REPORT OF THE MASHPEE HOUSING AUTHORITY
2014

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

Mission Statement
It is the mission of the Mashpeee 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 Lelia 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 two maintenance assistants.

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 David Harsch, Richard Halpern, Francis Laporte, Jill Allen, and Kevin Shackett.

Activities During the Past Year
In partnership with Housing Assistance Corporation the completion of 10 new affordable family rentals (Great Cove Community) was accomplished this past Spring. This project is partially funded by the town’s Community Preservation Committee, to which we are extremely grateful. Mashpee Housing Authority manages the property on behalf of the owner.

Our Housing Assistance Program, funded and greatly supported by the Community Preservation Committee, has had continued success in its final year of funding in 2014 and we have been able to assist many grateful Mashpee citizens with this worthwhile program. We have applied for continued funding of this program, have gained support of the Community Preservation Committee, and hope that the town supports continuing this program for the benefit of its residents. The program assists Mashpee residents with loans for first and last month rent as well as loans for security deposits, down payment assistance for first-time homebuyers, and emergency assistance for both rent and mortgage. Monthly rental assistance is also offered for those in need of longer term assistance.

After an initial one year contract term, Mashpee Housing Authority entered into an open-ended contract as the managing agent of the Brewster Housing Authority, and maintains an office in Brewster as well. Phone systems are linked, so that residents/applicants in both towns are able to reach someone no matter where they are calling from. Management agreements between housing authorities in Massachusetts are becoming a more common occurrence for many reasons. Consolidation of services affords both housing authorities the ability to save money, and become more efficient. Small housing authorities are able to build capacity and provide quality service by employing a management agent with staff that already has extensive experience in the field and enough knowledge to jump into the job without the need for a lot of training. Collaboration between authorities allows both authorities to tackle tasks efficiently and cost-effectively. Mashpee Housing Authority staffing has been increased in order to maintain the same level of service to our Mashpee residents and office hours have changed only minimally. Our commitment to our community remains as strong ever. Since Mashpee has been an innovative leader in the field over the past several years, we were selected to run Brewster effectively, professionally, and efficiently.

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 C³P. Mrs. Botsford has remained an active member in all Executive Director Groups as well as a board member of the Massachusetts Chapter of the National Association of Housing and Redevelopment Officials (MassNAHRO). She remains an active member of the Public Housing Advisory Committee, established by Governor Patrick, and is a part of its working groups that have been established to address new regulation and guidelines requirements.

In 2014, the Authority paid out over $522,974.00 in rent subsidies for Mashpee residents, and paid $7,240.00 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.
Resident Services
Several services and recreational activities are offered to our residents: A monthly newsletter is provided; Bingo and Yoga are offered free of charge; there is an annual Ice Cream Social; pot luck dinners; afternoon teas; monthly birthday parties; a holiday party; 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.

Community Involvement
Mrs. Botsford remains very active in community, State and Federal housing and human services groups: Mrs. Botsford is past President of the Small Housing Authority Directors Organization, a member of MassNAHRO’s Board of Directors, a member of the MassNAHRO Housing Committee which meets monthly with DHCD, a member of the Governor’s Advisory Committee and a member of the Asset Management and Governance Working Group, a member of the board for the Southeastern Massachusetts Executive Directors Association and Board of Directors; a member of the National Association of Housing & Redevelopment Officials; a member of the Community Health Network Area; a member of Citizens Housing and Planning Association; and a member of the Cape Housing Officials group.

Current Housing Programs
- 25 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.
- 9 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.
- Housing Assistance Program to assist Mashpee residents with short-term rental assistance, emergency rental assistance, emergency mortgage assistance, first/last/security deposit assistance, and first-time homebuyer assistance. (numbers vary)
- 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
- Two Scattered site family units funded via the Department of Housing and Community Development (DHCD) under the Massachusetts Rental Assistance Program (MRVP).
**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): 111 (increase of 1 from last year)
- Chapter 705/Breezy Acres (three bedrooms only): 65 (decrease of 6 from last year)
- MRVP Project Based assistance at Mashpee Village:
  - 1 bedroom: 25 (increase of 3 from last year – list closed in May 2014)
  - 2 bedrooms: 13 (decrease of 16 from last year – list is closed)
  - 3 bedrooms: 21 (decrease of 11 from last year)
  - 4 bedrooms: 6 (decrease of 2 from last year)

- Asher's Path Apartments (one bedroom only): 30 (increase of 10 from last year)
- Great Cove Community: 79

**Objectives for the Coming Year**
- Remain active in the development of affordable housing in the town of Mashpee.
- Maintain involvement in all 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 housing assistance programs, when available.
- 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 2015 a successful year as we strive to provide safe, decent, and affordable housing to all Mashpee residents. We look forward to working together 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, C®P, Executive Director
Vincent Gault, Director of Maintenance
William Manganiello, Custodian/Groundskeeper
Sherrie Cross, Assistant Property Manager & Resident Services Coordinator (Asher’s Path)
Carol Mitchell, Executive Assistant/Bookkeeping Assistant

Respectfully submitted,

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