



SHELBURNE HOUSING AUTHORITY

1 Highland Village • Shelburne Falls, MA 01370 • (413) 625-9360

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Shelburne Housing Authority Annual Report, Fiscal Year 2016 October 1, 2015 – September 30, 2016

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 (HRA) provides management services for SHA pursuant to a management agreement.

Tenancy

Highland Village continues to enjoy a low vacancy level as in past years; in 2016 there were only eight vacancies. 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 29 households on the waiting list for the 46 apartments at Highland Village; this means an average waiting time of 2 years for a unit.

Tenant services

Franklin County Home Care continues to provide supportive services to the tenants of Highland Village. The meals program continues to provide needed services that allow tenants to maintain independent living.

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. In 2016, funds were awarded for an architect for bid ready plans and specifications of kitchen and bath renovations which will be part of future funding applications.

In 2016, state formula funding was used to replace appliances for tenants.

Finance

In 2016, the Department of Housing and Community Development declined a budget exemption request from Shelburne Housing Authority which required the use of reserves for these costs. The 2016 Year End financial report will be completed shortly and shared with the Board.

Staffing

This year has seen many changes at HRA, particularly in personnel that provide services Personnel services to the Shelburne Housing Authority.

The following HRA staff provided services to SHA in 2016:

Executive and Administrative Staff

Frances Pheeny, Executive Director of HRA and SHA

Madelaine Taft-Ferguson, Executive Administrative Assistant

Pat Holloway, Receptionist

Property Management and Maintenance Staff

Tracy Miner, Director of Asset Management

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

Catherine Wolkowicz, Director of Finance*

Kerry Wyman, Staff Accountant*

Eric Kershaw, Accounting Clerk/Acting Staff Accountant*

Governance

SHA is governed by a five-member Board of Commissioners. Commissioners in 2016 included:

Noah Grunberg

Joanne LaCour (State appointee)

Kim Levitch

Rita Maccini, Chair

Margaret Payne

*Staff that left in 2016