

ANNUAL REPORT MARCH 31, 2009

AMHERST HOUSING AUTHORITY
33 KELLOGG AVENUE
AMHERST, MASSACHUSETTS

Peter Jessop, Chair
Jean Haggerty, Vice Chair
Judy Brooks, Treasurer
Robert Phillips, 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, 2009.

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. Members of the Amherst Housing Authority Board of Commissioners are:

Commissioner	Term Expiration
Judy Brooks	April 2010
Robert Phillips	April 2012
Joan Ross Logan	April 2012
Peter Jessop	April 2014
Jean Haggerty	April 2011

Peter Jessop was re-elected to the Board at the annual Town election held in April 2009. Robert Phillips was appointed by Governor Duvall Patrick as the Governor's Appointee in April 2008. 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, Judy Brooks Treasurer, and Robert Phillips, Assistant Treasurer.

AMHERST HOUSING AUTHORITY HIGHLIGHTS

In October 2008, Valley Main Street LLC (comprised of Valley Community Development Corporation and Amherst Affordable Housing Associates) completed construction of 11 units of affordable housing at 683 and 687 Main Street. The Authority leased the units in October to eligible families and continues to manage the property for Valley Main Street LLC.

In April 2008, the Authority signed a construction contract with Thayer Street Associates for the alterations of kitchens and electrical systems at Chestnut Court Apts. The project was completed in November 2008. Every unit in the development received new kitchen counters, cabinets, appliances, flooring, and lighting. Funding for the project was provided by the Town using the Housing Development Support Grant program.

During the year, the Authority worked on numerous housing

rehabilitation projects. The sewer lift station replacement project at John C. Nutting Apartments was completed. The Authority selected Roy S. Brown Architects to provide designer services for the replacement of roofs at Ann Whalen, Chestnut Court, John C. Nutting Apartments, and Stanley Street. The Authority signed contracts for the renovation of four vacant units. The U. S. Department of HUD awarded the Authority \$25,999.00 in capital program funds and \$32,909.00 in federal stimulus funds for projects at Watson Farms Apartments.

The Housing Authority completed its Annual Agency Plan for 2009 with the assistance of a Resident Advisory Committee. The plan includes a mission statement, goals and objectives, and numerous policies and budgets. It is available for public review in the Authority offices, in the Planning Dept. at Town Hall, and in the Jones Library. The Agency Plan was submitted to the U. S. Dept. of Housing and Urban Development (HUD) for approval.

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
Office Manager	Pam Predmore
Program Specialist	Dianne Chamberlain
Bookkeeper	Lowell LaPorte
Housing Clerk	Angela Russell

Maintenance Personnel

Maintenance Supervisor/Mechanic	Jerry Aldrich
Maintenance Laborer	John Summers

Groundskeeper/Custodian
Maintenance Laborer

Dana Glazier
Zen Lo

Contract or Grant-Funded Staff

Support Service Coordinator
Fee Accountant
Counsel-State Programs

Juana Trujillo
Gary DePace
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./Market Hill	6	State	705-1	1992
99 Bridge Street	4	Private	Section 8 vouchers	2003
Tamarack Drive	4	Private	Section 8 vouchers	2006
683/687 Main Street	11	Private	Section 8 Vouchers and HOME Funding	2008
<u>HANDICAPPED</u>				
John C. Nutting	5	State	689-1	1981
Moreau House	8	State	698-2	1990

RENTAL ASSISTANCE PROGRAMS UNDER CONTRACT

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

Maintenance/Capital Improvements

The maintenance staff prepared 24 vacancies for occupancy and completed 728 work orders. The staff also maintains the grounds and buildings at the Authority's fourteen properties.

The Authority completed the following capital improvement projects- repair of roof at Jean Elder House, renovation of an apartment at Watson Farms, and replacement of water heaters at the Moreau House.

Management

The Authority maintained 6 waiting lists and processed 1241 new applications during the year. AHA staff processed 174 income recertifications, signed leases with 35 new households residing in AHA owned property (including 11 at Main Street) and conducted 175 unit inspections.

Three new policies were approved by the Board of Commissioners; Sex Offender Registration Policy, State Wage Match Program and Family Medical Leave Policy.

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. The Authority received authorization for 4 additional vouchers under the MRVP Program from the Department of Housing and Community Development.

AHA staff issued 39 Section 8 Housing Choice vouchers, completed 873 income recertifications and leased 42 new families on the program. The Authority also issued 6 MRVP vouchers and completed 4 MRVP and AHVP income recertifications.

405 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 96% 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 educational programs to tenants.

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.