

**THE ANNUAL MEETING OF THE  
HOUSING AUTHORITY OF FORT FAIRFIELD  
WAS HELD ON JULY 17, 2024 AT 7:00 A.M.  
AT HILLCREST ESTATES CONFERENCE ROOM**

**I. ROLL CALL**

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

**II. NOMINATION OF OFFICERS**

**UPON MOTION** made by Nancy Levasseur and seconded by Anne Blanchard the new slate of officers is as follows,

**HAFF 25-01**

Sean Bernard – Chairman  
Anne Blanchard – Vice Chairman  
Stacey Michaud – Secretary and Treasurer

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the new slate of officers.

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

**III. REVIEW OF MINUTES**

The MINUTES of the June 19, 2024 meeting were presented for review and approval.

There was only one correction which as a spelling error.

**UPON MOTION** made by Nancy Levasseur and seconded by Anne Blanchard the MINUTES were approved with the correction.

**IV. REPORTS AND COMMUNICATIONS**

• **Director's Report: Atch 1.**

The **DIRECTOR'S REPORT** for June 2024 was presented for review and approval

**UPON MOTION** made by Anne Blanchard and seconded by Nancy Levasseur the Director's Report was approved.

**V. UNFINISHED BUSINESS:**

- **Personnel Policy-** The Director presented the finalized Personnel Policy. The Commissioners asked that on the cover page or a back page, keep a list of changes to the policy.

**UPON MOTION** made by Anne Blanchard and seconded by Nancy Levasseur to approve the new Personnel Policy with the addition of revision dates.

**HAFF 25-02**

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

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **CFP Projects-** The Office Heat Pumps project has been completed. The Fields Lane Patio projects will start after the festival. Doors were quoted. The Director and Maintenance Supervisor chose to stay with Anderson Doors as they doors were installed nearly 30 years ago held up really well. The Patios will be dug up and replaced with asphalt and composite dividers will be going up to replace the wooden ones.

**VI. NEW BUSINESS:**

- **Nomination of a Commissioner-** The Executive Director put forth Lauren Beckwith as a resident Section 8 Commissioner. She has agreed to serve if nominated.

**UPON MOTION** made by Anne Blanchard and seconded by Nancy Levasseur to nominated Lauren Beckwith as the new Resident Commissioner for The HAFF Board of Commissioners.

- **Summer Outing-** The Executive Director asked the Board if they were interested in doing a Summer Outing. With attendance being low the past couple times, the Executive Director wasn't sure if there would be any interest this year. The Board suggested doing something during the holidays and possibly wait until next year and do a lunch and meet like this past Summer.
- **Solar Credits-** A few years ago the Executive Director signed up for Solar Credit. The HA started to receive some. It is a 10% or 15% savings on each bill which may not seem like much, but the savings do add up.

**VII. OTHER:**

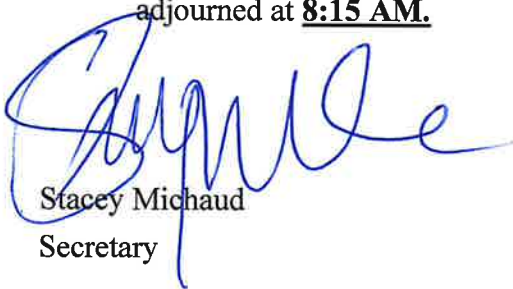
**VIII. Executive Session-**

**IX. ADJOURN:**

There being no further business to come before the Board;

**UPON MOTION** made by Anne Blanchard and seconded by Nancy Levasseur it was passed unanimously to adjourn.

**The next meeting will be held August 21, 2024 at Hillcrest Estates at 7:00 AM.** The meeting was adjourned at **8:15 AM.**



Stacey Michaud  
Secretary

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

June 2024				
Desc	Current Period	Current Year	Year to Date Budget	Year Budget
00.000.3110.000 Dwelling Rentals	\$ (35,892.00)	\$ (386,902.00)	\$ (352,916.63)	\$ (385,000.00)
00.000.3120.000 Excess Utilities	\$ -	\$ (466.08)	\$ -	\$ -
00.000.3300.000 HUD Operating Subsidy Grant	\$ (23,402.00)	\$ (304,252.00)	\$ (328,344.50)	\$ (358,194.00)
00.000.3610.000 Interest General Fund	\$ (11.14)	\$ (786.23)	\$ (1,191.63)	\$ (1,300.00)
00.000.3690.100 Late Charges	\$ -	\$ (1,180.32)	\$ -	\$ -
00.000.3690.200 Laundry Receipts	\$ -	\$ (1,537.75)	\$ (1,375.00)	\$ (1,500.00)
00.000.3690.300 Other Misc. Income	\$ (1,277.36)	\$ (7,264.93)	\$ (3,208.37)	\$ (3,500.00)
00.000.3690.400 Collection Of Written Off Receivables	\$ -	\$ (1,910.19)	\$ -	\$ -
00.000.3690.500 Services W/orders Tenants	\$ (370.00)	\$ (2,898.98)	\$ (3,208.37)	\$ (3,500.00)
00.000.8020.200 Capital Fund Grant - Operating	\$ -	\$ (40,889.36)	\$ (11,671.00)	\$ (11,671.00)
<b>Total Income</b>	<b>\$ 60,952.50</b>	<b>\$ 748,087.84</b>	<b>\$ 701,915.50</b>	<b>\$ 764,665.00</b>
00.000.4110.000 Administrative Salary	\$ 17,024.69	\$ 227,344.57	\$ 127,326.00	\$ 127,326.00
00.000.4111.000 Contra Administrative Salaries	\$ (7,805.05)	\$ (95,338.76)	\$ (107,238.00)	\$ (107,238.00)
00.000.4130.000 Legal Expense	\$ 897.00	\$ 8,147.66	\$ 8,000.00	\$ 8,000.00
00.000.4140.000 Insufficient Checks	\$ -	\$ 10.00	\$ -	\$ -
00.000.4145.000 Staff Training	\$ 200.00	\$ 5,990.76	\$ 3,000.00	\$ 3,000.00
00.000.4150.000 Travel Expense	\$ -	\$ 4,757.56	\$ 2,500.00	\$ 2,500.00
00.000.4151.000 Contra Travel	\$ -	\$ -	\$ (4,600.00)	\$ (4,600.00)
00.000.4151.100 Contra Training	\$ -	\$ -	\$ (4,000.00)	\$ (4,000.00)
00.000.4170.000 Accounting	\$ -	\$ 9,600.00	\$ 5,700.00	\$ 5,700.00
00.000.4171.000 Contra Accounting	\$ (320.83)	\$ (3,849.96)	\$ (3,900.00)	\$ (3,900.00)
00.000.4173.000 Auditing	\$ -	\$ 10,200.00	\$ 3,500.00	\$ 3,500.00
00.000.4174.000 Audit Contra	\$ (333.33)	\$ (4,405.92)	\$ (5,000.00)	\$ (5,000.00)
00.000.4180.000 Telephone	\$ 904.50	\$ 12,511.49	\$ 6,764.00	\$ 6,764.00
00.000.4190.000 Administrative Sundry	\$ 1,155.18	\$ 28,837.27	\$ 17,505.00	\$ 17,505.00
00.000.4191.000 Contra Sundry	\$ (1,391.67)	\$ (17,150.04)	\$ (18,800.00)	\$ (18,800.00)
00.000.4220.000 Tenant Services	\$ 231.00	\$ 231.00	\$ 2,000.00	\$ 2,000.00
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00
00.000.4310.000 Water	\$ -	\$ 16,319.49	\$ 22,000.00	\$ 22,000.00
00.000.4320.000 Electricity	\$ 2,240.54	\$ 27,175.51	\$ 25,000.00	\$ 25,000.00
00.000.4330.000 Gasoline & Diesel	\$ 330.00	\$ 5,730.23	\$ -	\$ -
00.000.4340.000 Fuel Oil	\$ 7,602.73	\$ 95,480.60	\$ 70,000.00	\$ 70,000.00
00.000.4390.000 Sewer	\$ -	\$ 14,733.85	\$ 20,500.00	\$ 20,500.00
00.000.4410.000 Ordinary Maintenance - Labor	\$ 13,926.05	\$ 146,575.52	\$ 106,541.00	\$ 106,541.00
00.000.4410.150 ONcall Stipened	\$ 364.01	\$ 2,082.29	\$ -	\$ -
00.000.4411.000 Maintenance Contra	\$ (3,240.78)	\$ (30,770.18)	\$ (39,704.00)	\$ (39,704.00)
00.000.4420.000 Ordinary Maintenance - Material	\$ 8,354.29	\$ 47,767.31	\$ 50,000.00	\$ 50,000.00
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 3,165.00	\$ 85,210.00	\$ 90,475.00	\$ 90,475.00
00.000.4510.000 Insurance Expense	\$ 3,468.00	\$ 37,424.00	\$ 37,000.00	\$ 37,000.00
00.000.4540.000 Employee Benefit Contribution	\$ 9,780.63	\$ 133,534.16	\$ 109,917.00	\$ 109,917.00
00.000.4541.000 Contra Employee Benefits	\$ (7,491.97)	\$ (81,255.84)	\$ (74,143.00)	\$ (74,143.00)
00.000.8020.100 Capital Fund Grant - Capital	\$ (5,183.05)	\$ (14,102.98)	\$ (222,000.00)	\$ (222,000.00)
00.000.4570.000 Collection Losses	\$ 562.64	\$ 9,796.63	\$ 8,000.00	\$ 8,000.00
<b>Total Expenses</b>	<b>\$ 43,876.94</b>	<b>\$ 682,586.22</b>	<b>\$ 237,343.00</b>	<b>\$ 237,343.00</b>
<b>Current Year Income &amp; Expense</b>	<b>\$ 17,075.56</b>	<b>\$ 65,501.62</b>	<b>\$ 464,572.50</b>	<b>\$ 527,322.00</b>

**Occupancy As of 06/30/2024**

Project Name	# Units	Unit Days	Occupied	Pct%	Vacant
Borderview Homes	36	1080	1051	97.30%	29
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	694	86.21%	81
The Meadows	25	750	750	100.00%	0
<b>TOTALS:</b>	<b>151</b>	<b>4530</b>	<b>4445</b>	<b>97.94%</b>	<b>110</b>

Repay		Write Offs:	
L. Walker	\$103.95		
A. Choate	\$542.06		
V. Page	\$677.72	Total	\$0.00
<b>Total</b>	<b>\$1,323.73</b>		

	<b>Vouchers</b>	<b>135</b>	<b>17</b>
<b>Section 8</b>	<b>Used</b>	<b>132</b>	<b>17</b>
\$88,826.86			

<b>Local Programs</b>	<b>Fields Lane II</b>	
\$122,933	RR CD	\$30,200.34
<b>Fields Lane II</b>	RR Savings	\$7,445.41
\$22,628	T&I	\$7,171.05
<b>Cherry Lane</b>	CFCU CD	\$95,044.87
\$4,605		
<b>General Fund</b>	<b>CL</b>	
\$218,875	RR Savings	\$6,290.88
	T&I	\$5,026.41
	<b>LP</b>	
	ICS	\$10,353.54
	Visa Card	\$9,439.03
	<b>GF</b>	
	CFCU Savings	\$10,662.96
	CFCU CD	\$77,844.48