

**THE REGULAR MEETING OF THE  
HOUSING AUTHORITY OF FORT FAIRFIELD  
WAS HELD ON AUGUST 20, 2025 AT 7:06 A.M.  
AT HILLCREST ESTATES CONFERENCE ROOM**

**I. ROLL CALL**

Chairman Sean Bernard, called the meeting to order; those present were: Anne Blanchard, Aimee Long, Nancy Levasseur, Andy Coiley, Lauren Beckwith, and David McCrea with Guest Gary Sirois Absent:  
None

**II. GUEST SPEAKER**

Gary Sirois asked to speak to the Board about the possible need to add a third building to Cherry Lane. He believes there is a need for more units like Cherry Lane in Fort Fairfield. He states that the equity in the current buildings could pay for the addition. All Board members were given a current amortization schedule as well as the original plan for the three buildings, and an email from BRSA about the estimated cost to add a third building. Gary asked the Board to ask the Executive Director to do some research to see if this would be a feasible task.

After Gary left, the Chairman stated that the discussion will be on hold until the next meeting.

**III. REVIEW OF MINUTES**

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

**UPON MOTION** made by Andy Coiley and seconded by Nancy Levasseur the MINUTES were approved.

**IV. REPORTS AND COMMUNICATIONS**

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

The **DIRECTOR's REPORT** for July was presented for review and approval. Some of the expense in July are for June as June 30<sup>th</sup> is the year end.

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

**V. UNFINISHED BUSINESS:**

- **CFP Projects 2024 and 2025-** The Fields Lane Dividers are done. The shop office is also complete. The Borderview Registers will be completed this week. Aimee stated that the scheduling was off and Dead River bounced some units around which made the process difficult. The Executive Director mentioned the possibility of installing heat pumps at Hillcrest Estates. The hallways are always so hot, the Board wanted to make sure that the heat wasn't currently running in the hallways because it wouldn't make sense to run both at the same time. Last year a thermostat was installed to reduce the running of the furnaces. The Executive Director said she would follow up to make sure that as correct before starting the process.
- **NSPIRE Inspections** – The Housing Authority received its NSPIRE score for Fields Lane II. It received an 8, the write ups included a couple bad outlets, a loose toilet, and dryer vent hoses. The dryer hoses which were tenant owned, had duct tape on them. Going forward we will ensure that every dryer vent hose is duct tape free to prevent future write ups. There were also write ups for smoke alarms, but no points were deducted. Smoke alarms need to be 4 inches from the wall. This is an item we will be correcting in all units as well going forward.

- **Tenant Survey-** The surveys were distributed a little later than planned. However, they are due at the end of this week. A couple of concerns were addressed about the survey, such as having them go to a separate mailbox to prevent a form of intimidation so that tenants can feel more comfortable if any complaints were made. At the same time a concern was brought up about background checks. All applicants have to pass a background check before moving into an apartment. Also, per HUD they must be convicted of a crime in order for them to be denied housing, and HUD wants HAs to help people with self-sufficiency and to get back on their own two feet. The person, whom the complaint was about, was not a resident.
- **Summer Outing-** The Summer outing was a great success!

**VI. NEW BUSINESS:**

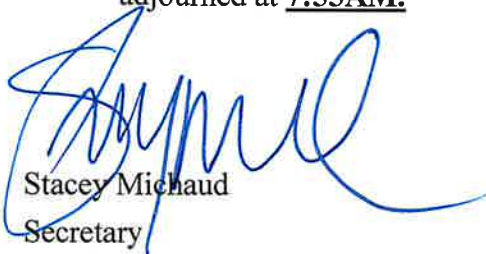
- **Mainstream Shortfall-** The Executive Director and Occupancy Manager had the first meeting with the Shortfall Prevention Team and the second meeting will be at the end of the month. Mainstream will be in shortfall between \$8,500.00 and \$10,000.00. The SPT will keep monitoring our usage and suggested the Housing Authority apply for shortfall funds.

**VII. ADJOURN:**

There being no further business to come before the Board;

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

**The next meeting will be held September 17, 2025 at Hillcrest Estates at 7:00 AM.** The meeting was adjourned at **7:55AM.**



Stacey Michaud  
Secretary

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

| <b>July 2025</b>                                      |                       |                       |                     |                      |
|---|-----------------------|-----------------------|---------------------|----------------------|
| Desc  | Current Period        | Current Year          | Year to Date Budget | Year Budget          |
| 00.000.3110.000 Dwelling Rentals                      | \$ (34,465.00)        | \$ (34,465.00)        | \$ (34,583.33)      | \$ (415,000.00)      |
| 00.000.3120.000 Excess Utilities                      | \$ (13.81)            | \$ (13.81)            | \$ -                | \$ -                 |
| 00.000.3300.000 HUD Operating Subsidy Grant           | \$ (29,023.50)        | \$ (29,023.50)        | \$ (31,548.58)      | \$ (378,583.00)      |
| 00.000.3610.000 Interest General Fund                 | \$ (14.12)            | \$ (14.12)            | \$ (75.00)          | \$ (900.00)          |
| 00.000.3690.100 Late Charges                          | \$ (22.52)            | \$ (22.52)            | \$ -                | \$ -                 |
| 00.000.3690.200 Laundry Receipts                      | \$ -                  | \$ -                  | \$ (250.00)         | \$ (3,000.00)        |
| 00.000.3690.300 Other Misc. Income                    | \$ (284.90)           | \$ (284.90)           | \$ (333.33)         | \$ (4,000.00)        |
| 00.000.3690.400 Collection Of Written Off Receivables | \$ (30.00)            | \$ (30.00)            | \$ -                | \$ -                 |
| 00.000.3690.500 Services W/orders Tenants             | \$ (15.00)            | \$ (15.00)            | \$ (250.00)         | \$ (3,000.00)        |
| 00.000.8020.200 Capital Fund Grant - Operating        | \$ (8,734.00)         | \$ (8,734.00)         | \$ (909.83)         | \$ (10,918.00)       |
| <b>Total Income</b>                                   | <b>\$ 72,602.85</b>   | <b>\$ 72,602.85</b>   | <b>\$ 67,950.07</b> | <b>\$ 815,401.00</b> |
| 00.000.4110.000 Administrative Salary                 | \$ 22,699.15          | \$ 22,699.15          | \$ 10,775.92        | \$ 129,311.00        |
| 00.000.4111.000 Contra Administrative Salaries        | \$ (9,280.32)         | \$ (9,280.32)         | \$ (8,652.58)       | \$ (103,831.00)      |
| 00.000.4130.000 Legal Expense                         | \$ -                  | \$ -                  | \$ 500.00           | \$ 6,000.00          |
| 00.000.4140.000 Insufficient Checks                   | \$ -                  | \$ -                  | \$ -                | \$ -                 |
| 00.000.4145.000 Staff Training                        | \$ -                  | \$ -                  | \$ 250.00           | \$ 3,000.00          |
| 00.000.4150.000 Travel Expense                        | \$ -                  | \$ -                  | \$ 125.00           | \$ 1,500.00          |
| 00.000.4170.000 Accounting                            | \$ 2,500.00           | \$ 2,500.00           | \$ 466.67           | \$ 5,600.00          |
| 00.000.4171.000 Contra Accounting                     | \$ (341.66)           | \$ (341.66)           | \$ (366.67)         | \$ (4,400.00)        |
| 00.000.4173.000 Auditing                              | \$ 1,830.00           | \$ 1,830.00           | \$ 387.50           | \$ 4,650.00          |
| 00.000.4174.000 Audit Contra                          | \$ (350.00)           | \$ (350.00)           | \$ (375.00)         | \$ (4,500.00)        |
| 00.000.4180.000 Telephone                             | \$ 881.73             | \$ 881.73             | \$ 833.33           | \$ 10,000.00         |
| 00.000.4190.000 Administrative Sundry                 | \$ 1,354.81           | \$ 1,354.81           | \$ 1,250.00         | \$ 15,000.00         |
| 00.000.4191.000 Contra Sundry                         | \$ (1,166.67)         | \$ (1,166.67)         | \$ (875.00)         | \$ (10,500.00)       |
| 00.000.4220.000 Tenant Services                       | \$ -                  | \$ -                  | \$ 166.67           | \$ 2,000.00          |
| 00.000.4230.000 Tenant Services Training              | \$ -                  | \$ -                  | \$ 83.33            | \$ 1,000.00          |
| 00.000.4310.000 Water                                 | \$ 75.49              | \$ 75.49              | \$ 1,833.33         | \$ 22,000.00         |
| 00.000.4320.000 Electricity                           | \$ 2,752.61           | \$ 2,752.61           | \$ 2,750.00         | \$ 33,000.00         |
| 00.000.4330.000 Gasoline & Diesel                     | \$ -                  | \$ -                  | \$ -                | \$ -                 |
| 00.000.4340.000 Fuel Oil                              | \$ -                  | \$ -                  | \$ 5,416.67         | \$ 65,000.00         |
| 00.000.4390.000 Sewer                                 | \$ 79.00              | \$ 79.00              | \$ 1,666.67         | \$ 20,000.00         |
| 00.000.4410.000 Ordinary Maintenance - Labor          | \$ 17,386.96          | \$ 17,386.96          | \$ 9,439.08         | \$ 113,269.00        |
| 00.000.4410.150 ONcall Stipened                       | \$ 323.70             | \$ 323.70             | \$ 433.33           | \$ 5,200.00          |
| 00.000.4411.000 Maintenance Contra                    | \$ (4,558.25)         | \$ (4,558.25)         | \$ (3,146.33)       | \$ (37,756.00)       |
| 00.000.4420.000 Ordinary Maintenance - Material       | \$ 1,108.35           | \$ 1,108.35           | \$ 4,166.67         | \$ 50,000.00         |
| 00.000.4430.000 Ordinary Maintenance - Cont. Cost     | \$ 2,983.25           | \$ 2,983.25           | \$ 6,666.67         | \$ 80,000.00         |
| 00.000.4510.000 Insurance Expense                     | \$ 3,932.00           | \$ 3,932.00           | \$ 4,710.83         | \$ 56,530.00         |
| 00.000.4540.000 Employee Benefit Contribution         | \$ 15,877.82          | \$ 15,877.82          | \$ 10,713.92        | \$ 128,567.00        |
| 00.000.4541.000 Contra Employee Benefits              | \$ (7,300.14)         | \$ (7,300.14)         | \$ (6,253.50)       | \$ (75,042.00)       |
| 00.000.8020.100 Capital Fund Grant - Capital          | \$ (96,148.54)        | \$ (96,148.54)        | \$ (20,522.17)      | \$ (246,266.00)      |
| 00.000.4570.000 Collection Losses                     | \$ -                  | \$ -                  | \$ 416.67           | \$ 5,000.00          |
| <b>Total Expenses</b>                                 | <b>\$ (45,360.71)</b> | <b>\$ (45,360.71)</b> | <b>\$ 22,861.01</b> | <b>\$ 274,332.00</b> |
| <b>Current Year Income &amp; Expense</b>              | <b>\$ 117,963.56</b>  | <b>\$ 117,963.56</b>  | <b>\$ 45,089.06</b> | <b>\$ 541,069.00</b> |

**Occupancy As of 07/31/2025**

| Project Name           | # Units    | Unit Days   | Occupied    | Pct%          | Vacant     |
|------------------------|------------|-------------|-------------|---------------|------------|
| Borderview Homes       | 36         | 1116        | 1086        | 97.30%        | 30         |
| 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         | 695         | 89.66%        | 80         |
| The Meadows            | 25         | 775         | 775         | 100.00%       | 0          |
| <b>TOTALS:</b>         | <b>151</b> | <b>4681</b> | <b>4571</b> | <b>98.37%</b> | <b>110</b> |

| Repay       |            | Write Offs: |        |
|-------------|------------|-------------|--------|
| A. Choate   | \$771.82   |             |        |
|             |            | Total       | \$0.00 |
| B. Austin   | \$958.34   |             |        |
| R. Lawson   | \$1,053.80 |             |        |
| K. Beaulieu | \$1,700.69 |             |        |
| A. Campbell | \$455.04   |             |        |
| Total       | \$4,939.69 |             |        |

|                  |                 |            |           |
|------------------|-----------------|------------|-----------|
| <b>Section 8</b> | <b>Vouchers</b> | <b>135</b> | <b>17</b> |
| <b>\$91,797</b>  | <b>Used</b>     | <b>131</b> | <b>17</b> |

|                       |
|-----------------------|
| <b>Fields Lane II</b> |
| <b>\$17,476</b>       |
| <b>Cherry Lane</b>    |
| <b>\$4,653</b>        |
| <b>General Fund</b>   |
| <b>\$293,044</b>      |
| <b>Local Programs</b> |
| <b>\$79,891</b>       |