146.56	\$ 10,000.00	\$ 10,000.00
00.000.4191.000 Contra Sundry	\$ (1,113.91)	\$ (13,405.33)	\$ (13,000.00)	\$ (13,000.00)
00.000.4220.000 Tenant Services	\$ -	\$ 418.56	\$ 2,000.00	\$ 2,000.00
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00
00.000.4310.000 Water	\$ 5,498.62	\$ 21,823.44	\$ 18,000.00	\$ 18,000.00
00.000.4320.000 Electricity	\$ 2,129.49	\$ 24,033.71	\$ 24,000.00	\$ 24,000.00
00.000.4330.000 Gasoline & Diesel	\$ 701.00	\$ 7,430.54	\$ -	\$ -
00.000.4340.000 Fuel Oil	\$ 1,760.51	\$ 107,559.15	\$ 65,000.00	\$ 65,000.00
00.000.4390.000 Sewer	\$ 4,703.72	\$ 18,141.19	\$ 16,000.00	\$ 16,000.00
00.000.4410.000 Ordinary Maintenance - Labor	\$ 11,867.59	\$ 123,426.73	\$ 103,333.00	\$ 103,333.00
00.000.4410.200 Ordinary Maintenance/summer Help	\$ -	\$ 5,570.55	\$ 10,990.00	\$ 10,990.00
00.000.4411.000 Maintenance Contra	\$ 172.92	\$ (35,598.64)	\$ (34,444.00)	\$ (34,444.00)
00.000.4420.000 Ordinary Maintenance - Material	\$ 6,149.24	\$ 73,002.13	\$ 47,699.00	\$ 47,699.00
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 1,680.24	\$ 147,351.02	\$ 40,000.00	\$ 40,000.00
00.000.4510.000 Insurance Expense	\$ 2,785.00	\$ 32,705.00	\$ 33,000.00	\$ 33,000.00
00.000.4540.000 Employee Benefit Contribution	\$ 10,410.10	\$ 136,822.70	\$ 103,110.00	\$ 103,110.00
00.000.4541.000 Contra Employee Benefits	\$ (6,267.30)	\$ (75,693.96)	\$ (59,169.00)	\$ (59,169.00)
00.000.8020.100 Capital Fund Grant - Capital	\$ (6,586.95)	\$ (202,947.23)	\$ (169,000.00)	\$ (169,000.00)
00.000.4570.000 Collection Losses	\$ -	\$ 14,756.23	\$ 8,000.00	\$ 8,000.00
Total Expenses	\$ 48,167.17	\$ 554,784.61	\$ 253,422.00	\$ 253,422.00
Current Year Income & Expense	\$ 28,886.99	\$ 242,411.33	\$ 395,577.00	\$ 395,577.00

Occupancy As of 6/30/2023

Project Name	# Units	Unit Days	Occupied	Pct%	Vacant
Borderview Homes	36	1080	1051	97.30%	29
Cherry Lane Apartments	4	120	120	100.00%	0
Fields Lane I	20	600	600	100.00%	0
Fields Lane II	16	480	478	99.58%	2
Fields Lane III	8	240	240	100.00%	0
Hillcrest Estates	17	510	510	100.00%	0
Morningview LLC	25	750	672	89.66%	78
The Meadows	25	750	750	100.00%	0
TOTALS:	151	4530	4421	98.32%	109

Repay		Write Offs:	
L. Walker	\$547.00		
Rodriguez Nelson	\$624.32		
A. Choate	\$1,095.00	Total	\$0.00
Total	\$2,266.32		

	Vouchers		
	Used	135	17
Section 8		129	16
\$91,180.74			

Local Programs	Fields Lane II	
\$131,837	RR CD	\$ 30,079.46
Fields Lane II	RR Savings	\$ 2,847.03
\$4,557	T&I	\$ 8,438.71
Cherry Lane	CFCU CD	\$ 93,813.96
\$4,597		
General Fund	CL	
\$181,570	RR Savings	\$ 6,656.57
	T&I	\$ 7,105.98
	LP	
	ICS	\$ 10,339.34
	Visa Card	\$ 7,910.63
	GF	
	CFCU Savings	\$ 8,767.98
	CFCU CD	\$ 76,975.14

