

**THE REGULAR MEETING OF THE  
HOUSING AUTHORITY OF FORT FAIRFIELD  
WAS HELD ON OCTOBER 18, 2023 AT 7:00 A.M.  
HILLCREST ESTATES CONFERENCE ROOM**

**I. ROLL CALL**

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

**II. REVIEW OF MINUTES**

The MINUTES of the September 20, 2023 meeting were presented for review and approval

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

**III. REPORTS AND COMMUNICATIONS**

• **Director's Report: Atch 1.**

**UPON MOTION** made by Andy Coiley and seconded by David Donovan the Director's Report.

- **Write Off's-** There is one write-off for S. Beaulieu for \$822.30

**HAFF 24-04**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the write-off for \$822.30.

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

**IV. UNFINISHED BUSINESS:**

- **Commissioner-** Finally, after a long search a Section 8 resident has agreed to be a Commissioner for the Housing Authority. Suzanne Toussaint.

**UPON MOTION** made by Anne Blanchard and seconded by Sean Bernard to nominate Suzanne Toussaint as a Resident Commissioner for the Housing Authority

**HAFF 24-05**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the nomination of Suzanne Toussaint as Resident 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

- **Capital Fund Projects** – at this time all projects are complete. The heat registers will be done in the spring due to the winter weather.
- **On Call Stipend-** The Housing Authority Board of Commissioners reviewed the request submitted by the HAFF Maintenance Department. A compromise has been suggested to present back to them. A \$100.00 stipend will be given to a person on call unless on-call hours exceed the \$100.00 minimum. If

hours are less than the \$100.00 minimum, they will receive the full \$100.00 payment. If over the \$1000.00 minimum, the stipend will not be paid.

The Executive Director will present this to the Maintenance Staff. The Executive Director will need to track on-call hours to ensure the stipend is being paid.

**UPON MOTION** made by Andy Coiley and seconded by Jason Barnes to approve the \$100.00 stipend Compromise.

**HAFF 24-06**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the stipend compromise.

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

**V. NEW BUSINESS:**

- **New Employee Search-** The Housing Authority has put out an advertisement for the Occupancy Admin Support Specialist, aka Front Desk. It will start as part-time and will turn into full-time.
- **Flat Rent Chart-** HUD has published the new Fair Market Rents for 2024. With this change, the Flat Rent Chart was updated to reflect the increases. 60 days after the FMRs are published the new flat rents must be enforced.

**UPON MOTION** made by Andy Coiley and seconded by Sean Bernard to approve the new Flat Rents.

**HAFF 24-07**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the new Flat Rents.

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **Cherry Lane Budget change-** With the increased costs of maintaining apartments the Executive Director would like to propose a rent increase of \$50.00 and to make a lease addendum to have the electricity paid for by the residents, which the Housing Authority currently pays \$50.00. The total charge will be \$100.00. Last year the rent increased by \$100.00. Electrical usage has increased for residents as many use the heat pumps all year round.  
The Board agreed with the changes, however, the Housing Authority will pay for the cost to switch power to the residents' names.

**UPON MOTION** made by Andy Coiley and seconded by Jason Barnes to approve the Cherry Lane lease addendum and Cherry Lane rent increase.

**HAFF 24-08**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the Cherry Lane lease addendum and Cherry Lane rent increase

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

**VI. OTHER:**

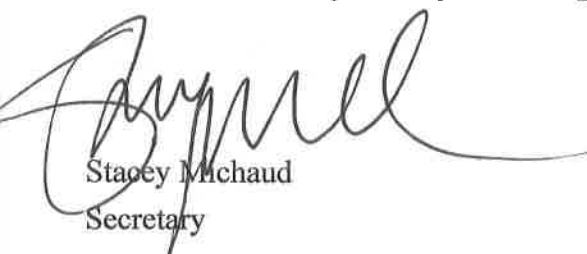
**VII. ADJOURN:**

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, November 29, 2023, at Hillcrest Estates at 7:00 AM.**

The meeting was adjourned at **8:06 AM.**



Stacey Michaud  
Secretary

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

202309				
Desc	Current Period	Current Year	Year to Date Budget	Year Budget
00.000.3110.000 Dwelling Rentals	\$ (33,372.00)	\$ (100,506.00)	\$ (96,249.99)	\$ (385,000.00)
00.000.3120.000 Excess Utilities	\$ -	\$ (84.28)	\$ -	\$ -
00.000.3300.000 HUD Operating Subsidy Grant	\$ (28,599.50)	\$ (84,678.00)	\$ (89,548.50)	\$ (358,194.00)
00.000.3610.000 Interest General Fund	\$ (82.71)	\$ (252.43)	\$ (324.99)	\$ (1,300.00)
00.000.3690.100 Late Charges	\$ -	\$ (519.43)	\$ -	\$ -
00.000.3690.200 Laundry Receipts	\$ -	\$ (474.00)	\$ (375.00)	\$ (1,500.00)
00.000.3690.300 Other Misc. Income	\$ (282.83)	\$ (1,882.34)	\$ (875.01)	\$ (3,500.00)
00.000.3690.400 Collection Of Written Off Receivables	\$ (290.00)	\$ (887.59)	\$ -	\$ -
00.000.3690.500 Services W/orders Tenants	\$ (849.98)	\$ (849.98)	\$ (875.01)	\$ (3,500.00)
00.000.8020.200 Capital Fund Grant - Operating	\$ (855.00)	\$ (22,902.31)	\$ (2,917.74)	\$ (11,671.00)
<b>Total Income</b>	<b>\$ 64,332.02</b>	<b>\$ 213,036.36</b>	<b>\$ 191,166.24</b>	<b>\$ 764,665.00</b>
00.000.4110.000 Administrative Salary	\$ 16,602.23	\$ 60,976.79	\$ 31,831.50	\$ 127,326.00
00.000.4111.000 Contra Administrative Salaries	\$ (9,387.16)	\$ (30,007.82)	\$ (26,809.50)	\$ (107,238.00)
00.000.4130.000 Legal Expense	\$ 2,448.36	\$ 2,688.36	\$ 2,000.01	\$ 8,000.00
00.000.4140.000 Insufficient Checks	\$ -	\$ -	\$ -	\$ -
00.000.4145.000 Staff Training	\$ 1,973.26	\$ 2,620.76	\$ 750.00	\$ 3,000.00
00.000.4150.000 Travel Expense	\$ -	\$ 842.78	\$ 624.99	\$ 2,500.00
00.000.4151.000 Contra Travel	\$ (133.33)	\$ (399.99)	\$ (1,149.99)	\$ (4,600.00)
00.000.4151.100 Contra Training	\$ (333.33)	\$ (999.99)	\$ (999.99)	\$ (4,000.00)
00.000.4170.000 Accounting	\$ 2,400.00	\$ 2,400.00	\$ 1,425.00	\$ 5,700.00
00.000.4171.000 Contra Accounting	\$ (325.00)	\$ (975.00)	\$ (975.00)	\$ (3,900.00)
00.000.4173.000 Auditing	\$ 1,500.00	\$ 1,500.00	\$ 875.01	\$ 3,500.00
00.000.4174.000 Audit Contra	\$ (416.66)	\$ (1,249.98)	\$ (1,250.01)	\$ (5,000.00)
00.000.4180.000 Telephone	\$ 898.69	\$ 3,162.04	\$ 1,691.01	\$ 6,764.00
00.000.4190.000 Administrative Sundry	\$ 338.85	\$ 6,556.44	\$ 4,376.25	\$ 17,505.00
00.000.4191.000 Contra Sundry	\$ (1,808.33)	\$ (5,424.99)	\$ (4,700.01)	\$ (18,800.00)
00.000.4220.000 Tenant Services	\$ -	\$ -	\$ 500.01	\$ 2,000.00
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 249.99	\$ 1,000.00
00.000.4310.000 Water	\$ -	\$ -	\$ 5,499.99	\$ 22,000.00
00.000.4320.000 Electricity	\$ 2,322.53	\$ 6,322.25	\$ 6,249.99	\$ 25,000.00
00.000.4330.000 Gasoline & Diesel	\$ 488.14	\$ 672.09	\$ -	\$ -
00.000.4340.000 Fuel Oil	\$ 1,241.10	\$ 7,240.16	\$ 17,499.99	\$ 70,000.00
00.000.4390.000 Sewer	\$ -	\$ -	\$ 5,124.99	\$ 20,500.00
00.000.4410.000 Ordinary Maintenance - Labor	\$ 11,492.58	\$ 38,209.76	\$ 26,635.26	\$ 106,541.00
00.000.4411.000 Maintenance Contra	\$ (3,694.78)	\$ (9,329.26)	\$ (9,926.01)	\$ (39,704.00)
00.000.4420.000 Ordinary Maintenance - Material	\$ 3,455.34	\$ 11,820.79	\$ 12,500.01	\$ 50,000.00
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 6,205.79	\$ 14,661.29	\$ 22,618.74	\$ 90,475.00
00.000.4510.000 Insurance Expense	\$ 2,769.00	\$ 8,307.00	\$ 9,249.99	\$ 37,000.00
00.000.4540.000 Employee Benefit Contribution	\$ 10,007.66	\$ 33,653.71	\$ 27,479.25	\$ 109,917.00
00.000.4541.000 Contra Employee Benefits	\$ (7,162.07)	\$ (19,131.45)	\$ (18,535.74)	\$ (74,143.00)
00.000.8020.100 Capital Fund Grant - Capital	\$ (1,508.00)	\$ (3,359.21)	\$ (55,500.00)	\$ (222,000.00)
00.000.4570.000 Collection Losses	\$ 3,003.27	\$ 8,260.69	\$ 2,000.01	\$ 8,000.00
<b>Total Expenses</b>	<b>\$ 39,374.87</b>	<b>\$ 139,017.22</b>	<b>\$ 59,335.74</b>	<b>\$ 237,343.00</b>
<b>Current Year Income &amp; Expense</b>	<b>\$ 24,957.15</b>	<b>\$ 74,019.14</b>	<b>\$ 131,830.50</b>	<b>\$ 527,322.00</b>

**Occupancy As of 09/30/2023**

Project Name	# Units	Unit Days	Occupied	Pct%	Vacant
Borderview Homes	36	1080	1034	95.77%	46
Cherry Lane Apartments	4	120	120	100.00%	0
Fields Lane I	20	600	589	98.17%	11
Fields Lane II	16	480	462	96.25%	18
Fields Lane III	8	240	240	100.00%	0
Hillcrest Estates	17	510	510	100.00%	0
Morningview LLC	25	750	662	88.28%	88
The Meadows	25	750	750	100.00%	0
<b>TOTALS:</b>	<b>151</b>	<b>4530</b>	<b>4367</b>	<b>97.31%</b>	<b>163</b>

Repay			Write Offs:	
L. Walker	\$447.95	washer leak	S, Beaulieu	\$822.30
Rodriguez Nelson	\$508.12			
A. Choate	\$743.06		Total	\$822.30
Total	\$1,699.13			

	Vouchers		
		<b>135</b>	<b>17</b>
<b>Section 8</b>	<b>Used</b>	<b>132</b>	<b>17</b>
\$90,670.12			

<b>Local Programs</b>	<b>Fields Lane II</b>	
\$108,226	RR CD	\$30,089.35
<b>Fields Lane II</b>	RR Savings	\$3,994.40
\$9,610	T&I	\$11,752.11
<b>Cherry Lane</b>	CFCU CD	\$94,121.86
\$5,114		
<b>General Fund</b>	<b>CL</b>	
\$237,039	RR Savings	\$7,407.45
	T&I	\$9,817.28
	<b>LP</b>	
	ICS	\$10,343.22
	Visa Card	\$9,630.58
	<b>GF</b>	
	CFCU Savings	\$9,245.36
	CFCU CD	\$77,192.74

