

**THE REGULAR MEETING OF THE
HOUSING AUTHORITY OF FORT FAIRFIELD
WAS HELD ON OCTOBER 15, 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, Lauren Beckwith, and David McCrea Absent: Nancy Levasseuer, Aimee Long, and Sean Bernard

II. REVIEW OF MINUTES

The MINUTES of the September 17, 2025, meeting were presented for review and approval.

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

III. REPORTS AND COMMUNICATIONS

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

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

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

IV. UNFINISHED BUSINESS:

- **Cherry Lane Lease/Non-Public Housing Over Income Lease-** The Executive Director presented to the Board an updated Cherry Lane Lease. This lease will also be used for the Non-Public Housing Over Income lease for residents who reside in Public Housing but are now over income but still choose to live in the units.
 - **Per unit Subsidy Report-** HUD published a report that shows how much subsidy is being used for Public Housing Units. This report informs HA's if they have to charge the non-public housing residents fair market rent or rent based on subsidy usage. Since our subsidy is less than the fair market rent, we must charge the fair market rent for the units.

UPON MOTION made by Andy Coiley and seconded by David McCrea, to approve the updated Cherry Lane/ Non-Public Housing Over Income Lease.

HAFF 26-05

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the updated Cherry Lane/ Non-Public Housing Over Income Lease.

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **Camera Policy –** It was recommended by a Frank Bemis to have a camera policy in place regarding the use of our security cameras. The Executive Director used another PHA's camera policy and has presented it to the Board for approval.

UPON MOTION made by Andy Coiley and seconded by David McCrea, to approve the Housing Authority of Fort Fairfield Camera Policy

HAFF 26-06

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the Housing Authority of Fort Fairfield Camera Policy.

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **Maintenance Charge List-** The Executive Director presented to the Board new charges for the Maintenance Charge List. The biggest change was the Hourly rate for Maintenance Labor. This rate has not changed since 2018 under the previous Director. The hourly rate and after-hours rate need to change to reflect the changes in wages and benefits. The other charges were updated to reflect the change in the hourly rate.

UPON MOTION made by Andy Coiley and seconded by David McCrea, to approve the Maintenance Charge List

HAFF 26-07

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the Maintenance Charge List.

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

- **Cherry Lane Discussion-** At the prior meeting, Guest Speaker Wayne Troicke mentioned that Mike Greenlaw spoke with the Director to purchase Cherry Lane earlier in the summer. The Director was unaware of this conservation and spoke with Mike after the meeting. He is interested in purchasing the spare lot up there if the Housing Authority was interested in selling it. He never put an offer in. The Director asked if they were interested in this, she believed it wasn't the best idea for several reasons. 1. The Occupancy Specialist exhausted the waitlist and went through 16 people before she could fill the vacant unit. 2. Snow removal and lawn care would be weird if there were two owners, and 3. rent charges may be different which could affect filling our vacant units. The Board all agreed that the vacant lot will not be sold at this time.
- **Flu Clinic-** The Housing Authority hosted a drive thru flu shot clinic October 2nd and it was very successful.
- **Fields Lane Meeting-** A meeting was held with Fields Lane Residents to discuss snow removal and address any complaints or issues they may have. The attendance was small but all understood the importance of the snow removal process and how their participation can help things go more smoothly.
- **Mainstream Shortfall-** The Mainstream Shortfall funding was approved and awarded and the HCV was approved but has not been awarded yet. Not sure how the shutdown will affect this.

V. NEW BUSINESS:

- **Fuel Prices-** Dead River got the contract for both Fuel and Propane. Propane this year is \$1.5428 and fuel was \$2.6959, Propane went down a cent and fuel increased by \$.15 cents.
- **FMR's and Flat Rent changes-** With the current shortfall and the HCV program and the huge increase in Fair Market Rents the Executive Director has asked to decrease the flat rents to 90% as well as the HCV Payment Standards. By going to 90% there is still an increase in rents but not by hundreds of dollars. This will help residents and landlords and the HA by doing this. Both the ACOP and Admin plan will need to be updated for these changes.

UPON MOTION made by Andy Coiley and seconded by David McCrea, to approve the 90% Payment Standard for the HCV program as well as the new Flat Rent chart at 90% of the Fair Market rents and to makes changes to the Admin Plan and ACOP to reflect the new rates.

HAFF 26-08

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the 90% Payment Standard, Flat Rent chart and Admin Plan and ACOP changes. The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

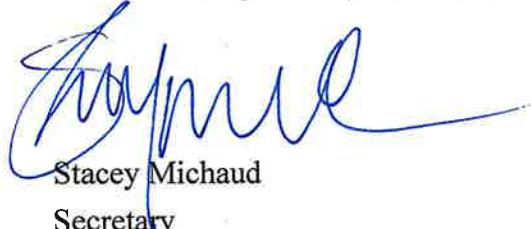
- **Audit and Field Lane II AFR-** The Director presented to the Board the Fields Lane II audit and AFR. Fields Lane II earned an incentive management fee and had surplus cash that will be disbursed to Local Programs. The Audit for the HA has started and the Auditors were here October 14 to do the financial review. The tenant file review will complete later this month but has been uploaded to RHR's portal.
- **Federal Shutdown-** As of right now all programs have been funded until the end of November. We are uncertain how long this will take and how it will affect our funding but at this time we are funded. If it goes past January, we are unsure how the HCV program will be supported.
- **NSPIRE Inspection and Repairs-** The NSPIRE inspection for the Public Housing units has been scheduled for November 19, 2025. Maintenance and the Property Manager have been working hard doing repairs and inspections. Most of the repairs are tenant damage, but things like GFI's, GFI installs in boiler rooms, smokes and paving are taking place to get the properties in tip top shape. We are using the Fields Lane II NSPIRE inspection as a guide for this inspection.

VI. ADJOURN:

There being no further business to come before the Board;

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

The next regular meeting will be held November 19, 2025 at Hillcrest Estates at 7:00 AM. The meeting was adjourned at 7:43AM.



Stacey Michaud
Secretary

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

September 2025					
	Desc	Current Period	Current Year	Year to Date Budget	Year Budget
00.000.3110.000 Dwelling Rentals	\$ (35,146.00)	\$ (104,669.00)	\$ (103,749.99)	\$ (415,000.00)	
00.000.3120.000 Excess Utilities	\$ -	\$ (13.81)	\$ -	\$ -	
00.000.3300.000 HUD Operating Subsidy Grant	\$ (26,414.00)	\$ (84,461.00)	\$ (94,645.74)	\$ (378,583.00)	
00.000.3610.000 Interest General Fund	\$ (90.47)	\$ (271.35)	\$ (225.00)	\$ (900.00)	
00.000.3690.100 Late Charges	\$ (74.12)	\$ (156.40)	\$ -	\$ -	
00.000.3690.200 Laundry Receipts	\$ -	\$ (302.50)	\$ (750.00)	\$ (3,000.00)	
00.000.3690.300 Other Misc. Income	\$ (380.00)	\$ (835.90)	\$ (999.99)	\$ (4,000.00)	
00.000.3690.400 Collection Of Written Off Receivables	\$ (30.00)	\$ (90.00)	\$ -	\$ -	
00.000.3690.500 Services W/orders Tenants	\$ (41.00)	\$ (56.00)	\$ (750.00)	\$ (3,000.00)	
00.000.8020.200 Capital Fund Grant - Operating	\$ -	\$ (8,734.40)	\$ (2,729.49)	\$ (10,918.00)	
Total Income	\$ 62,175.59	\$ 199,590.36	\$ 203,850.21	\$ 815,401.00	
00.000.4110.000 Administrative Salary	\$ 23,130.33	\$ 68,016.57	\$ 32,327.76	\$ 129,311.00	
00.000.4111.000 Contra Administrative Salaries	\$ (9,299.40)	\$ (27,726.48)	\$ (25,957.74)	\$ (103,831.00)	
00.000.4130.000 Legal Expense	\$ -	\$ 247.50	\$ 1,500.00	\$ 6,000.00	
00.000.4140.000 Insufficient Checks	\$ -	\$ -	\$ -	\$ -	
00.000.4145.000 Staff Training	\$ -	\$ -	\$ 750.00	\$ 3,000.00	
00.000.4150.000 Travel Expense	\$ -	\$ -	\$ 375.00	\$ 1,500.00	
00.000.4170.000 Accounting	\$ 2,500.00	\$ 5,000.00	\$ 1,400.01	\$ 5,600.00	
00.000.4171.000 Contra Accounting	\$ (341.66)	\$ (1,024.98)	\$ (1,100.01)	\$ (4,400.00)	
00.000.4173.000 Auditing	\$ -	\$ 1,830.00	\$ 1,162.50	\$ 4,650.00	
00.000.4174.000 Audit Contra	\$ (350.00)	\$ (1,050.00)	\$ (1,125.00)	\$ (4,500.00)	
00.000.4180.000 Telephone	\$ 1,111.73	\$ 3,786.22	\$ 2,499.99	\$ 10,000.00	
00.000.4190.000 Administrative Sundry	\$ 4,034.71	\$ 6,461.80	\$ 3,750.00	\$ 15,000.00	
00.000.4191.000 Contra Sundry	\$ (1,166.67)	\$ (3,500.01)	\$ (2,625.00)	\$ (10,500.00)	
00.000.4220.000 Tenant Services	\$ -	\$ -	\$ 500.01	\$ 2,000.00	
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 249.99	\$ 1,000.00	
00.000.4310.000 Water	\$ -	\$ 75.49	\$ 5,499.99	\$ 22,000.00	
00.000.4320.000 Electricity	\$ 1,399.73	\$ 7,409.35	\$ 8,250.00	\$ 33,000.00	
00.000.4330.000 Gasoline & Diesel	\$ 1,282.24	\$ 1,282.24	\$ -	\$ -	
00.000.4340.000 Fuel Oil	\$ 4,408.20	\$ 5,671.25	\$ 16,250.01	\$ 65,000.00	
00.000.4390.000 Sewer	\$ -	\$ 79.00	\$ 5,000.01	\$ 20,000.00	
00.000.4410.000 Ordinary Maintenance - Labor	\$ 15,566.12	\$ 47,311.87	\$ 28,317.24	\$ 113,269.00	
00.000.4410.150 ONcall Stipened	\$ 370.76	\$ 994.46	\$ 1,299.99	\$ 5,200.00	
00.000.4411.000 Maintenance Contra	\$ (6,017.87)	\$ (13,596.45)	\$ (9,438.99)	\$ (37,756.00)	
00.000.4420.000 Ordinary Maintenance - Material	\$ 2,945.36	\$ 5,577.54	\$ 12,500.01	\$ 50,000.00	
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 21,193.54	\$ 29,803.98	\$ 20,000.01	\$ 80,000.00	
00.000.4510.000 Insurance Expense	\$ 3,932.00	\$ 11,796.00	\$ 14,132.49	\$ 56,530.00	
00.000.4540.000 Employee Benefit Contribution	\$ 16,642.47	\$ 45,372.71	\$ 32,141.76	\$ 128,567.00	
00.000.4541.000 Contra Employee Benefits	\$ (8,611.44)	\$ (21,841.20)	\$ (18,760.50)	\$ (75,042.00)	
00.000.8020.100 Capital Fund Grant - Capital	\$ (61,749.13)	\$ (211,321.28)	\$ (61,566.51)	\$ (246,266.00)	
00.000.4570.000 Collection Losses	\$ -	\$ -	\$ 1,250.01	\$ 5,000.00	
Total Expenses	\$ 10,981.02	\$ (39,344.42)	\$ 68,583.03	\$ 274,332.00	
Current Year Income & Expense	\$ 51,194.57	\$ 238,934.78	\$ 135,267.18	\$ 541,069.00	

Occupancy As of 09/30/2025

Project Name	# Units	Unit Days	Occupied	Pct%	Vacant
Borderview Homes	36	1080	1051	97.30%	29
Cherry Lane Apartments	4	120	110	91.67%	10
Fields Lane I	20	600	591	98.50%	9
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	659	87.93%	91
The Meadows	25	750	744	99.20%	6
TOTALS:	151	4530	4385	96.82%	145

Repay		Write Offs:	
A. Choate	\$619.82	Eviction	
R. Johnson	\$461.00		Total
B. Austin	\$766.30		\$0.00
R. Lawson	\$977.80		
K. Beaulieu	\$0.00		
Total	\$2,824.92		

Section 8		Vouchers	135	17
\$112,571		Used	132	17

Fields Lane II	Fields Lane II
\$15,986	RR Savings \$17,226.59
Cherry Lane	T&I \$12,053.79
\$9,592	CFCU CD \$97,228.99
General Fund	
\$311,412	
Local Programs	CL
\$89,335	RR Savings \$2,193.89
	T&I \$11,610.31
	LP
	ICS \$10,365.08
	Visa Card \$7,737.84
	GF
	CFCU Savings \$12,741.65
	CFCU CD \$78,943.77

