Keene Housing
Board of Commissioners Meeting
June 17, 2015

Keene Housing Business Office

Meeting Location:
Forest View Family Activity Center
5 Harmony Lane
Keene, NH 03431
12:00 p.m.

Keene Housing

Board of Commissioners Meeting
Wednesday, June 17, 2015
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Keene Housing

BOARD OF COMMISSIONERS MEETING
WEDNESDAY, JUNE 17, 2015
12:00 P.M.
FOREST VIEW FAMILY ACTIVITY CENTER
5 HARMONY LANE, KEENE, NH

AGENDA

I. Call to Order

II. Roll Call

III. Approval of the May 21, 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 Construction Work 2015 (Resolution No. 527)

IX. Public Comment

X. 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).

XI. Adjournment

Minutes of the Keene Housing Board of Commissioners Annual Meeting
Thursday, May 21, 2015

Chairperson Robator called the Keene Housing Board of Commissioners meeting to order at 7:27 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
- Pam Slack, Commissioner

Also in attendance:
- Linda Griffin, Director of Finance
- Amy Wright, Director of Administration
- Joshua Meehan, Secretary
- April Buzby, Planning and Policy Analyst
- Keely Felton, Nova Consulting

MINUTES:

Chairperson Robator called for discussion or approval of the April 22, 2015 Board of Commissioners meeting minutes. Commissioner Moses made a motion to approve the minutes. Commissioner Slack seconded the motion, which upon being put to vote, the minutes passed unanimously.

EXECUTIVE DIRECTOR'S REPORT:

Secretary Meehan stated the HUD negotiations regarding the extension of the Moving to Work (MTW) agreements are not going well. HUD does not appear interested in holding additional negotiation meetings about this topic. There is a concern regarding HUD's sense of urgency when the current MTW agreements do not end until 2018. State of California Senators Feinstein and Boxer sent a letter to Secretary Castro expressing their concern regarding HUD's position on the MTW negotiations. Secretary Meehan is going to ask for a similar letter of support from the New Hampshire delegation.

Secretary Meehan announced Keene Housing received only one bid for the major capital projects planned at several properties. As a result, the project was divided into two bids, asphalt and construction. Seventeen contractors were invited to bid and, again, the Agency received one bid on each project. Legal counsel advised Keene Housing did appropriate due diligence and is able to move forward with the projects with the bids received. The resolutions will be presented for vote at the June meeting.

The Keene Housing Kids Collaborative (KHKC) Board of Directors hired an Executive Director, Liz Chipman. Ms. Chipman's background is working with youth of diverse cultural and socio-economic backgrounds as an Associate Director of Big Brothers Big Sisters of America in Albany, New York and she has over ten years of teaching experience. Her first day is Monday, June 8th and her office will be located at the Forest View Family Activity Center. The first priority is to increase the after-school program from two days a week at North and Gilsum and Forest View to five days a week at each site.

Secretary Meehan stated Riverbend is well past its Low Income Housing Tax Credit (LIHTC) compliance period. Keene Housing is having conversations with the Limited Partner, Boston Capital

and the General Partner, Joe Cloutier. Keene Housing is making progress in refinancing the property.

Secretary Meehan announced that registrations are full for Keene Housing's discounted MoCo Arts Spring camps. MoCo Arts highlighted its partnership with Keene Housing in their annual fundraising campaign letter. Commissioner Marsh announced her son's testimonial is also included in a MoCo Arts marketing flyer.

Secretary Meehan invited Keely Felton, Project Administrator and Data Analyst of Nova Consulting to discuss Keene Housing's energy management and portfolio analysis. Nova Consulting rates each property based on water and energy consumption as well as potential annual savings. Based on the analysis, the following properties have significant opportunity for cost savings and energy improvements: Forest View, Harper Acres, Central Square Terrace, North and Gilsum and 309 Water Street.

MANAGEMENT REPORT:

Secretary Meehan stated an error was found in the data for the Vacancy and Make Ready reports. As a result, the year to date graph changed reflecting the corrected data. As predicted, the effects of the extreme winter are catching up to us and turnovers and make ready times are lagging.

FINANCE REPORT:

Ms. Griffin reviewed the consolidated financial operations and variances of Keene Housing owned and managed properties. The Agency's 2015 MTW funding is $684,000 and Keene Housing can request funds for non-Housing Assistance Payment (HAP) initiatives. The Agency also has $233,000 sitting in Treasury for the approved KHKC and capital expenses.

OLD BUSINESS:

No topics were presented.

NEW BUSINESS:

Resolution No. 525 – Approval of the Tenant Selection and Occupancy Plan (TSOP)

The Keene Housing Board of Commissioners approves adoption of the revised Tenant Selection and Occupancy Plan (TSOP) for the Keene Housing owned and managed portfolio; and further authorizes the Executive Director to make any corrections necessary to maintain regulatory compliance, including any pending feedback from Rural Development (RD), pursuant to the May 8, 2015 memorandum from April Buzby, Planning and Policy Analyst to Joshua Meehan, Executive Director. Commissioner Slack moved the motion to approve the resolution. Commissioner Marsh seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 526 – Approval of Affordable Housing Preservation Program (AHPP) Policies

The Keene Housing Board of Commissioners approves adoption of the Affordable Housing Preservation Program (AHPP) policies to the Administrative Plan for the Moving to Work Section 8

Program; and further authorizes the Executive Director to make any technical changes, pursuant to the May 13, 2013 memorandum from April Buzby, Planning and Policy Analyst to Joshua Meehan, Executive Director. Commissioner Marsh moved the motion to approve the resolution. Commissioner Slack seconded the motion, which upon being put to vote, was passed unanimously.

PUBLIC COMMENT:

No members of the public were in attendance.

NON-PUBLIC SESSION:

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

Commissioner Mack made a motion to adjourn the meeting. Commissioner Slack seconded the motion, which upon being put to vote, was passed unanimously. There being no further business, Chairperson Robator adjourned the Board meeting at 9:08 p.m.

Joshua Meehan, Secretary of Keene Housing Board of Commissioners

5/28/15
Date

Keene Housing

Resolution No. 527

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item: Approval of Construction work 2015

2. Date of Board Meeting: 6/17/2015

3. Proposed Board Resolution:

That the Keene Housing Board of Commissioners authorizes the 2015 Asphalt project be awarded to Bernie LaRock & Son and its funding not to exceed $400,000 and 2015 Construction project be awarded to All Season Construction and its funding not to exceed $420,000 pursuant to the May 29, 2015 Memorandum from Sandy Clark, Director of Facilities and Assets to Josh Meehan, Executive Director.

4. All Backup Attached?

Yes X No ☐

If no, what is missing and when will it be submitted: _____

5. Department Head Approval Signature Sandra L Clark Date: 6-4-15

6. Statement of availability of funds by Finance Manager

Funds Budgeted and Available Yes XX No __ Source _____

Account #_____

Finance Manager Approval Signature _____ Date: 6/4/2015

7. Executive Director Approval Signature _____ Date: 6/4/2015

Keene Housing

MEMORANDUM

To: Joshua R. Meehan, Executive Director
From: Sandy Clark, Facilities and Asset Director SLC
Subject: Approval of Construction work 2015
Date: May 29, 2015

This memorandum recommends that the Keene Housing Board of Commissioners authorizes the 2015 Asphalt project be awarded to Bernie LaRock & Son and its funding not to exceed $400,000 and 2015 Construction project be awarded to All Season Construction and its funding not to exceed $420,000.

BACKGROUND:
The following projects were identified and approved by the board as part of the 2015 budget plan. The total budget approved was $756k (KAHP $681k and SAV $75k). The funding for these KAHP projects were approved as eligible MTW activities and the SAV projects will be funded by replacement reserves from SAVF and SAVS. The projects include:

- Asphalt improvement at Forest View, North/Gilsum, Stone Arch Village Family
- Patios and sheds replacements at North/Gilsum property
- Back door replacement and construction of door overhang at North/Gilsum units
- Construction of door overhangs at Stone Arch Village Family units.

Stevens & Associates prepared the Bid and Specification Packets that included all of the projects in one RFP for distribution to contractors in March of 2015. Seventeen local contractors were invited to bid and an open invitation was added to the KH web page and Facebook page. Six contractors showed up to the optional site visit. Despite KH's outreach to contractors and initial interest from several contractors, KH received one bid. While KH would have preferred three bids, KH was preparing to move forward with the project. However, shortly after the bid closing the one contractor that provided the bid determined that he could not get bonding for the required amount and withdrew his bid leaving us to consider an alternative approach to finding contractors to do the work.

After a lengthy discussion, it was decided to break the projects into two separate Request for Proposals (RFPs) and re-bid the projects: 1) asphalt projects and 2) construction projects. Bid packets were sent out to all the same contractors, and again publish on KH's web page and on Facebook.

Total bids received:

1) Asphalt projects had two bids, with winning bid at $390k (alternates could increase the cost by $8k). This cost exceeds the approved budget by $90k which is related to FV over by $37k, N&G over by $53k. The budget was based on an engineering estimate provided to KH back in the fall of 2014.

2) Construction projects had three bids, with winning bid at $417k, this cost is less than the budget by $39K which is related to N&G bid lower by $67k and SAVF over by $28k. The budget was based on an engineering estimate provided to KH back in the fall of 2014.

Since, KH received only two bids for the asphalt projects we consulted with counsel to discuss the procurement policy's requirement to have three bids for all projects exceeding $100k. The bid process was extensive and carried out by our consulting engineering firm so counsel advised KH we could move forward with selection, even with fewer than three bids because it was clear that we had done everything we could to ensure a transparent and fair process.

RECOMMENDATION

Accordingly, I recommend that the Board consider this resolution, which states:

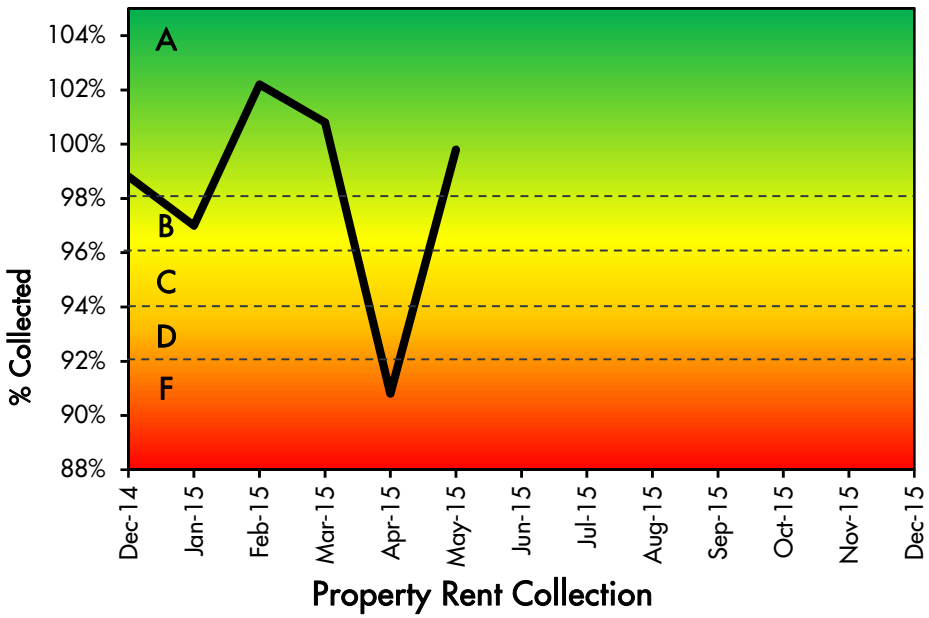
Resolution: That the Keene Housing Board of Commissioners authorizes the 2015 Asphalt project be awarded to Bernie LaRock & Son and its funding not to exceed $400,000 and 2015 Construction project be awarded to All Season Construction and its funding not to exceed $420,000 pursuant to the May 29, 2015 Memorandum from Sandy Clark, Director of Facilities and Assets to Josh Meehan, Executive Director.

Keene Housing

MANAGEMENT REPORT
MAY 2015

Residential Property Rent Collection Report
May 2015

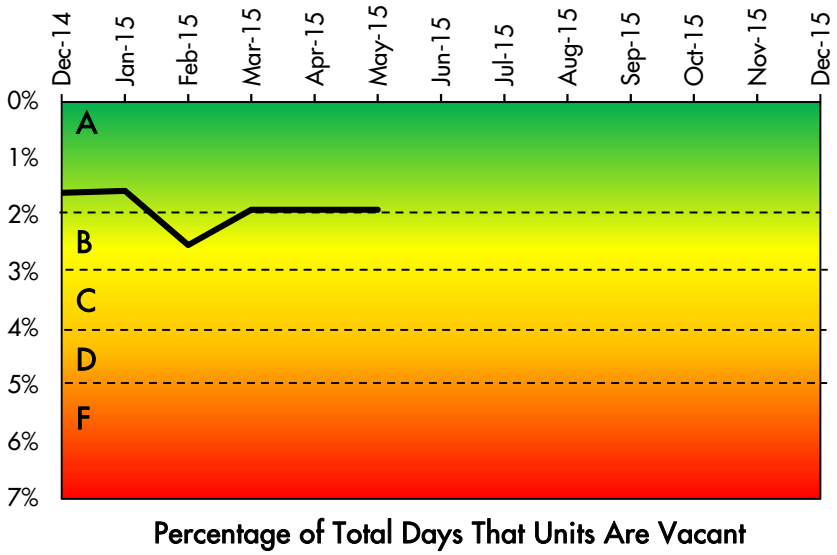
Community	Month Billed	Month Collected	% Collected	Monthly Grade	YTD Billed	YTD Collected	% YTD Collected	YTD Grade
Ash Brook Apartments	$10,042	$10,042	100.0%	A	$48,575	$48,575	100.0%	A
Bennett Block	$3,997	$4,007	100.3%	A	$21,855	$21,855	100.0%	A
Brookbend East	$13,859	$14,560	105.1%	A	$63,784	$61,596	96.6%	B
Brookbend West	$11,616	$11,536	99.3%	A	$52,710	$51,377	97.5%	B
Central Square Terrace	$20,424	$27,378	134.0%	A	$129,684	$131,625	101.5%	A
Cottage Street	$1,202	$1,192	99.2%	A	$6,046	$6,076	100.5%	A
Evergreen Knoll LP	$11,019	$10,951	99.4%	A	$50,675	$51,899	102.4%	A
Forest View	$18,086	$18,270	101.0%	A	$86,015	$87,482	101.7%	A
Harper Acres	$41,856	$40,993	97.9%	B	$204,407	$202,691	99.2%	A
Meadow Road Apartments	$6,376	$6,111	95.8%	C	$31,190	$31,795	101.9%	A
North and Gilsum	$16,920	$16,680	98.6%	A	$81,210	$80,547	99.2%	A
Riverbend Apartments	$10,426	$9,799	94.0%	D	$51,003	$50,529	99.1%	A
Scattered Sites	$5,150	$5,018	97.4%	B	$35,643	$35,932	100.8%	A
Stone Arch Village Family	$8,555	$8,799	102.8%	A	$41,647	$40,955	98.3%	A
Stone Arch Village Senior	$12,041	$12,041	100.0%	A	$60,457	$60,481	100.0%	A
Totals	**$191,569**	**$197,376**	**103.0%**	**A**	**$916,326**	**$914,841**	**99.8%**	**A**



Monthly Vacancy Report

May 2015

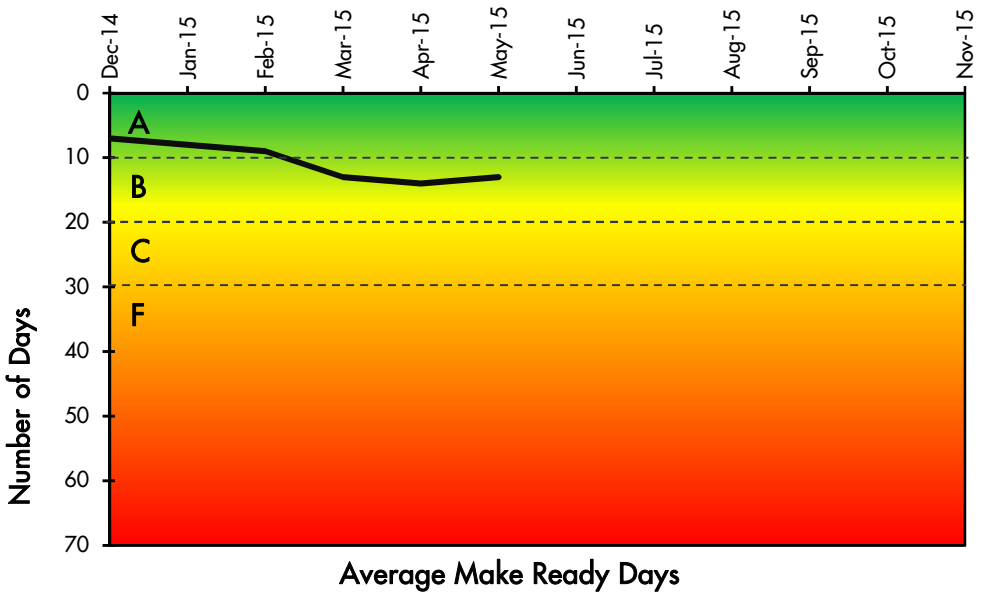
Community	Units Available	Available Days	Vacant Days	Monthly Vacancy Percentage	Monthly Grade	YTD Vacancy Percentage	YTD Grade
Ash Brook Apartments	24	744	0	0.0%	A	0.8%	A
Bennett Block	14	434	0	0.0%	A	0.0%	A
Brookbend East	40	1240	53	4.3%	D	5.2%	F
Brookbend West	35	1085	50	4.6%	D	4.0%	C
Central Square Terrace	90	2790	25	0.9%	A	0.7%	A
Cottage Street	3	93	0	0.0%	A	0.0%	A
Evergreen Knoll LP	32	992	0	0.0%	A	1.2%	A
Forest View	38	1178	47	4.0%	C	6.2%	F
Harper Acres	112	3472	54	1.6%	A	1.1%	A
Meadow Road	18	558	0	0.0%	A	2.5%	B
North and Gilsum	29	899	0	0.0%	A	1.1%	A
Riverbend Apartments	24	744	12	1.6%	A	0.8%	A
Scattered Sites	18	558	0	0.0%	A	1.8%	A
Stone Arch Village Family	24	744	14	1.9%	A	0.8%	A
Stone Arch Village Senior	33	1023	0	0.0%	A	0.9%	A
Report Totals:	**534**	**16,554**	**255**	**1.5%**	**A**	**1.9%**	**A**



Percentage of Total Days That Units Are Vacant

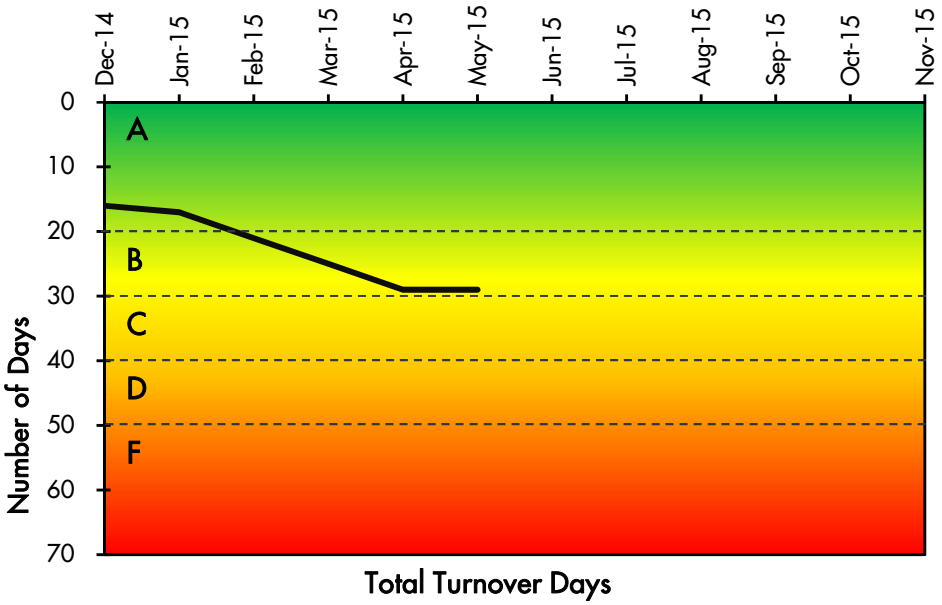
Unit Make Ready Days
May 2015

Community	Number of Units Turned	Avg. Make Ready Days for Month	Monthly Grade	YTD Number of Units Turned	YTD Avg. Make Ready Days	YTD Grade
Ash Brook Apartments	1	0	A	1	18	B
Bennett Block	-	-	None	-	-	None
Brookbend East	3	21	C	8	15	B
Brookbend West	3	10	A	6	14	B
Central Square Terrace	2	0	A	5	10	A
Cottage Street	-	-	None	-	-	None
Evergreen Knoll LP	2	1	A	3	8	A
Forest View	3	8	A	7	22	C
Harper Acres	3	11	B	6	15	B
Meadow Road	2	24	C	2	10	A
North and Gilsum	1	0	A	2	4	A
Riverbend Apartments	-	-	None	2	13	B
Scattered Sites	1	23	C	1	36	F
Stone Arch Village Family	-	-	None	2	9	A
Stone Arch Village Senior	-	-	None	1	1	A
Report Totals:	**21**	**10**	**A**	**46**	**13**	**B**



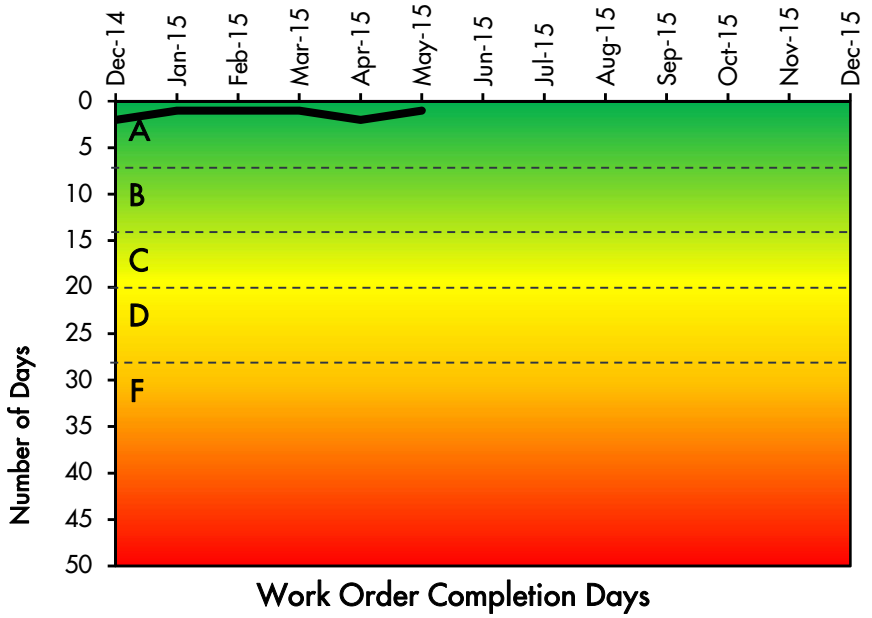
Unit Turnover
May 2015

Community	Avg. Total Turn-around Days For Month	Monthly Grade	YTD Number of Units Turned	YTD Avg. Total Turnaround Days	YTD Grade
Ash Brook Apartments	1	A	1	28	B
Bennett Block	-	None	-	-	None
Brookbend East	21	B	8	39	C
Brookbend West	13	A	6	35	C
Central Square Terrace	16	A	5	20	A
Cottage Street	-	None	-	-	None
Evergreen Knoll LP	2	A	3	20	A
Forest View	28	B	7	53	F
Harper Acres	19	A	6	30	B
Meadow Road	28	B	2	34	C
North and Gilsum	6	A	2	26	B
Riverbend Apartments	-	None	2	14	A
Scattered Sites	23	B	1	48	D
Stone Arch Village Family	-	None	2	15	A
Stone Arch Village Senior	-	None	1	15	A
Report Totals:	**16**	**A**	**46**	**29**	**B**



Residential Property Non-Emergency Work Order Completion Days
May 2015

Community	Number of Work Orders	Avg Days to Complete	Monthly Grade
139 Roxbury Street	0	0	None
Ash Brook Apartments	5	1	A
Bennett Block	10	0	A
Brookbend East	9	1	A
Brookbend West	14	4	A
Central Square Terrace	82	1	A
Cottage Street	12	4	A
Emerald Street House	3	0	A
Evergreen Knoll LP	10	0	A
Forest View	58	2	A
Harper Acres	129	0	A
Keene Housing Main Office	8	2	A
Meadow Road	4	0	A
North and Gilsum	34	2	A
Riverbend Apartments	8	0	A
Scattered Sites	32	4	A
Stone Arch Village Family	8	0	A
Stone Arch Village Senior	20	3	A
Report Totals:	**446**	**1**	**A**



Residential Property Emergency Work Order Completion Days
May 2015

Community	Number of Work Orders	Average Days To Complete	Monthly Grade
139 Roxbury Street	-	-	None
Ash Brook Apartments	-	-	None
Bennett Block	-	-	None
Brookbend East	-	-	None
Brookbend West	-	-	None
Central Square Terrace	-	-	None
Cottage Street	-	-	None
Emerald Street House	-	-	None
Evergreen Knoll LP	-	-	None
Forest View	-	-	None
Harper Acres	-	-	None
Keene Housing Main Office	-	-	None
Meadow Road	-	-	None
North and Gilsum	-	-	None
Riverbend Apartments	-	-	None
Scattered Sites	-	-	None
Stone Arch Village Family	1	0	P
Stone Arch Village Senior	-	-	None
Report Totals:	**1**	**0**	**P**

Keene Housing

FINANCE REPORT
MAY 2015

Programs and Services FY 2015 HAP & Leasing Utilization Schedule

Moving to Work (MTW)

Month	HAP Budget Authority	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$381,120	$334,758	88%	621	$539	106%	587	$96	$46,362
February	$382,409	$332,622	87%	616	$540	105%	587	$266	$49,787
March	$382,409	$327,373	86%	616	$531	105%	587	$739	$55,036
April	$390,474	$330,856	85%	615	$538	105%	587	$451	$59,618
May	$390,474	$326,015	83%	613	$532	104%	587	$992	$64,459
June									$0
July									$0
August									$0
September									$0
October									$0
November									$0
December									$0
Total	$1,926,886	$1,651,624	86%	3081	$536	105%	2935	$2,544	$275,262

MTW without Transitional Housing Assistance Shelter Program (THASP)

Month	HAP Budget Authority	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$381,120	$326,533	86%	559	$584	95%	587	$96	$54,587
February	$382,409	$324,707	85%	556	$584	95%	587	$266	$57,702
March	$382,409	$318,883	83%	552	$578	94%	587	$739	$63,526
April	$390,474	$322,706	83%	544	$593	93%	587	$451	$67,768
May	$390,474	$317,683	81%	549	$579	94%	587	$992	$72,791
June									$0
July									$0
August									$0
September									$0
October									$0
November									$0
December									$0
Total	$1,926,886	$1,610,512	84%	2760	$584	94%	2935	$2,544	$316,374

Non-Elderly Disabled (NEDs)

Month	HAP Budget Authority	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$53,430	$53,314	100%	100	$533	100%	100	$0	$116
February	$53,430	$53,362	100%	100	$534	100%	100	$0	$68
March	$53,430	$53,832	101%	101	$533	101%	100	$0	($402)
April	$54,745	$54,034	99%	99	$546	99%	100	$0	$711
May	$54,745	$52,938	97%	99	$535	99%	100	$0	$1,807
June									
July									
August									
September									
October									
November									
December									
Total	$269,780	$267,480	99%	499	$536	100%	500	$0	$2,300

Mainstream

Month	HAP Budget Authority	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$27,309	$29,317	107%	50	$586	100%	50	$0	($2,008)
February	$27,309	$29,296	107%	50	$586	100%	50	$0	($1,987)
March	$27,309	$29,038	106%	49	$593	98%	50	$0	($1,729)
April	$27,790	$27,821	100%	47	$592	94%	50	$0	($31)
May	$27,790	$27,793	100%	47	$591	94%	50	$0	($3)
June	$27,790								
July	$27,790								
August	$27,790								
September	$27,790								
October	$27,790								
November	$27,790								
December	$27,790								
Total	$332,037	$143,265	104%	243	$590	97%	250	$0	($5,758)

Target is 100% Utilization or Leased for NEDs and Mainstream. We have more flexibility with MTW.

2014 Summary			
Program	UMA	UML	% UML
MTW	7044	7265	103%
NED	1200	1186	99%
MS	600	574	96%

Financial Report – May, 2015

Prepared by: Linda Griffin, Finance Director

This report provides a summary on the consolidated financial operations and variances to budget for Keene Housing and managed properties.

NET INCOME (before depreciation) is currently at $380k which is a net increase of $20k from the budget of $360k.

OPERATING REVENUES are $5,694k, a net decrease of $188k as compared to the budget of $5,882k. The most significant changes are related to:

VARIANCES for Revenue categories Incr/(Decr) compared to Budget		
85,133	Rent Revenue	Change in tenant rent – related to subsidy changes.
(265,052)	HAP funding	The estimated 2015 MTW funding is estimated to have $684k available for Non-HAP initiatives. These funds remains as HUD held and revenue is showing less than budget. There is also a balance HUD held from 2014 approved funding of $340k that can also be used to fund the MTW approved initiatives for 2015 (resident services $170k or capital improvements $850).
15,784	Other Income	Other Income is related to a grant Roxbury St Shelter received from KDHC for $10k.
(11,720)	Grants	Grants funds expected to be received for CDBG, CHT, FSS. The FSS funds are in arrears $14k as the new HUD procedures require funds to be spent then reimbursed. CDBG admin revenue is a bit ahead of budget by $2k. CHT admin revenue is on budget.
(1,630)	Management Fees	Management fees on budget.
44,755	Incentive fees	Partnership fees, paid to Keene Housing or MAHC from surplus cash for 2014 on LIHTC properties managed. Paid are: SAV-Senior paid $13k, SAV-F=$50k, BBW=$60k. (BBE=$125k, will be paid in June 2015.) All were over the budget.
0	Development fees	No Development fees paid or expected (MAHC). Permanent.
(10,495)	Vacancy Loss	Vacancy Loss (reduction to revenue). Emerald St had 2 vacancies earlier in the year but are now full. There was no budget and variance is permanent $4,278. BBE over budget by $4,832 and BBW over budget by $4,704 and this may be a permanent variance.
4,477	Tenants Charges	Higher than expected revenue in KAHP properties related to damages charged to Tenants, there is no budget for this line item.
(33,152)	Admin Funding	HUD Section 8 admin expense is less than budget so our request for funding from HUD is less than budget, NEDs and Mainstream admin revenue is as budget.
0	Gain on SWAP	Part of the financing for KAHP properties with TD.
(16,243)	MTW Transfer	MTW funds if transferred to KHKC and KAHP to be used for resident services or capital improvements. No transfers made at this point.
(188,143)	Lower than Budget	

OPERATING EXPENSES are $5,313k, a net decrease of $208k as compared to budget of $5,521k. The most significant changes are related to:

VARIANCES for Expense categories Incr/(Decr) compared to Budget		
(6,709)	Admin Expenses	Administrative Expense are running under budget in various line items and may be timing. As of year to date, Legal expenses for housing issues are running higher than budget.
(25,196)	Payroll Expenses	Benefit Expense is running under budget, may be timing.
37,521	Utilities Expenses	Utilities Expenses are running over budget. The budget was allocated over 12 months and the actuals are more during Jan-May, Oct-Dec. So a timing effect.
(88,223)	Maint Expenses	Maintenance Expenses are running under budget, may all be timing. Line items significantly under budget are Grounds $18k, Flooring $41k, Misc Equip $16k, Materials $9k.
(1,309)	Insurance expenses	Insurance Expenses running under budget. Timing.
(278)	Property Tax Expenses	Property Taxes running under budget. Timing.
5,782	Partnership taxes	Taxes for CST are running over budget, may be timing and eventually on budget.
(11,912)	Interest Expenses	Interest Expenses are running under budget, mostly related to Evergreen Knoll and there is an end of the year entry required that will adjust the interest to come closer to budget. Timing.
(7,590)	Resident services	Residential Services running under budget but during summer months more will be happening, such as Resident BBQ, timing.
61,985	Partnership Distributions	SAVS, SAVF and BBW have all been paid, all over budget. (BBE will be paid in June and that too is over the budget.)
(83,499)	HAP disbursements	Decrease in HAP disbursements. The additional funds not used for HAP will be used for approved MTW initiatives (resident services or capital improvements). Timing.
(88,539)	MTW Transfer	MTW funds transferred from Locals to be used for resident services. No transfers have been done for this year.
(207,963)	Lower than Budget	

Income Statement - Comparing Actuals to Budget - YTD - as of May 31, 2015

Program/Property	BUDGET	ACTUALS	NOTES	
	Operational Surplus/ (Deficit)	Operational Surplus/ (Deficit)	changes in Revenue	changes in Expenses
Central Office (Locals)	**46,167**	**98,421**	47,575 Higher Revenue	(4,679) Lower Expenses
Monadnock Affordable (MAHC)	**(365)**	**(5,857)**	(5,094) Lower Revenue	397 On Budget
Keene Affordable (KAHP)	**60,863**	**116,632**	19,478 Higher Revenue	(36,291) Lower Expenses
Meadow Road	**16,621**	**13,628**	(212) On Budget	2,780 Higher Expenses
Roxbury St Shelter	**3,864**	**13,504**	9,685 On Budget	45 Higher Expenses
Low Income Tax Credits Properties (LIHTC)				
Brookbend East	41,151	63,505	(3,078) Lower Revenue	(25,432) Lower Expenses
Brookbend West	31,594	(18,655)	(4,765) Lower Revenue	45,483 Higher Expenses
Evergreen Knoll	20,184	35,962	(672) Lower Revenue	(16,451) Lower Expenses
Riverbend	13,743	25,909	1,743 Higher Revenue	(10,424) Lower Expenses
Stone Arch Family	12,532	(21,633)	1,509 Higher Revenue	35,674 Higher Expenses
Stone Arch Senior	1,844	2,542	467 on budget	(214) On Budget
Multi-Family Properties				
Central Square Terrance	82,417	88,589	3,763 Higher Revenue	(2,411) Lower Expenses
Voucher Programs				
Section 8	772	(53,433)	(246,283) Lower Revenue	(192,077) Lower Expenses
Non-Elderly Disabled (NED)	33	2,050	(10,477) Lower Revenue	(12,494) Lower Expenses
Mainstream Vouchers	(14)	(1,965)	2,272 Higher Revenue	4,224 Higher Expenses
Non-Owned/Managed Properties				
Ashbrook	17,672	18,434	1,868 Higher Revenue	1,106 Higher Expenses
Cottage Street	285	(2,065)	(1,626) Lower Revenue	814 Higher Expenses
Emerald Street	9,160	2,166	(4,298) Lower Revenue	2,745 Higher Expenses
Fairweather Lodge	1,972	2,773	2 On Budget	(799) Lower Expenses
TOTALS	360,495	380,507	(188,143) Lower Revenue	(208,003) Lower Expenses

(a) excluding depreciation

Keene Housing

Cash Outlay - Year to Date - as of May 31, 2015

Program/Property			change in balance sheet accounts affecting cash							
	Unrestricted Cash Balance at 1/1/15	Cash from Operations Surplus/ (Deficit)	Principal Payments	Reserve Accounts Net change (Incr)/Decr	Capital Improvement Payments	Change in Receivables (Incr)/decr	Change in payables Incr/(decr)	due to/ due from	Unrestricted Cash Balance at current month	YTD cash Increase/ (Decrease)
Central Office (Locals)	**2,254,294**	**98,421**	(29,432)	(0)	(43,652)	139,541	(34,850)	(72,316)	**2,312,006**	57,712
Monadnock Affordable (MAHC)	**4,403**	**(5,857)**	(182,252)	230,878	(2,824)	(6,817)	(31,320)	0	**6,211**	1,808
Keene Affordable (KAHP)	**739,337**	**116,632**	(176,108)	(29,888)	(70,434)	(9,120)	(44,750)	0	**525,669**	(213,668)
Meadow Road	**49,917**	**13,628**	(12,618)	(1,312)	(9,418)	82,120	(98,908)	0	**23,409**	(26,508)
Roxbury St Shelter	**474**	**13,504**	(628)	0	(2,920)	(1,284)	1,969	52	**11,167**	10,693
Low Income Tax Credits (LIHTC)										
Brookbend East	305,646	63,505	(1,748)	(8,422)	50,000	(74,767)	(27,874)	0	**306,340**	694
Brookbend West	122,320	(18,655)	(70,392)	(4,428)	0	(1,563)	17,061	0	**44,343**	(77,977)
Evergreen Knoll	46,014	35,962	(17,811)	(1,270)	(7,221)	(21,414)	1,601	0	**35,861**	(10,153)
Riverbend	38,236	25,909	(7,928)	(15,275)	0	(6,001)	5,181	0	**40,122**	1,886
Stone Arch Family	167,176	(21,633)	(1,833)	(3,915)	(12,222)	(19,544)	14,755	0	**122,784**	(44,392)
Stone Arch Senior	77,420	2,542	(21,060)	(5,390)	(4,415)	(18,646)	11,401	0	**41,852**	(35,568)
Multi-Family Properties										
Central Square Terrance	*110,357*	*88,589*	(56,473)	(25,557)	0	(115,052)	84,094	0	**85,958**	(24,399)
Voucher Programs										
Section 8 - Moving to Work (MTW)	*260,416*	*(53,433)*	n/a	n/a	n/a	19,257	56,153	83	**282,476**	22,060
Non-Elderly Disabled (NED)	*20,331*	*2,050*	n/a	n/a	n/a	(33,191)	364	30,776	**20,330**	(1)
Mainstream Vouchers	*121,376*	*(1,965)*	n/a	n/a	n/a	(13,973)	(413)	16,352	**121,377**	1
Non-Owned/Managed Properties										
Ash Brook	*11,955*	*18,434*	(10,204)	(3,503)	(1,955)	(16,752)	2,231	0	**206**	(11,749)
Cottage Street	*42*	*(2,065)*	0	(1,000)	1,857	1,146	1,963	0	**1,943**	1,901
Emerald Street	*252*	*2,166*	5,581	(411)	0	2,405	(8,547)	0	**1,446**	1,194
Fairweather Lodge	*4,494*	*2,773*	0	(882)	0	233	152	0	**6,770**	2,276
TOTAL	4,334,460	380,507	(582,906)	129,625	(103,204)	(93,422)	(49,737)	(25,053)	3,990,270	(344,190)

(a) excluding depreciation

Keene Housing

Balance Sheet Summary - Assets - as of May 31, 2015

Program/Property	ACTUALS								
	Cash Unrestricted (a)	Cash Restricted (b)	Replacement Reserves	Operating Reserves	Residual Receipts	Receivables and Prepaids (c)	Fixed Assets (d)	Other Assets (e)	Total Assets
Central Office (Locals)	**2,436,333**	**0**	**0**	**0**	**0**	**10,876,532**	**126,745**	**415,000**	**13,854,610**
Monadnock Affordable (MAHC)	**6,211**	**0**	**79,015**	**449,220**	**0**	**799,602**	**1,517,553**	**0**	**2,851,601**
Keene Affordable (KAHP)	**525,669**	**249,404**	**492,250**	**0**	**0**	**84,625**	**16,994,850**	**37,611**	**18,384,409**
Meadow Road	**(28,602)**	**28,874**	**51,178**	**0**	**307**	**13,655**	**742,923**	**0**	**808,335**
Roxbury St Shelter	**11,167**	**0**	**0**	**0**	**0**	**3,206**	**113,011**	**0**	**127,384**
Low Income Tax Credits (LIHTC)	**591,302**	**374,292**	**461,624**	**764,878**	**4,063**	**79,500**	**23,048,597**	**166,993**	**25,491,249**
Brookbend East	306,340	84,645	56,780	262,374	0	24,432	6,401,817	73,767	7,210,155
Brookbend West	44,343	77,992	59,702	203,628	0	16,301	5,936,920	51,151	6,390,037
Evergreen Knoll	35,861	53,276	155,060	86,387	0	8,757	3,247,527	6,397	3,593,265
Riverbend	40,122	36,557	26,050	0	4,063	9,797	1,274,150	0	1,390,739
Stone Arch Family	122,784	62,851	63,953	89,816	0	10,407	2,895,502	13,372	3,258,685
Stone Arch Senior	41,852	58,971	100,079	122,673	0	9,806	3,292,681	22,306	3,648,368
Multi-Family Properties	**85,958**	**177,519**	**110,572**	**0**	**16,404**	**10,406**	**1,570,945**	**41,454**	**2,013,258**
Central Square Terrance	85,958	177,519	110,572	0	16,404	10,406	1,570,945	41,454	2,013,258
Voucher Programs	**376,972**	**0**	**0**	**0**	**0**	**386,522**	**4,666**	**0**	**768,160**
Section 8 - Moving to Work	282,393	0	0	0	0	333,614	4,666	0	620,673
Non-Elderly Disabled (NED)	(10,446)	0	0	0	0	34,809	0	0	24,363
Mainstream Vouchers	105,025	0	0	0	0	18,099	0	0	123,124
Non-Owned/Managed Properties	**10,365**	**33,981**	**180,982**	**12,578**	**21,184**	**11,776**	**1,295,934**	**13,710**	**1,580,510**
Ash Brook	206	25,077	79,662	0	8,842	2,592	703,182	6,210	825,771
Cottage Street	1,943	1,617	7,647	12,578	10,087	3,400	432,658	7,500	477,430
Emerald Street	1,446	7,287	82,266	0	2,255	3,797	130,141	0	227,192
Fairweather Lodge	6,770	0	11,407	0	0	1,987	29,953	0	50,117
TOTALS	**4,015,375**	**864,070**	**1,375,621**	**1,226,676**	**41,958**	**12,265,824**	**45,415,224**	**674,768**	**65,879,516**

(a) cash
(b) Tenant Security Deps, Tax/Ins Escrows, MTW block grant
(c) A/R, N/R less doubtful accounts and due to/from
(d) Land/Buildings less depreciation
(e) Deferred Finance cost less amortization

Keene Housing

Balance Sheet Summary - Liabilities - as of May 31, 2015

Program/Property	ACTUALS							
	Payables Vendors and Tenants	Payables Related Properties	Payables Loans	Payables Development fees	Accrued	Capital and Retained Earnings	Net Income Current Year	Total Liabilities
Central Office (Locals)	**27**	**0**	**51,477**	**0**	**25,127**	**13,689,797**	**88,183**	**13,854,611**
Monadnock Affordable (MAHC)	**2,184**	**0**	**545,870**	**0**	**18,214**	**2,315,112**	**(29,778)**	**2,851,602**
Keene Affordable (KAHP)	**41,828**	**54,447**	**15,672,970**	**0**	**154,343**	**2,627,510**	**(166,649)**	**18,384,449**
Meadow Road	**1,496**	**90,611**	**359,945**	**0**	**(4,212)**	**359,878**	**614**	**808,332**
Roxbury St Shelter	**0**	**35,665**	**56,603**	**0**	**(378)**	**25,273**	**10,172**	**127,335**
Low Income Tax Credits (LIHTC)	**14,819**	**132,436**	**6,921,493**	**62**	**221,707**	**18,449,893**	**(249,165)**	**25,491,245**
Brookbend East	3,257	2,198	1,478,909	0	3,380	5,742,307	(19,894)	7,210,157
Brookbend West	3,412	2,040	1,823,609	62	39,687	4,614,587	(93,361)	6,390,036
Evergreen Knoll	1,855	0	1,841,898	0	48,958	1,722,919	(22,364)	3,593,266
Riverbend	1,748	127,690	622,717	0	56,120	580,925	1,539	1,390,739
Stone Arch Family	892	0	542,459	0	31,883	2,748,740	(65,276)	3,258,698
Stone Arch Senior	3,655	508	611,901	0	41,679	3,040,415	(49,809)	3,648,349
Multi-Family Properties	**882**	**82,136**	**3,137,988**	**878,593**	**110,249**	**(2,249,111)**	**52,521**	**2,013,258**
Central Square Terrance	882	82,136	3,137,988	878,593	110,249	(2,249,111)	52,521	2,013,258
Voucher Programs	**314**	**65,330**	**0**	**0**	**22,596**	**733,684**	**(53,766)**	**768,158**
Section 8 - Moving to Work	241	65,330	0	0	18,872	590,079	(53,850)	620,672
Non-Elderly Disabled (NED)	41	0	0	0	2,257	20,016	2,050	24,364
Mainstream Vouchers	32	0	0	0	1,467	123,589	(1,966)	123,122
Non-Owned/Managed Properties	**1,977**	**14,382**	**1,546,673**	**0**	**12,995**	**12,356**	**(7,921)**	**1,580,462**
Ash Brook	1,370	5,605	840,043	0	8,414	(28,850)	(811)	825,771
Cottage Street	557	8,205	511,630	0	74	(36,014)	(7,021)	477,431
Emerald Street	0	572	195,000	0	4,134	28,728	(1,291)	227,143
Fairweather Lodge	50	0	0	0	373	48,492	1,202	50,117
TOTALS	**63,527**	**475,007**	**28,293,019**	**878,655**	**560,641**	**35,964,392**	**(355,789)**	**65,879,452**

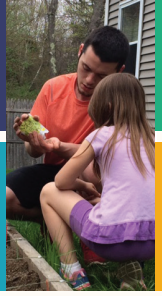
YTD Net Income: after depreciation

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	11/15/14
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	EXTENDED 5/1/15	05/01/16
RFP	112-EL	04/12/14 -04/28/14	ELECTRICAL	AGENCY WIDE	TATTERSALL ELECTRIC	FEE FOR SERVICE	EXECUTED 5/15/15	05/14/17
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	06/30/16
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	FEE FOR SERVICE	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	JM CONSTRUCTION	<82,000.00	EXECUTED 4/13/15	11/12/15

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

June 2015

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May Recap

May was a beautiful month, filled with sunshine and good times! The Clubhouse kids had several opportunities to get outside and enjoy the nice weather. We beautified the property and added curb appeal with a community clean-up day, and the kids learned a lot about gardening when they volunteered at the CGC Westmoreland Garden Project. We ended the month with a Community Garden Fair, where we cooked our favorite garden recipes and showed off our garden beds to our friends and families.

Yoga for Peace

On Fridays, Robyn Hannett brought Yoga for Peace to the Forest View Clubhouse. Each week she teaches a new mantra for the kids to incorporate into their daily lives. Robyn's yoga service has been an asset to the Building Bridges program for the past two years and we are very grateful for MoCo Arts for providing this wonderful experience.

Keene Housing

Our Community Gardens

Come Work & Play in the Garden

Tuesdays, June 2nd, 9th, and 16th, the FV Clubhouse kids will venture back to Westmoreland to volunteer at the CGC's Garden Project. The Westmoreland Garden Project located at the Cheshire County Farm on River Road is an initiative through a unique partnership between Cheshire County and Antioch University New England CGC. The Garden is being re-established with the mission to produce healthy food for people of the region, and involves interested community members in sustainable local agriculture. Rain or shine, kids should come dressed for garden work. With the help of the CGC crew, kids will help plant, water and weed the vegetable garden, while help tending the orchard and perennial flower garden.

If you would like to volunteer at the CGC's Westmoreland Garden, weekly garden parties are held now through early October, every Tuesday, from 4-6pm on River Road in Westmoreland. The produce harvested at the Westmorland Garden Project is donated to the Keene Community Kitchen for community members with limited access to fresh produce. Please reply to communitygardens@antioch.edu to let them know when you will be joining them.

Butternut Squash Pancakes Recipe

Ingredients

1 ½ cups cooked butternut squash
1 cup white whole-wheat flour*
¼ teaspoon salt
1 tablespoon canola oil
1 teaspoon cinnamon
2 teaspoons baking powder
2 teaspoons brown sugar
1 ¼ cups milk
1 egg
Nonstick cooking spray
Maple Syrup (if desired)

Directions

1. Scoop cooked squash out of skin and measure out 1 ½ cups.
2. Combine squash, flour, cinnamon, brown sugar, salt. Baking powder, canola oil, egg, and milk in the blender. Blend until well combined.
3. Lightly coat a griddle or large skillet with nonstick cooking spray.
4. Pour the batter onto the griddle into silver-dollar-sized pancakes.
5. When the batter is fairly covered with bubbles, flip the pancakes. Cook until both sides are golden brown.
6. Allow to cool slightly and, if desired, serve with warm maple syrup.

**White whole-wheat flour is a lighter and milder type of whole wheat flour. It is made from hard white spring wheat.*

Upcoming Events

Wednesday June 3rd Hike Pisgah State Park

Friday, June 12th Hike Gap Mountain

Friday, June 19th Auto summit Miller State Park

Art lessons with Sage

Sage is excited to bring tie dye to the N/G Clubhouse on June 10th. This will be Sage's final project of the academic year. Hope you can join us!

Simple Machines

When we're not enjoying the great outdoors and programming with our other partnerships, the Clubhouse kids will be building Simple Machines from Legos.

Clubhouse Closed for Summer Prep

The Clubhouse will be closed June 22nd through June 26th for summer prep. The Clubhouse will reopen June 30th operating during the new summer hours (Tuesday & Thursday FV 1-4pm and Wednesday & Friday N/G 1-4pm). If you need Anna she may be contacted by phone at (603) 352-0109 or by email at acrosby@keenehousing.org.

Pool Passes

Don't delay, go to the Keene Park and Recreation Center and get your pool pass for the summer. Residents who show a valid Medicaid or Healthy Kids insurance card will receive a season pool pass for $10.00, regardless of age. Keene Housing will reimburse for any registered Building Bridge Clubhouse youth participant. The Clubhouse kids will start going to the local public pools the first week of July during scheduled programming hours.

Keene Housing Kids Collaborative (KHKC)

The KHKC Board of Directors is happy to announce Liz Chipman accepted the Executive Director position of KHKC. Liz's experience is working with youth of diverse cultural and socio-economic backgrounds as an Associate Director of Big Brothers Big Sisters of America and she has over 10 years of teaching experience. Her first day is Monday, June 8th and her office will be located at the Forest View FAC.

New Partnership (Le Studio)

Keene Housing's Building Bridges program is partnering with Le Studio of Westminster, Vermont to provide gymnastics programming for the Clubhouse kids. Le Studio is known for their excellent gymnastic programming from beginners to competitor groups. Both Clubhouses will attend a one hour session Friday, June 5th as an introductory course into gymnastics. Then starting July 7th every Tuesday in July the kids will return for an additional lesson. Le Studio is equipped with a Palmer Spring Floor, 5 beams, 2 sets of uneven bars and low bars, a vault table with 100 foot runway (into loose foam pit), a high bar and strap bar, rings, 2 sets of parallel bars, a pommel horse plus a mushroom, tumble track (into loose foam pit), and 2 overhead spotting rigs (one on floor and one at bars). The instructors at the studio will construct an age appropriate program that will give them an overall fun gymnastics experience! We are very excited for this partnership and even more excited to bring great programming to the youth served!

Community Partners' Corner

Keene Family YMCA

Project KEEP

To register for any partner programming, please contact Anna Crosby at acrosby@keenehousing.org or (603) 352-0109. Steeply priced discounts and other offers are available to families who register through Keene Housing.

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

Youth Programming
Fall 2014 - Summer 2015

20
YOUTH
Involved in the Building Bridges program and community gardens

11
YOUTH
Participated in sports at the Keene Rec Center

37
YOUTH
Engaged in Theater, Art, and Dance at MoCo Arts

5
YOUTH
Swim better because of the Keene Family YMCA

4
PARENTS
Helped prepare their little one for school through Ready! For K

Participation in our partners' programs provided[1]...

68 Hours of Physical Activity

60 Hours Practicing Critical Thinking Skills

77 Hours of Academic Support

102 Hours Developing Social Skills and Self-Esteem

[1] *Critical Evidence: How the Arts Benefit Student Achievement* by Sandra S. Ruppert

FARM TO FAMILY

A FARM FRESH BUYING CLUB

For More Information Contact:

Anna Crosby
603-352-6161 ext 337
acrosby@keenehousing.org

Local Produce Available From:

Alyson's Orchard
Dutton Berry Farm
Edgefield Farm
Fertile Fields Farm
Green Mountain Orchards
Green Wagon Farm
Harlow Farm
Homestead Farms
Monadnock Berries
Old Athens Farm
Pete's Stand
Picadilly Farm
The 1780 Farm
Tracie's Community Farm
Wichland Woods

Buying Club Members Will Receive:

- Canvas bag for your weekly pick-ups
- Cooking demonstrations
- Double Up Veggie Bucks
- Recipes
- Prizes and other incentives
- Community potlucks during the season

Farm to Family Made Possible By:

To Register:

1. Go to HarvestToMarket.com
2. Click on **REGISTER**
3. Fill in all required blocks.
4. Create an easy to remember password.
5. Beside Primary Market choose **New Hampshire**, then scroll down to **Keene Housing Farm to Family Buying Club**, select.
6. Click blue **REGISTER** icon.
7. You will receive an email confirming your registration. You must click on **SUBMIT CONFIRMATION**.
8. Favorite our market to make it quicker to visit, log-in and shop away.

To Place an Order:

Keene Housing Farm to Family Buying Club

"BUYING LOCAL MADE EASY"

1. Go to HarvestToMarket.com, Keene Housing Farm to Family Buying Club & **LOG-IN**.
2. Select the desired local foods either by choosing an icon or a particular farmer and plug in the quantity desired.
3. Pay particular attention to the way a product is offered. Each farmer has chosen to list their inventory in a way they find most convenient.
4. Click **ADD TO BASKET**
5. Continue shopping until you have all the items you desire.
6. You may look at your basket anytime by clicking **SHOW BASKET**
7. When you are ready click **PROCEED TO CHECKOUT**
8. Make sure you click **PLACE ORDER**
9. You will receive a copy of your order via email almost immediately. If you do not receive an email confirmation your order was not completed. If this occurred call or email for assistance.
10. Your order will be delivered to Forest View Family Activity Center on the following Thursday.

"Being part of the Keene Housing Farm to Family Buying Club is purchasing from your local farmer, supporting your community and knowing absolutely where your food is from."

JUNE 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3 Youth Services Hike Pisgah State Park	4 Youth Services MoCo Arts - Acting Class	5	6
7	8	9	10	11 Youth Services MoCo Arts - Acting Class	12 Youth Services Hike Gap Mountain	13
14	15	16	17 Board of Commissioners Meeting	18	19 Youth Services Hike Miller State Park	20
21	22 6/22 - 6/26 Youth Services Closed for Summer Prep	23	24	25	26	27
28	29 12:00 p.m. Resident BBQ Harper Acres	30				

JULY 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 5:00 p.m. Resident BBQ Evergreen & Riverbend	2 Youth Services Swimming Wheelock Park	3 Office Closed Independence Day	4
5	6	7 Youth Services Le Studio Gymnastics	8 Youth Services Swimming Robin Hood Park	9 Youth Services Swimming Wheelock Park	10	11
12	13 5:00 p.m. Resident BBQ Stone Arch Senior & Family	14 Youth Services Le Studio Gymnastics	15 Youth Services Swimming Robin Hood Park	16 5:00 p.m. Resident BBQ Forest View	17	18
19	20	21 NHHFA Management Review - Riverbend Youth Services Le Studio Gymnastics	22 Board of Commissioners Meeting 5:00 p.m. Resident BBQ North & Gilsum	23 Youth Services Swimming Wheelock Park	24	25
26	27	28 Youth Services Le Studio Gymnastics	29 Youth Services Swimming Robin Hood Park	30 5:00 p.m. Resident BBQ Brookbend	31	

Keene Housing