

**THE REGULAR MEETING OF THE
HOUSING AUTHORITY OF FORT FAIRFIELD
WAS HELD ON JANUARY 15, 2025 AT 7:00 A.M.
AT HILLCREST ESTATES CONFERENCE ROOM**

I. ROLL CALL

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

II. REVIEW OF MINUTES

The MINUTES of the December 18, 2024 meeting were presented for review and approval.

UPON MOTION made by Jason Barnes and seconded by Nancy Levasseur the MINUTES were approved.

III. REPORTS AND COMMUNICATIONS

• **Director's Report: Atch 1.**

The **DIRECTOR'S REPORT** for December 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:

- **CFP Projects-** The last bathroom has been completed. Where the HA was required to draw down \$100,000.00 into operations for CFP 2023, the HA has been using that money to do register repairs in vacant units as well as some flooring. That money is currently in the cash account to be used for the registers when that project starts. The ED will be tracking the balance to make sure.

V. NEW BUSINESS:

- **Chevy Truck** – The HA sold the Chevy for \$3500.00. Less than what was asked, but it is now gone. We did ask the purchaser to return the salt spreader electrical so we can hook that up to a different truck as it has been very useful in combating ice.
- **Budget Planning-** The ED will start working on the budgets around the end of January into February. They are usually presented to the Board in March.
- **CFP Planning-** Planning for the 2025 CFP year will also start soon. The HA staff is interested in using some of the funds to purchase generators for Borderview Homes to help with the increase of power outages our area has been experiencing.
- **HMS 2025-** The HA was awarded HMS funds for 2025. \$50,000.00 is a little more than last year. We would like to do things a little different this year to help more residents.
- **Cherry Lane Heating Issues-** 14 Cherry Lane has had some heating issues all winter. Dead River after several calls believes it is the heating panel and they ordered a new part January 6, 2025. We are hoping that it comes in soon so the repairs can be made and heating can go back to normal.
- **Insurance and Taxes-** Vermont Mutual Insurance increased for Cherry Lane, Fields Lane II and Public Housing. The price went from \$41,942.00 to \$49,535.00. The PILOT for Public Housing also increased, but the PILOT is based on a formula of rents collected minus utilities. It went from \$21,631.52 to \$26,303.14. The PILOT changes every year. The other properties saw a decrease in their taxes.

VI. OTHER:

- ED Training – The Board wanted to remind the ED to sign up for the Young Professional Institute as part of her evaluation. She said that she received the email and would reach out to Kim Jones to register.

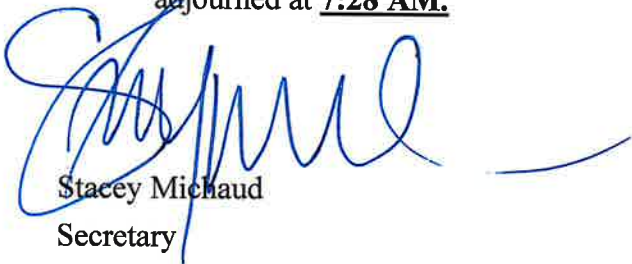
VII. Executive Session

VIII. ADJOURN:

There being no further business to come before the Board;

UPON MOTION made by Andy Coiley and seconded by Nancy Levasseur it was passed unanimously to adjourn.

The next meeting will be held February 19, 2025 at Hillcrest Estates at 7:00 AM. The meeting was adjourned at **7:28 AM.**



Stacey Michaud
Secretary

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

December 2024				
Desc	Current Period	Current Year	Year to Date Budget	Year Budget
00.000.3110.000 Dwelling Rentals	\$ (33,327.00)	\$ (206,677.00)	\$ (199,999.98)	\$ (400,000.00)
00.000.3120.000 Excess Utilities	\$ -	\$ (223.56)	\$ -	\$ -
00.000.3300.000 HUD Operating Subsidy Grant	\$ (31,085.00)	\$ (201,707.00)	\$ (188,766.00)	\$ (377,532.00)
00.000.3610.000 Interest General Fund	\$ (95.46)	\$ (537.23)	\$ (700.02)	\$ (1,400.00)
00.000.3690.100 Late Charges	\$ -	\$ (394.23)	\$ -	\$ -
00.000.3690.200 Laundry Receipts	\$ -	\$ (522.00)	\$ (1,500.00)	\$ (3,000.00)
00.000.3690.300 Other Misc. Income	\$ (164.00)	\$ (1,808.57)	\$ (1,999.98)	\$ (4,000.00)
00.000.3690.400 Collection Of Written Off Receivables	\$ -	\$ (330.00)	\$ -	\$ -
00.000.3690.500 Services W/orders Tenants	\$ -	\$ (3,093.96)	\$ (1,500.00)	\$ (3,000.00)
00.000.8020.200 Capital Fund Grant - Operating	\$ (101,681.00)	\$ (119,069.00)	\$ (5,458.98)	\$ (10,918.00)
Total Income	\$ 166,352.46	\$ 534,362.55	\$ 399,924.96	\$ 799,850.00
00.000.4110.000 Administrative Salary	\$ 24,717.33	\$ 134,822.94	\$ 65,019.00	\$ 130,038.00
00.000.4111.000 Contra Administrative Salaries	\$ (9,446.35)	\$ (56,678.10)	\$ (50,799.00)	\$ (101,598.00)
00.000.4130.000 Legal Expense	\$ 764.66	\$ 1,042.36	\$ 4,999.98	\$ 10,000.00
00.000.4140.000 Insufficient Checks	\$ -	\$ -	\$ -	\$ -
00.000.4145.000 Staff Training	\$ -	\$ 1,550.00	\$ 1,999.98	\$ 4,000.00
00.000.4150.000 Travel Expense	\$ -	\$ 1,200.86	\$ 750.00	\$ 1,500.00
00.000.4170.000 Accounting	\$ 2,500.00	\$ 7,300.00	\$ 2,850.00	\$ 5,700.00
00.000.4171.000 Contra Accounting	\$ (320.83)	\$ (1,924.98)	\$ (1,950.00)	\$ (3,900.00)
00.000.4173.000 Auditing	\$ 2,400.00	\$ 6,300.00	\$ 1,849.98	\$ 3,700.00
00.000.4174.000 Audit Contra	\$ (333.33)	\$ (1,999.98)	\$ (2,400.00)	\$ (4,800.00)
00.000.4180.000 Telephone	\$ 1,099.41	\$ 6,518.96	\$ 4,999.98	\$ 10,000.00
00.000.4190.000 Administrative Sundry	\$ 1,266.33	\$ 9,603.32	\$ 9,000.00	\$ 18,000.00
00.000.4191.000 Contra Sundry	\$ (1,458.34)	\$ (8,750.04)	\$ (8,749.98)	\$ (17,500.00)
00.000.4220.000 Tenant Services	\$ -	\$ -	\$ 1,000.02	\$ 2,000.00
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 499.98	\$ 1,000.00
00.000.4310.000 Water	\$ -	\$ 10,823.38	\$ 10,000.02	\$ 20,000.00
00.000.4320.000 Electricity	\$ 2,070.14	\$ 13,366.28	\$ 15,000.00	\$ 30,000.00
00.000.4330.000 Gasoline & Diesel	\$ 278.28	\$ 2,191.95	\$ -	\$ -
00.000.4340.000 Fuel Oil	\$ 9,235.58	\$ 22,775.11	\$ 37,500.00	\$ 75,000.00
00.000.4390.000 Sewer	\$ -	\$ 9,757.12	\$ 9,499.98	\$ 19,000.00
00.000.4410.000 Ordinary Maintenance - Labor	\$ 15,182.28	\$ 72,491.97	\$ 55,554.48	\$ 111,109.00
00.000.4410.150 ONcall Stipened	\$ 400.00	\$ 2,286.84	\$ 2,599.98	\$ 5,200.00
00.000.4411.000 Maintenance Contra	\$ 1,611.46	\$ (14,254.59)	\$ (18,517.98)	\$ (37,036.00)
00.000.4420.000 Ordinary Maintenance - Material	\$ 4,050.35	\$ 31,686.17	\$ 25,000.02	\$ 50,000.00
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 11,309.42	\$ 72,318.97	\$ 40,000.02	\$ 80,000.00
00.000.4510.000 Insurance Expense	\$ 6,936.00	\$ 24,292.00	\$ 24,499.98	\$ 49,000.00
00.000.4540.000 Employee Benefit Contribution	\$ 13,515.16	\$ 77,241.88	\$ 63,904.02	\$ 127,808.00
00.000.4541.000 Contra Employee Benefits	\$ (6,119.08)	\$ (38,068.08)	\$ (36,714.48)	\$ (73,429.00)
00.000.8020.100 Capital Fund Grant - Capital	\$ (1,299.99)	\$ (117,702.08)	\$ (123,133.02)	\$ (246,266.00)
00.000.4570.000 Collection Losses	\$ -	\$ 955.11	\$ 4,000.02	\$ 8,000.00
Total Expenses	\$ 78,358.48	\$ 269,147.37	\$ 138,262.98	\$ 276,526.00
Current Year Income & Expense	\$ 87,993.98	\$ 265,215.18	\$ 261,661.98	\$ 523,324.00

Occupancy As of 12/31/2024

Project Name	# Units	Unit Days	Occupied	Pct%	Vacant
Borderview Homes	36	1116	1056	94.60%	60
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
TOTALS:	151	4681	4541	98.03%	140

Repay		Write Offs:	
A. Choate	\$259.06		
V. Page	\$707.40	Total	\$0.00
B. Austin	\$1,645.98		
P. McMahon	\$830.00		
R. Johnson	\$488.05		
C. Burby	\$368.00		
A. Campbell	\$455.04		
C. Murray Gates	\$1,229.64		
Total	\$5,983.17	Vouchers	
		Used	
			135
			17
Section 8			
\$109,163			
Fields Lane II			
\$10,506			
Cherry Lane			
\$8,434			
General Fund			
\$406,368			
Local Programs			
\$89,590			