

**THE REGULAR MEETING OF THE
HOUSING AUTHORITY OF FORT FAIRFIELD
WAS HELD ON MAY 17, 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: Mark Neddeau.

II. REVIEW OF MINUTES

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

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

III. 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. Admin Sundry was high, the Executive Director would look into it. - It was high due to MRI Software for the year

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

IV. UNFINISHED BUSINESS:

V. NEW BUSINESS:

- **HOTMA-** The Housing Opportunity Through Modernization Act of 2016 is finally being finalized. These changes will affect the Section 8 Program and Public Housing. These changes will affect interim changes, verifications, deductions, income calculations, imputing asset income, income limits, and inflation increases. Some of the staff will need to be trained on these changes. Policies and leases will need to be updated with these changes.
- **NSPIRE-** National Standards for Physical Inspection of Real Estate will be replacing REAC Starting July 1 for Public Housing and October 1 for Section 8. This will make inspections for all programs uniform. The purpose of NSPIRE is change, the inspections standards will change and grow as needed. There will still be the 3-2-1 rule for passing or failing inspections. Inspectors will need to attend trainings for this as the guidelines and how the inspections are performed have changed. They will do in house training and will attend a formal training when the final rule is completed.
- **Write offs-** There are two write offs that are requested. S. Arey for \$216.35 and Burnham for \$5,039.07. There was no forwarding address for Burnham and Arey has paid \$110.00 towards her balance.

HAFF 23-28

UPON MOTION made by Anne Blanchard Seconded by Jason Barnes to approve the requested write offs in the amount of \$5255.42

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 \$5255.42.

The resolution was approved unanimously

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

- **Trash Removal Bids-** The Executive Director sent letters to Caldwell's and Turner's Sanitations for trash removal bids for Morningview, Fields Lane II, Cherry Lane, and The Meadows. Bids are due June 1, 2023
- **Income Limits-** The new income limits were published for 2023. They increased some and have already been updated in our system. These limits are determined by HUD each year.

VI. OTHER:

- **Executive Director School** – The Executive Director has passed two more classes and had enrolled in two more.
- **Policy List-** The Executive Director provided the list of polices the Housing Authority has. The Board has asked to get a last review date for these policies.

VII. ADJOURN:

There being no further business to come before the Board;

UPON MOTION made by Andy Coiley and seconded by David Donovan it was passed unanimously to adjourn.

The next meeting will be held Wednesday, June 21, 2023 at Hillcrest Estates at 7:00 AM. Meeting was adjourned at **7:51 AM.**



Stacey Michaud
Secretary

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

| 202304 | | | | |
|---|---------------------|----------------------|----------------------|----------------------|
| Desc | Current Period | Current Year | Year to Date Budget | Year Budget |
| 00.000.3110.000 Dwelling Rentals | \$ (34,122.00) | \$ (329,388.49) | \$ (283,333.30) | \$ (340,000.00) |
| 00.000.3120.000 Excess Utilities | \$ - | \$ (440.53) | \$ - | \$ - |
| 00.000.3300.000 HUD Operating Subsidy Grant | \$ (20,895.50) | \$ (236,807.50) | \$ (235,000.00) | \$ (282,000.00) |
| 00.000.3610.000 Interest General Fund | \$ (7.62) | \$ (758.47) | \$ (1,083.30) | \$ (1,300.00) |
| 00.000.3690.100 Late Charges | \$ (241.19) | \$ (1,790.18) | \$ - | \$ - |
| 00.000.3690.200 Laundry Receipts | \$ - | \$ (1,247.00) | \$ (1,250.00) | \$ (1,500.00) |
| 00.000.3690.300 Other Misc. Income | \$ (197.50) | \$ (9,359.56) | \$ - | \$ - |
| 00.000.3690.400 Collection Of Written Off Receivables | \$ (425.00) | \$ (4,084.52) | \$ - | \$ - |
| 00.000.3690.500 Services W/orders Tenants | \$ (1,274.82) | \$ (12,088.06) | \$ (1,250.00) | \$ (1,500.00) |
| 00.000.8020.200 Capital Fund Grant - Operating | \$ (10,351.51) | \$ (36,312.40) | \$ (18,915.80) | \$ (22,699.00) |
| Total Income | \$ 67,515.14 | \$ 632,276.71 | \$ 540,832.40 | \$ 648,999.00 |
| 00.000.4110.000 Administrative Salary | \$ 17,555.37 | \$ 187,389.58 | \$ 96,708.30 | \$ 116,050.00 |
| 00.000.4111.000 Contra Administrative Salaries | \$ (9,178.51) | \$ (94,141.02) | \$ (76,205.80) | \$ (91,447.00) |
| 00.000.4130.000 Legal Expense | \$ 821.60 | \$ 7,187.90 | \$ 5,000.00 | \$ 6,000.00 |
| 00.000.4140.000 Insufficient Checks | \$ - | \$ - | \$ - | \$ - |
| 00.000.4145.000 Staff Training | \$ - | \$ - | \$ 2,500.00 | \$ 3,000.00 |
| 00.000.4150.000 Travel Expense | \$ - | \$ 1,355.50 | \$ 3,833.30 | \$ 4,600.00 |
| 00.000.4151.000 Contra Travel | \$ (133.33) | \$ (1,333.30) | \$ (1,333.30) | \$ (1,600.00) |
| 00.000.4151.100 Contra Training | \$ (333.33) | \$ (3,333.30) | \$ - | \$ - |
| 00.000.4170.000 Accounting | \$ - | \$ 9,600.00 | \$ 4,750.00 | \$ 5,700.00 |
| 00.000.4171.000 Contra Accounting | \$ (344.87) | \$ (3,407.81) | \$ (3,250.00) | \$ (3,900.00) |
| 00.000.4173.000 Auditing | \$ - | \$ 6,375.00 | \$ 3,333.30 | \$ 4,000.00 |
| 00.000.4174.000 Audit Contra | \$ (478.72) | \$ (4,745.26) | \$ (3,333.30) | \$ (4,000.00) |
| 00.000.4180.000 Telephone | \$ 1,178.13 | \$ 10,301.48 | \$ 7,083.30 | \$ 8,500.00 |
| 00.000.4190.000 Administrative Sundry | \$ 4,872.87 | \$ 24,452.40 | \$ 8,333.30 | \$ 10,000.00 |
| 00.000.4191.000 Contra Sundry | \$ (1,113.91) | \$ (11,076.11) | \$ (10,833.30) | \$ (13,000.00) |
| 00.000.4220.000 Tenant Services | \$ - | \$ 418.56 | \$ 1,666.70 | \$ 2,000.00 |
| 00.000.4230.000 Tenant Services Training | \$ - | \$ - | \$ 833.30 | \$ 1,000.00 |
| 00.000.4310.000 Water | \$ 5,463.03 | \$ 16,324.82 | \$ 15,000.00 | \$ 18,000.00 |
| 00.000.4320.000 Electricity | \$ 31.25 | \$ 17,709.93 | \$ 20,000.00 | \$ 24,000.00 |
| 00.000.4330.000 Gasoline & Diesel | \$ 338.89 | \$ 6,361.14 | \$ - | \$ - |
| 00.000.4340.000 Fuel Oil | \$ 12,289.40 | \$ 93,787.94 | \$ 54,166.70 | \$ 65,000.00 |
| 00.000.4390.000 Sewer | \$ 4,413.73 | \$ 13,437.47 | \$ 13,333.30 | \$ 16,000.00 |
| 00.000.4410.000 Ordinary Maintenance - Labor | \$ 10,827.12 | \$ 98,667.37 | \$ 86,110.80 | \$ 103,333.00 |
| 00.000.4410.200 Ordinary Maintenance/summer Help | \$ - | \$ 5,570.55 | \$ 9,158.30 | \$ 10,990.00 |
| 00.000.4411.000 Maintenance Contra | \$ (2,870.36) | \$ (32,672.24) | \$ (28,703.30) | \$ (34,444.00) |
| 00.000.4420.000 Ordinary Maintenance - Material | \$ 1,619.13 | \$ 65,031.37 | \$ 39,749.20 | \$ 47,699.00 |
| 00.000.4430.000 Ordinary Maintenance - Cont. Cost | \$ 9,049.90 | \$ 144,048.44 | \$ 33,333.30 | \$ 40,000.00 |
| 00.000.4510.000 Insurance Expense | \$ 2,769.00 | \$ 27,151.00 | \$ 27,500.00 | \$ 33,000.00 |
| 00.000.4540.000 Employee Benefit Contribution | \$ 12,470.72 | \$ 112,969.10 | \$ 85,925.00 | \$ 103,110.00 |
| 00.000.4541.000 Contra Employee Benefits | \$ (5,649.72) | \$ (62,567.16) | \$ (49,307.50) | \$ (59,169.00) |
| 00.000.8020.100 Capital Fund Grant - Capital | \$ - | \$ (196,360.28) | \$ (140,833.30) | \$ (169,000.00) |
| 00.000.4570.000 Collection Losses | \$ - | \$ 13,126.83 | \$ 6,666.70 | \$ 8,000.00 |
| Total Expenses | \$ 63,597.39 | \$ 451,629.90 | \$ 211,185.00 | \$ 253,422.00 |
| Current Year Income & Expense | \$ 3,917.75 | \$ 180,646.81 | \$ 329,647.40 | \$ 395,577.00 |

Occupancy As of 04/30/2023

| Project Name | # Units | Unit Days | Occupied | Pct% | Vacant |
|------------------------|------------|-------------|-------------|---------------|------------|
| Borderview Homes | 36 | 1080 | 1048 | 97.03% | 33 |
| Cherry Lane Apartments | 4 | 120 | 120 | 100.00% | 0 |
| Fields Lane I | 20 | 600 | 600 | 100.00% | 0 |
| Fields Lane II | 16 | 480 | 463 | 96.46% | 17 |
| Fields Lane III | 8 | 240 | 240 | 100.00% | 0 |
| Hillcrest Estates | 17 | 510 | 510 | 100.00% | 0 |
| Morningview LLC | 25 | 750 | 663 | 88.39% | 87 |
| The Meadows | 25 | 750 | 738 | 98.40% | 12 |
| TOTALS: | 151 | 4530 | 4382 | 97.53% | 149 |

| Repay | |
|--------------|-----------------|
| R. Johnson | \$214.93 |
| L. Walker | \$629.00 |
| | |
| Total | \$843.93 |

| Write Offs: | |
|--------------|-------------------|
| | |
| S. Arey | \$216.35 |
| Burnham | \$5,039.07 |
| Total | \$5,255.42 |

had paid 110.00 of debt

| | | |
|------------------|-----------------|------------|
| Section 8 | Vouchers | 152 |
| \$94,546.82 | Used | 145 |

| |
|-----------------------|
| Local Programs |
| \$143,254 |
| Fields Lane II |
| \$2,063 |
| Cherry Lane |
| \$1,320 |
| General Fund |
| \$147,743 |