

**THE REGULAR MEETING OF THE
HOUSING AUTHORITY OF FORT FAIRFIELD
WAS HELD ON AUGUST 21,2024 AT 7:00 A.M.
AT HILLCREST ESTATES CONFERENCE ROOM**

I. ROLL CALL

Chairman Sean Bernard, called the meeting to order; those present were: Anne Blanchard, Nancy Levasseur, Jason Barnes, and Andy Coiley Absent: Sheri Whitley Guest: Lauren Beckwith

II. REVIEW OF MINUTES

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

There was only one correction, which was the next meeting date.

UPON MOTION made by Anne Blanchard and seconded by Nancy Levasseur the MINUTES were approved with the correction.

III. REPORTS AND COMMUNICATIONS

• **Director's Report: Atch 1.**

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

UPON MOTION made by Jason Barnes and seconded by Nancy Levasseur the Director's Report was approved.

Write Off- The Executive Director presented to the Board one write off. The write off for C. Roberge is in the amount \$926.19.

UPON MOTION made by Anne Blanchard and seconded by Jason Barnes the write off for C. Roberge in the amount of \$926.19 was approved.

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IV. UNFINISHED BUSINESS:

- **CFP Projects-** The Fields Lane patios are complete, windows for most of building C have been installed and patio doors are starting to go in. The Register project will go out to bid in the Spring of 2025. The patio dividers will also be installed in spring 2025. This is because design and size planning. We want to make sure that the right divider is put in place and will be sturdy enough.

V. NEW BUSINESS:

- **FY 2024 Audit-** RHR Smith has started the leg work for the FY 24 Audit. They will be at the Housing Authority the week of October 7, 2024. Documents haven been sent to them already and the fee accountant is working on the accounting papers.
- **2024 HMS Program-** The HMS program has utilized all of its funding for the year. The program spent a little over its \$30,900 budget, but it was worth it to help people who needed the work done. The Executive Director has reached out to Maine Housing for more funds, but with their budget cut, the Housing Authority may not receive any more funds.
- **Hillcrest Room** – Soderberg Construction will be renting the spare room at Hillcrest Estates while road work is being completed. They were in need of a handicapped accessible room and bathroom and were referred to us by the Town Manager. They are paying \$500.00 a month for the room.
- **Paving and Speed Bumps-** Quality Paving paved a few bad spots in the Fields Lane parking lots and also paved the Fields Lane II sidewalk. Speed bumps were installed at Morningview and Borderview. Like the ones at Fields Lane, they will come up for the winter months.

- **October Meeting-** The Executive Director will be attending a Procurement and Section 3 training during the week of the October meeting. She is requesting the meeting to be moved to the following week.

VI. OTHER:

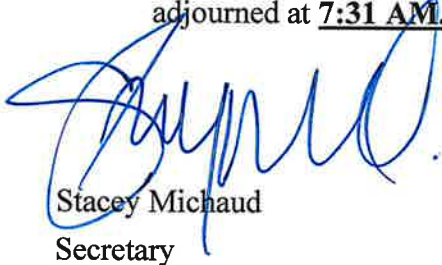
VII. Executive Session

VIII. ADJOURN:

There being no further business to come before the Board;

UPON MOTION made by Anne Blanchard and seconded by Nancy Levasseur it was passed unanimously to adjourn.

The next meeting will be held September 18, 2024 at Hillcrest Estates at 7:00 AM. The meeting was adjourned at **7:31 AM.**



Stacey Michaud
Secretary

BVW, HE, FL1 & FL3 Operating Statement

July 2024

Desc	Current Period	Current Year	Year to Date Budget	Year Budget
00.000.3110.000 Dwelling Rentals	\$ (35,797.00)	\$ (35,797.00)	\$ (33,333.33)	\$ (400,000.00)
00.000.3120.000 Excess Utilities	\$ (223.56)	\$ (223.56)	\$ -	\$ -
00.000.3300.000 HUD Operating Subsidy Grant	\$ (35,170.16)	\$ (35,170.16)	\$ (31,461.00)	\$ (377,532.00)
00.000.3610.000 Interest General Fund	\$ (13.32)	\$ (13.32)	\$ (116.67)	\$ (1,400.00)
00.000.3690.100 Late Charges	\$ -	\$ -	\$ -	\$ -
00.000.3690.200 Laundry Receipts	\$ -	\$ -	\$ (250.00)	\$ (3,000.00)
00.000.3690.300 Other Misc. Income	\$ (57.00)	\$ (57.00)	\$ (333.33)	\$ (4,000.00)
00.000.3690.400 Collection Of Written Off Receivables	\$ -	\$ -	\$ -	\$ -
00.000.3690.500 Services W/orders Tenants	\$ (1,331.00)	\$ (1,331.00)	\$ (250.00)	\$ (3,000.00)
00.000.8020.200 Capital Fund Grant - Operating	\$ -	\$ -	\$ (909.83)	\$ (10,918.00)
Total Income	\$ 72,592.04	\$ 72,592.04	\$ 66,654.16	\$ 799,850.00
00.000.4110.000 Administrative Salary	\$ 21,288.81	\$ 21,288.81	\$ 10,836.50	\$ 130,038.00
00.000.4111.000 Contra Administrative Salaries	\$ (9,446.35)	\$ (9,446.35)	\$ (8,466.50)	\$ (101,598.00)
00.000.4130.000 Legal Expense	\$ 67.70	\$ 67.70	\$ 833.33	\$ 10,000.00
00.000.4140.000 Insufficient Checks	\$ -	\$ -	\$ -	\$ -
00.000.4145.000 Staff Training	\$ -	\$ -	\$ 333.33	\$ 4,000.00
00.000.4150.000 Travel Expense	\$ -	\$ -	\$ 125.00	\$ 1,500.00
00.000.4151.000 Contra Travel	\$ -	\$ -	\$ (225.00)	\$ (2,700.00)
00.000.4151.100 Contra Training	\$ -	\$ -	\$ (250.00)	\$ (3,000.00)
00.000.4170.000 Accounting	\$ 2,400.00	\$ 2,400.00	\$ 475.00	\$ 5,700.00
00.000.4171.000 Contra Accounting	\$ (320.83)	\$ (320.83)	\$ (325.00)	\$ (3,900.00)
00.000.4173.000 Auditing	\$ -	\$ -	\$ 308.33	\$ 3,700.00
00.000.4174.000 Audit Contra	\$ (333.33)	\$ (333.33)	\$ (400.00)	\$ (4,800.00)
00.000.4180.000 Telephone	\$ 1,067.38	\$ 1,067.38	\$ 833.33	\$ 10,000.00
00.000.4190.000 Administrative Sundry	\$ 632.22	\$ 632.22	\$ 1,500.00	\$ 18,000.00
00.000.4191.000 Contra Sundry	\$ (1,458.34)	\$ (1,458.34)	\$ (1,458.33)	\$ (17,500.00)
00.000.4220.000 Tenant Services	\$ -	\$ -	\$ 166.67	\$ 2,000.00
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 83.33	\$ 1,000.00
00.000.4310.000 Water	\$ 5,491.42	\$ 5,491.42	\$ 1,666.67	\$ 20,000.00
00.000.4320.000 Electricity	\$ 3,314.22	\$ 3,314.22	\$ 2,500.00	\$ 30,000.00
00.000.4330.000 Gasoline & Diesel	\$ -	\$ -	\$ -	\$ -
00.000.4340.000 Fuel Oil	\$ 971.42	\$ 971.42	\$ 6,250.00	\$ 75,000.00
00.000.4390.000 Sewer	\$ 5,353.16	\$ 5,353.16	\$ 1,583.33	\$ 19,000.00
00.000.4410.000 Ordinary Maintenance - Labor	\$ 17,819.21	\$ 17,819.21	\$ 9,259.08	\$ 111,109.00
00.000.4410.150 ONcall Stipened	\$ 286.84	\$ 286.84	\$ 433.33	\$ 5,200.00
00.000.4411.000 Maintenance Contra	\$ (3,086.33)	\$ (3,086.33)	\$ (3,086.33)	\$ (37,036.00)
00.000.4420.000 Ordinary Maintenance - Material	\$ 4,284.47	\$ 4,284.47	\$ 4,166.67	\$ 50,000.00
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 3,232.68	\$ 3,232.68	\$ 6,666.67	\$ 80,000.00
00.000.4510.000 Insurance Expense	\$ 16.00	\$ 16.00	\$ 4,083.33	\$ 49,000.00
00.000.4540.000 Employee Benefit Contribution	\$ 15,063.28	\$ 15,063.28	\$ 10,650.67	\$ 127,808.00
00.000.4541.000 Contra Employee Benefits	\$ (6,119.08)	\$ (6,119.08)	\$ (6,119.08)	\$ (73,429.00)
00.000.8020.100 Capital Fund Grant - Capital	\$ (19,358.94)	\$ (19,358.94)	\$ (20,522.17)	\$ (246,266.00)
00.000.4570.000 Collection Losses	\$ -	\$ -	\$ 666.67	\$ 8,000.00
Total Expenses	\$ 41,165.61	\$ 41,165.61	\$ 22,568.83	\$ 270,826.00
Current Year Income & Expense	\$ 31,426.43	\$ 31,426.43	\$ 44,085.33	\$ 529,024.00

Occupancy As of 07/31/2024

Project Name	# Units	Unit Days	Occupied	Pct%	Vacant
Borderview Homes	36	1116	1072	96.08%	44
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	668	86.21%	107
The Meadows	25	775	775	100.00%	0
TOTALS:	151	4681	4530	97.79%	151

Repay		Write Offs:	
L. Walker	\$63.95	C. Roberge	\$926.19
A. Choate	\$522.06		
V. Page	\$440.72	Total	\$926.19
Total	\$1,026.73		

	Vouchers	135	17
Section 8	Used	130	17
\$86,864.00			

Local Programs			
\$122,871			
Fields Lane II			
\$24,722			
Cherry Lane			
\$8,140			
General Fund			
\$231,966			