

**THE REGULAR MEETING OF THE  
HOUSING AUTHORITY OF FORT FAIRFIELD  
WAS HELD ON FEBRUARY 21, 2024 AT 7:00 A.M.  
VIA ZOOM**

**I. ROLL CALL**

Chairman, Duska Day, called the meeting to order; those present were: Sean Bernard, David Donovan, Anne Blanchard, Andy Coiley, Jason Barnes, and Nancy Levasseur Absent: None

**II. REVIEW OF MINUTES**

The MINUTES of the January 17, 2024 meeting were presented for review and approval  
**UPON MOTION** made by Jason Barnes and seconded by David Donovan the MINUTES were approved.

**III. REPORTS AND COMMUNICATIONS**

• **Director's Report: Atch 1.**

The **DIRECTOR'S REPORT** for January was presented for review and approval  
**UPON MOTION** made by David Donovan and seconded by Anne Blanchard the Director's Report was approved.

**IV. UNFINISHED BUSINESS:**

**V. NEW BUSINESS:**

• **Policy Updates**

- **EIV** – The Enterprise and Income Verification Policy needed to be updated to align with the new HOTMA regulations. All of the changes were required and the new policy is clearer on security and use.

**UPON MOTION** made by Sean Bernard and seconded by Jason Barnes to approve the new EIV Policy  
**HAFF 24-13**

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

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

- **Ethics Policy** – The Executive Director and our Lawyer Adam Swanson worked together to update the Ethics Policy which was last changed in 2018.

**UPON MOTION** made by Sean Bernard and seconded by Anne Blanchard to approve the new Ethics Policy.

**HAFF 24-14**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the new Ethics Policy

The resolution was approved unanimously

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

- **Technology Policy** – The Executive Director updated the Technology policy created in 2005. She used another HA’s plan to help guide her as she updated this plan. Items included in the change were social media and smartphones.

**UPON MOTION** made by Anne Blanchard and seconded by Nancy Levasseur to approve the new Technology Policy.

**HAFF 24-15**

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

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

- **Maintenance Plan** – The Executive Director reviewed and added to the current Maintenance Plan. After reviewing the plan with the Board some errors needed to be fixed. The Executive Director must make the changes and bring the plan back for review at the next meeting.
- **Financial Policy** – The Executive Director updated the Financial Policy to change payroll companies.

**UPON MOTION** made by Andy Coiley and seconded by Jason Barnes to approve the Financial Policy changes.

**HAFF 24-16**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the Financial Policy changes.

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

- **Resident Select Plan** –With the HOTMA changes, HUD requires Owners of Multifamily units like Fields Lane II to update their Resident Select Plan. The Housing Authority’s plan also includes the EIV plan for Fields Lane II. These changes must be submitted before March 31, 2024.

**UPON MOTION** made by Sean Bernard and seconded by Anne Blanchard to approve the updated Resident Selection Plan

**HAFF 24-17**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the updated Resident Selection Plan

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

- **Automobile Policy** – The Executive Director has taken two policies the Seat Belt Policy and the Automobile policy and combined them into one. The Executive Director also made a few changes to the plan.

**UPON MOTION** made by Anne Blanchard and seconded by Nancy Levasseur to approve the updated Automobile Policy.

**HAFF 24-18**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the updated Automobile Policy.

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

- **Snow Removal Charge-** To perform snow removal efficiently, tenants are required to move their vehicles at all properties, regardless of who is performing the snow removal. Despite the small snowfall this year, residents are not moving their vehicles. To combat this issue, the Housing Authority will be charging \$100.00 each time a vehicle is not moved for snow removal. This decision was made after several warning letters, reminders, and phone calls to residents.

**UPON MOTION** made by Sean Bernard and seconded by David Donovan to approve the updated charge for snow removal.

**HAFF 24-19**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the updated charge for snow removal.

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

- **HMS 2024** – The Housing Authority’s HMS Program has been approved for another year. However, the funding this year is much less than in prior years. This could be because HMS has been on the back burner. However, the Executive Director has been working with Maintenance on getting new contractors to help with this program.
- **Capital Fund Program 2024-2028-** The Executive Director has presented to the Board the CFP Plan for 2024-2028. The rolling plan is based on projects that need to be completed for Public Housing Units. The Executive Director explained the projects to the Board. The Resident Advisory Board met and had no questions or comments about the plan.

**UPON MOTION** made by Sean Bernard and seconded by Anne Blanchard to approve the CFP Plan 2024-2028

**HAFF 24-20**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the CFP Plan 2024-2028.

The resolution was approved unanimously  
The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **PHA 5-Year Plan 2020-2024 Review-** The Executive Director has presented to the Board the review for the PHA 5-Year Plan 2020-2024. The plan is a list of goals made for the Housing Authority. Each year the Executive Director presents how the goals were accomplished. The Resident Advisory Board met and had no questions or comments about the plan.

**UPON MOTION** made by Sean Bernard and seconded by Anne Blanchard to approve the PHA 5-Year Plan 2020-2024.

**HAFF 24-21**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the PHA 5-Year Plan 2020-2024.

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **HOTMA/NSPIRE Training-** There is a training in the State of Maine for HOTMA. The Occupancy Staff and the Executive Director will be attending the training in person as this is the first training for HOTMA. They will also be attending the NSPIRE portion in person as well. This training is important because the Executive Director will need to know what policies to change and how HOTMA will affect most of what the Housing Authority does. The NSPIRE training will be available via ZOOM for Maintenance to attend. The trainings will take place March 27/28.

**VI. OTHER:**

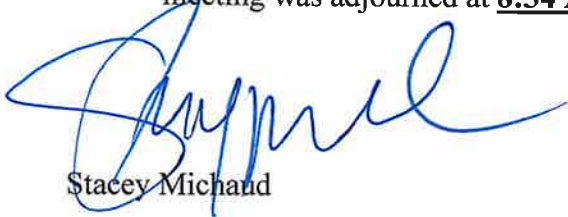
- **ED Evaluation-** The evaluation process for the Executive Director has started. For the next meeting, the Executive Director will need to bring her old goals and new goals with her for review.

**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, March 20, 2024, at Hillcrest Estates at 7:00 AM. The meeting was adjourned at 8:34 AM.**



Stacey Michaud  
Secretary

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

January 2024				
Desc	Current Period	Current Year	Year to Date Budget	Year Budget
00.000.3110.000 Dwelling Rentals	\$ (39,785.00)	\$ (243,060.00)	\$ (224,583.31)	\$ (385,000.00)
00.000.3120.000 Excess Utilities	\$ -	\$ (168.56)	\$ -	\$ -
00.000.3300.000 HUD Operating Subsidy Grant	\$ (22,372.00)	\$ (190,506.00)	\$ (208,946.50)	\$ (358,194.00)
00.000.3610.000 Interest General Fund	\$ (12.48)	\$ (523.51)	\$ (758.31)	\$ (1,300.00)
00.000.3690.100 Late Charges	\$ (249.76)	\$ (1,027.84)	\$ -	\$ -
00.000.3690.200 Laundry Receipts	\$ -	\$ (875.75)	\$ (875.00)	\$ (1,500.00)
00.000.3690.300 Other Misc. Income	\$ (10.00)	\$ (5,557.57)	\$ (2,041.69)	\$ (3,500.00)
00.000.3690.400 Collection Of Written Off Receivables	\$ -	\$ (1,212.59)	\$ -	\$ -
00.000.3690.500 Services W/orders Tenants	\$ (177.00)	\$ (1,679.98)	\$ (2,041.69)	\$ (3,500.00)
00.000.8020.200 Capital Fund Grant - Operating	\$ -	\$ (40,889.36)	\$ (6,808.06)	\$ (11,671.00)
<b>Total Income</b>	<b>\$ 62,606.24</b>	<b>\$ 485,501.16</b>	<b>\$ 446,054.56</b>	<b>\$ 764,665.00</b>
00.000.4110.000 Administrative Salary	\$ 16,620.37	\$ 131,341.69	\$ 74,273.50	\$ 127,326.00
00.000.4111.000 Contra Administrative Salaries	\$ 5,555.57	\$ (55,550.31)	\$ (62,555.50)	\$ (107,238.00)
00.000.4130.000 Legal Expense	\$ 2,246.67	\$ 5,805.41	\$ 4,666.69	\$ 8,000.00
00.000.4140.000 Insufficient Checks	\$ -	\$ -	\$ -	\$ -
00.000.4145.000 Staff Training	\$ -	\$ 3,420.76	\$ 1,750.00	\$ 3,000.00
00.000.4150.000 Travel Expense	\$ 526.06	\$ 4,059.56	\$ 1,458.31	\$ 2,500.00
00.000.4151.000 Contra Travel	\$ 799.98	\$ -	\$ (2,683.31)	\$ (4,600.00)
00.000.4151.100 Contra Training	\$ 1,999.98	\$ -	\$ (2,333.31)	\$ (4,000.00)
00.000.4170.000 Accounting	\$ -	\$ 7,200.00	\$ 3,325.00	\$ 5,700.00
00.000.4171.000 Contra Accounting	\$ (295.81)	\$ (2,245.81)	\$ (2,275.00)	\$ (3,900.00)
00.000.4173.000 Auditing	\$ -	\$ 8,000.00	\$ 2,041.69	\$ 3,500.00
00.000.4174.000 Audit Contra	\$ (239.31)	\$ (2,739.27)	\$ (2,916.69)	\$ (5,000.00)
00.000.4180.000 Telephone	\$ 1,039.13	\$ 7,366.15	\$ 3,945.69	\$ 6,764.00
00.000.4190.000 Administrative Sundry	\$ 2,503.67	\$ 18,141.66	\$ 10,211.25	\$ 17,505.00
00.000.4191.000 Contra Sundry	\$ 658.29	\$ (10,191.69)	\$ (10,966.69)	\$ (18,800.00)
00.000.4220.000 Tenant Services	\$ -	\$ -	\$ 1,166.69	\$ 2,000.00
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 583.31	\$ 1,000.00
00.000.4310.000 Water	\$ 5,370.96	\$ 10,842.61	\$ 12,833.31	\$ 22,000.00
00.000.4320.000 Electricity	\$ 5,826.21	\$ 16,796.80	\$ 14,583.31	\$ 25,000.00
00.000.4330.000 Gasoline & Diesel	\$ 453.56	\$ 3,600.79	\$ -	\$ -
00.000.4340.000 Fuel Oil	\$ 15,973.57	\$ 46,853.51	\$ 40,833.31	\$ 70,000.00
00.000.4390.000 Sewer	\$ 4,322.71	\$ 9,650.30	\$ 11,958.31	\$ 20,500.00
00.000.4410.000 Ordinary Maintenance - Labor	\$ 10,382.10	\$ 83,211.76	\$ 62,148.94	\$ 106,541.00
00.000.4410.150 ONcall Stipened	\$ 372.17	\$ 672.17	\$ -	\$ -
00.000.4411.000 Maintenance Contra	\$ 570.46	\$ (17,581.50)	\$ (23,160.69)	\$ (39,704.00)
00.000.4420.000 Ordinary Maintenance - Material	\$ 3,243.77	\$ 22,721.19	\$ 29,166.69	\$ 50,000.00
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 6,031.31	\$ 49,990.00	\$ 52,777.06	\$ 90,475.00
00.000.4510.000 Insurance Expense	\$ -	\$ 16,614.00	\$ 21,583.31	\$ 37,000.00
00.000.4540.000 Employee Benefit Contribution	\$ 9,953.21	\$ 76,328.72	\$ 64,118.25	\$ 109,917.00
00.000.4541.000 Contra Employee Benefits	\$ (10,782.97)	\$ (47,724.67)	\$ (43,250.06)	\$ (74,143.00)
00.000.8020.100 Capital Fund Grant - Capital	\$ -	\$ (8,919.93)	\$ (129,500.00)	\$ (222,000.00)
00.000.4570.000 Collection Losses	\$ 151.00	\$ 9,233.99	\$ 4,666.69	\$ 8,000.00
<b>Total Expenses</b>	<b>\$ 83,131.66</b>	<b>\$ 386,897.89</b>	<b>\$ 138,450.06</b>	<b>\$ 237,343.00</b>
<b>Current Year Income &amp; Expense</b>	<b>\$ (20,525.42)</b>	<b>\$ 98,603.27</b>	<b>\$ 307,604.50</b>	<b>\$ 527,322.00</b>

**Occupancy As of 01/31/2023**

Project Name	# Units	Unit Days	Occupied	Pct%	Vacant
Borderview Homes	36	1116	1086	97.30%	30
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	695	89.66%	80
The Meadows	25	775	775	100.00%	0
<b>TOTALS:</b>	<b>151</b>	<b>4681</b>	<b>4571</b>	<b>98.37%</b>	<b>110</b>

Repay			Write Offs:	
L. Walker	\$295.95	Court Repay		
C. Fuller	\$1,795.94			
V. Page	\$752.72		Total	\$0.00
Rodriguez Nelson	\$276.32			
A. Choate	\$657.06			
Total	\$3,777.99			

		<b>Vouchers</b>	<b>135</b>	<b>17</b>
		<b>Used</b>	<b>133</b>	<b>17</b>
	\$97,087.00			

<b>Local Programs</b>				
\$122,561				
<b>Fields Lane II</b>				
\$13,604				
<b>Cherry Lane</b>				
\$8,629				
<b>General Fund</b>				
\$179,706				