THE REGULAR MEETING OF THE
HOUSING AUTHORITY OF FORT FAIRFIELD
WAS HELD ON MAY 13, 2026 AT 7:00 A.M.
AT HILLCREST ESTATES CONFERENCE ROOM

I. ROLL CALL

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

II. PUBLIC COMMENT: None

III. REVIEW OF MINUTES

The MINUTES of the April 15, 2026 meeting were presented for review and approval.

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

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 Andy Coiley and seconded by Nancy Levasseur the Director's Report was approved with corrections.

V. UNFINISHED BUSINESS:

- **HR Consultant-** Sara from Tallwood Consultants will be performing employee engagement interviews today with the staff. The questions will vary and the interviews are confidential. When done she will do a report with the results which will be shared with the Board.
- **Safety Grant - The** Director has submitted an application for the Maine Municipal Association and is just wait for the results.
- **SHAPE-** To start the process for being SHAPE Awarded, an inspection will need to be completed, a review of files will take place and review of policies and MSDS sheets. The Director is still interested in moving forward with this process.

VI. NEW BUSINESS:

- **New Commissioner Nomination-** Mark Neddeau, a participant of the Section 8 program has agreed to reserve as Resident Commissioner. He was a Resident Commissioner for a short while, several years ago. I will follow up with him to make sure he is still interested as he did not show up to the meeting.
- **New Employee-** The Housing Authority hired Jonah Bernard to replace Jason Weising, who put his notice in to start his own business after a month of employment. The Director will be interviewing an A4TD trainee to train for the front desk position.
- **Mail Boxes at Borderview and Hillcrest Estates-** The post office informed the Housing Authority that two sites will need new boxes. Hillcrest Estates mail boxes are 30 years old and no longer keep the mail separate. The Borderview mailboxes are having to be opened with a screwdriver and Janet got stuck in one of them because she couldn't get her keys out. The Director showed the prices for the units. They are expensive because they are cluster boxes but they do last much longer and keep residents' information private.
- **Conversion Panel Meeting-** The Director had another conversion meeting with HUD about the RAD conversion. They did inform her that the most important thing to do is join the RAD Blast, watch trainings, and as a small agency we do not have the do the physical needs assessment.

Additionally, our units are preference based and not actually elderly disabled designated so that will make the process much smoother. They did suggest to stay on top of notices because there may be changes for small Housing Authorities that would be beneficial.

- **Community Clean Up Days-** The staff will be doing two clean up days. The first is May 14th, we will be cleaning the gardens and yards at Fields Lane and Hillcrest Estates. The second cleanup day is May 20th for Morningview and Borderview.
- **Town Presentation-** The Director will be doing a presentation about the Housing Authority for the Town Council to explain our programs and what our purpose is. Once complete she will share the presentation with the Commissioners for review.
- **Management Reviews and Inspection-** Maine Housing will be performing a Management Review for Fields Lane II and Morningview on June 3rd, in person. There will also be an inspection on June 3rd for Fields Lane II.
- **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.

UPON MOTION made by Andy Coiley and seconded Anne Blanchard to approve the updated Flat Rent Chart with the new Income Limits.

HAFF-26-24

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the updated Flat Rent Chart with the New Income Limits.

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

VII. <u>Other</u>

The Director will need to set up a meeting with the Town Manager Public Works Director and maybe a few others to discuss the flow gate for the brook at Fields Lane.

VIII. <u>ADJOURN:</u>

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 June 24, 2026 at Hillcrest Estates at 7:00 AM. The meeting was adjourned at **<u>8:24AM.</u>**

Stacey Michaud
Secretary

Fort Fairfield Housing Authority

BVW, HE, FL1 & FL3 Operating Statement 10/12

April 2026

Desc	Current Period	Current Year	Year to Date Budget	Year Budget
00.000.3110.000 Dwelling Rentals	$ (38,021.00)	$ (366,867.00)	$ (345,833.30)	$ (415,000.00)
00.000.3120.000 Excess Utilities	$ (288.28)	$ (385.96)	$ -	$ -
00.000.3300.000 HUD Operating Subsidy Grant	$ (22,668.00)	$ (250,623.00)	$ (315,485.80)	$ (378,583.00)
00.000.3610.000 Interest General Fund	$ (9.47)	$ (809.99)	$ (750.00)	$ (900.00)
00.000.3690.100 Late Charges	$ -	$ (304.97)	$ -	$ -
00.000.3690.200 Laundry Receipts	$ (365.25)	$ (1,522.50)	$ (2,500.00)	$ (3,000.00)
00.000.3690.300 Other Misc. Income	$ (5.00)	$ (6,974.86)	$ (3,333.30)	$ (4,000.00)
00.000.3690.400 Collection Of Written Off Receivables	$ (327.00)	$ (647.00)	$ -	$ -
00.000.3690.500 Services W/orders Tenants	$ (352.00)	$ (3,267.00)	$ (2,500.00)	$ (3,000.00)
00.000.8020.200 Capital Fund Grant - Operating	$ (1,064.66)	$ (31,990.53)	$ (9,098.30)	$ (10,918.00)
Total Income	$ 63,100.66	$ 663,392.81	$ 679,500.70	$ 815,401.00
00.000.4110.000 Administrative Salary	$ 22,998.20	$ 207,979.78	$ 107,759.20	$ 129,311.00
00.000.4111.000 Contra Administrative Salaries	$ (9,146.76)	$ (91,849.20)	$ (86,525.80)	$ (103,831.00)
00.000.4130.000 Legal Expense	$ 92.50	$ 4,288.86	$ 5,000.00	$ 6,000.00
00.000.4140.000 Insufficient Checks	$ -	$ 10.00	$ -	$ -
00.000.4145.000 Staff Training	$ -	$ -	$ 2,500.00	$ 3,000.00
00.000.4150.000 Travel Expense	$ -	$ 182.40	$ 1,250.00	$ 1,500.00
00.000.4170.000 Accounting	$ -	$ 10,000.00	$ 4,666.70	$ 5,600.00
00.000.4171.000 Contra Accounting	$ (341.66)	$ (3,416.60)	$ (3,666.70)	$ (4,400.00)
00.000.4173.000 Auditing	$ -	$ 23,996.25	$ 3,875.00	$ 4,650.00
00.000.4174.000 Audit Contra	$ (350.00)	$ (3,500.00)	$ (3,750.00)	$ (4,500.00)
00.000.4180.000 Telephone	$ 924.82	$ 9,165.15	$ 8,333.30	$ 10,000.00
00.000.4190.000 Administrative Sundry	$ 10,230.99	$ 27,368.89	$ 12,500.00	$ 15,000.00
00.000.4191.000 Contra Sundry	$ (1,166.67)	$ (11,666.70)	$ (8,750.00)	$ (10,500.00)
00.00004192.000 Payroll Processing Expense	$ 200.00	$ 375.00	$ -	$ -
00.000.4220.000 Tenant Services	$ -	$ -	$ 1,666.70	$ 2,000.00
00.000.4230.000 Tenant Services Training	$ -	$ -	$ 833.30	$ 1,000.00
00.000.4310.000 Water	$ -	$ 16,386.33	$ 18,333.30	$ 22,000.00
00.000.4320.000 Electricity	$ 1,565.71	$ 32,515.93	$ 27,500.00	$ 33,000.00
00.000.4330.000 Gasoline & Diesel	$ 533.99	$ 6,381.07	$ -	$ -
00.000.4340.000 Fuel Oil	$ 8,602.59	$ 76,557.17	$ 54,166.70	$ 65,000.00
00.000.4390.000 Sewer	$ -	$ 14,333.70	$ 16,666.70	$ 20,000.00
00.000.4410.000 Ordinary Maintenance - Labor	$ 16,284.41	$ 144,531.20	$ 94,390.80	$ 113,269.00
00.000.4410.150 ONcall Stipened	$ 344.50	$ 3,288.55	$ 4,333.30	$ 5,200.00
00.000.4411.000 Maintenance Contra	$ (3,146.33)	$ (37,204.40)	$ (31,463.30)	$ (37,756.00)
00.000.4420.000 Ordinary Maintenance - Material	$ 3,431.76	$ 34,593.32	$ 41,666.70	$ 50,000.00
00.000.4430.000 Ordinary Maintenance - Cont. Cost	$ 3,774.50	$ 67,024.89	$ 66,666.70	$ 80,000.00
00.000.4510.000 Insurance Expense	$ 4,067.00	$ 39,854.00	$ 47,108.30	$ 56,530.00
00.000.4540.000 Employee Benefit Contribution	$ 15,253.29	$ 144,422.09	$ 107,139.20	$ 128,567.00
00.000.4541.000 Contra Employee Benefits	$ (5,929.62)	$ (64,837.50)	$ (62,535.00)	$ (75,042.00)
00.000.8020.100 Capital Fund Grant - Capital	$ (33,228.81)	$ (272,443.92)	$ (205,221.70)	$ (246,266.00)
00.000.4570.000 Collection Losses	$ -	$ 362.01	$ 4,166.70	$ 5,000.00
Total Expenses	$ 34,994.41	$ 378,698.27	$ 228,610.10	$ 274,332.00
Current Year Income & Expense	***$ 28,106.25***	***$ 284,694.54***	***$ 450,890.60***	***$ 541,069.00***

Occupancy As of 04/30/2026					
Project Name	# Units	Unit Days	Occupied	Pct%	Vacant
Borderview Homes	36	1080	1053	97.50%	27
Cherry Lane Apartments	4	120	120	100.00%	0
Fields Lane I	20	600	600	100.00%	0
Fields Lane II	16	480	465	96.88%	15
Fields Lane III	8	240	240	100.00%	0
Hillcrest Estates	17	510	510	100.00%	0
Morningview LLC	25	750	750	100.00%	0
The Meadows	25	750	750	100.00%	0
TOTALS:	151	4530	4488	99.30%	42

Repay		
A. Choate	$2,112.41	court repay
B. Austin	$96.86	paid off in May
M. Michaud	$551.00	
S. McEachern	$1,430.00	
M. Wasson	$0.00	PIF
T. Nappi	$744.00	
Total	$4,934.27	

Write Offs:		
T. Boyce	$2,608.92	rent
Total	$2,608.92	

Section 8		
$134,080		

Vouchers	135	17
Used	113	14

Fields Lane II
$17,329
Cherry Lane
$7,559
General Fund
$167,562
Local Programs
$89,738