

ANNUAL REPORT MARCH 31, 2010

AMHERST HOUSING AUTHORITY
33 KELLOGG AVENUE
AMHERST, MASSACHUSETTS

Peter Jessop, Chair

Jean Haggerty, Vice Chair

Paul Bobrowski, Treasurer

Constance Kruger, Assistant Treasurer, Governor's Appointee

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, 2010.

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:

Commissioner	Term Expiration
Judy Brooks	April 2011
Constance Kruger	April 2012
Joan Ross Logan	April 2012
Peter Jessop	April 2014
Jean Haggerty	April 2011

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

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.

AMHERST HOUSING AUTHORITY HIGHLIGHTS

During the past year, the Authority launched its web site at www.amhersthousingauthority.org. The site includes eligibility and other descriptions about the Authority's housing programs, applications for housing, information about the Authority's Board of Commissioners, and several policies related to management of the Authority's properties.

In the summer and fall of 2009, the Authority signed contracts totaling \$462,650.00 to replace roofs on several properties including Chestnut Court Apartments, Ann Whalen Apartments, JC Nutting Apartments, and the Stanley Street duplex.

Ann Whalen Apartments goes green- 54 photovoltaic panels were installed on the roof top; these panels will generate electricity for use by the buildings' occupants. In an effort to decrease

water consumption, the AHA received funding to replace 60% of the toilets with low flow ones.

The Authority received \$80,000.00 from the Town's Community Development Block Grant Program; these funds will be used to replace boilers/hot water storage units with energy efficient equipment. The U. S. Department of HUD awarded the Authority \$25,916.00 in capital program funds and \$32,909.00 in America Recovery and Reinvestment Act funding to partially renovate two units at Watson Farms Apartments.

The Housing Authority completed its 5 year (2010-1014) Annual Plan with the assistance of a Resident Advisory Committee. The plan includes a progress report on meeting the goals and objectives in the previous 5 year plan, an update on the Authority's a mission statement, goals and objectives for the next five years, and numerous policies and budgets. It is available for public review in the Authority offices, in the Planning Dept. at Town Hall, and on the Authority's website at www.amhersthousingauthority.org. The Agency Plan was submitted to the U. S. Dept. of Housing and Urban Development (HUD) for approval.

A grant from the Massachusetts Housing Partnership was received to provide resources for a consultant to complete a capital needs assessment and financial plan for the Authority's 22 units of state-aided family housing. There have not been any capital improvements made to the properties or the units since initial occupancy. In order to address needed improvements, The Authority has applied for funding through the Town's Community Block Development Program, Community Preservation Act, and from Department of Housing and Community Development.

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	Juana Trujillo
Fee Accountant	Gary DePace
Counsel-State Programs	Patricia LaFore, Esq.

AMHERST HOUSING AUTHORITY HOUSING

NAME OF BUILDING	# OF UNITS	FUNDING TYPE	BUILDING NUMBER	DATE OF OCCUPANCY
<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./	6	State	705-1	1992

Market Hill				
99 Bridge Street	4	Private	Section 8 vouchers	2003
Tamarack Drive	4	Private	Section 8 vouchers	2006
HANDICAPPED				
John C. Nutting	5	State	689-1	1981
Moreau House	8	State	698-2	1990
TOTAL UNITS OWNED	191			

HOUSING UNDER MANAGEMENT CONTRACT

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

RENTAL ASSISTANCE PROGRAMS UNDER CONTRACT

NAME OF PROGRAM	UNITS	TYPE
Section 8 Rental	413	Federal
Mass. Voucher Program	10	State
TOTAL	423	

Maintenance/Capital Improvements

The maintenance staff prepared 25 vacancies for occupancy and completed 657 work orders. The staff also maintains the grounds and buildings at the Authority's fourteen properties.

The Authority renovated three apartments at Watson Farms Apartments.

Management

The Authority maintained 6 waiting lists and processed 395 new applications during the year for a total of 1016 households awaiting assistance. AHA staff processed 154 income recertifications, signed leases with 25 new households residing in AHA owned property and conducted 227 unit inspections.

A revised policy for tenant caused damages and a federal procurement policy were approved and implemented. Management staff held three meetings with tenants concerning a proposed no smoking policy for all of the Authority's properties.

Rental Assistance Programs

The AHA administers three 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) and the Alternative Housing Voucher Program (AHVP) both funded by the Department of Housing and Community Development. Both 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 45 Section 8 Housing Choice vouchers, completed 850 income recertifications and leased 18 new families on the program. The Authority also completed 14 MRVP and AHVP income recertifications.

436 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. The AHA received permission from HUD to increase the Fair Market Rents levels for the Section 8 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 and from the Amherst club. 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. Two Ann Whalen residents, Jean Haggerty and Clemencia Robles are involved with the Senior Community Services Program and provide a wide variety of services and programs to tenants.

Ann Whalen resident Kathleen Fisher is also involved with the Senior Community Services Program. She has developed a newsletter "33 Kellogg Times", revised tenant handbooks, provided pictures for the Authority's website, and prepared flyers, notices, etc. In addition to Kathleen, the Authority appreciates those who volunteer in the office; they are Barbara Renault, Barbara Crossman, Idris Ahmed, Eleanor Mieloszyk, Colette Foster, and Gina Kapuscinski.

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.