

**THE REGULAR MEETING OF THE
HOUSING AUTHORITY OF FORT FAIRFIELD
WAS HELD ON FEBRUARY 18, 2026 AT 7:00 A.M.
AT HILLCREST ESTATES CONFERENCE ROOM**

I. ROLL CALL

Chairman Sean Bernard, called the meeting to order at 7:05AM; those present were: Nancy Levasseuer, and David McCrea, Anne Blanchard and Andy Coiley, Absent: None

Guest: Leah Hutchins

II. PUBLIC COMMENT: None

III. REVIEW OF MINUTES

The MINUTES of the January 21, 2026, meeting were presented for review and approval. There were 3 errors that needed to be corrected.

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

IV. REPORTS AND COMMUNICATIONS

• **Director's Report: Atch 1.**

The **DIRECTOR'S REPORT** for January was presented for review and approval. There was discussion about the Audit expense and the increase in price. The Housing Authority did have to pay a retainer for the upcoming audit that will be showing in February's expense. The discussion led to going out to bid much sooner than normal so that there is time before the audit process starts in March. There was a discussion in the increase balance for wages, plus the current period amounts for electricity and fuel. Changes needed to be made to bank account balances as well as the repay amounts. The Executive Director will reissue the report with the correct amounts.

UPON MOTION made by Anne Blanchard and seconded by Nancy Levasseuer the Director's Report was approved with amendments

V. UNFINISHED BUSINESS:

- **Hillcrest 3 Renovations** - Hillcrest 3 renovations are just about complete. Some of the charges will be added to the residents account but charges such as flooring, electrical upgrades, registers and the shower will not be added to his account. Damage done to the cabinets however, will be.

VI. NEW BUSINESS:

- **New Resident Commissioner** – The Executive Director asked a section 8 participant to join the meeting, she seemed hesitant about the position. She did not show, so the Executive Director will continue the search for a new resident commissioner.
- **Audit FY 25-** The Executive Director presented to the Board the Audit for FY 25. All in all, it looked good and was completed on time. However, the audit stated that the HA was a High-Risk Auditee so the Executive Director was going to reach out and find out why because it the HA should be considered low risk.

UPON MOTION made by Andy Coiley and seconded by David McCrea to approve the FY 25 Audit with the Executive Director asking RHR Smith about the High-Risk Auditee issue.

HAFF 26-14

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the FY 25 Audit.

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **Flat Rent Chart** – The Executive Director has the new utility allowances for the Flat Rent Chart. The utility allowances were determined by averaging electrical use and multiplying it by rate increase from Maine PUC and Versant Power. The new UA's also changes the Flat Rents for Public Housing.

UPON MOTION made by Anne Blanchard and seconded by Nancy Levasseur to approve the Housing Authority of Fort Fairfield Flat Rent Chart.

HAFF 26-15

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 Flat Rent Chart.

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **PFMLA Letter-** Paid Family Medical Leave Board published a letter that all participating agencies must issue to new employees within 30 days. The Executive Director will also issue to all current employees for their records.
- **Staff Changes-** The Executive Director informed the Board about the termination of an employee and the ongoing process for hiring. An ad was put out on Facebook and Indeed with several great candidates so far. The interview process will begin soon.
- **Audit FY 26-** A good portion of the topic was discussed during the Directors Report review. RHR Smith sent a letter to the Housing Authority giving them 14 days to review and sign a new management agreement letter and pay a 75% retainer if we want to continue our auditing services with them. The follow up email did state that if we chose to go out to bid, there may not be sufficient time for them to bid on the package, but could also delay the auditing process. I did inform RHR Smith that I will be going out to bid this year for the FY 27 Audit. After discussion with the Board, the best time to do this may be in the October time frame and if we could do a joint bid with the other Housing Authorities, it may be worth it.
- **Conversion Research-** There have been many changes to the Public Housing Program this past year that will be significantly burdensome to Housing Authorities across the country especially small ones. Many Housing Authorities in Maine have converted out of Public Housing into a different program. With the recent cuts to funding the Executive Director is interested in doing some research to see what programs could be worth it. She tried this several years ago and converting was not affordable at that time. With increased Fair Market Rents and Voucher funding now may be the perfect time to start this. At the moment no Aroostook County Housing Authority has converted out. The Board asked if the Executive Director could see what other agencies are currently doing if they are converting out.
- **Inspection Sheets and other reports-** The staff and Executive Director have been working together to update our inspection sheets to match the new standards. The current inspection sheets are big with small spaces and list items that most if not all units do not have. With the updates the inspections sheets will be more user and reader friendly. There has been a recent uptick in appliance damages and breakdowns. At the moment, there is no method to track the replacement of appliances besides work orders. The Executive Director would like to create spreadsheet that will allow for tracking of these appliances. There was one that was used several years ago, it could use a good upgrade to be reimplemented.
- **HUD Shortfall Update-** The Housing Authority was scheduled for a review for the Housing Choice and Mainstream Voucher Shortfalls, but was cancelled because a change of managers.

We are awaiting a review to determine if we can be out of shortfall and start reissuing vouchers. However, it may be a while.

- **Boards-** The Executive Director has finally updated the Commissioner and Director Boards for all 3 Boards. They will be hung up at some point, however with recent changes in Commissioners and Directors she may need to update them again.
- **Tenant Celebration-** Today we have a resident that turns 102. The Town of Fort Fairfield is doing a proclamation to celebrate this amazing milestone. The entire staff will be present to celebrate this former Resident Commissioner.

VII. Executive Session- Personnel Matters

UPON MOTION made by David McCrea and seconded by Nancy Levasseur to enter into Executive Session at 8:25 am.

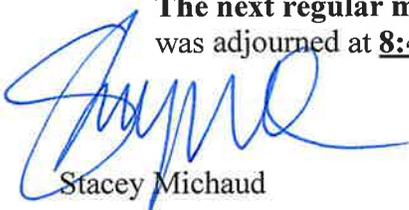
UPON MOTION made by Anne Blanchard and seconded by Andy Coiley to Exit Executive Session at 8:40 am.

VIII. ADJOURN:

There being no further business to come before the Board;

UPON MOTION made by Anne Blanchard and seconded by Andy Coiley it was passed unanimously to adjourn.

The next regular meeting will be held March 18, 2026 at Hillcrest Estates at 7:00 AM. The meeting was adjourned at **8:42AM.**



Stacey Michaud
Secretary

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

January 2026				
Desc	Current Period	Current Year	Year to Date Budget	Year Budget
00.000.3110.000 Dwelling Rentals	\$ (36,585.00)	\$ (251,876.00)	\$ (242,083.31)	\$ (415,000.00)
00.000.3120.000 Excess Utilities	\$ (83.87)	\$ (97.68)	\$ -	\$ -
00.000.3300.000 HUD Operating Subsidy Grant	\$ (22,668.00)	\$ (187,153.00)	\$ (220,840.06)	\$ (378,583.00)
00.000.3610.000 Interest General Fund	\$ (12.09)	\$ (557.07)	\$ (525.00)	\$ (900.00)
00.000.3690.100 Late Charges	\$ (10.36)	\$ (304.97)	\$ -	\$ -
00.000.3690.200 Laundry Receipts	\$ -	\$ (652.75)	\$ (1,750.00)	\$ (3,000.00)
00.000.3690.300 Other Misc. Income	\$ (942.93)	\$ (3,837.18)	\$ (2,333.31)	\$ (4,000.00)
00.000.3690.400 Collection Of Written Off Receivables	\$ (30.00)	\$ (210.00)	\$ -	\$ -
00.000.3690.500 Services W/orders Tenants	\$ (849.00)	\$ (1,543.00)	\$ (1,750.00)	\$ (3,000.00)
00.000.8020.200 Capital Fund Grant - Operating	\$ -	\$ (10,534.40)	\$ (6,368.81)	\$ (10,918.00)
Total Income	\$ 61,181.25	\$ 456,766.05	\$ 475,650.49	\$ 815,401.00
00.000.4110.000 Administrative Salary	\$ 18,484.03	\$ 147,571.58	\$ 75,431.44	\$ 129,311.00
00.000.4111.000 Contra Administrative Salaries	\$ (9,146.76)	\$ (64,408.92)	\$ (60,568.06)	\$ (103,831.00)
00.000.4130.000 Legal Expense	\$ -	\$ 3,277.62	\$ 3,500.00	\$ 6,000.00
00.000.4140.000 Insufficient Checks	\$ 10.00	\$ 10.00	\$ -	\$ -
00.000.4145.000 Staff Training	\$ -	\$ -	\$ 1,750.00	\$ 3,000.00
00.000.4150.000 Travel Expense	\$ 67.20	\$ 89.60	\$ 875.00	\$ 1,500.00
00.000.4170.000 Accounting	\$ -	\$ 5,000.00	\$ 3,266.69	\$ 5,600.00
00.000.4171.000 Contra Accounting	\$ (341.66)	\$ (2,391.62)	\$ (2,566.69)	\$ (4,400.00)
00.000.4173.000 Auditing	\$ 1,774.50	\$ 10,392.00	\$ 2,712.50	\$ 4,650.00
00.000.4174.000 Audit Contra	\$ (350.00)	\$ (2,450.00)	\$ (2,625.00)	\$ (4,500.00)
00.000.4180.000 Telephone	\$ 811.73	\$ 6,583.14	\$ 5,833.31	\$ 10,000.00
00.000.4190.000 Administrative Sundry	\$ 1,448.41	\$ 12,302.23	\$ 8,750.00	\$ 15,000.00
00.000.4191.000 Contra Sundry	\$ (1,166.67)	\$ (8,166.69)	\$ (6,125.00)	\$ (10,500.00)
00.000.4220.000 Tenant Services	\$ -	\$ -	\$ 1,166.69	\$ 2,000.00
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 583.31	\$ 1,000.00
00.000.4310.000 Water	\$ 5,465.06	\$ 10,949.79	\$ 12,833.31	\$ 22,000.00
00.000.4320.000 Electricity	\$ 2,810.69	\$ 20,865.24	\$ 19,250.00	\$ 33,000.00
00.000.4330.000 Gasoline & Diesel	\$ 1,370.28	\$ 4,656.30	\$ -	\$ -
00.000.4340.000 Fuel Oil	\$ 21,958.58	\$ 42,468.05	\$ 37,916.69	\$ 65,000.00
00.000.4390.000 Sewer	\$ 4,786.90	\$ 9,630.99	\$ 11,666.69	\$ 20,000.00
00.000.4410.000 Ordinary Maintenance - Labor	\$ 14,077.21	\$ 103,672.45	\$ 66,073.56	\$ 113,269.00
00.000.4410.150 ONcall Stipened	\$ 300.00	\$ 2,096.55	\$ 3,033.31	\$ 5,200.00
00.000.4411.000 Maintenance Contra	\$ (3,146.33)	\$ (26,372.57)	\$ (22,024.31)	\$ (37,756.00)
00.000.4420.000 Ordinary Maintenance - Material	\$ 4,356.25	\$ 38,932.13	\$ 29,166.69	\$ 50,000.00
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 7,646.97	\$ 78,208.99	\$ 46,666.69	\$ 80,000.00
00.000.4510.000 Insurance Expense	\$ 4,061.00	\$ 27,653.00	\$ 32,975.81	\$ 56,530.00
00.000.4540.000 Employee Benefit Contribution	\$ 13,600.45	\$ 102,922.90	\$ 74,997.44	\$ 128,567.00
00.000.4541.000 Contra Employee Benefits	\$ (5,929.62)	\$ (45,813.48)	\$ (43,774.50)	\$ (75,042.00)
00.000.8020.100 Capital Fund Grant - Capital	\$ -	\$ (229,961.28)	\$ (143,655.19)	\$ (246,266.00)
00.000.4570.000 Collection Losses	\$ -	\$ -	\$ 2,916.69	\$ 5,000.00
Total Expenses	\$ 82,948.22	\$ 247,718.00	\$ 160,027.07	\$ 274,332.00
Current Year Income & Expense	\$ (21,766.97)	\$ 209,048.05	\$ 315,623.42	\$ 541,069.00

Occupancy As of 01/31/2026

Project Name	# Units	Unit Days	Occupied	Pct%	Vacant
Borderview Homes	36	1116	1116	100.00%	0
Cherry Lane Apartments	4	124	124	100.00%	0
Fields Lane I	20	620	592	95.48%	28
Fields Lane II	16	496	496	100.00%	0
Fields Lane III	8	248	248	100.00%	0
Hillcrest Estates	17	527	496	94.12%	31
Morningview LLC	25	775	645	83.32%	130
The Meadows	25	775	775	100.00%	0
TOTALS:	151	4681	4492	96.61%	189

Repay			Write Offs:	
A. Choate	\$2,233.41	court repay		
S. Blood	\$993.86		Total	\$0.00
B. Austin	\$551.86	rent wasn't received until 2/2 for her last payment in January should be paid in full in March		
M. Wasson	\$1,075.86	Court repay		
T. Nappi	\$864.00			
Total	\$5,718.99			

Section 8	Vouchers		
\$124,266	Used	135	17
		122	15

Fields Lane II
\$14,208
Cherry Lane
\$7,407
General Fund
\$207,965
Local Programs
\$87,916