

**THE REGULAR MEETING OF THE  
HOUSING AUTHORITY OF FORT FAIRFIELD  
WAS HELD ON FEBRUARY 19, 2025 AT 7:00 A.M.  
AT HILLCREST ESTATES CONFERENCE ROOM**

**I. ROLL CALL**

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

**II. REVIEW OF MINUTES**

The MINUTES of the January 15, 2025 meeting were presented for review and approval.

**UPON MOTION** made by Jason Barnes and seconded by Nancy Levasseur the MINUTES were approved.

**III. REPORTS AND COMMUNICATIONS**

• **Director's Report: Atch 1.**

The **DIRECTOR'S REPORT** for January 2025 was presented for review and approval. In January there were lots of large payments made. PILOT, insurance ET Cash out, and fuel.

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

**IV. UNFINISHED BUSINESS:**

- **CFP Projects-** AT this time all projects are complete. Dividers and registers will be going out to bid in the spring time.

**V. NEW BUSINESS:**

- **Administrative Plan Changes-** The Executive Director presented to the Board the changes to the Admin Plan. These changes mostly reflect NSPIRE and HOTMA compliances and were changed by Nan McKay who got the changes from HUD. The Resident Advisory Board had no comments to the changes.

**UPON MOTION** made by Nancy Levasseur and seconded by Jason Barnes to approve the Administrative Plan changes.

**HAFF 25-14**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the Administrative Plan changes.

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **ACOP Plan Changes-** The Executive Director presented to the Board the changes to the ACOP Plan. These changes mostly reflect NSPIRE and HOTMA compliances and were changed by Nan McKay who got the changes from HUD. One change that the HA made was to increase the bank charge for bounced checks to \$20.00. The Resident Advisory Board had no comments to the changes.

**UPON MOTION** made by Nancy Levasseur and seconded by Jason Barnes to approve the ACOP Plan changes.

**HAFF 25-15**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the ACOP Plan changes.

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **Capital Fund Program 2025-2029-** The Executive Director has presented to the Board the CFP Plan for 2025-2029. The rolling plan is based on projects that need to be completed for Public Housing Units. The Executive Director explained the projects to the Board. The Resident Advisory Board met and had no questions or comments about the plan.

**UPON MOTION** made by Jason Barnes and seconded by Nancy Levasseur to approve the CFP Plan 2025-2029

**HAFF 25-16**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the CFP Plan 2025-2029.

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **PHA 5-Year Plan 2020-2024 Review-** The Executive Director has presented to the Board the review for the PHA 5-Year Plan 2020-2024. The plan is a list of goals made for the Housing Authority. Each year the Executive Director presents how the goals were accomplished. As this is the end of the 5-year plan, the Executive Director stated that she believed all of the goals were met by the Housing Authority. The Resident Advisory Board met and had no questions or comments about the plan.

**UPON MOTION** made by Jason Barnes and seconded by Nancy Levasseur to approve the PHA 5-Year Plan 2020-2024.

**HAFF 25-17**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the PHA 5-Year Plan 2020-2024.

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

**PHA 5-Year Plan 2025-2029** - The Executive Director has presented to the Board the new PHA 5-Year Plan 2025-2029. The plan is a list of goals made for the Housing Authority. The Resident Advisory Board met and had no questions or comments about the plan. The new goals being presented are:

Goal 1: Improve Safety and Security, Goal 2: Maintain and Increase Affordable Housing, Goal 3: Increase Resident Programs, Goal 4: Community Outreach. The Executive Director believes these goals even though are challenging can possibly be achieved by the Housing Authority.

**UPON MOTION** made by Jason Barnes and seconded by Nancy Levasseur to approve the PHA 5-Year Plan 2025-2029.

**HAFF 25-18**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the PHA 5-Year Plan 2025-2029.

The resolution was approved unanimously  
The Chairman declared said motion carried and said resolution adopted.  
This resolution is effective immediately

- **Retention Policy-** The Executive Director presented to the Board, a joint project done by MAPHD, Maine Association of Public Housing Directors. All Housing Authorities in Maine will now be following the same Retention Policy. Most were out of date and did not include correct information like ours. Drummond Woodsom are the lawyers who did the hard work to research HUD and State of Maine rules.

**UPON MOTION** made by Nancy Levasseur and seconded by Jason Barnes to approve the Housing Authority of Fort Fairfield Retention Policy.

**HAFF 25-19**

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

The resolution was approved unanimously  
The Chairman declared said motion carried and said resolution adopted.  
This resolution is effective immediately

- **Lease Addendum-** On December 13, 2024 HUD published a final rule that requires all Housing Authorities to give tenants a 30 notice prior to termination of the lease for nonpayment of rent. The CFR also stipulates other process Housing Authorities must do as well. To comply with the changes a lease addendum was created until HUD publishes new leases. The 30-day rule has been in effect since 2021 per the Cares Act, but where it is finalized lease addendums will need to be signed by all residents to make the change official. The RAB had no comments for this addendum.

**UPON MOTION** made by Nancy Levasseur and seconded by Jason Barnes to approve the Housing Authority of Fort Fairfield Lease Addendum for all leases.

**HAFF 25-20**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the Housing Authority of Fort Fairfield Lease Addendum for all leases.

The resolution was approved unanimously  
The Chairman declared said motion carried and said resolution adopted.  
This resolution is effective immediately

- **Grievance Policy** - The Executive Director presented to the Board an updated version of the Grievance Policy. This policy will match what is currently in the ACOP and will comply with new rules. This policy is also much more user friendly. The RAB also had no comments about the new policy and approved the changes.

**UPON MOTION** made by Jason Barnes and seconded by Nancy Levasseur to approve the Housing Authority of Fort Fairfield Grievance Policy.

**HAFF 25-21**

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

The resolution was approved unanimously  
The Chairman declared said motion carried and said resolution adopted.  
This resolution is effective immediately

- **Capitalization Policy** – During the Audit review it was noted that our Capitalization Policy was out of date and had a limit of \$1000.00. \$1000.00 is not a lot of money anymore. With help from our Fee Accountant Mike Hulseley who is also the South Portland HA Executive Director, the limit was increased to \$3000.00 and was organized in a more user-friendly way, with definitions and a better break down of asset years.

**UPON MOTION** made by Jason Barnes and seconded by Nancy Levasseur to approve the Housing Authority of Fort Fairfield Grievance Policy.

**HAFF 25-21**

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

The resolution was approved unanimously  
The Chairman declared said motion carried and said resolution adopted.  
This resolution is effective immediately

- **Flat Rent Chart** – The Executive Director has completed the Flat Rent chart for the year. The new utility allowances were determined by averaging electrical use and multiplying it by rate increase from Maine PUC and Versant Power.

**UPON MOTION** made by Jason Barnes and seconded by Nancy Levasseur to approve the Housing Authority of Fort Fairfield Flat Rent Chart.

**HAFF 25-22**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the Housing Authority of Fort Fairfield Flat Rent Chart.

The resolution was approved unanimously  
The Chairman declared said motion carried and said resolution adopted.  
This resolution is effective immediately

- **Commissioner Notice-** Sheri Whitley has stepped down as Resident Commissioner. With work it is hard to attend meetings. The Executive Director is looking for a replacement.
- **BABA-** HUD issued a new PIH notice for Build America Buy America. The Executive Director shared this with the Board.
- **VAWA-** Finally, HUD has updated the Violence Against Women's Act forms. These forms expired in 2017. The Executive Director will review the forms and ensure they are ready to be used by staff.
- **Audit-** RHR Smith has submitted a draft audit and we are currently waiting for the Fee Accountant to review the audit before it is signed off.

**VI. OTHER:**

- **ED Training** – The Executive Director was accepted into the YPI class which starts February 26, 2025 and will run for 8 weeks.
- **Evaluation-** The Chairman asked if it was the time to start the evaluation process. The Executive Director will send her goal list and if they were completed or not to the Board along with a list of new goals.

**VII. ADJOURN:**

There being no further business to come before the Board;

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

**The next meeting will be held March 19, 2025 at Hillcrest Estates at 7:00 AM.** The meeting was adjourned at **8:28 AM.**



Stacey Michaud  
Secretary

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

**January 2025**

Desc	Current Period	Current Year	Year to Date Budget	Year Budget
00.000.3110.000 Dwelling Rentals	\$ (35,000.00)	\$ (241,677.00)	\$ (233,333.31)	\$ (400,000.00)
00.000.3120.000 Excess Utilities	\$ (280.41)	\$ (503.97)	\$ -	\$ -
00.000.3300.000 HUD Operating Subsidy Grant	\$ (25,059.00)	\$ (226,766.00)	\$ (220,227.00)	\$ (377,532.00)
00.000.3610.000 Interest General Fund	\$ (17.09)	\$ (554.32)	\$ (816.69)	\$ (1,400.00)
00.000.3690.100 Late Charges	\$ -	\$ (394.23)	\$ -	\$ -
00.000.3690.200 Laundry Receipts	\$ (479.25)	\$ (1,001.25)	\$ (1,750.00)	\$ (3,000.00)
00.000.3690.300 Other Misc. Income	\$ (4,000.00)	\$ (5,808.57)	\$ (2,333.31)	\$ (4,000.00)
00.000.3690.400 Collection Of Written Off Receivables	\$ -	\$ (330.00)	\$ -	\$ -
00.000.3690.500 Services W/orders Tenants	\$ (164.00)	\$ (3,257.96)	\$ (1,750.00)	\$ (3,000.00)
00.000.8020.200 Capital Fund Grant - Operating	\$ -	\$ (119,069.00)	\$ (6,368.81)	\$ (10,918.00)
<b>Total Income</b>	<b>\$ 64,999.75</b>	<b>\$ 599,362.30</b>	<b>\$ 466,579.12</b>	<b>\$ 799,850.00</b>
00.000.4110.000 Administrative Salary	\$ 19,902.00	\$ 154,724.94	\$ 75,855.50	\$ 130,038.00
00.000.4111.000 Contra Administrative Salaries	\$ (9,446.35)	\$ (66,124.45)	\$ (59,265.50)	\$ (101,598.00)
00.000.4130.000 Legal Expense	\$ -	\$ 1,042.36	\$ 5,833.31	\$ 10,000.00
00.000.4140.000 Insufficient Checks	\$ -	\$ -	\$ -	\$ -
00.000.4145.000 Staff Training	\$ -	\$ 1,550.00	\$ 2,333.31	\$ 4,000.00
00.000.4150.000 Travel Expense	\$ 56.28	\$ 1,257.14	\$ 875.00	\$ 1,500.00
00.000.4170.000 Accounting	\$ -	\$ 7,300.00	\$ 3,325.00	\$ 5,700.00
00.000.4171.000 Contra Accounting	\$ (320.83)	\$ (2,245.81)	\$ (2,275.00)	\$ (3,900.00)
00.000.4173.000 Auditing	\$ 400.00	\$ 6,700.00	\$ 2,158.31	\$ 3,700.00
00.000.4174.000 Audit Contra	\$ (333.33)	\$ (2,333.31)	\$ (2,800.00)	\$ (4,800.00)
00.000.4180.000 Telephone	\$ 1,283.57	\$ 7,802.53	\$ 5,833.31	\$ 10,000.00
00.000.4190.000 Administrative Sundry	\$ 2,409.82	\$ 12,013.14	\$ 10,500.00	\$ 18,000.00
00.000.4191.000 Contra Sundry	\$ (1,458.34)	\$ (10,208.38)	\$ (10,208.31)	\$ (17,500.00)
00.000.4220.000 Tenant Services	\$ -	\$ -	\$ 1,166.69	\$ 2,000.00
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 583.31	\$ 1,000.00
00.000.4310.000 Water	\$ 5,661.95	\$ 16,485.33	\$ 11,666.69	\$ 20,000.00
00.000.4320.000 Electricity	\$ 5,527.88	\$ 18,894.16	\$ 17,500.00	\$ 30,000.00
00.000.4330.000 Gasoline & Diesel	\$ 486.56	\$ 2,678.51	\$ -	\$ -
00.000.4340.000 Fuel Oil	\$ 11,328.44	\$ 34,103.55	\$ 43,750.00	\$ 75,000.00
00.000.4390.000 Sewer	\$ 5,253.63	\$ 15,010.75	\$ 11,083.31	\$ 19,000.00
00.000.4410.000 Ordinary Maintenance - Labor	\$ 11,126.63	\$ 83,618.60	\$ 64,813.56	\$ 111,109.00
00.000.4410.150 ONcall Stipened	\$ 300.00	\$ 2,586.84	\$ 3,033.31	\$ 5,200.00
00.000.4411.000 Maintenance Contra	\$ (3,086.33)	\$ (17,340.92)	\$ (21,604.31)	\$ (37,036.00)
00.000.4420.000 Ordinary Maintenance - Material	\$ 4,188.16	\$ 35,874.33	\$ 29,166.69	\$ 50,000.00
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 9,487.78	\$ 81,806.75	\$ 46,666.69	\$ 80,000.00
00.000.4510.000 Insurance Expense	\$ 3,932.00	\$ 28,224.00	\$ 28,583.31	\$ 49,000.00
00.000.4540.000 Employee Benefit Contribution	\$ 12,175.63	\$ 89,417.51	\$ 74,554.69	\$ 127,808.00
00.000.4541.000 Contra Employee Benefits	\$ (6,119.08)	\$ (44,187.16)	\$ (42,833.56)	\$ (73,429.00)
00.000.8020.100 Capital Fund Grant - Capital	\$ (6,300.00)	\$ (124,002.08)	\$ (143,655.19)	\$ (246,266.00)
00.000.4570.000 Collection Losses	\$ 147.00	\$ 1,102.11	\$ 4,666.69	\$ 8,000.00
<b>Total Expenses</b>	<b>\$ 66,456.07</b>	<b>\$ 335,750.44</b>	<b>\$ 161,306.81</b>	<b>\$ 276,526.00</b>
<b>Current Year Income &amp; Expense</b>	<b>\$ (1,456.32)</b>	<b>\$ 263,611.86</b>	<b>\$ 305,272.31</b>	<b>\$ 523,324.00</b>

**Occupancy As of 01/31/2025**

Project Name	# Units	Unit Days	Occupied	Pct%	Vacant
Borderview Homes	36	1116	1056	94.60%	60
Cherry Lane Apartments	4	124	124	100.00%	0
Fields Lane I	20	620	620	100.00%	0
Fields Lane II	16	496	496	100.00%	0
Fields Lane III	8	248	248	100.00%	0
Hillcrest Estates	17	527	527	100.00%	0
Morningview LLC	25	775	672	86.65%	103
The Meadows	25	775	771	99.48%	4
<b>TOTALS:</b>	<b>151</b>	<b>4681</b>	<b>4514</b>	<b>97.59%</b>	<b>167</b>

Repay		Write Offs:	
A. Choate	\$100.06		
V. Page	\$1,079.24	Total	\$0.00
B. Austin	\$1,674.98		
R. Johnson	\$275.22		
C. Burby	\$170.00		
A. Campbell	\$455.04		
C. Murray Gates	\$1,056.27		
Total	\$4,810.81		

	<b>Vouchers</b>	<b>135</b>	<b>17</b>
<b>Section 8</b>	<b>Used</b>	<b>133</b>	<b>17</b>

\$106,936			
<b>Fields Lane II</b>			
\$12,136			
<b>Cherry Lane</b>			
\$6,485			
<b>General Fund</b>			
\$316,539			
<b>Local Programs</b>			
\$86,149			

