

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

II. REVIEW OF MINUTES

The MINUTES of the November 19, 2025, meeting were presented for review and approval.

UPON MOTION made by Andy Coiley and seconded by Nancy Levasseur the MINUTES were approved. There was a suggestion to spell out the names of the program so they are easier to understand.

III. REPORTS AND COMMUNICATIONS

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

The **DIRECTOR's REPORT** for November 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:

- **NSPIRE Inspection-** The first NSPIRE inspection for Public Housing went really. There were some 24-hour repairs along with 30- and 60-days repairs. All repairs were completed and submitted to HUD. We have received our preliminary score of 92. Which is a really good score and most likely means that we will be considered for High Performer Status.

V. NEW BUSINESS:

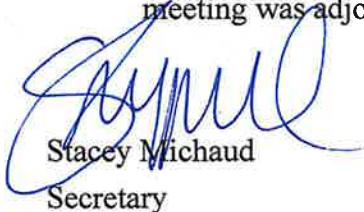
- **HCV Shortfall** – The Housing Authority was awarded short fall funding for the Housing Choice Voucher Program in the amount of \$3450.00. Which was less than requested. Both Mainstream and Housing Choice Voucher funds were deposited into the account in December. We are hoping in 2026 to start leasing up vouchers.
- **Commissioner Resignation**- Resident Commissioner Aimee has stepped down due to conflicts with her schedule. The Executive Director may have found a new Resident Commissioner to fill the vacancy.

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 January 21, 2026 at Hillcrest Estates at 7:00 AM. The meeting was adjourned at 7:35AM.



Stacey Michaud
Secretary

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

November 2025				
Desc	Current Period	Current Year	Year to Date Budget	Year Budget
00.000.3110.000 Dwelling Rentals	\$ (37,779.00)	\$ (178,340.00)	\$ (172,916.65)	\$ (415,000.00)
00.000.3120.000 Excess Utilities	\$ -	\$ (13.81)	\$ -	\$ -
00.000.3300.000 HUD Operating Subsidy Grant	\$ (26,414.00)	\$ (138,028.00)	\$ (157,742.90)	\$ (378,583.00)
00.000.3610.000 Interest General Fund	\$ (13.63)	\$ (301.19)	\$ (375.00)	\$ (900.00)
00.000.3690.100 Late Charges	\$ -	\$ (294.61)	\$ -	\$ -
00.000.3690.200 Laundry Receipts	\$ -	\$ (652.75)	\$ (1,250.00)	\$ (3,000.00)
00.000.3690.300 Other Misc. Income	\$ (556.22)	\$ (2,252.97)	\$ (1,666.65)	\$ (4,000.00)
00.000.3690.400 Collection Of Written Off Receivables	\$ (30.00)	\$ (150.00)	\$ -	\$ -
00.000.3690.500 Services W/orders Tenants	\$ -	\$ (56.00)	\$ (1,250.00)	\$ (3,000.00)
00.000.8020.200 Capital Fund Grant - Operating	\$ -	\$ (8,734.40)	\$ (4,549.15)	\$ (10,918.00)
Total Income	\$ 64,792.85	\$ 328,823.73	\$ 339,750.35	\$ 815,401.00
00.000.4110.000 Administrative Salary	\$ 18,273.61	\$ 105,830.65	\$ 53,879.60	\$ 129,311.00
00.000.4111.000 Contra Administrative Salaries	\$ (9,146.76)	\$ (46,020.00)	\$ (43,262.90)	\$ (103,831.00)
00.000.4130.000 Legal Expense	\$ 1,353.42	\$ 2,692.62	\$ 2,500.00	\$ 6,000.00
00.000.4140.000 Insufficient Checks	\$ -	\$ -	\$ -	\$ -
00.000.4145.000 Staff Training	\$ -	\$ -	\$ 1,250.00	\$ 3,000.00
00.000.4150.000 Travel Expense	\$ -	\$ -	\$ 625.00	\$ 1,500.00
00.000.4170.000 Accounting	\$ -	\$ 5,000.00	\$ 2,333.35	\$ 5,600.00
00.000.4171.000 Contra Accounting	\$ (341.66)	\$ (1,708.30)	\$ (1,833.35)	\$ (4,400.00)
00.000.4173.000 Auditing	\$ 4,500.00	\$ 8,617.50	\$ 1,937.50	\$ 4,650.00
00.000.4174.000 Audit Contra	\$ (350.00)	\$ (1,750.00)	\$ (1,875.00)	\$ (4,500.00)
00.000.4180.000 Telephone	\$ 781.73	\$ 4,939.68	\$ 4,166.65	\$ 10,000.00
00.000.4190.000 Administrative Sundry	\$ 1,742.92	\$ 10,001.04	\$ 6,250.00	\$ 15,000.00
00.000.4191.000 Contra Sundry	\$ (1,166.67)	\$ (5,833.35)	\$ (4,375.00)	\$ (10,500.00)
00.000.4220.000 Tenant Services	\$ -	\$ -	\$ 833.35	\$ 2,000.00
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 416.65	\$ 1,000.00
00.000.4310.000 Water	\$ -	\$ 5,484.73	\$ 9,166.65	\$ 22,000.00
00.000.4320.000 Electricity	\$ 1,852.35	\$ 13,907.39	\$ 13,750.00	\$ 33,000.00
00.000.4330.000 Gasoline & Diesel	\$ 394.60	\$ 2,232.01	\$ -	\$ -
00.000.4340.000 Fuel Oil	\$ 4,359.17	\$ 11,680.66	\$ 27,083.35	\$ 65,000.00
00.000.4390.000 Sewer	\$ -	\$ 4,844.09	\$ 8,333.35	\$ 20,000.00
00.000.4410.000 Ordinary Maintenance - Labor	\$ 15,355.41	\$ 73,491.19	\$ 47,195.40	\$ 113,269.00
00.000.4410.150 ONcall Stipened	\$ 321.25	\$ 1,554.05	\$ 2,166.65	\$ 5,200.00
00.000.4411.000 Maintenance Contra	\$ (3,146.33)	\$ (19,889.11)	\$ (15,731.65)	\$ (37,756.00)
00.000.4420.000 Ordinary Maintenance - Material	\$ 9,861.97	\$ 26,309.42	\$ 20,833.35	\$ 50,000.00
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 9,883.56	\$ 65,025.05	\$ 33,333.35	\$ 80,000.00
00.000.4510.000 Insurance Expense	\$ 3,932.00	\$ 19,660.00	\$ 23,554.15	\$ 56,530.00
00.000.4540.000 Employee Benefit Contribution	\$ 13,184.08	\$ 70,662.27	\$ 53,569.60	\$ 128,567.00
00.000.4541.000 Contra Employee Benefits	\$ (5,929.62)	\$ (33,700.44)	\$ (31,267.50)	\$ (75,042.00)
00.000.8020.100 Capital Fund Grant - Capital	\$ -	\$ (229,961.28)	\$ (102,610.85)	\$ (246,266.00)
00.000.4570.000 Collection Losses	\$ -	\$ -	\$ 2,083.35	\$ 5,000.00
Total Expenses	\$ 65,715.03	\$ 93,069.87	\$ 114,305.05	\$ 274,332.00
Current Year Income & Expense	\$ (922.18)	\$ 235,753.86	\$ 225,445.30	\$ 541,069.00

Occupancy As of 11/30/2025

Project Name	# Units	Unit Days	Occupied	Pct%	Vacant
Borderview Homes	36	1080	1053	97.50%	27
Cherry Lane Apartments	4	120	120	100.00%	0
Fields Lane I	20	600	572	95.33%	28
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	669	89.20%	81
The Meadows	25	750	750	100.00%	0
TOTALS:	151	4530	4394	97.75%	136

Repay		Write Offs:	
A. Choate	\$2,319.41	failed to report income	
R. Johnson	\$1,199.00		Total
B. Austin	\$881.86		\$0.00
R. Lawson	\$1,842.92	Filed for Eviction	
M. Wasson	\$1,473.86		
Total	\$7,717.05		

Section 8	Vouchers	135	17
\$126,622	Used	123	16

Fields Lane II
\$10,468
Cherry Lane
\$8,002
General Fund
\$297,093
Local Programs
\$95,916

