

**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 Levasseur, 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 we 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:**

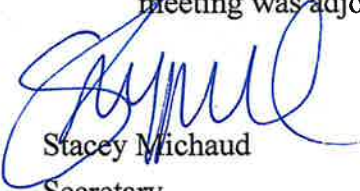
- **HCV Shortfall** – The Housing Authority was awarded short fall funding for the Housing Choice Voucher Program in the amount of \$3450.00. Which was less than requested. Both Mainstream and Housing Choice Voucher funds were deposited into the account in December. We are hoping in 2026 to start leasing 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**

<b>November 2025</b>				
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)
<b>Total Income</b>	<b>\$ 64,792.85</b>	<b>\$ 328,823.73</b>	<b>\$ 339,750.35</b>	<b>\$ 815,401.00</b>
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
<b>Total Expenses</b>	<b>\$ 65,715.03</b>	<b>\$ 93,069.87</b>	<b>\$ 114,305.05</b>	<b>\$ 274,332.00</b>
<b>Current Year Income &amp; Expense</b>	<b>\$ (922.18)</b>	<b>\$ 235,753.86</b>	<b>\$ 225,445.30</b>	<b>\$ 541,069.00</b>

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
<b>TOTALS:</b>	<b>151</b>	<b>4530</b>	<b>4394</b>	<b>97.75%</b>	<b>136</b>
Repay			Write Offs:		
A. Choate	\$2,319.41	failed to report income			
R. Johnson	\$1,199.00		Total	\$0.00	
B. Austin	\$881.86	Filed for Eviction			
R. Lawson	\$1,842.92				
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					

