

**THE REGULAR MEETING OF THE
HOUSING AUTHORITY OF FORT FAIRFIELD
WAS HELD ON JUNE 24, 2026 AT 7:00 A.M.
AT HILLCREST ESTATES CONFERENCE ROOM**

I. ROLL CALL

Chairman Sean Bernard, called the meeting to order at 7:10 AM; those present were: Nancy Levasseur, Anne Blanchard, and Carol Grubb Absent: David McCrea and Andy Coiley

II. PUBLIC COMMENT: None

III. REVIEW OF MINUTES

The MINUTES of the May 13, 2026 meeting were presented for review and approval.

UPON MOTION made by Nancy Levasseur and seconded by Carol Grubb the MINUTES were approved.

IV. REPORTS AND COMMUNICATIONS

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

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

The Chairman asked if it was normal for the budget to be so off from the projected amount. Some expenses aren't shown as they are listed as assets or liabilities, which can make a huge difference. He asked for the FYE report for 2025-2023, plus the June 2026 be printed for review to compare. There was a write off presented at the May 13, 2026 meeting, but it wasn't approved for write off.

- **Write Off-** A write off has been requested for the amount of \$2,608.92 for T. Boyce.

UPON MOTION made by Nancy Levasseur and seconded by Carol Grubb to write off for the amount of \$2,608.92 for T. Boyce.

HAFF 26-25

V. UNFINISHED BUSINESS:

- **New Commissioner Nomination-** Unfortunately, the resident commissioner who was supposed to attend the meeting did not show. The nomination will be tabled until confirmation is made with the resident about participation.
- **Management Review for Fields Lane II and Morningview-** The Management reviews are in the completion stages, and we are waiting on any financials they may request. There were a couple of items noted during the file inspection for both properties that are easily fixable. There was an issue with a file in Fields Lane II, which was due to a tenant's income. Adjustments were made, however, Maine Housing stated that the mistake is both the tenant and HA' fault and the rent and 59's need to be corrected and the overage charged must be reversed.
- **Fields Lane II Inspection-** The Housing Authority received the inspection report for Maine Housing. The score was 100. At first the score was lower due to fire alarm and sprinkler reports; however, the property does not have a sprinkler or alarm system so the score was revised.
- **Tenant Survey's-** The Executive Director was looking for clarification in regards to the tenant survey's being done this year. The Board all agreed, it would be best to wait until next year to send out surveys for the tenants, and have them done every other year.

VI. NEW BUSINESS:

- **Summer Outing-** The Director asked the Board if they were interested in having a summer outing again this year. The all agreed yes, and said maybe having it at the pavilion would be fun and more relaxing allowing everyone to mingle with each other.

- **Fields Lane II Tenant Selection Plan-** The FLII TSP was reviewed by Maine Housing and has all of the required changes for HOTMA. There were changes made in 2024 and that date is not listed on the cover page.

UPON MOTION made by Nancy Levasseur and seconded Carol Grubb to approve the updated Fields Lane II Tenant Selection plan with corrections made to the date and spelling errors

HAFF-26-26

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the Fields Lane II Tenant Selection plan with corrections made to the date and spelling errors

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **Vacancies-** There are currently two vacancies that we are trying to fill.
- **Modern Pest Services-** We currently have 3 different treatments for various bugs at some of our properties.
- **Capital Fund Projects for 2025 and 2026-** For 2025 the Borderview Generator project is on deck and for 2026 it is about 6 Borderview Bathrooms and Fields Lane I and III windows. Tyler Michaud is currently working on a quote for the generators. The 2026 projects will be going out soon for prices. The Chairman suggested reaching out to Jon Helstrom to see if there are any grants out there to assist with the generator project.
- **Fields Lane II Repairs-** For a while now Fields Lane II has been having issues with the sewer line backflowing. We have had them flushed and now new units are being affected. It is the lower part of Fields Lane II that is having the issues. Tompkins will be coming to evaluate what may be the cause. Could be crushed lines or roots that could be causing the issues.
- **Application Updates-** The Director recently updated the Housing Authority application with up-to-date forms and a cleaner format. With the MOR for Fields Lane II 2 new items had to be added to the application. One was in regards to contesting citizenship and the other was a marketing question. The final Application changes were given to Maine Housing who approved them. The new APP has been posted online and printed for applicants to use.
- **2026 Income Limits-** The 2026 Income Limits have been posted by HUD on May first. The Flat Rent Chart has been updated to show those changes. The limits did increase for 2026.

VII. Other

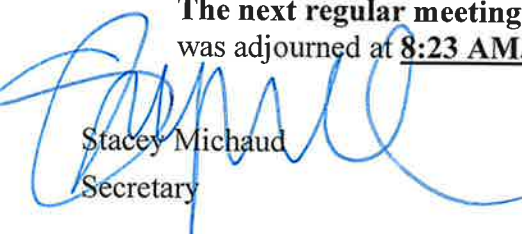
The Chairman asked about the HR consultant and the employee survey and if they results were in yet. The Director said she would reach out to her and find out.

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 July 15 , 2026 at Hillcrest Estates at 7:00 AM. The meeting was adjourned at **8:23 AM.**


Stacey Michaud
Secretary

Fort Fairfield Housing Authority				
BVW, HE, FL1 & FL3 Operating Statement 11/12				
May 2026				
Desc	Current Period	Current Year	Year to Date Budget	Year Budget
00.000.3110.000 Dwelling Rentals	\$ (37,602.00)	\$ (404,469.00)	\$ (380,416.63)	\$ (415,000.00)
00.000.3120.000 Excess Utilities	\$ -	\$ (385.96)	\$ -	\$ -
00.000.3300.000 HUD Operating Subsidy Grant	\$ (22,666.00)	\$ (273,289.00)	\$ (347,034.38)	\$ (378,583.00)
00.000.3610.000 Interest General Fund	\$ (9.11)	\$ (819.10)	\$ (825.00)	\$ (900.00)
00.000.3690.100 Late Charges	\$ -	\$ (304.97)	\$ -	\$ -
00.000.3690.200 Laundry Receipts	\$ -	\$ (1,522.50)	\$ (2,750.00)	\$ (3,000.00)
00.000.3690.300 Other Misc. Income	\$ (2.00)	\$ (6,976.86)	\$ (3,666.63)	\$ (4,000.00)
00.000.3690.400 Collection Of Written Off Receivables	\$ (30.00)	\$ (677.00)	\$ -	\$ -
00.000.3690.500 Services W/orders Tenants	\$ -	\$ (3,267.00)	\$ (2,750.00)	\$ (3,000.00)
00.000.8020.200 Capital Fund Grant - Operating	\$ -	\$ (31,990.53)	\$ (10,008.13)	\$ (10,918.00)
Total Income	\$ 60,309.11	\$ 723,701.92	\$ 747,450.77	\$ 815,401.00
00.000.4110.000 Administrative Salary	\$ 16,890.37	\$ 224,870.15	\$ 118,535.12	\$ 129,311.00
00.000.4111.000 Contra Administrative Salaries	\$ (9,146.76)	\$ (100,995.96)	\$ (95,178.38)	\$ (103,831.00)
00.000.4130.000 Legal Expense	\$ 114.48	\$ 4,403.34	\$ 5,500.00	\$ 6,000.00
00.000.4140.000 Insufficient Checks	\$ -	\$ 10.00	\$ -	\$ -
00.000.4145.000 Staff Training	\$ -	\$ -	\$ 2,750.00	\$ 3,000.00
00.000.4150.000 Travel Expense	\$ 60.90	\$ 243.30	\$ 1,375.00	\$ 1,500.00
00.000.4170.000 Accounting	\$ -	\$ 10,000.00	\$ 5,133.37	\$ 5,600.00
00.000.4171.000 Contra Accounting	\$ (341.66)	\$ (3,758.26)	\$ (4,033.37)	\$ (4,400.00)
00.000.4173.000 Auditing	\$ -	\$ 23,996.25	\$ 4,262.50	\$ 4,650.00
00.000.4174.000 Audit Contra	\$ (350.00)	\$ (3,850.00)	\$ (4,125.00)	\$ (4,500.00)
00.000.4180.000 Telephone	\$ 421.59	\$ 9,586.74	\$ 9,166.63	\$ 10,000.00
00.000.4190.000 Administrative Sundry	\$ 1,249.42	\$ 27,203.31	\$ 13,750.00	\$ 15,000.00
00.000.4191.000 Contra Sundry	\$ (1,166.67)	\$ (12,833.37)	\$ (9,625.00)	\$ (10,500.00)
00.00004192.000 Payroll Processing Expense	\$ 160.00	\$ 1,950.00	\$ -	\$ -
00.000.4220.000 Tenant Services	\$ -	\$ -	\$ 1,833.37	\$ 2,000.00
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 916.63	\$ 1,000.00
00.000.4310.000 Water	\$ -	\$ 16,386.33	\$ 20,166.63	\$ 22,000.00
00.000.4320.000 Electricity	\$ 3,442.47	\$ 35,958.40	\$ 30,250.00	\$ 33,000.00
00.000.4330.000 Gasoline & Diesel	\$ 482.58	\$ 6,863.65	\$ -	\$ -
00.000.4340.000 Fuel Oil	\$ 5,799.98	\$ 82,357.15	\$ 59,583.37	\$ 65,000.00
00.000.4390.000 Sewer	\$ -	\$ 14,333.70	\$ 18,333.37	\$ 20,000.00
00.000.4410.000 Ordinary Maintenance - Labor	\$ 13,644.07	\$ 158,175.27	\$ 103,829.88	\$ 113,269.00
00.000.4410.150 ONcall Stipened	\$ 400.00	\$ 3,688.55	\$ 4,766.63	\$ 5,200.00
00.000.4411.000 Maintenance Contra	\$ (3,146.33)	\$ (40,350.73)	\$ (34,609.63)	\$ (37,756.00)
00.000.4420.000 Ordinary Maintenance - Material	\$ 5,824.95	\$ 40,418.27	\$ 45,833.37	\$ 50,000.00
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 9,680.32	\$ 76,705.21	\$ 73,333.37	\$ 80,000.00
00.000.4510.000 Insurance Expense	\$ 4,067.00	\$ 43,921.00	\$ 51,819.13	\$ 56,530.00
00.000.4540.000 Employee Benefit Contribution	\$ 17,745.14	\$ 162,155.89	\$ 117,853.12	\$ 128,567.00
00.000.4541.000 Contra Employee Benefits	\$ (5,929.62)	\$ (70,767.12)	\$ (68,788.50)	\$ (75,042.00)
00.000.8020.100 Capital Fund Grant - Capital	\$ (3,088.67)	\$ (275,532.59)	\$ (225,743.87)	\$ (246,266.00)
00.000.4570.000 Collection Losses	\$ 2,156.00	\$ 2,518.01	\$ 4,583.37	\$ 5,000.00
Total Expenses	\$ 58,969.56	\$ 437,656.49	\$ 251,471.11	\$ 274,332.00
Current Year Income & Expense	\$ 1,339.55	\$ 286,045.43	\$ 495,979.66	\$ 541,069.00

Occupancy As of 05/31/2026

Project Name	# Units	Unit Days	Occupied	Pct%	Vacant
Borderview Homes	36	1116	1085	97.22%	31
Cherry Lane Apartments	4	124	124	100.00%	0
Fields Lane I	20	620	620	100.00%	0
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	755	97.72%	20
The Meadows	25	775	755	97.42%	20
TOTALS:	151	4681	4579	98.31%	102

Repay			Write Offs:		
A. Choate	\$2,072.41	court repay	T. Boyce	\$2,608.92	rent
M. Bragg	\$6,600.00	Section 8	Total	\$2,608.92	
C. Eivers	\$1,730.00	Section 8			
A. Rideout	\$469.00	Section 8			
M. Michaud	\$481.00				
S. McEachern	\$1,328.00				
T. Nappi	\$676.00	MR Notes FLII			
Total	\$13,356.41				

Section 8		Vouchers	135	17
\$138,046		Used	113	14

Fields Lane II				
\$18,247				
Cherry Lane				
\$5,280				
General Fund				
\$185,941				
Local Programs				
\$89,911				