

# Newburyport Housing Authority

25 TEMPLE STREET  
NEWBURYPORT, MASSACHUSETTS 01950-2713

TEL: 978-465-7216 FAX: 978 463-3080

e-mail: [nha@nhahousing.com](mailto:nha@nhahousing.com)

Visit our website at: [nhahousing.com](http://nhahousing.com)

March 16, 2020

TO: ALL Residents & Clients of NHA  
FR: Tracy M. Watson, Executive Director  
RE: OFFICE CLOSED TO PUBLIC – MAINTENANCE INFORMATION

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Due to the COVID 19 outbreak and subsequent direction from the Governor the following precautions will be taken to protect residents as well as staff members:

• **OFFICES NOW CLOSED TO THE PUBLIC!!**

- Staff is available for residents only via phone/email
  - 978.465.7216 CAN BE USED FOR EMERGENCY CALLS AS WELL!  
[NHA@NHAhousing.com](mailto:NHA@NHAhousing.com) general mailbox
  - Tracy M. Watson [tmwatson@nhahousing.com](mailto:tmwatson@nhahousing.com)
  - Kathy Leary [kmleary@nhahousing.com](mailto:kmleary@nhahousing.com)
  - Frank Friel [fwfriel@nhahousing.com](mailto:fwfriel@nhahousing.com)
  - Suzan Moffett [suzan@nhahousing.com](mailto:suzan@nhahousing.com)

• **COMMUNITY ROOMS – CLOSED (LAUNDRY OPEN)**

- There is a drop-box in lobby/main entrance @ 25 Temple Street for residents to drop paperwork if needed. Otherwise please communicate with staff via email or phone calls.

**MAINTENANCE will continue with their upgraded cleaning schedule for buildings and common areas.  
Regular work orders will NOT be completed for the present time.  
ONLY EMERGENCIES will be handled by staff!  
We ask that residents practice SOCIAL DISTANCING amongst each other but also when Maintenance enters your unit if needed.**

**All inspections have been cancelled as well as any previously scheduled administrative home visits.**

**These are unprecedented times we realize but we are closely monitoring the situation and will continue to reevaluate as we move forward.**

**I thank all residents for your cooperation to date and for your anticipated continued cooperation.**

**Please continue to follow the previous handouts and memos and limit your exposure as best you can.**

**We will continue to communicate with residents as this situation evolves.**

Thank you!

