



## SHELBURNE HOUSING AUTHORITY

1 Highland Village • Shelburne Falls, MA 01370 • (413) 625-9360  
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### Shelburne Housing Authority Annual Report, Fiscal Year 2015 October 1, 2014 – September 30, 2015

Shelburne Housing Authority is responsible for the operations of Highland Village, a 46-unit state-assisted rental property for income-eligible senior citizens (age 60 plus) and persons with disabilities. Preference for available apartments is given to residents of Shelburne, veterans of the United States Armed Forces, homeless persons (including persons currently residing in nursing facilities) and persons with emergency medical needs.

The Franklin County Regional Housing and Redevelopment Authority provides management services for SHA pursuant to a management agreement.

#### Tenancy

Highland Village experienced eight vacancies in 2015. As of the end of the fiscal year, there were no vacancies. Typically, vacant units are filled within 30 days. As of September 30, there were 68 households on the waiting list for the 46 apartments at Highland Village. Seven of these applicants are current residents of Shelburne. Based on historic rates of turnover, new applicants who are not residents of Shelburne and do not qualify for another priority status can expect a waiting time of three to five years for an apartment.

Management has begun quarterly tenant meetings to present development information since the Highland Village Tenants Association disbanded. It became increasingly difficult to elect officers for the Association's positions. The tenants will continue to seek community interest in hopes of reestablishing the Tenants Association in the near future.

#### Tenant services

Franklin County Home Care continues to provide supportive services to the tenants of Highland Village. The meals program is flourishing, and other related support services include assistance for personal tenants needs.

#### Physical plant and capital improvements

Shelburne Housing Authority is grateful to the Town of Shelburne for including capital improvements at Highland Village in its Community Development Block Grant applications. The 2014 grant, which was completed, funded sidewalk construction at the development and the installation of a handicap switchback ramp. The Town of Shelburne also authorized the use of excess program income to hire an architect to provide bid ready plans and specifications for a future kitchen and bath renovation project.

Palmeri Electric was awarded and completed the generator installation project. This project was funded by using DHCD capital improvements funds.

Financial

Financial results for the FY 2015 fiscal year are shown in Table 1.

	FY 15 Budget	FY 15 Budget YTD 9/30/2015	FY 15 Actual YTD 9/30/2015
<b>INCOME</b>			
Rental income	171,444	171,444	171,974
Other income	44,947	44,947	10,070
Interest	40	40	25
State subsidy	44,393	44,393	67,473
Total income	260,824	260,824	249,542
<b>EXPENSES</b>			
Administration	62,693	62,693	57,448
Tenant organization	250	250	172
Utilities	106,758	106,758	94,954
Maintenance	53,530	53,530	53,272
Insurance & fringe benefits	32,593	32,593	34,000
Extraordinary maintenance	1,000	1,000	0
Total expenses	256,824	256,824	239,924
Collection losses			913
Other Expenses	7,812	7,812	6,406
Net income	(3,812)	(3,812)	2,377
Operating reserves 9/30/15	83,073		

Staffing

Personnel services are provided by the Franklin County Regional Housing & Redevelopment Authority (HRA).

The following HRA staff provided services to SHA in 2015:

Executive and Administrative Staff

Frances Pheeny, Executive Director of HRA and SHA

Matthew Leger-Small, Administrative Coordinator

Pat Holloway, Receptionist

Property Management and Maintenance Staff

Tracy Miner, Director of Asset Management

\*Enrique Pacheco, Affordable Housing Property Manager

Joan Katz, Affordable Housing Property Manager

Mark Fortier, Maintenance Laborer/Mechanic/Working Foreman

Wayne Jackman, Maintenance Laborer/Mechanic

Eric Jernstrom, Maintenance Laborer/Mechanic

Todd Seavey, Maintenance Laborer/Mechanic

Fiscal Staff

Kerry Wyman, Staff Accountant

Eric Kershaw, Accounting Clerk/Acting Staff Accountant

\*Employee left HRA in FY 2015

Governance

SHA is governed by a five-member board of commissioners. Commissioners in 2015 included:

Noah Grunberg

Joanne LaCour (State appointee)

Kim Levitch

Rita Maccini, Chair

Margaret Payne