

**THE REGULAR MEETING OF THE
HOUSING AUTHORITY OF FORT FAIRFIELD
WAS HELD ON MARCH 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: Anne Blanchard, Lauren Beckwith, and Nancy Levasseur, Absent: Andy Coiley and Jason Barnes

II. REVIEW OF MINUTES

The MINUTES of the February 19, 2025 meeting were presented for review and approval.

UPON MOTION made by Nancy Levasseur and seconded by Lauren Beckwith the MINUTES were approved with corrections

III. REPORTS AND COMMUNICATIONS

• **Director's Report: Atch 1.**

The **DIRECTOR's REPORT** for February 2025 was presented for review and approval. The cash account balances were not correct. The Executive Director will send the correct amounts to the Commissioners.

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

Write off – The Executive Director presented to the Board a write off for T. Pinkham in the amount of \$297.00

UPON MOTION made by Anne Blanchard and seconded by Nancy Levasseur to approve the T. Pinkham write off for \$297.00

HAFF 25-23

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

IV. UNFINISHED BUSINESS:

V. NEW BUSINESS:

- **Administrative Plan Changes-** The Executive Director presented to the Board another round of changes to the Admin Plan. These changes are for HOTMA compliances to be implemented July 1, 2025 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 Anne Blanchard to approve the Administrative Plan changes.

HAFF 25-24

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

- **Capital Fund Program 2025-2029-** The Executive Director has presented to the Board the revised CFP Plan for 2025-2029. The changes involve moving Hillcrest Paving to 2025 and change the plan of adding a meeting room to using current space in the office and making a space in the shop for the maintenance staff. The Resident Advisory Board met and had no questions or comments about the plan.

UPON MOTION made by Anne Blanchard and seconded by Nancy Levasseur to approve the Revised CFP Plan 2025-2029

HAFF 25-25

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

- **Cherry Lane FY 26 Budget-** The Executive Director presented to the Board the FY 26 Cherry Lane Budget. There was a rent increase for \$100.00 for July 1, 2025. 2024 did not have a rent increase. The Maintenance contract for the Housing Authority staff was added. Prior to this Cherry Lane was not paying for maintenance time. After asking the staff, the average time for maintenance repairs is 5 hours per month. The Executive Director also increase the Reserve Replacement amount.

UPON MOTION made by Anne Blanchard and seconded by Nancy Levasseur to approve the Cherry Lane FY 26 Budget

HAFF 25-26

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the Chery Lane FY 26 Budget

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

After the Cherry Lane budget discussion, the Chairman told the Executive Director to start researching the cost of adding a new building to the Cherry Lane property. By doing this research it will help to determine if adding a 3rd building would be financially feasible.

- **Fields Lane II FY 26 Budget -** The Executive Director has presented to the Board the Fields Lane II FY 26 Budget. There were two errors with the interest calculation. The Executive Director will fix those. The Utility Allowance determination is not complete yet, but Maine Housing has it in review. The PILOT, insurance, electricity and water all were budgeted for increases over the next year.

UPON MOTION made by Nancy Levasseur and seconded by Anne Blanchard to approve the Fields Lane II FY 26 Budget

HAFF 25-27

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the Fields Lane II FY 26 Budget.

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **Consolidated Budget-** The Executive Director presented to the Board the Consolidated Budget for FY 26. HMS is not included in the totals. This year the Housing Authority was granted \$50,000.00 for the program. The program is reimbursed that amount as it spends it. The Section 8 Program receives Mainstream and HCV HAP which must only be used for Landlord payments and utility allowances. Admin Fees are used for wages, benefits and sundry items. Local Program receives its income from managed properties. It then pays wages and benefits and other items to the General Fund account. Capital Fund's budget is based off of the Five-Year CFP Plan. What the Housing Authority is granted must be expensed out or the funds are taken back. The PHA budget received less operating subsidy this year. Each year the subsidy changes due to utilities, rent collected, PILOT and a few other items. This year part of the CFP funds will be used for operations to help with the budget.
The Town of Fort Fairfield submitted a proposal for the gas tanks. The Housing Authority along with other parts of the Community use the town gas pumps for a drastic savings. The pumps are going to be needed substantial repairs. The proposal asks that part of the savings we would normal be getting, go to a reserve account to help pay for the repairs. I told the Town Manager that it was a great idea and that we supported it. The Board agreed.

UPON MOTION made by Nancy Levasseur and seconded by Anne Blanchard to approve the Housing Authority of Fort Fairfield Consolidated Budget for FY 26.

HAFF 25-28

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 Consolidated Budget for FY 26.

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **VAWA Forms-** HUD has finally updated the VAWA forms for those seeking protection against domestic violence, stalking, dating violence and sexual assault. There are now 4 forms, Emergency Transfer Policy, Housing Rights for Victims, Emergency Transfer Request, and Certification of Domestic Violence, Dating Violence, Sexual Assault or Stalking. The Emergency Transfer Policy was drafted from the current policy and from scratch. The forms are not required yet, but since they are done, staff will start using them.

UPON MOTION made by Anne Blanchard and seconded by Nancy Levasseur to approve the Housing Authority of Fort Fairfield VAWA Forms/Policies.

HAFF 25-29

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 VAWA Forms/Policies.

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **Garage and Cherry Lane Furnaces-** During our annual service, it was determined that the furnace in the garage needed to be replaced. Dead River submitted a quote that was decent and started the project. It was not stated on the quote that the new furnace was propane. The current one was fuel. Which it is fine as all of Fields Lane is propane except for the garage. We will transfer the fuel from the tank to another property that has fuel. The tank is full. The new unit is small and clean.
There have been several issues with the furnace at Cherry Lane this year. After several months Ryan Rogers from Dead River and I both agreed it was time to replace the current one with a more common model where parts will be available. The current furnace is no longer being made and parts were hard to come by. Even with the spare it was hard. The other building at Cherry Lane needed a new heat exchanger. They used the old one and bought a spare just to keep with the spare boiler.
- **Emergency Action Plan-** The Executive Director presented to the Board an updated version of the Emergency Action Plan. A section was added for power outages. With permission from the town, she added their policy so that when there is a power outage, we can share with our residents what they can do for emergency shelter and power.

UPON MOTION made by Anne Blanchard and seconded by Nancy Levasseur to approve the Housing Authority of Fort Fairfield Emergency Action Plan

HAFF 25-30

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 Emergency Action Plan.

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **Personnel Policy Changes** – The Executive Director presented to the Board a new format for employee reviews. The goal system works great for the Executive Director but is harder for other staff. The new format blends the goal system and the old format together and should be an effective tool for the employees and supervisors.

UPON MOTION made by Nancy Levasseur and seconded by Anne Blanchard to approve the Housing Authority of Fort Fairfield Personnel Policy Changes

HAFF 25-31

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 Personnel Policy changes.

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

- **Shriners Basket-** The Housing Authority is supporting the Aroostook Shriners again this year for the Spring Basket Festival. The Housing Authority has participated every year and staff agree it is a good group to support.

VI. OTHER:

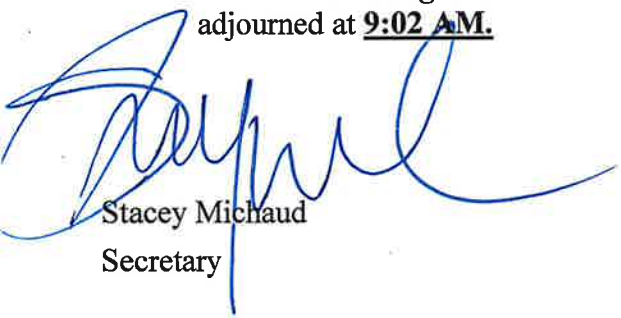
- **ED Training** – The Executive Director has been going to the weekly YPI class and is enjoying her time there.
- **Commissioner-** The Chairman has asked how the search for a new resident commissioner is going. So far that hasn't been any luck. He asked if it was possible to have a non-resident serve instead. It is an option; the Housing Authority is supposed to have two residents. If the Executive Director was unable to find a resident commissioner, she will look elsewhere so there isn't a vacant seat for several months.

VII. 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 April 16, 2025 at Hillcrest Estates at 7:00 AM. The meeting was adjourned at **9:02 AM.**



Stacey Michaud
Secretary

BVW, HE, FL1 & FL3 Operating Statement

February 2025

Desc	Current Period	Current Year	Year to Date Budget	Year Budget
00.000.3110.000 Dwelling Rentals	\$ (36,057.00)	\$ (277,734.00)	\$ (266,666.64)	\$ (400,000.00)
00.000.3120.000 Excess Utilities	\$ -	\$ (503.97)	\$ -	\$ -
00.000.3300.000 HUD Operating Subsidy Grant	\$ (25,059.00)	\$ (251,825.00)	\$ (251,688.00)	\$ (377,532.00)
00.000.3610.000 Interest General Fund	\$ (14.91)	\$ (569.23)	\$ (933.36)	\$ (1,400.00)
00.000.3690.100 Late Charges	\$ -	\$ (394.23)	\$ -	\$ -
00.000.3690.200 Laundry Receipts	\$ -	\$ (1,001.25)	\$ (2,000.00)	\$ (3,000.00)
00.000.3690.300 Other Misc. Income	\$ (1,027.00)	\$ (6,835.57)	\$ (2,666.64)	\$ (4,000.00)
00.000.3690.400 Collection Of Written Off Receivables	\$ -	\$ (330.00)	\$ -	\$ -
00.000.3690.500 Services W/orders Tenants	\$ (110.00)	\$ (3,367.96)	\$ (2,000.00)	\$ (3,000.00)
00.000.8020.200 Capital Fund Grant - Operating	\$ -	\$ (119,069.00)	\$ (7,278.64)	\$ (10,918.00)
Total Income	\$ 62,267.91	\$ 661,630.21	\$ 533,233.28	\$ 799,850.00
00.000.4110.000 Administrative Salary	\$ 20,578.02	\$ 175,302.96	\$ 86,692.00	\$ 130,038.00
00.000.4111.000 Contra Administrative Salaries	\$ (9,446.35)	\$ (75,570.80)	\$ (67,732.00)	\$ (101,598.00)
00.000.4130.000 Legal Expense	\$ 67.50	\$ 1,109.86	\$ 6,666.64	\$ 10,000.00
00.000.4140.000 Insufficient Checks	\$ -	\$ -	\$ -	\$ -
00.000.4145.000 Staff Training	\$ -	\$ 1,550.00	\$ 2,666.64	\$ 4,000.00
00.000.4150.000 Travel Expense	\$ -	\$ 1,257.14	\$ 1,000.00	\$ 1,500.00
00.000.4170.000 Accounting	\$ -	\$ 7,300.00	\$ 3,800.00	\$ 5,700.00
00.000.4171.000 Contra Accounting	\$ (320.83)	\$ (2,566.64)	\$ (2,600.00)	\$ (3,900.00)
00.000.4173.000 Auditing	\$ -	\$ 6,700.00	\$ 2,466.64	\$ 3,700.00
00.000.4174.000 Audit Contra	\$ (333.33)	\$ (2,666.64)	\$ (3,200.00)	\$ (4,800.00)
00.000.4180.000 Telephone	\$ 1,113.62	\$ 8,916.15	\$ 6,666.64	\$ 10,000.00
00.000.4190.000 Administrative Sundry	\$ 2,081.23	\$ 14,094.37	\$ 12,000.00	\$ 18,000.00
00.000.4191.000 Contra Sundry	\$ (1,458.34)	\$ (11,666.72)	\$ (11,666.64)	\$ (17,500.00)
00.000.4220.000 Tenant Services	\$ -	\$ -	\$ 1,333.36	\$ 2,000.00
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 666.64	\$ 1,000.00
00.000.4310.000 Water	\$ -	\$ 16,485.33	\$ 13,333.36	\$ 20,000.00
00.000.4320.000 Electricity	\$ 1,253.16	\$ 20,147.32	\$ 20,000.00	\$ 30,000.00
00.000.4330.000 Gasoline & Diesel	\$ 377.23	\$ 3,055.74	\$ -	\$ -
00.000.4340.000 Fuel Oil	\$ 14,808.03	\$ 48,911.58	\$ 50,000.00	\$ 75,000.00
00.000.4390.000 Sewer	\$ -	\$ 15,010.75	\$ 12,666.64	\$ 19,000.00
00.000.4410.000 Ordinary Maintenance - Labor	\$ 12,329.86	\$ 95,948.46	\$ 74,072.64	\$ 111,109.00
00.000.4410.150 ONcall Stipened	\$ 301.00	\$ 2,887.84	\$ 3,466.64	\$ 5,200.00
00.000.4411.000 Maintenance Contra	\$ (1,708.91)	\$ (19,049.83)	\$ (24,690.64)	\$ (37,036.00)
00.000.4420.000 Ordinary Maintenance - Material	\$ 1,196.76	\$ 29,798.43	\$ 33,333.36	\$ 50,000.00
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 7,228.99	\$ 89,035.74	\$ 53,333.36	\$ 80,000.00
00.000.4510.000 Insurance Expense	\$ 3,932.00	\$ 32,156.00	\$ 32,666.64	\$ 49,000.00
00.000.4540.000 Employee Benefit Contribution	\$ 11,668.78	\$ 101,086.29	\$ 85,205.36	\$ 127,808.00
00.000.4541.000 Contra Employee Benefits	\$ (6,119.08)	\$ (50,306.24)	\$ (48,952.64)	\$ (73,429.00)
00.000.8020.100 Capital Fund Grant - Capital	\$ -	\$ (124,002.08)	\$ (164,177.36)	\$ (246,266.00)
00.000.4570.000 Collection Losses	\$ -	\$ 1,102.11	\$ 5,333.36	\$ 8,000.00
Total Expenses	\$ 57,549.34	\$ 386,027.12	\$ 184,350.64	\$ 276,526.00
Current Year Income & Expense	\$ 4,718.57	\$ 275,603.09	\$ 348,882.64	\$ 523,324.00

Occupancy As of 02/28/2025

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
TOTALS:	151	4681	4514	97.59%	167

Repay		failed to report income	Write Offs:	
A. Choate	\$779.06		T. Pinkham	\$297.00
V. Page	\$1,370.24		Total	\$297.00
B. Austin	\$1,394.98			
R. Johnson	\$281.22			
C. Burby	\$272.00			
K. Pinette	\$427.00			
A. Campbell	\$455.04			
Total	\$4,979.54			

		Vouchers	135	17
Section 8		Used	133	17
\$84,118				

Fields Lane II
\$15,455
Cherry Lane
\$7,635
General Fund
\$348,019
Local Programs
\$86,288

