

**THE REGULAR MEETING OF THE
HOUSING AUTHORITY OF FORT FAIRFIELD
WAS HELD ON APRIL 16, 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 Andy Coiley and Jason Barnes, Lauren Beckwith, and Nancy Levasseur, Absent: None

II. REVIEW OF MINUTES

The MINUTES of the March 19, 2025 and the April 9, 2025 meetings were presented for review and approval.

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

III. REPORTS AND COMMUNICATIONS

- **Director's Report: Atch 1.**

The **DIRECTOR's REPORT** for March 2025 was presented for review and approval.

UPON MOTION made by Andy Coiley and seconded by Jason Barnes the Director's Report was approved.

IV. UNFINISHED BUSINESS:

- **New Commissioner Nominee-** A Resident Commissioner nominee had to turn down the role because conflicts with their work schedule. A second resident has said yes.

V. NEW BUSINESS:

- **FY 24 Audit -** The Executive Director presented to the Board the completed Audit for FY 24. This year because of the late filing to the FAC last year, the Housing Authority was considered High Risk, which meant that 2 programs were subject to audit. This wasn't discovered until the end of March. Initially in October, they only did one program, had the audit finished in February but when they discovered the error, they had to come back a week before the audit was due. This won't be an issue again for next year as the audit was submitted to REAC an the FAC on time this year.

UPON MOTION made by Jason Barnes and seconded by Nancy Levasseur to approve the FY 24 Audit.

HAFF 25-32

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the FY 24 Audit.

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **Food Pantry-** The Basket of Blessings Food Pantry is losing its home. Until they are able to find a new location that is suitable for their size, the pantry will be using the vacant office space in Hillcrest Estates. Jon Blanchard from Catholic Charities had connected the Housing Authority to

the Food Pantry to see if we could work something out. Unfortunately, we do not have space large enough for their needs. It will be temporary.

- **Community Closet Bin-** The Executive Director asked the Board if there was interest in purchasing a clothing bin for people to donate items. This would help alleviate an issue of people taking bags of donated items or going through them and making a mess in the entryway. After some discussion the Board decided at this time to not purchase a clothing bin. To deter people from making a mess, the Board suggested posting hours for donations.
- **Commissioner Term Renewals-** There are terms that are expiring in June. This matter will be discussed at the next meeting.
- **Employee Change Form-** One item the auditors suggested to start using is an employee change form to make notes of pay changes, hire dates etc. The Board suggested adding the evaluation date to the form to ensure the evaluation is done. Along with that the Board would like to change to policy to state that an employee evaluation must be completed 30 days from the fire date anniversary.

UPON MOTION made by Anne Blanchard and seconded by Andy Coiley to approve the Personnel Policy Changes for the evaluation date.

HAFF 25-33

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the Personnel Policy Changes for the Evaluation Date.

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **Remote Meeting Policy-** The Executive Director presented to the Board the Remote Meeting Policy created during COVID for remote meetings. This policy has been used but was not officially approved by the Board.

UPON MOTION made by Andy Coiley and seconded by Anne Blanchard to approve the Remote Meeting Policy.

HAFF 25-34

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the Remote Meeting 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 Flat Rent chart has been updated to include the new income limits published by HUD. The Income Limits also show the Over Income limit for those in Public Housing Units.

UPON MOTION made by Anne Blanchard and seconded by Jason Barnes to approve the updated Flat Rent Chart

HAFF 25-35

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

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

VI. 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 May 21, 2025 at Hillcrest Estates at 7:00 AM. The meeting was adjourned at **8:04AM.**



Stacey Michaud
Secretary

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

March 2025

Desc	Current Period	Current Year	Year to Date Budget	Year Budget
00.000.3110.000 Dwelling Rentals	\$ (35,264.00)	\$ (312,998.00)	\$ (400,000.00)	\$ 87,002.00
00.000.3120.000 Excess Utilities	\$ -	\$ (503.97)	\$ -	\$ (503.97)
00.000.3300.000 HUD Operating Subsidy Grant	\$ (25,059.00)	\$ (276,884.00)	\$ (377,532.00)	\$ 100,648.00
00.000.3610.000 Interest General Fund	\$ (92.10)	\$ (805.98)	\$ (1,400.00)	\$ 594.02
00.000.3690.100 Late Charges	\$ (121.20)	\$ (515.43)	\$ -	\$ (515.43)
00.000.3690.200 Laundry Receipts	\$ (222.60)	\$ (1,223.85)	\$ (3,000.00)	\$ 1,776.15
00.000.3690.300 Other Misc. Income	\$ (499.80)	\$ (7,335.37)	\$ (4,000.00)	\$ (3,335.37)
00.000.3690.400 Collection Of Written Off Receivables	\$ -	\$ (330.00)	\$ -	\$ (330.00)
00.000.3690.500 Services W/orders Tenants	\$ (18.00)	\$ (3,385.96)	\$ (3,000.00)	\$ (385.96)
00.000.8020.200 Capital Fund Grant - Operating	\$ -	\$ (119,069.00)	\$ (10,918.00)	\$ (108,151.00)
Total Income	\$ 61,276.70	\$ 723,051.56	\$ 799,850.00	\$ (76,798.44)
00.000.4110.000 Administrative Salary	\$ 17,433.45	\$ 192,736.41	\$ 130,038.00	\$ 62,698.41
00.000.4111.000 Contra Administrative Salaries	\$ (9,503.59)	\$ (85,074.39)	\$ (101,598.00)	\$ 16,523.61
00.000.4130.000 Legal Expense	\$ 22.50	\$ 1,132.36	\$ 10,000.00	\$ (8,867.64)
00.000.4140.000 Insufficient Checks	\$ -	\$ -	\$ -	\$ -
00.000.4145.000 Staff Training	\$ -	\$ 1,550.00	\$ 4,000.00	\$ (2,450.00)
00.000.4150.000 Travel Expense	\$ -	\$ 1,257.14	\$ 1,500.00	\$ (242.86)
00.000.4170.000 Accounting	\$ -	\$ 7,300.00	\$ 5,700.00	\$ 1,600.00
00.000.4171.000 Contra Accounting	\$ (320.83)	\$ (2,887.47)	\$ (3,900.00)	\$ 1,012.53
00.000.4173.000 Auditing	\$ 4,675.00	\$ 11,375.00	\$ 3,700.00	\$ 7,675.00
00.000.4174.000 Audit Contra	\$ (333.33)	\$ (2,999.97)	\$ (4,800.00)	\$ 1,800.03
00.000.4180.000 Telephone	\$ 1,242.50	\$ 10,158.65	\$ 10,000.00	\$ 158.65
00.000.4190.000 Administrative Sundry	\$ 6,899.68	\$ 20,994.05	\$ 18,000.00	\$ 2,994.05
00.000.4191.000 Contra Sundry	\$ (1,458.34)	\$ (13,125.06)	\$ (17,500.00)	\$ 4,374.94
00.000.4220.000 Tenant Services	\$ -	\$ -	\$ 2,000.00	\$ (2,000.00)
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 1,000.00	\$ (1,000.00)
00.000.4310.000 Water	\$ -	\$ 16,485.33	\$ 20,000.00	\$ (3,514.67)
00.000.4320.000 Electricity	\$ 5,950.65	\$ 26,097.97	\$ 30,000.00	\$ (3,902.03)
00.000.4330.000 Gasoline & Diesel	\$ 544.83	\$ 3,600.57	\$ -	\$ 3,600.57
00.000.4340.000 Fuel Oil	\$ 13,924.41	\$ 62,835.99	\$ 75,000.00	\$ (12,164.01)
00.000.4390.000 Sewer	\$ -	\$ 15,010.75	\$ 19,000.00	\$ (3,989.25)
00.000.4410.000 Ordinary Maintenance - Labor	\$ 11,353.91	\$ 107,302.37	\$ 111,109.00	\$ (3,806.63)
00.000.4410.150 ONcall Stipened	\$ 350.50	\$ 3,238.34	\$ 5,200.00	\$ (1,961.66)
00.000.4411.000 Maintenance Contra	\$ (4,431.47)	\$ (24,858.72)	\$ (37,036.00)	\$ 12,177.28
00.000.4420.000 Ordinary Maintenance - Material	\$ 1,272.46	\$ 32,448.31	\$ 50,000.00	\$ (17,551.69)
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 18,004.35	\$ 107,170.09	\$ 80,000.00	\$ 27,170.09
00.000.4510.000 Insurance Expense	\$ 3,932.00	\$ 36,088.00	\$ 49,000.00	\$ (12,912.00)
00.000.4540.000 Employee Benefit Contribution	\$ 11,273.47	\$ 112,359.76	\$ 127,808.00	\$ (15,448.24)
00.000.4541.000 Contra Employee Benefits	\$ (7,362.70)	\$ (57,668.94)	\$ (73,429.00)	\$ 15,760.06
00.000.8020.100 Capital Fund Grant - Capital	\$ -	\$ (124,002.08)	\$ (246,266.00)	\$ 122,263.92
00.000.4570.000 Collection Losses	\$ -	\$ 1,102.11	\$ 8,000.00	\$ (6,897.89)
Total Expenses	\$ 73,469.45	\$ 459,626.57	\$ 276,526.00	\$ 183,100.57
Current Year Income & Expense	\$ (12,192.75)	\$ 263,424.99	\$ 523,324.00	\$ (259,899.01)

Occupancy As of 03/31/2025

Project Name	# Units	Unit Days	Occupied	Pct%	Vacant
Borderview Homes	36	1116	1077	96.51%	39
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	691	89.21%	84
The Meadows	25	775	771	99.48%	4
TOTALS:	151	4681	4554	98.15%	127

Repay		Write Offs:	
A. Choate	\$783.94		
V. Page	\$161.24	Total	\$0.00
B. Austin	\$1,312.34		
R. Johnson	\$287.22		
C. Burby	\$74.00		
A. Campbell	\$455.04		
Total	\$3,073.78		

Section 8	Vouchers	135	16
\$76,941	Used	133	17

Fields Lane II	Fields Lane II	
\$17,578	RR Savings	\$41,356.92
Cherry Lane	T&I	\$3,482.57
\$6,120	CFCU CD	\$95,976.93
General Fund		
\$305,033	CL	
Local Programs	RR Savings	\$543.55
\$91,078	T&I	\$5,840.50
	LP	
	ICS	\$10,365.08
	Visa Card	\$6,840.47
	GF	
	CFCU Savings	\$11,899.38
	CFCU CD	\$78,501.71

