

**THE REGULAR MEETING OF THE
HOUSING AUTHORITY OF FORT FAIRFIELD
WAS HELD ON NOVEMBER 19, 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, Nancy Levasseur, and David McCrea Absent: Aimee Long, and Anne Blanchard, and Lauren Beckwith

II. REVIEW OF MINUTES

The MINUTES of the October 15, 2025, meeting were presented for review and approval.

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

III. REPORTS AND COMMUNICATIONS

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

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

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

IV. UNFINISHED BUSINESS:

- **Federal Shutdown-** As of right now, Operating Funding should be covered until the end of December. As for HCV, funding was been awarded, but the shortfall funding for HCV has not been awarded. Mainstream was awarded for \$546.00.
- **NSPIRE Inspection-** Our first Public Housing NSPIRE inspection is today. Lots of repairs, updates, and pre inspections were done. Lots of smoke alarms were added and replaced, all dryer vents were checked. Every inspection and inspector is different and it all depends on what they focus on.
- **Audit-** The Audit so far has done well. Two things were mentioned for corrections. The first was the allocation report and the second was how we perform our inspections our sheets. They would like us to check off each item individually stating pass or fail, which is how our form is set up. We should hopefully be getting a report by the end of December or in January

V. NEW BUSINESS:

- **New Employee** – Joseph McMann was hired for the open Maintenance position.
- **Holiday Events-** The Housing Authority has sent out an RSVP for a resident Holiday Party at Fields Lane for Fields Lane, Cherry Lane and Hillcrest residents. So far only 10 have rsvp'd, if we do not get closer to 20, the party will be canceled. An invite was also done for The Meadows residents, and only 4 have signed up. The VFW is hosting 2 kids parties and the Housing Authority will be buying the gifts for our residents. Lastly, this year with everything going on with SNAP and the shutdown, we have decided to buy Turkey Breasts for all of our residents. The staff will be delivering the turkeys the Monday before Thanksgiving. The staff will be having a Holiday party on the 18th.
- **HMS-** Maine Housing will be cutting the program funding for the HMS program drastically this year. We will still be applying however, at this time, we are unsure if we will get funding for 2026.
- **Medical Rates-** MMEHT has increased the health insurance rates by 9% this year. With this cost increase, the rates are still cheaper than other providers as the Housing Authority can not be complete with a staff of 6 who use insurance.

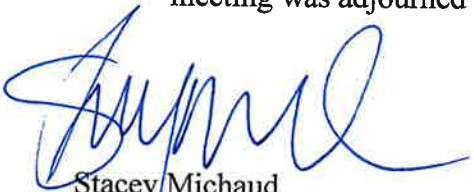
- **Photo ID's-** The Executive Director has purchase ID badges for the staff. With many new residents, it will be easier for them to know HA staff and trust that it is HA staff entering their unit.

VI. ADJOURN:

There being no further business to come before the Board;

UPON MOTION made by Andy Coiley and seconded by David McCrea it was passed unanimously to adjourn.

The next regular meeting will be held December 17, 2025 at Hillcrest Estates at 7:00 AM. The meeting was adjourned at **7:48AM.**



Stacey Michaud
Secretary

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

October 2025				
Desc	Current Period	Current Year	Year to Date Budget	Year Budget
00.000.3110.000 Dwelling Rentals	\$ (35,892.00)	\$ (140,561.00)	\$ (138,333.32)	\$ (415,000.00)
00.000.3120.000 Excess Utilities	\$ -	\$ (13.81)	\$ -	\$ -
00.000.3300.000 HUD Operating Subsidy Grant	\$ (27,153.00)	\$ (111,614.00)	\$ (126,194.32)	\$ (378,583.00)
00.000.3610.000 Interest General Fund	\$ (16.21)	\$ (287.56)	\$ (300.00)	\$ (900.00)
00.000.3690.100 Late Charges	\$ (138.21)	\$ (294.61)	\$ -	\$ -
00.000.3690.200 Laundry Receipts	\$ (350.25)	\$ (652.75)	\$ (1,000.00)	\$ (3,000.00)
00.000.3690.300 Other Misc. Income	\$ (860.85)	\$ (1,696.75)	\$ (1,333.32)	\$ (4,000.00)
00.000.3690.400 Collection Of Written Off Receivables	\$ (30.00)	\$ (120.00)	\$ -	\$ -
00.000.3690.500 Services W/orders Tenants	\$ -	\$ (56.00)	\$ (1,000.00)	\$ (3,000.00)
00.000.8020.200 Capital Fund Grant - Operating	\$ -	\$ (8,734.40)	\$ (3,639.32)	\$ (10,918.00)
Total Income	\$ 64,440.52	\$ 264,030.88	\$ 271,800.28	\$ 815,401.00
00.000.4110.000 Administrative Salary	\$ 19,540.47	\$ 87,557.04	\$ 43,103.68	\$ 129,311.00
00.000.4111.000 Contra Administrative Salaries	\$ (9,146.76)	\$ (36,873.24)	\$ (34,610.32)	\$ (103,831.00)
00.000.4130.000 Legal Expense	\$ 1,091.70	\$ 1,339.20	\$ 2,000.00	\$ 6,000.00
00.000.4140.000 Insufficient Checks	\$ -	\$ -	\$ -	\$ -
00.000.4145.000 Staff Training	\$ -	\$ -	\$ 1,000.00	\$ 3,000.00
00.000.4150.000 Travel Expense	\$ -	\$ -	\$ 500.00	\$ 1,500.00
00.000.4170.000 Accounting	\$ -	\$ 5,000.00	\$ 1,866.68	\$ 5,600.00
00.000.4171.000 Contra Accounting	\$ (341.66)	\$ (1,366.64)	\$ (1,466.68)	\$ (4,400.00)
00.000.4173.000 Auditing	\$ 2,287.50	\$ 4,117.50	\$ 1,550.00	\$ 4,650.00
00.000.4174.000 Audit Contra	\$ (350.00)	\$ (1,400.00)	\$ (1,500.00)	\$ (4,500.00)
00.000.4180.000 Telephone	\$ 801.73	\$ 4,157.95	\$ 3,333.32	\$ 10,000.00
00.000.4190.000 Administrative Sundry	\$ 1,796.32	\$ 8,258.12	\$ 5,000.00	\$ 15,000.00
00.000.4191.000 Contra Sundry	\$ (1,166.67)	\$ (4,666.68)	\$ (3,500.00)	\$ (10,500.00)
00.000.4220.000 Tenant Services	\$ -	\$ -	\$ 666.68	\$ 2,000.00
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 333.32	\$ 1,000.00
00.000.4310.000 Water	\$ 5,409.24	\$ 5,484.73	\$ 7,333.32	\$ 22,000.00
00.000.4320.000 Electricity	\$ 4,645.69	\$ 12,055.04	\$ 11,000.00	\$ 33,000.00
00.000.4330.000 Gasoline & Diesel	\$ 555.17	\$ 1,837.41	\$ -	\$ -
00.000.4340.000 Fuel Oil	\$ 1,650.24	\$ 7,321.49	\$ 21,666.68	\$ 65,000.00
00.000.4390.000 Sewer	\$ 4,765.09	\$ 4,844.09	\$ 6,666.68	\$ 20,000.00
00.000.4410.000 Ordinary Maintenance - Labor	\$ 10,823.91	\$ 58,135.78	\$ 37,756.32	\$ 113,269.00
00.000.4410.150 ONcall Stipened	\$ 238.34	\$ 1,232.80	\$ 1,733.32	\$ 5,200.00
00.000.4411.000 Maintenance Contra	\$ (3,146.33)	\$ (16,742.78)	\$ (12,585.32)	\$ (37,756.00)
00.000.4420.000 Ordinary Maintenance - Material	\$ 10,869.91	\$ 16,447.45	\$ 16,666.68	\$ 50,000.00
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 25,337.51	\$ 55,141.49	\$ 26,666.68	\$ 80,000.00
00.000.4510.000 Insurance Expense	\$ 3,932.00	\$ 15,728.00	\$ 18,843.32	\$ 56,530.00
00.000.4540.000 Employee Benefit Contribution	\$ 12,082.99	\$ 57,478.19	\$ 42,855.68	\$ 128,567.00
00.000.4541.000 Contra Employee Benefits	\$ (5,929.62)	\$ (27,770.82)	\$ (25,014.00)	\$ (75,042.00)
00.000.8020.100 Capital Fund Grant - Capital	\$ (18,640.00)	\$ (229,961.28)	\$ (82,088.68)	\$ (246,266.00)
00.000.4570.000 Collection Losses	\$ -	\$ -	\$ 1,666.68	\$ 5,000.00
Total Expenses	\$ 67,106.77	\$ 27,354.84	\$ 91,444.04	\$ 274,332.00
Current Year Income & Expense	\$ (2,666.25)	\$ 236,676.04	\$ 180,356.24	\$ 541,069.00

Occupancy As of 10/31/2025

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	682	87.98%	93
The Meadows	25	775	775	100.00%	0
TOTALS:	151	4681	4558	98.16%	123

Repay		Write Offs:	
A. Choate	\$828.41	Court Repay 11/7/2025	
R. Johnson	\$730.00		
B. Austin	\$682.86		
R. Lawson	\$1,314.92	Filing for Court	
K. Beaulieu	\$0.00		
Total	\$3,556.19		

Section 8		Vouchers	135	17
\$120,031		Used	120	16

Fields Lane II
\$7,716
Cherry Lane
\$8,635
General Fund
\$324,991
Local Programs
\$106,071