

**THE REGULAR MEETING OF THE
HOUSING AUTHORITY OF FORT FAIRFIELD
WAS HELD ON SEPTEMBER 17, 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: Andy Coiley, Lauren Beckwith, and David McCrea Absent: Nancy Levasseuer, Aimee Long, and Anne Blanchard

Guests: Kerby Doughty, Charles Cyr and Wayne Trokie.

II. GUEST SPEAKER

Representatives from The Quality of Place Council Kerby Doughty and Charles Cyr presented to the Board a proposal for Fort Fairfield sign to be placed on Housing Authority property at Fields Lane. The sign will be made of letters cut by K-Pel and will be about 12 ½ feet long and 6 ½ feet tall with a cement base. They asked if they sign could be placed by the Town Clock or by the Barrels and Gazebo. Two issues were brought up, one to make sure there were no issues with zoning which would by a Tony question and 2 if the Housing Authority would be responsible for the sign. Both members confirmed that the HA had no responsibility for the sign. The Board all agreed that it was a great idea. The ED confirmed that by the Gazebo would be the best location because it wouldn't block any tenant units.

UPON MOTION made by Andy Coiley and seconded by David McCrea, to approve the placement of a Fort Fairfield Sign on Housing Authority property located near the Gazebo and barrels.

HAFF 26-02

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the placement of a Fort Fairfield Sign on Housing Authority property located near the Gazebo and barrels.

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 August 20, 2025, meeting were presented for review and approval.

UPON MOTION made by Andy Coiley and seconded by David McCrea the MINUTES were approved.

IV. REPORTS AND COMMUNICATIONS

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

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

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

V. UNFINISHED BUSINESS:

- **CFP Projects 2024 and 2025-** At this time, all CFP projects are complete except for the install of the generator plug ins and purchase of generators. The Executive Director was going to reach out to Tyler Michaud with Northern Maine Diesel to talk to him about generators.
- **Tenant Survey-** Executive Director presented the results of the tenant survey 31 surveys were returned. The surveys were reviewed with the staff during the staff meeting to discuss any issues reported on there. Some of the items are things that cannot be done such as clearing off and

moving tenant cars during snow storms. The Board agreed that would not be something the HA could do. With 20% of the surveys returned the Board was satisfied with the positive feedback. Further discussion suggested doing this annually or every two years and possibly switching up some of the questions.

- **Mainstream Shortfall-** An application was submitted to HUD for Shortfall funding. With higher rents, the HAP subsidy is not enough to pay for the rent increases. At this time, we are not issuing vouchers. The Executive Director will keep the Board up to date with the status of the application.

VI. NEW BUSINESS:

- **Cherry Lane-** With a small meeting of Board Members that Chairman asked to hold this conversation for the next meeting. However, the Executive Director did inform the Board that after 3 weeks the vacant unit was filled. The waitlist was exhausted and advertisements went out. Finally, the 16th person accepted the unit. The rest of the discussion will be completed at a later date.
- **2026 Fair Market Rents and Flat Rent Chart-** HUD has published the 2026 Fair Market Rents. The rents have increased significantly, some over \$400.00. For the Public Housing Program, the flat rents must be published 90 days after the FMRs are posted. With that being said, the flat rent chart was updated. For the voucher program where subsidy is uncertain at this time, the 2025 FMRs will still be used since one of the voucher programs is currently in shortfall.

UPON MOTION made by Andy Coiley and seconded by David McCrea, to approve the updated Flat Rent chart with the 2026 FMR's.

HAFF 26-03

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the updated Flat Rent Chart with the 2026 FMR's.

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **House Rules/Pet Policy and Service and Assistance Animal Policy-** Executive Director presented changes to the House Rules that address guest pets as well as laundry room use. The Laundry rooms are meant for use of residents only. The Guest Pets change addressed that residents must adhere to the pet policy and/or service and assistance animal polices when they have guest pets.
The Pet Policy and Service/Assistance Animal Policy also addressed that residents must adhere to these polices when they have guest pets.

UPON MOTION made by Andy Coiley and seconded by David McCrea, to approve the updated House Rules, Pet Policy and Service/Assistance Animal Policy.

HAFF 26-04

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the updated House Rules, Pet Policy and Service/Assistance Animal 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 the Board an updated Maintenance Charge List. The change being requested involved the hourly/over time rate which hadn't changed since 2018. The current rates are 36/54. The new rates requested are 45/68. The Chairman has requested to table this until the next meeting.

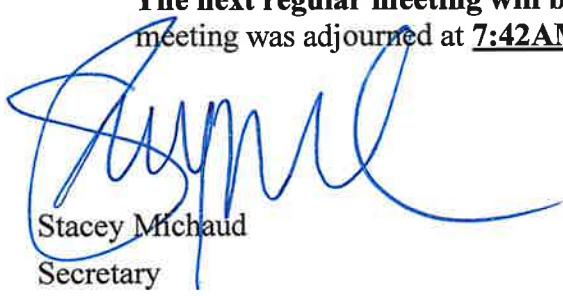
At this time the Board is no longer at a quorum and the meeting must come to an end. With that being said, a Special meeting will be scheduled to finish discussing the items on the agenda.

VII. ADJOURN:

There being no further business to come before the Board;

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

The next regular meeting will be held October 15, 2025 at Hillcrest Estates at 7:00 AM. The meeting was adjourned at 7:42AM.



Stacey Michaud
Secretary

BVW, HE, FL1 & FL3 Operating Statement

August 2025				
Desc	Current Period	Current Year	Year to Date Budget	Year Budget
00.000.3110.000 Dwelling Rentals	\$ (35,058.00)	\$ (69,523.00)	\$ (69,166.66)	\$ (415,000.00)
00.000.3120.000 Excess Utilities	\$ -	\$ (13.81)	\$ -	\$ -
00.000.3300.000 HUD Operating Subsidy Grant	\$ (29,023.50)	\$ (58,047.00)	\$ (63,097.16)	\$ (378,583.00)
00.000.3610.000 Interest General Fund	\$ (13.67)	\$ (27.79)	\$ (150.00)	\$ (900.00)
00.000.3690.100 Late Charges	\$ (59.76)	\$ (82.28)	\$ -	\$ -
00.000.3690.200 Laundry Receipts	\$ (302.50)	\$ (302.50)	\$ (500.00)	\$ (3,000.00)
00.000.3690.300 Other Misc. Income	\$ (171.00)	\$ (455.90)	\$ (666.66)	\$ (4,000.00)
00.000.3690.400 Collection Of Written Off Receivables	\$ (30.00)	\$ (60.00)	\$ -	\$ -
00.000.3690.500 Services W/orders Tenants	\$ -	\$ (15.00)	\$ (500.00)	\$ (3,000.00)
00.000.8020.200 Capital Fund Grant - Operating	\$ (0.40)	\$ (8,734.40)	\$ (1,819.66)	\$ (10,918.00)
Total Income	\$ 64,658.83	\$ 137,261.68	\$ 135,900.14	\$ 815,401.00
00.000.4110.000 Administrative Salary	\$ 22,187.09	\$ 44,886.24	\$ 21,551.84	\$ 129,311.00
00.000.4111.000 Contra Administrative Salaries	\$ (9,146.76)	\$ (18,427.08)	\$ (17,305.16)	\$ (103,831.00)
00.000.4130.000 Legal Expense	\$ 247.50	\$ 247.50	\$ 1,000.00	\$ 6,000.00
00.000.4140.000 Insufficient Checks	\$ -	\$ -	\$ -	\$ -
00.000.4145.000 Staff Training	\$ -	\$ -	\$ 500.00	\$ 3,000.00
00.000.4150.000 Travel Expense	\$ -	\$ -	\$ 250.00	\$ 1,500.00
00.000.4170.000 Accounting	\$ -	\$ 2,500.00	\$ 933.34	\$ 5,600.00
00.000.4171.000 Contra Accounting	\$ (341.66)	\$ (683.32)	\$ (733.34)	\$ (4,400.00)
00.000.4173.000 Auditing	\$ -	\$ 1,830.00	\$ 775.00	\$ 4,650.00
00.000.4174.000 Audit Contra	\$ (350.00)	\$ (700.00)	\$ (750.00)	\$ (4,500.00)
00.000.4180.000 Telephone	\$ 1,592.76	\$ 2,674.49	\$ 1,666.66	\$ 10,000.00
00.000.4190.000 Administrative Sundry	\$ 1,072.28	\$ 2,427.09	\$ 2,500.00	\$ 15,000.00
00.000.4191.000 Contra Sundry	\$ (1,166.67)	\$ (2,333.34)	\$ (1,750.00)	\$ (10,500.00)
00.000.4220.000 Tenant Services	\$ -	\$ -	\$ 333.34	\$ 2,000.00
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 166.66	\$ 1,000.00
00.000.4310.000 Water	\$ -	\$ 75.49	\$ 3,666.66	\$ 22,000.00
00.000.4320.000 Electricity	\$ 3,257.01	\$ 6,009.62	\$ 5,500.00	\$ 33,000.00
00.000.4330.000 Gasoline & Diesel	\$ -	\$ -	\$ -	\$ -
00.000.4340.000 Fuel Oil	\$ 1,263.05	\$ 1,263.05	\$ 10,833.34	\$ 65,000.00
00.000.4390.000 Sewer	\$ -	\$ 79.00	\$ 3,333.34	\$ 20,000.00
00.000.4410.000 Ordinary Maintenance - Labor	\$ 14,358.79	\$ 31,745.75	\$ 18,878.16	\$ 113,269.00
00.000.4410.150 ONcall Stipened	\$ 300.00	\$ 623.70	\$ 866.66	\$ 5,200.00
00.000.4411.000 Maintenance Contra	\$ (3,020.33)	\$ (7,578.58)	\$ (6,292.66)	\$ (37,756.00)
00.000.4420.000 Ordinary Maintenance - Material	\$ 1,523.83	\$ 2,632.18	\$ 8,333.34	\$ 50,000.00
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 5,627.19	\$ 8,610.44	\$ 13,333.34	\$ 80,000.00
00.000.4510.000 Insurance Expense	\$ 3,932.00	\$ 7,864.00	\$ 9,421.66	\$ 56,530.00
00.000.4540.000 Employee Benefit Contribution	\$ 12,872.54	\$ 28,730.24	\$ 21,427.84	\$ 128,567.00
00.000.4541.000 Contra Employee Benefits	\$ (5,929.62)	\$ (13,229.76)	\$ (12,507.00)	\$ (75,042.00)
00.000.8020.100 Capital Fund Grant - Capital	\$ (53,423.61)	\$ (149,572.15)	\$ (41,044.34)	\$ (246,266.00)
00.000.4570.000 Collection Losses	\$ -	\$ -	\$ 833.34	\$ 5,000.00
Total Expenses	\$ (5,144.61)	\$ (50,325.44)	\$ 45,722.02	\$ 274,332.00
Current Year Income & Expense	\$ 69,803.44	\$ 187,587.12	\$ 90,178.12	\$ 541,069.00

Occupancy As of 08/31/2025

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	674	86.99%	101
The Meadows	25	775	775	100.00%	0
TOTALS:	151	4681	4550	98.04%	131

Repay		Eviction		Write Offs:	
A. Choate	\$720.82				
B. Austin	\$867.30				
R. Lawson	\$923.80				
K. Beaulieu	\$1,884.05				
Total	\$4,395.97				

Section 8		Vouchers	135	17
\$98,156		Used	132	17

Fields Lane II				
\$20,437				
Cherry Lane				
\$8,021				
General Fund				
\$306,022				
Local Programs				
\$81,249				

