

**THE REGULAR MEETING OF THE  
HOUSING AUTHORITY OF FORT FAIRFIELD  
WAS HELD ON APRIL 15, 2026 AT 7:00 A.M.  
AT HILLCREST ESTATES CONFERENCE ROOM**

**I. ROLL CALL**

Chairman Sean Bernard, called the meeting to order at 7:02 AM; those present were: Nancy Levasseuer, and David McCrea, Anne Blanchard, and Andy Coiley, Absent: None

**II. PUBLIC COMMENT: None**

**III. REVIEW OF MINUTES**

The MINUTES of the March 18, 2026 and April 1, 2026, meetings were presented for review and approval.

**UPON MOTION** made by Andy Coiley and seconded by Nancy Levasseur the MINUTES were approved with corrections.

**IV. REPORTS AND COMMUNICATIONS**

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

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

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

- **Write Off-** A write off has been requested for the amount of \$2,156.00 for R. Johnson. A portion of the write off consists of unpaid rent and the rest was for cleaning and damages.

**UPON MOTION** made by David McCrea and seconded by Nancy Levasseur to write off for the amount of \$2,156.00 for R. Johnson.

**HAFF-26-20**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the write off for R. Johnson in the amount of \$2,156.00

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

**V. UNFINISHED BUSINESS:**

- **PHA Web-** The Housing Authority staff had a demo with PHA Web and their software and instantly all staff were in agreement that we needed to sign up. However, since our contract term with MRI ends July 1, and the waitlist for PHA Web goes into 2027, we will have to wait until next year to perform this change. The whole process will take about a month. The cost for PHA Web is about \$2000.00 less than what we currently pay but the options are endless with this program. Most of the Maine PHA's currently use this program and have not said anything bad about it. It also is compatible with the Affordable Housing Section 8 waitlist which will save staff so much time and paper. It also offers mobile work orders, mobile inspections and tenant portals and messages.

**UPON MOTION** made by Nancy Levasseur and seconded David McCrea to approve the quote for PHA Web to upgrade the Housing Authority software for 2027.

**HAFF-26-21**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the PHA Web quote for upgrading the Housing Authority software.

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

**VI. NEW BUSINESS:**

- **Conference Setup for Meeting Room** – The Executive Director received 1 quote from Third Eye Global. Murchison Computer said he wasn't really the best person to deal with this type of set up and at the moment does not have the time, He suggested Third Eye. The Executive Director also reached out to the town to see what they used for a set up. They use OWL, which will require a TV install and the use of the laptop. It is an easy set up and may need to only purchase the soundbar/ camera rather than several cameras. The Board wants to proceed with the OWL setup.
- **Wages and Benefit Review-** The Board wanted to know what the process was for setting the budget for pay increases. The Director said that it is an up to range. Several years ago the Board at the time suggested setting a limit, but it is performance based and the raises would be based on the employee's performance. These raises also go into effect during the evaluation process and not based off the Fiscal Year. The current Board agreed but would like to know going forward what was established as a rate so that when they perform an evaluation they aren't under cutting the Executive Director.
- **SHAPE-** Maine Municipal Association performed a Workers Comp Review. Jason gave the Housing Authority a glowing review and even suggested that we look into the SHAPE program with the Department of Labor. This program would allow for zero surprise inspections, along with a fancy certificate and a savings in Workers Comp. The Board agreed that this is something we should pursue.
- **Safety Grant- Maine** Municipal Association every spring has a Safety Grant that members can apply for. It is up to \$3000.00 dollars. This year we applied for new ergonomic chairs, mouse pads, wrist pads, a sit stand desk and foot pads. All of these tools can help reduce workers comp claims but are also beneficial for staff.
- **HR Consultant-** The Executive Director met with Sara from Tallwood Consulting. She is a HR Consultant and works with businesses from Maine. She was very accommodating and understanding and had believed she could help the Executive Director achieve her goals in reshaping the Housing Authority. The contract is for a year and she offers 3 packages. The 2<sup>nd</sup> package was the best option for what the Housing Authority needs. The Board agreed that having her as tool will be helpful for the Director. They did ask for monthly updates.
- **Procurement Policy** – For the first time since 2007 HUD has finally updated their Procurement Handbook. There were some major changes to the handbook for example, Administrative Fees for the Section 8 Voucher program are no longer excluded. The informal procurement threshold increased to \$350,000.00. this means that all purchases below that amount may be procured by obtaining 3 quotes. The Executive Director chose to use the sample policy in the handbook which is much easier to read than the current policy. Plus, it aligns with HUD's regulations. There was discussion about the increase to the threshold.

**UPON MOTION** made by Andy Coiley and seconded Nancy Levasseur to approve the updated procurement policy.

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the updated Procurement Policy.

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

- **Administrative Plan and Admissions and Continued Occupancy Policy Changes-** Nan McKay published changes to the Admin Plan and ACOP. Most of the change were related to the delay of HOTMA for both plans and NSPIRE for the Voucher program. The other changes are in regards to the federal changes to ineligible immigrants and verification of Social Security Numbers with the SAVE program. There were changes to limited English proficiencies, and removing equal rights provisions. There were also changes to Service/Assistance Animals. All changes to the policies are not Housing Authority initiated but HUD initiated.

**UPON MOTION** made by Nancy Levasseur and seconded by Anne Blanchard to approve the updated Admin Plan and ACOP policies.

**HAFF-26-23**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the updated Procurement Policy.

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

- **2026 Capital Fund Award-** The Housing Authority was awarded \$273,204.00 This was a little increase from last year's amount. The plan for 2026 will be to replace Fields Lane I and III's windows and to do a few Borderview Bathrooms.
- **Capital Fund Updates for 2024 and 2025-** The 2024 Capital Fund Plan will be closed out. The remaining of the funds were used to do a Borderview Bathroom. For 2025 3 bathrooms were done and the last item is the generators for Borderview Homes.
- **Tenant Surveys -** The Executive Director addressed the tenant survey with the Board and how to increase tenant participation. She spoke with the staff, as requested, but during the discussions it was noted that the Housing Authority offers several events to the tenants, but participation is always an issue. This year's holiday party was cancelled due to the lack of signups. Joyce, the Resident Service Coordinator for The Meadows, has to pull teeth to get 5 residents to participate for a class being offered. Community Clean up at Borderview and Morningview yields, very little if any participation. It was suggested that an event with the Commissioners present, which may get more interest. However, after discussion about the surveys, the Board stated that the results were mostly always positive, and that the complaints were usually about snow removal, which sometimes is out of the Housing Authority's control. The Board would like a copy of the survey to be resubmitted for review.
- **Community Clean Up Days-** During discussion with staff, it was suggested that where we do a clean up day for Morningview and Borderview, we should do something similar for Hillcrest, Fields Lane and The Meadows. Since this year, the Housing Authority was unable to hire a gardener, the staff could close the office and go out and clean up the gardens for a day which would be good for the staff as well as the residents. The Board agreed that this would be a good idea.

**VII. Other**

- The Chairman has requested to move the date for the May meeting a week earlier.

**VIII. ADJOURN:**

There being no further business to come before the Board;

**UPON MOTION** made by Nancy Levasseur and seconded by Anne Blanchard it was passed unanimously to adjourn.

**The next regular meeting will be held May 13, 2026 at Hillcrest Estates at 7:00 AM.** The meeting was adjourned at **8:37AM.**



Stacey Michaud  
Secretary

**Occupancy As of 03/31/2026**

Project Name	# Units	Unit Days	Occupied	Pct%	Vacant
Borderview Homes	36	1116	1104	98.93%	12
Cherry Lane Apartments	4	124	124	100.00%	0
Fields Lane I	20	620	620	100.00%	0
Fields Lane II	16	496	465	93.75%	31
Fields Lane III	8	248	248	100.00%	0
Hillcrest Estates	17	527	523	99.24%	4
Morningview LLC	25	775	668	86.21%	107
The Meadows	25	775	744	96.00%	31
<b>TOTALS:</b>	<b>151</b>	<b>4681</b>	<b>4496</b>	<b>96.77%</b>	<b>185</b>

Repay			Write Offs:		
A. Choate	\$2,152.41	court repay	R. Johnson	\$2,156.00	rent, cleaning damages
B. Austin	\$191.86		Total	\$2,156.00	
M. Wasson	\$87.86	Court Repay			
T. Nappi	\$812.00	Didn't start unit! March			
Total	\$3,244.13				

Section 8	Vouchers		
\$134,121	Used	135	17
		117	14

Fields Lane II	Fields Lane II
\$16,743	RR Savings \$19,746.23
Cherry Lane	T&I \$4,733.43
\$5,500	CFCU CD \$99,039.35
General Fund	CL
\$193,459	RR Savings \$3,944.65
Local Programs	T&I \$7,198.71
\$89,754	LP
	ICS \$10,378.06
	Visa Card \$7,635.79
	GF
	CFCU Savings \$13,606.30
	CFCU CD \$79,385.87

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

March 2026				
Desc	Current Period	Current Year	Year to Date Budget	Year Budget
00.000.3110.000 Dwelling Rentals	\$ (39,933.00)	\$ (328,846.00)	\$ (311,249.97)	\$ (415,000.00)
00.000.3120.000 Excess Utilities	\$ -	\$ (97.68)	\$ -	\$ -
00.000.3300.000 HUD Operating Subsidy Grant	\$ (22,668.00)	\$ (227,955.00)	\$ (283,937.22)	\$ (378,583.00)
00.000.3610.000 Interest General Fund	\$ (87.46)	\$ (800.52)	\$ (675.00)	\$ (900.00)
00.000.3690.100 Late Charges	\$ -	\$ (304.97)	\$ -	\$ -
00.000.3690.200 Laundry Receipts	\$ -	\$ (1,157.25)	\$ (2,250.00)	\$ (3,000.00)
00.000.3690.300 Other Misc. Income	\$ (2,882.02)	\$ (6,969.86)	\$ (2,999.97)	\$ (4,000.00)
00.000.3690.400 Collection Of Written Off Receivables	\$ (80.00)	\$ (320.00)	\$ -	\$ -
00.000.3690.500 Services W/orders Tenants	\$ (1,372.00)	\$ (2,915.00)	\$ (2,250.00)	\$ (3,000.00)
00.000.8020.200 Capital Fund Grant - Operating	\$ (20,391.47)	\$ (30,925.87)	\$ (8,188.47)	\$ (10,918.00)
<b>Total Income</b>	<b>\$ 87,413.95</b>	<b>\$ 600,292.15</b>	<b>\$ 611,550.63</b>	<b>\$ 815,401.00</b>
00.000.4110.000 Administrative Salary	\$ 18,501.24	\$ 184,981.58	\$ 96,983.28	\$ 129,311.00
00.000.4111.000 Contra Administrative Salaries	\$ (9,146.76)	\$ (82,702.44)	\$ (77,873.22)	\$ (103,831.00)
00.000.4130.000 Legal Expense	\$ 598.22	\$ 4,196.36	\$ 4,500.00	\$ 6,000.00
00.000.4140.000 Insufficient Checks	\$ -	\$ 10.00	\$ -	\$ -
00.000.4145.000 Staff Training	\$ -	\$ -	\$ 2,250.00	\$ 3,000.00
00.000.4150.000 Travel Expense	\$ -	\$ 182.40	\$ 1,125.00	\$ 1,500.00
00.000.4170.000 Accounting	\$ 2,500.00	\$ 10,000.00	\$ 4,200.03	\$ 5,600.00
00.000.4171.000 Contra Accounting	\$ (341.66)	\$ (3,074.94)	\$ (3,300.03)	\$ (4,400.00)
00.000.4173.000 Auditing	\$ -	\$ 23,996.25	\$ 3,487.50	\$ 4,650.00
00.000.4174.000 Audit Contra	\$ (350.00)	\$ (3,150.00)	\$ (3,375.00)	\$ (4,500.00)
00.000.4180.000 Telephone	\$ 866.54	\$ 8,240.33	\$ 7,499.97	\$ 10,000.00
00.000.4190.000 Administrative Sundry	\$ 2,422.19	\$ 17,137.90	\$ 11,250.00	\$ 15,000.00
00.000.4191.000 Contra Sundry	\$ (1,166.67)	\$ (10,500.03)	\$ (7,875.00)	\$ (10,500.00)
00.000.4192.000 Payroll Processing Expense	\$ 160.00	\$ 175.00	\$ -	\$ -
00.000.4220.000 Tenant Services	\$ -	\$ -	\$ 1,500.03	\$ 2,000.00
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 749.97	\$ 1,000.00
00.000.4310.000 Water	\$ 5,436.54	\$ 16,386.33	\$ 16,499.97	\$ 22,000.00
00.000.4320.000 Electricity	\$ 6,213.75	\$ 30,950.22	\$ 24,750.00	\$ 33,000.00
00.000.4330.000 Gasoline & Diesel	\$ 375.10	\$ 5,847.08	\$ -	\$ -
00.000.4340.000 Fuel Oil	\$ 12,003.56	\$ 67,954.58	\$ 48,750.03	\$ 65,000.00
00.000.4390.000 Sewer	\$ 4,702.71	\$ 14,333.70	\$ 15,000.03	\$ 20,000.00
00.000.4410.000 Ordinary Maintenance - Labor	\$ 11,172.85	\$ 128,246.79	\$ 84,951.72	\$ 113,269.00
00.000.4410.150 ONcall Stipened	\$ 400.00	\$ 2,944.05	\$ 3,899.97	\$ 5,200.00
00.000.4411.000 Maintenance Contra	\$ (4,539.17)	\$ (34,058.07)	\$ (28,316.97)	\$ (37,756.00)
00.000.4420.000 Ordinary Maintenance - Material	\$ 3,283.63	\$ 31,161.56	\$ 37,500.03	\$ 50,000.00
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 3,356.91	\$ 63,250.39	\$ 60,000.03	\$ 80,000.00
00.000.4510.000 Insurance Expense	\$ 4,067.00	\$ 35,787.00	\$ 42,397.47	\$ 56,530.00
00.000.4540.000 Employee Benefit Contribution	\$ 11,961.50	\$ 129,168.80	\$ 96,425.28	\$ 128,567.00
00.000.4541.000 Contra Employee Benefits	\$ (7,164.78)	\$ (58,907.88)	\$ (56,281.50)	\$ (75,042.00)
00.000.8020.100 Capital Fund Grant - Capital	\$ (9,253.83)	\$ (239,215.11)	\$ (184,699.53)	\$ (246,266.00)
00.000.4570.000 Collection Losses	\$ -	\$ 362.01	\$ 3,750.03	\$ 5,000.00
<b>Total Expenses</b>	<b>\$ 56,058.87</b>	<b>\$ 343,703.86</b>	<b>\$ 205,749.09</b>	<b>\$ 274,332.00</b>
<b>Current Year Income &amp; Expense</b>	<b>\$ 31,355.08</b>	<b>\$ 256,588.29</b>	<b>\$ 405,801.54</b>	<b>\$ 541,069.00</b>