

**THE REGULAR MEETING OF THE
HOUSING AUTHORITY OF FORT FAIRFIELD
WAS HELD ON NOVEMBER 29, 2023 AT 7:00 A.M.
HILLCREST ESTATES CONFERENCE ROOM**

I. ROLL CALL

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

II. REVIEW OF MINUTES

The MINUTES of the October 18, 2023 meeting were presented for review and approval

UPON MOTION made by David Donovan and seconded by Jason Barnes the MINUTES were approved.

III. REPORTS AND COMMUNICATIONS

• **Director's Report: Atch 1.**

The **DIRECTOR's REPORT** of the October 2023 meeting was presented for review and approval Sean asked if there was going to be any more training this year. There will hopefully be a training in March for HOTMA.

UPON MOTION made by Jason Barnes and seconded by Sean Bernard the Director's Report was approved.

IV. UNFINISHED BUSINESS:

- **New Employee-** The Housing Authority has hired Leigha Langley as the Occupancy Admin Support Specialist. She is doing well and seems to be a great fit with the rest of the staff.

V. NEW BUSINESS:

- **Commissioner-** Sadly, Suzanne Toussaint has had to step down as Commissioner. The Executive Director has one more name however, they are a Public Housing Resident. She will reach out to her and see if she is interested. If not, the Executive Director will have to find someone else to fill the vacant position.
This resolution is effective immediately
- **Flooring Project at Borderview-** The Executive Director shared pictures of a unit at Borderview that has had new flooring throughout the downstairs of the unit, The project is going to be a test run to determine if the flooring will last in a heavily used area. She also showed the picture of the new bathroom, registers, and kitchen.
- **VFW Donation-** This year the Housing Authority staff has decided to purchase gifts for kids in the community to give to the VFW Christmas Party, rather than do a Yankee swap. The staff also donated toys, blankets, and books, previously purchased, to them for use for that party.
- **Community Closet-** The Community Closet is up and running in the shed which will free up the Community Room.
- **Snow Removal-** The Housing Authority will go back to doing snow removal in-house except for Morningview and The Meadows. Salting and sanding will also be done in-house except for The Meadows.

A discussion about snow removal took place. Duska asked why snow removal was done the way it currently is at Fields Lane. She said it didn't make sense. Where tenants are required to move their cars, it can be difficult to do snow removal. There are also several different parking lots and sometimes staff have to move to different lots because cars aren't moved. Residents do get letters telling them to move their cars in preparation for a snowstorm. During the first few storms this year, the ground wasn't frozen

so maintenance tried to avoid plowing on the lawn to avoid damage. Snow feet were brought up, but the issue with them is that the asphalt would not be cleaned very well with feet on.

It was suggested that the Executive Director talk to the staff to make sure that snow removal was done efficiently.

- **Surveys-** Surveys have gone out and must be returned by 12/11/2023.
- **Cherry Lane-** The Housing Authority received complaints about the rent increase and electrical changes at Cherry Lane. However, the lease can be changed as well as rent and State Law was followed. There was also an issue with the heat at one of the buildings. The propane furnace broke and residents did not have hot water or heat. However, the heat pumps provided the heat for the units. The Housing Authority will cover the electricity bills to compensate for the usage of the heat pumps. The Executive Director has talked with Dead River to see about getting spare parts so this can be avoided in the future. The downfall is that the current furnaces are not common and or well made, however, to replace them would be very expensive and Cherry Lane can't afford that kind of expense. There was further discussion about the cost of Cherry Lane and the future of the property. Some changes will need to be made if the property is to be successful.

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, December 20, 2023, at Hillcrest Estates at 7:00 AM. The meeting was adjourned at **8:02 AM.**



Stacey Michaud

Secretary

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

202310				
Desc	Current Period	Current Year	Year to Date Budget	Year Budget
00.000.3110.000 Dwelling Rentals	\$ (33,431.00)	\$ (133,937.00)	\$ (128,333.32)	\$ (385,000.00)
00.000.3120.000 Excess Utilities	\$ -	\$ (84.28)	\$ -	\$ -
00.000.3300.000 HUD Operating Subsidy Grant	\$ (27,861.50)	\$ (112,539.50)	\$ (119,398.00)	\$ (358,194.00)
00.000.3610.000 Interest General Fund	\$ (12.58)	\$ (265.01)	\$ (433.32)	\$ (1,300.00)
00.000.3690.100 Late Charges	\$ (172.08)	\$ (691.51)	\$ -	\$ -
00.000.3690.200 Laundry Receipts	\$ (106.50)	\$ (580.50)	\$ (500.00)	\$ (1,500.00)
00.000.3690.300 Other Misc. Income	\$ (1,036.00)	\$ (2,918.34)	\$ (1,166.68)	\$ (3,500.00)
00.000.3690.400 Collection Of Written Off Receivables	\$ -	\$ (887.59)	\$ -	\$ -
00.000.3690.500 Services W/orders Tenants	\$ (216.00)	\$ (1,065.98)	\$ (1,166.68)	\$ (3,500.00)
00.000.8020.200 Capital Fund Grant - Operating	\$ (7,384.19)	\$ (30,286.50)	\$ (3,890.32)	\$ (11,671.00)
Total Income	\$ 70,219.85	\$ 283,256.21	\$ 254,888.32	\$ 764,665.00
00.000.4110.000 Administrative Salary	\$ 16,530.07	\$ 77,506.86	\$ 42,442.00	\$ 127,326.00
00.000.4111.000 Contra Administrative Salaries	\$ (10,238.82)	\$ (40,246.64)	\$ (35,746.00)	\$ (107,238.00)
00.000.4130.000 Legal Expense	\$ 657.58	\$ 3,345.94	\$ 2,666.68	\$ 8,000.00
00.000.4140.000 Insufficient Checks	\$ -	\$ -	\$ -	\$ -
00.000.4145.000 Staff Training	\$ 800.00	\$ 3,420.76	\$ 1,000.00	\$ 3,000.00
00.000.4150.000 Travel Expense	\$ 562.19	\$ 1,404.97	\$ 833.32	\$ 2,500.00
00.000.4151.000 Contra Travel	\$ (133.33)	\$ (533.32)	\$ (1,533.32)	\$ (4,600.00)
00.000.4151.100 Contra Training	\$ (333.33)	\$ (1,333.32)	\$ (1,333.32)	\$ (4,000.00)
00.000.4170.000 Accounting	\$ -	\$ 4,800.00	\$ 1,900.00	\$ 5,700.00
00.000.4171.000 Contra Accounting	\$ (325.00)	\$ (1,300.00)	\$ (1,300.00)	\$ (3,900.00)
00.000.4173.000 Auditing	\$ 4,900.00	\$ 6,400.00	\$ 1,166.68	\$ 3,500.00
00.000.4174.000 Audit Contra	\$ (416.66)	\$ (1,666.64)	\$ (1,666.68)	\$ (5,000.00)
00.000.4180.000 Telephone	\$ 1,041.42	\$ 4,203.46	\$ 2,254.68	\$ 6,764.00
00.000.4190.000 Administrative Sundry	\$ 2,796.51	\$ 9,443.92	\$ 5,835.00	\$ 17,505.00
00.000.4191.000 Contra Sundry	\$ (1,808.33)	\$ (7,233.32)	\$ (6,266.68)	\$ (18,800.00)
00.000.4220.000 Tenant Services	\$ -	\$ -	\$ 666.68	\$ 2,000.00
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 333.32	\$ 1,000.00
00.000.4310.000 Water	\$ 5,471.65	\$ 5,471.65	\$ 7,333.32	\$ 22,000.00
00.000.4320.000 Electricity	\$ 2,162.31	\$ 8,484.56	\$ 8,333.32	\$ 25,000.00
00.000.4330.000 Gasoline & Diesel	\$ 1,530.39	\$ 2,202.48	\$ -	\$ -
00.000.4340.000 Fuel Oil	\$ 2,535.79	\$ 9,775.95	\$ 23,333.32	\$ 70,000.00
00.000.4390.000 Sewer	\$ 5,327.59	\$ 5,327.59	\$ 6,833.32	\$ 20,500.00
00.000.4410.000 Ordinary Maintenance - Labor	\$ 11,304.28	\$ 49,514.04	\$ 35,513.68	\$ 106,541.00
00.000.4411.000 Maintenance Contra	\$ (2,617.50)	\$ (11,946.76)	\$ (13,234.68)	\$ (39,704.00)
00.000.4420.000 Ordinary Maintenance - Material	\$ 3,076.83	\$ 14,897.62	\$ 16,666.68	\$ 50,000.00
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 19,319.24	\$ 33,980.53	\$ 30,158.32	\$ 90,475.00
00.000.4510.000 Insurance Expense	\$ 2,769.00	\$ 11,076.00	\$ 12,333.32	\$ 37,000.00
00.000.4540.000 Employee Benefit Contribution	\$ 10,379.17	\$ 44,032.88	\$ 36,639.00	\$ 109,917.00
00.000.4541.000 Contra Employee Benefits	\$ (5,739.35)	\$ (24,870.80)	\$ (24,714.32)	\$ (74,143.00)
00.000.8020.100 Capital Fund Grant - Capital	\$ (5,560.72)	\$ (8,919.93)	\$ (74,000.00)	\$ (222,000.00)
00.000.4570.000 Collection Losses	\$ 822.30	\$ 9,082.99	\$ 2,666.68	\$ 8,000.00
Total Expenses	\$ 63,990.98	\$ 206,321.47	\$ 79,114.32	\$ 237,343.00
Current Year Income & Expense	\$ 6,228.87	\$ 76,934.74	\$ 175,774.00	\$ 527,322.00

Occupancy As of 10/31/2023

Project Name	# Units	Unit Days	Occupied	Pct%	Vacant
Borderview Homes	36	1116	1058	94.77%	58
Cherry Lane Apartments	4	124	124	100.00%	0
Fields Lane I	20	620	620	100.00%	0
Fields Lane II	16	496	479	96.57%	17
Fields Lane III	8	248	248	100.00%	0
Hillcrest Estates	17	527	527	100.00%	0
Morningview LLC	25	775	691	89.21%	84
The Meadows	25	775	775	100.00%	0
TOTALS:	151	4681	4522	97.57%	159

Repay		Write Offs:	
L. Walker	\$455.95		
Rodriguez Nelson	\$355.12		
A. Choate	\$678.00	Total	\$0.00
Total	\$1,489.07		

	Vouchers	135	17
Section 8	Used	131	16

\$95,732.58

Local Programs			
\$120,779			
Fields Lane II			
\$7,226			
Cherry Lane			
\$8,159			
General Fund			
\$237,339			