

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

I. ROLL CALL

Chairman Sean Bernard, called the meeting to order at 7:03AM; those present were: Nancy Levasseuer, and David McCrea, Anne Blanchard, Leah Hutchins, and Andy Coiley, Absent: None

Guest: Carol Grubb

II. PUBLIC COMMENT: None

III. REVIEW OF MINUTES

The MINUTES of the February 18, 2026, meeting were presented for review and approval.

UPON MOTION made by Andy Coiley and seconded by Nancy Levasseuer the MINUTES were approved.

IV. REPORTS AND COMMUNICATIONS

• **Director's Report: Atch 1.**

The **DIRECTOR'S REPORT** for January was presented for review and approval. A major expense that was paid in February was the Audit for FY 26. There was also a cut in operating subsidy for the month of February. There was a discussion about write offs, as the one presented today was quite large and the one for next month will also be significant. The Executive Director said that these amounts are not normal. The Director also talked about the ongoing projects for Capital Fund 2024 and 2025.

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

- **Write Off-** A write off has been requested for the amount of \$5318.29 for R. Lawson. A portion of the write off consists of unpaid rent and charges. The other portion was for damages. The unit needed a new kitchen as the cabinets were damaged from the tenant using the shelves as a bed frame. Plus, there was damage to the bathroom when he left the water running. Not all repairs were considered tenant damage such as the shower install.

UPON MOTION made by Andy Coiley and seconded by Dave McCrea to write off for the amount of \$5318.29 for R. Lawson.

HAFF-26-16

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the write off for R. Lawson in the amount of \$5318.29

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

V. UNFINISHED BUSINESS:

- **New Resident Commissioner** – The Executive Director invited Carol Grubb to the meeting today, she was interested in possibly becoming a commissioner. She will inform the Director if she is interested after the meeting.
- **Conversion Research-** The Director and some staff met with HUD to discuss some conversion ideas. They will set up another meeting to discuss more options. So far RAD/Section 18 seems like the best option for our size. The Director will continue to do more research.

- **Inspection Sheets and other Forms-** The Director showed the new inspection report that the staff had worked on. This will report will allow us to target NSPIRE items but also to show the tenant the reasons for failing and what rooms caused the failing.

VI. NEW BUSINESS:

- **New Employee-** The Housing Authority had 3 really strong candidates for the Maintenance Position. It was a close draw, however decided to take a chance on Jason Weising. He will start next week.
- **30-Day Notice for Non-Payment of Rent Reversal** – HUD had published a statement revoking the 30-Day Notice Rule for nonpayment of rent. However, it was short lived, because HUD reversed the revocation. The Housing Authority will continue to use a 30 Notice for Non-Payment of rent until further notice. All lease addendums that were signed to acknowledge the initial revocation will be voided and removed from the tenant file and shredded.
- **SAVE and EIV-** SAVE has now been added to EIV and will be a required monthly report to ensure no ineligible persons are receiving housing subsidy due to their immigration status. All Housing Authorities must use this report.
- **Consolidated Budget FY 27-** The Executive Director presented to the Board the Consolidated Budget for FY 27. The hardest part of this budget is the current uncertainty with funding along with everything else. Due to this, part of the 2026 CFP funds will be used as operating subsidy to help support the budget. Many cuts were made to help balance the budget. With a full maintenance staff, that will help with Overtime and maintenance contracts. The Director did fine tune items such as wages and split costs between the programs. Fuel will be a big concern for the winter along with the costs of everything else. The HAP funding is also uncertain at this time.

UPON MOTION made by Andy Coiley and seconded by Nancy Levasseur to approve the Housing Authority of Fort Fairfield Consolidated Budget for FY 27.

HAFF 26-17

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 Consolidated Budget for FY 27.

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **Fields Lane II FY 27 Budget** - The Executive Director has presented to the Board the Fields Lane II FY 27 budget. The OCAF process has not been completed yet, so the rent increase and utility allowance can not be determined yet. However, like the consolidated budget the Director tried to make cuts where needed.

UPON MOTION made by Andy Coiley and seconded by Nancy Levasseur to approve the Fields Lane II FY 27 Budget

HAFF 26-18

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the Fields Lane II FY 27 Budget.

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **Cherry Lane FY 26 Budget-** The Executive Director presented to the Board the FY 27 Cherry Lane Budget. There was a rent increase for \$100.00 for July 1, 2026. This is because Cherry Lane is nowhere near the market rent for these units. The rents are grossly below the average price. The Executive Director also increased the Reserve Replacement amount. She also added this year charges for accounting and auditing and increased the maintenance contract to the new hourly rate of \$45.00 per hour.

UPON MOTION made by Andy Coiley and seconded by Nancy Levasseur to approve the Cherry Lane FY 2 Budget with the rent increase.

HAFF 26-19

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the Cherry Lane FY 27 Budget

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **June Meeting** – The Executive Director asked if the June meeting could be postponed a week for her to attend a concert. The Board agreed. The June meeting will take place June 24, 2026.
- **Software Research-** During the budget process the Executive Director reviewed the cost for the current housing software. The cost could be around \$11,000.00. This is extremely high. She asked if she could do some research and get a demo for a different software that could save a lot of money. The Board agreed.
- **Procurement Handbook HUD Update-** HUD has published an updated Procurement Handbook, the first time since 2007. The Handbook increased the thresholds, but now also includes HCH Admin Fees as a federal funding resource. The Executive Director will review the handbook and update the current Procurement Policy for review.
- **Admin Plan Updates-** Nan McKay published the new Administrative Plan with changes. The Director will review the changes and have the files ready for the Resident Advisory Board and the Board of Commissioners for approval. Once approved a Public Hearing will be posted about the changes.
- **Commissioner Info-** The Executive Director distributed today a HUD training packet for Commissioners along with the State of Maine law that discusses Housing Authorities and the requirement for 2 resident Commissioners. She asks them all to review as needed.

VII. Other

- The Chairman Sean has requested to add a couple items to the agenda for next month. Quotes for a conference room set up and wages and benefits.

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 April 15, 2026 at Hillcrest Estates at 7:00 AM. The meeting was adjourned at **8:47AM.**



Stacey Michaud
Secretary

Occupancy As of 02/28/2026

Project Name	# Units	Unit Days	Occupied	Pct%	Vacant
Borderview Homes	36	1008	1008	100.00%	0
Cherry Lane Apartments	4	112	112	100.00%	0
Fields Lane I	20	560	560	100.00%	0
Fields Lane II	16	448	448	100.00%	0
Fields Lane III	8	224	224	100.00%	0
Hillcrest Estates	17	476	448	94.12%	28
Morningview LLC	25	700	586	83.50%	114
The Meadows	25	700	689	98.43%	11
TOTALS:	151	4228	4075	97.01%	153

Repay		Write Offs:
A. Choate	\$2,192.41	R. Lawson \$5,318.29
S. Blood	\$0.00	Total \$5,318.29
B. Austin	\$461.86	
M. Wasson	\$466.86	
T. Nappi	\$812.00	
Total	\$3,933.13	

court repay
rent, charges, damages
rent wasn't received until 3/2 for her
last payment in February should be paid in full in March
Court repay

Section 8	Vouchers		
\$129,484	Used	135	17
		118	15

Fields Lane II
\$16,016
Cherry Lane
\$8,415
General Fund
\$184,769
Local Programs
\$86,853

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

February 2026

Desc	Current Period	Current Year	Year to Date Budget	Year Budget
00.000.3110.000 Dwelling Rentals	\$ (37,037.00)	\$ (288,913.00)	\$ (276,666.64)	\$ (415,000.00)
00.000.3120.000 Excess Utilities	\$ -	\$ (97.68)	\$ -	\$ -
00.000.3300.000 HUD Operating Subsidy Grant	\$ (18,134.00)	\$ (205,287.00)	\$ (252,388.64)	\$ (378,583.00)
00.000.3610.000 Interest General Fund	\$ (9.31)	\$ (566.38)	\$ (600.00)	\$ (900.00)
00.000.3690.100 Late Charges	\$ -	\$ (304.97)	\$ -	\$ -
00.000.3690.200 Laundry Receipts	\$ (504.50)	\$ (1,157.25)	\$ (2,000.00)	\$ (3,000.00)
00.000.3690.300 Other Misc. Income	\$ (250.66)	\$ (4,087.84)	\$ (2,666.64)	\$ (4,000.00)
00.000.3690.400 Collection Of Written Off Receivables	\$ (30.00)	\$ (240.00)	\$ -	\$ -
00.000.3690.500 Services W/orders Tenants	\$ -	\$ (1,543.00)	\$ (2,000.00)	\$ (3,000.00)
00.000.8020.200 Capital Fund Grant - Operating	\$ -	\$ (10,534.40)	\$ (7,278.64)	\$ (10,918.00)
Total Income	\$ 55,965.47	\$ 512,731.52	\$ 543,600.56	\$ 815,401.00
00.000.4110.000 Administrative Salary	\$ 18,908.76	\$ 166,480.34	\$ 86,207.36	\$ 129,311.00
00.000.4111.000 Contra Administrative Salaries	\$ (9,146.76)	\$ (73,555.68)	\$ (69,220.64)	\$ (103,831.00)
00.000.4130.000 Legal Expense	\$ 320.52	\$ 3,598.14	\$ 4,000.00	\$ 6,000.00
00.000.4140.000 Insufficient Checks	\$ -	\$ 10.00	\$ -	\$ -
00.000.4145.000 Staff Training	\$ -	\$ -	\$ 2,000.00	\$ 3,000.00
00.000.4150.000 Travel Expense	\$ 92.80	\$ 182.40	\$ 1,000.00	\$ 1,500.00
00.000.4170.000 Accounting	\$ 2,500.00	\$ 7,500.00	\$ 3,733.36	\$ 5,600.00
00.000.4171.000 Contra Accounting	\$ (341.66)	\$ (2,733.28)	\$ (2,933.36)	\$ (4,400.00)
00.000.4173.000 Auditing	\$ 13,604.25	\$ 23,996.25	\$ 3,100.00	\$ 4,650.00
00.000.4174.000 Audit Contra	\$ (350.00)	\$ (2,800.00)	\$ (3,000.00)	\$ (4,500.00)
00.000.4180.000 Telephone	\$ 790.65	\$ 7,373.79	\$ 6,666.64	\$ 10,000.00
00.000.4190.000 Administrative Sundry	\$ 2,413.48	\$ 14,715.71	\$ 10,000.00	\$ 15,000.00
00.000.4191.000 Contra Sundry	\$ (1,166.67)	\$ (9,333.36)	\$ (7,000.00)	\$ (10,500.00)
00.00004192.000 Payroll Processing Expense	\$ 15.00	\$ 15.00	\$ -	\$ -
00.000.4220.000 Tenant Services	\$ -	\$ -	\$ 1,333.36	\$ 2,000.00
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 666.64	\$ 1,000.00
00.000.4310.000 Water	\$ -	\$ 10,949.79	\$ 14,666.64	\$ 22,000.00
00.000.4320.000 Electricity	\$ 3,871.23	\$ 24,736.47	\$ 22,000.00	\$ 33,000.00
00.000.4330.000 Gasoline & Diesel	\$ 815.68	\$ 5,471.98	\$ -	\$ -
00.000.4340.000 Fuel Oil	\$ 13,482.97	\$ 55,951.02	\$ 43,333.36	\$ 65,000.00
00.000.4390.000 Sewer	\$ -	\$ 9,630.99	\$ 13,333.36	\$ 20,000.00
00.000.4410.000 Ordinary Maintenance - Labor	\$ 13,479.68	\$ 117,073.94	\$ 75,512.64	\$ 113,269.00
00.000.4410.150 ONcall Stipened	\$ 347.50	\$ 2,544.05	\$ 3,466.64	\$ 5,200.00
00.000.4411.000 Maintenance Contra	\$ (3,146.33)	\$ (29,518.90)	\$ (25,170.64)	\$ (37,756.00)
00.000.4420.000 Ordinary Maintenance - Material	\$ 1,436.57	\$ 27,877.93	\$ 33,333.36	\$ 50,000.00
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 6,800.59	\$ 59,893.48	\$ 53,333.36	\$ 80,000.00
00.000.4510.000 Insurance Expense	\$ 4,067.00	\$ 31,720.00	\$ 37,686.64	\$ 56,530.00
00.000.4540.000 Employee Benefit Contribution	\$ 14,284.40	\$ 117,207.30	\$ 85,711.36	\$ 128,567.00
00.000.4541.000 Contra Employee Benefits	\$ (5,929.62)	\$ (51,743.10)	\$ (50,028.00)	\$ (75,042.00)
00.000.8020.100 Capital Fund Grant - Capital	\$ -	\$ (229,961.28)	\$ (164,177.36)	\$ (246,266.00)
00.000.4570.000 Collection Losses	\$ 362.01	\$ 362.01	\$ 3,333.36	\$ 5,000.00
Total Expenses	\$ 77,512.05	\$ 287,644.99	\$ 182,888.08	\$ 274,332.00
Current Year Income & Expense	\$ (21,546.58)	\$ 225,086.53	\$ 360,712.48	\$ 541,069.00

