



Committed to the future of rural communities.

Info NOW

June 2004

A Publication of Rural Development's Multi-Family Housing Program

Maintenance Seminar: Doing It Right

The Maintenance Seminar held at the Augusta Civic Center on April 27, 2004 was a great success. There were over 100 in attendance. Topics covered were: Job Safety, Weatherization, Real Estate Assessment Center (REAC) Inspections, Window Repair, and Siding Repair. We received great feedback through the evaluation forms. Planning for next year's Maintenance Seminar is already underway, so if there are topics you'd like covered, please let us know.

The Job Safety segment was highly rated in the evaluation sheets. As a follow-up on safety, those who are having a company spray pesticides: It is recommended that in addition to posting a notice on every tenant's door, verbally reminding them that the area has been sprayed and they should not eat any plants from the sprayed area.

MSHA and HUD provided great Power Point presentations they are emailing to all those who provided their email address. These would be great for any management company to provide as in-house training.

An important note from the Window Repair segment of the training is that if you have new Paradigm windows, please remember that putting window air conditioners in these new windows **WILL VOID YOUR WARRANTY!** If you purchased the windows with low-E glass, the sun should reflect off the glass and keep the apartments cooler anyway, so there may not be a need for air conditioners now. This would certainly save on the tenants electric costs – another great added benefit of the new windows!

Other very helpful information, including cleaning vinyl siding was also provided in the Siding Repair segment.

Is it Party Time?

It's summertime (almost), and we all look forward to enjoying "the way life should be!" Often, this means getting together with friends and family to celebrate special events in our lives – or, to enjoy each other's company for no particular reason! Do your properties have such an event planned? This could be your opportunity to increase public awareness of the housing available at your property. **Call your RD servicing office with all the details!**

KNOX-BOX Rapid Entry System

Management Companies may want to look online for a system called KNOX-BOX Rapid Entry System. This system allows immediate entry into buildings without forced entry damage. The master key is controlled by the fire department. We have a management company that already uses this and it saves the property time and money. The website is www.knoxbox.com.

Tenant Subsidy Codes

Owners/Management Agents should ensure that the correct subsidy code is on Tenant Certifications when they are submitted. It is critical that this information be submitted accurately so that when we are reviewing reports on overburdened tenants we know to exclude these particular households.

Reminder

In order for the CPC to process payments in a timely manner, please make sure that you have submitted all of your tenant certifications and Industry Interface/MINC transmissions **before** you send in your project worksheets.

Contact Information

State Office Staff

967 Illinois Avenue, Suite 4
P.O. Box 405
Bangor, ME 04402-0405

Michael W. Aube
State Director
M.Aube@me.usda.gov

Bob Nadeau
MFH Specialist
Robert.Nadeau@me.usda.gov

Jeffery L. Thurlow
Construction Analyst
Jeff.Thurlow@me.usda.gov
Car Phone 557-9797

Darrin S. Dyer
Construction Analyst
Darrin.Dyer@me.usda.gov

Phone: (207) 990-9110
Fax #: (207) 990-9119
TTD/TTY: (207) 942-7331

Dale D. Holmes
Rural Housing Program Director
Dale.Holmes@me.usda.gov

Tammy L. Carter
MFH Technician
Tammy.Carter@me.usda.gov

Conrad McAllister
Construction Analyst
Conrad.McAllister@me.usda.gov
743-5789 ext. 106

Centralized Payment Center (CPC)

967 Illinois Avenue, Suite 4
P.O. Box 405
Bangor, ME 04402-0405

Alice M. H. Kelley
MFH Technician
Alice.Kelley@me.usda.gov

Phone: (207) 990-9179
Fax #: (207) 990-9119
TTD/TTY: (207) 942-7331

Rachel L. Henderson
MFH Assistant
Rachel.Henderson@me.usda.gov

Presque Isle Area Staff

99 Fort Fairfield Road
Presque Isle, Me 04769-5000

Richard W. Ireland
Area Director
Richard.Ireland@me.usda.gov

Cathy S. Letarte
MFH Area Specialist
Cathy.Letarte@me.usda.gov

Phone: (207) 764-4157, Ext. 4
Fax #: (207) 762-2246

Robert G. McCurry
Senior MFH Area Specialist
Robert.McCurry@me.usda.gov

Debbie J. Michaud
MFH Assistant
Debra.Michaud@me.usda.gov

Bangor Area Staff

28 Gilman Plaza, Suite 3
Bangor, ME 04401-3550

Raymond S. Roberts III
Area Director
Raymond.Roberts@me.usda.gov

Beverly A. Stone
MFH Area Specialist
Beverly.Stone@me.usda.gov

Cynthia A. Bowe
MFH Technician
Cynthia.Bowe@me.usda.gov

Phone: (207) 990-3676, Ext. 5
Fax #: (207) 990-5092

Catherine A. Witham
Senior MFH Area Specialist
Cathy.Witham@me.usda.gov

Mary J. Zerrien
MFH Area Specialist
Mary.Zerrien@me.usda.gov

Lewiston Area Staff

P.O. Box 1938
Lewiston, ME 04240-1938

Alan C. Daigle
Area Director
Alan.Daigle@me.usda.gov

Joel Ann Oshansky
MFH Area Specialist
Joel.Oshansky@me.usda.gov

Phone: (207) 753-9400, Ext. 226
Fax #: (207) 784-1335

Celine Skinner
MFH Technician
Celine.Skinner@me.usda.gov

Scarborough Area Staff

306 US Route 1, Suite B1
Scarborough, ME 04074-9774

William F. Bailey, Jr.
Area Director
William.Bailey@me.usda.gov

Roderick R. Elliott, Jr.
MFH Area Specialist
Rod.Elliott@me.usda.gov

Phone: (207) 883-0159
Fax #: (207) 883-2740

Robert J. Pelletier
Senior MFH Area Specialist
Robert.Pelletier@me.usda.gov

Maine USDA RD Web Site:

<http://www.rurdev.usda.gov/me/>

For USDA RD Forms/Regulations/Admin. Notices:

<http://rdinit.usda.gov/reggs>

To subscribe or unsubscribe to this newsletter, please contact Emily Farkas at: Emily.Farkas@me.usda.gov.



Committed to the future of rural communities.