

**THE REGULAR MEETING OF THE
HOUSING AUTHORITY OF FORT FAIRFIELD
WAS HELD ON MARCH 20, 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, Anne Blanchard, Andy Coiley, Jason Barnes, and Nancy Levasseur Absent: None

II. REVIEW OF MINUTES

The MINUTES of the February 21, 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 February 2024 was presented for review and approval
UPON MOTION made by Andy Coiley and seconded by Jason Barnes the Director's Report was approved.

IV. UNFINISHED BUSINESS:

- **Maintenance Plan** – The Executive Director added the changes the Board asked to be made at the previous meeting.

UPON MOTION made by Andy Coiley and seconded by Anne Blanchard to approve the Maintenance Plan

HAFF 24-22

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the Maintenance Plan

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

V. NEW BUSINESS:

- **New Charge List-** The Executive Director presented an updated Maintenance Charge list to the Board. She added the snow removal charge which was approved in the February 2024 Board meeting. She also added lockouts during business hours. The Housing Authority used to have this on the charge list but we removed it because there weren't a lot of calls. Now the staff are getting calls daily to have doors unlocked during business hours from the same residents.

UPON MOTION made by Andy Coiley and seconded by David Donovan to approve the new Maintenance Charge list. There was some discussion about the lockout calls and what ways they could be prevented. Residents are given two sets of keys with keychains to help prevent lockouts.

HAFF 24-23

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the new Maintenance Charge List.

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

- **New FE&D Procedures-** The State of Maine Court system has changed the timelines for evictions as well as the paperwork required by the Court. This will add more per eviction and will make the process much longer.
- **Fields Lane II HOTMA Deadline change-** HUD has extended the timeline for the Resident Selection Plan and EIV plan to May 31, 2024. These plans have already been submitted to Maine Housing for their review.
- **Consolidated Budget-** The Executive Director presented the Consolidated Budget for FY 25. During the review, there was a question about the totals. The Board will hold off on approval until the Executive Director can review the totals.
- **Fields Lane II Budget FY 25-** The Executive Director presented the FLII FY 25 Budget. During the review, it was observed some notes needed to be corrected.

UPON MOTION made by Jason Barnes and seconded by Nancy Levasseur to approve the Fields Lane II FY 25 Budget- with corrections to the notes

HAFF 24-24

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the Fields Lane II FY 25 Budget- with corrections to the notes

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

- **Cherry Lane FY 25 Budget** – The Executive Director presented to the Board the Cherry Lane FY 25 budget. The Director would like to finish paying off the loan from Local Programs and get that debt paid off. Another question that was raised was about the Reserves Account. Currently, \$250.00 is put aside each month. Will that amount increase? Once the debt is paid the Director would like to reevaluate that amount and add more if needed. The funds were recently used to purchase a spare propane boiler. The rent increase will be evaluated around October like in previous years.

UPON MOTION made by Anne Blanchard and seconded by Jason Barnes to approve the Cherry Lane FY 25 Budget.

HAFF 24-25

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the new Cherry Lane FY 25 Budget.

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

VI. OTHER:

VII. Executive Session-

UPON MOTION made by Jason Barnes and seconded by Sean Bernard to move into Executive Session.

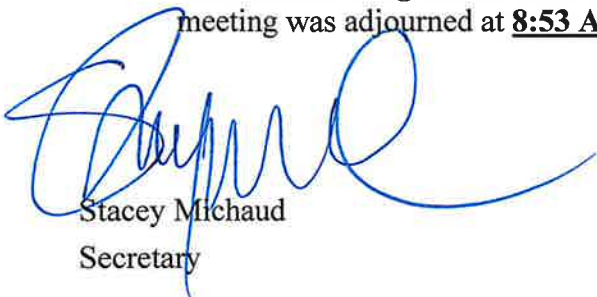
UPON MOTION made by Sean Bernard and seconded by Jason Bares to move out of Executive Session.

VIII. ADJOURN:

There being no further business to come before the Board;

UPON MOTION made by Sean Bernard and seconded by Anne Blanchard it was passed unanimously to adjourn.

The next meeting will be held Wednesday, April 17, 2024, at Hillcrest Estates at 7:00 AM. The meeting was adjourned at 8:53 AM.



Stacey Michaud
Secretary

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

February 2024				
Desc	Current Period	Current Year	Year to Date Budget	Year Budget
00.000.3110.000 Dwelling Rentals	\$ (36,286.00)	\$ (279,346.00)	\$ (256,666.64)	\$ (385,000.00)
00.000.3120.000 Excess Utilities	\$ -	\$ (168.56)	\$ -	\$ -
00.000.3300.000 HUD Operating Subsidy Grant	\$ (22,372.00)	\$ (212,878.00)	\$ (238,796.00)	\$ (358,194.00)
00.000.3610.000 Interest General Fund	\$ (9.48)	\$ (532.99)	\$ (866.64)	\$ (1,300.00)
00.000.3690.100 Late Charges	\$ -	\$ (1,027.84)	\$ -	\$ -
00.000.3690.200 Laundry Receipts	\$ (350.75)	\$ (1,226.50)	\$ (1,000.00)	\$ (1,500.00)
00.000.3690.300 Other Misc. Income	\$ (240.00)	\$ (5,797.57)	\$ (2,333.36)	\$ (3,500.00)
00.000.3690.400 Collection Of Written Off Receivables	\$ (150.00)	\$ (1,362.59)	\$ -	\$ -
00.000.3690.500 Services W/orders Tenants	\$ (35.00)	\$ (1,714.98)	\$ (2,333.36)	\$ (3,500.00)
00.000.8020.200 Capital Fund Grant - Operating	\$ -	\$ (40,889.36)	\$ (7,780.64)	\$ (11,671.00)
Total Income	\$ 59,443.23	\$ 544,944.39	\$ 509,776.64	\$ 764,665.00
00.000.4110.000 Administrative Salary	\$ 22,495.05	\$ 153,836.74	\$ 84,884.00	\$ 127,326.00
00.000.4111.000 Contra Administrative Salaries	\$ (7,805.05)	\$ (63,355.36)	\$ (71,492.00)	\$ (107,238.00)
00.000.4130.000 Legal Expense	\$ 817.16	\$ 6,622.57	\$ 5,333.36	\$ 8,000.00
00.000.4140.000 Insufficient Checks	\$ -	\$ -	\$ -	\$ -
00.000.4145.000 Staff Training	\$ 2,370.00	\$ 5,790.76	\$ 2,000.00	\$ 3,000.00
00.000.4150.000 Travel Expense	\$ -	\$ 4,059.56	\$ 1,666.64	\$ 2,500.00
00.000.4151.000 Contra Travel	\$ -	\$ -	\$ (3,066.64)	\$ (4,600.00)
00.000.4151.100 Contra Training	\$ -	\$ -	\$ (2,666.64)	\$ (4,000.00)
00.000.4170.000 Accounting	\$ -	\$ 7,200.00	\$ 3,800.00	\$ 5,700.00
00.000.4171.000 Contra Accounting	\$ (320.83)	\$ (2,566.64)	\$ (2,600.00)	\$ (3,900.00)
00.000.4173.000 Auditing	\$ -	\$ 8,000.00	\$ 2,333.36	\$ 3,500.00
00.000.4174.000 Audit Contra	\$ (333.33)	\$ (3,072.60)	\$ (3,333.36)	\$ (5,000.00)
00.000.4180.000 Telephone	\$ 1,050.73	\$ 8,416.88	\$ 4,509.36	\$ 6,764.00
00.000.4190.000 Administrative Sundry	\$ 859.90	\$ 19,001.56	\$ 11,670.00	\$ 17,505.00
00.000.4191.000 Contra Sundry	\$ (1,391.67)	\$ (11,583.36)	\$ (12,533.36)	\$ (18,800.00)
00.000.4220.000 Tenant Services	\$ -	\$ -	\$ 1,333.36	\$ 2,000.00
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 666.64	\$ 1,000.00
00.000.4310.000 Water	\$ -	\$ 10,842.61	\$ 14,666.64	\$ 22,000.00
00.000.4320.000 Electricity	\$ 2,767.69	\$ 19,564.49	\$ 16,666.64	\$ 25,000.00
00.000.4330.000 Gasoline & Diesel	\$ 689.94	\$ 4,290.73	\$ -	\$ -
00.000.4340.000 Fuel Oil	\$ 15,666.81	\$ 62,520.32	\$ 46,666.64	\$ 70,000.00
00.000.4390.000 Sewer	\$ -	\$ 9,650.30	\$ 13,666.64	\$ 20,500.00
00.000.4410.000 Ordinary Maintenance - Labor	\$ 13,505.88	\$ 96,717.64	\$ 71,027.36	\$ 106,541.00
00.000.4410.150 ONcall Stipened	\$ 85.26	\$ 757.43	\$ -	\$ -
00.000.4411.000 Maintenance Contra	\$ (2,455.22)	\$ (20,036.72)	\$ (26,469.36)	\$ (39,704.00)
00.000.4420.000 Ordinary Maintenance - Material	\$ 3,472.10	\$ 28,668.01	\$ 33,333.36	\$ 50,000.00
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 6,688.70	\$ 51,133.98	\$ 60,316.64	\$ 90,475.00
00.000.4510.000 Insurance Expense	\$ 3,468.00	\$ 23,552.00	\$ 24,666.64	\$ 37,000.00
00.000.4540.000 Employee Benefit Contribution	\$ 14,282.17	\$ 90,610.89	\$ 73,278.00	\$ 109,917.00
00.000.4541.000 Contra Employee Benefits	\$ (6,302.53)	\$ (54,027.20)	\$ (49,428.64)	\$ (74,143.00)
00.000.8020.100 Capital Fund Grant - Capital	\$ -	\$ (8,919.93)	\$ (148,000.00)	\$ (222,000.00)
00.000.4570.000 Collection Losses	\$ -	\$ 9,233.99	\$ 5,333.36	\$ 8,000.00
Total Expenses	\$ 69,610.76	\$ 456,908.65	\$ 158,228.64	\$ 237,343.00
Current Year Income & Expense	\$ (10,167.53)	\$ 88,035.74	\$ 351,548.00	\$ 527,322.00

Occupancy As of 02/29/2024

Project Name	# Units	Unit Days	Occupied	Pct%	Vacant
Borderview Homes	36	1044	1016	97.30%	28
Cherry Lane Apartments	4	116	116	100.00%	0
Fields Lane I	20	580	580	100.00%	0
Fields Lane II	16	464	464	100.00%	0
Fields Lane III	8	232	232	100.00%	0
Hillcrest Estates	17	493	493	100.00%	0
Morningview LLC	25	725	650	89.66%	75
The Meadows	25	725	725	100.00%	0
TOTALS:	151	4379	4276	98.37%	103

Repay		Court Repay	Write Offs:	
L. Walker	\$255.95			
C. Fuller	\$993.94			
V. Page	\$685.72		Total	\$0.00
Rodriguez Nelson	\$276.32			
A. Choate	\$632.06			
Total	\$2,843.99			

		Vouchers	135	17
Section 8		Used	129	17
\$94,310.13				

Local Programs				
\$130,567				
Fields Lane II				
\$15,196				
Cherry Lane				
\$10,043				
General Fund				
\$189,888				