

**MANSFIELD HOUSING AUTHORITY
22 BICENTENNIAL COURT
MANSFIELD, MA 02048**

ANNUAL REPORT 2003

The Mansfield Housing Authority is a State funded agency whose prime responsibility is to provide decent, safe, and sanitary housing for low-income residents in the community.

The Authority's office is located at 22 Bicentennial Court: Telephone number – (508) 339-6890. The office is open to the public from 8:30 AM to 4:30 PM, Monday through Friday.

The Authority consists of a Five-Member Board, an Executive Director and six Staff Members.

Four of the Commissioners are elected and the Governor of the State of Massachusetts appoints one.

The Members of the Board of Commissioners is as follows:

Mary-Lou Cotton – Chairman

Douglas Murphy – Vice Chairman

Edward Carl – Treasurer

Fred Barrows – Asst. Treasurer (Governor's Appointee)

Beth Oberlander – Member

Michael Forbes is the Executive Director and he is employed by the Board of Commissioners. He is responsible for the daily operations of the Housing Authority.

The office staff consists of the Executive Director, a Senior Accounting Clerk, a Receptionist / Tenant Services Coordinator and a Leased Housing Administrator. The Maintenance staff consists of a Maintenance Supervisor, Maintenance Mechanic, and a Groundskeeper / Custodian.

Elderly Housing:

The Mansfield Housing Authority manages one hundred and thirty one units of elderly housing: Cedar Court with twenty nine units, Park Court with forty two units and Bicentennial Court with sixty units.

Family Housing:

There are twenty three family units: 10 – three bedroom homes located on Eddy Street, a duplex located at 74-76 Pineneedle Lane with 1- two bedroom and 1- three bedroom unit, a four bedroom

home located at 45 Brook Street, a three bedroom home located at 41 Dean Street, 4 duplexes – all three bedroom, located on Hawthorne Court and a three bedroom home located at 253 West Street.

Special Needs Housing:

The Authority also manages a home for handicapped individuals located at 651 South Main Street. The home accommodates eight handicapped people. The house is leased by The Road to Responsibility and is staffed by their personnel who are overseen by the Department of Mental Retardation.

Section 8 Housing:

Although the Massachusetts Department of Housing and Community Development is the regulatory agency for all of Mansfield's public housing, The US Department of Housing and Urban Development (HUD) provides Federal funds to support the existing Section 8 Programs.

The Authority presently has 64 Section 8 housing choice vouchers under lease and hosts approximately 88 mobility housing choice vouchers from other Housing Authorities that lease up in the area.

Resident Services:

The Authority has a part-time resident services coordinator on staff to help public housing residents attain services that they may require such as meals on wheels, homemaking services, or medical services. The resident services coordinator also organizes tenant events, deals with tenant issues or disputes, organizes weekly exercise classes for the elderly / handicapped residents and attends Tenant Association Meetings.

Government Subsidy:

The Authority, at the present time, requires no subsidy funds for daily operations, salaries or utility costs from the State. There is a reserve account in the amount of \$84,707.00 for family and elderly housing. The State asks that at least \$77,000 be kept in reserve at all times. For this reason, grants are sometimes requested for modernization funding for extremely costly projects such as rehabilitation of existing properties. There is also \$45,049.00 in the 689 Special Needs Housing Reserve account and \$43,312.00 in Section 8 Reserve funds. The Authority had applied for and received Federal funding in the amount of \$27,538.00 to support its Federal Section 8 Family Self Sufficiency Coordinator's position.

Improvements:

The following property upgrades were completed during the Authority's Fiscal Year with operating reserve money.

➤ At Bicentennial Court the following improvements were completed:

- Thirteen apartments had new vinyl tilt-in replacement windows installed.
- Extensive repairs were made to the central fire alarm system.

➤ At Park Court the following improvements were completed:

- New exterior emergency lighting was installed in the exterior hallways.
- In July the elevator for 15 Park Street stopped working. It was determined that the underground hydraulic oil line which ran from the elevator machine room to the elevator shaft had developed a leak. The elevator was out of service for several days until a new above-ground hydraulic oil line was installed. It was later determined that the elevator had leaked approximately fifty gallons of hydraulic oil into the ground. The Authority has hired Penney Engineering, Inc. to cleanup the oil spill; a process which is still ongoing. The Authority is working with Penney Engineering, the Massachusetts Department of Environmental Protection and the Massachusetts Department of Housing and Community Development (DHCD) on the cleanup. The Authority applied for and received emergency capital improvement bond funding in the amount of \$40,000.00 from DHCD to fund the cleanup and elevator repairs.

➤ 253 West Street:

- A new heating boiler was installed.

➤ 45 Brook Street:

- A new electrical service was installed.

➤ 74 / 76 Pineneedle Lane

- The Authority conducted extensive remodeling in both units which included the replacement of all interior doors, new flooring throughout, new appliances, bathroom remodeling and new paint.

The Authority also had its main offices at Bicentennial Court refurbished with new paint and carpeting throughout, some new desks and furnishings as well as new computers all paid for with Federal Section 8 reserve funds.

Looking to the future:

Because of the State's current financial crisis and the Authority's limited reserve funds, it was decided to hold off on any large projects in an attempt to build up the Authority's reserve accounts for future projects.

The Authority does plan to continue with the window replacement project at Bicentennial Court in 2004 and has budgeted to have new windows installed in 13 apartments at the development.

The Authority hopes to begin the replacement of the second and third floor outside decking at its Park Court development in the future.

The Town's Engineers are working on specifications for additional parking at 651 South Main Street. The Authority plans to add several parking spaces at the development for parking for the Road to Responsibility's staff. This will be accomplished with "689" reserve funds which can only be used at that development.

The Authority plans to partner with the Town and apply for Federal and State funds in hopes of constructing an elderly assisted living facility.

The Authority had applied for and hopes to receive State funds to do new roofs at Bicentennial Court.