

ANNUAL REPORT MARCH 31, 2011

AMHERST HOUSING AUTHORITY  
33 KELLOGG AVENUE  
AMHERST, MASSACHUSETTS

*Peter Jessop, Chair*  
*Jean Haggerty, Vice Chair*  
*Paul Bobrowski, Treasurer*  
*Constance Kruger, Assistant Treasurer*  
*Joan Logan, Member*

*Donna Crabtree, Executive Director*

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33 KELLOGG AVENUE  
AMHERST, MASSACHUSETTS 01002

**ANNUAL REPORT AMHERST HOUSING AUTHORITY**

The Amherst Housing Authority respectfully submits its Annual Report to the citizens of the Town of Amherst, Ms. Tina Brooks, Undersecretary of the state Department of Housing and Community Development, the Secretary's Representative of the U.S. Department of Housing and Urban Development, and State Auditor Joseph DeNucci for the year ending March 31, 2011.

The members and staff of the Amherst Housing Authority reaffirm their continued desire to serve all the citizens of Amherst, including those who reside in the several buildings that the Authority owns and also AHA tenants who reside in privately owned buildings in the Town of Amherst.

Sincerely,

Peter Jessop  
Chair

## BOARD OF COMMISSIONERS

The voters of the Town of Amherst elect four members of the Board at large and the Governor of the Commonwealth of Massachusetts appoints one member. All members serve five-year terms. The members establish policies regulating the operation of the Amherst Housing Authority. Regular Board meetings are held on the fourth Monday in the community room at Ann Whalen Apartments or in the community room at Jean Elder House.

Members of the Amherst Housing Authority Board of Commissioners are:

<b>Commissioner</b>	<b>Term Expiration</b>
Paul Bobrowski	April 2015
Constance Kruger (Governor's Appointee)	April 2012
Joan Ross Logan	April 2012
Peter Jessop	April 2014
Jean Haggerty	April 2011

In April, Paul Bobrowski was elected to a 5 year term. Peter Jessop is the Authority's appointee to the Town's Community Preservation Act committee.

At their annual meeting in April, Peter Jessop was elected Chair, Jean Haggerty Vice Chair, Paul Bobrowski Treasurer, and Constance Kruger Assistant Treasurer.

## AMHERST HOUSING AUTHORITY HIGHLIGHTS

During the past year, the AHA received three funding awards totaling \$1,363,846.00 to renovate 22 units of scattered site family housing. The funding awards include \$363,846.00 from the CDBG (Community Development Block Grant) program, \$350,00.00 from the Town's CPA (Community Preservation Act) and a matching grant of \$650,000.00 from DHCD (Department of Housing and Community Development). The Authority has contracted design services with Hill Engineers, Architects, and Planners.

In efforts to reduce energy costs, the Authority replaced boilers with high efficiency and energy saving models in 10 units at Watson Farms Apartments (funded through the Town's CDBG Program) and 21 units at the 705 scattered site family housing (funded by DHCD). In addition, the windows on Sunrise Avenue were replaced

using operating reserve funds.

The Authority approved a management agreement with Pomeroy Lane Cooperative with an April 1, 2011 effective date. The Authority also extended its current management agreement with Valley Main Street LLC.

DHCD has allocated \$662,254.00 to the Authority for capital improvements at the state-aided housing developments. The Authority received \$25,673.00 from the HUD (Housing and Urban Development) for various improvements at Watson Farms Apartments.

The AHA continues to improve its existing management, maintenance, and rental assistance programs and to emphasize preventative maintenance.

### **AMHERST HOUSING AUTHORITY STAFF**

In addition to the actual day-to-day management, maintenance, and administration of the Authority's programs, the AHA staff provides information to the general public and to local and state agencies and boards.

#### **Administrative Personnel**

Executive Director	Donna Crabtree
Housing Manager	Nancy Schroeder
Director of Leased Housing	Debbie Turgeon
Assistant Housing Manager	Chris Warren
Program Specialist	Angela Russell
Bookkeeper	Lowell LaPorte
Housing Specialist	Janna Tetreault

#### **Maintenance Personnel**

Maintenance Supervisor/Mechanic	Jerry Aldrich
Maintenance Laborer	John Summers
Groundskeeper/Custodian	Dana Glazier
Maintenance Laborer	Chad Howard

#### **Contract or Grant-Funded Staff**

Support Service Coordinator  
 Fee Accountant  
 Counsel-State Programs

Juana Trujillo  
 Gary DePace  
 Patricia LaFore, Esq.

**AMHERST HOUSING AUTHORITY HOUSING**

<b>NAME OF BUILDING</b>	<b># OF UNITS</b>	<b>FUNDING TYPE</b>	<b>BUILDING NUMBER</b>	<b>DATE OF OCCUPANCY</b>
<u>ELDERLY/ HANDICAPPED</u>				
Chestnut Court Apts.	30	State	667-1	1962
Ann Whalen Apts.	80	State	667-2	1975
Jean Elder House	23	State-Private	667-3	1980
<u>FAMILY</u>				
Watson Farms Apts.	15	Federal	085-1	1982
Stanley St.	2	State	705-2	1988
Jenks St.	4	State	705-3	1989
Olympia Drive	4	State	705-1	1992
Fairfield St.	6	State	705-1	1992
Bridge St./Market Hill	6	State	705-1	1992
99 Bridge Street	4	Private	Section 8 vouchers	2003
Tamarack Drive	4	Private	Section 8 vouchers	2006
<u>HANDICAPPED</u>				
John C. Nutting	5	State	689-1	1981
Moreau House	8	State	698-2	1990
<b>TOTAL UNITS OWNED</b>	<b>191</b>			

**HOUSING UNDER MANAGEMENT CONTRACT**

<b>NAME OF BUILDING</b>	<b># OF UNITS</b>	<b>FUNDING TYPE</b>	<b>BUILDING NUMBER</b>	<b>DATE OF OCCUPANCY</b>
Valley Main Street 683/687	11	Private	Section 8 Vouchers and HOME	2008
Pomeroy Lane Cooperative	25	<b>Private</b>	Tax Credit	2011 (management contract)
<b>TOTAL UNITS OWNED</b>	36			

**RENTAL ASSISTANCE PROGRAMS UNDER CONTRACT**

<b>NAME OF PROGRAM</b>	<b>UNITS</b>	<b>TYPE</b>
Section 8 Rental	413	Federal
Mass. Voucher Program	10	State
Department of Mental Health Subsidy Program	3	State
<b>TOTAL</b>	<b>426</b>	

**Maintenance/Capital Improvements**

The maintenance staff prepared 19 vacancies for occupancy and completed 854 work orders. The staff also maintains the grounds and buildings at the Authority's fourteen properties.

**Management**

The Authority maintained 6 waiting lists and processed 693 new applications during the year for a total of 1202 households awaiting assistance. AHA staff processed 182 income recertifications, signed leases with 19 new households residing in AHA owned property and conducted 195 unit inspections.

The Authority approved a no smoking policy for all of the

Authority's properties. In addition, the Board approved a Language Access Plan, a new rent collection and applicant screening policy, and revised policies for the Section 8 and Watson Farms retroactive rents and repayment agreements.

### **Rental Assistance Programs**

The AHA administers four rental assistance programs: the Section 8 Housing Choice Voucher Program funded by the U.S. Department of Housing and Urban Development (HUD), the Massachusetts Rental Voucher Program (MRVP), the Alternative Housing Voucher Program (AHVP), and the Department of Mental Health Subsidy Program all funded by the Department of Housing and Community Development. All of these programs permit eligible households to occupy privately owned units. The Authority pays part of the monthly rent directly to the owner. Over 120 local owners participate in the programs.

AHA staff issued 19 Section 8 Housing Choice vouchers, completed 856 income recertifications and leased 35 new families on the program. The Authority also completed 7 MRVP and AHVP income recertifications. Because of a serious funding shortfall over the past year, the AHA was forced to reduce the payment standards for the Section 8 Program and to suspend vouchers for a number of families that were searching for housing.

382 housing inspections were completed during the year. These inspections included annual, move-in, and special inspections of units leased through the Section 8 and conventional housing programs.

The Authority received a 100% high performer rating by HUD for the Section 8 Management Assistance Program.

### **Resident Services**

The Support Service Program, through its Coordinator, arranges for counseling, individual assessments, support, and crisis intervention to elderly/handicapped residents. The program also provides a number of educational forums for residents.

Ann Whalen Wellness Program received funding from Highland Valley Elder Services (\$5250.00) and from the Amherst Club (\$500.00). This funding allows the Wellness Program to continue with a program administered in collaboration with the nursing department at the University of Massachusetts and to sponsor a healthy breakfast for residents of Ann Whalen. A number of new programs were started this year including Over Eaters Anonymous, massage therapy, yoga and strength training, a matter of balance, and

Wednesday evening movie night. The Authority appreciates the efforts of Clemencia Robles and Kathleen Fisher who are involved with the Senior Community Services Program and provide a wide variety of services and programs to the AHA and to tenants. The Authority appreciates those who volunteer in the office; they are Barbara Renault, Barbara Crossman, Idris Ahmed, Eleanor Mieloszyk, and Colette Foster.

A number of tenants at Chestnut Court and Ann Whalen Apartments are very active in gardening. They have provided many hours of labor enhancing the landscape with flowers and shrubs at both developments.