

**THE REGULAR MEETING OF THE
HOUSING AUTHORITY OF FORT FAIRFIELD
WAS HELD ON JUNE 19, 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, Anne Blanchard Absent: None

II. REVIEW OF MINUTES

The MINUTES of the May 15, 2024 meeting were presented for review and approval.

There was only one correction which is to add Andy Coiley to the roll call.

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

III. REPORTS AND COMMUNICATIONS

• **Director's Report: Atch 1.**

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

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

• **Write Off-** A write-off for L. Bondeson for \$562.64 was presented to the Board for approval.

UPON MOTION made by Andy Coiley and Seconded by Sean Bernard to write off the balance of L. Bondeson for the amount of \$562.64

HAFF 24-34

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the write-off for L. Bondeson for \$562.64.

IV. UNFINISHED BUSINESS:

• **eLOCCS Authorizer-** With Chairman Duska Day's term ending, the Board needs to select an eLOCCS Authorizer.

UPON MOTION made by Andy Coiley and Seconded by Nancy Levasseur to nominate Sean Bernard as the eLOCCS Authorizer.

HAFF 24-35

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve Sean Bernard as the new eLOCCS Authorizer.

• **Employee and Commissioner Lunch-** The Employee and Commissioner lunch will be on June 27, 2024. Andy volunteered to grill the burgers and hotdogs.

• **Personnel Policy-** Drummond and Woodsum reviewed the HAFF Personnel Policy. There were several corrections to help [reduce the bulkiness of the policy. The lawyer said several items were not legally compliant and were required to be corrected. The Director presented the policy with changes. The Board reviewed the changes but wanted to table this discussion and asked the Director to make the changes for them to review.

V. **NEW BUSINESS:**

- **Summer Hire-** The Housing Authority hired Alex Sprague for lawn care. He trimmed several trees at Hillcrest Estates and Fields Lane. There was also a discussion about the gardens. The Quality Home Place Council has been working on the Hillcrest Estates gardens. The water fountain was fixed by Housing Authority staff. The Town Clock Garden was thinned out and cleaned up. The Housing Authority sign garden was removed and new grass seed and rocks were put down. The Commissioners wanted to make sure that some gardens were to remain. Two gardens were removed last year due to poison oak. There will be a few more gardens that will be removed this summer because they are along the sidewalks and often get damaged during snow removal.
- **Resident Meeting-** There was a resident meeting at Fields Lane with several Fields Lane residents, the Property Manager and Maintenance Supervisor, and the Director. This meeting was designed to allow residents to ask questions and see how the Housing Authority can meet their needs. The Housing Authority will take these issues and address them as needed. A few questions were answered during the meeting, but others were going to be discussed by the staff. The meeting was successful and the staff believe that an annual meeting, plus a meeting in the late fall would be useful for both residents and staff.
- **Audit FY 24-** RHR Smith has started requesting pre audit items for the FY 24 audit. This process is to help both them and the HA to ensure the audit is completed on time.
- **CFP Projects-** The HA is starting to get quotes for CFP 23 and CFP 24 projects. The Heat Pump project received two quotes and the HA, decided to go with Daigle Oil. The price was a little more but the unit was for 36000 BTUs compared to 24000 BTUs. With 4 heads the Director felt that 24000 BTUs would not support the 4 7000 BTU heads.

VI. **OTHER:**

VII. **Executive Session-**

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

The next meeting will be held Wednesday, July 17, 2024, at Hillcrest Estates at 7:00 AM. The meeting was adjourned at 8:23 AM.



Stacey Michaud
Secretary

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

May 2024

Desc	Current Period	Current Year	Year to Date Budget	Year Budget
00.000.3110.000 Dwelling Rentals	\$ (35,892.00)	\$ (386,902.00)	\$ (352,916.63)	\$ (385,000.00)
00.000.3120.000 Excess Utilities	\$ -	\$ (466.08)	\$ -	\$ -
00.000.3300.000 HUD Operating Subsidy Grant	\$ (23,402.00)	\$ (304,252.00)	\$ (328,344.50)	\$ (358,194.00)
00.000.3610.000 Interest General Fund	\$ (11.14)	\$ (786.23)	\$ (1,191.63)	\$ (1,300.00)
00.000.3690.100 Late Charges	\$ -	\$ (1,180.32)	\$ -	\$ -
00.000.3690.200 Laundry Receipts	\$ -	\$ (1,537.75)	\$ (1,375.00)	\$ (1,500.00)
00.000.3690.300 Other Misc. Income	\$ (1,277.36)	\$ (7,264.93)	\$ (3,208.37)	\$ (3,500.00)
00.000.3690.400 Collection Of Written Off Receivables	\$ -	\$ (1,910.19)	\$ -	\$ -
00.000.3690.500 Services W/orders Tenants	\$ (370.00)	\$ (2,898.98)	\$ (3,208.37)	\$ (3,500.00)
00.000.8020.200 Capital Fund Grant - Operating	\$ -	\$ (40,889.36)	\$ (10,698.38)	\$ (11,671.00)
Total Income	\$ 60,952.50	\$ 748,087.84	\$ 700,942.88	\$ 764,665.00
00.000.4110.000 Administrative Salary	\$ 16,908.69	\$ 210,319.88	\$ 116,715.50	\$ 127,326.00
00.000.4111.000 Contra Administrative Salaries	\$ (8,377.45)	\$ (87,533.71)	\$ (98,301.50)	\$ (107,238.00)
00.000.4130.000 Legal Expense	\$ 582.99	\$ 7,250.66	\$ 7,333.37	\$ 8,000.00
00.000.4140.000 Insufficient Checks	\$ -	\$ 10.00	\$ -	\$ -
00.000.4145.000 Staff Training	\$ -	\$ 5,790.76	\$ 2,750.00	\$ 3,000.00
00.000.4150.000 Travel Expense	\$ -	\$ 4,757.56	\$ 2,291.63	\$ 2,500.00
00.000.4151.000 Contra Travel	\$ -	\$ -	\$ (4,216.63)	\$ (4,600.00)
00.000.4151.100 Contra Training	\$ -	\$ -	\$ (3,666.63)	\$ (4,000.00)
00.000.4170.000 Accounting	\$ -	\$ 9,600.00	\$ 5,225.00	\$ 5,700.00
00.000.4171.000 Contra Accounting	\$ (320.83)	\$ (3,529.13)	\$ (3,575.00)	\$ (3,900.00)
00.000.4173.000 Auditing	\$ -	\$ 10,200.00	\$ 3,208.37	\$ 3,500.00
00.000.4174.000 Audit Contra	\$ (333.33)	\$ (4,072.59)	\$ (4,583.37)	\$ (5,000.00)
00.000.4180.000 Telephone	\$ 1,038.23	\$ 11,606.99	\$ 6,200.37	\$ 6,764.00
00.000.4190.000 Administrative Sundry	\$ 961.72	\$ 27,682.09	\$ 16,046.25	\$ 17,505.00
00.000.4191.000 Contra Sundry	\$ (1,391.67)	\$ (15,758.37)	\$ (17,233.37)	\$ (18,800.00)
00.000.4220.000 Tenant Services	\$ -	\$ -	\$ 1,833.37	\$ 2,000.00
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 916.63	\$ 1,000.00
00.000.4310.000 Water	\$ -	\$ 16,319.49	\$ 20,166.63	\$ 22,000.00
00.000.4320.000 Electricity	\$ 3,102.30	\$ 24,934.97	\$ 22,916.63	\$ 25,000.00
00.000.4330.000 Gasoline & Diesel	\$ 344.50	\$ 5,400.23	\$ -	\$ -
00.000.4340.000 Fuel Oil	\$ 2,827.73	\$ 87,877.87	\$ 64,166.63	\$ 70,000.00
00.000.4390.000 Sewer	\$ -	\$ 14,733.85	\$ 18,791.63	\$ 20,500.00
00.000.4410.000 Ordinary Maintenance - Labor	\$ 10,861.31	\$ 132,649.47	\$ 97,662.62	\$ 106,541.00
00.000.4410.150 ONcall Stipened	\$ 272.17	\$ 1,718.28	\$ -	\$ -
00.000.4411.000 Maintenance Contra	\$ (2,563.16)	\$ (27,529.40)	\$ (36,395.37)	\$ (39,704.00)
00.000.4420.000 Ordinary Maintenance - Material	\$ 3,347.41	\$ 39,413.02	\$ 45,833.37	\$ 50,000.00
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 11,128.93	\$ 82,045.00	\$ 82,935.38	\$ 90,475.00
00.000.4510.000 Insurance Expense	\$ 3,468.00	\$ 33,956.00	\$ 33,916.63	\$ 37,000.00
00.000.4540.000 Employee Benefit Contribution	\$ 12,145.38	\$ 123,753.53	\$ 100,757.25	\$ 109,917.00
00.000.4541.000 Contra Employee Benefits	\$ (6,945.49)	\$ (73,763.87)	\$ (67,964.38)	\$ (74,143.00)
00.000.8020.100 Capital Fund Grant - Capital	\$ -	\$ (8,919.93)	\$ (203,500.00)	\$ (222,000.00)
00.000.4570.000 Collection Losses	\$ -	\$ 9,233.99	\$ 7,333.37	\$ 8,000.00
Total Expenses	\$ 47,057.43	\$ 638,146.64	\$ 217,564.38	\$ 237,343.00
Current Year Income & Expense	\$ 13,895.07	\$ 109,941.20	\$ 483,378.50	\$ 527,322.00

Occupancy As of 05/31/2024

Project Name	# Units	Unit Days	Occupied	Pct%	Vacant
Borderview Homes	36	1116	1083	97.04%	33
Cherry Lane Apartments	4	124	124	100.00%	0
Fields Lane I	20	620	618	99.68%	2
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
TOTALS:	151	4681	4566	98.30%	115

Repay		Write Offs:	
L. Walker	\$125.95	I. Bondeson	\$562.64
A. Choate	\$587.06		
V. Page	\$514.72	Total	\$562.64
Total	\$1,227.73		

	Vouchers	135	17
Section 8	Used	129	17
\$85,675.55			

Local Programs
\$121,473
Fields Lane II
\$19,552
Cherry Lane
\$4,759
General Fund
\$205,825