

**THE REGULAR MEETING OF THE
HOUSING AUTHORITY OF FORT FAIRFIELD
WAS HELD ON NOVEMEBR 20, 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, Jason Barnes, Nancy Levasseur, and Andy Coiley Absent: Sheri Whitley, Lauren Beckwith

II. REVIEW OF MINUTES

The MINUTES of the October 23, 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 October 2024 was presented for review and approval

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

• **Write Off-** A write-off for N. Barnes for \$147.00 was presented to the Board for approval.

UPON MOTION made by Anne Blanchard and Seconded by Nancy Levasseur to write off the balance of N. Barnes for the amount of \$147.00

HAFF 25-09

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the write-off for N. Barnes for \$147.00.

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IV. UNFINISHED BUSINESS:

• **CFP Projects-** 1 Bathroom currently left. Flooring and registers in vacant units.

V. NEW BUSINESS:

- **Holiday Events-** The Housing Authority staff is hosting a Holiday Party for its residents at Fields, Lane Hillcrest and Cherry Lane. The Meadows Residents are hosting a party later in December that is resident driven. The Housing Authority staff are also working with the VFW to buy gifts for the kids Holiday Party. The ED asked if they Commissioners were interested in attending the holiday party at Fields Lane. She also asked the Commissioners if they were interested in having a Holiday party with Commissioners, Staff and Directors. There was interest in attending the Resident Holiday Party to assist with the staff and mingle with the residents. The Board said a separate holiday party for Staff, Directors and Commissioners doesn't need to happen this year.

The ED also said that rather than a staff party this year, the staff will have the Thursday after Christmas off. No one wants to work the day after Christmas for one day.

- **Elevator Repair** – The Housing Authority received a quote from Otis Elevator for repairs to prevent the elevator from not working after power outages. What is happening is when there is a power outage the elevator will not work until it is reset. These repairs will bypass the reset, and the elevator won't be shut down for hours or days waiting for a technician to come.

- **Community Room Policy Changes-** The ED updated the Community Room Rules to change to prices for renting the room. For Residents it is free and for nonresidents it is \$50.00. For a lost key it is \$78.00 as the locks would need to be changed.

HAFF 25-10

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the Community Room Rules

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **Fields Lane II Financial Statement** - The ED Presented the Fields Lane II Financial Statements to the Board for review. She also presented the Audited Financial Review from Maine Housing. There was an incentive management fee earned and surplus cash was distributed. There was a recommendation to move excess funds from Taxes and Insurance and the ED said she preferred to keep the funds there.

UPON MOTION made by Jason Barnes and Seconded by Andy Coiley to approve the Fields Lane II Financial Statement.

HAFF 25-11

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the Fields Lane II Financial Statement and AFR.

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **Jobs Corps/ HUD Partnership-** The Housing Authority is joining HUD and Job Corps to host a job fair for residents and members of the Community who may be interested in Job Corps or refreshing up their resumes.
- **Golek Commission** -The Golek Commission is still on going and we are getting close to the end.
- **Health Plan-** The ED presented to the Board, the new medical rates for 2025. There was a 9% increase for all health insurance plans. The ED presented to the Board the current plan and breakdown and also added a few different options. The ED also did a brief survey to compare plans with other HA's. Most use Maine Municipal Employees Health Trust like HAFF, but offer different plans and rate breakdowns. The biggest different is that spouse and family plans are offered while the HAFF does not offer those. After reviewing the numbers, the Board felt it was best to table this discussion and have a special meeting on December 4, 2024 to discuss in more details.
- **Paid Family Medical Leave Act-** The ED informed the Board that starting January 1, 2025 the PFMLA will be required to be deducted. Where the HA has less than 15 employees the HA qualifies for the .5% plan. The HA can pay the .5% or the employee can pay the .5%. The Board suggested splitting this 50/50. The HA pays .25% and the employee pays .25%.

UPON MOTION made by Andy Coiley and Seconded by Anne Blanchard to approve the split 50/50 payment for PFMLA

HAFF 25-12

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the split 50/50 payment for PFMLA.

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 Anne Blanchard to enter into Executive Session at 8:26

UPON MOTION made by Jason Barnes and Seconded by Nancy Levasseur to exit into Executive Session at 8:46

VIII. ADJOURN:

There being no further business to come before the Board;

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

The next meeting will be held December 4, 2024 at Hillcrest Estates at 7:00 AM. The meeting was adjourned at **8:47 AM.**



Stacey Michaud

Secretary

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

October 2024				
Desc	Current Period	Current Year	Year to Date Budget	Year Budget
00.000.3110.000 Dwelling Rentals	\$ (34,432.00)	\$ (141,094.00)	\$ (133,333.32)	\$ (400,000.00)
00.000.3120.000 Excess Utilities	\$ -	\$ (223.56)	\$ -	\$ -
00.000.3300.000 HUD Operating Subsidy Grant	\$ (28,382.00)	\$ (142,685.00)	\$ (125,844.00)	\$ (377,532.00)
00.000.3610.000 Interest General Fund	\$ (15.17)	\$ (278.61)	\$ (466.68)	\$ (1,400.00)
00.000.3690.100 Late Charges	\$ -	\$ (249.95)	\$ -	\$ -
00.000.3690.200 Laundry Receipts	\$ -	\$ (368.50)	\$ (1,000.00)	\$ (3,000.00)
00.000.3690.300 Other Misc. Income	\$ (452.00)	\$ (1,332.00)	\$ (1,333.32)	\$ (4,000.00)
00.000.3690.400 Collection Of Written Off Receivables	\$ (100.00)	\$ (330.00)	\$ -	\$ -
00.000.3690.500 Services W/orders Tenants	\$ (45.00)	\$ (2,228.00)	\$ (1,000.00)	\$ (3,000.00)
00.000.8020.200 Capital Fund Grant - Operating	\$ -	\$ -	\$ (3,639.32)	\$ (10,918.00)
Total Income	\$ 63,426.17	\$ 288,789.62	\$ 266,616.64	\$ 799,850.00
00.000.4110.000 Administrative Salary	\$ 26,660.23	\$ 82,958.54	\$ 43,346.00	\$ 130,038.00
00.000.4111.000 Contra Administrative Salaries	\$ (9,446.35)	\$ (37,785.40)	\$ (33,866.00)	\$ (101,598.00)
00.000.4130.000 Legal Expense	\$ 135.00	\$ 277.70	\$ 3,333.32	\$ 10,000.00
00.000.4140.000 Insufficient Checks	\$ -	\$ -	\$ -	\$ -
00.000.4145.000 Staff Training	\$ 800.00	\$ 1,550.00	\$ 1,333.32	\$ 4,000.00
00.000.4150.000 Travel Expense	\$ 647.28	\$ 647.28	\$ 500.00	\$ 1,500.00
00.000.4170.000 Accounting	\$ -	\$ 4,800.00	\$ 1,900.00	\$ 5,700.00
00.000.4171.000 Contra Accounting	\$ (320.83)	\$ (1,283.32)	\$ (1,300.00)	\$ (3,900.00)
00.000.4173.000 Auditing	\$ -	\$ 3,900.00	\$ 1,233.32	\$ 3,700.00
00.000.4174.000 Audit Contra	\$ (333.33)	\$ (1,333.32)	\$ (1,600.00)	\$ (4,800.00)
00.000.4180.000 Telephone	\$ 1,123.67	\$ 4,342.62	\$ 3,333.32	\$ 10,000.00
00.000.4190.000 Administrative Sundry	\$ 1,874.71	\$ 7,210.93	\$ 6,000.00	\$ 18,000.00
00.000.4191.000 Contra Sundry	\$ (1,458.34)	\$ (5,833.36)	\$ (5,833.32)	\$ (17,500.00)
00.000.4220.000 Tenant Services	\$ -	\$ -	\$ 666.68	\$ 2,000.00
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 333.32	\$ 1,000.00
00.000.4310.000 Water	\$ 5,331.96	\$ 10,823.38	\$ 6,666.68	\$ 20,000.00
00.000.4320.000 Electricity	\$ 2,560.90	\$ 7,905.32	\$ 10,000.00	\$ 30,000.00
00.000.4330.000 Gasoline & Diesel	\$ 444.95	\$ 1,531.85	\$ -	\$ -
00.000.4340.000 Fuel Oil	\$ 1,342.70	\$ 4,654.80	\$ 25,000.00	\$ 75,000.00
00.000.4390.000 Sewer	\$ 4,403.96	\$ 9,757.12	\$ 6,333.32	\$ 19,000.00
00.000.4410.000 Ordinary Maintenance - Labor	\$ 17,902.23	\$ 60,454.51	\$ 37,036.32	\$ 111,109.00
00.000.4410.150 ONcall Stipened	\$ 500.00	\$ 1,486.84	\$ 1,733.32	\$ 5,200.00
00.000.4411.000 Maintenance Contra	\$ (3,086.33)	\$ (13,220.72)	\$ (12,345.32)	\$ (37,036.00)
00.000.4420.000 Ordinary Maintenance - Material	\$ 13,891.28	\$ 32,476.70	\$ 16,666.68	\$ 50,000.00
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 9,985.90	\$ 32,697.26	\$ 26,666.68	\$ 80,000.00
00.000.4510.000 Insurance Expense	\$ 3,468.00	\$ 13,888.00	\$ 16,333.32	\$ 49,000.00
00.000.4540.000 Employee Benefit Contribution	\$ 20,002.06	\$ 53,575.12	\$ 42,602.68	\$ 127,808.00
00.000.4541.000 Contra Employee Benefits	\$ (6,119.08)	\$ (25,829.92)	\$ (24,476.32)	\$ (73,429.00)
00.000.8020.100 Capital Fund Grant - Capital	\$ (19,872.66)	\$ (102,114.44)	\$ (82,088.68)	\$ (246,266.00)
00.000.4570.000 Collection Losses	\$ -	\$ 776.19	\$ 2,666.68	\$ 8,000.00
Total Expenses	\$ 70,437.91	\$ 148,313.68	\$ 92,175.32	\$ 276,526.00
Current Year Income & Expense	\$ (7,011.74)	\$ 140,475.94	\$ 174,441.32	\$ 523,324.00

Occupancy As of 10/31/2024

Project Name	# Units	Unit Days	Occupied	Pct%	Vacant
Borderview Homes	36	1116	1086	97.30%	30
Cherry Lane Apartments	4	124	124	100.00%	0
Fields Lane I	20	620	595	95.97%	25
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	4519	97.43%	162

Repay		Write Offs:	
L. Walker	\$23.95	N. Barnes	\$147.00
A. Choate	\$337.06		
V. Page	\$216.24	Total	\$147.00
B. Austin	\$1,609.98		
C. Burby	\$2,364.00		
C. Murray Gates	\$1,383.64		
Total	\$5,934.87	Vouchers	135
		Used	17

Section 8	
\$115,009	

Fields Lane II	
\$3,939	
Cherry Lane	
\$7,779	
General Fund	
\$300,457	
Local Programs	
\$155,816	

