Keene Housing
Board of Commissioners Meeting
March 18, 2015

Building Bridges Youth Services Kids
Celebrating Dr. Sues' Birthday

Meeting Location:
Central Square Terrace
5 Central Square
Keene, NH 03431
12:00 p.m.

Keene Housing

BOARD OF COMMISSIONERS MEETING
WEDNESDAY, MARCH 18, 2015
12:00 P.M.
CENTRAL SQUARE TERRACE
5 CENTRAL SQUARE, KEENE, NH

AGENDA

I. Call to Order

II. Roll Call

III. Approval of February 18, 2015 Keene Housing Board Meeting Minutes

IV. Executive Director's Report

V. Management Report

VI. Finance Report

VII. Old Business

VIII. New Business

a. Approval of the Fiscal Year 2014 Moving to Work Annual Report (Resolution No. 522)

IX. Non-Public Session
Convene to Non-Public Session to discuss:
A personnel matter pursuant to RSA 91-A:3, II (a); and
The acquisition, sale, or lease of land pursuant to RSA 91-A:3, II (d).

X. Adjournment

Minutes of the Keene Housing Board of Commissioners Meeting
Wednesday, February 18, 2015

Chairperson Robator called the Keene Housing Board of Commissioners meeting to order at 12:00 p.m. Secretary Meehan called the roll and declared a quorum present.

Commissioners in attendance:
- Lee Robator, Chairperson
- J.B. Mack, Vice Chairperson
- Tom Moses, Commissioner
- Jennifer Marsh, Commissioner

Also in attendance:
- Joshua Meehan, Secretary
- Linda Griffin, Director of Finance
- Amy Wright, Director of Administration
- Sandy Clark, Director of Facilities & Assets

Absent:
- Pam Slack, Commissioner

MINUTES:

Chairperson Robator called for discussion or approval of the January 21, 2015 Board of Commissioners meeting minutes. Commissioner Moses made a motion to approve the minutes. Commissioner Marsh seconded the motion, which upon being put to vote, the minutes passed unanimously.

EXECUTIVE DIRECTOR'S REPORT:

Secretary Meehan stated the revision to the Fiscal Year 2015 Capital Budget (Resolution No. 521) resulted from a few factors. Secretary Meehan recently learned that funding changes resulting from the HUD negotiations for the 10 year Moving to Work (MTW) extension will not take effect until 2019. Once the MTW funding changes take place, Keene Housing will be more restricted in how money can be spent and HUD will hold unused funds. As a result, the revised budget allows the Agency to draw down on Housing Assistance Payment (HAP) funds for approved MTW activities and address the serious capital needs within Keene Affordable Housing Properties (KAHP) portfolio.

The MTW Advocacy Campaign is underway. Public Housing Authorities Directors Association (PHADA) issued two (2) reports on MTW and the reports were distributed to the Hill. Keene Housing has received support from several community partners. Southwestern Community Services, Monadnock Family Services, the School District, several residents, Housing Action NH and Tom Lewis are sending to letters to Secretary Castro in support of the MTW demonstration and Keene Housing's initiatives.

Secretary Meehan announced Keene Housing Kids Collaborative (KHKC) held its first Annual Board of Directors meeting last week. He is pleased with the composition of the Board and the energy of the members. The members include himself, Denise Pratt of Keene Housing, Lee Robator of NBT Bank and Chairperson of Keene Housing's Board of Commissioners, Reuben Duncan of SAU 29, Reagan Messer of MoCo Arts, Patrick Dolenc of Keene State College and Elana Comstock of C & S Wholesale Grocers and Keene Housing resident.

Secretary Meehan shared the success of Keene Housing's 2014 Development Grant and Rent Credit Program. The Development Grant and Rent Credit program removes financial barriers that slow or prevent a Resident Self Reliance (RSR) family from attaining financial independence. Program

participants may use Development Grants to maintain or attain employment and/or educational goals. Tiered Rent Credits reward participants when a goal is achieved. The value of the Development Grants and Rent Credits are determined annually based on available funding. In 2014, twenty-nine (29) families participated in the program and nineteen (19) of the families used the money to pay for Project Keep. Each of these nineteen (19) families had a five (5) figure increase in their income. Eight (8) participants enrolled in school or a continuing education program.

Commissioner Moses asked Secretary Meehan is he was aware of New Hampshire's Accessory Dwelling Senate Bill 146 and asked how the Bill will interface with Housing Authorities. Secretary Meehan will look into this and report back to Commissioner Moses.

Secretary Meehan announced, Curt Hiebert, the former Executive Director of Keene Housing passed away on Monday, February 16, 2015. His family has asked that donations be made in his name to the Community Development Loan Fund. Chairperson Robator moved a motion to make a donation in Curt Hiebert's name to the Community Development Loan Fund in the amount of $250. Commissioner Moses seconded the motion, which upon being put to vote, was passed unanimously.

MANAGEMENT REPORT:

Chairperson Robator inquired about the F rating of Evergreen Knoll and the D ratings of the Brookbend East and Stone Arch Village Family Rent Collection Reports. Secretary Meehan stated the ratings may be a result of the timing of when the report was generated. He is aware of a few evictions but nothing else significant comes to mind. He recommends we review the report next month and see if there is a trend.

FINANCE REPORT:

Ms. Griffin stated there is no January Finance Report due to the closing of Fiscal Year 2014 and the Otis & Atwell audit that is currently underway. The year to date Fiscal Year 2015 Finance Report will be presented at the March Board of Commissioners meeting. Ms. Griffin welcomed questions regarding the revised Capital Budget. Chairperson Robator was surprised at the cost difference between the Capital Needs Assessment firm's estimate and the current cost estimate of the North & Gilsum patio and shed project. Secretary Meehan stated the original scope of work expanded due to topography issues and the deterioration of the rear exterior door casings. Chairperson Robator also expressed concern regarding the certainty of HUD releasing MTW funds to cover the cost future project repairs. Ms. Griffin stated there has been no reason for concern up until this point and HUD has released funds when the Agency provides the required documentation of cost expenditures.

OLD BUSINESS:

No topics were presented.

NEW BUSINESS:

Resolution No. 520 – Approval of Executive Director Travel

The Keene Housing Board of Commissioners authorizes the Executive Director to travel to San Francisco, California for the Public Housing Authorities Directors Association (PHADA) 2015 Annual

Convention & Exhibition, which runs from May 3, 2015 – May 6, 2015, pursuant to the memorandum dated February 6, 2015 from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director. Commissioner Moses moved the motion to approve the resolution. Commissioner Mack seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 521 - Approval of the Revised Fiscal Year 2015 Capital Improvement Budget

The Keene Housing Board of Commissioners approves the revision to the 2015 capital improvement budget for Keene Affordable Housing Properties (KAHP) pursuant to the February 12, 2015 memorandum from Linda Griffin, Director of Finance to Josh Meehan, Executive Director. Commissioner Moses moved the motion to approve the resolution. Commissioner Marsh seconded the motion, which upon being put to vote, was passed unanimously.

NON-PUBLIC SESSION:

No motion was made to move to Non-Public Session.

Commissioner Mack made a motion to adjourn the meeting. Commissioner Marsh seconded the motion, which upon being put to vote, was passed unanimously. There being no further business, Chairperson Robator adjourned the Board meeting at 12:50 p.m.

Joshua Meehan, Secretary of Keene Housing Board of Commissioners

3/2/15
Date

Keene Housing

MANAGEMENT REPORT
FEBRUARY 2015

Keene Housing

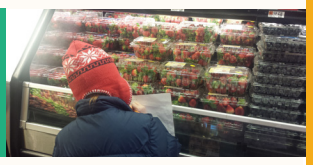
FINANCE REPORT
FEBRUARY 2015

Keene Housing
Solicitation Log

Type	Solicitation #	Solicitation Dates	Description of Services	Dept.	Firm/Vendor	Comments/Contract Value	Contract Status	EXPIRATION DATES
RFP	101-TA	10/18/12 - 11/16/12	TECHNICAL ASSISTANCE	AGENCY WIDE	EDGEMERE CONSULTING	< $50,000.00	RENEWED 1/15/15	01/15/16
RFP	102-GD	12/18/12 - 01/22/13	GRAPHIC DESIGN	AGENCY WIDE	IMARC, LLC	$14,875.00	RENEWED 3/01/15	03/01/16
RFP	103-WD	12/18/12 - 01/22/13	WEB DESIGN	AGENCY WIDE	IMARC, LLC	$37,625.00	EXPIRED	09/01/13
RFQ	104-LA	04/15/14 - 11/15/14	LAWN MAINTENANCE	AGENCY WIDE	JM CONSTRUCTION	< $82,481.37	EXTENDED 4/15/14	11/15/15
RFP	105-DC	04/08/13 - 05/09/13	DEVELOPMENT CONSULTING	AGENCY WIDE	TAG ASSOCIATES	< $50,000.00	RENEWED 8/15/14	08/15/16
RFP	106-CA	05/17/13 - 06/21/13	CAPITAL NEEEDS ASSESSMENT	KAHP/139 ROXBURY ST	GDS ASSOCIATES	$7,969.00	EXPIRED	10/22/13
RFQ	107-SR	07/23/13 - 08/19/13	SNOW REMOVAL	KAHP/MEADOW/COTTAGE	AGM LANDSCAPING	$25,750.00	EXTENDED 10/15/14	05/15/16
RFQ	108-HS	07/31/13 - 08/23/13	HEATING/AC/AH	AGENCY WIDE	GARY JACKSON HEATING	$19,030.00	RENEWED 9/14/14	09/14/16
RFQ	109-FS	08/05/13 - 08/30/13	FLOORING SERVICES	AGENCY WIDE	SYD'S CARPET & SNOOZE ROOM	FEE FOR SERVICE	EXECUTED 9/16/13	10/19/16
RFP	110-AE	03/21/14 - 04/21/14	ARCHITECT/ENGINEERING	AGENCY WIDE	WELLER & MICHAL	FEE FOR SERVICE	EXECUTED 5/13/14	05/13/16
		03/21/14 - 04/21/14	ARCHITECT/ENGINEERING	AGENCY WIDE	STEVENS & ASSOCIATES	FEE FOR SERVICE	EXECUTED 6/13/14	06/13/16
		03/21/14 - 04/21/14	ARCHITECT/ENGINEERING	AGENCY WIDE	DIETZ ASSOCIATES	FEE FOR SERVICE	EXECUTED 10/10/14	10/10/15
RFP	111-TR	03/15/14 - 03/28/14	TRASH REMOVAL	AGENCY WIDE	WASTE MANAGEMENT	FEE FOR SERVICE	EXECUTED 5/1/14	05/01/15
RFP	112-EL	04/12/14 -04/28/14	ELECTRICAL	AGENCY WIDE	TATTERSALL ELECTRIC	FEE FOR SERVICE	EXECUTED 5/15/14	05/14/15
RFP	113-PG	04/26/14 - 05/12/14	PROPANE GAS HEATING	AGENCY WIDE	KEENE GAS	1.69/1.79 PER GALLON	EXECUTED 6/8/14	06/30/15
RFP	114-EC	10/29/14 - 12/01/14	ENERGY CONSULTING	AGENCY WIDE	NOVA CONSULTING GROUP	< $50,000.00	EXECUTED 1/23/15	01/31/16
QBS	115-LG	07/01/14 - 08/31/14	LEGAL	AGENCY WIDE	BRAGDON, DOWD & KOSSAYDA	< $50,000.00	EXECUTED 9/1/14	08/31/15
		07/01/14 - 08/31/14	LEGAL	AGENCY WIDE	DRUMOND WOODSUM	FEE FOR SERVICE	EXECUTED 9/1/14	08/31/15
		07/01/14 - 08/31/14	LEGAL	AGENCY WIDE	HAWKINS DELAFIELD & WOOD	FEE FOR SERVICE	EXECUTED 9/1/14	08/31/15
		07/01/14 - 08/31/14	LEGAL	AGENCY WIDE	KLEIN HORNIG LLP	< $50,000.00	EXECUTED 9/1/14	08/31/15
		07/01/14 - 08/31/14	LEGAL	AGENCY WIDE	SHEEHAN PHINNEY BASS & GREEN	N/A	EXECUTED 9/1/14	08/31/15
RFP	116-HQ	09/26/14-10/21/14	HOUSING (HQS) INSPECTION	AGENCY WIDE	NO SUBMISSIONS	N/A	**EXPIRED RFP**	N/A
RFP	117-LC	02/06/15-03/23/15	LAWN CARE/LANDSCAPING	AGENCY WIDE			ISSUED RFP	

KEY:

IFB	Invitation for Bid
QBS	Qualifications Based Selection
RFB	Request for Bid
RFP	Request for Procurement
	Request for Proposal
RFQ	Request for Quote
	Request for Qualifications



Building Bridges
Clubhouse News

March 2015

In this Issue...

February Recap 1

Dr. Seuss Day 2

Play With Your Food! 2

Community Gardens 3

YMCA Family BEfit..... 3

February Recap

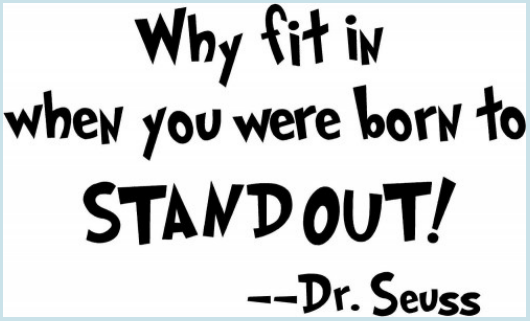
Brrr, I hope everyone is staying warm this winter! February started off with garden planning in anticipation of a wonderfully warm Spring. Both Clubhouses made a trip to Hannaford's supermarket for inspiration and made a list of the fruits and vegetables we want to plant this spring in our gardens. Back at the Clubhouse, the kids mapped out the gardens and participated in a seed starting activity. Each kiddo 'adopted' a tomato plant they'll take care of at home until transplant time. Our friends from KSC payed us a visit this month and we all played games at our Valentine's Day party. North & Gilsum Clubhouse kids worked with Sage Wentzell on a creative Birch tree painting activity.

Keene Housing

Dr. Seuss Day

In Celebration of the late Dr. Seuss, the Clubhouse kids will be participating in a Dr. Seuss day. Our KSC friends will join us at Forest View Tuesday, March 3rd and at North and Gilsum Wednesday, March 4th, for a fun filled day of reading and games.

The late Dr. Seuss's birthday, March 2nd, is National Read Across America Day. Stop by our headquarters on Court Street or one of our Family Activity Centers located at Forest View and North and Gilsum family properties and take home a FREE book from one of Keene Housing's READing Wells. Happy reading!



Play With Your Food!

We LOVE cooking and healthy eating at the Clubhouses. Fun Food Fridays are packed full of great experiments using totally cool food! Healthy Eating and Active Living (HEAL), starts young and the benefits last a lifetime!

Over at Forest View the Clubhouse kids will be tackling the Junior Master Gardener's and the Early Sprouts curriculum. Every Tuesday in the month of March the kids will be doing a combination of garden activities and cooking projects.

Friday, March 6th "What is Quinoa?"

Friday, March 13th "What is Sorghum?"

Friday, March 20th "What is Tofu?"

Friday, March 27th "What is Edamame?"

Community Garden Project

The planning is done! Now the fun begins!

In February, we mapped out our garden plans and sowed seedlings indoors. We'll direct sow the cold crop seeds this month if Mother Nature sees fit to warm things up! As our seedlings grow we'll be practicing our cooking skills using Early Sprouts recipes. At the end of April we'll pick our favorite recipes for the **Community Garden Fair** in May. Using pictures we'll show off our garden beds and share our new favorite healthy snacks.

YMCA Family BEfit Program

We are really excited to host the Family BEfit program at the Forest View Family Activity Center. The program is equal parts fitness and nutrition and ALL FUN! The program encourages families to work together and supports their Healthy Eating and Active Living goals. The Family BEfit team includespersonal trainers, nutrition specialists, and the Y service team.

Working with Y personal trainers and nutrition specialists, adults and their child(ren) ages 8-17 participate together to build healthy eating habits and discover ways to stay active as a family.

The Spring session starts Wednesday, March 25th and runs for 8 weeks.

To register contact Anna Crosby, Youth Services Administrator at 603-352-6161 Ext. 337, or

email acrosby@keenehousing.org

MoCo Arts Programming

Keene Housing and MoCo Arts offer an 80% discount to KH youth for any MoCo dance, art, and theater classes! Limited funding available. Contact Anna to register.

Youth Sessions at the Keene Family YMCA

Keene Housing and the Keene Family YMCA are offering $10 registration for any YMCA Youth Programming. Space is limited. Contact Ann to register.

Youth Programs at the Rec Center

Scholarships are available for select Keene Rec Center youth programs. KH families pay $10 per registration! Scholarships are limited. Contact Anna for more information and to register.

To register for any partner programming, please contact Anna Crosby at acrosby@keenehousing.org or (603) 313-0236. Families who do not register through Keene Housing are not eligible for reduced price programming.

Keene Housing
831 Court Street, Keene, NH 03431
Phone (603) 352-6161 TRS 711
Website www.keenehousing.org

MARCH 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5 Youth Services MoCo Arts - Acting Class	6	7
8	9 3/9 - 3/13 Otis Atwell Audit	10 NHHFA Management Review - CST	11	12 Youth Services MoCo Arts - Acting Class	13	14
15	16	17 Youth Services St. Patrick's Day Scavenger Hunt	18 Board of Commissioners Meeting	19 Youth Services MoCo Arts - Acting Class	20	21
22	23 READY! for Kindergarten Ages 0 - 1 & 1– 2	24	25	26 Youth Services MoCo Arts - Acting Class	27	28
29	30 READY! for Kindergarten Ages 2 - 3 & 3 - 4	31				

Keene Housing

April 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2 Youth Services MoCo Arts - Acting Class	3 Youth Services Easter Egg Hunt	4
5	6 4/6 - 4/10 Otis Atwell Audit READY! for Kindergarten Ages 4 - 5	7	8	9 Youth Services MoCo Arts - Acting Class	10	11
12	13	14	15	16 Youth Services MoCo Arts - Acting Class	17	18
19	20 4/20 - 4/24 No Clubhouse School Vacation	21	22 Board of Commissioners Meeting	23	24	25
26	27	28	29	30 Youth Services MoCo Arts - Acting Class		

Keene Housing