

**THE REGULAR MEETING OF THE
HOUSING AUTHORITY OF FORT FAIRFIELD
WAS HELD ON AUGUST 19, 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 Levasseuer, David McCrea, Andrew Coiley, Anne Blanchard, and Carol Grubb Absent: None

Guest: Cindy Williams

II. PUBLIC COMMENT: None

III. REVIEW OF MINUTES

The MINUTES for the July 15, 2026, meeting were presented for review and approval. There were a few errors that need to be corrected. Wrong date and Andrew and Dave were marked as absent but were present.

UPON MOTION made by Nancy Levasseuer and seconded by David McCrea the July 2026 MINUTES were approved as revised.

IV. REPORTS AND COMMUNICATIONS

• **Director's Report: Atch 1.**

As it is the first of the FY, some expenses that are reported are for the previous fiscal year There were errors on the report regarding the bank balances and voucher amounts.

UPON MOTION made by Andrew Coiley and seconded by Nancy Levassuer to approve the July 2026 Director's Report with amendments to the vouchers and bank balances.

V. UNFINISHED BUSINESS:

- **New Commissioner Nomination-** The previous nominee was no longer able to commit their time to the Board of Commissioners. Cindy Williams was present at the meeting to see if she is interested in serving. She will let the Executive Director know how she feels filling the vacant position of Resident Commissioner.
- **Capital Fund Projects 2025 and 2026-** The Housing Authority is waiting on a quote for the generator project for 2025. Two bathrooms have been completed for 2026, and the Fields Lane Windows project will start at the end of the month.
- **Fields Lane II Repairs-** At the end of the month Tompkins Plumbing and Heating will start working on the Sewer Line repair. The Sidewalk Paving project will start in September after the sewer line repairs are completed.
- **Summer Outing -**The Summer Outing will take place at the Pavillion on September 10, 2026. It will most likely be a BBQ meal. Invites will go out shortly.

VI. NEW BUSINESS:

- **Personnel Policy Changes-** The Director presented to the Board potential changes to the policy for First Aid and CPR certification. The Board revised the changes presented and asked the Director to add the changes to the policy and bring them back for discussion next month. The Board also asked about the AED machines. The batteries and pads are expiring and will be ordered to ensure proper working equipment. It was suggested to install a checklist to track expiration dates and inspection dates.
- **Quarterly Report of Assets –** The Director presented to the Board a potential report to track assets and funding spent on assets. She printed out the general ledger. It was a start, but the Board was looking for something like the Directors report which list balances and can show the money being spent that isn't showing up on the Directors report.

- **ACOP/ADMIN Plans-** HOTMA officially starts January 1, 2027, and NSPIRE for the Section 8 program will start February 1, 2027. With these new dates, new policies have been sent for review and approval. The Director will start that process.

VII. EXECUTIVE SESSION - Personnel Matters

UPON MOTION made by Anne Blanchard and seconded by David McCrea to enter into Executive Session at 7:38 am.

UPON MOTION made by Anne Blanchard and seconded by Nancy Levassuer to Exit Executive Session at 7:42 am.

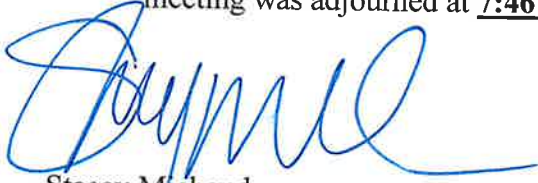
VIII. Other

IX. ADJOURN:

There being no further business to come before the Board;

UPON MOTION made by Andrew Coiley and seconded by Anne Blanchard it was passed unanimously to adjourn.

The next regular meeting will be held September 16, 2026, at Hillcrest Estates at 7:00 AM. The meeting was adjourned at 7:46 AM.



Stacey Michaud
Secretary

Fort Fairfield Housing Authority				
BVW, HE, FL1 & FL3 Operating Statement 01/12				
July 2026				
Desc	Current Period	Current Year	Year to Date Budget	Year Budget
00.000.3110.000 Dwelling Rentals	\$ (38,135.00)	\$ (38,135.00)	\$ (36,666.67)	\$ (440,000.00)
00.000.3120.000 Excess Utilities	\$ -	\$ -	\$ -	\$ -
00.000.3300.000 HUD Operating Subsidy Grant	\$ (22,247.00)	\$ (22,247.00)	\$ (25,155.42)	\$ (301,865.00)
00.000.3610.000 Interest General Fund	\$ (9.58)	\$ (9.58)	\$ (83.33)	\$ (1,000.00)
00.000.3690.100 Late Charges	\$ (59.40)	\$ (59.40)	\$ -	\$ -
00.000.3690.200 Laundry Receipts	\$ (595.25)	\$ (595.25)	\$ (250.00)	\$ (3,000.00)
00.000.3690.300 Other Misc. Income	\$ (337.50)	\$ (337.50)	\$ (666.67)	\$ (8,000.00)
00.000.3690.400 Collection Of Written Off Receivables	\$ -	\$ -	\$ -	\$ -
00.000.3690.500 Services W/orders Tenants	\$ (565.00)	\$ (565.00)	\$ (250.00)	\$ (3,000.00)
00.000.8020.200 Capital Fund Grant - Operating	\$ (9,132.10)	\$ (9,132.10)	\$ (8,333.33)	\$ (100,000.00)
Total Income	\$ 71,080.83	\$ 71,080.83	\$ 71,405.42	\$ 856,865.00
00.000.4110.000 Administrative Salary	\$ 18,308.57	\$ 18,308.57	\$ 11,781.92	\$ 141,383.00
00.000.4111.000 Contra Administrative Salaries	\$ (9,852.98)	\$ (9,852.98)	\$ (9,386.75)	\$ (112,641.00)
00.000.4130.000 Legal Expense	\$ 225.00	\$ 225.00	\$ 500.00	\$ 6,000.00
00.000.4140.000 Insufficient Checks	\$ -	\$ -	\$ -	\$ -
00.000.4145.000 Staff Training	\$ (125.00)	\$ (125.00)	\$ 83.33	\$ 1,000.00
00.000.4150.000 Travel Expense	\$ -	\$ -	\$ 125.00	\$ 1,500.00
00.000.4170.000 Accounting	\$ -	\$ -	\$ 466.67	\$ 5,600.00
00.000.4171.000 Contra Accounting	\$ (341.66)	\$ (341.66)	\$ (366.67)	\$ (4,400.00)
00.000.4173.000 Auditing	\$ -	\$ -	\$ 666.67	\$ 8,000.00
00.000.4174.000 Audit Contra	\$ (808.33)	\$ (808.33)	\$ (833.33)	\$ (10,000.00)
00.000.4180.000 Telephone	\$ 584.60	\$ 584.60	\$ 475.00	\$ 5,700.00
00.000.4190.000 Administrative Sundry	\$ 195.86	\$ 195.86	\$ 1,208.33	\$ 14,500.00
00.000.4191.000 Contra Sundry	\$ (616.67)	\$ (616.67)	\$ (833.33)	\$ (10,000.00)
00.00004192.000 Payroll Processing Expense	\$ 160.00	\$ 160.00	\$ 183.33	\$ 2,200.00
00.000.4220.000 Tenant Services	\$ -	\$ -	\$ 41.67	\$ 500.00
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ -	\$ -
00.000.4310.000 Water	\$ -	\$ -	\$ 2,108.33	\$ 25,300.00
00.000.4320.000 Electricity	\$ 1,324.01	\$ 1,324.01	\$ 3,166.67	\$ 38,000.00
00.000.4330.000 Gasoline & Diesel	\$ (125.00)	\$ (125.00)	\$ -	\$ -
00.000.4340.000 Fuel Oil	\$ 1,070.32	\$ 1,070.32	\$ 5,833.33	\$ 70,000.00
00.000.4390.000 Sewer	\$ -	\$ -	\$ 1,916.67	\$ 23,000.00
00.000.4410.000 Ordinary Maintenance - Labor	\$ 14,692.29	\$ 14,692.29	\$ 10,543.83	\$ 126,526.00
00.000.4410.150 ONcall Stipened	\$ 400.00	\$ 400.00	\$ 433.33	\$ 5,200.00
00.000.4411.000 Maintenance Contra	\$ (3,514.62)	\$ (3,514.62)	\$ (3,514.58)	\$ (42,175.00)
00.000.4420.000 Ordinary Maintenance - Material	\$ 882.12	\$ 882.12	\$ 3,750.00	\$ 45,000.00
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 2,073.30	\$ 2,073.30	\$ 6,333.33	\$ 76,000.00
00.000.4510.000 Insurance Expense	\$ -	\$ -	\$ 3,800.00	\$ 45,600.00
00.000.4540.000 Employee Benefit Contribution	\$ 13,452.51	\$ 13,452.51	\$ 12,847.58	\$ 154,171.00
00.000.4541.000 Contra Employee Benefits	\$ (6,748.40)	\$ (6,748.40)	\$ (7,084.58)	\$ (85,015.00)
00.000.8020.100 Capital Fund Grant - Capital	\$ -	\$ -	\$ (13,854.25)	\$ (166,251.00)
00.000.4570.000 Collection Losses	\$ 5,318.29	\$ 5,318.29	\$ 416.67	\$ 5,000.00
Total Expenses	\$ 36,554.21	\$ 36,554.21	\$ 30,808.17	\$ 369,698.00
Current Year Income & Expense	\$ 34,526.62	\$ 34,526.62	\$ 40,597.25	\$ 487,167.00

Occupancy As of 07/31/2026

Project Name	# Units	Unit Days	Occupied	Pct%	Vacant
Borderview Homes	36	1116	1075	96.33%	41
Cherry Lane Apartments	4	124	124	100.00%	0
Fields Lane I	20	620	614	99.03%	6
Fields Lane II	16	496	496	100.00%	0
Fields Lane III	8	248	248	100.00%	0
Hillcrest Estates	17	527	527	100.00%	0
Morningview LLC	25	775	775	100.00%	0
The Meadows	25	775	775	100.00%	0
TOTALS:	151	4681	4634	99.42%	47

Repay		Write Offs:	
A. Choate	\$1,872.41	court repay	
M. Bragg	\$6,400.00	Section 8	
C. Eivers	\$1,730.00	spoke with him and LL to pay	
M. Michaud	\$330.00		
S. McEachern	\$1,052.00		
Total	\$11,384.41		

Section 8		Vouchers	135	17
\$134,519		Used	114	15

Fields Lane II
\$18,301
Cherry Lane
\$6,996
General Fund
\$167,150
Local Programs
\$84,582