

**THE REGULAR MEETING OF THE
HOUSING AUTHORITY OF FORT FAIRFIELD
WAS HELD ON MAY 21, 2025 AT 7:00 A.M.
AT HILLCREST ESTATES CONFERENCE ROOM**

I. ROLL CALL

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

II. REVIEW OF MINUTES

The MINUTES of the April 16, 2025 meeting were presented for review and approval.

UPON MOTION made by Andy Coiley 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 line needs to be 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:

- **Commissioner Term renewals-** Jason is not renewing his term with the Housing Authority. With that in mind, the Executive Director will be looking for nominations. Two names were brought forward. The Executive Director will try and make contact with them.
- **New Commissioner Nominee-** Last month, a resident said yes to serving, but has not return any of the Executive Director's calls. Lauren suggested Amiee Long as a Resident Commissioner. The Executive Director will contact Amiee to see if she is interested.

V. NEW BUSINESS:

- **Cherry Lane-** The Executive Director spoke with Mandy Pooler at BR Smith and Associates about the cost to build one additional building at Cherry Lane. BR Smith was the architect who designed Cherry Lane initially. She stated that if we make the building identical to what we currently have it the price to build it could range from \$650,000.00- \$1,000,000.00. Since the units are market rent, the Housing Authority would not receive subsidy or grants to help with the costs, so it would have to be out of pocket. For two units this price is not affordable to the Housing Authority. It would also not be a smart investment at this time. The Board agreed that it would not be finically feasible to build two units for this price.
- **HUD-** There is currently some turmoil with HUD, many staff have left or been let go recently. Many of them are from the Boston office. Most New England States no longer have State HUD offices as the staff have all left. This may delay funding for projects as well as other items. It has also been rumored that there may be some cuts in funding for Housing programs. It is uncertain at this time what the future holds.
- **Capital Fund 2025-** All items for the Capital Fund Program have been submitted to HUD. The Housing Authority was awarded \$266,000.00 in funding. Planned projects are Hillcrest Parking lot, Garage roof, shop repairs, and generators.

- **Procurement Policy-** The Executive Director was reviewing the Procurement Handbook she received from her training and saw that the small purchase limit for procurement was \$250,000.00. The Housing Authority's current policy is \$150,000.00. With that being said it would make sense to increase the spending limit for small purchases to \$250,000.00 as prices increase for most projects and materials.

UPON MOTION made by Andy Coiley and seconded by Jason to approve the Procurement Policy changes to the small purchase threshold.

HAFF 25-36

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the Procurement Policy changes to the small purchase threshold.

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

The next meeting will be held June 18, 2025 at Hillcrest Estates at 7:00 AM. The meeting was adjourned at **8:11AM.**



Stacey Michaud

Secretary

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

April 2025

Desc	Current Period	Current Year	Year to Date Budget	Year Budget
00.000.3110.000 Dwelling Rentals	\$ (35,360.00)	\$ (348,358.00)	\$ (333,333.30)	\$ (400,000.00)
00.000.3120.000 Excess Utilities	\$ -	\$ (503.97)	\$ -	\$ -
00.000.3300.000 HUD Operating Subsidy Grant	\$ (26,502.00)	\$ (303,386.00)	\$ (314,610.00)	\$ (377,532.00)
00.000.3610.000 Interest General Fund	\$ (13.78)	\$ (819.76)	\$ (1,166.70)	\$ (1,400.00)
00.000.3690.100 Late Charges	\$ -	\$ (515.43)	\$ -	\$ -
00.000.3690.200 Laundry Receipts	\$ -	\$ (1,223.85)	\$ (2,500.00)	\$ (3,000.00)
00.000.3690.300 Other Misc. Income	\$ (83.01)	\$ (7,418.38)	\$ (3,333.30)	\$ (4,000.00)
00.000.3690.400 Collection Of Written Off Receivables	\$ -	\$ (330.00)	\$ -	\$ -
00.000.3690.500 Services W/orders Tenants	\$ (35.00)	\$ (3,420.96)	\$ (2,500.00)	\$ (3,000.00)
00.000.8020.200 Capital Fund Grant - Operating	\$ -	\$ (119,069.00)	\$ (9,098.30)	\$ (10,918.00)
Total Income	\$ 61,993.79	\$ 785,045.35	\$ 666,541.60	\$ 799,850.00
00.000.4110.000 Administrative Salary	\$ 26,785.06	\$ 219,521.47	\$ 108,365.00	\$ 130,038.00
00.000.4111.000 Contra Administrative Salaries	\$ (8,962.07)	\$ (94,036.46)	\$ (84,665.00)	\$ (101,598.00)
00.000.4130.000 Legal Expense	\$ 112.50	\$ 1,244.86	\$ 8,333.30	\$ 10,000.00
00.000.4140.000 Insufficient Checks	\$ -	\$ -	\$ -	\$ -
00.000.4145.000 Staff Training	\$ -	\$ 1,550.00	\$ 3,333.30	\$ 4,000.00
00.000.4150.000 Travel Expense	\$ 374.60	\$ 1,631.74	\$ 1,250.00	\$ 1,500.00
00.000.4170.000 Accounting	\$ 2,400.00	\$ 9,700.00	\$ 4,750.00	\$ 5,700.00
00.000.4171.000 Contra Accounting	\$ (301.33)	\$ (3,188.80)	\$ (3,250.00)	\$ (3,900.00)
00.000.4173.000 Auditing	\$ -	\$ 11,375.00	\$ 3,083.30	\$ 3,700.00
00.000.4174.000 Audit Contra	\$ (308.33)	\$ (3,308.30)	\$ (4,000.00)	\$ (4,800.00)
00.000.4180.000 Telephone	\$ 999.04	\$ 11,157.69	\$ 8,333.30	\$ 10,000.00
00.000.4190.000 Administrative Sundry	\$ 1,660.13	\$ 22,654.18	\$ 15,000.00	\$ 18,000.00
00.000.4191.000 Contra Sundry	\$ (1,333.34)	\$ (14,458.40)	\$ (14,583.30)	\$ (17,500.00)
00.000.4220.000 Tenant Services	\$ -	\$ -	\$ 1,666.70	\$ 2,000.00
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 833.30	\$ 1,000.00
00.000.4310.000 Water	\$ 5,500.25	\$ 21,985.58	\$ 16,666.70	\$ 20,000.00
00.000.4320.000 Electricity	\$ 3,453.60	\$ 29,551.57	\$ 25,000.00	\$ 30,000.00
00.000.4330.000 Gasoline & Diesel	\$ 416.44	\$ 4,017.01	\$ -	\$ -
00.000.4340.000 Fuel Oil	\$ 2,910.88	\$ 65,746.87	\$ 62,500.00	\$ 75,000.00
00.000.4390.000 Sewer	\$ 4,076.54	\$ 19,087.29	\$ 15,833.30	\$ 19,000.00
00.000.4410.000 Ordinary Maintenance - Labor	\$ 10,207.67	\$ 117,510.04	\$ 92,590.80	\$ 111,109.00
00.000.4410.150 ONcall Stipened	\$ 500.00	\$ 3,738.34	\$ 4,333.30	\$ 5,200.00
00.000.4411.000 Maintenance Contra	\$ (2,688.83)	\$ (27,547.55)	\$ (30,863.30)	\$ (37,036.00)
00.000.4420.000 Ordinary Maintenance - Material	\$ 4,012.94	\$ 36,461.25	\$ 41,666.70	\$ 50,000.00
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 12,196.92	\$ 119,367.01	\$ 66,666.70	\$ 80,000.00
00.000.4510.000 Insurance Expense	\$ 3,932.00	\$ 40,020.00	\$ 40,833.30	\$ 49,000.00
00.000.4540.000 Employee Benefit Contribution	\$ 14,269.66	\$ 126,651.04	\$ 106,506.70	\$ 127,808.00
00.000.4541.000 Contra Employee Benefits	\$ (5,810.82)	\$ (63,479.76)	\$ (61,190.80)	\$ (73,429.00)
00.000.8020.100 Capital Fund Grant - Capital	\$ -	\$ (124,002.08)	\$ (205,221.70)	\$ (246,266.00)
00.000.4570.000 Collection Losses	\$ 297.00	\$ 1,399.11	\$ 6,666.70	\$ 8,000.00
Total Expenses	\$ 74,403.51	\$ 534,348.70	\$ 230,438.30	\$ 276,526.00
Current Year Income & Expense	\$ (12,409.72)	\$ 250,696.65	\$ 436,103.30	\$ 523,324.00

Occupancy As of 04/30/2025

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	
A. Choate	\$990.94
V. Page	\$112.24
B. Austin	\$1,391.34
R. Lawson	\$1,273.80
R. Johnson	\$1,046.22
A. Campbell	\$455.04
Total	\$5,269.58

Write Offs:	
Total	\$0.00

Section 8	Vouchers
\$70,976	Used

135 16
131 17

Fields Lane II
\$17,987
Cherry Lane
\$4,601
General Fund
\$269,570
Local Programs
\$93,581