

**THE REGULAR MEETING OF THE  
HOUSING AUTHORITY OF FORT FAIRFIELD  
WAS HELD ON SEPTEMBER 16, 2009 AT 7:30 A.M.  
AT THE HILLCREST ESTATES CONFERENCE ROOM  
FORT FAIRFIELD, ME 04742**

**I. ROLL CALL**

The Regular Meeting of the Housing Authority of Fort Fairfield was held at 7:30 a.m. at the Hillcrest Estates Conference Room, Fort Fairfield, ME. Chairman, Bob Robinson, called the meeting to order; those present were:

Roma Higgins, J. Roger Bernard, Bob Robinson, David Ricker, Pat Dorsey, Andrea Pelletier and Stephen Lewis. Absent: None The Chairman declared a quorum present.

**II. REVIEW OF MINUTES**

The MINUTES of August 19, 2009, regular meeting was presented for review and approval,

UPON MOTION made by Roger Bernard and seconded by David Ricker the MINUTES as presented were unanimously approved.

**III. REPORTS AND COMMUNICATIONS**

- **Director's Report: Atch 1**
- **ROSS Report: Atch 2**

**IV. UNFINISHED BUSINESS:**

- **Capital Fund, ARRA, and FLII Reserve Replacement Projects Update** – The Housing Authority Director provided and update on all ongoing Capital Fund, ARRA, and FLII Reserve Replacement Projects.

**V. NEW BUSINESS:**

- **Five-Year Planning Process** – The Director briefed the board on the status of the Needs Assessment Survey and the need to start the 5 Year planning process. He recommended that the 5 Year Planning Committee start meeting in September. Roger Bernard & Pat Dorsey are the commissioners on the committee. The committee is chaired by the Executive Director of the Housing Authority. The first meeting of the committee will be held 28 September 2009 at 9:00 AM at the Directors office.
- **Personnel Policy Amendment** – The Director has requested a change to the Personnel Policy that will correct an issue involving hourly employees. A problem exists due to the payroll processing system requiring processing of payroll on Tuesday to allow a Thursday paycheck. This has created situations where individuals end up owing time to the Housing Authority. The suggested change will also allow for payment of Overtime in the period that it was earned.

Suggested Amendment:

**9.1.10 (added) One Week Withholding.** Payment to hourly employees is made on the week following time worked. This will ensure the amount paid is for actual hours worked and all overtime earned in a week is paid in the pay period it was worked.

**Example:** New hourly employee starts 9/7/2009, their first paycheck would be issued 9/17/2009.

**HAFF 10-05**

**WHEREAS**, the Commissioners of the Housing Authority of Fort Fairfield desire to approve the following Personnel Policy amendment:

**9.1.10 (added) One Week Withholding.** Payment to hourly employees is made on the week following time worked. This will ensure the amount paid is for actual hours worked and all overtime earned in a week is paid in the pay period it was worked.

**Example:** New hourly employee starts 9/7/2009, their first paycheck would be issued 9/17/2009.

**UPON MOTION** made by Roger Bernard and seconded by Pat Dorsey.

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the Personnel Policy amendment as stated in the above resolution.

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective 11/23/2009.

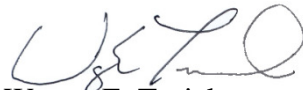
**VI. OTHER:**

- **Reclassification of Short Term Debt to Long Term** – The auditors noticed that our fee accountant had classified the debt for the funds advanced to General Fund by Local Programs account as short term debt vs. long term. It was to be classified as long term debt as the payments back to Local Programs were to be made from excess funds at year end each year. We will be formalizing the agreement by establishing a Note Receivable from GF to Local Programs.

**VII. ADJOURN:**

There being no further business to come before the Board;

**UPON MOTION** made by Roger Bernard and seconded by Roma Higgins it was passed unanimously to adjourn. The next regular meeting will be held October 21, 2009 at the Hillcrest Estates conference room. Meeting was adjourned at **7:40** a.m.



Wayne E. Troicke

Secretary

Directors Report Public Housing As of August 31, 2009				Month	History	
				2	Jul-09	\$5,287
	BVW	FL1	FL3	HE	Aug-09	\$3,851
# Units	36	20	8	17	Sep-09	
Units Filled	35	20	8	16	Oct-09	
Rent Role Current Month	\$19,740				Nov-09	
Income received to Date	\$39,120				Dec-09	
Budget Year to Date	\$36,000				Jan-10	
Current Delta	\$3,120				Feb-10	
Annual Budget	\$216,000				Mar-10	
Projected Income	\$232,551				Apr-10	
Annual Projected Delta	\$16,551				May-10	
Receivables	\$3,228				Jun-10	
Worse Case Delta	\$13,323					

Directors Report Fields Lane II As of August 31, 2009		Month
		2
# Units	16	
Units Filled	15	
Rent Role Current Month	\$4,105	
HAP Payment	\$8,153	
Total For Month	\$12,258	
Income Received to Date	\$24,418	
Budget Year to Date	\$24,320	
Current Delta	\$98	
Annual Budget	\$145,920	
Projected Income	\$146,018	
Annual Projected Delta	\$98	
Receivables	\$0	
Worse Case Delta	\$98	

Receivables	Repayment	W/O's
\$3,227.77	\$623.67	

REPAYS

Story	\$559.95
York	\$47.32
Dupont	\$16.40

Recent Move Outs\*

DeWitt	\$630.72
Madore	\$1,163.04
Lay	\$601.07

\*counted in receivables

Directors Report Section 8 As of August 31, 2009			Month
			8
	Voucher	MV	TOTAL
# Units	107	25	132
Units Filled	107	25	132
Yearly Budget (YB)	\$398,030	\$229,523	\$627,553
YTD Budget	\$265,353	\$153,015	\$418,369
Fund Used YTD	\$282,732	\$119,886	\$402,619
Current Delta	-\$17,379	\$33,129	\$15,750
Projected Expenditures (PE)	\$420,176	\$180,166	\$600,343
Delta (YB-PE)	-\$22,146	\$49,357	\$27,210

August 26, 2009  
Monthly Report  
Aroostook Family Investment Center

The month of August has been a short month for the Aroostook Family Investment Center. Joyce has been on vacation during part of the month.

We have been busy trying to locate any resident who is attending college or other advanced training so we can assist them with CAPHC funding. Dependent children living in Public Housing also qualify. We are also trying to identify individuals who may wish to take driver's education. If any director or board member knows of any individual who may qualify, we would appreciate a referral.

The Fort Fairfield Senior cookout, which was held in conjunction with the Aroostook Family Investment Center and the Town of Fort Fairfield, was a success. We have had many positive comments from our residents. The cookout was held at Farm Park and proved to be a perfect place. The meal was delicious and the entertainment was enjoyable. We have been unable to locate any qualified residents for the CAPHC funding but have consulted with staff at the Housing Authority and they will be referring anyone that moves in to housing. We continue to have a loyal following for the monthly nutrition class. We would like to be able to encourage more people from Fields Lane to attend. The Aroostook Regional Transportation tickets have been popular with a few residents; however, several others are planning on making use of them this winter when they put up their cars or the weather is bad. We have one individual who is attending Seniors Achieving Greater Education. We are attempting to start a weekly exercise class at Hillcrest and Fields Lane. We are waiting for Fort Fairfield Adult Education to get back to us with their proposal. This should be a fun and healthful activity.

Respectfully submitted,

Joyce Durepo, Case Manager  
Aroostook Family Investment Center