

**THE REGULAR MEETING OF THE
HOUSING AUTHORITY OF FORT FAIRFIELD
WAS HELD ON JUNE 18, 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: Andy Coiley and Jason Barnes, Lauren Beckwith, and Nancy Levasseur, Absent: Anne Blanchard Guest; David McCrea

II. REVIEW OF MINUTES

The MINUTES of the May 21, 2025, meeting were presented for review and approval. There were two corrections that needed to be made.

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

III. REPORTS AND COMMUNICATIONS

• **Director's Report: Atch 1.**

The **DIRECTOR's REPORT** for April 2025 was presented for review and approval. The Admin Salary/ Maintenance salary lines were adjusted because the some of the TEMPO charges hit Admin when it should have been Maintenance labor.

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

IV. UNFINISHED BUSINESS:

• **New Commissioner Nominees-** David McCrea and Amiee Long have both agreed to serve as Commissioners.

UPON MOTION made by Andy Coiley and seconded by Nancy Levasseur to nominate and approve David McCrea and Amiee Long as Commissioners for The Housing Authority Board of Commissioners

HAFF 25-37

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve David McCrea and Amiee Long.

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

V. NEW BUSINESS:

- **CFP Projects 2024 and 2025-** The Housing Authority went to bid for Borderview Registers. Dead River won the quote, for \$92,624.00. 25 units need to be complete. We are working with Dead River on a start date. Quality Paving won the quote for paving Hillcrest Estates. To tear up and repave the parking lot and sidewalks will be for \$63,000.00. There is a test divider being built to determine size, and material needed. Once that is complete, we will get quotes. We do know that we want composite boards and are aiming for 8 feet long. Work is already starting for the shop as well.

- **Maine Housing Inspection** – Maine Housing will be doing an exterior inspection of Fields Lane II on June 23, 2025. To prep for this inspection, we have been doing some painting of the building and some exterior repairs
- **NSPIRE/REAC Inspection**- NSPIRE inspectors will be at Fields Lane II on July 8, 2025. This is for HUD. This is our first NSPIRE inspection since the standards have changed. Our last REAC inspection Fields Lane II received a 99.
- **New Hires**- The Housing Authority hired Earl Moody for the vacant maintenance position. Eric Helstrom was rehired for lawn care. He was the mower two years ago. Ethan Brown was also hired for part time gardening position.
- **HCV and Mainstream Voucher Programs**- Kara Norman who is currently acting as our HUD advisor has informed the Housing Authority that we are projected to be in a shortfall for HCV and Mainstream Vouchers. This means we are spending more than we have been awarded. Many HA's in southern Maine and the country are also experiencing this and it wasn't a surprise that HAFF would experience this too. To help reduce any potential shortfall the Housing Authority will no longer be issuing/leasing up vouchers. We will lease up the ones we are currently in process with. However, no others going forward will be issued or leased. The Housing Authority will work with a HUD analyst to work on shortfall prevention.
- **Camera Updates**- New cameras have been installed at Fields Lane II with a new system. New cameras through Fields Lane will be updated as well. This allows for better security and cameras to be viewed by staff in one location.
- **Summer Outing**- The Executive Director asked the Board if they were interested in a summer outing with staff this year. It is a great way to meet staff and mingle with the other the boards. The HAFF board is interested in a summer outing this year.
- **Maine Potato Blossom Festival**- The Housing Authority will be sponsoring the MPBF again this year. We will also be providing ice cream for the family fun day.
- **HMS**- The Home Modification for Seniors Program is underway this year. Homes are being completed at a steady pace.
- **Lease Change**- During Policy Day, it was discovered that the Public Housing lease is not compliant with HOTMA policy. Over income families under HOTMA have 24 months before subsidy is lost. The current lease states 6 months. A letter will be going to the tenants informing them of this change and to allow them any comments.

UPON MOTION made by Andy Coiley and seconded by Jason Barnes to approve the lease changes for Over Income Families.

HAFF 25-38

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the lease changes for Over Income Families.

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **Other Notes**- Sean Bernard mentioned dead trees by the bandstand. The Executive Director was aware of the trees and calls have been made out to Thompson's Tree Services. Sean also wanted to thank Jason Barnes for his service as Commissioner for the Housing Authority. Jason will be missed.

VI. ADJOURN:

There being no further business to come before the Board;

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

The next meeting will be held July 16, 2025 at Hillcrest Estates at 7:00 AM. The meeting was adjourned at **7:54AM.**



Stacey Michaud
Secretary

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

May 2025

Desc	Current Period	Current Year	Year to Date Budget	Year Budget
00.000.3110.000 Dwelling Rentals	\$ (33,598.00)	\$ (381,956.00)	\$ (366,666.63)	\$ (400,000.00)
00.000.3120.000 Excess Utilities	\$ -	\$ (503.97)	\$ -	\$ -
00.000.3300.000 HUD Operating Subsidy Grant	\$ (26,277.00)	\$ (329,663.00)	\$ (346,071.00)	\$ (377,532.00)
00.000.3610.000 Interest General Fund	\$ (14.39)	\$ (834.15)	\$ (1,283.37)	\$ (1,400.00)
00.000.3690.100 Late Charges	\$ (79.56)	\$ (594.99)	\$ -	\$ -
00.000.3690.200 Laundry Receipts	\$ -	\$ (1,223.85)	\$ (2,750.00)	\$ (3,000.00)
00.000.3690.300 Other Misc. Income	\$ (191.00)	\$ (7,609.38)	\$ (3,666.63)	\$ (4,000.00)
00.000.3690.400 Collection Of Written Off Receivables	\$ -	\$ (330.00)	\$ -	\$ -
00.000.3690.500 Services W/orders Tenants	\$ (285.00)	\$ (3,705.96)	\$ (2,750.00)	\$ (3,000.00)
00.000.8020.200 Capital Fund Grant - Operating	\$ (3,172.00)	\$ (122,241.00)	\$ (10,008.13)	\$ (10,918.00)
Total Income	\$ 63,616.95	\$ 848,662.30	\$ 733,195.76	\$ 799,850.00
00.000.4110.000 Administrative Salary	\$ 24,593.75	\$ 240,222.87	\$ 119,201.50	\$ 130,038.00
00.000.4111.000 Contra Administrative Salaries	\$ (6,351.76)	\$ (96,348.30)	\$ (93,131.50)	\$ (101,598.00)
00.000.4130.000 Legal Expense	\$ -	\$ 1,244.86	\$ 9,166.63	\$ 10,000.00
00.000.4140.000 Insufficient Checks	\$ -	\$ -	\$ -	\$ -
00.000.4145.000 Staff Training	\$ -	\$ 1,550.00	\$ 3,666.63	\$ 4,000.00
00.000.4150.000 Travel Expense	\$ -	\$ 1,631.74	\$ 1,375.00	\$ 1,500.00
00.000.4170.000 Accounting	\$ -	\$ 9,700.00	\$ 5,225.00	\$ 5,700.00
00.000.4171.000 Contra Accounting	\$ (263.00)	\$ (3,616.66)	\$ (3,575.00)	\$ (3,900.00)
00.000.4173.000 Auditing	\$ -	\$ 11,375.00	\$ 3,391.63	\$ 3,700.00
00.000.4174.000 Audit Contra	\$ (236.13)	\$ (3,755.83)	\$ (4,400.00)	\$ (4,800.00)
00.000.4180.000 Telephone	\$ 1,025.85	\$ 12,183.54	\$ 9,166.63	\$ 10,000.00
00.000.4190.000 Administrative Sundry	\$ 1,054.11	\$ 23,708.29	\$ 16,500.00	\$ 18,000.00
00.000.4191.000 Contra Sundry	\$ (972.34)	\$ (16,487.74)	\$ (16,041.63)	\$ (17,500.00)
00.000.4220.000 Tenant Services	\$ -	\$ -	\$ 1,833.37	\$ 2,000.00
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 916.63	\$ 1,000.00
00.000.4310.000 Water	\$ -	\$ 21,985.58	\$ 18,333.37	\$ 20,000.00
00.000.4320.000 Electricity	\$ 1,674.20	\$ 31,225.77	\$ 27,500.00	\$ 30,000.00
00.000.4330.000 Gasoline & Diesel	\$ 354.92	\$ 4,371.93	\$ -	\$ -
00.000.4340.000 Fuel Oil	\$ 8,847.33	\$ 74,594.20	\$ 68,750.00	\$ 75,000.00
00.000.4390.000 Sewer	\$ -	\$ 19,087.29	\$ 17,416.63	\$ 19,000.00
00.000.4410.000 Ordinary Maintenance - Labor	\$ 13,586.35	\$ 134,988.74	\$ 101,849.88	\$ 111,109.00
00.000.4410.150 ONcall Stipened	\$ 300.00	\$ 4,038.34	\$ 4,766.63	\$ 5,200.00
00.000.4411.000 Maintenance Contra	\$ (3,905.76)	\$ (31,453.31)	\$ (33,949.63)	\$ (37,036.00)
00.000.4420.000 Ordinary Maintenance - Material	\$ 4,409.35	\$ 40,870.60	\$ 45,833.37	\$ 50,000.00
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 17,783.82	\$ 137,150.83	\$ 73,333.37	\$ 80,000.00
00.000.4510.000 Insurance Expense	\$ 3,932.00	\$ 43,952.00	\$ 44,916.63	\$ 49,000.00
00.000.4540.000 Employee Benefit Contribution	\$ 12,443.45	\$ 139,094.49	\$ 117,157.37	\$ 127,808.00
00.000.4541.000 Contra Employee Benefits	\$ (6,088.03)	\$ (72,174.45)	\$ (67,309.88)	\$ (73,429.00)
00.000.8020.100 Capital Fund Grant - Capital	\$ (1,200.00)	\$ (125,202.08)	\$ (225,743.87)	\$ (246,266.00)
00.000.4570.000 Collection Losses	\$ -	\$ 1,399.11	\$ 7,333.37	\$ 8,000.00
Total Expenses	\$ 70,988.11	\$ 605,336.81	\$ 253,482.13	\$ 276,526.00
Current Year Income & Expense	\$ (7,371.16)	\$ 243,325.49	\$ 479,713.63	\$ 523,324.00

Occupancy As of 05/31/2025

Project Name	# Units	Unit Days	Occupied	Pct%	Vacant
Borderview Homes	36	1116	1068	95.73%	48
Cherry Lane Apartments	4	124	124	100.00%	0
Fields Lane I	20	620	589	95.00%	31
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	668	86.21%	107
The Meadows	25	775	757	97.68%	18
TOTALS:	151	4681	4477	96.83%	204

Repay		Write Offs:	
A. Choate	\$893.82		
V. Page	\$458.24	Total	\$0.00
B. Austin	\$1,450.34		
R. Lawson	\$1,391.80		
A. Campbell	\$455.04		
Total	\$4,649.24		

Section 8	Vouchers	135	16
\$80,834	Used	132	17

Fields Lane II
\$15,910
Cherry Lane
\$4,005
General Fund
\$288,278
Local Programs

