

**THE ANNUAL MEETING OF THE  
HOUSING AUTHORITY OF FORT FAIRFIELD  
WAS HELD ON JULY 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, Aimee Long and Nancy Levasseur, Absent: Andy Coiley, Lauren Beckwith, David McCrea

**II. NOMINATION OF OFFICERS**

**UPON MOTION** made by Nancy Levasseur and seconded by Aimee Long the new slate of officers is as follows,

**HAFF 26-01**

Sean Bernard – Chairman  
Anne Blanchard – Vice Chairman  
Stacey Michaud – Secretary and Treasurer

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the new slate of officers.

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

**III. REVIEW OF MINUTES**

The MINUTES of the June 18, 2025, meeting were presented for review and approval. There were three corrections that needed to be made.

**UPON MOTION** made by Nancy Levasseur and seconded by Anne Blanchard the MINUTES were approved with three corrections.

**IV. REPORTS AND COMMUNICATIONS**

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

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

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

**V. UNFINISHED BUSINESS:**

- **CFP Projects 2024 and 2025-** The Fields Lane dividers are almost complete. The shop office is just about done and work will soon start on the roofing and siding. The Borderview Registers will start July 28 and will have two teams working them. All residents have been notified.
- **MH and NSPIRE Inspections-** Maine Housing came and inspected the Fields Lane II. The inspector mostly wanted to confirm that the work was completed from the last REAC inspection 3 years ago. The NSPIRE inspection was done, however we are still waiting on a score. The new process is different. We had to submit all corrections along with evidence of the corrections to a portal for a HUD staff to review.
- **MPBF Sponsorship-** Since the HA was sponsoring family fun day, we were going to purchase ice cream for the kids. However, instead we are going to purchase a food truck to sell snow cones. Dana York agreed to help with that.

- **Trees-** The two dead elm trees at Fields Lane near the bandstand were removed. The 3<sup>rd</sup> tree which is one its way out will be removed later this season.

**VI. NEW BUSINESS:**

- **Tenant Survey-** The Executive Director presented to the Board the tenant survey draft. Nothing changed since the last survey. However, the Board did want to add a line that stated the survey was anonymous however, the tenant could leave their information if they had any questions or concerns.
- **Check Signers-** With Jason Barnes stepping down as Commissioner the HA needs a second Commissioner check signer. Anne Blanchard has agreed to take on that role along with Nancy.
- **Update of Forms-** With the HOTMA changes and other issues brought up with recent events, several forms of the next few months will be reviewed and changed by staff to match the new guidelines and modern-day issues. These forms would include house rules, pet policy, service animal policy and a camera policy.

**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 August 20, 2025 at Hillcrest Estates at 7:00 AM. The meeting was adjourned at 7:58AM.**



Stacey Michaud  
Secretary

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

**June 2025**

Desc	Current Period	Current Year	Year to Date Budget	Year Budget
00.000.3110.000 Dwelling Rentals	\$ (35,454.00)	\$ (417,410.00)	\$ (400,000.00)	\$ (400,000.00)
00.000.3120.000 Excess Utilities	\$ -	\$ (503.97)	\$ -	\$ -
00.000.3300.000 HUD Operating Subsidy Grant	\$ (25,791.00)	\$ (355,454.00)	\$ (377,532.00)	\$ (377,532.00)
00.000.3610.000 Interest General Fund	\$ (88.26)	\$ (1,072.48)	\$ (1,400.00)	\$ (1,400.00)
00.000.3690.100 Late Charges	\$ -	\$ (594.99)	\$ -	\$ -
00.000.3690.200 Laundry Receipts	\$ (530.50)	\$ (1,754.35)	\$ (3,000.00)	\$ (3,000.00)
00.000.3690.300 Other Misc. Income	\$ (493.42)	\$ (8,102.80)	\$ (4,000.00)	\$ (4,000.00)
00.000.3690.400 Collection Of Written Off Receivables	\$ (80.00)	\$ (410.00)	\$ -	\$ -
00.000.3690.500 Services W/orders Tenants	\$ -	\$ (3,705.96)	\$ (3,000.00)	\$ (3,000.00)
00.000.8020.200 Capital Fund Grant - Operating	\$ -	\$ (122,241.00)	\$ (10,918.00)	\$ (10,918.00)
<b>Total Income</b>	<b>\$ 62,437.18</b>	<b>\$ 911,249.55</b>	<b>\$ 799,850.00</b>	<b>\$ 799,850.00</b>
00.000.4110.000 Administrative Salary	\$ 18,187.57	\$ 258,410.44	\$ 130,038.00	\$ 130,038.00
00.000.4111.000 Contra Administrative Salaries	\$ (6,541.70)	\$ (102,890.00)	\$ (101,598.00)	\$ (101,598.00)
00.000.4130.000 Legal Expense	\$ 354.67	\$ 1,599.53	\$ 10,000.00	\$ 10,000.00
00.000.4140.000 Insufficient Checks	\$ -	\$ -	\$ -	\$ -
00.000.4145.000 Staff Training	\$ -	\$ 1,550.00	\$ 4,000.00	\$ 4,000.00
00.000.4150.000 Travel Expense	\$ 58.80	\$ 1,690.54	\$ 1,500.00	\$ 1,500.00
00.000.4170.000 Accounting	\$ -	\$ 9,700.00	\$ 5,700.00	\$ 5,700.00
00.000.4171.000 Contra Accounting	\$ (199.03)	\$ (3,815.69)	\$ (3,900.00)	\$ (3,900.00)
00.000.4173.000 Auditing	\$ -	\$ 11,375.00	\$ 3,700.00	\$ 3,700.00
00.000.4174.000 Audit Contra	\$ (195.83)	\$ (3,951.66)	\$ (4,800.00)	\$ (4,800.00)
00.000.4180.000 Telephone	\$ 1,134.68	\$ 13,318.22	\$ 10,000.00	\$ 10,000.00
00.000.4190.000 Administrative Sundry	\$ 1,736.34	\$ 25,444.63	\$ 18,000.00	\$ 18,000.00
00.000.4191.000 Contra Sundry	\$ (770.84)	\$ (17,258.58)	\$ (17,500.00)	\$ (17,500.00)
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	\$ 5,393.50	\$ 27,379.08	\$ 20,000.00	\$ 20,000.00
00.000.4320.000 Electricity	\$ 4,164.91	\$ 35,390.68	\$ 30,000.00	\$ 30,000.00
00.000.4330.000 Gasoline & Diesel	\$ 1,417.29	\$ 5,789.22	\$ -	\$ -
00.000.4340.000 Fuel Oil	\$ 1,733.12	\$ 76,327.32	\$ 75,000.00	\$ 75,000.00
00.000.4390.000 Sewer	\$ 4,396.62	\$ 23,483.91	\$ 19,000.00	\$ 19,000.00
00.000.4410.000 Ordinary Maintenance - Labor	\$ 11,906.81	\$ 146,895.55	\$ 111,109.00	\$ 111,109.00
00.000.4410.150 ONcall Stipened	\$ 270.67	\$ 4,309.01	\$ 5,200.00	\$ 5,200.00
00.000.4411.000 Maintenance Contra	\$ (3,438.65)	\$ (34,891.96)	\$ (37,036.00)	\$ (37,036.00)
00.000.4420.000 Ordinary Maintenance - Material	\$ 9,967.81	\$ 50,838.41	\$ 50,000.00	\$ 50,000.00
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 9,834.68	\$ 146,985.51	\$ 80,000.00	\$ 80,000.00
00.000.4510.000 Insurance Expense	\$ 3,948.00	\$ 47,900.00	\$ 49,000.00	\$ 49,000.00
00.000.4540.000 Employee Benefit Contribution	\$ 11,061.98	\$ 150,156.47	\$ 127,808.00	\$ 127,808.00
00.000.4541.000 Contra Employee Benefits	\$ (4,998.93)	\$ (77,173.38)	\$ (73,429.00)	\$ (73,429.00)
00.000.8020.100 Capital Fund Grant - Capital	\$ (1,500.00)	\$ (126,702.08)	\$ (246,266.00)	\$ (246,266.00)
00.000.4570.000 Collection Losses	\$ -	\$ 1,399.11	\$ 8,000.00	\$ 8,000.00
<b>Total Expenses</b>	<b>\$ 67,922.47</b>	<b>\$ 673,259.28</b>	<b>\$ 276,526.00</b>	<b>\$ 276,526.00</b>
<b>Current Year Income &amp; Expense</b>	<b>\$ (5,485.29)</b>	<b>\$ 237,990.27</b>	<b>\$ 523,324.00</b>	<b>\$ 523,324.00</b>

# Occupancy As of 06/30/2025

Project Name	# Units	Unit Days	Occupied	Pct%	Vacant
Borderview Homes	36	1080	1051	97.30%	29
Cherry Lane Apartments	4	120	120	100.00%	0
Fields Lane I	20	600	600	100.00%	0
Fields Lane II	16	480	480	100.00%	0
Fields Lane III	8	240	240	100.00%	0
Hillcrest Estates	17	510	510	100.00%	0
Morningview LLC	25	750	672	89.66%	78
The Meadows	25	750	737	98.27%	13
<b>TOTALS:</b>	<b>151</b>	<b>4530</b>	<b>4410</b>	<b>98.15%</b>	<b>120</b>

Repay		paid off 7/7/2025	Write Offs:	
A. Choate	\$842.82			
V. Page	\$999.24		Total	\$0.00
B. Austin	\$1,389.34			
R. Lawson	\$1,053.80			
A. Campbell	\$455.04			
Total	\$4,740.24			

Section 8	Vouchers	135	17
\$87,394	Used	133	17

<b>Fields Lane II</b>	<b>Fields Lane II</b>	
\$16,449	RR Savings	\$15,968.97
<b>Cherry Lane</b>	T&I	\$7,540.25
\$3,245	CFCU CD	\$96,326.19
<b>General Fund</b>		
\$285,990	<b>CL</b>	
<b>Local Programs</b>	RR Savings	\$1,293.67
\$91,532	T&I	\$5,840.50
	<b>LP</b>	
	ICS	\$10,365.08
	Visa Card	\$8,878.95
	<b>GF</b>	
	CFCU Savings	\$12,434.40
	CFCU CD	\$78,721.22