

**THE REGULAR MEETING OF THE
HOUSING AUTHORITY OF FORT FAIRFIELD
WAS HELD ON MAY 15, 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, Jason Barnes, and Nancy Levasseur, Andy Coiley Absent: Anne Blanchard,

II. REVIEW OF MINUTES

The MINUTES of the April 17, 2024 meeting were presented for review and approval.

There was a discussion about the snow removal charges. The two residents who paid \$100.00 were only charged \$39.00, and the remainder would be credited to their account.

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

III. REPORTS AND COMMUNICATIONS

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

The **DIRECTOR'S REPORT** for April 2024 was presented for review and approval

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

IV. UNFINISHED BUSINESS:

- **Maintenance Charge List-** The Chairman presented to the Board the current charge list that was approved in March 2024 and asked the Board if the window and snow removal charges were too high. After discussion, it was determined that the charges are fine as they are and should not be changed.

V. NEW BUSINESS:

- **Zero Income Checklist-** The Executive Director presented the new Zero Income Checklist. This old form still had pagers on it and did not include modern lifestyle items. The new form is easier to read and includes a worksheet for staff to use to determine the totals. The Board would like to include a date on the form and initials to show the changes.

UPON MOTION made by Andy Coiley and seconded by Sean Bernard to approve the Zero Income Checklist and Worksheet.

HAFF 24-29

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the Zero Income Checklist and Worksheet.

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **New Commissioners-** There is currently an open seat on the Board that needs to be filled by a Resident Commissioner. The term that expires June 30, 2024 will also need to be filled by a Resident Commissioner. The Executive Director spoke with Sheri Whitley a Public Housing resident and she has confirmed she is interested in serving on the Board.

UPON MOTION made by Nancy Levasseur and seconded by Sean Bernard to nominate Sheri Whitley as Resident Commissioner for the Housing Authority Board of Commissioners.

HAFF 24-30

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

- **Check Signers-** The Executive Director asked the Board for two Commissioners to become check signers as Duska's term ends June 30th and Dave resigned. Nancy and Jason both volunteered to become check signers.
- **New ELOCCS Authorizer-** When Duska's term ends on June 30th a new Authorizer will need to be assigned so the Executive Director can be recertified for the drawdown of federal funds.
- **Personnel Policy-** The Executive Director spoke with Adam Swanson our lawyer about updating the personnel policy. There have been several changes in the state/federal law and the Executive Director wants to make sure the Housing Authority is compliant. Adam referred her to Drummond Woodsom as one of the specialties is employment law. They have agreed to review and update the policy. Once complete the ED will make additional changes such as the evaluation portion as requested by the Board.
- **Speed Bumps-** The Housing Authority is installing speed bumps at Fields Lane to deter speeders in the area. If the speed bumps work, Borderview and Morningview may also get some. Signs will also be posted. The speed bumps can come up for snow removal and Darren from Public Works said it was okay to do.
- **Capital Fund 2024-** The Housing Authority was awarded \$257,184.00 in Capital Funds. These funds are to be used for the approved 5-Year Plan. The additional \$23,000 in funds will be used to update bathrooms at Borderview Homes. All of the required documents have been submitted to HUD and are under review.
- **Budget Change-** The Budget needs to be amended for the increase in Capital Funds for 2024.

UPON MOTION made by Sean Bernard and seconded by Jason Barnes to change the Capital Fund portion of the Consolidated Budget to match the awarded amount.

HAFF 24-31

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the change to the Capital Fund portion of the Consolidated Budget to match the awarded amount.

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

VI. OTHER:

- **Small Claims-** The Housing Authority had 1 small claims case pay off their balance in full in March 2024.

VII. Executive Session-

- **UPON MOTION** made by Sean Bernard and seconded by Andy Coiley to enter into Executive Session.
- **UPON MOTION** made by Andy Coiley and seconded by Sean Bernard to exit Executive Session.

VIII. ADJOURN:

There being no further business to come before the Board;

UPON MOTION made by Andy Coiley and seconded by Jason Barnes it was passed unanimously to adjourn.

The next meeting will be held Wednesday, June 19, 2024, at Hillcrest Estates at 7:00 AM. The meeting was adjourned at **8:03 AM.**



Stacey Michaud
Secretary

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

April 2024				
Desc	Current Period	Current Year	Year to Date Budget	Year Budget
00.000.3110.000 Dwelling Rentals	\$ (35,319.00)	\$ (351,010.00)	\$ (320,833.30)	\$ (385,000.00)
00.000.3120.000 Excess Utilities	\$ (297.52)	\$ (466.08)	\$ -	\$ -
00.000.3300.000 HUD Operating Subsidy Grant	\$ (26,557.00)	\$ (280,850.00)	\$ (298,495.00)	\$ (358,194.00)
00.000.3610.000 Interest General Fund	\$ (9.56)	\$ (773.30)	\$ (1,083.30)	\$ (1,300.00)
00.000.3690.100 Late Charges	\$ -	\$ (1,180.32)	\$ -	\$ -
00.000.3690.200 Laundry Receipts	\$ (311.25)	\$ (1,537.75)	\$ (1,250.00)	\$ (1,500.00)
00.000.3690.300 Other Misc. Income	\$ (165.00)	\$ (5,987.57)	\$ (2,916.70)	\$ (3,500.00)
00.000.3690.400 Collection Of Written Off Receivables	\$ (100.00)	\$ (1,910.19)	\$ -	\$ -
00.000.3690.500 Services W/orders Tenants	\$ (572.00)	\$ (2,528.98)	\$ (2,916.70)	\$ (3,500.00)
00.000.8020.200 Capital Fund Grant - Operating	\$ -	\$ (40,889.36)	\$ (9,725.80)	\$ (11,671.00)
Total Income	\$ 63,331.33	\$ 687,133.55	\$ 637,220.80	\$ 764,665.00
	0	0	0	0
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)	\$ (185,000.00)	\$ (222,000.00)
00.000.4570.000 Collection Losses	\$ -	\$ 9,233.99	\$ 6,666.70	\$ 8,000.00
Total Expenses	\$ 52,221.08	\$ 509,129.73	\$ 273,009.70	\$ 237,343.00
Current Year Income & Expense	\$ 11,110.25	\$ 178,003.82	\$ 364,211.10	\$ 527,322.00

Occupancy As of 04/30/2024

Project Name	# Units	Unit Days	Occupied	Pct%	Vacant
Borderview Homes	36	1080	1035	95.86%	45
Cherry Lane Apartments	4	120	120	100.00%	0
Fields Lane I	20	600	572	95.33%	28
Fields Lane II	16	480	480	100.00%	0
Fields Lane III	8	240	240	100.00%	0
Hillcrest Estates	17	510	510	100.00%	0
Morningview LLC	25	750	659	87.93%	91
The Meadows	25	750	750	100.00%	0
TOTALS:	151	4530	4366	97.39%	164

Repay		Write Offs:	
L. Walker	\$165.95		
A. Choate	\$587.06		
V. Page	\$571.75	Total	\$0.00
Total	\$1,324.76		

	Vouchers	135	17
Section 8	Used	133	17
\$95,109.96			

Local Programs
\$132,430
Fields Lane II
\$15,832
Cherry Lane
\$3,541
General Fund
\$194,622