

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

I. ROLL CALL

Chairman Sean Bernard, called the meeting to order at 7:10 AM; those present were: Nancy Levasseuer, David McCrea, Andy Coiley, Anne Blanchard, and Carol Grubb Absent: None

II. PUBLIC COMMENT: None

III. NOMINATION OF OFFICERS

Term Renewal – Anne Blanchard’s initial term has expired, and she has agreed to renew her term for another 5 years.

UPON MOTION made by Andrew Coiley and seconded by David McCrea to approve the renewal of Anne Blanchard’s Term as Commissioner.

HAFF 27-01

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the term renewal for Anne Blanchard

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

UPON MOTION made by Andrew Coiley and seconded by David McCrea the new slate of officers is as follows:

HAFF 27-02

Sean Bernard – Chairman

Anne Blanchard – Vice Chairman

Stacey Michaud – Secretary and Treasurer

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the new slate of officers.

The resolution was approved unanimously

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

IV. REVIEW OF MINUTES

The MINUTES of the June 24, 2026, meeting were presented for review and approval.

UPON MOTION made by David McCrea and seconded by Anne Blanchard the MINUTES were approved.

V. REPORTS AND COMMUNICATIONS

• **Director’s Report: Atch 1.**

As it is the end of the Fiscal Year, some expenses have not been reported yet. So, there will be some fluctuation in the numbers. The Commissioners also reviewed the previous year’s Year End reports and noticed that they report all show differences in the year end numbers. However, a big part of that is the asset information which doesn’t show on the reports. Items like PILOT, prepaid insurance, capital asset repairs, are listed under assets or liabilities and not as expenses. To help paint a more complete picture a quarterly asset report will be distributed to the Commissioners.

UPON MOTION made by Andrew Coiley and seconded by Anne Blanchard to approve the June 2026 Director's Report.

VI. UNFINISHED BUSINESS:

- **New Commissioner Nomination-** Richard Beaulieu at resident of the housing Authority has agreed to serve on the Board of Commissioners

UPON MOTION made by David McCrea and seconded by Andrew Coiley to nominate and approve Richard Beaulieu as Commissioner for The Housing Authority Board of Commissioners

HAFF 27-03

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve Richard Beaulieu

- **Management Review for Fields Lane II and Morningview-** The reports are finalized and have been shared with the Board. All corrections have been made, and the review has been closed. The score was above average at 80. The review for Morningview was a 95 with zero findings.
- **Capital Fund Projects 2025 and 2026-** The Housing Authority is waiting on a quote for the generator project for 2025. For 2026 the Housing Authority has gone out to bid for the Borderview Bathrooms and for the Fields Lane Window replacement. The Housing Authority has received some bids at this time.
- **Fields Lane II Repairs-** The Housing Authority has received a quote for repairing and repaving of the sidewalks at Fields Lane II. The other repair involves repairing sewer lines for the second part of Fields Lane II. The sewer lines are either broken or damaged and need to be replaced or repaired to prevent backflowing into residents' apartments. The Housing Authority will use Tompkins Plumbing and Heating for the sewer lines but will need a company like McGillan's to dig up the lines. The Board gave some suggestions for other contractors who may be able to do the work if McGillan's is unavailable.
- **MMA Safety Grant-** The Housing Authority was awarded \$2049.16 in a safety grant to purchase new ergonomic chairs, a sit stand desk, floor mats for sit stand desks and new wrist pads for keyboards and mice. Items have been purchased and just need to be assembled. While discussing the safety grant, the Board did ask about the AEDs to ensure that the Housing Authority still had them. Along with that discussion, CPR and First Aid certification was brought up. Housing Authority staff are not CPR and First Aid Certified. The Board strongly believes that this should change, especially if a staff member needs help during an emergency, we could help each other like we would for Narcan. It was asked if the Director could type up a policy change and present this to the Board for the next meeting.

VII. NEW BUSINESS:

- **Water Rates-** While reviewing the water bills the Directors noticed some of the bills did not make sense. For Borderview Homes, the units are individually metered and have been tracked at units used by bedroom size. However, the Utilities District no longer uses unit size as a measurement by use meter size to determine water usage and cost. After reviewing the past several years of data for water usage, the Director has determined to change the Utility Rates for water to the following:

- **2 Bedroom: 1200 units – Water \$75.49 -Sewer \$79.20- Assess-\$13.00 Total: \$167.69**
- **3 Bedroom: 1200 units – Water \$75.49 -Sewer \$79.20- Assess-\$13.00 Total: \$167.69**
- **4 Bedroom: 1600 units – Water \$82.77 -Sewer \$105.60- Assess-\$13.00 Total: \$201.37**

The minimum charge is 1200 units by the Utilities District.

Since all of the buildings are metered the same size, it wouldn't be fair to charge the same rate to a 4 bedroom with 4+ people that a 2-bedroom unit receives. The Housing authority will absorb

some of the costs to increase the unit's usage to 1600.00, which was the average for a 4 bedroom over the past 7 years. Any usage over these amounts will result in a charge to the resident and an inspection will be done to ensure there are no leaks or running toilets.

VIII. EXECUTIVE SESSION - Personnel Matters

UPON MOTION made by Anne Blanchard and seconded by David McCrea to enter into Executive Session at 8:04 am.

UPON MOTION made by Andrew Coiley and seconded by David McCrea to Exit Executive Session at 8:20 am.

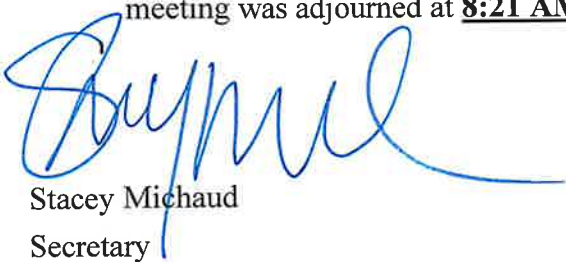
IX. Other

X. ADJOURN:

There being no further business to come before the Board;

UPON MOTION made by David McCrea and seconded by Andrew Coiley it was passed unanimously to adjourn.

The next regular meeting will be held August 19, 2026, at Hillcrest Estates at 7:00 AM. The meeting was adjourned at 8:21 AM.



Stacey Michaud
Secretary

Fort Fairfield Housing Authority
BVW, HE, FL1 & FL3 Operating Statement 12/12

June 2026				
Desc	Current Period	Current Year	Year to Date Budget	Year Budget
00.000.3110.000 Dwelling Rentals	\$ (38,109.00)	\$ (442,578.00)	\$ (415,000.00)	\$ (415,000.00)
00.000.3120.000 Excess Utilities	\$ -	\$ (385.96)	\$ -	\$ -
00.000.3300.000 HUD Operating Subsidy Grant	\$ -	\$ (273,289.00)	\$ (378,583.00)	\$ (378,583.00)
00.000.3610.000 Interest General Fund	\$ (84.88)	\$ (1,056.20)	\$ (900.00)	\$ (900.00)
00.000.3690.100 Late Charges	\$ -	\$ (304.97)	\$ -	\$ -
00.000.3690.200 Laundry Receipts	\$ -	\$ (1,522.50)	\$ (3,000.00)	\$ (3,000.00)
00.000.3690.300 Other Misc. Income	\$ (28.79)	\$ (7,005.65)	\$ (4,000.00)	\$ (4,000.00)
00.000.3690.400 Collection Of Written Off Receivables	\$ -	\$ (677.00)	\$ -	\$ -
00.000.3690.500 Services W/orders Tenants	\$ (270.00)	\$ (3,537.00)	\$ (3,000.00)	\$ (3,000.00)
00.000.8020.200 Capital Fund Grant - Operating	\$ -	\$ (31,990.53)	\$ (10,918.00)	\$ (10,918.00)
Total Income	\$ 38,492.67	\$ 762,346.81	\$ 815,401.00	\$ 815,401.00
00.000.4110.000 Administrative Salary	\$ 21,118.70	\$ 245,988.85	\$ 129,311.00	\$ 129,311.00
00.000.4111.000 Contra Administrative Salaries	\$ (9,146.76)	\$ (110,142.72)	\$ (103,831.00)	\$ (103,831.00)
00.000.4130.000 Legal Expense	\$ 202.50	\$ 4,605.84	\$ 6,000.00	\$ 6,000.00
00.000.4140.000 Insufficient Checks	\$ -	\$ 10.00	\$ -	\$ -
00.000.4145.000 Staff Training	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00
00.000.4150.000 Travel Expense	\$ -	\$ 243.30	\$ 1,500.00	\$ 1,500.00
00.000.4170.000 Accounting	\$ 2,600.00	\$ 12,600.00	\$ 5,600.00	\$ 5,600.00
00.000.4171.000 Contra Accounting	\$ (341.66)	\$ (4,099.92)	\$ (4,400.00)	\$ (4,400.00)
00.000.4173.000 Auditing	\$ -	\$ 23,996.25	\$ 4,650.00	\$ 4,650.00
00.000.4174.000 Audit Contra	\$ (350.00)	\$ (4,200.00)	\$ (4,500.00)	\$ (4,500.00)
00.000.4180.000 Telephone	\$ 967.90	\$ 10,554.64	\$ 10,000.00	\$ 10,000.00
00.000.4190.000 Administrative Sundry	\$ 6,483.56	\$ 33,686.87	\$ 15,000.00	\$ 15,000.00
00.000.4191.000 Contra Sundry	\$ (1,166.67)	\$ (14,000.04)	\$ (10,500.00)	\$ (10,500.00)
00.000.4192.000 Payroll Processing Expense	\$ 200.00	\$ 2,150.00	\$ -	\$ -
00.000.4220.000 Tenant Services	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00
00.000.4310.000 Water	\$ 5,397.85	\$ 21,784.18	\$ 22,000.00	\$ 22,000.00
00.000.4320.000 Electricity	\$ 6,067.85	\$ 42,026.25	\$ 33,000.00	\$ 33,000.00
00.000.4330.000 Gasoline & Diesel	\$ 367.67	\$ 7,231.32	\$ -	\$ -
00.000.4340.000 Fuel Oil	\$ 1,607.30	\$ 83,964.45	\$ 65,000.00	\$ 65,000.00
00.000.4390.000 Sewer	\$ 4,773.32	\$ 19,107.02	\$ 20,000.00	\$ 20,000.00
00.000.4410.000 Ordinary Maintenance - Labor	\$ 16,665.77	\$ 174,841.04	\$ 113,269.00	\$ 113,269.00
00.000.4410.150 ONcall Stipened	\$ 417.86	\$ 4,106.41	\$ 5,200.00	\$ 5,200.00
00.000.4411.000 Maintenance Contra	\$ (3,146.33)	\$ (43,497.06)	\$ (37,756.00)	\$ (37,756.00)
00.000.4420.000 Ordinary Maintenance - Material	\$ 5,246.58	\$ 45,664.85	\$ 50,000.00	\$ 50,000.00
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 9,562.01	\$ 86,267.22	\$ 80,000.00	\$ 80,000.00
00.000.4510.000 Insurance Expense	\$ -	\$ 47,988.00	\$ 56,530.00	\$ 56,530.00
00.000.4540.000 Employee Benefit Contribution	\$ 16,100.16	\$ 178,237.49	\$ 128,567.00	\$ 128,567.00
00.000.4541.000 Contra Employee Benefits	\$ (5,929.62)	\$ (76,696.74)	\$ (75,042.00)	\$ (75,042.00)
00.000.8020.100 Capital Fund Grant - Capital	\$ -	\$ (275,532.59)	\$ (246,266.00)	\$ (246,266.00)
00.000.4570.000 Collection Losses	\$ 2,608.92	\$ 5,126.93	\$ 5,000.00	\$ 5,000.00
Total Expenses	\$ 80,306.91	\$ 522,011.84	\$ 274,332.00	\$ 274,332.00
Current Year Income & Expense	\$ (41,814.24)	\$ 240,334.97	\$ 541,069.00	\$ 541,069.00

Occupancy As of 06/30/2026					
Project Name	# Units	Unit Days	Occupied	Pct%	Vacant
Borderview Homes	36	1080	1033	95.65%	47
Cherry Lane Apartments	4	120	120	100.00%	0
Fields Lane I	20	600	600	100.00%	0
Fields Lane II	16	480	480	100.00%	0
Fields Lane III	8	240	240	100.00%	0
Hillcrest Estates	17	510	495	97.06%	15
Morningview LLC	25	750	728	97.00%	22
The Meadows	25	750	750	100.00%	0
TOTALS:	151	4530	4446	98.71%	84
Repay			Write Offs:		
A. Choate	\$1,973.41	court repay			
M. Bragg	\$6,500.00	Section 8	Total	\$0.00	
C. Eivers	\$1,730.00	Section 8 - unable to contact-			
A. Rideout	\$0.00	PIF			
M. Michaud	\$400.00				
S. McEachern	\$1,226.00				
Total	\$11,829.41				
Section 8		Vouchers	135	17	
\$136,685		Used	113	14	
Fields Lane II		Fields Lane II			
\$20,520		RR Savings	\$21,008.43		
Cherry Lane		T&I	\$9,242.89		
\$5,375		CFCU CD	\$99,957.13		
General Fund					
\$155,436		CL			
Local Programs		RR Savings	\$4,845.19		
\$84,902		T&I	\$10,256.68		
		LP			
		ICS	\$10,385.73		
		Visa Card	\$6,179.20		
		GF			
		CFCU Savings	\$13,976.76		
		CFCU CD	\$79,607.85		

