

**THE REGULAR MEETING OF THE  
HOUSING AUTHORITY OF FORT FAIRFIELD  
WAS HELD ON DECEMBER 18, 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, Lauren Beckwith, Nancy Levasseur, and Andy Coiley Absent: Sheri Whitley

**II. REVIEW OF MINUTES**

The MINUTES of the November 20, 2024 meeting were presented for review and approval.

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

The MINUTES of the December 4, 2024 meeting were presented for review and approval.

**UPON MOTION** made by Jason Barnes and seconded by Anne Blanchard the MINUTES were approved.

**III. REPORTS AND COMMUNICATIONS**

• **Director's Report: Atch 1.**

The **DIRECTOR's REPORT** for November 2024 was presented for review and approval

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

**IV. UNFINISHED BUSINESS:**

- **CFP Projects-** 1 Bathroom currently left.
- **Holiday Party** – The Fields Lane residents enjoyed their holiday party with staff, Nancy and Anne. There wasn't a large turnout due to the weather, but it was still a fun time had by all.

**V. NEW BUSINESS:**

- **HUD Letter-** Richard Monocchio sent a letter to all HA's and Commissioners about the current shortfall situation for the HCV Program. Funding has not been approved yet by Congress and based on the draft budgets HCV funding may be cut. We will need to be vigilant with our funding and ensure that we are able to help those on our program.
- **Audit-** There was a briefing done with RHR Smith to follow up with the Audit. There were no tenant file findings. However, there will be a couple management letter items for the financial side of things. Davis Bacon Wages, Procurement, and outstanding checks. All but one of the checks were reissued. The remainder is for \$3.00 and I am unsure of where to send the check to. The ED will work to do a better job on these items.
- **Zero Turn-** At the end of the summer, the Zero Turn stopped working. Turns out the engine was blown due to no oil. The summer hire was shown how to check and change the oil; however, it wasn't done. The ED wasn't sure how extensive the damage was until Priority Tractor (formerly Gary's Yamaha) picked it up. The ED asked for a price for repairs and a complete service. She also asked for prices for a new Zero turn just in case. The repairs to the Zero Turn were quoted for 4200-4400 dollars. The prices for a new mower were drastically more. The repairs were made and was services, new belts, blades etc.

**VI. OTHER:**

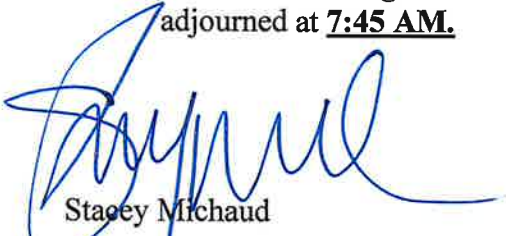
**VII. Executive Session**

**VIII. ADJOURN:**

There being no further business to come before the Board;

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

**The next meeting will be held January 15, 2025 at Hillcrest Estates at 7:00 AM.** The meeting was adjourned at **7:45 AM.**



Stacey Michaud  
Secretary

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

November 2024				
Desc	Current Period	Current Year	Year to Date Budget	Year Budget
00.000.3110.000 Dwelling Rentals	\$ (32,256.00)	\$ (173,350.00)	\$ (166,666.65)	\$ (400,000.00)
00.000.3120.000 Excess Utilities	\$ -	\$ (223.56)	\$ -	\$ -
00.000.3300.000 HUD Operating Subsidy Grant	\$ (27,937.00)	\$ (170,622.00)	\$ (157,305.00)	\$ (377,532.00)
00.000.3610.000 Interest General Fund	\$ (14.13)	\$ (292.74)	\$ (583.35)	\$ (1,400.00)
00.000.3690.100 Late Charges	\$ (144.28)	\$ (394.23)	\$ -	\$ -
00.000.3690.200 Laundry Receipts	\$ (153.50)	\$ (522.00)	\$ (1,250.00)	\$ (3,000.00)
00.000.3690.300 Other Misc. Income	\$ (312.57)	\$ (1,644.57)	\$ (1,666.65)	\$ (4,000.00)
00.000.3690.400 Collection Of Written Off Receivables	\$ -	\$ (330.00)	\$ -	\$ -
00.000.3690.500 Services W/orders Tenants	\$ (865.96)	\$ (3,093.96)	\$ (1,250.00)	\$ (3,000.00)
00.000.8020.200 Capital Fund Grant - Operating	\$ (17,388.00)	\$ (17,388.00)	\$ (4,549.15)	\$ (10,918.00)
<b>Total Income</b>	<b>\$ 79,071.44</b>	<b>\$ 367,861.06</b>	<b>\$ 333,270.80</b>	<b>\$ 799,850.00</b>
00.000.4110.000 Administrative Salary	\$ 21,753.44	\$ 110,105.61	\$ 54,182.50	\$ 130,038.00
00.000.4111.000 Contra Administrative Salaries	\$ (9,446.35)	\$ (47,231.75)	\$ (42,332.50)	\$ (101,598.00)
00.000.4130.000 Legal Expense	\$ -	\$ 277.70	\$ 4,166.65	\$ 10,000.00
00.000.4140.000 Insufficient Checks	\$ -	\$ -	\$ -	\$ -
00.000.4145.000 Staff Training	\$ -	\$ 1,550.00	\$ 1,666.65	\$ 4,000.00
00.000.4150.000 Travel Expense	\$ 553.58	\$ 1,200.86	\$ 625.00	\$ 1,500.00
00.000.4170.000 Accounting	\$ -	\$ 4,800.00	\$ 2,375.00	\$ 5,700.00
00.000.4171.000 Contra Accounting	\$ (320.83)	\$ (1,604.15)	\$ (1,625.00)	\$ (3,900.00)
00.000.4173.000 Auditing	\$ -	\$ 3,900.00	\$ 1,541.65	\$ 3,700.00
00.000.4174.000 Audit Contra	\$ (333.33)	\$ (1,666.65)	\$ (2,000.00)	\$ (4,800.00)
00.000.4180.000 Telephone	\$ 1,076.93	\$ 5,419.55	\$ 4,166.65	\$ 10,000.00
00.000.4190.000 Administrative Sundry	\$ 1,126.06	\$ 8,336.99	\$ 7,500.00	\$ 18,000.00
00.000.4191.000 Contra Sundry	\$ (1,458.34)	\$ (7,291.70)	\$ (7,291.65)	\$ (17,500.00)
00.000.4220.000 Tenant Services	\$ -	\$ -	\$ 833.35	\$ 2,000.00
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 416.65	\$ 1,000.00
00.000.4310.000 Water	\$ -	\$ 10,823.38	\$ 8,333.35	\$ 20,000.00
00.000.4320.000 Electricity	\$ 3,390.82	\$ 11,296.14	\$ 12,500.00	\$ 30,000.00
00.000.4330.000 Gasoline & Diesel	\$ 381.82	\$ 1,913.67	\$ -	\$ -
00.000.4340.000 Fuel Oil	\$ 8,884.73	\$ 13,539.53	\$ 31,250.00	\$ 75,000.00
00.000.4390.000 Sewer	\$ -	\$ 9,757.12	\$ 7,916.65	\$ 19,000.00
00.000.4410.000 Ordinary Maintenance - Labor	\$ 8,898.81	\$ 57,309.69	\$ 46,295.40	\$ 111,109.00
00.000.4410.150 ONcall Stipened	\$ 400.00	\$ 1,886.84	\$ 2,166.65	\$ 5,200.00
00.000.4411.000 Maintenance Contra	\$ (2,645.33)	\$ (15,866.05)	\$ (15,431.65)	\$ (37,036.00)
00.000.4420.000 Ordinary Maintenance - Material	\$ 4,579.12	\$ 27,635.82	\$ 20,833.35	\$ 50,000.00
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 12,242.29	\$ 61,009.55	\$ 33,333.35	\$ 80,000.00
00.000.4510.000 Insurance Expense	\$ 3,468.00	\$ 17,356.00	\$ 20,416.65	\$ 49,000.00
00.000.4540.000 Employee Benefit Contribution	\$ 9,522.15	\$ 63,097.27	\$ 53,253.35	\$ 127,808.00
00.000.4541.000 Contra Employee Benefits	\$ (6,119.08)	\$ (31,949.00)	\$ (30,595.40)	\$ (73,429.00)
00.000.8020.100 Capital Fund Grant - Capital	\$ (14,287.65)	\$ (116,402.09)	\$ (102,610.85)	\$ (246,266.00)
00.000.4570.000 Collection Losses	\$ 178.92	\$ 955.11	\$ 3,333.35	\$ 8,000.00
<b>Total Expenses</b>	<b>\$ 41,666.84</b>	<b>\$ 190,159.44</b>	<b>\$ 115,219.15</b>	<b>\$ 276,526.00</b>
<b>Current Year Income &amp; Expense</b>	<b>\$ 37,404.60</b>	<b>\$ 177,701.62</b>	<b>\$ 218,051.65</b>	<b>\$ 523,324.00</b>

**Occupancy As of 11/30/2024**

Project Name	# Units	Unit Days	Occupied	Pct%	Vacant
Borderview Homes	36	1080	1022	94.60%	58
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	663	88.39%	87
The Meadows	25	750	750	100.00%	0
<b>TOTALS:</b>	<b>151</b>	<b>4530</b>	<b>4385</b>	<b>97.87%</b>	<b>145</b>

Repay		Write Offs:	
A. Choate	\$318.06		
V. Page	\$216.24	Total	\$0.00
B. Austin	\$1,559.98		
C. Burby	\$666.00		
C. Murray Gates	\$1,256.64		
<b>Total</b>	<b>\$4,016.92</b>	<b>Vouchers</b>	<b>135</b>
		<b>Used</b>	<b>17</b>

<b>Section 8</b>				
\$112,849				
<b>Fields Lane II</b>				
\$7,297				
<b>Cherry Lane</b>				
\$6,716				
<b>General Fund</b>				
\$328,124				
<b>Local Programs</b>				
\$98,713				