

**THE REGULAR MEETING OF THE  
HOUSING AUTHORITY OF FORT FAIRFIELD  
WAS HELD ON JANUARY 21, 2026 AT 7:24 A.M.  
AT HILLCREST ESTATES CONFERENCE ROOM**

**I. ROLL CALL**

Chairman Sean Bernard, called the meeting to order; those present were: Nancy Levasseur, and David McCrea, Anne Blanchard Absent: Andy Coiley, and Lauren Beckwith

Guest: Leah Hutchins

**II. PUBLIC COMMENT: None**

**III. REVIEW OF MINUTES**

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

**UPON MOTION** made by Nancy Levasseur and seconded by Anne Blanchard the MINUTES were approved.

**IV. REPORTS AND COMMUNICATIONS**

• **Director's Report: Atch 1.**

The **DIRECTOR'S REPORT** for December was presented for review and approval.

**UPON MOTION** made by Anne Blanchard and seconded by David McCrea the Director's Report was approved.

• **Write Off-** A write-off for D. Churchill for \$362.01 was presented to the Board for approval.

**UPON MOTION** made by David McCrea and Seconded by Nancy Levasseur to write off the balance of D. Churchill for the amount of \$362.01.

**HAFF 26-09**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the write off for D. Churchill in the amount of \$362.01.

**V. UNFINISHED BUSINESS:**

**VI. NEW BUSINESS:**

- **HCV Shortfall and Prevention Letter from HUD** – The Housing Authority received a letter from HUD addressing Shortfall and Prevention for Calendar Year 2026. Where the Housing Authority was in shortfall in 2025, we are considered high risk for shortfall for 2026 and must be vigilant with funding. At this time, vouchers are still not being issued.
- **New Resident Commissioner-** Leah Hutchins a public housing resident has agreed to serve as a Resident Commissioner for The Housing Authority of Fort Fairfield Board of Commissioners.

**UPON MOTION** made by Anne Blanchard and seconded by David McCrea to nominate and approve Leah Hutchins as a Resident Commissioner for The Housing Authority of Fort Fairfield Board of Commissioners

**HAFF 26-10**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve Leah Hutchins as a Resident Commissioner.

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **CFP 5 Year Plan 2026-2030-** The Executive Director reviewed the Capital Fund Plan 5 Year Plan for 2026-2030 with the Board. She did explain that funding has not been announced which can affect the projects for the year. Also, if any projects become necessary before it is planned, projects can be moved as needed.

**UPON MOTION** made by Nancy Levassuer and seconded by Anne Blanchard to approve the Capital Fund Plan 5 Year plan for 2026-2030.

**HAFF 26-11**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the Capital Fund Plan 5 Year Plan for 2026-2030.

The resolution was approved unanimously  
The Chairman declared said motion carried and said resolution adopted.  
This resolution is effective immediately

- **Review of the PHA 5 Year Plan 2025-2029-** The Executive Director presented the review of the Housing Authority's 5 Year plan for 2025-2029. Most goals were met and achieved.

**UPON MOTION** made by David McCrea and seconded by Anne Blanchard to approve the PHA 5 Year Plan for 2025-2029.

**HAFF 26-12**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the PHA 5 Year Plan for 2025-2029.

The resolution was approved unanimously  
The Chairman declared said motion carried and said resolution adopted.  
This resolution is effective immediately

- **Snow Removal Policy-** The Executive Director presented to the Board a Snow Removal Policy, that combines all of the different snow removal polices from each property and combines them into one policy. This will streamline the winter letters sent to residents. The Board suggested adding a date to the policy before sending it out.

**UPON MOTION** made by David McCrea and seconded by Nancy Levassuer to approve the Housing Authority of Fort Fairfield's Snow Removal Policy with the addition of a date to the policy.

**HAFF 26-13**

**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 Snow Removal Policy.

The resolution was approved unanimously  
The Chairman declared said motion carried and said resolution adopted.  
This resolution is effective immediately

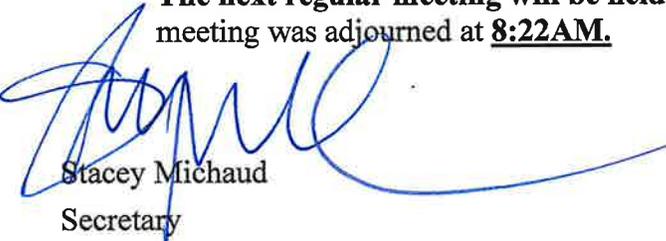
- **Vermont Insurance Renewal-** The Executive Director was pleased to announce that the Property Insurance renewals this year were low and not the 20-30% increases that we have seen over the past couple of years.
- **Hillcrest 3 Renovations-** Hillcrest 3 was damaged from the previous tenant along with other issues. The unit is undergoing a complete reno. New Kitchen, flooring, lights, registers, and bathroom. A walk-in shower will be installed. Some of these repair charges will be charged to the former tenant, others will not due to the age of the unit as well as water damage done from a busted water pipe.
- **HMS-** The Aging in Place Program did not get funding for 2026. The Executive Director did confirm that ACAP received funding. The Executive Director will be informing those on the waitlist that they will need to apply through them. Funding was not awarded due to a significant cut of funding to Maine Housing.
- **Audit-** RHR Smith has completed the Audit and it will be submitted to the Federal Audit Clearing House and REAC for final approval.
- **Other Matters-** Sean had asked when the budget will be presented. The Executive Director said she usually starts the process in February. Also in February is the start of the evaluation process for the Director.

**VII. ADJOURN:**

There being no further business to come before the Board;

**UPON MOTION** made by Nancy Levaseur and seconded by David McCrea it was passed unanimously to adjourn.

**The next regular meeting will be held February 18, 2026 at Hillcrest Estates at 7:00 AM.** The meeting was adjourned at **8:22AM.**



Stacey Michaud  
Secretary



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

December 2025				
Desc	Current Period	Current Year	Year to Date Budget	Year Budget
00.000.3110.000 Dwelling Rentals	\$ (36,951.00)	\$ (215,291.00)	\$ (207,499.98)	\$ (415,000.00)
00.000.3120.000 Excess Utilities	\$ -	\$ (13.81)	\$ -	\$ -
00.000.3300.000 HUD Operating Subsidy Grant	\$ (26,457.00)	\$ (164,485.00)	\$ (189,291.48)	\$ (378,583.00)
00.000.3610.000 Interest General Fund	\$ (92.62)	\$ (544.98)	\$ (450.00)	\$ (900.00)
00.000.3690.100 Late Charges	\$ -	\$ (294.61)	\$ -	\$ -
00.000.3690.200 Laundry Receipts	\$ -	\$ (652.75)	\$ (1,500.00)	\$ (3,000.00)
00.000.3690.300 Other Misc. Income	\$ (641.28)	\$ (2,894.25)	\$ (1,999.98)	\$ (4,000.00)
00.000.3690.400 Collection Of Written Off Receivables	\$ (30.00)	\$ (180.00)	\$ -	\$ -
00.000.3690.500 Services W/orders Tenants	\$ (638.00)	\$ (694.00)	\$ (1,500.00)	\$ (3,000.00)
00.000.8020.200 Capital Fund Grant - Operating	\$ (1,800.00)	\$ (10,534.40)	\$ (5,458.98)	\$ (10,918.00)
<b>Total Income</b>	<b>\$ 66,609.90</b>	<b>\$ 395,584.80</b>	<b>\$ 407,700.42</b>	<b>\$ 815,401.00</b>
00.000.4110.000 Administrative Salary	\$ 23,256.90	\$ 129,087.55	\$ 64,655.52	\$ 129,311.00
00.000.4111.000 Contra Administrative Salaries	\$ (9,242.16)	\$ (55,262.16)	\$ (51,915.48)	\$ (103,831.00)
00.000.4130.000 Legal Expense	\$ 585.00	\$ 3,277.62	\$ 3,000.00	\$ 6,000.00
00.000.4140.000 Insufficient Checks	\$ -	\$ -	\$ -	\$ -
00.000.4145.000 Staff Training	\$ -	\$ -	\$ 1,500.00	\$ 3,000.00
00.000.4150.000 Travel Expense	\$ 22.40	\$ 22.40	\$ 750.00	\$ 1,500.00
00.000.4170.000 Accounting	\$ -	\$ 5,000.00	\$ 2,800.02	\$ 5,600.00
00.000.4171.000 Contra Accounting	\$ (341.66)	\$ (2,049.96)	\$ (2,200.02)	\$ (4,400.00)
00.000.4173.000 Auditing	\$ -	\$ 8,617.50	\$ 2,325.00	\$ 4,650.00
00.000.4174.000 Audit Contra	\$ (350.00)	\$ (2,100.00)	\$ (2,250.00)	\$ (4,500.00)
00.000.4180.000 Telephone	\$ 831.73	\$ 5,771.41	\$ 4,999.98	\$ 10,000.00
00.000.4190.000 Administrative Sundry	\$ 852.78	\$ 10,853.82	\$ 7,500.00	\$ 15,000.00
00.000.4191.000 Contra Sundry	\$ (1,166.67)	\$ (7,000.02)	\$ (5,250.00)	\$ (10,500.00)
00.000.4220.000 Tenant Services	\$ -	\$ -	\$ 1,000.02	\$ 2,000.00
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 499.98	\$ 1,000.00
00.000.4310.000 Water	\$ -	\$ 5,484.73	\$ 10,999.98	\$ 22,000.00
00.000.4320.000 Electricity	\$ 4,147.16	\$ 18,054.55	\$ 16,500.00	\$ 33,000.00
00.000.4330.000 Gasoline & Diesel	\$ 1,054.01	\$ 3,286.02	\$ -	\$ -
00.000.4340.000 Fuel Oil	\$ 8,828.81	\$ 20,509.47	\$ 32,500.02	\$ 65,000.00
00.000.4390.000 Sewer	\$ -	\$ 4,844.09	\$ 10,000.02	\$ 20,000.00
00.000.4410.000 Ordinary Maintenance - Labor	\$ 16,104.05	\$ 89,595.24	\$ 56,634.48	\$ 113,269.00
00.000.4410.150 ONcall Stipened	\$ 242.50	\$ 1,796.55	\$ 2,599.98	\$ 5,200.00
00.000.4411.000 Maintenance Contra	\$ (3,337.13)	\$ (23,226.24)	\$ (18,877.98)	\$ (37,756.00)
00.000.4420.000 Ordinary Maintenance - Material	\$ 8,266.46	\$ 34,575.88	\$ 25,000.02	\$ 50,000.00
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 5,536.97	\$ 70,562.02	\$ 40,000.02	\$ 80,000.00
00.000.4510.000 Insurance Expense	\$ 3,932.00	\$ 23,592.00	\$ 28,264.98	\$ 56,530.00
00.000.4540.000 Employee Benefit Contribution	\$ 18,660.18	\$ 89,322.45	\$ 64,283.52	\$ 128,567.00
00.000.4541.000 Contra Employee Benefits	\$ (6,183.42)	\$ (39,883.86)	\$ (37,521.00)	\$ (75,042.00)
00.000.8020.100 Capital Fund Grant - Capital	\$ -	\$ (229,961.28)	\$ (123,133.02)	\$ (246,266.00)
00.000.4570.000 Collection Losses	\$ -	\$ -	\$ 2,500.02	\$ 5,000.00
<b>Total Expenses</b>	<b>\$ 71,699.91</b>	<b>\$ 164,769.78</b>	<b>\$ 137,166.06</b>	<b>\$ 274,332.00</b>
<b>Current Year Income &amp; Expense</b>	<b>\$ (5,090.01)</b>	<b>\$ 230,815.02</b>	<b>\$ 270,534.36</b>	<b>\$ 541,069.00</b>

**Occupancy As of 12/31/2025**

Project Name	# Units	Unit Days	Occupied	Pct%	Vacant
Borderview Homes	36	1116	1108	99.28%	8
Cherry Lane Apartments	4	124	124	100.00%	0
Fields Lane I	20	620	597	96.29%	23
Fields Lane II	16	496	496	100.00%	0
Fields Lane III	8	248	248	100.00%	0
Hillcrest Estates	17	527	511	96.96%	16
Morningview LLC	25	775	668	86.21%	107
The Meadows	25	775	775	100.00%	0
<b>TOTALS:</b>	<b>151</b>	<b>4681</b>	<b>4527</b>	<b>97.34%</b>	<b>154</b>
<b>Repay</b>			<b>Write Offs:</b>		
A. Choate	\$2,276.41	failed to report income	D. Churchill	\$362.01	
			Total	\$362.01	
B. Austin	\$466.86	unit is vacated			
R. Lawson	\$1,842.92				
M. Wasson	\$1,334.86				
<b>Total</b>	<b>\$5,921.05</b>				
<b>Section 8</b>		<b>Vouchers</b>	<b>135</b>	<b>17</b>	
<b>\$127,915</b>		<b>Used</b>	<b>123</b>	<b>16</b>	
<b>Fields Lane II</b>		<b>Fields Lane II</b>			
<b>\$13,454</b>		RR Savings	\$18,485.88		
<b>Cherry Lane</b>		T&I	\$16,573.65		
<b>\$10,776</b>		CFCU CD	\$98,139.94		
<b>General Fund</b>					
<b>\$303,761</b>		<b>CL</b>			
<b>Local Programs</b>		RR Savings	\$3,094.22		
<b>\$84,985</b>		T&I	\$14,674.53		
		<b>LP</b>			
		ICS	\$10,378.06		
		Visa Card	\$5,501.57		
		<b>GF</b>			
		CFCU Savings	\$13,096.84		
		CFCU CD	\$79,166.94		