

**THE REGULAR MEETING OF THE
HOUSING AUTHORITY OF FORT FAIRFIELD
WAS HELD ON APRIL 17, 2024 AT 7:00 A.M.
AT HILLCREST ESTATES CONFERENCE ROOM**

I. ROLL CALL

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

II. REVIEW OF MINUTES

The MINUTES of the March 20, 2024 meeting were presented for review and approval

UPON MOTION made by Sean Bernard and seconded by David Donovan the MINUTES were approved with revision to the date.

III. REPORTS AND COMMUNICATIONS

- **Director's Report: Atch 1.**

The **DIRECTOR'S REPORT** for March 2024 was presented for review and approval **UPON MOTION** made by Jason Barnes and seconded by Sean Bernard the Director's Report was approved.

IV. UNFINISHED BUSINESS:

- **Consolidated Budget FY 25** – The Executive Director presented the budget after clarifying that the total error is because the HMS program isn't included in the total's column because the funding for the program is a grant that the HA must apply for each year.

UPON MOTION made by Andy Coiley and seconded by Jason Barnes to approve the Consolidated Budget for FY 25.

HAFF 24-26

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the Consolidated Budget.

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

V. NEW BUSINESS:

- **HOTMA Policy Changes for the Administrative Plan and ACOP-** The Executive Director presented the HOTMA changes for the Admin Plan and the ACOP. These policy changes are required by HUD, and will go into the policy on July 1, 2024, but are not in effect until January 1, 2025. The biggest changes are the asset limitations and the calculation of income. The Housing Authority is choosing to allow current residents, if they have more than \$100,000.00 in assets, to stay rather than evicting them.
- Leases, applications, asset forms, Zero Income Checklist, and several other documents will be updated to meet HOTMA standards. The Housing Authority will also be scheduling meetings with residents to inform them of these changes.
- NSPIRE changes were also discussed and how these changes will affect Section 8 and Public Housing residents. Section 8 NSPIRE inspections start October 1, 2024. Public Housing is already using NSPIRE standards.

UPON MOTION made by Sean Bernard and seconded by David Donovan to approve the Admin Plan and ACOP Policy changes.

HAFF 24-27

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the Admin Plan and ACOP Policy changes.

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **Snow Removal Charges-** The Board wanted to discuss with the Executive Director the \$100.00 snow removal charge and meeting that took place on April 8, 2024, with two commissioners. It was suggested that maybe the charges for the March 24th snowstorm be reversed because of the amount of snow, and to remove the \$100.00 charge. The Director informed the Commissioners that only 2 residents failed to move their cars during the clean-up. All other properties moved their cars to allow for snow removal. The charge was meant to be used as a deterrent for habitual offenders and to allow maintenance to perform snow removal without issues. The amount of cars at Fields Lane have grown over the past few years and that puts added pressure on snow removal. The two offenders did not move their cars for the following storm and were not charged. During this time there was also discussion about the Directors poor communication with the board and staff as a result of the April 8th meeting. The Board decided to keep the \$100.00 and that it would be best if the Housing Authority kept a list of the residents who received the \$100.00 charge for future storms.
- **HAFF FY 23 Audit-** The Executive Director presented the FY 23 Audit. The auditors fell behind and the Fee Accountant and Executive Director worked hard to make sure the audit was submitted to HUD on March 31, 2024. The Commissioners reviewed the audit and found it to be informative and good. There were no audit findings.

UPON MOTION made by Sean Bernard and seconded by David Donovan to approve the FY 23 Audit

HAFF 24-28

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the FY 23 Audit.

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

VI. OTHER:

- **Income Limits-** The 2024 income limits were published and were entered into the Housing Software
- **FFUD-** The Executive Director wrote two letters of recommendation on behalf of the Utilities District to receive a couple grants to repair the pump stations.

VII. Executive Session-

- The date was changed to April 29, 2024.

VIII. ADJOURN:

There being no further business to come before the Board;

UPON MOTION made by Sean Bernard and seconded by Jason Barnes it was passed unanimously to adjourn.

The next meeting will be held Wednesday, May 15, 2024, at Hillcrest Estates at 7:00 AM. The meeting was adjourned at 8:10 AM.



Stacey Michaud
Secretary

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

March 2024

Desc	Current Period	Current Year	Year to Date Budget	Year Budget
00.000.3110.000 Dwelling Rentals	\$ (36,345.00)	\$ (315,691.00)	\$ (385,000.00)	\$ (385,000.00)
00.000.3120.000 Excess Utilities	\$ -	\$ (168.56)	\$ -	\$ -
00.000.3300.000 HUD Operating Subsidy Grant	\$ (41,415.00)	\$ (254,293.00)	\$ (358,194.00)	\$ (358,194.00)
00.000.3610.000 Interest General Fund	\$ (10.62)	\$ (543.61)	\$ (1,300.00)	\$ (1,300.00)
00.000.3690.100 Late Charges	\$ (152.48)	\$ (1,180.32)	\$ -	\$ -
00.000.3690.200 Laundry Receipts	\$ -	\$ (1,226.50)	\$ (1,500.00)	\$ (1,500.00)
00.000.3690.300 Other Misc. Income	\$ (25.00)	\$ (5,822.57)	\$ (3,500.00)	\$ (3,500.00)
00.000.3690.400 Collection Of Written Off Receivables	\$ (447.60)	\$ (1,810.19)	\$ -	\$ -
00.000.3690.500 Services W/orders Tenants	\$ (242.00)	\$ (1,956.98)	\$ (3,500.00)	\$ (3,500.00)
00.000.8020.200 Capital Fund Grant - Operating	\$ -	\$ (40,889.36)	\$ (11,671.00)	\$ (11,671.00)
Total Income	\$ 78,637.70	\$ 623,582.09	\$ 764,665.00	\$ 764,665.00
00.000.4110.000 Administrative Salary	\$ 16,902.52	\$ 170,739.26	\$ 127,326.00	\$ 127,326.00
00.000.4111.000 Contra Administrative Salaries	\$ (7,995.85)	\$ (71,351.21)	\$ (107,238.00)	\$ (107,238.00)
00.000.4130.000 Legal Expense	\$ -	\$ 6,622.57	\$ 8,000.00	\$ 8,000.00
00.000.4140.000 Insufficient Checks	\$ 10.00	\$ 10.00	\$ -	\$ -
00.000.4145.000 Staff Training	\$ -	\$ 5,790.76	\$ 3,000.00	\$ 3,000.00
00.000.4150.000 Travel Expense	\$ 698.00	\$ 4,757.56	\$ 2,500.00	\$ 2,500.00
00.000.4151.000 Contra Travel	\$ -	\$ -	\$ (4,600.00)	\$ (4,600.00)
00.000.4151.100 Contra Training	\$ -	\$ -	\$ (4,000.00)	\$ (4,000.00)
00.000.4170.000 Accounting	\$ -	\$ 7,200.00	\$ 5,700.00	\$ 5,700.00
00.000.4171.000 Contra Accounting	\$ (320.83)	\$ (2,887.47)	\$ (3,900.00)	\$ (3,900.00)
00.000.4173.000 Auditing	\$ -	\$ 8,000.00	\$ 3,500.00	\$ 3,500.00
00.000.4174.000 Audit Contra	\$ (333.33)	\$ (3,405.93)	\$ (5,000.00)	\$ (5,000.00)
00.000.4180.000 Telephone	\$ 1,070.90	\$ 9,487.78	\$ 6,764.00	\$ 6,764.00
00.000.4190.000 Administrative Sundry	\$ 1,541.09	\$ 20,542.65	\$ 17,505.00	\$ 17,505.00
00.000.4191.000 Contra Sundry	\$ (1,391.67)	\$ (12,975.03)	\$ (18,800.00)	\$ (18,800.00)
00.000.4220.000 Tenant Services	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00
00.000.4310.000 Water	\$ -	\$ 10,842.61	\$ 22,000.00	\$ 22,000.00
00.000.4320.000 Electricity	\$ 2,245.33	\$ 21,809.82	\$ 25,000.00	\$ 25,000.00
00.000.4330.000 Gasoline & Diesel	\$ 437.25	\$ 4,727.98	\$ -	\$ -
00.000.4340.000 Fuel Oil	\$ 12,561.84	\$ 75,082.16	\$ 70,000.00	\$ 70,000.00
00.000.4390.000 Sewer	\$ -	\$ 9,650.30	\$ 20,500.00	\$ 20,500.00
00.000.4410.000 Ordinary Maintenance - Labor	\$ 9,976.25	\$ 106,693.89	\$ 106,541.00	\$ 106,541.00
00.000.4410.150 ONcall Stipened	\$ 272.17	\$ 1,029.60	\$ -	\$ -
00.000.4411.000 Maintenance Contra	\$ (2,474.30)	\$ (22,511.02)	\$ (39,704.00)	\$ (39,704.00)
00.000.4420.000 Ordinary Maintenance - Material	\$ 2,346.47	\$ 31,014.48	\$ 50,000.00	\$ 50,000.00
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 11,522.09	\$ 62,656.07	\$ 90,475.00	\$ 90,475.00
00.000.4510.000 Insurance Expense	\$ 3,468.00	\$ 27,020.00	\$ 37,000.00	\$ 37,000.00
00.000.4540.000 Employee Benefit Contribution	\$ 8,173.80	\$ 98,784.69	\$ 109,917.00	\$ 109,917.00
00.000.4541.000 Contra Employee Benefits	\$ (6,488.65)	\$ (60,515.85)	\$ (74,143.00)	\$ (74,143.00)
00.000.8020.100 Capital Fund Grant - Capital	\$ -	\$ (8,919.93)	\$ (222,000.00)	\$ (222,000.00)
00.000.4570.000 Collection Losses	\$ -	\$ 9,233.99	\$ 8,000.00	\$ 8,000.00
Total Expenses	\$ 52,221.08	\$ 509,129.73	\$ 237,343.00	\$ 237,343.00
Current Year Income & Expense	\$ 26,416.62	\$ 114,452.36	\$ 527,322.00	\$ 527,322.00

Occupancy As of 03/31/2024

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	496	100.00%	0
Fields Lane III	8	248	248	100.00%	0
Hillcrest Estates	17	527	527	100.00%	0
Morningview LLC	25	775	694	89.66%	81
The Meadows	25	775	775	100.00%	0
TOTALS:	151	4681	4542	98.05%	139

Repay			Write Offs:	
L. Walker	\$205.95	Court Repay		
C. Fuller	\$213.94			
V. Page	\$628.72		Total	\$0.00
Rodriguez Nelson	\$276.32			
A. Choate	\$587.06			
Total	\$1,911.99			

		Vouchers	135	17
Section 8		Used	129	17
\$178,036.17				

Local Programs		Fields Lane II		
\$131,617		RR CD	\$30,180.16	
Fields Lane II		RR Savings	\$6,293.63	
\$15,853		T&I	\$3,864.51	
Cherry Lane		CFCU CD	\$94,430.70	
\$5,994				
General Fund		CL		
\$211,104		RR Savings	\$5,540.14	
		T&I	\$5,026.41	
		LP		
		ICS	\$10,350.96	
		Visa Card	\$4,725.08	
		GF		
		CFCU Savings	\$9,650.57	
		CFCU CD	\$77,410.96	

