

**THE REGULAR MEETING OF THE
HOUSING AUTHORITY OF FORT FAIRFIELD
WAS HELD ON OCTOBER 23, 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, Sheri Whitley, Lauren Beckwith, Jason Barnes, Nancy Levasseur, and Andy Coiley Absent: None

II. REVIEW OF MINUTES

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

UPON MOTION made by Andy Coiley and seconded by Jason Barnes the MINUTES were approved with the correction of the missing Directors Report.

III. REPORTS AND COMMUNICATIONS

• **Director's Report: Atch 1.**

The **DIRECTOR's REPORT** for September 2024 was presented for review and approval **UPON MOTION** made by Anne Blanchard and seconded by Jason Barnes the Director's Report was approved.

- Local Programs checking account was missing from the list of accounts. The ED said she would share the balance with the Board and correct the report.
- **Write Off-** A write-off for R. Gaughen for \$178.92 was presented to the Board for approval.

UPON MOTION made by Anne Blanchard and Seconded by Nancy Levasseur to write off the balance of R. Gaughen for the amount of \$178.92

HAFF 25-05

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the write-off for R. Gaughen for \$178.92.

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IV. UNFINISHED BUSINESS:

- **CFP Projects-** Bathrooms are currently being installed at Borderview Homes. The Register project has been pushed back to spring and the bathroom projects will be complete soon as winter approaches.
- **Tempo Employees-** There are currently two tempo employees who are being used for the Front Desk and Maintenance position. There have been very little applications that have come through for either position. The Board discussed at this time if the Front Desk may be better suited as a full-time position so there may be more interest. The Position includes the HMS program which is currently on hold as the funding as used for the year.
- **Meeting Room-** The ED presented to the Board a rough estimate for the Meeting Room Addition. With the cost doubling and winter approaching, it is best to table this discussion and wait until spring.

UPON MOTION made by Anne Blanchard and Seconded by Jason Barnes to table the Meeting Room addition was approved

- **Mainstream Voucher Changes for the Admin Plan-** The ED presented to the Board the Admin Plan changes for the Mainstream Voucher Program. All of the changes made were

required by HUD. One option was not utilized by the HA and that was the separate waitlist. Since we are full and only have 17 Mainstream vouchers, we felt it wasn't worth it to create a separate waitlist.

UPON MOTION made by Andy Coiley and Seconded by Nancy Levasseur to approve the changes to the Admin Plan

HAFF 25-06

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the Admin Plan Changes

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

V. NEW BUSINESS:

- **Personnel Policy Changes** – During the Audit it was noted that our policy was not correct for the medical breakdown of health insurance. The policy did not state the 80/20 split for the Health Insurance. The ED presented the change to the personnel policy to add the language of the 80/20 split for health insurance.

UPON MOTION made by Anne Blanchard and Seconded by Andy Coiley to approve the language change in the personnel policy to include the 80/20 split for health insurance.

HAFF 25-07

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the Personnel Policy Changes.

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **Vehicle Bids-** The Housing Authority received 3 bids from 3 dealers for the purchase of a new truck.
 - Percy's Auto Sales with a plow \$56,497.00 8-10 weeks out.
 - Griffeth Ford \$48,853.00 for Truck recommends Mike's Moonlighting for plow available
 - Pelletier Ford Inc. with a plow \$62,213.00 available.

The last quote received from Mike's Moonlighting for a plow was attached to give an idea of the cost. The Board suggested getting a current quote from Mike's Moonlighting and if that quote plus the truck was cheaper than Pelletier Ford then Griffeth Ford would be the truck to purchase.

UPON MOTION made by Andy Coiley and Seconded by Jason Barnes to approve the purchase of Griffeth Ford's truck with a plow if the total is less than Pelletier Fords.

HAFF 25-06

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the purchase of a truck from Griffeth Ford.

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **HMS** – During a recent meeting the ED learned that the Aging in Place Program administered by Maine Housing may lose additional funding for 2025. This past year the HA was awarded just

shy of \$31,000.00 for the HMS program. The program helped about 10 people with home repairs. With the lack of funding, she asked the Board if it was worth it to keep the program running. After some discussion it was determined that it was best to keep the program running in case we want to reapply a different year which may be affected by leaving the program. Also, the program promotes good will for Aroostook County.

- **Rent Relief** – The State of Maine has created its own Rent Relief program. This program will can not be used by subsidized residents.
- **Audit**- RHR Smith came in October to perform our Audit. Things were a bit different this year. This is the first time in 6 years the Public Housing program was audited. There were two issues noted so far. One was the capitalization policy. It is severely out of date and needs to be refreshed. The second was outstanding checks. The ED is already working on reissuing checks to ensure payments are made. The Compliance side of the audit is not complete yet. Procurement and Davis Bacon Wages are the ED's main concerns. These are two items she needs to get trained on. Hence, the procurement training she attended October 15-18. Davis Bacon Wages trainings are a little hard to find but she will attend them as soon as she can.
- **Policy Changes**- With comments made from the Auditors the ED would like to reevaluate the Capitalization and Procurement policies to make changes that reflect the current era. She will work with the Fee Accountant on these changes.
- **Commissioner Passing**- The ED received an email from a former Commissioner that Richard Pelletier a long-term Commissioner recently passed. The ED asked if there was something the Board wanted to do. They suggested a donation to his charity of choice. The ED said she would work on that.
- **Op Fund**- The ED has submitted the Operating Fund for 2025 and HUD has approved the submission.

VI. OTHER:

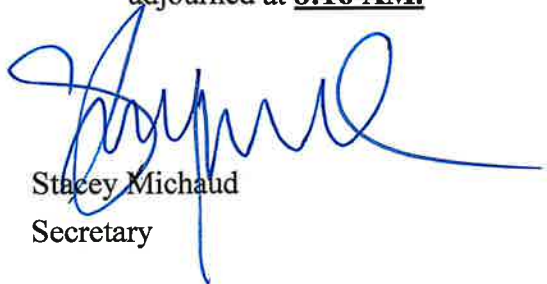
VII. Executive Session

VIII. ADJOURN:

There being no further business to come before the Board;

UPON MOTION made by Andy Coiley and seconded by Sheri Whitley it was passed unanimously to adjourn.

The next meeting will be held November 20, 2024 at Hillcrest Estates at 7:00 AM. The meeting was adjourned at **8:16 AM.**



Stacey Michaud
Secretary

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

September 2024				
Desc	Current Period	Current Year	Year to Date Budget	Year Budget
00.000.3110.000 Dwelling Rentals	\$ (35,217.00)	\$ (106,662.00)	\$ (99,999.99)	\$ (400,000.00)
00.000.3120.000 Excess Utilities	\$ -	\$ (223.56)	\$ -	\$ -
00.000.3300.000 HUD Operating Subsidy Grant	\$ (35,170.14)	\$ (114,303.00)	\$ (94,383.00)	\$ (377,532.00)
00.000.3610.000 Interest General Fund	\$ (87.86)	\$ (263.44)	\$ (350.01)	\$ (1,400.00)
00.000.3690.100 Late Charges	\$ (174.79)	\$ (249.95)	\$ -	\$ -
00.000.3690.200 Laundry Receipts	\$ (368.50)	\$ (368.50)	\$ (750.00)	\$ (3,000.00)
00.000.3690.300 Other Misc. Income	\$ (149.00)	\$ (880.00)	\$ (999.99)	\$ (4,000.00)
00.000.3690.400 Collection Of Written Off Receivables	\$ (100.00)	\$ (230.00)	\$ -	\$ -
00.000.3690.500 Services W/orders Tenants	\$ (593.00)	\$ (2,183.00)	\$ (750.00)	\$ (3,000.00)
00.000.8020.200 Capital Fund Grant - Operating	\$ -	\$ -	\$ (2,729.49)	\$ (10,918.00)
Total Income	\$ 71,860.29	\$ 225,363.45	\$ 199,962.48	\$ 799,850.00
00.000.4110.000 Administrative Salary	\$ 18,342.09	\$ 56,298.31	\$ 32,509.50	\$ 130,038.00
00.000.4111.000 Contra Administrative Salaries	\$ (9,446.35)	\$ (28,339.05)	\$ (25,399.50)	\$ (101,598.00)
00.000.4130.000 Legal Expense	\$ -	\$ 142.70	\$ 2,499.99	\$ 10,000.00
00.000.4140.000 Insufficient Checks	\$ -	\$ -	\$ -	\$ -
00.000.4145.000 Staff Training	\$ 750.00	\$ 750.00	\$ 999.99	\$ 4,000.00
00.000.4150.000 Travel Expense	\$ -	\$ -	\$ 375.00	\$ 1,500.00
00.000.4170.000 Accounting	\$ 2,400.00	\$ 4,800.00	\$ 1,425.00	\$ 5,700.00
00.000.4171.000 Contra Accounting	\$ (320.83)	\$ (962.49)	\$ (975.00)	\$ (3,900.00)
00.000.4173.000 Auditing	\$ 3,900.00	\$ 3,900.00	\$ 924.99	\$ 3,700.00
00.000.4174.000 Audit Contra	\$ (333.33)	\$ (999.99)	\$ (1,200.00)	\$ (4,800.00)
00.000.4180.000 Telephone	\$ 1,070.61	\$ 3,218.95	\$ 2,499.99	\$ 10,000.00
00.000.4190.000 Administrative Sundry	\$ 3,215.58	\$ 5,336.22	\$ 4,500.00	\$ 18,000.00
00.000.4191.000 Contra Sundry	\$ (1,458.34)	\$ (4,375.02)	\$ (4,374.99)	\$ (17,500.00)
00.000.4220.000 Tenant Services	\$ -	\$ -	\$ 500.01	\$ 2,000.00
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 249.99	\$ 1,000.00
00.000.4310.000 Water	\$ -	\$ 5,491.42	\$ 5,000.01	\$ 20,000.00
00.000.4320.000 Electricity	\$ 856.59	\$ 5,344.42	\$ 7,500.00	\$ 30,000.00
00.000.4330.000 Gasoline & Diesel	\$ 537.98	\$ 1,086.90	\$ -	\$ -
00.000.4340.000 Fuel Oil	\$ 343.39	\$ 3,312.10	\$ 18,750.00	\$ 75,000.00
00.000.4390.000 Sewer	\$ -	\$ 5,353.16	\$ 4,749.99	\$ 19,000.00
00.000.4410.000 Ordinary Maintenance - Labor	\$ 10,522.15	\$ 42,552.28	\$ 27,777.24	\$ 111,109.00
00.000.4410.150 ONcall Stipened	\$ 400.00	\$ 986.84	\$ 1,299.99	\$ 5,200.00
00.000.4411.000 Maintenance Contra	\$ (3,961.73)	\$ (10,134.39)	\$ (9,258.99)	\$ (37,036.00)
00.000.4420.000 Ordinary Maintenance - Material	\$ 3,594.69	\$ 18,585.42	\$ 12,500.01	\$ 50,000.00
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 12,608.68	\$ 22,711.36	\$ 20,000.01	\$ 80,000.00
00.000.4510.000 Insurance Expense	\$ 3,468.00	\$ 10,420.00	\$ 12,249.99	\$ 49,000.00
00.000.4540.000 Employee Benefit Contribution	\$ 8,977.46	\$ 33,573.06	\$ 31,952.01	\$ 127,808.00
00.000.4541.000 Contra Employee Benefits	\$ (7,472.68)	\$ (19,710.84)	\$ (18,357.24)	\$ (73,429.00)
00.000.8020.100 Capital Fund Grant - Capital	\$ (56,882.84)	\$ (82,241.78)	\$ (61,566.51)	\$ (246,266.00)
00.000.4570.000 Collection Losses	\$ -	\$ 776.19	\$ 2,000.01	\$ 8,000.00
Total Expenses	\$ (8,888.88)	\$ 77,875.77	\$ 69,131.49	\$ 276,526.00
Current Year Income & Expense	\$ 80,749.17	\$ 147,487.68	\$ 130,830.99	\$ 523,324.00

Occupancy As of 09/30/2024

Project Name	# Units	Unit Days	Occupied	Pct%	Vacant
Borderview Homes	36	1080	1033	95.68%	47
Cherry Lane Apartments	4	120	120	100.00%	0
Fields Lane I	20	600	600	100.00%	0
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	635	84.71%	115
The Meadows	25	750	750	100.00%	0
TOTALS:	151	4530	4368	97.55%	162

Repay		Write Offs:	
L. Walker	\$23.95	R. Gaughen	\$178.92
A. Choate	\$436.06		
V. Page	\$303.72	Total	\$178.92
C. Burby	\$1,390.00		
Total	\$2,153.73		

	Vouchers	135	17
Section 8	Used	132	17
\$104,549			

Fields Lane II
\$22,261
Cherry Lane
\$5,687
General Fund
\$266,425

