

December 16, 2021

COMMISSIONERS: Richard Laferte, Chair Christal Curtis, Vice Chair
Paul Chaiken Awa Conteh
Charles Boothby Buster Leen
Katelyn Michaud

Notice is hereby given that the Annual Meeting of the Board of Commissioners of the Housing Authority City of Bangor will be held on **Wednesday, December 22nd at 12:00 PM** at 161 Davis Road in the Board Room.

The purpose of this meeting is to discuss the following:

1. Welcome and Approval of Minutes
2. Management Report
3. Presentation of 2022 Budget
4. Employee Handbook Update
5. Boys & Girls Club of Bangor Report
6. Department Head Updates
7. Old Business
8. New Business
9. Open Forum
10. Adjourn

November 17, 2021

REGULAR MEETING,

Present: Commissioner Laferte, Commissioner Chaiken, Commissioner Boothby and Executive Director, Michael Myatt.

By Remote: Commissioner Curtis, Commissioner Leen and Commissioner Conteh.

Also, by Remote: General Counsel, Joe Bethony, Director of Finance Eric MacDonald, Director of Construction & Asset Management Bob Rhodes, Director of Maintenance, Jim Brochu, Director of Resident Services, Liz Marsh.

Absent: Commissioner Michaud.

1. Welcome - Commissioner Curtis welcomed everyone to the meeting.

2. Review of Minutes- Commissioner Leen made a motion to adopt the minutes as written.

Commissioner Conteh seconded the motion. Vote by roll call, Commissioner Boothby, yes.

Commissioner Chaiken yes. Commissioner Conteh, yes, Commissioner Leen, yes. Commissioner Curtis, yes. Motion passed. All were in favor. Absent: Commissioner Laferte and Commissioner Michaud.

3. Executive Directors Report- Mike Myatt gave an overview of the managers' report, also discussed:

Our occupancy rate is still high and our waiting list are active. Melissa is working with the tenants for the Rent Relief Program to keep them current on their rents. This program has been a big advantage to the residents. The Rent Relief Program is through MaineHousing and administered by Penquis.

The audit has been submitted through HUDs software and we are waiting for our PHAS score. The finding from the previous audit is still present but has since been resolved.

We are currently looking into office renovations in the Administration Building. The renovations are in the planning stages. The front of the building would be space for the FSS Program. Liz Marsh, Director of Resident Services gave a brief description on the benefits a space like this could have for our community. The back of the building would be dedicated to the afterschool programs and also provide a space for daycare while the parents attend training sessions. The Administration Team would move upstairs and this would be the main entrance for tenants to pay rent and drop off paperwork.

4. Committee Reports-

a. Finance Committee/Finance Report- The Finance Committee met in person and reviewed the financials. Director of Finance, Eric MacDonald gave an overview of Amp 1 and COCC to the board. COCC was down due to maintenance work orders being down because of the

holidays and vacation times. Finance is also working on the budget and a draft will be presented to the board at the December meeting.

Mike and Eric have also had a phone meeting with HUD to discuss additional operating funds that have been applied for. HUD will be working with Mike and Eric to release the funds.

b. Boys & Girls Club Committee – The Boys & Girls Club board will be meeting this week. They are building a plan to receive more funding.

5. Department Head Updates -

a. Director of Maintenance, Jim Brochu – The oil and propane bids for this season have come back and we have locked in with Maine Energy. The oil price for this year is locked in at \$2.68/gallon. The majority of our units have been converted to natural gas and we using about 360 gallons of propane each year.

We have a vendor in place for snow removal for the 2021-22 season.

b. Director of Construction & Asset Management, Bob Rhodes-Bob gave an update on the Capital Fund Projects for 2021. The Capehart driveways are nearing completion for this year and will resume in the spring. The project should be completed by the end of July 2022. Finson Road rebuild is under construction. There has been some delay due to manufacturing and delivery of products. The renovations for the Griffin Square units on Langley St. will begin at the beginning of the year.

c. General Counsel, Joe Bethony- Joe gave an update on the OASHA rule for mandatory vaccinations that could be extended to public employees. This will be decided on December 2, 2021. HUD is working on guidance for the vaccinations. We are not considered contractors and would not fall under the federal guidelines.

d. Director of Resident Services, Liz Marsh-Liz's team has been working on holiday baskets for the seniors and families for Thanksgiving. They are also planning to do another Santa drive by and handing out Christmas stockings for the children in place of a party. There will be a Christmas meal at each of the Senior Properties for the residents.

e. Housing Choice Voucher Program, Mike Myatt-Currently we have 409 vouchers issued and 4 of 5 Vash Vouchers issued. The challenge continues to be the Emergency Housing Vouchers. We have 15 vouchers administered, one has leased up and 14 are still looking for rentals. The housing market is still very tight.

5. Old Business-The Davis Road project is continuing to move forward.

6. New Business-None

7. Open Forum-None

8. Meeting Adjourned-Commissioner Chaiken made a motion to adjourn the meeting. Commissioner Boothby seconded the motion. All were in favor.

Michael W. Myatt, Secretary

Executive Director's Report – December 2021

Public Housing

<u>Project Name</u>	<u>Current Occupancy</u>	<u>Year to Date Occupancy</u>
Capehart	97%	97%
Griffin Park	94%	98%
Birch Circle	96%	98%
Nason Park	100%	99%

Managed Properties

<u>Project Name</u>	<u>Current Occupancy</u>	<u>Year to Date Occupancy</u>
Autumn Park	96%	96%
Crestwood	100%	99%
Greenfield	99%	99%
The Lofts	100%	98%
Griffin Square	93%	92%
Ohio Street	100%	100%

Workers Compensation Renewal: As expected, our renewal with Acadia is much higher than the current year with a 25% increase. The increase is primarily due to an ongoing claim.

PHA Web Tenant Portal: We are currently launching a new tool within our software that will be more user friendly for tenants allowing them online access to their accountings including the option to pay rental payments online.

New Commissioner: I was notified this week by the City Clerk that Leah Gulliver will be our newest Commissioner starting in January replacing the expired term of Buster Leen.

Department Head updates will be provided at the meeting, if time permits.

BHA CONSOLIDATED BUDGET

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G/L #	Description	2021 Budget	2022 Budget	000- Davis Rd	001- Capehart 1&2	005-Griffin Pk	006-Birch Cir	004-Nason Pk	007 - Local Programs	EHV	090-COCC	003 - Section 8	004-Mod Rehab
REVENUES													
5120	Income - Tenant Rent	2,481,273	2,641,102	-	2,110,793	204,196	123,025	203,088	-	-	-	-	-
5140	Income - Day care center rent	32,400	68,280	68,280	-	-	-	-	-	-	-	-	-
5141	Income - Health clinic rent	5,400	5,400	5,400	-	-	-	-	-	-	-	-	-
5142	Income - Comm.Center rentals	2,000	2,000	2,000	-	-	-	-	-	-	-	-	-
5175.009	Income - Fees - Management APW	36,720	38,400	-	-	-	-	-	38,400	-	-	-	-
5175.011	Income - Fees - Management GFA	72,480	74,252	-	-	-	-	-	74,252	-	-	-	-
5175.012	Income - Fees - Management CWP	21,681	22,141	-	-	-	-	-	22,141	-	-	-	-
5175.013	Income - Fees - Management Freezes/TL	8,837	8,837	-	-	-	-	-	8,837	-	-	-	-
5175.014	Income - Fees - Management GSA	56,880	56,880	-	-	-	-	-	56,880	-	-	-	-
5121	Income - S8 HAP	2,679,464	3,012,846	-	-	-	-	-	-	90,000	-	2,890,626	32,220
5175.015	Income - Fees - Management	213,083	281,285	-	-	-	-	-	281,285	-	-	-	-
5180	Income - S8 Admin	325,682	372,256	-	-	-	-	-	-	13,680	-	353,807	4,769
5410	Income - Interest	23,407	1,865	-	1,081	123	61	-	-	-	-	600	-
5411	Income - Operating subsidy	3,101,965	3,358,871	18,337	2,685,387	305,086	152,701	197,360	-	-	-	-	-
5440	Income - Inventory markup-5%	-	-	-	-	-	-	-	-	-	-	-	-
5710	Income - Grants	140,000	157,999	916	134,205	15,247	7,631	-	-	-	-	-	-
5710.066	Income - FSS	75,001	75,001	-	52,553	5,970	2,985	5,970	-	-	-	7,523	-
5711.066	income - ROSS Grant Proj Coord	-	68,808	399	58,446	6,640	3,323	-	-	-	-	-	-
5713.066	Income - ROSS Grant Adm fee	-	7,128	41	6,055	688	344	-	-	-	-	-	-
5910	Income - Portable Admin Fees	14,241	5,471	-	-	-	-	-	-	-	-	5,471	-
5910	Income - Laundry income	2,725	2,118	-	-	-	-	2,118	-	-	-	-	-
5920	Income - Section 8 Fraud	2,500	2,500	-	-	-	-	-	-	-	-	2,500	-
5920	Income - late charges	3,243	3,265	-	2,750	350	95	70	-	-	-	-	-
5930	Income - Pet fee	5,296	5,160	-	4,720	140	100	200	-	-	-	-	-
5940	Income - Excess Utilities	175,700	159,122	-	142,432	9,141	7,502	47	-	-	-	-	-
5945	Income - Tenant charges - repairs	62,248	29,228	-	20,078	8,229	421	500	-	-	-	-	-
5950	Income - Tenants charges - bank charges	263	30	-	-	-	30	-	-	-	-	-	-
5955	Income - Tenant charges - legal	4,484	-	-	-	-	-	-	-	-	-	-	-
5120	Mgt.Fees - AMP001	520,968	520,968	-	-	-	-	-	-	-	520,968	-	-
5121	Mgt.Fees - AMP004	50,485	50,485	-	-	-	-	-	-	-	50,485	-	-
5122	Mgt.Fees-HCV	60,192	60,192	-	-	-	-	-	-	-	60,192	-	-
5123	Mgt.Fees-MR#1	684	684	-	-	-	-	-	-	-	684	-	-
5124	Mgt.Fees-CFP	148,737	157,534	-	-	-	-	-	-	-	157,534	-	-
5126	Mgt Fees-Local Program	125,190	125,190	-	-	-	-	-	-	-	125,190	-	-
5131	Asset Mgt.Fees - AMP001	61,800	61,800	-	-	-	-	-	-	-	61,800	-	-
5132	Asset Mgt.Fees - AMP004	6,000	6,000	-	-	-	-	-	-	-	6,000	-	-
5140	Bkkpg.Fees - AMP001	44,116	44,116	-	-	-	-	-	-	-	44,116	-	-
5141	Bkkpg.Fees - AMP004	4,275	4,275	-	-	-	-	-	-	-	4,275	-	-
5142	Bkkpg.Fees-HCV	37,620	37,620	-	-	-	-	-	-	-	37,620	-	-
5143	Bkkpg.Fees-MR#1	428	428	-	-	-	-	-	-	-	428	-	-
5149	Bkkpg Fees - Local Program	20,865	20,865	-	-	-	-	-	-	-	20,865	-	-
5160	Fee for Service Maint Labor	1,592,440	1,593,890	-	-	-	-	-	-	-	1,593,890	-	-
	Total Revenues	12,220,773	13,144,292	95,373	5,218,500	555,810	298,218	409,353	481,795	103,680	2,684,047	3,260,527	36,989

BHA CONSOLIDATED BUDGET

12/17/21 9:29 AM

G/L #	Description	2021 Budget	2022 Budget	000- Davis Rd	001- Capehart 1&2	005-Griffin Pk	006-Birch Cir	004-Nason Pk	007 - Local Programs	EHV	090-COCC	003 - Section 8	004-Mod Rehab
ALLOCATED EXPENSES													
6310.001	Administrative Salaries - Allocated	434,959	511,483	1,694	254,650	39,753	14,473	28,946	171,967	-	-	-	-
6352.001	Accounting Expense - Allocated	87,008	60,000	1,068	33,018	3,204	1,620	2,190	1,134	60	15,294	2,406	6
6350.001	Audit Fees - Allocated	32,003	32,001	570	17,610	1,709	864	1,168	605	32	8,157	1,283	3
6392.001	Sundry - Other Allocated	130,013	132,001	2,350	72,640	7,049	3,564	4,818	2,495	132	33,647	5,293	13
6396.001	Sundry - Dues & licenses Allocated	1,923	-	-	-	-	-	-	-	-	-	-	-
6399.001	Sundry - Postage Allocated	10,001	10,000	178	5,503	534	270	365	189	10	2,549	401	1
6360.001	Sundry - Telephone Allocated	65,009	65,003	1,157	35,770	3,471	1,755	2,373	1,229	65	16,569	2,607	7
6210.001	Sundry - Advertising Allocated	6,500	6,502	116	3,577	347	176	237	123	7	1,657	261	1
	Sundry - Computer Equipment Allocated	7,501	10,000	178	5,503	534	270	365	189	10	2,549	401	1
6398.001	Sundry - Computer Contracts Costs Allocated	72,508	91,000	1,620	50,077	4,859	2,457	3,322	1,720	91	23,196	3,649	9
6327.001	Tenant Serv - Salaries Allocated	267,142	250,303	158	168,472	19,140	9,570	19,140	13,085	-	-	20,738	-
6505.001	Maintenance - Salaries Allocated	114,235	117,677	546	55,121	6,267	3,133	6,267	30,567	-	-	15,598	178
6715.001	Insurance - Liability Allocated	119,411	112,080	1,996	61,689	5,986	3,026	4,091	2,119	92	28,575	4,495	11
6716.001	Insurance - Workers Comp Allocated	78,381	117,523	2,092	64,672	6,276	3,173	4,290	2,221	118	29,956	4,713	12
6605.001	Benefits - Discretionary - Adm Allocated	110,719	121,520	414	62,505	8,712	3,552	7,106	39,231	-	-	-	-
6610.001	Benefits - Discretionary - Tenant Serv Allocated	104,343	106,859	150	68,287	7,759	3,880	7,759	12,467	-	-	6,557	-
6620.001	Benefits - Discretionary - Maint Allocated	47,007	49,349	235	22,681	2,579	1,289	2,579	12,577	-	-	7,325	84
6640.001	Benefits - Mandatory - Adm Allocated	3,189	3,186	8	1,536	268	88	176	1,110	-	-	-	-
6645.001	Benefits - Mandatory - Tenant Serv allocated	2,124	1,770	1	1,184	134	67	134	106	-	-	144	-
6650.001	Benefits - Mandatory - Maint Allocated	709	709	3	316	36	18	36	175	-	-	124	1
	Total Indirect expenses	1,694,685	1,798,966	14,534	984,811	118,617	53,245	95,362	293,309	617	162,149	75,995	327
				0.81%	54.74%	6.59%	2.96%	5.30%	16.30%	0.03%	9.01%	4.22%	0.02%
PROGRAM EXPENSES (DIRECT)													
6820	Interest Expense	165,572	174,800	775	113,466	12,891	6,452	18,216	-	-	23,000	-	-
6310	Administrative Salaries	622,129	695,311	661	232,688	10,995	5,503	-	-	-	299,114	146,350	-
6320	Management Fees	757,519	758,959	974	444,267	50,485	25,242	50,485	125,190	1,440	-	60,192	684
6325	Asset Management Fees	67,800	67,800	-	52,800	6,000	3,000	6,000	-	-	-	-	-
6351	Bookkeeping Fee	107,304	108,204	83	37,620	4,275	2,138	4,275	20,865	900	-	37,620	428
6340	Legal Expense	7,000	7,000	500	2,500	-	-	-	-	-	2,500	1,500	-
6397	Training	91,550	92,050	7,500	35,000	3,000	1,500	300	250	500	40,000	4,000	-
6210	Sundry - Advertising & Marketing	500	500	-	-	-	-	-	-	-	-	500	-
6392.061	Sundry - Computer Equipment	1,000	-	-	-	-	-	-	-	-	-	-	-
6392.051	Sundry - Computer Contract Costs	10,435	-	-	-	-	-	-	-	-	-	-	-
6392	Sundry - Other	-	5,000	-	-	-	-	-	-	5,000	-	-	-
6393	Tenant Services - Salaries	24,464	52,943	307	44,970	5,109	2,557	-	-	-	-	-	-
6390	Credit reports	8,425	8,425	-	5,000	425	-	-	-	-	-	3,000	-
6394	Tenant Services - Other	191,973	215,973	-	204,000	1,500	473	-	-	-	-	10,000	-
6430	Cleaning	65,798	84,136	9,400	55,164	2,500	500	16,572	-	-	-	-	-
6431	Cleaning materials	2,000	14,320	-	-	-	-	-	-	-	14,320	-	-
6451	Utilities - Water	109,215	111,136	1,724	84,694	13,719	5,719	4,780	-	-	500	-	-
6451.005	Utilities - Sewer	215,157	219,723	2,741	172,323	23,894	10,364	8,401	-	-	2,000	-	-
6450	Utilities - Electricity	714,871	722,066	29,166	509,960	92,447	21,061	54,432	-	-	15,000	-	-
6454	Utilities - Gas	360,589	385,236	21,340	333,269	-	10,533	3,094	-	-	17,000	-	-
6505	Maintenance Salaries	987,501	1,001,613	-	-	-	-	-	-	-	1,001,613	-	-
6541	Maintenance Repairs materials	232,396	247,122	1,500	209,000	17,622	6,500	9,000	-	-	3,500	-	-
6542	Maintenance Repairs	607,468	609,100	5,000	490,000	45,000	29,000	35,000	-	-	5,100	-	-
6561	Maintenance Contracts - Painting	274,675	274,675	300	245,000	11,875	8,500	9,000	-	-	-	-	-
6521	Maintenance Contracts - Grounds materials	39,950	39,950	250	35,000	1,300	2,500	400	-	-	500	-	-

BHA CONSOLIDATED BUDGET

12/17/21 9:29 AM

G/L #	Description	2021 Budget	2022 Budget	000- Davis Rd	001- Capehart 1&2	005-Griffin Pk	006-Birch Cir	004-Nason Pk	007 - Local Programs	EHV	090-COCC	003 - Section 8	004-Mod Rehab
6522	Maintenance Contracts - Grounds	102,700	106,700	4,000	70,025	15,000	4,500	4,675	-	-	8,500	-	-
6547	Maintenance Contracts - Air quality tst	1,200	1,200	-	1,200	-	-	-	-	-	-	-	-
6545	Maintenance Contracts - Electrical	5,750	5,750	-	5,000	-	-	750	-	-	-	-	-
6462	Maintenance Contracts - Extermination	44,633	39,543	1,560	33,600	3,008	525	850	-	-	-	-	-
6532	Maintenance Contracts - Cleaning	43,400	11,200	-	-	10,000	1,200	-	-	-	-	-	-
6550	Maintenance Contracts - Elevator	2,730	2,730	-	-	-	-	2,730	-	-	-	-	-
6551	Maintenance Contracts - HVAC	71,160	77,407	6,000	52,430	3,085	6,592	6,800	-	-	2,500	-	-
6548	Maintenance Contracts - Snow Removal	104,218	100,644	15,600	22,508	22,000	19,186	12,500	-	-	8,850	-	-
6570	Maintenance Contracts - Vehicle Repair	32,741	34,344	87	12,750	1,500	725	-	-	-	19,282	-	-
6571	Tools & equipment	29,825	31,681	-	-	-	-	-	-	-	31,681	-	-
6572	Uniforms	75,164	24,261	-	-	6,755	3,381	-	-	-	14,125	-	-
6530	Maintenance Contracts - Security	75,164	83,922	203	59,458	6,755	3,381	-	-	-	14,125	-	-
6472	Maintenance Contracts - Trash Removal	25,898	30,939	5,626	10,000	7,274	3,539	2,000	-	-	2,500	-	-
6591	Maintenance Contracts - Fire Alarm	6,010	12,900	5,000	500	500	1,200	4,200	-	-	1,500	-	-
6720	Insurance - Property	165,047	165,047	15,008	122,302	14,780	5,348	7,609	-	-	-	-	-
6590	Sewer maintenance	5,248	7,548	-	2,248	-	3,000	2,300	-	-	-	-	-
6721	Insurance - Automobile	28,503	30,473	-	-	-	-	-	-	-	30,473	-	-
6710	PILOT (Payment in lieu of taxes)	135,916	147,334	1,871	115,298	8,328	8,285	13,552	-	-	-	-	-
6605	Benefits - Discretionary - Administrative	202,867	218,416	-	94,272	-	-	-	-	-	78,364	45,780	-
6610	Benefits - Discretionary - Tenant Services	2,446	10,692	-	10,692	-	-	-	-	-	-	-	-
6620	Benefits - Discretionary - Maintenance	343,332	325,319	-	-	-	-	-	-	-	325,319	-	-
6640	Benefits - Mandatory - Administrative	3,239	3,239	2	1,416	34	17	-	-	-	1,062	708	-
6645	Benefits - Mandatory - Tenant Services	354	354	-	354	-	-	-	-	-	-	-	-
6650	Benefits - Mandatory - Maintenance	8,142	7,664	-	-	-	-	-	-	-	7,664	-	-
6728	FSS Escrow deposits	120,000	166,879	-	162,604	2,266	2,009	-	-	-	-	-	-
6370	Collection / Losses	33,499	52,823	-	42,216	4,084	2,461	4,062	-	-	-	-	-
6719	HAP Expense	2,679,464	3,012,846	-	-	-	-	-	-	90,000	-	2,890,626	32,220
7525	Replacement of Equipment	15,000	60,000	-	60,000	-	-	-	-	-	-	-	-
7530	EPC Consulting	-	32,000	-	32,000	-	-	-	-	-	-	-	-
7540	Betterments & Additions	-	-	-	-	-	-	-	-	-	-	-	-
7600	RAD consulting	40,000	43,000	249	36,524	4,150	2,077	-	-	-	-	-	-
9999	Equity transfers/donation	-	-	-	-	-	-	-	-	-	-	-	-
	Total Direct Expenses	10,068,941	10,742,897	137,427	4,254,118	412,556	208,968	281,983	146,305	97,840	1,970,092	3,200,276	33,332
	Total Direct %		10,742,897	1.28%	39.60%	3.84%	1.95%	2.62%	1.36%	0.91%	18.34%	29.79%	0.31%
	Total Direct Expenses excluding HAP		7,730,051	137,427	4,254,118	412,556	208,968	281,983	146,305	7,840	1,970,092	309,650	1,112
	Total Direct Expense % excluding HAP			1.78%	55.03%	5.34%	2.70%	3.65%	1.89%	0.10%	25.49%	4.01%	0.01%
	Total Direct Expenses excluding HAP		7,730,051	137,427	4,254,118	412,556	208,968	281,983	146,305	7,840	1,970,092	309,650	1,112
	Total Direct Expense % excluding HAP			1.78%	55.03%	5.34%	2.70%	3.65%	1.89%	0.10%	25.49%	4.01%	0.01%
	Total Expenses	11,763,626	12,541,863	151,961	5,238,929	531,173	262,213	377,345	439,614	98,457	2,132,241	3,276,271	33,659
	BUDGETED EXCESS/(DEFICIT)	457,147	602,429	(56,588)	(20,429)	24,637	36,005	32,008	42,181	5,223	551,806	(15,744)	3,330