ANNUAL REPORT 2020

THE YEAR THAT COVID-19 DEFINED US
A MESSAGE FROM THE EXECUTIVE DIRECTOR & 
CHAIRPERSON OF THE BOARD OF COMMISSIONERS

In 2020, The Housing Authority of the City of Westbrook continued to successfully fulfill its mission in an environment that was severely impacted by COVID-19. Westbrook Housing implemented an early response to the pandemic that ensured staff and client safety. Initiatives included closing the offices to the public and remote work from home options for staff. As a result of the pandemic our operational systems and procedures that were implemented over the previous six years had been tested to the fullest extent of our operational capacity. The agency wide response was exemplary without compromise that resulted in the effectual delivery and advancement of our services and mission.

All departments responded to ensure that all our tenants and clients maintained or were able to access safe affordable housing throughout the pandemic. Initiatives include the following: Maintenance staff focusing on elevated cleaning and disinfection. Property Management providing rent relief to families impacted by job reduction or loss. 2020 rent increases rolled back to ensure economic stability to tenants. The Housing Choice Voucher Program assisted 151 households impacted by COVID 19 related job reduction or loss with an average increase of $282 in monthly housing assistance payments. Supportive Services implemented multiple programs for tenants including daily outreach to tenants, education on health and safety measures, providing over 10,000 free meals to tenants, and coordinating on site vaccination clinics that resulted in over 600 residents being vaccinated.

The Housing Authority continues to operate as a High Performer with a rating of 96% for 2020. In our achievement of this goal, we continued to operate the Housing Choice Voucher program with 98% of its 805 Mobility Vouchers issued and with 99.52% of its 168 Mainstream Vouchers issued with 113.88% of its budget authority expended. Of all the Housing Authorities in Maine, Westbrook Housing continues to maintain the highest utilization rate of the Housing Choice Voucher program. Due to this performance, a total of $10,183,373 of federal funds was infused into the local economy for affordable housing. Through the CARES Act the Housing Authority received an award of 58 new HUD-811 Housing Choice Vouchers for families with a member who is disabled and homeless or at risk of being homeless.

In April, Westbrook Housing expanded its programing and staff through its acquisition of the Maine DHHS Independent Housing Services Program at its Larrabee Village congregate care facility. As a result, the agency has grown in staffing by 42% to a total of 44 staff members.

With its associated entity and development partner, Westbrook Development Corporation, we were able to complete the construction of the Robert L. Harnois Apartments and commenced construction of the Lewis H. Emery Apartments with the combined total of 91 affordable housing units for the elderly.

The Board of Commissioners and the Staff of Westbrook Housing are grateful to the citizens of Westbrook, its elected officials, and administrative staff who continue to support our activities of providing quality affordable housing to its residents.

Respectfully,

Christopher LaRoche, 
Executive Director

René Daniel, 
Chairman, Board of Commissioners
“TO ALL THE EMPLOYEES OF W.H.A.,
I WISH TO SAY THANK YOU FOR ALL YOU DO
FOR US. IT IS WONDERFUL LIVING HERE.”

OUR PROPERTIES

**Riverview Terrace**
21 Knight Street
58 Senior 55+ Apartments

**Larrabee Village**
30 Liza Harmon Drive
150 Elderly Apartments

**Larrabee Woods**
9 Dottie’s Way
25 Senior 55+ Apartments

**Hay Properties**
785-789 Main Street
13 Family, Market Rate Apartments

**Larrabee Heights**
20 Dottie’s Way
36 Elderly, Market Rate Apartments

**Golder Commons**
6 Lincoln Street
26 Family Apartments

**School House Commons**
87 Bridge Street
8 Family Apartments

**119 Saco Street**
119 Saco Street
2 Apartments for Developmentally Disabled

**Malcolm A. Noyes Apartments**
290 East Bridge Street
38 Senior 55+ Apartments

**Spring Crossing**
19 Ash Street
34 Senior 55+ Apartments

**Dr. Arthur O. Berry Apartments**
27 Liza Harmon Drive
38 Senior 55+ Apartments

**Presumpscot Commons**
765 Main Street, Westbrook
29 Senior 55+ Apartments

**Robert L. Harnois Apartments**
70 Ruth Hunton Court
61 Senior 62+ Apartments
# ASSETS

**Current Assets**

- Cash - Unrestricted: $4,401,775
- Cash - Restricted: $592,994
- Accounts Receivable: $425,766
- Prepaid Expenses: $40,349
- Inventory: $5,772

**Total Current Assets**: $5,476,656

**Noncurrent Assets: Capital Assets**

- Land: $612,750
- Buildings: $4,526,268
- Furniture, Equipment & Machinery:
  - Dwellings: $212,728
- Furniture, Equipment & Machinery; Administration: $654,120
- Accumulated Depreciation: $3,581,761
- Construction in Process: $125,045

**Total Capital Assets, Net Accumulated Depreciation**: $2,549,150

**Notes and Loans Receivable**

- Long-term: $726,956
- Other Assets: $385,000

**Total Noncurrent Assets**: $3,661,106

**TOTAL ASSETS**: $9,137,762

# LIABILITIES

**Current Liabilities**

- Accounts Payable: $113,555
- Accrued Wages: $35,142
- Accrued Compensated Absences: $108,590
- Accrued Interest Payable: $4,330
- Tenant Security Deposits: $52,174
- Deferred Revenues: $343,891
- Current Long-term Debt: Capital Projects: $44,133

**Total Current Liabilities**: $701,815

**Noncurrent Liabilities: Long-term Debt, Net of Current Portion**

- Capital Projects: $1,778,974
- Other Noncurrent Liabilities: $422,778
- Accrued Compensated Absences: $12,066

**Total Noncurrent Liabilities**: $2,213,818

**NET LIABILITIES**

- Net Investment in Capital Assets: $726,043

**NET POSITION**

- Net Position: $726,043

**COMBINED STATEMENT OF REVENUE, EXPENSES & CHANGE IN NET POSITION**

**Revenue**

- Tenant Revenue - Rents and Other: $622,633
- HUD Operating Grants: $9,918,827
- Other Governmental Grants: $292,147
- Other Revenue: $1,792,139

**Total Operating Revenue**: $12,625,746

**Expenses**

- Administrative: $1,530,038
- Tenant Services: $511,746
- Utilities: $53,115
- Maintenance: $720,273
- General: $319,083
- Housing Assistance Payments: $9,042,613
- Depreciation and Amortization: $148,511

**Total Operating Expenses**: $12,325,379

**Operating Income**: $300,367

**Net Non-Operating Expenses**: $16,850

**Increase (Decrease) in Net Position**: $283,517

**Net Position - January 1**: $5,938,612

**Net Position - December 31**: $6,222,129

**TOTAL LIABILITIES AND NET POSITION**: $9,137,762

# FINANCIAL REPORT FOR THE YEAR ENDED DECEMBER 31, 2020
2020 Notable Achievements

• 96% Section 8 Management Assessment Program Score
• 98% Housing Choice Voucher Utilization Rate
• 97.6% Rental Occupancy Rate
• 143 new families assisted with vouchers and apartments
• 32 FSS participants
• High-Performer PHA HCV Program
• Loan closing and ground breaking for the Lewis H. Emery Apartments – 30 units
• Construction completion and opening of the Robert L. Harnois Apartments – 61 units
• $10,183,373 infused into local economy through Housing Choice Voucher program
• Westbrook Housing coordinated with Maine Senior Farm Share so 110 residents could receive $5,500 in local fresh fruits and vegetables
• 160 Bus Trips and 180 activities coordinated and offered to residents in our rental communities
• Three $1000.00 scholarships to graduating Westbrook High School Seniors
• MOU signed with the University of New England opening a Wellness Center linking students from health and social service professions with residents.

Upcoming Projects

Lewis H. Emery Apartments — Opening Fall 2021
67 Ruth Hunton Court
30 Senior 55+ Apartments

Stacy M. Symbol Apartments — Opening Fall 2023
60 Senior 55+ Apartments

"JUST WANT TO SAY THANK YOU FOR MAKING ME FEEL SAFE AND CARED FOR."
COVID-19

- Miles walked by maintenance sanitizing: 8 miles a day – 11 manhours/day – 7 days a week
- Frozen meals delivered: 13,608 – 8 deliveries
- Made periodic health and wellness phone calls to all residents
- Masks received as donations: 1070
- Rent changes due to Covid: 151
- Average Housing Assistance Payment increase due to the changes: $282.16

IN MEMORIUM

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Rent changes due to Covid: 151

Average Housing Assistance Payment increase due to the changes: $282.16

Malcolm A. Noyes
November 1929 - September 2020

Mr. Noyes was a Commissioner from 1990 until 2010. During that time he was chairperson from 1996 to 2010.

Arthur O. Berry
November 1928 - April 2020

Dr. Berry was our first chairperson who was appointed in 1969 and served until 1973.
University of New England's Kelly Abrams, left, Tom Meuser, founding director of UNE CEAH, and Regi Robnett accept Gorham Savings Bank’s grant for the health clinic at Larrabee Woods in Westbrook. PHOTO: University of New England