



# AMESBURY HOUSING AUTHORITY

180 Main St. Amesbury, MA 01913  
P: 978 388-2022 F: 978 388-4926

## NOTICE OF REGULAR MEETING AGENDA

Heritage Towers Conference Room  
180 Main Street, Amesbury, MA 01913  
Tuesday, June 18, 2024, at 9:00 AM

1. Reading of the Roll - Determination of Quorum
2. Public Participation
3. Approval of Minutes
  - a. Minutes of Regular Meeting held May 21, 2024\*
4. Finances
  - a. Vendor and ACH Payments\*
  - b. Budget updates and fiscal report.
  - c. Rent Collection Policy\*
5. Correspondence/Committee Reports
  - a. Vacancy Report
  - b. Pest Control Report
  - c. HUD Housing Choice Voucher Program (HCV) Report
6. Capital Improvements/Modernization
  - a. Capital Improvement Project Update
  - b. Capital Improvement plan/Annual Plan for FY 2025 Vote
7. HUD report
8. New/Other Business
  - a. First reading of pet policy update.
9. Report of the Executive Director
  - a. Audit report
  - b. Property Tour/Updates- Report
  - c. Executive Director – Report

本通知很重要。請將其譯為中文。  
ĐÂY LÀ MỘT BẢN THÔNG CÁO QUAN TRỌNG  
XIN VUI LÒNG CHO DỊCH LẠI THÔNG CÁO ẤY  
នេះគឺជាជំនាញដ៏សំខាន់ ត្រូវប្រែជាភាសាចិន

This is an important notice. Please have it translated.  
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## AMESBURY HOUSING AUTHORITY

180 Main St. Amesbury, MA 01913  
P: 978 388-2022 F: 978 388-4926

d. Change of hours for the office\*

### 10. Adjournment

*\*Board Vote needed*

Annamary I. Connor, DSW, Secretary, and Executive Director

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## Notice of Public Hearing

### The Amesbury Housing Authority invites all tenants and the general public to a review of the Authority's Proposed Annual Plan for Fiscal Year 2025

The Annual Plan is intended to provide insight into the Authority's operations and plans for the coming fiscal year as they affect the Authority's state-aided public housing. The Proposed Annual Plan is comprised of the following elements:

1. Proposed Capital Improvement Plan (5-year)
2. Proposed Maintenance and Repair Plan
3. Current Operating Budget
4. Responses to the Performance Management Review (PMR) findings
5. List of housing authority policies
6. List of waivers from governing regulations of the Department of Housing and Community Development (DHCD)
7. Other elements

Hearing time and date: **8:30 AM on 06/18/2024**

Hearing location: Conference Room  
180 Main St.  
Amesbury, MA 01913

Residents and the general public are invited to review the Annual Plan before the hearing and may submit public comments as noted below. The Authority shall consider the concerns of any Local Tenants' Organization (LTO) or Resident Advisory Board (RAB) regarding needs and priorities and incorporate some or all of such needs and priorities in the draft plan if deemed by the Authority to be consistent with sound management. Substantive comments will be summarized and included in the Annual Plan when it is submitted to the Department of Housing and Community Development (DHCD).

- o Copies of the Annual Plan are available at the Authority's office or may be reviewed online at <https://tinyurl.com/LHA-MA-AnnualPlan>
- o Comments may be submitted orally at the hearing, by emailing the housing authority office, or by submitting written comments at the housing authority office. Comments must be received no later than the close of the public hearing.
- o For reasonable accommodation requests contact the housing authority office by 06/04/2024 at 4:00 PM.
- o Contact information for Amesbury Housing Authority:  
Office: 180 Main St.  
Office, Amesbury, MA 01913  
Phone: (978) 388-2022  
Email: [agarvey@amesburyha.com](mailto:agarvey@amesburyha.com)



**Amesbury Housing Authority  
Annual Board Meeting  
Conference Room  
180 Main Street, Amesbury, MA  
Tuesday, June 18, at 9:00 am**

**MOTIONS**

**1. Reading of the Roll** - Determination of Quorum

Chairman, Ralph Noon  
Vice-Chairwoman, Sandra Clark  
Treasurer, Lyndsey Haight  
Vice-Treasurer, Donald Roy

**2. Public Participation**

**3. Approval of Minutes**

Motion to review and approve the minutes of the Regular Meeting held May 21, 2024, as presented.

Move \_\_\_\_\_ Second \_\_\_\_\_

**4. Finances**

Vendor payments

Motion to review and approve 26 vendor payments totaling \$227,142.07 for the period 5/11/24 through 6/7/24, as presented.

Move \_\_\_\_\_ Second \_\_\_\_\_

Financial Statement

Motion to review and accept the Financial Statement for April 2024, as presented.

Move \_\_\_\_\_ Second \_\_\_\_\_

Rent Collection Policy updated\*

Move \_\_\_\_\_ Second \_\_\_\_\_

**5. Correspondence/Committee Reports**

- a. Vacancy Report
- b. Pest Control Report

**Amesbury Housing Authority  
Annual Board Meeting  
Conference Room  
180 Main Street, Amesbury, MA  
Tuesday, June 18, at 9:00 am**

c. HUD Housing Choice Voucher Program Report

**6. Capital Improvement/Modernization**

- A. Capital Improvement Update
- B. Capital improvement plan/Annual Plan  
Move \_\_\_\_\_ Second \_\_\_\_\_

**7. Report of Executive Director**

- a. Audit report
- b. Property Tour/Updates- Report
- c. Executive Director – Report
- d. Change in office hours  
Move \_\_\_\_\_ Second \_\_\_\_\_

**8. New/Other Business**

- a. First reading of pet policy update

**9. Adjournment**

Motion to adjourn the meeting at \_\_\_\_\_ am.

Move \_\_\_\_\_ Second \_\_\_\_\_

## AMESBURY HOUSING AUTHORITY

### MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS

*Tuesday, May 21, 2024, at 9:00 a.m.*

A Regular Board Meeting of the Amesbury Housing Authority was held on Tuesday, May 21, 2024, at 9:03 a.m. in the conference room at 180 Main Street, Amesbury, MA. A quorum being present, the meeting was called to order by Chairman Ralph Noon at 9:01 a.m. with following members present:

Commissioners Present:      Chairman Noon  
   Commissioner Roy  
   Vice-Chairwoman Haight  
   Commissioner- Sandra Clark

Absent:                              none

Others Present:                 Annmary I. Connor, Executive Director

#### **Public Participation:**

There was no public comment.

#### **Approval of Minutes:**

Upon a motion duly made by Commissioner Roy, and seconded by Commissioner Clark, it was voted 4-0 to approve the minutes of the Regular Meeting held Wednesday April 16, 2024, as presented.

The Chair then declared the motion carried and said vote in effect.

#### **Vendor Payments:**

Upon a motion duly made by Commissioner Clark and seconded by Commissioner Roy, it was voted 4-0 to approve 65 vendor payments in the amount of \$305,790.92 for the period of 4/12/24 through 5/7/24. Discussion was noted around the reimbursing staff for costs, it was explained that the AHA credit card was being transitioned from the previous Executive Director to the New Executive Director and that for a little over a month there was no access to the credit card. This has since been resolved.

The Chair then declared the motion carried and said vote in effect.

#### **Financial Statement:**

The review of the March 2024 financial, the AHA is ay 29.8%. There is a high cost associated the win pest control, this should be subsiding. A motion was made by Commissioner Roy and Seconded by Commissioner Clark and unanimously approved 4-0.

The Chair then declared the motion carried and said vote in effect.

**Rent collections policy,** A draft new policy for rent collection was presented , moved by Commissioner Clark, Seconded by Commissioner Roy.

Discussion: A new format for submitting policy updates to the Board of Commissioner is to have first readings one month and second readings and votes the following month, A request to have current policy and new draft policy be presented together. When policy is completed a foot note of when the documents was updated will also be added. The vote for the rent collection policy is deferred to the next meeting and the original policy will be supplied in the next board packet. The board unanimously voted not to vote at this meeting on this policy. The second reading will be at the next meeting on June 18,2024.

**Vacancy report given,** making head way on vacancy, a vacancy initiative is being submitted to EOHCL with RCAT.

Pest control update, making progress on managing pests, decreased reports on pest issues. HCV program review, program continues to move along with Chelsea.

**Capital improvement projects.** : The mod phase is out to bid, discussed the need for a relocation plan, contracted person is Judy Cohen. This will be looked at . The role of the Board of Commissioners in the BID process was discussed. What is the role from the Board of Commissioner this question will be presented to EOHCL.

A request was made by Commissioner Noon to included a plan of stove and refrigerator replacements for all the units be put in place for the next fiscal year. This il be explored as well as accessing funds through energy efficiency grants.

Report from the Executive director was given. There will be a Verizon representative invited to the July meeting to discuss an Atena on the building and a person to discuss solar panels. A request was made for a annual update on the housing authority be given in October/November of this year.

The PMR plan of correction that is entered into the annual plan was voted on. Moved by Commissioner Clark, Seconded by Commissioner Roy and voted 4-0. The Chair then declared the motion carried and said vote in effect.

### **New/Other Business**

The public hearing will be held on June 18<sup>th</sup> at 8:30am, followed by the regular board meeting. Mayor Gove will be sked on the status of Commissioner Clark replacement and if a extension is needed.



## Adjournment

There being no further business before the Board and upon a motion duly made by Commissioner Roy and seconded by Commissioner Haight, it was unanimously voted to adjourn at 10:10 a.m.

The Chairman then declared the motion carried and said vote in effect.

Respectfully submitted,

Annmary I. Connor, DSW  
Executive Director and Secretary





## **AMESBURY/MERRIMAC HOUSING AUTHORITY**



**180 Main St. Amesbury, MA 01913  
P: 978 388-2022 F: 978 388-4926**

TO: Amesbury Board of Commissioners

From: Anmary I. Connor, DSW Executive Director

Date: June 14, 2024

RE: Vendor Payments

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From May 11, 2024 to June 7, 2024 the vendor payments totaled \$227,142.07. Total of 26 payments.



**Amesbury Housing Authority**  
**Vendor Accounting Cash Payment/Receipt Register**  
**Revolving Fund-Amesbury**

Filter Criteria Includes: 1) Project: All Projects 2) Payment Date: 5/11/2024 to 6/7/2024 3) Financial Period: All 4) Payments Over: All 5) Check Numbers: All 6) Cleared Period: All 7) Check Status: All 8) Payment Status: All 9) Show Payments: Yes 10) Show Deposits: Yes 11) Order By: Payment/Receipt Number

**Bank: The Provident Bank, Bank Account: 0027525189, GL Account: 1111**

**Posted Payments**

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
62	06/05/2024	No	DD	Chelsea Housing Authority	June HAP and Admin Fee	No	\$185,564.50
25048	05/14/2024	No	CHK	Atlantic Trucking, Inc.	Crushed Gravel For PV Landscaping	No	\$42.00
25049	05/14/2024	No	CHK	Benchmark Service Company	Tub Cut Out for Accommodation in	No	\$2,190.00
25050	05/14/2024	No	CHK	G. Meilo Disposal Corp.	Mattresses and Couches Removal	No	\$555.00
25051	05/14/2024	No	CHK	Home Depot Credit Services	HT Maintenance Supplies	No	\$729.33
25052	05/14/2024	No	CHK	North Shore Home Energy	3 OP Boiler Flush	No	\$465.00
25053	05/14/2024	No	CHK	Pine Ridge Technologies, Inc	HT disabled fire alarm for elevator te	No	\$919.00
25054	05/14/2024	No	CHK	Robert W. Irvine & Sons, Inc.	HT Repairs on DHW Return Pump	No	\$795.30
25055	05/14/2024	No	CHK	William Welch	Annual Inspection HT 28 Apartments	No	\$420.00
25056	06/04/2024	No	CHK	American Family Life Assurance	Employee Premiums due May.	No	\$145.20
25057	06/04/2024	No	CHK	Amesbury Retirement Board	April 2024 Employee Pension WH	No	\$4,058.77
25058	06/04/2024	No	CHK	Annmary Connor	Mileage Reimbursement for April - M	No	\$198.47
25059	06/04/2024	No	CHK	Casey & Lundregan, P.C.	AHA vs	No	\$2,237.50
25060	06/04/2024	No	CHK	Comcast	Internet and WIFI for MT	No	\$131.33
25061	06/04/2024	No	CHK	Commonwealth of Mass/Gic	Arp and May Health and Life Employ	No	\$5,288.85
25062	06/04/2024	No	CHK	CSS Architects Inc.	FISH #007084, PV 2 MOD: K&B/Flo	No	\$12,000.00
25063	06/04/2024	No	CHK	Delta Dental Plan Of Mass, Inc.	May 24 Dental Insurance WH	No	\$670.00
25064	06/04/2024	No	CHK	Embree Elevator	Elevator Repair April 26	No	\$5,765.00
25065	06/04/2024	No	CHK	National Grid Electric	16 MT Bill for Apr	No	\$97.97
25066	06/04/2024	No	CHK	New England Carpenters Central	Union Dues Apr.	No	\$280.99
25067	06/04/2024	No	CHK	New England Regional Council of	Union Dues May.	No	\$51.00
25068	06/04/2024	No	CHK	Nsheda	Conference on May 21, 2024	No	\$180.00
25069	06/04/2024	No	CHK	Pine Ridge Technologies, Inc	Monthly Monitoring Fee Feb. 2024	No	\$140.00
25070	06/04/2024	No	CHK	Robert W. Irvine & Sons, Inc.	HT Laundry Room Leak Repair	No	\$3,221.70
25071	06/04/2024	No	CHK	Steve O'Neil	689 Field St. Flooring Installation La	No	\$825.00
25072	06/04/2024	No	CHK	Vestis	Annual Maintenance Uniform Order	No	\$170.16
Cleared: 0							\$0.00
Uncleared: 26							\$227,142.07
Total Payments: 26							\$227,142.07

**Project Summary**

**Bank: The Provident Bank, Bank Account: 0027525189, GL Account: 1111**

<u>Program - Project</u>	<u>Payments</u>	<u>Deposits</u>
Revolving Fund-Amesbury - Revolving Fund-Amesbury	\$227,142.07	\$0.00
Total:	\$227,142.07	\$0.00

**Type Summary**

**Bank: The Provident Bank, Bank Account: 0027525189, GL Account: 1111**

<u>Document Type</u>	<u>Count</u>	<u>Amount</u>
Direct Deposit (DD)	1	\$185,564.50
Check (CHK)	25	\$41,577.57
Total:	26	\$227,142.07





## Amesbury & Merrimac Housing Authorities

180 Main Street • Amesbury, Massachusetts 01913

Telephone: (978) 388-2022 • Fax: (978) 388-4926



TO: Amesbury Housing Authority Board of Commissioners  
FROM: Annmary I. Connor, DSW Executive Director  
DATE: May 17, 2024  
RE: Financial Statements – April 2024

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Attached please find the Financial Statements for April 2024, the reserves are at 26.8%.

Plan:

All office purchases need prior approval from the Executive Director

All Maintenance approval outside of an emergency need Executive Director approval that are larger than \$1,000. When possible, clustering of work request will be completed for outside vendors to limit the number of times a vendor is on site. CIP funds will be sought on capital items needed.





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**MILNE, SHAW & ROBILLARD, P.C.**

**Certified Public Accountants/Management Consultants**

132 Central Street, Suite 202  
Foxboro, MA 02035

[milneshawrobillard.com](http://milneshawrobillard.com)

ACCOUNTANT'S REPORT

To Board Members  
Amesbury Housing Authority  
Amesbury, Massachusetts

Management is responsible for the accompanying interim financial statements of the Amesbury Housing Authority, which comprise of the balance sheets as of April 30, 2024, and the related statements of income and retained earnings for all programs for the seven months then ended in accordance with the regulatory agencies. We did not compile, audit or review the interim financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these interim financial statements. We are not independent with respect to the Amesbury Housing Authority.

*Milne, Shaw & Robillard, PC*

Foxboro, MA  
June 11, 2024

AMESBURY HOUSING AUTHORITY  
PROGRAM - 4001  
BALANCE SHEET  
April 30, 2024

**ASSETS**

Cash		9,059.36
Accounts Receivable - Sec 8 Subsidy	0.00	
Accounts Receivable - Tenants	64,709.87	
Allowance for Doubtful TARs	(9,608.45)	
Accounts Receivable - Subsidy	138,911.72	
Accounts Receivable - Fraud Recovery	29,103.00	
Allowance for Doubtful Fraud	(29,103.00)	194,013.14
Interprogram Due From		164,269.21
Investments		12,295.87
Prepaid Insurance	38,712.51	
Accrued Interest	0.00	
Deferred Charges - Retirement	24,041.26	
Deferred Outflow of Resources	606,847.00	669,600.77
Land	380,000.00	
Buildings	15,509,149.23	
Equipment - Dwelling	94,945.00	
Equipment - Admin/Maint	243,828.41	
Leasehold Improvements	0.00	
Accumulated Deprecation	(12,763,998.79)	
Infrastructure	508,383.00	
Capital Leases	0.00	3,972,306.85
<b>TOTAL ASSETS</b>		<b><u><u>\$5,021,545.20</u></u></b>

**LIABILITIES AND SURPLUS**

Tenants Security Deposits	6,874.54	
Accounts Payable Other	2,500.00	
Accounts Payable DHCD	2,990.00	
Interprogram Due To	145,761.95	158,126.49
Accrued Compensated Absences	15,796.03	
P.I.L.O.T.	(249.57)	
Accrued Payroll	0.00	
Accrued Liabilities - Other	3,600.00	19,146.46
Prepaid Rent	0.00	
Undistributed Credits	0.00	
Deferred Inflow Of Resources	243,010.00	
Deferred Subsidy	29,329.00	272,339.00
Notes Payable Capital Borrowing	0.00	
Notes Payable Operations Borrowing	0.00	
Accrued OPEB Obligation	1,745,568.00	
Accrued Pension	908,659.00	2,654,227.00
Capital Assets Reserve, Net of Related Debt	3,972,306.85	
Replacement of Equipment	0.00	
Betterments & Additions	0.00	
Depreciation	0.00	3,972,306.85
Net Position - OPEB		(1,503,497.00)
Net Position - Pension		(786,893.00)
Net Position - Unrestricted	257,824.64	
Operating Receipts	1,128,871.80	
Operating Expenses	(1,150,907.04)	235,789.40
<b>TOTAL LIABILITIES AND SURPLUS</b>		<b><u><u>\$5,021,545.20</u></u></b>

See Accountant's report

Amesbury Housing Authority 4001  
7 months ending April 30, 2024

OPERATING STATEMENT

units 245  
unit months 1,715

ACCOUNT NUMBER	CLASSIFICATION	APPROVED BUDGET AMOUNT	PRO RATA BUDGET	ACTUAL TO DATE AMOUNT	AMOUNT OVER/ UNDER	ACTUAL AS FACTOR OF PRO RATA	AVAILABLE REMAINDER OF YEAR
<u>OPERATING RECEIPTS</u>							
3110	SHELTER RENT - TENANT	1,389,720	810,670	802,767	(7,903)	99.03%	586,953
3111	SHELTER RENT - FRAUD RECOVERY	0	0	0	0		0
3190	NON DWELLING INCOME	0	0	0	0		0
3610	INTEREST ON INVESTMENTS	250	146	25	(121)	16.79%	225
3611	INTEREST ON INVESTMENTS - RESTRICTED	0	0	0	0		0
3690	OTHER REVENUE	12,000	7,000	5,308	(1,692)	75.83%	6,692
3691	OTHER REVENUE - RETAINED	5,000	2,917	1,860	(1,057)	63.76%	3,140
3801	OPERATING SUBSIDY EARNED	415,971	242,650	318,912	76,262	131.43%	97,059
3920	GAIN(LOSS) SALE OF FIXED ASSETS	0	0	0	0		0
3000	TOTAL OPERATING RECEIPTS	1,822,941	1,063,383	1,128,872	65,489	106.16%	694,069
<u>ADMINISTRATIVE</u>							
4110	ADMINISTRATION SALARIES	196,934	114,878	111,680	3,198	97.22%	85,254
4120	COMPENSATED ABSENCES	0	0	0	0		0
4130	LEGAL	17,500	10,208	11,525	(1,317)	112.90%	5,975
4140	MEMBERS COMPENSATION	3,800	2,217	0	2,217	0.00%	3,800
4150	TRAVEL AND RELATED EXPENSES	2,627	1,532	419	1,113	27.34%	2,208
4170	ACCOUNTING SERVICES	11,100	6,475	6,475	0	100.00%	4,625
4171	AUDIT COSTS	4,500	2,625	0	2,625	0.00%	4,500
4180	RSC	50,000	29,167	29,174	(7)	100.02%	20,826
4190	ADMINISTRATIVE OTHER	57,306	33,429	50,990	(17,561)	152.53%	6,316
4100	TOTAL ADMINISTRATIVE EXPENSE	343,767	200,531	210,263	(9,732)	104.85%	133,504
4230	Tenant Organization	700	408	0	408	0.00%	700
<u>UTILITIES</u>							
4310	WATER & SEWER	125,000	72,917	95,012	(22,095)	130.30%	29,988
4320	ELECTRICITY	295,000	172,083	208,537	(36,454)	121.18%	86,463
4330	GAS	35,000	20,417	24,724	(4,307)	121.10%	10,276
4340	FUEL	0	0	0	0		0
4360	ENERGY CONSERVATION	0	0	0	0		0
4390	SEPTIC	0	0	0	0		0
4300	TOTAL UTILITIES EXPENSE	455,000	265,417	328,273	(62,856)	123.68%	126,728
<u>ORDINARY MAINTENANCE</u>							
4410	MAINTENANCE LABOR	290,299	169,341	154,652	14,689	91.33%	135,647
4420	MATERIALS AND SUPPLIES	60,000	35,000	31,382	3,618	89.66%	28,618
4430	CONTRACT COSTS	123,170	71,849	75,008	(3,159)	104.40%	48,162
4400	TOTAL ORDINARY MAINTENANCE	473,469	276,190	261,042	15,148	94.52%	212,427
<u>GENERAL EXPENSE</u>							
4510	INSURANCE	85,321	49,771	49,185	586	98.82%	36,136
4520	PILOT	5,000	2,917	2,917	0	99.99%	2,083
4540	EMPLOYEE BENEFIT CONTR.	288,593	168,346	157,307	11,039	93.44%	131,286
4570	COLLECTION LOSS - Fraud	0	0	0	0		0
4580	INTEREST EXPENSE	0	0	0	0		0
4585	PRINCIPLE PAYMENTS	0	0	0	0		0
4800	DHCD DIRECTED COSTS	0	0	0	0		0
4500	TOTAL GENERAL EXPENSES	378,914	221,034	209,408	11,626	94.74%	169,506
<u>OTHER EXPENSES</u>							
4610	EXTRAORDINARY MAINTENANCE	106,018	61,844	139,770	(77,926)	226.00%	(33,752)
4611	EQUIPMENT - NONCAPITALIZED	4,151	2,421	2,152	269	88.87%	1,999
4600	TOTAL OTHER OPERATING EXPENSES	110,169	64,265	141,921	(77,656)	220.84%	(31,752)
<u>CAPITAL EXPENDITURES</u>							
7520	REPLACEMENT OF EQUIPMENT	0	0	0	0		0
7540	BETTERMENTS AND ADDITIONS	0	0	0	0		0
7500	TOTAL CAPITAL EXPENDITURES	0	0	0	0		0
TOTAL OPERATING EXPENSES		1,762,019	1,027,844	1,150,907	(123,063)	111.97%	611,112
NET OPERATING INCOME(DEFICIT)		60,922	35,538	(22,035)	(57,573)		

See Accountant's Report



AMESBURY HOUSING AUTHORITY  
PROGRAM - 689-1  
BALANCE SHEET  
April 30, 2024

ASSETS

Cash		30,373.88
Accounts Receivable - Sec 8 Subsidy	0.00	
Accounts Receivable - Tenants	(169.00)	
Allowance for Doubtful TARs	0.00	
Accounts Receivable - Subsidy	0.00	
Accounts Receivable - Fraud R: All Others	0.00	(169.00)
Interprogram Due From		3,000.00
Investments		0.00
Prepaid Insurance	1,220.15	
Accrued Interest	0.00	
Deferred Charges - Retirement	474.86	
Deferred Outflow of Resources	11,727.00	13,422.01
Land	60,000.00	
Buildings	617,151.17	
Equipment - Dwelling	0.00	
Equipment - Admin/Maint	0.00	
Leasehold Improvements	0.00	
Accumulated Deprecation	(421,930.00)	
Infrastructure	0.00	
Capital Leases	0.00	<u>255,221.17</u>
<b>TOTAL ASSETS</b>		<u><u>\$301,848.06</u></u>

LIABILITIES AND SURPLUS

Tenants Security Deposits	0.00	
Accounts Payable Foley	0.00	
Accounts Payable DHCD	0.00	
Interprogram Due To	(11.42)	(11.42)
Accrued Compensated Absences	212.63	
P.I.L.O.T.	(121.22)	
Accrued Payroll	0.00	
Accrued Liabilities - Other	0.00	91.41
Prepaid Rent	0.00	
Undistributed Credits	0.00	
Deferred Inflow Of Resources	3,677.00	
Deferred Subsidy	0.00	3,677.00
Notes Payable Capital Borrowing	0.00	
Notes Payable Operations Borrowing	0.00	
Accrued OPEB Liability	35,640.00	
Accrued Pension Liability	19,042.00	54,682.00
Capital Assets Reserve, Net of Related Debt	255,221.17	
Replacement of Equipment	0.00	
Betterments & Additions	0.00	
Depreciation	0.00	255,221.17
Net Position - OPEB		(30,698.00)
Net Position - Pension		(15,934.00)
Net Position - Unrestricted	<u>243.2% of Max. (includes Net Income)</u>	
Operating Receipts	34,179.22	
Operating Expenses	18,415.00	
	(17,774.32)	34,819.90
<b>TOTAL LIABILITIES AND SURPLUS</b>		<u><u>\$301,848.06</u></u>

See Accountants Report

Amesbury Housing Authority 689-1  
7 months ending April 30, 2024

OPERATING STATEMENT

units 8  
unit months 56

ACCOUNT NUMBER	CLASSIFICATION	APPROVED BUDGET AMOUNT	PRO RATA BUDGET	ACTUAL TO DATE AMOUNT	AMOUNT OVER/ UNDER	ACTUAL AS FACTOR OF PRO RATA	AVAILABLE REMAINDER OF YEAR
<u>OPERATING RECEIPTS</u>							
3110	SHELTER RENT - TENANT	31,212	18,207	18,415	208	101.14%	12,797
3115	SHELTER RENT - FEDERAL SECT. 8	0	0	0	0		0
3190	NON DWELLING INCOME	0	0	0	0		0
3610	INTEREST ON INVESTMENTS	0	0	0	0		0
3611	INTEREST ON INVESTMENTS - RESTRICTED	0	0	0	0		0
3690	OTHER REVENUE	0	0	0	0		0
3691	OTHER REVENUE - RETAINED	0	0	0	0		0
3801	OPERATING SUBSIDY EARNED	0	0	0	0		0
3920	GAIN(LOSS) SALE OF FIXED ASSETS	0	0	0	0		0
3000	TOTAL OPERATING RECEIPTS	31,212	18,207	18,415	208	101.14%	12,797
<u>ADMINISTRATIVE</u>							
4110	ADMINISTRATION SALARIES	5,698	3,324	3,132	192	94.24%	2,566
4120	COMPENSATED ABSENCES	0	0	0	0		0
4130	LEGAL	0	0	0	0		0
4140	MEMBERS COMPENSATION	0	0	0	0		0
4150	TRAVEL AND RELATED EXPENSES	86	50	14	36	27.38%	72
4170	ACCOUNTING SERVICES	2,784	1,624	1,715	(91)	105.60%	1,069
4171	AUDIT COSTS	0	0	0	0		0
4180	FSS SALARY	0	0	0	0		0
4190	ADMINISTRATIVE OTHER	1,800	1,050	1,348	(298)	128.34%	452
4100	TOTAL ADMINISTRATIVE EXPENSE	10,368	6,048	6,209	(161)	102.66%	4,159
4230	Tenant Organization	0	0	0	0		0
<u>UTILITIES</u>							
4310	WATER & SEWER	0	0	0	0		0
4320	ELECTRICITY	0	0	0	0		0
4330	GAS	0	0	0	0		0
4340	FUEL	0	0	0	0		0
4360	ENERGY CONSERVATION	0	0	0	0		0
4390	SEPTIC	0	0	0	0		0
4300	TOTAL UTILITIES EXPENSE	0	0	0	0		0
<u>ORDINARY MAINTENANCE</u>							
4410	MAINTENANCE LABOR	3,883	2,265	1,738	527	76.72%	2,145
4420	MATERIALS AND SUPPLIES	1,500	875	949	(74)	108.48%	551
4430	CONTRACT COSTS	3,580	2,088	1,242	846	59.50%	2,338
4400	TOTAL ORDINARY MAINTENANCE	8,963	5,228	3,929	1,299	75.16%	5,034
<u>GENERAL EXPENSE</u>							
4510	INSURANCE	2,629	1,534	1,491	43	97.17%	1,138
4520	PILOT	900	525	525	0	100.00%	375
4540	EMPLOYEE BENEFIT CONTR.	5,771	3,366	3,236	130	96.13%	2,535
4570	COLLECTION LOSS	0	0	0	0		0
4580	INTEREST EXPENSE	0	0	0	0		0
4585	PRINCIPLE PAYMENTS	0	0	0	0		0
4800	DHCD DIRECTED COSTS	0	0	0	0		0
4500	TOTAL GENERAL EXPENSES	9,300	5,425	5,251	174	96.80%	4,049
<u>OTHER EXPENSES</u>							
4610	EXTRAORDINARY MAINTENANCE	0	0	2,385	(2,385)		(2,385)
4611	EQUIPMENT - NONCAPITALIZED	0	0	0	0		0
4600	TOTAL OTHER OPERATING EXPENSES	0	0	2,385	(2,385)		(2,385)
<u>CAPITAL EXPENDITURES</u>							
7520	REPLACEMENT OF EQUIPMENT	0	0	0	0		0
7540	BETTERMENTS AND ADDITIONS	0	0	0	0		0
7500	TOTAL CAPITAL EXPENDITURES	0	0	0	0		0
TOTAL OPERATING EXPENSES		28,631	16,701	17,774	(1,073)	106.43%	10,857
NET OPERATING INCOME(DEFICIT)		2,581	1,506	641	(865)		

See Accountants' Report



AMESBURY HOUSING AUTHORITY  
PROGRAM - 705-A  
BALANCE SHEET  
April 30, 2024

**ASSETS**

Cash		2,762.28
Accounts Receivable - Sec 8 Subsidy	24,390.00	
Accounts Receivable - Tenants	8,557.00	
Allowance for Doubtful TARs	0.00	
Accounts Receivable - Subsidy	0.00	
Accounts Receivable - Fraud Recovery	15,584.00	
Fraud Contra	(15,584.00)	32,947.00
Interprogram Due From		16,000.00
Investments		10,777.03
Prepaid Insurance	5,435.70	
Accrued Interest	0.00	
Deferred Charges - Retirement	2,081.59	
Deferred Outflow of Resources	55,633.00	63,150.29
Land	54,000.00	
Buildings	639,354.50	
Equipment - Dwelling	3,187.00	
Equipment - Admin/Maint	0.00	
Leasehold Improvements	0.00	
Accumulated Deprecation	(407,322.46)	
Infrastructure	0.00	
Capital Leases	0.00	289,219.04
<b>TOTAL ASSETS</b>		<u><u>\$414,855.64</u></u>

**LIABILITIES AND SURPLUS**

Tenants Security Deposits	2,762.28	
Accounts Payable Foley	0.00	
Accounts Payable DHCD	0.00	
Interprogram Due To	3,596.49	6,358.77
Accrued Compensated Absences	1,106.04	
P.I.L.O.T.	(381.66)	
Accrued Payroll	0.00	
Accrued Liabilities - Other	0.00	724.38
Prepaid Rent	0.00	
Undistributed Credits	0.00	
Deferred Infow Of Resources	27,113.00	
Deferred Subsidy	0.00	27,113.00
Notes Payable Capital Borrowing	0.00	
Notes Payable Operations Borrowing	0.00	
Accrued OPEB Obligation	114,211.00	
Accrued Unfunded Pension Liability	115,985.00	230,196.00
Capital Assets Reserve, Net of Related Debt	289,219.04	
Replacement of Equipment	0.00	
Loan Payments	0.00	
Depreciation	0.00	289,219.04
Net Position - Restricted		0.00
Net Position - OPEB		(98,372.00)
Net Position - Pension		(103,304.00)
Net Position - Unrestricted	69,003.96	
Operating Receipts	96,542.51	
Operating Expenses	(102,626.02)	62,920.45
<b>TOTAL LIABILITIES AND SURPLUS</b>		<u><u>\$414,855.64</u></u>

76.7% of Max. (includes Net Income)



Amesbury Housing Authority 705-A  
7 months ending April 30, 2024

OPERATING STATEMENT

units 10  
unit months 70

ACCOUNT NUMBER	CLASSIFICATION	APPROVED BUDGET AMOUNT	PRO RATA BUDGET	ACTUAL TO DATE AMOUNT	AMOUNT OVER/ UNDER	ACTUAL AS FACTOR OF PRO RATA	AVAILABLE REMAINDER OF YEAR
<u>OPERATING RECEIPTS</u>							
3110	SHELTER RENT - TENANT	119,844	69,909	68,073	(1,836)	97.37%	51,771
3115	SHELTER RENT - FEDERAL SECT. 8	165,156	96,341	28,455	(67,886)		(28,455)
3190	NON DWELLING INCOME	0	0	0	0		
3610	INTEREST ON INVESTMENTS	350	204	15	(189)	7.11%	335
3611	INTEREST ON INVESTMENTS - RESTRICTED	0	0	0	0		0
3690	OTHER REVENUE	0	0	0	0		0
3691	OTHER REVENUE - RETAINED	0	0	0	0		0
3801	OPERATING SUBSIDY EARNED	0	0	0	0		0
3920	GAIN(LOSS) SALE OF FIXED ASSETS	0	0	0	0		0
3000	TOTAL OPERATING RECEIPTS	285,350	166,454	96,543	(69,911)	58.00%	188,807
<u>ADMINISTRATIVE</u>							
4110	ADMINISTRATION SALARIES	9,652	5,630	4,808	822	85.41%	4,844
4120	COMPENSATED ABSENCES	0	0	0	0		0
4130	LEGAL	0	0	0	0		0
4140	MEMBERS COMPENSATION	0	0	0	0		0
4150	TRAVEL AND RELATED EXPENSES	107	62	20	42	32.69%	87
4170	ACCOUNTING SERVICES	3,900	2,275	2,275	0	100.00%	1,625
4171	AUDIT COSTS	0	0	0	0		0
4180	FSS SALARY	0	0	0	0		0
4190	ADMINISTRATIVE OTHER	3,309	1,930	6,511	(4,581)	337.37%	(3,202)
4100	TOTAL ADMINISTRATIVE EXPENSE	16,968	9,897	13,615	(3,718)	137.57%	3,353
4230	Tenant Organization	0	0	0	0		0
<u>UTILITIES</u>							
4310	WATER & SEWER	20,000	11,667	14,323	(2,656)	122.76%	5,677
4320	ELECTRICITY	25,000	14,583	18,514	(3,931)	126.96%	6,486
4330	GAS	8,000	4,667	8,235	(3,568)	176.45%	(235)
4340	FUEL	0	0	0	0		0
4360	ENERGY CONSERVATION	0	0	0	0		0
4390	SEPTIC	0	0	0	0		0
4300	TOTAL UTILITIES EXPENSE	53,000	30,917	41,071	(10,154)	132.84%	11,929
<u>ORDINARY MAINTENANCE</u>							
4410	MAINTENANCE LABOR	33,431	19,501	17,377	2,124	89.11%	16,054
4420	MATERIALS AND SUPPLIES	2,000	1,167	1,491	(324)	127.80%	509
4430	CONTRACT COSTS	16,360	9,543	7,234	2,309	75.80%	9,126
4400	TOTAL ORDINARY MAINTENANCE	51,791	30,211	26,102	4,109	86.40%	25,689
<u>GENERAL EXPENSE</u>							
4510	INSURANCE	12,322	7,188	6,059	1,129	84.30%	6,263
4520	PILOT	3,500	2,042	2,042	0	99.98%	1,458
4540	EMPLOYEE BENEFIT CONTR.	25,387	14,809	13,624	1,185	92.00%	11,763
4570	COLLECTION LOSS	0	0	0	0		0
4580	INTEREST EXPENSE	0	0	0	0		0
4585	PRINCIPLE PAYMENTS	0	0	0	0		0
4800	DHCD DIRECTED COSTS	0	0	0	0		0
4500	TOTAL GENERAL EXPENSES	41,209	24,039	21,725	2,314	90.37%	19,484
<u>OTHER EXPENSES</u>							
4610	EXTRAORDINARY MAINTENANCE	0	0	113	(113)		(113)
4611	EQUIPMENT - NONCAPITALIZED	1,000	583	0	583	0.00%	1,000
4600	TOTAL OTHER OPERATING EXPENSES	1,000	583	113	470	19.34%	887
<u>CAPITAL EXPENDITURES</u>							
7520	REPLACEMENT OF EQUIPMENT	10,000	5,833	0	5,833	0.00%	10,000
7540	BETTERMENTS AND ADDITIONS	0	0	0	0		0
7500	TOTAL CAPITAL EXPENDITURES	10,000	5,833	0	5,833	0.00%	10,000
TOTAL OPERATING EXPENSES		173,968	101,481	102,626	(1,145)	101.13%	71,342
NET OPERATING INCOME(DEFICIT)		111,382	64,973	(6,084)	(71,056)		

See Accountants Report



**AMESBURY HOUSING AUTHORITY  
SECTION 8 VOUCHER PROGRAM  
BALANCE SHEET - April 30, 2024**

**ASSETS**

CASH	\$127,535.79	
PETTY CASH	0.00	\$127,535.79
ACCOUNTS RECEIVABLE - HUD	0.00	
ACCOUNTS RECEIVABLE	(3,403.53)	
ACCOUNTS RECEIVABLE - LL overpair HAPS	1,951.00	(1,452.53)
ADVANCES TO REV FUND		12,000.00
INVESTMENTS		30,614.61
INVESTMENTS - FSS ESCROW		0.00
PREPAID INSURANCE	1,548.36	
DEFERRED RETIREMENT	1,606.74	
DEFERRED OUTFLOW OF RESOURCES	69,861.00	73,016.10
EQUIPMENT	20,159.98	
ACCUMULATED DEPRECIATION	(20,159.98)	0.00
<b>TOTAL ASSETS</b>		<u><u>\$241,713.97</u></u>

**LIABILITIES AND SURPLUS**

ACCOUNTS PAYABLE - HUD	\$0.00	
ACCOUNTS PAYABLE - REVOLVING FUND	12,124.14	
ACCRUED COMPENSATED ABSENCES	898.42	
ACCRUED LIABILITIES AND PAYROLL	0.00	
ACCOUNTS PAYABLE - OTHER	31,642.60	\$44,665.16
ACCRUED OPEB		129,601.00
ACCRUED PENSION LIABILITY		141,145.00
PREPAID HUD CONTRIBUTIONS		(54,876.31)
DEFERRED INFLOWS		33,704.00
FIXED ASSETS RESERVE	0.00	
NET POSITION - UNRESTRICTED	199,876.55	
NET POSITION - FSS	0.00	
NET POSITION - RESTRICTED HAP	0.00	
NET POSITION - OPEB and PENSION	(234,589.00)	(34,712.45)
TOTAL INCOME	1,226,403.46	
TOTAL EXPENSES	(1,244,215.89)	(17,812.43)
DEPRECIATION		0.00
<b>TOTAL LIABILITIES AND SURPLUS</b>		<u><u>\$241,713.97</u></u>

*See Accountants' Report*

**AMESBURY HOUSING AUTHORITY  
SECTION 8 VOUCHER PROGRAM  
MONTHLY OPERATING STATEMENT  
7 Months Ending April 30, 2024**

Milne, Shaw & Robillard, P.C.  
11-Jun-24

**COMPUTATION OF ADMINISTRATIVE FEE EARNED:**

	<u>UNITS</u>	<u>ACTUAL</u>
ADMINISTRATIVE FEES	731	102,923
NEW HOME OWNERSHIP FEES	0	0
TOTAL ADMINISTRATIVE FEE EARNED		<u>102,923</u>

**STATEMENT OF OPERATING RECEIPTS AND EXPENDITURES**

	BUDGET	PRO RATA BUDGET	ACTUAL	(OVER) UNDER
ADMINISTRATIVE FEE EARNED	182,456	106,433	102,923	(3,510)
INTEREST ON OPERATING RESERVES	300	175	8	(167)
OTHER INCOME:MISC	0	0	0	0
OTHER INCOME:FRAUD	0	0	0	0
OTHER INCOME:MOBILITIES	6,000	3,500	393	(3,107)
TOTAL OPERATING RECEIPTS	<u>188,756</u>	<u>110,108</u>	<u>103,324</u>	<u>(6,784)</u>
ADMINISTRATIVE SALARIES	33,027	19,266	18,444	822
COMPENSATED ABSENCES	0	0	0	0
MANAGEMENT FEES	109,172	63,684	61,989	1,695
LEGAL	0	0	0	0
TRAINING	0	0	0	0
TRAVEL	979	571	166	405
ACCOUNTING	9,620	5,612	5,945	(333)
AUDIT FEE	16,000	9,333	0	9,333
SUNDRY ADMINISTRATIVE	23,074	13,460	22,140	(8,680)
INSPECTIONS	0	0	0	0
INSURANCE	2,913	1,699	1,933	(234)
EMPLOYEE BENEFITS	19,463	11,353	10,519	834
MOBILITY FEES	0	0	0	0
TOTAL ROUTINE NON-HAP EXPENSES	<u>214,248</u>	<u>124,978</u>	<u>121,136</u>	<u>3,842</u>
EQUIPMENT EXPENDITURES	0	0	0	0
TOTAL OPERATING EXPENSES	<u>214,248</u>	<u>124,978</u>	<u>121,136</u>	<u>3,842</u>
NET OPERATING INCOME (LOSS)	<u>(25,492)</u>	<u>(14,870)</u>	<u>(17,812)</u>	<u>(2,942)</u>

**COMPUTATION OF EXCESS OR DEFICIENCY OF FUNDS REQUISITIONED**

NRA BEGINNING BALANCE	\$0
ACC Recd from HUD	1,137,755
	<u>0</u>
TOTAL ANNUAL CONTRIBUTION EARNED TO DATE	1,137,755
LESS: HAPS	<u>(1,123,080)</u>
NRA leftover	<u>\$14,675</u>

See Accountants' Report

**AMESBURY HOUSING AUTHORITY  
RENT COLLECTION POLICY**

All rents are due on the first day of the month. Residents who have not paid their rent by the first business day after the 5<sup>th</sup> of the month will receive a call from the authority requesting prompt payment. By the 10<sup>th</sup> day of the month if the rent has not been paid a letter will be sent requesting the resident and/or resident's authorized representative meet for a private conference at a specific date, place and time.

If after the conference the resident still has an outstanding balance and no reasonable repayment schedule has been agreed upon management will proceed with termination. Residents who agree to and sign a payment agreement schedule will be given/sent a confirmation of the agreement to pay. If the agreement is not followed, a 14-day Notice to Quit will be sent to tenant.

Once the 14-day Notice is sent and the action is started, the action will continue until the balance is paid in full. Any agreement made at this point will only be made with a judgment entered in court.

The Public Housing Coordinator will prepare the 14-day Notices and serve them. Once the 14 days have passed the Authority's attorney will file the case in court.

**Rent Payment Procedures**

Rent is due on the first day of the month and collected by the 5<sup>th</sup> calendar day of the month. In accordance with the lease, residents may make monthly rent payment in two installments each month if the resident shows in advance and in writing good cause for the request.

<b>Day of Month</b>	<b>Resident</b>	<b>Authority</b>
1 <sup>st</sup> of month	Rent is due	Authority accepts rent or rent is electronically transferred from resident to agency
5 <sup>th</sup> of month	Last day rent is due	Authority details who has/has not paid rent
8 <sup>th</sup> of month	Rent overdue	Authority calls resident to remind them rent is past due
15 <sup>th</sup> of month	Delinquent rent	Authority sends 14-day Notice to Quit and tenant must pay balance in full or judgment will be entered in court.



# **AMESBURY HOUSING AUTHORITY**

## **RENT COLLECTION POLICY**

This policy is established for all residents in state and federal housing developments of the Amesbury Housing Authority (AHA). It lays out the manner in which residents must pay their rent and the consequences of late rent payments or non-payment of rent to the AHA. This policy meets the requirements of the Commonwealth of Massachusetts, the US Department of Housing and Urban Development (HUD) and the Executive Office of Housing and Livable Communities (EOHLC). THE AHA will administer this policy in an equitable and non-discriminatory manner.

This policy is designed to achieve the following:

- Maintain the AHA's Tenant Accounts Receivable (TAR) at no more than 5%.
- Provide residents with a clear understanding of their responsibilities regarding rent collection and the AHA's position with regard to the collection of rent.
- Create guidelines for the establishment and extension of repayment agreements.

This policy will be provided and reviewed with residents at the time of the Resident Orientation, prior to occupancy. It may also be reviewed with residents at the time of annual recertification of income.

### **MONTHLY RENT**

The monthly rent for residents will be based on the regulations for rent determination for state and federal programs. At the time of the Orientation, the resident will be shown the rent calculation based on family income, deductions for which the family qualifies and the amount of utility allowance, if any. Questions or concerns about the rent determination will be discussed at that time. On an annual basis, a rent recertification will be conducted. Residents have the right to dispute the rent determination, if they believe it to be inaccurate. To do this, the resident must request a hearing to review the rent calculation. The same process will be used for an interim rent determination.

### **RENT PAYMENTS**

The AHA will accept rent at the main office located at 180 Main Street, Amesbury, MA 01930. Residents may drop off their rent or mail it to that address. The AHA also utilizes an electronic debit process for those residents who wish to have their rent

automatically withdrawn from bank accounts on a monthly basis. Residents who elect to enroll in the electronic debiting process may notify the Property Manager and schedule a time to complete the required documents. Enrollment is also offered at the time of the Resident Orientation.

Rent is due and payable on the first day of each month. When a resident receives a monthly benefit within the first seven (7) days of the month, they may request to pay rent on the day following receipt of their benefit. When a resident fails to fully pay their rent portion by the seventh (7<sup>th</sup>) day of the month, the AHA may request a private conference. At this conference residents will be asked the reasons for the non-payment of rent and will be provided with an opportunity to resolve the matter. Rent payment in full is required; however, the AHA reserves the right to accept partial payments in situations where hardships have occurred.

Residents who fail to pay their rent by 4:00 p.m. on the seventh (7<sup>th</sup>) day of the month are considered delinquent, unless there is a different, agreed upon rent payment schedule. If the seventh (7<sup>th</sup>) day fall on a weekend, the rent will not be considered delinquent until 4:00 p.m. on the next business day. Residents who pay their full rent but fail to pay other miscellaneous charges properly due, may also be subject to separate legal action in accordance with their Lease.

The AHA does not charge late fees or interest for a resident's failure to pay rent when it is due.

### **UTILITIES AND MISCELLANEOUS CHARGES**

Residents who pay utilities may be provided with a utility allowance. Rent calculations are determined by the regulations for the state or federal development in which the resident resides. Upon taking occupancy of a unit, the resident must provide proof to the AHA that the utility (electricity or gas) for which they are responsible for payment, has been placed in their name with the appropriate utility company.

Miscellaneous charges may be assessed for resident caused damages to the premises, equipment therein, and common areas. Residents are also responsible for damage caused by other household members and guests. In a situation where damage was caused by an act of domestic violence, and the individual who caused the damage does not reside in the unit, the resident will not be charged for such damage.

Residents shall be notified in writing of maintenance and other miscellaneous charges and the procedure to request a hearing to review or contest any such charges.



## **RENT DISPUTES**

Residents who wish to dispute the amount of rent or other charges assessed may do so by following the Grievance Procedures established for state and federal housing programs. These procedures are provided to residents at the time of initial occupancy. Copies of the Grievance Procedures can be obtained by contacting the Property Manager.

## **RESTRICTIONS ON EVICTIONS BASED ON HIGH INCOME**

The AHA shall not commence eviction proceedings or refuse to renew a lease based upon the income of the resident family unless the following occurs:

In state developments when 27% of family adjusted income or 30% of elderly/disabled adjusted income equals or exceeds the applicable Fair Market Rent for Amesbury under the Housing Choice Voucher Program, they may be considered over income. In such instances, the resident will be provided with an opportunity to show that there is a hardship that prevents relocation of the household to unsubsidized housing. If the resident cannot show a hardship, they will be granted a 6-month exemption period. During that period, if there is a change in income that shows a decrease such that 27% or 30% of adjusted income no longer equals or exceeds the applicable Fair Market Rent, the action of termination of tenancy shall be withdrawn.

## **REPAYMENT AGREEMENTS**

When there are circumstances involving a hardship and in cases where rent is in arrears, the AHA may enter into a repayment agreement to provide additional time to make full payment of monies owed. Repayment agreements are made at the discretion of the AHA and shall generally be in the form of a court-ordered agreement for judgement. The AHA is under no obligation to approve or execute repayment agreements and does so only to maintain family tenancy or as a reasonable accommodation to a person with disabilities. Once a judgement is entered, residents failing to make the required court-ordered payments may be subject to further action including eviction.

In the event of unforeseen income disruptions, residents of both state and federal developments may request an interim reexamination of income. Rents will generally be adjusted for the month following the interim reexamination. Failure to report a decrease in income is not considered a hardship unless there is a medical condition or other extenuating circumstance which prevented the resident from requesting an interim reexamination.

## **SUMMARY PROCESS ACTION**

**Non-payment of rent is a serious violation of the Lease executed between the AHA and the resident. The AHA will pursue collection of the rent due and may initiate an action of termination of tenancy, if necessary. The AHA will initiate an action of termination for rent arrearage only. Payment for tenant caused damages and other charges will be addressed separately. The termination of tenancy process is shown as follows:**

- **Prior to issuing a Notice to Quit, the AHA shall provide the tenant with an opportunity to discuss the reason for the late payment at a Pre-termination conference. A state-aided public housing tenant that has been habitually late with rent payments and has had a prior opportunity for discussion, may not be afforded a second meeting.**
- **A pre-termination conference notice shall be sent which lists the lease violation and schedules the date, time and location of the conference. The notice will be mailed to the resident.**
- **At the pre-termination conference, the Housing Manager and the resident shall discuss the rent due. If the resident fails to pay the rent due at or before the conference, a thirty (30) day Notice to Quit will be served on the Tenant via the constable. If a resident in federal housing fails to pay the rent due at or before the conference, a letter summarizing the conference with a notice of the Grievance Procedure will be sent to the resident. A thirty (30) day Notice to Quit will be served only after the AHA receives a favorable decision after the grievance hearing or after the time to request a grievance hearing has expired.**
- **A Notice to Quit will cite the Lease violation and is served by a constable. If the notice is left at the last and usual place of residence, it will also be mailed to the resident.**
- **The Notice to Quit indicates that the full amount of the rent owed must be paid by the date by which the summary process action is due, in order for legal action to be discontinued. If a resident offers payment of the rent by this date, the payment will be accepted, and no further action will be taken. Payment methods may include a verified, written commitment from an agency to pay the full balance. If the rent is not paid in full by that date, the AHA may proceed with legal action and may assess the costs for serving a Notice to Quit, serving a summary process summons and complaint and court filing fees. These costs will be added to the total amount due from the resident.**
- **When the Notice to Quit has expired, a summary process action will be filed with the court to commence legal action. A summons is served upon the resident by a constable that requires the resident to appear in court. At that**

time the AHA will attempt to reach an agreement with the resident that will be filed with the court. If an agreement is not made between the AHA and the resident, the case will be heard by the court, and a decision will be rendered.

- If the court rules in favor of the AHA, a judgement will be awarded demanding payment from the resident. After ten (10) days from entry of judgement, and where there is no stay, pending appeal or post-judgement motions, the AHA has the right to request a writ of execution for possession and monetary judgement.
- If the resident does not vacate the leased premises or pay the AHA as the parties agree, the AHA may levy the writ of execution for possession on money judgement to forcibly evict the tenant and take possession of the unit. The AHA will provide at least ten (10) day notice of the date and time of the levy.

### **DISCONTINUING AN ACTION OF EVICTION**

The AHA is under no obligation to discontinue eviction proceedings once legal action has been initiated.

### **RESIDENT EVICTION EXPENSES**

Once a legal action has been filed in court and the court rules in favor of the AHA, the resident may be required to pay constable fees, court filing costs and moving costs associated with the eviction.

### **VACATED RESIDENT DEBT**

The AHA reserves the right to pursue collection of amounts properly due from residents who have been evicted or residents who have voluntarily vacated the premises. The AHA may use all means of collection, including notification to a credit bureau, referral to collection agencies and other court actions.

### **UNCOLLECTABLE RESIDENT DEBT/DEBT WROTE-OFFS**

On an annual basis, the Executive Director, in consultation with the Director of Finance and legal counsel will determine which tenant accounts receivable are uncollectable and will expense them off their financial ledger. A listing of proposed write-offs will be presented to the Board of Commissioners for approval prior to being removed from the ledger.

May 16,2024





## AMESBURY/MERRIMAC HOUSING AUTHORITY



180 Main St. Amesbury, MA 01913  
P: 978 388-2022 F: 978 388-4926

TO: Amesbury Board of Commissioners

From: Anmary I. Connor, DSW Executive Director

Date: June 14, 2024

RE: Vacancy

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There are ten units at Powwow that are in the Mod Phase FISH number that will not be filled.

Macy Terrace/Street

There are three units vacant

Orchard Park

No Vacancies

Powwow Villa

Four Vacancies

Heritage Vale

Four Vacancies

Heritage Towers

Three vacancies

There are three anticipated vacancies at the end of June/July.

Moving forward vacancy units will not be listed on the reports to ensure that these units remain anonymous in the report.

A vacancy initiative is being put forth to EOHCL with the support of RCAT.





## **AMESBURY/MERRIMAC HOUSING AUTHORITY**



**180 Main St. Amesbury, MA 01913  
P: 978 388-2022 F: 978 388-4926**

TO: Amesbury Board of Commissioners

From: Annmary I. Connor, DSW Executive Director

Date: June 14, 2024

RE: Pest Control Update

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The bedbugs in heritage towers are dissipating and treatments are becoming less frequent. On-going motoring's being completed to ensure they remain eradicated. The Dog has not yet been scheduled.

We are preventatively treating the exterior of Heritage towers, Powwow, Heritage Vale, Orchard Park and Macy the buildings for carpenter ants, spiders, and other beetles.







## **AMESBURY/MERRIMAC HOUSING AUTHORITY**



**180 Main St. Amesbury, MA 01913  
P: 978 388-2022 F: 978 388-4926**

TO: Amesbury Board of Commissioners

From: Annmary I. Connor, DSW Executive Director

Date: June 14, 2024

RE: HUD/ Section 8

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For the month of June 2024. AHA had HAP payments of \$173,059.88. We received HUD administration fee of \$14,405 of which Chelsea receives a payment of 60% at \$8,643.

See attached form



**CHELSEA HOUSING AUTHORITY**  
**BILLING TO THE AMESBURY HOUSING AUTHORITY**  
 EMAIL AConnor@amesburyha.com rdumont@amesburyha.com

**HAP & ADMIN FEE BILLING**  
**FOR THE MONTH OF JUNE 2024**

**UNIT LEASED INFORMATION**  
**ALLOCATED VOUCHERS 111**

	UNITS
UNITS UNDER LEASE	84
PORT OUT UNITS LEASED	1
PORT IN UNITS LEASED	0
NUMBER OF PBV	17
New PBV Vouchers Issued Looking	7
VOUCHERS ISSUED LOOKING	0

**MONTHLY PAYMENT INFORMATION**

	PYMT NO	AMOUNT	
HAP PAYMENT BY CHECK	140114-140119	\$ 1,561.00	
HAP PAYMENT BY DIRECT DEPOSIT	232843-232889	\$ 173,059.88	
PORT OUT PAYMENT BY DIRECT DEPOSIT			
PORT OUT PAYMENT BY CHECK	140182	\$ 2,300.62	
PORT IN PAYMENT BY DIRECT DEPOSIT			
PORT IN PAYMENT BY CHECK			\$ 176,921.50

**Port In Received Previous Month Payments**

Port In HAP Received Payments			
Port In ADMIN Received Payments			\$ -

**ADMINISTRATIVE FEE MONTHLY BILLING**

HUD ADMIN FEE RECEIVED FOR THE MONTH	\$ 14,405.00	60.00%	\$ 8,643.00
HUD PORT IN ADMIN FEE	\$ -	60.00%	\$ -

**ADJUSTMENT TO BILLING FOR (REPAYMENTS, FRAUD, L/L RETURN OF FUNDS & REDUCTION TO HAPS**

**FUNDS RECEIVED & DEPOSITED**

FRAUD FUNDS	\$ -	50.00%	\$ -
L/L RETURN OF HAP FUNDS	\$ -	100.00%	\$ -
PREVIOUS MONTH ADJUSTMENT		100.00%	\$ -

<b>BILLING TO AMESBURY HOUSING AUTHORITY DUE TO CHELSEA HOUSING AUTHORITY</b>	<b>\$ 185,564.50</b>
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**AMESBURY HOUSING AUTHORITY**  
**Responsible Pet Ownership Policy**  
**Family Housing**

These are policy guidelines for the management and residents of the Amesbury Housing Authority family developments to assist them in meeting the needs of pets, pet owning tenants, non-pet owning tenants, and management responsibilities in the pursuit of health, happiness and peaceful co-existence in a community atmosphere.

These pet guidelines should be used, not abused, by all of the participants in each facility. A clear understanding of the expectation and responsibilities of pet owners and management will ensure the successful introduction of companion animals into Amesbury or Merrimac housing developments.

### **Guidelines**

1. Dogs are not permitted in family public housing.
2. Any tenant in family public housing who wishes to keep an animal will inform management in writing. Management reserves the right to check reference for previous pet ownership. If management feels a pet is inappropriate, management will inform tenant. Permission for a specific pet will not be unreasonably withheld. A Lease Pet Rider must be signed immediately by the tenant. All pet owners must be able to control their pets via leash, pet carrier or cage.
3. A common household pet such as a cat, bird or fish may be permitted. Reptiles, and birds of prey are not household pets. Pets shall have suitable housing, e.g. cages or aquariums.
4. There will be no more than one animal per apartment e.g. – one cat; fish tank; one bird in a cage. except An aquarium must be 20 gallon or less capacity to be allowed.
5. Due to age and behavioral activities of puppies and kittens will not be approved.
6. All cats over the age of six months must be spayed or neutered.
7. Residents are expressly prohibited from feeding or harboring stray animals.

### **Tenant Obligations**

1. The pet owner will be responsible for proper care - good nutrition, grooming, exercise, flea control, routine veterinary care and yearly inoculations. Cats must wear identification tags and a collar and are permitted only in the owner's unit.
2. The pet owner is responsible for regularly cleaning up after pet inside the apartment and anywhere on or around the development in accordance with local ordinances. A "pooper scooper" and disposable plastic bags should be carried by owner at all times. All wastes will be bagged and disposed of in a receptacle outside the building per authority's instructions. Toilets are not designed to handle pet litter. **Under no circumstances should any pet debris be deposited in a toilet as blockages will occur.** Tenants will be responsible for the cost of repairs or replacements of any damaged toilets or pipes.
3. Pet blankets and bedding are not to be cleaned or washed in the laundry room for hygienic reasons.
4. The pet owner will keep the unit and any surrounding outdoor areas, if any, clean and free of pet odors, insect infestation, waste and litter and maintain the unit in a sanitary condition at all times.
5. The pet owner will restrain the pet and prevent the pet from gnawing, clawing, chewing, scratching or otherwise defacing doors, walls, windows and floor covering of the unit, other units and common areas, as well as shrubs and landscaping of the facility.
6. Pets are not to be tied outside or left unattended on a patio, deck or porch at any time.
7. Tenants will not alter their unit, patio, deck, or other outside area to create an enclosure for an animal.
8. No pet shall be loose in hallways, elevators, community rooms, dining rooms or other common areas.

9. Pets will not be allowed to disturb the health, safety, rights, comfort or quiet enjoyment of other tenants. A pet will not create a nuisance to neighbors with excessive barking, whining, chirping, or other unruly behavior.
10. Pet owners will agree to quarterly inspections to be sure pets and units are being cared for properly. These inspections may be reduced or increased in time periods at the manager's discretion.

The tenant is responsible for providing management with the following information and documents which are to be kept on file in the tenant's folder:

1. a color photo and identifying description of the pet
2. attending veterinarian's name, address and telephone number
3. Veterinary certificates of spaying or neutering, rabies, distemper combination, parvo virus, feline VRC, feline Leukemia testing and other inoculations when applicable.
4. cat licensing certificates in accordance with local and state law
5. two (2) alternate caretakers, their names, address and telephone numbers, who will assume immediate responsibility for the care of the pet should the owner become incapacitated; these caretakers must be verified in writing by signing the lease pet Rider, acknowledging their responsibilities as specified
6. emergency boarding accommodations
7. temporary ownership (overnight or short term) shall be registered with management under the pet rules and regulations

The tenant is responsible for keeping management informed of any change of information.

### **MANAGEMENT RESPONSIBILITIES**

#### **Establishment of a Pet Committee**

1. The Pet Committee will consist of animal owners, non-animal owners, local interested humane groups and veterinarians, etc. for in-house pet ownership management. 2. Specific instructions for disposal of pet waste and kitty litter must be posted in each building. Facility's rules and regulations of companion animal ownership must be posted and enforced in a fair and just manner.
2. Proper record keeping of: owner's and pets' pertinent information, security deposit, apartment inspections, investigation of complaints, and issuing of warnings, billing for damages, scheduling for repairs, etc.
3. Declawing of cats cannot be required by management. As the pet owner is fully liable for all destruction of property, management should not anticipate the possibility of damage and request
4. All written complaints shall be referred to the Pet Committee for resolution. No credence shall be given by the Pet Committee to verbal or unsigned complaints. Management will also inform the resident of any other rule infractions and will duly notify the Pet Committee for attempted resolution.
5. Upon second notice of a written legitimate complaint from the Pet Committee to the tenant, the resident shall be advised that a further notice shall be cause for termination of the Pet rider provisions; except that in the case of a serious problem, e.g. a vicious dog, this procedure may be shortened in the interest of public safety.

#### **Security Deposit and Fees**

1. All residents will be required to have a pet insurance/renters policy with limits of
2. A pet deposit of \$160 shall be collected when animal is authorized to live with resident.
3. The deposit will be refunded at the time the tenant vacates or no longer has ownership of the pet, provided that no damage has been done to the property. Sums necessary to repair such damage will be deducted from the deposit.
4. A fee shall be collected from pet owners failing to clean up after their animals with a maximum of \$10 per incident.

#### **Liability of Pet Owners for Damage or Injury**

1. Repairing or replacing damaged areas of the exterior, interior, doors, walls, floor coverings and fixtures in the unit, common areas or other areas damaged by the tenant's pet.

2. Cleaning, deodorizing and sanitizing carpeting and other floor coverings in the unit as necessitated by the presence of the pet.
3. Charges for damage will include materials and labor. Payment plans will be negotiated between management and the pet owner.
4. It is strongly recommended that the pet owner secure personal liability or other insurance and indemnify the property management against pet-related litigation or attorney's fees.
5. The property management may require pet owners to secure liability insurance, if he/she so elects, as a condition of pet ownership.

### **Pet Committee**

1. The housing authority shall establish a Pet Committee that is responsible for resolving complaints which may arise at each development. Where possible, the Committee should consist of pet owning individuals, non-pet-owning tenants, local humane groups, veterinarians and community volunteers. A community volunteer shall not be affiliated with the pet owner or the housing development or management other than as a member of the Pet Committee. Nor shall a community volunteer be a member of the immediate family of a person who is affiliated with the pet owner or the housing development management. The number of individuals should be uneven, three or five, to allow for a majority rule in the event of a vote decision.
2. A resident, who wishes to own a pet is responsible for establishing a Pet Committee if one is not already in place.
3. A purpose of the committee is to alleviate the management's involvement with tenants' questions and complaints concerning companion animals. The committee should also monitor how the ownership of pets affects the quality of life for both pet-owning tenants and no-pet owning tenants and report any recommendations to the management.

### **Resolution of Complaints**

The Pet Committee will be responsible for resolving complaints which may arise at each development. The committee will be the first line of complaint receipt as well as complaint resolution. Written complaints will be made to the pet committee which will approach the pet owner about such complaints and attempt to reach a resolution with the pet owner.

The pet committee shall work in locating and using resources to help tenants and management in the solution of pet problems.

### **Protection of Pet**

1. Identification cards, carried in purse or wallet, naming veterinarian and caretaker should be with the pet owner at all times. In the event of a sudden illness or accident, attending authorities would notify management to assist the pet and avoid delay in proper care of the animal.
2. No pet is to remain unattended, without proper care, for more than 24 hours, except in the case of a dog which shall be no more than 12 hours.
3. If the health or safety of a companion animal is threatened by incapacity or death of the owner, the Pet Committee and/or management will contact the caretakers designated by tenant.

### **Removal of Pet**

If caretakers are unable or unwilling to assume responsibility for the pet and tenant is unable to locate alternate, the management may enter premise, remove the pet, and arrange for pet care for no less than ten days to protect the pet, Funds for such care will come from the tenant's security deposit. The management may contact the local humane society or animal control facility for assistance in providing alternate arrangements for the care of the pet if the caretaker cannot be located.

Termination of Lease proceedings may be instituted if the pet owner is in violation of these guidelines which the pet owner has agreed to abide by in signing the pet rider attached to the lease. Termination of Lease proceedings may also be instituted if the pet owner has been warned three times by the Pet Committee.

### **Amendments to Guidelines**

These Guidelines may be amended from time to time by the Pet Committee in consultation with the management. (Note: must also follow DHCD Policy Amendment Procedure).

These guidelines have been jointly developed and are periodically updated by the Massachusetts Society for the Prevention of Cruelty to Animals (MSPCA), the Massachusetts Department of Housing and Community Development (DHCD) and the Massachusetts chapter of the National Association of Housing and Redevelopment Officials (NAHRO).



**AMESBURY HOUSING AUTHORITY**  
**PET RIDER – FAMILY HOUSING**

This pet rider to the lease between \_\_\_\_\_ (tenant) and Amesbury/Merrimac Housing Authority (management) is made a part of the lease entered between parties on (date) \_\_\_\_\_.

Both parties have read, agreed to, and signed the attached pet guidelines in effect for the complex.

1. The resident will keep his/her pet in a responsible manner and provide proper care for it as provided in said guidelines.
2. In accordance with the Pet Guidelines, the resident will provide the name, address, and telephone number, in the space provided below, of two pet caretakers who by signing this form will assume responsibility for the pet should the resident become unable to care for the pet, including any damages or medical expenses. The resident will also provide the name, address, and telephone number of the veterinarian responsible for the pet's health care.

**3. PET CARETAKER #1:**

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_

**PET CARETAKER #2:**

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_

**VETERINARIAN:**

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_

4. If resident is unable to provide the name of a pet caretaker he/she will provide details of other arrangements which have been made for the proper care of the pet.
5. The pet owner agrees to abide by each rule enumerated in the Pet Guidelines as outlined above, attached hereto, and incorporated by reference.
6. Non-compliance shall be sufficient cause for termination of the residential lease to which this rider is attached.
7. It is the pet owner's responsibility to update the information listed in item 3.

\_\_\_\_\_ (Tenant)

\_\_\_\_\_ (Date)

For Amesbury Housing Authority:

\_\_\_\_\_



**AMESBURY HOUSING AUTHORITY**  
**Responsible Pet Ownership Policy**  
**Elderly/Disabled Housing**

These are policy guidelines for the management and residents of the Amesbury Housing Authority to assist them in meeting the needs of pets, pet owning tenants, non-pet owning tenants, and management responsibilities in the pursuit of health, happiness and peaceful co-existence in a community atmosphere.

These pet guidelines should be used, not abused, by all of the participants in each facility. A clear understanding of the expectation and responsibilities of pet owners and management will ensure the successful introduction of companion animals into Amesbury or Merrimac housing developments.

### **Guidelines**

1. Any tenant who wishes to keep a companion animal will inform management in writing. Per Heritage Towers resident association, dog ownership is not permitted in the Towers. Management reserves the right to check reference for previous pet ownership. If management feels a pet is inappropriate, management will inform tenant. Permission for a specific pet will not be unreasonably withheld. A Lease Pet Rider must be signed immediately by the tenant. All pet owners must be able to control their pets via leash, pet carrier or cage.
2. A companion animal will be defined as a common household pet such as a dog, cat, bird or fish. Reptiles, and birds of prey are not household pets. Pets, other than cats and dogs, shall have suitable housing, e.g. cages or aquariums.
3. There will be no more than one animal per apartment except in the case of fish, no more than one aquarium with a 20 gallon capacity shall be allowed.
4. The mature size of newly acquired dogs is limited to a weight not to exceed 30 pounds. However, the size of a dog is not directly related to its desirability as a resident. Each animal shall be taken into consideration for its individual merit, based upon the facilities available.
5. Dogs of a vicious or aggressive disposition will not be permitted. Due to age and behavioral activities of puppies and kittens will not be approved.
6. All dogs and cats over the age of six months must be spayed or neutered.
7. Management reserves the right to require dog owners to relocate to a comparable unit on the ground floor of their building based upon written complaints concerning: 1) the behavior of the dog in the elevator or hallways; or 2) the documented medical conditions of tenants affected by the presence of the dog.
8. Residents are expressly prohibited from feeding or harboring stray animals.

### **Tenant Obligations**

1. The pet owner will be responsible for proper care - good nutrition, grooming, exercise, flea control, routine veterinary care and yearly inoculations. Dogs and cats must wear identification tags and collar and be on a leash when not in the owner's unit.
2. The pet owner is responsible for regularly cleaning up after pet inside the apartment and anywhere on or around the development in accordance with local ordinances. A "pooper scooper" and disposable plastic bags should be carried by owner at all times. All wastes will be bagged and disposed of in a receptacle outside the building per authority's instructions. Toilets are not designed to handle pet litter. **Under no circumstances should any pet debris be deposited in a toilet as blockages will occur.** Tenants will be responsible for the cost of repairs or replacements of any damaged toilets or pipes.
3. Pet blankets and bedding are not to be cleaned or washed in the laundry room for hygienic reasons.
4. The pet owner will keep the unit and any surrounding outdoor areas, if any, clean and free of pet odors, insect infestation, waste and litter and maintain the unit in a sanitary condition at all times.

5. The pet owner will restrain the pet and prevent the pet from gnawing, chewing, scratching or otherwise defacing doors, walls, windows and floor covering of the unit, other units and common areas, as well as shrubs and landscaping of the facility.
6. Pets are not to be tied outside or left unattended on a patio, deck or porch at any time.
7. Tenants will not alter their unit, patio, deck, or other outside area to create an enclosure for an animal.
8. Pets shall be restrained at all times, when outside apartment on development property. No pet shall be loose in hallways, elevators, community rooms, dining rooms or other common areas.
9. Visitors with pets will be allowed as long as they notify management and generally conform to the policy's guidelines.
10. Pets will not be allowed to disturb the health, safety, rights, comfort or quiet enjoyment of other tenants. A pet will not create a nuisance to neighbors with excessive barking, whining, chirping, or other unruly behavior.
11. Pet owners will agree to quarterly inspections to be sure pets and units are being cared for properly. These inspections may be reduced or increased in time periods at the manager's discretion.

The tenant is responsible for providing management with the following information and documents which are to be kept on file in the tenant's folder:

1. a color photo and identifying description of the pet
2. attending veterinarian's name, address and telephone number
3. Veterinary certificates of spaying or neutering, rabies, distemper combination, parvo virus, feline VRC, feline Leukemia testing and other inoculations when applicable.
4. dog and cat licensing certificates in accordance with local and state law
5. two (2) alternate caretakers, their names, address and telephone numbers, who will assume immediate responsibility for the care of the pet should the owner become incapacitated; these caretakers must be verified in writing by signing the lease pet Rider, acknowledging their responsibilities as specified
6. emergency boarding accommodations
7. temporary ownership (overnight or short term) shall be registered with management under the pet rules and regulations

The tenant is responsible for keeping management informed of any change of information.

### **MANAGEMENT RESPONSIBILITIES**

#### **Establishment of a Pet Committee**

1. The Pet Committee will consist of animal owners, non-animal owners, local interested humane groups and veterinarians, etc. for in-house pet ownership management. 2. Specific instructions for disposal of pet waste and kitty litter must be posted in each building. Facility's rules and regulations of companion animal ownership must be posted and enforced in a fair and just manner.
2. Proper record keeping of: owner's and pets' pertinent information, security deposit, apartment inspections, investigation of complaints, and issuing of warnings, billing for damages, scheduling for repairs, etc.
3. Declawing of cats cannot be required by management. As the pet owner is fully liable for all destruction of property, management should not anticipate the possibility of damage and request
4. All written complaints shall be referred to the Pet Committee for resolution. No credence shall be given by the Pet Committee to verbal or unsigned complaints. Management will also inform the resident of any other rule infractions and will duly notify the Pet Committee for attempted resolution.
5. Upon second notice of a written legitimate complaint from the Pet Committee to the tenant, the resident shall be advised that a further notice shall be cause for termination of the Pet rider provisions; except that in the case of a serious problem, e.g. a vicious dog, this procedure may be shortened in the interest of public safety.

#### **Security Deposit and Fees**

1. All residents will be required to have a pet insurance/renters policy with limits of

2. A pet deposit of \$160 shall be collected when animal is authorized to live with resident.
3. The deposit will be refunded at the time the tenant vacates or no longer has ownership of the pet, provided that no damage has been done to the property. Sums necessary to repair such damage will be deducted from the deposit.
4. A fee shall be collected from pet owners failing to clean up after their animals with a maximum of \$10 per incident.

#### **Liability of Pet Owners for Damage or Injury**

1. Repairing or replacing damaged areas of the exterior, interior, doors, walls, floor coverings and fixtures in the unit, common areas or other areas damaged by the tenant's pet.
2. Cleaning, deodorizing and sanitizing carpeting and other floor coverings in the unit as necessitated by the presence of the pet.
3. Charges for damage will include materials and labor. Payment plans will be negotiated between management and the pet owner.
4. It is strongly recommended that the pet owner secure personal liability or other insurance and indemnify the property management against pet-related litigation or attorney's fees.
5. The property management may require pet owners to secure liability insurance, if he/she so elects, as a condition of pet ownership.

#### **Pet Committee**

1. The housing authority shall establish a Pet Committee that is responsible for resolving complaints which may arise at each development. Where possible, the Committee should consist of pet owning individuals, non-pet-owning tenants, local humane groups, veterinarians and community volunteers. A community volunteer shall not be affiliated with the pet owner or the housing development or management other than as a member of the Pet Committee. Nor shall a community volunteer be a member of the immediate family of a person who is affiliated with the pet owner or the housing development management. The number of individuals should be uneven, three or five, to allow for a majority rule in the event of a vote decision.
2. A resident, who wishes to own a pet is responsible for establishing a Pet Committee if one is not already in place.
3. A purpose of the committee is to alleviate the management's involvement with tenants' questions and complaints concerning companion animals. The committee should also monitor how the ownership of pets affects the quality of life for both pet-owning tenants and no-pet owning tenants and report any recommendations to the management.

#### **Resolution of Complaints**

The Pet Committee will be responsible for resolving complaints which may arise at each development. The committee will be the first line of complaint receipt as well as complaint resolution. Written complaints will be made to the pet committee which will approach the pet owner about such complaints and attempt to reach a resolution with the pet owner.

The pet committee shall work in locating and using resources to help tenants and management in the solution of pet problems.

#### **Protection of Pet**

1. Identification cards, carried in purse or wallet, naming veterinarian and caretaker should be with the pet owner at all times. In the event of a sudden illness or accident, attending authorities would notify management to assist the pet and avoid delay in proper care of the animal.
2. No pet is to remain unattended, without proper care, for more than 24 hours, except in the case of a dog which shall be no more than 12 hours.
3. If the health or safety of a companion animal is threatened by incapacity or death of the owner, the Pet Committee and/or management will contact the caretakers designated by tenant.

### **Removal of Pet**

If caretakers are unable or unwilling to assume responsibility for the pet and tenant is unable to locate alternate, the management may enter premise, remove the pet, and arrange for pet care for no less than ten days to protect the pet, Funds for such care will come from the tenant's security deposit. The management may contact the local humane society or animal control facility for assistance in providing alternate arrangements for the care of the pet if the caretaker cannot be located.

Termination of Lease proceedings may be instituted if the pet owner is in violation of these guidelines which the pet owner has agreed to abide by in signing the pet rider attached to the lease. Termination of Lease proceedings may also be instituted if the pet owner has been warned three times by the Pet Committee.

### **Amendments to Guidelines**

These Guidelines may be amended from time to time by the Pet Committee in consultation with the management. (Note: must also follow DHCD Policy Amendment Procedure).

These guidelines have been jointly developed and are periodically updated by the Massachusetts Society for the Prevention of Cruelty to Animals (MSPCA), the Massachusetts Department of Housing and Community Development (DHCD) and the Massachusetts chapter of the National Association of Housing and Redevelopment Officials (NAHRO).

**AMESBURY HOUSING AUTHORITY**  
**PET RIDER**

This pet rider to the lease between \_\_\_\_\_ (tenant) and Amesbury/Merrimac Housing Authority (management) is made a part of the lease entered between parties on (date) \_\_\_\_\_.

Both parties have read, agreed to, and signed the attached pet guidelines in effect for the complex.

1. The resident will keep his/her pet in a responsible manner and provide proper care for it as provided in said guidelines.
2. In accordance with the Pet Guidelines, the resident will provide the name, address, and telephone number, in the space provided below, of two pet caretakers who by signing this form will assume responsibility for the pet should the resident become unable to care for the pet, including any damages or medical expenses. The resident will also provide the name, address, and telephone number of the veterinarian responsible for the pet's health care.

**3. PET CARETAKER #1:**

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_

**PET CARETAKER #2:**

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_

**VETERINARIAN:**

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_

4. If resident is unable to provide the name of a pet caretaker he/she will provide details of other arrangements which have been made for the proper care of the pet.
5. The pet owner agrees to abide by each rule enumerated in the Pet Guidelines as outlined above, attached hereto, and incorporated by reference.
6. Non-compliance shall be sufficient cause for termination of the residential lease to which this rider is attached.
7. It is the pet owner's responsibility to update the information listed in item 3.

\_\_\_\_\_ (Tenant)

\_\_\_\_\_ (Date)

For Amesbury Housing Authority:

\_\_\_\_\_





# AMESBURY HOUSING AUTHORITY

## PET POLICY

### DRAFT

The Amesbury Housing Authority (AHA) establishes this policy for residents of elderly/disabled public housing developments and family public housing developments. This policy governs the registration, maintenance and conduct of pets within AHA developments. It also describes the procedure to obtain approval for keeping a pet in an apartment. This policy does not apply to Service or Assistance Animals.

Residents wanting to bring a pet into their home, or a new resident moving in with a pet must complete an application and obtain approval from the Property Manager. This application will be provided by the Property Manager, upon request.

This policy applies to all residents of AHA's elderly/disabled developments and family developments, with certain exceptions for residents requiring a Service or Assistance Animal, which are not considered pets. Visitors with pets will not be allowed on the premises, except for Service or Assistance Animals. Residents may not temporarily care for the pets of friends and relatives in their apartments.

#### AUTHORIZED NUMBER OF PETS AND PET TYPES

The definition of a pet is a domesticated cat, dog, gerbil or hamster. If an animal does not meet the definition of Service or Assistance Animal, it is considered a pet by the AHA. The following describes authorized pet types and the number of pets allowed in each apartment:

1. The AHA will allow domesticated dogs, cats, gerbils and hamsters in an apartment.
2. Caged birds and fish are not considered pets for which permission is needed to keep in an apartment.
3. Livestock, poisonous snakes, reptiles, birds of prey, rodents and arachnids are strictly prohibited.
4. All dogs and cats over six (6) months of age must be spayed or neutered.
5. A maximum of one (1) cat or one (1) dog is allowed per apartment. Aquariums shall not have a capacity of more than twenty (20) gallons. A resident may have a birdcage and an aquarium, with one domesticated animal.
6. Pets of a vicious or aggressive nature will not be permitted. The following breeds of dogs are prohibited: Pitbull, Doberman Pincher or Rottweiler; or any mixed breed with identifiable characteristics specific to one of the listed breeds. Any animal deemed by the Property Manager to pose a risk to the health and safety of residents, including attack or fight-trained dogs, will not be approved.
7. Dogs may not exceed forty (40) pounds in weight.
8. Offspring from pet births must be removed from the premises within ten (10) weeks after birth. The parent animal must be neutered as soon as practical after birth.

## RESIDENT RESPONSIBILITIES RELATIVE TO PET OWNERSHIP

The resident pet owner is responsible for the following:

1. Pets shall not be allowed to roam free outside a resident's apartment or in common areas of the development. Cats and other permitted animals may be transported in appropriate pet transport containers when entering or exiting the apartment. Dogs must be leashed or in appropriate pet transport containers when entering or exiting the apartment.
2. Pets shall never be left unattended in common areas such as hallways, entrances to buildings or outside buildings. Pets may not be left unattended on balconies.
3. Birds must be maintained in appropriately sized cages and should never fly free within the apartment, or any common area.
4. The resident will not allow pets to disturb the right to peaceful enjoyment of the premises by other residents. Repeated, substantiated complaints by residents or AHA staff regarding pet noise or odor, animal waste, aggressive behavior exhibited by the pet or other nuisance could result in requiring the resident to remove the pet or face possible termination of tenancy.
5. The resident is responsible for the treatment of pet insect infestation such as fleas or other infestation. The AHA may inspect and exterminate an apartment upon learning of an infestation problem. The resident will be responsible for payment of the treatment.
6. No pet may be left unattended in a unit without proper care for more than 12 hours. In the event a pet is left alone in an apartment and is not being properly cared for, the AHA will attempt to contact the resident, the designated pet caretaker or the resident's emergency contact to remove the animal. If these attempts are not successful, the Property Manager may have the pet removed and placed at an appropriate animal shelter, at the expense of the resident. This action will be taken to prevent possible harm to the animal and other residents. The Property Manager will note all actions taken in the resident file.
7. The resident is responsible for the removal or protection of animals during scheduled pest control treatments. Residents who do not take the proper precautions may be charged the rescheduling fee (if any) set by the pest control agent.
8. Residents are fully responsible for disposal of pet waste, both inside and outside of their apartment. Disposal must be made by placing pet waste in a sealed plastic bag and disposing in the appropriate receptacle or place designated by the Property Manager. Repeated failure to properly dispose of pet waste may be deemed a violation of the Lease. Additional action may be taken by the AHA.

## APPLICATION FOR PET OWNERSHIP ON AHA PROPERTY

An application to authorize a pet on the premises must be APPROVED before a pet can be brought into an apartment. The application can be obtained from the Property Manager. Residents are strongly encouraged to provide one or more designated pet caretakers. The Property Manager may contact the designated pet caretaker to ensure that they understand their responsibilities and to verify that they agree to be listed on the application. The Property Manager will make a

determination within fifteen (15) days of the submission of the application and reserves the right to deny the application if the resident is unable to abide by the Pet Policy, or the animal does not meet the requirements of the policy. If denied, the resident will receive a notification in writing advising of the reasons for the denial.

At the time of application, the resident is responsible for providing the following information and documents, which will be retained in the resident's file:

- The name, address and telephone number of the pet's Veterinarian
- A photo of the pet
- Veterinary certifications of spaying or neutering, and all vaccinations or inoculations, as required by Massachusetts state law
- Dog license issued by the City of Amesbury
- The names and contact information of designated pet caretakers

If the resident cannot provide the information related to veterinary certifications or dog licensing, documentation from the Veterinarian or City of Amesbury must be provided explaining the reason for non-compliance. Updated pet information may be provided annually, at the time of the recertification of income.

All residents must demonstrate that they are capable of providing maintenance and care of a pet and that they are able to comply with the provision for disposal of pet waste.

If it is found that the resident has failed to comply with the standards for pet ownership set forth in the Pet Policy, they may be required to remove the pet, upon being notified in writing by the AHA. Failure to do so will be considered a violation of the resident's obligations under the Lease. All lease enforcement and eviction actions taken as a result of this policy shall comply with the AHA's Lease and Grievance Procedures.

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## **SERVICE AND ASSISTANCE ANIMALS AUTHORIZED THROUGH A REASONABLE ACCOMMODATION PROCESS**

As indicated above, Service and Assistance Animals are not considered pets and the Pet Policy does not apply to these animals. The following describes the definitions of Service and Assistance Animals, which are authorized through a reasonable accommodation process.

A Service Animal is a dog that is individually trained to do work or perform tasks including physical, sensory, psychiatric or intellectual for persons with a disability. The Service Animal may be trained by the Owner. The dog is trained to take specific action to assist a person with a disability, when needed. The tasks performed must be directly related to the individual's disability. Only dogs meet the definition of a Service Animal.

Examples of work or tasks include, but are not limited to:

- Assisting individuals who are blind or have low vision
- Alerting individuals who are deaf or hard of hearing to the presence of people or sounds
- Pulling a wheelchair
- Assisting an individual during a seizure or medical event
- Alerting an individual to the presence of allergens
- Retrieving items
- Providing physical support and assistance with balance and stability to individuals with mobility disabilities
- Helping a person with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors

Assistance Animals do not have to be trained to provide support to a person with disabilities. An Assistance Animal may be a dog or another type of animal that works, provides assistance, or performs tasks for the benefit of a person with a disability or provides emotional support that alleviates one or more identified effects of a person's disability. An Assistance Animal is permitted as a reasonable accommodation in order for a person with a disability to have an equal opportunity to participate in and enjoy the AHA's housing and programs.

There are many examples of work, tasks, or other types of assistance for disabling conditions, as listed below:

Persons with mental health disabilities (e.g. depression, anxiety, PTSDs)

- Providing benefit from routine caring of animals or interacting with others while caring for or being with an animal. These and other benefits may reduce stress and loneliness, enhance social connection, provide a reason to live or create purpose or meaning
- Providing emotional support that alleviates a symptom or effect of a disability
- Taking an action to calm an individual during an anxiety attack
- Interrupting impulsive or destructive behavior

Persons with neurological or intellectual disabilities (e.g. autism, Downs Syndrome, dementia, epilepsy)

- Providing benefit by calming, becoming more engaged and expressive, accepting touch and simulating social interaction
- Alerting to hazards or interrupting wandering or distraction
- Alerting to an upcoming seizure

Persons with physical disabilities (e.g. limited mobility, vision impairment, hearing impairment, diabetes, paralysis)

- Proving benefit from animals that can retrieve items
- Providing physical support to help with balance or pulling a wheelchair

- Assisting individuals who are deaf or hard of hearing
- Assisting individuals who are blind or low vision
- Alerting a person with diabetes when blood sugar is too high or too low

### PUBLIC HOUSING TENANCY REQUIREMENTS RELATED TO SERVICE ANIMALS AND ASSISTANCE ANIMALS

A tenant or applicant who indicates their intention to keep a Service Animal or Assistance Animal will be provided a copy of the Pet Policy and the Reasonable Accommodation Policy for the AHA. A tenant maintaining a pet in public housing is subject to the guidelines set forth in the Pet Policy. As household circumstances may change over time, a tenant may request a reasonable accommodation for an animal initially considered a pet and may document the need for an Assistance Animal.

### LEASE ENFORCEMENT

A tenant with a Service or Assistance Animal is not subject to the Pet Policy of the AHA. However, a reasonable accommodation for a Service or Assistance Animal does not exempt the tenant from other obligations under the Lease. A tenant or household member's ownership of a Service or Assistance Animal may not be accommodated if it would pose a direct threat to the health or safety of others or would cause substantial damage to the physical property of the AHA or others, that cannot be eliminated or reduced by another reasonable accommodation. A "direct threat" must be determined through an individualized assessment that is based on reliable evidence.

Behaviors that may violate the Lease include but are not limited to: chasing, biting, excessive barking, aggressive jumping at people, or not being housebroken. Animals must be under control and cannot pose a threat to other residents, staff or people on AHA property. Tenants are required to maintain clean and sanitary condition of the premises and common areas, which includes disposal of animal waste. The AHA will consider other reasonable accommodations to address Lease violations in order to assist the resident with maintaining the Service or Assistance Animal in their unit. All Lease enforcement and eviction actions taken shall comply with the AHA's Lease and Grievance Procedures.

### RENT CALCULATION AND SERVICE OR ASSISTANCE ANIMALS

The AHA will consider certain actual and verified non-reimbursable costs related to obtaining and maintaining Service and Assistance Animals as medical deductions. Deductible expenses include the cost of obtaining an animal, training expenses payable to a third-party provider of training services, and costs associated with maintaining the animal. Such expenses include food, grooming, and veterinary care, service harness or vest and leash.

### REASONABLE ACCOMMODATION REQUESTS

A person with a disability may make a reasonable accommodation request at any time and the AHA will consider the reasonable accommodation request even if the resident made the request after

bringing the Service or Assistance Animal into their unit. The AHA will allow an animal to stay in the unit while verification of the Service or Assistance Animal is pending.

**AMESBURY HOUSING AUTHORITY**  
**PET APPLICATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

Pet Type: \_\_\_\_\_

Pet Age: \_\_\_\_\_

Pet Weight: \_\_\_\_\_

Name of Veterinarian: \_\_\_\_\_

City Dog License: \_\_\_\_\_

Photo of Animal Provided:                YES                                NO

Proof of Required Vaccinations and Spaying or Neutering Provided:    YES                                NO

**Designated Caretaker #1**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

**Designated Caretaker #2**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

**I have read the Pet Policy for the Amesbury Housing Authority. I agree to comply with the terms and conditions of this Policy.**

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date







June 11, 2024

Members of the Board of Commissioners  
Amesbury Housing Authority  
180 Main Street  
Amesbury, MA 01913

We have audited the financial statements of the governmental activities of Amesbury Housing Authority for the year ended September 30, 2023. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards* and OMB Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to our audit.

**Our Responsibilities under U.S. Generally Accepted Auditing Standards, Government Auditing Standards and the Uniform Guidance**

As stated in our engagement letter dated November 13, 2023, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we will consider Amesbury Housing Authority's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting. We will also consider internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the Uniform Guidance.

As part of obtaining reasonable assurance about whether Amesbury Housing Authority's financial statements are free of material misstatement, we will perform tests of its compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions is not an objective of our audit. Also in accordance with the Uniform Guidance, we will examine, on a test basis, evidence about Amesbury Housing Authority's compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Compliance Supplement applicable to each of its major federal programs for the purpose of expressing an opinion on Amesbury Housing Authority's compliance with those requirements. While our audit will provide a reasonable basis for our opinion, it will not provide a legal determination on Amesbury Housing Authority's compliance with those requirements

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to Management's Discussion and analysis, which supplements the basic financial statements, was to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

We were engaged to report on the supplemental financial data schedule, which accompanies the financial statements but is not RSI. Our responsibility for this supplementary information, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

#### **Planned Scope, Timing of the Audit, and Other**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit included obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

We have identified the following significant risks of material misstatement as part of our audit planning:

- Management Override of Internal Controls
- Improper Revenue Recognition
- Implementation of New Accounting Standards
- Related Party Transactions

## **Significant Audit Findings**

### **Qualitative Aspects of Accounting Practices**

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Amesbury Housing Authority are described in Note 2 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ended September 30, 2023. We noted no transactions entered into by Amesbury Housing Authority during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

Management's estimate of the OPEB and pension liabilities are based on actuarial valuations prepared to calculate the Authority's liability. We evaluated the key factors and assumptions used to develop the OPEB and pension liabilities in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

### ***Difficulties Encountered in Performing the Audit***

We encountered no significant difficulties in dealing with management in performing and completing our audit.

### ***Independence***

During the year ended September 30, 2023, we were engaged to provide financial statement preparation, assist with the preparation of the data collection form, and assist with the REAC Agreed-Upon Procedures. We reviewed the nature of the requested work, our role and management's role and determined that our independence would not be impaired, in fact or appearance.

### ***Corrected and Uncorrected Misstatements***

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the

appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

We did not identify any material misstatements as a result of our audit procedures that were recorded by management.

We did not identify any uncorrected misstatements.

### ***Disagreements with Management***

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

### ***Management Representations***

We have requested certain representations from management that are included in the management representation letter dated June 11, 2024.

### ***Management Consultations with Other Independent Accountants***

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to Amesbury Housing Authority's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### ***Other Audit Findings or Issues***

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as Amesbury Housing Authority's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

During our procedures, we noted that the Authority has not performed a formal security training to employees within the last year. Industry best practices recommend that employers provide for formal IT security training on at least an annual basis. We recommend that the Authority implement or provide for a means for formal IT security training at least annually to all employees to reduce and/or mitigate potential future cybersecurity risks.

**Other Matters**

We applied certain limited procedures to Management's Discussion and Analysis, Schedule of Changes in the Total OPEB Liability and Related Ratios, Schedule of the Proportionate Share of the Net Pension Liability, and Schedule of Contributions, which are required supplementary information, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the supplementary financial data schedule and the Schedule of Expenditures of Federal Awards, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

**Restriction on Use**

This information is intended solely for the information and use of Board of Commissioners and management of Amesbury Housing Authority and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

*Marcum LLP*

Marcum LLP



Property	Date	Outcome/Task
Orchard Park	June 4, 2024	Meet and greet with new Executive Director - met families discussed goals and upcoming work to be done
5/23, 31	6/4, 11	updates Revived bid for the fencing and flashing at orchard park.  Sherif department is scheduled for July 8th, will work on painting areas and may be able to power wash certain areas  National grid request was made to cut back trees in power lines
Heritage Vale	Weekly	mentoring vacancies
5/23, 26	6/6, 13, 14	RCAT moving forward with the paving project
Field street		no updates
Heritage Towers	Daily	Floors will waxed in July 19-21st
Powwow Villa	Weekly	looking at the trees in the middle of the circle.
5/23, 31	6/4, 12	
Macy Street	weekly	5/31 discovered rotting porch roofs. Removed roofs the following week as it was an emergency, due to safety
5/20, 23, 5/31, 6/4, 5, 6, 7		new swings, installed, meet and greet on 5/20 with new executive director
12-Jun		Monitoring parking, estimates on tree removal completed



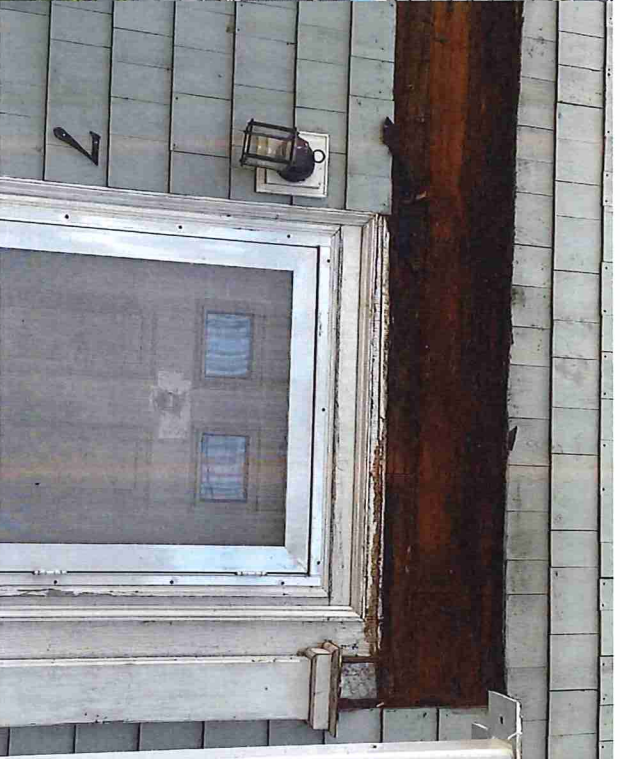


# Porch roofs-Macy

Roof buckling



roof rotting



roof removed



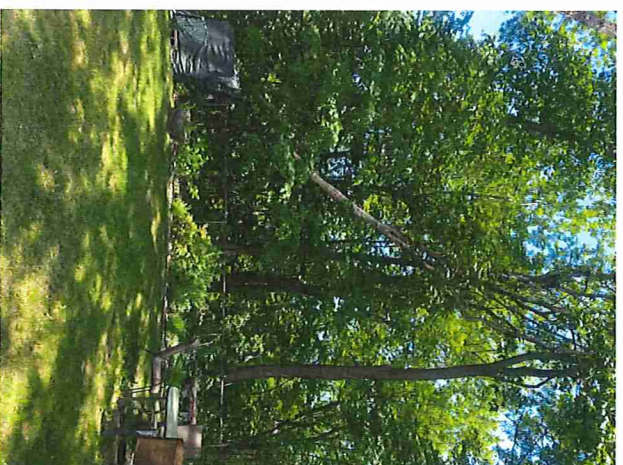


# Macy street houses

Condition of one of the houses



Dead tree new the back of a house





# Interior Macy street

Inside cable wiring



Bathroom shower







To: Amesbury Board of Commissioners

From: Annmary I. Connor, DSW

Executive Director

Re: Executive Director Report

Date: June 14, 2024

---

### **Public Comment**

Follow up to a public comment. There were no public comments.

### **Staff**

Currently there is one position open in Amesbury within the maintenance department. We have started to interview for the position and have wonderful candidates. Will be making a offer in the upcoming week.

We found out the occupational health department of Anna Jaques has closed, we are looking for a new company that is local.

### **Legal**

Currently we have one legal case that has been assigned to EOHCL contracted attorney. We have some incurred legal fees related to staff issues and current client issues.

### **CBDG**

The CBDG grant proposal was submitted on 3/22/24. Will await to hear from the city on the status. There has been no updates.

### **Capital**

The capital improvement plan is being voted on June 18,2024 at the Board meeting. There are some current adjustment that we are looking to include.

### **Commissioner updates**

We are working with the mayor's office on posting the vacant board position that is to be filled by a resident of the housing authority. The position is vacant and the mayor's office is accepting applications. AHA notified all tenants of the vacant open position and there has been some interest. All application have been sent to the Mayors office.

### **Community building**

A separate report is being submitted regarding the properties. That includes pictures.

AgeSpan has started the meal site program up. AgeSpan is looking to expand the meal site days to include Thursday this will start in July.

Mod-Phase is going out to bid, documents are included in the package. The walk through was Wednesday May 22nd. All sub bids were complete. The bids came back and there was only one bid, and it was for \$4,795,000 plus \$248,900 for Alternate No. 1 - Window Replacement (\$5,043,900). This is considerably higher than EOHLC requested that we advertise the project. Discussion will occur with EOHCL.

**Attachments:**

Audit report from Marcum Accountants & Advisors is enclosed in the board packet for review.



Vacancy Request  
Amesbury

Unit Number	Address/ Complex	Essential needs	
	Powwow Villa	paint, flooring- Vinyl/ window treatments/blinds	reglaze porcelain tubs and bathroom sinks, replace tile surround with solid surround
	Powwow Villa	paint, flooring- Vinyl/ window treatments/blinds	
	Powwow Villa	paint, flooring- Vinyl/ window treatments/blinds	
	Powwow Villa	paint, flooring- Vinyl/ window treatments/blinds	
	180 Main St/Heritage Towers	paint, flooring-vinyl tile ,stove, refrigerator, window treatments/blinds	reglaze porcelain tubs and bathroom sinks, replace tile surround with solid surround
	180 Main St/Heritage Towers	paint, flooring-vinyl tile ,stove, refrigerator, window treatments/blinds	
	180 Main St/Heritage Towers	paint- flooring-vinyl tile- window treatments	
	Heritage vale	paint, Vinyl Flooring tile, window treatments, stove, refrigerator, replacement of lower kitchen cabinet, sink and faucet, replace bathroom surround and paint porcelain tub and bathroom sink	
	Heritage Vale	paint, flooring, window treatments, repaint tub, new kitchen counter, sink and faucet	reglaze porcelain tubs and bathroom sinks, replace tile surround with solid surround
	Heritage Vale	paint, flooring vinyl tile, kitchen counter new sink and faucet, paint bathroom tube and sink, window treatments	reglaze porcelain tubs and bathroom sinks, replace tile surround with solid surround
	Heritage Vale	paint, vinyl flooring, window treatments, new bathroom surround, paint tub, new kitchen counter top with sink and faucet, refrigerator and stove	reglaze porcelain tubs and bathroom sinks, replace tile surround with solid surround
Family housing			
	Macy Terrace	full kitchen and bathroom , walls skim coat and repaint, flooring- refinished, new appliances	

Vacancy Request

Amesbury

full kitchen and bathroom , walls skim coat and repaint,  
flooring- refinished, new appliances, replace two broken  
windows,

this unit had porch roof removed

Macy Terrace

full kitchen and bathroom , walls skim coat and repaint,  
flooring- refinished, new appliances, ceiling replaced in  
kitchen and plumbing repaired to eliminate leak,  
flooring, paint

Macy street

Orchard park



## AMESBURY/MERRIMAC HOUSING AUTHORITY



180 Main St. Amesbury, MA 01913  
P: 978 388-2022 F: 978 388-4926

TO: Amesbury Board of Commissioners  
From: Anmary I. Connor, DSW Executive Director  
Date: June 13,2024  
RE: Change of hours

---

The current operating hours for the Amesbury Housing Authority are Mon through Wednesday 8am to 4pm, Thursday 8am to 7pm and Friday 8am to 1pm. The late Thursday hours mirror the City of Amesbury extended day.

AHA is open in the evenings and there are typically no afterhours walk-in requests. All individuals who attend after 4pm are those with scheduled appointments. Staying open until 7pm is an administrative burden as there are only two full-time employees scheduled for these evenings, resulting in the need to pay additional staff to cover the later hours when time off or illness occurs.

The housing manager has flexibility to meet with tenant's afterhours at a scheduled day and time if the tenants schedule impedes them from coming during normal business hours.

A proposed new schedule for operating hours is:

Mon through Thursday 8:00am to 4:15pm (30 min unpaid lunch) =7:75 hours per day=31 hours

Friday 8am to noon= 4 hours

Yielding 35 hours per week

Noted: The Executive Director is mandated to work 37.5 hours per EOHCL contract and submits a time sheet weekly to payroll staff reflecting these hours. These additional hours are often reflected in staying later on weekdays.

For reference attached are similar housing authorities scheduled hours of operations.



**Newburyport Housing Authority**

[What are the Housing Authority Hours? | newburyportma \(cityofnewburyport.com\)](#)

Mon-Thur 8am to 4pm

Friday 8am to Noon

**Ipswich Housing Authority (Includes Salisbury)**

<https://www.ipswichhousingauthority.com/about>

Mon-Thur 9am to 4pm

Fri 9am to 11:45am

**Danvers Housing Authority**

[Danvers Housing Authority - Public Housing, Section 8 Housing](#)

Mon- Thur 8:30am to 4pm

Fri 8am to noon

**Gloucester Housing Authority**

[Gloucester Housing Authority \(ghama.com\)](#)

Mon- Thur 8am-4:15am

Fri: 8am to noon

**North Andover Housing Authority**

[North Andover Housing Authority \(northandoverha.com\)](#)

Mon-Thursday 8:15-4:15

Fri 8:30am-12:30pm

**Andover Housing Authority**

[Andover Housing Authority](#)

Mon, Tue, Thur 8:00 to 4:15p

Wed, Fri 8am to noon

