

**MANSFIELD HOUSING AUTHORITY  
2006 ANNUAL REPORT**

The Mansfield Housing Authority is an agency that provides safe and sanitary housing for low and moderate income families. The Housing Authority operates under guidelines set out by their regulatory agency, the Massachusetts Department of Housing and Community Development (DHCD).

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

The Housing Authority consists of a Five-Member Board of Commissioners, an Executive Director and seven staff members.

Four of the Commissioners are elected by the Town's people and the Governor of the State of Massachusetts appoints one.

The Members of the Board of Commissioners for the majority of the year were as follows:

**F. Jay Barrows – Chairman (Governor's Appointee)**  
**Olivier Kozlowski – Vice Chairman**  
**Edward Carl – Treasurer**  
**Douglas Murphy – Asst. Treasurer**  
**Beth Oberlander – Member**

On Tuesday, November 7, 2006, F. Jay Barrows was elected to a Seat on the Massachusetts House of Representatives. Jay will be representing the First Bristol District which consists of the town of Foxborough, precincts 1, 3 & 6 of the town of Mansfield, and precincts 3, 4 & 5 of the town of Norton.

Consequently, on December 11, 2006, Governor Romney appointed Danielle W. Fish to replace Barrows. Danielle was appointed to a five-year term which will expire October 18, 2011.

On December 20, 2006, at a Special Meeting of the Board, the Board reorganized and the officers were voted as follows:

**Olivier Kozlowski – Chairman**  
**Beth Oberlander – Vice Chairman**  
**Edward Carl – Treasurer**  
**Douglas Murphy – Assistant Treasurer**  
**Danielle W. Fish – Member (Governor's Appointee)**

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

The office staff consists of, Brenda McArdle - Leased Housing Administrator, Sharman Lott - Senior Accounting Clerk and Suzanne Owen - Receptionist / Tenant Services Coordinator.

The Maintenance staff consists of two part-time Maintenance Supervisors - Daniel Donovan, and William Harlor, Maintenance Mechanic - Clarence Henderson and Groundskeeper / Custodian - Matthew McLaughlin.

### **Elderly Housing:**

The Mansfield Housing Authority manages 131 units of elderly housing: Cedar Court - 29 units, Park Court - 42 units and Bicentennial Court - 60 units.

### **Family Housing:**

There are 23 family units: 10 – three bedroom homes located on Eddy Street, a duplex located at 74-76 Pineneedle Lane, a four bedroom home located at 45 Brook Street, a three bedroom home located at 253 West Street, a three bedroom home located at 41 Dean Street and 4 three bedroom duplexes (8 units), located at Hawthorne Court.

### **Special Needs Housing:**

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

### **Section 8 Housing:**

Although DHCD 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 Housing Choice Voucher Program.

Mansfield Housing Authority presently has 64 Section 8 Housing Choice Vouchers under lease and hosts approximately 80 mobility Housing Choice Vouchers from other Housing Authorities that lease up in the area.

### **Resident Services:**

Suzanne Owen is the resident services coordinator for the Mansfield Housing Authority. Suzanne helps public housing residents attain services that they may require such as meals on wheels, homemaking services, or medical services. Suzanne also organizes tenant events, deals with tenant issues or disputes and attends Tenant Association Meetings.

### **Government Subsidy:**

Mansfield Housing Authority, at the present time, receives no subsidy funds for daily operations, salaries or utility costs from the State. There is a reserve account in the amount of \$92,781.00 for family and elderly housing. DHCD asks that at least \$77,000 be kept in reserve at all times. Grants are sometimes requested for modernization funding for costly projects such as rehabilitation of existing properties. There is also \$27,683.00 in the 689 Special Needs Housing Reserve account and \$114,668.00 in Section 8 Reserve funds. Due to State funding restrictions, DHCD was again forced to allow no budget increases in the bottom line expense level or to the administrative salary line items for the forth straight year. That meant that the Mansfield Housing Authority was forced to operate with budget expense levels the same as in fiscal year 2002 which began in October of 2001.

**Extraordinary Maintenance Items:**

The following extraordinary maintenance items were completed during the Authority's Fiscal Year.

➤ Bicentennial Court:

- Walkway and roadway paving repairs were completed.
- There was \$35,000.00 budgeted to begin with re-shingling of roofs at Bicentennial Court. DHCD's architects did not supply the Authority with specifications and bid documents within the fiscal year and consequently the roofing was not completed. Therefore, the Authority had carried the money forward to the 2007 fiscal year and has budgeted an addition \$45,000.00 for a total of \$80,000.00 to be expended for roofing.

➤ Park Court:

- The building's heating circulating pumps were rebuilt.

➤ Hawthorne Court:

- New chimney caps were installed on all chimneys.

There was also \$21,188.00 expended to purchase a new 2006 Ford Ranger maintenance pickup truck which replaced a 1994 model.

The Housing Authority was hired by Crugnale Properties, LLC to conduct a lottery for the sale of two affordable units of the Lincoln Place Condominium development located at 270 North Main Street which was built under the Town's Inclusionary Bylaw. The lottery was held on October 12, 2006 at the Mansfield Public Library and was necessary in order to comply with the Town's Affordable Housing Plan.

**Looking to the future:**

DHCD's FY 2007 budget guidelines allowed for a much needed 7% increase in the annual non-utility expense level. This increase is the first increase allowed by DHCD since FY 2002 which began in October of 2001.

Because there is no State modernization funding for capital improvements, the Housing Authority must make use of reserve funds to pay for much needed repairs to the properties.

The Housing Authority has budgeted within its fiscal year 2007 budget, \$80,000.00 from the operating reserve account to begin with the re-shingling of roofs at Bicentennial Court, which are now over thirty years of age.

The Housing Authority was awarded \$70,000.00 in State funds to complete parking lot renovations at 651 South Main Street. There are plans to add a drainage system along with several new handicapped and staff parking spaces. Many thanks go out to Senator James Timilty who secured the funding for this project.

There are plans to install a new telephone system in the main offices and a new concrete deck in the courtyard of Park Court.

The Housing Authority also anticipates working with the Town to apply for Federal and State funds in hopes of constructing an elderly assisted living facility.