

REPORT OF THE MASHPEE HOUSING AUTHORITY 2015

TO: The Honorable Board of Selectmen and the Citizens of the Town of Mashpee:

Mission Statement

It is the mission of the Mashpee Housing Authority to remain committed to working cooperatively with community, state, federal, and local officials to provide decent, safe, and affordable housing to the citizens of Mashpee in an atmosphere of dignity and respect.

Purpose

The Mashpee Housing Authority is a duly organized public housing authority, created under MGL Chapter 121B. The Authority provides income-based rental units to the elderly, disabled, and families. The Authority administers Federal and State housing programs under the direction of the authority's Executive Director, with the oversight of a five-member Board of Commissioners all of whom are residents of Mashpee.

General Information

The Mashpee Housing Authority's main office is located in the Community Building of the Frank J. Homeyer Village, 7 Job's Fishing Road, Mashpee, MA 02649. This main office is open part-time, Monday – Thursday, 9:00 AM – 2:30 PM. We are closed for administrative work on Fridays, but are available by appointment. Hours can vary without notice depending on staff vacations, trainings, meetings and other appointments outside of the office. The Asher's Path Apartments site office is open Tuesday, Thursday, and Friday, 8AM – 2:00 PM. Applicants and clients are encouraged to call for an appointment if they need to see someone. Special appointment times can be arranged, including evening and weekends. A 24-hour drop box has been installed in the in both office entranceways to allow people to drop off paperwork at any time. Applications for housing are also available in the entranceways 24 hours a day, seven days a week. Board meetings are held monthly, usually on the second Thursday of every month unless otherwise posted at the Town Hall. The location of the meetings is usually at the main office at 7 Job's Fishing Road. Meetings are always posted with the Town Clerk at the Town Hall. The authority has a website: www.mashpeehousing.org and receives email communication at: mashpeeha@capecod.net.

Administration

The housing authority's Executive Director is Leila Botsford. Management and administration of the Mashpee Housing Authority is the responsibility of the Executive Director, with support from staff comprising of an Executive Assistant, a Property Manager and Resident Services Coordinator, a Director of Maintenance, and a Custodian/Groundskeeper and a maintenance assistant.

Policy is established by a five member Board of Commissioners--four of whom are elected and one state-appointed by the Governor of Massachusetts. Current members are Francis Laporte, Jill Allen, Melissa Phillips, Kevin Shackett, and Richard Halpern.

Activities During the Past Year

Several Capital Improvement jobs have been completed at our Homeyer Village and Breezy Acres site and more are planned for the coming year. For a full listing, please see our website.

Mrs. Botsford has maintained her certification as a Credit Compliance Professional and increased to level C⁹P.

Successful management agreements continue with Great Cove Community, Asher's Path Apartments, and Brewster Housing Authority.

In 2015, the Authority paid out over \$512,000.00 in rent subsidies for Mashpee residents, and paid \$7,448.37 to the Town of Mashpee for a payment in lieu of taxes for our housing sites.

Our website is updated regularly and lists which waiting lists are open and closed. Applicants may download applications directly from the site if they choose.

All agency reports were submitted in a timely manner and all property reviews and audits/reviews were done with no findings.

We entered into an agreement for Monitoring Services for the new assisted living facility, Bridges by EPOCH at Mashpee.

Several policies were reviewed, updated, and adopted including the Snow Removal Policy, Procurement Policy, Travel Policy, Outdoor Grill/Open Flame Policy, Computer Security Policy, and our Fiscal Policies & Procedures.

Resident Services

Several services and recreational activities are offered to our residents: A monthly newsletter is provided; Bingo and several games are offered free of charge; there is an annual Ice Cream Social; pot luck dinners; afternoon teas; a holiday parties; a monthly meeting/coffee hour with residents; and miscellaneous presentations throughout the year. In addition, the housing authority maintains a small library for resident use, and a sitting area with television and DVR. Washing machines and dryers are provided for resident use for a nominal fee. A Resident Services Coordinator assists at Asher's Path with special needs and requests of the residents. A new raised garden was installed at the Asher's Path site so that residents can garden (vegetables and flowers).

Community Involvement

Mrs. Botsford has remained a very active member in all area Executive Director professional groups, and this year was elected as First Vice-President of the Southeastern Massachusetts Executive Director's Association. Mrs. Botsford remains the Vice-President representing small housing authorities on the executive board of the Massachusetts Chapter of the National Association of Housing and Redevelopment Officials (MassNAHRO). She remains an active member of many sub-committees and working groups through MassNAHRO and DHCD including the Housing Committee, and sub-committees to address Executive Director Salary Guidelines, housing authority management agreements, and new DHCD regulations. Mrs. Botsford was a presenter at this year's MassNAHRO fall conference, relating to personnel management.

Current Housing Programs

- 31 Scattered site family and elderly units funded via the Department of Housing and Community Development (DHCD) under the Massachusetts Rental Assistance Program (MRVP).
- 38 Project based family and elderly units funded via the Department of Housing and Community Development (DHCD) under the Massachusetts Rental Assistance Program (MRVP) project based program located at TCB Mashpee Village.
- Two Alternative Housing Voucher Program units (AHVP) funded via the Department of Housing and Community Development (DHCD) to assist non-elderly disabled individuals.
- 24 Elderly/disabled units funded under the State 667 Program located at the Frank J. Homeyer Village, 7 Job's Fishing Road. This development includes two barrier free units. Three of the 24 units are set aside for non-elderly, disabled residents.
- 6 State family three bedroom units funded under the State 705 Program, Breezy Acres, at 570 Old Barnstable Road. This development includes one three-bedroom barrier free unit.
- 8 Scattered site family and elderly units funded via the Federal Section 8 Program.
- 56 one-bedroom units of affordable housing for persons 55 and older at Asher's Path Apartments.
- 10 Units of family rental housing at Great Cove Community
- 32 Units of State Elderly/Disable units funded by DHCD in Brewster
- 24 Units of State Family housing units funded by DHCD in Brewster
- 11 Scattered site family units funded via the Department of Housing and Community Development (DHCD) under the Massachusetts Rental Assistance Program (MRVP) in Brewster.

Waiting lists

The housing authority maintains waiting lists for all housing that it owns and manages. Following is a list of the waiting lists and the number of applicants waiting for housing:

Chapter 667/Homeyer Village (one bedroom only): 133 (increase of 22 from last year)

Chapter 705/Breezy Acres (three bedrooms only): 78 (increase of 13 from last year)

MRVP Project Based assistance at Mashpee Village:

1 bedroom: 25 (increase of 11 from last year)

2 bedrooms: 46 (increase of 33 from last year)

3 bedrooms: 39 (increase of 18 from last year)

4 bedrooms: 7 (increase of 1 from last year)

Asher's Path Apartments (one bedroom only): 21 (decrease of 9 from last year)

Great Cove Community: 34 (decrease of 45 from last year)

Objectives for the Coming Year

- Remain active in the development of any new affordable housing in the town of Mashpee.
- Maintain involvement in community organizations, boards, and coalitions.
- Continue to supply resident services, resident newsletters, and recreational activities to meet the needs of all residents.

- Continue to attend training and education seminars and courses to maintain professional certifications.
- Review and update policies as needed.
- Apply for funding for new programs, if available.
- Receive funding for the Housing Assistance Program.
- Continue effective management of the Brewster Housing Authority, Great Cove Community, and Asher's Path Apartments
- In keeping with its tradition, the Mashpee Housing Authority will carry on working to achieve a balance of housing policies, programs and resources to serve its community. We hope to be prepared for the future and have confidence in the ability of the Town of Mashpee to assist in providing affordable housing opportunities for our residents. Quality, economy and efficiency will be the guiding principles.

Gratitude

The Mashpee Housing Authority wishes to express its gratitude to those that have supported our mission throughout the year. We hope to work collaboratively with federal, state, county, and local offices to make 2016 a successful year as we strive to provide safe, decent, and affordable housing to all Mashpee residents. We look forward to working together with our new Town Manager to meet the challenges of the coming years and firmly believe that our success will only occur through a cooperative community effort.

Staff:

Leila Botsford, PHM, C⁹P, Executive Director
 Vincent Gault, Director of Maintenance
 Carol Mitchell, Executive Assistant/Bookkeeping Assistant
 William Manganiello, Custodian/Groundskeeper
 David Keogh, Maintenance Assistant
 Sherrie Cross, Assistant Property Manager & Resident Services Coordinator (Asher's Path)

Respectfully submitted,

Francis Laporte, Chairperson and State Appointee
 Jill Allen, Vice Chairperson
 Kevin Shackett, Treasurer
 Melissa Phillips, Assistant Treasurer
 Richard Halpern
 Leila Botsford, Executive Director