Keene Housing

Keene Housing
Board of Commissioners Meeting
November 18, 2015

Keene Housing Kids Collaborative
Halloween Celebration

Meeting Location:
Keene Housing
831 Court Street
Keene, NH 03431

Keene Housing

Board of Commissioners Meeting
Wednesday, November 18, 2015
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Keene Housing

BOARD OF COMMISSIONERS MEETING
WEDNESDAY, NOVEMBER 18, 2015
12:00 P.M.
KEENE HOUSING
831 COURT STREET, KEENE, NH

AGENDA

I. Call to Order

II. Roll Call

III. Approval of the October 14, 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 Bad Debt Write Offs for Brookbend East Project for Fiscal Year Ending October 31, 2015 (Resolution No. 533)

b. Approval of Executive Director Travel (Resolution No. 534)

c. Approval of 2016 Board of Commissioners Meeting Schedule (Resolution No. 535)

d. Review of Annual Conflict of Interest Statements

e. Informational Memo: Draft Budget Fiscal Year 2016

f. Informational Memo: Draft Capital Planning Budget Fiscal Year 2016

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 Meeting
Wednesday, October 14, 2015

Vice Chairperson Mack called the Keene Housing Board of Commissioners meeting to order at 12:04 p.m. Secretary Meehan called the roll and declared a quorum present.

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

Absent:
- Jennifer Marsh, Commissioner

Also in attendance:
- Joshua Meehan, Secretary
- Amy Wright, Director of Administration
- Linda Griffin, Director of Finance
- Sandy Clark, Director of Facilities and Assets
- April Buzby, Planning and Policy Analyst
- Erin Kennelly, Intake Specialist

MINUTES:

Vice Chairperson Mack called for discussion or approval of the September 23, 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 announced Keene Housing received Healthy Monadnock's Healthiest Community Champion of the year award. The Healthiest Community Champion of the year award recognizes local schools, organizations and individuals who have put individual wellness, student and employee health at the forefront of what they do, creating healthier environments. The award recognizes Keene Housing's pledge to implement policies and environmental changes that will foster a culture of health within the Agency. In addition, Healthy Monadnock noted Keene Housing's Farm to Family buying club and Family BEfit. The Agency is gaining momentum on the wellness front and the next step is to expand wellness to our residents. Secretary Meehan recognized the efforts of the Wellness Committee members including Amy Wright, Laura Scott, Erin Kennelly, Denise Pratt and Kelly White.

Secretary Meehan informed the Commissioners that the application pool for 3 bedroom apartments is down. The Agency has 40-50 applications on file and it takes 10 applications to fill a 3 bedroom vacancy. Keene Housing is running ads in the Keene Sentinel, the Monadnock Shopper, our website and social media accounts. There is not a high demand for 3 bedroom apartments and we may want to change the occupancy policy. We will continue to monitor and recommend a change, if needed.

Keene Housing manages Fairweather Lodge which is a 2 bedroom apartment building owned by Cheshire Housing Opportunities. Monadnock Family Services (MFS) leases Fairweather Lodge for client programming. One apartment houses 5 individuals receiving MFS services and the other is for a MFS staff person who monitors the residents in the adjoining apartment. MFS recently experienced a reduction in funding and is no longer able to support the program. Per the lease, MFS will continue to pay rent until each resident is relocated.

Secretary Meehan stated negotiations continue with HUD regarding the extension of the Moving to Work (MTW) agreement. HUD is trying to speed up the process to beat appropriations. Keene Housing has support from its local delegation.

Progress is being made regarding the recapitalization of Riverbend. Secretary Meehan and Ms. Mangones met with administrators from the Town of Swanzey yesterday to discuss preliminary plans for Riverbend. A capital needs assessment estimates approximately $1.3 million is needed for capital improvements at the property. Keene Housing plans to use Moving to Work (MTW) funds and is applying for a Community Development Block Grant (CDBG). In the interim, Monadnock Affordable Housing Corporation (MAHC) is prepared to loan money to the property if boiler repairs are needed. Keene Housing is still waiting for Rural Development's approval of its Occupancy Policy. Keene Housing cannot fully implement the Tenant Selection and Occupancy Plan (TSOP) until Rural Development approves the policy. Several attempts have been made to escalate the approval but it is still pending.

Secretary Meehan invited Ms. Clark to review the status of several ongoing capital improvement projects. Ms. Clark announced the Harper Acres landscaping project and the repair of the overhangs and privacy fences at Stone Arch Village Family is underway. The Harper Acres sidewalk project should move ahead in 2017 now that the city has tentatively committed to repairing Castle Street in 2017. The construction of the North and Gilsum sheds and patios is nearing completion. The asphalt work at Forest View is complete and staff are currently working on parking enclosure for the company van.

MANGEMENT REPORT:

The September Management Report will be presented at the November Board meeting.

FINANCE REPORT:

The September Finance Report will be presented at the November Board meeting.

OLD BUSINESS:

No topics were presented.

NEW BUSINESS:

Resolution No. 532 – Approval of Fiscal Year 2016 Moving to Work Annual Plan

The Keene Housing Board of Commissioners approves and adopts the Keene Housing Fiscal Year 2016 Annual Moving to Work Plan; and further authorizes the Executive Director to make any technical corrections necessary pursuant to the memorandum dated October 7, 2015 from April A. Buzby, Planning and Policy Analyst, to Joshua 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.

PUBLIC COMMENT:

No members of the public were in attendance.

NON-PUBLIC SESSION:

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

Commissioner Slack made a motion to adjourn the meeting. Commissioner Mack seconded the motion, which upon being put to vote, was passed unanimously. There being no further business, Chairperson Robator adjourned the Board meeting at 12:45 p.m.

Joshua Meehan, Secretary of Keene Housing Board of Commissioners

10/22/15
Date

Keene Housing

Resolution No. 533

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item: Bad Debt – write offs for 2015 for Brookbend East project for fiscal year ending 10/31/2015

2. Date of Board Meeting: 11/18/2015

3. Proposed Board Resolution:

That the Keene Housing Board of Commissioners, authorizes the Finance Department to write-off tenant old accounts receivable for $8,938.18 as uncollectible bad debt for the fiscal year ending October 31, 2015 pursuant to the November, 2015 memorandum from Linda Griffin, Finance Director to Joshua R. 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 _____ Date: 11/13/2015

6. Statement of availability of funds by Finance Manager

Funds Budgeted and Available Yes☐ No X Source _____

Account #_____

Finance Manager Approval Signature _____ Date: 11/13/2015

7. Executive Director Approval Signature _____ Date: 11/13/15

Keene Housing

MEMORANDUM

To:	Joshua R. Meehan, Executive Director
From:	Linda Griffin, Finance Director
Subject:	Bad Debt - write offs for 2015 for Brookbend East
Date:	November 18, 2015

This memorandum recommends that Keene Housing Board of Commissioners authorizes the Finance Department to write-off tenants' old accounts receivable for Brookbend East for approximately $8,938.18 for the fiscal year ending October 31, 2015.

The Finance Department and the Housing Department have completed a review of the inactive tenants' accounts and have identified accounts that are deemed uncollectible and are to be written off to bad debt. These accounts consist of unpaid rent, damages, late fees and work order charges for tenants that have moved out and have no payment plan setup. All of these accounts will be sent to a collection agency for further collection efforts. During 2015, there was $0.00 collected from previous bad debt write offs.

Summary of write-off per property are as follows:

PROPERTIES	2015 WRITE OFF	Damages	Fees	Rent
Brookbend East	$8,938.18	$3,790.00	$1,370.05	$3,778.13

RECOMMENDATION

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

Resolution:

That the Keene Housing Board of Commissioners, authorizes the Finance Department to write-off tenant's old accounts receivable for Brookbend East for approximately $8,938.18 as uncollectible bad debt for the fiscal year ending October 31, 2015 pursuant to the November 15, 2015 memorandum from Linda Griffin, Finance Director to Joshua R. Meehan, Executive Director.

Keene Housing

Resolution No. 534

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

   Approval of Executive Director Travel

2. Date of Board Meeting: November 18, 2015

3. Proposed Board Resolution:

   That the Keene Housing Board of Commissioners authorizes the Executive Director to travel to Miami, Florida for the 2016 Public Housing Authorities Directors Association (PHADA) Commissioners' Conference, which runs from January 10, 2016 – January 13, 2016, pursuant to the October 19, 2015 memorandum from Amy Wright, Director of Administration to Joshua R. 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 Amy Wright Date: 11/5/2015

6. Statement of availability of funds by Finance Manager

   Funds Budgeted and Available Yes ☐ No ☐ Source _____

   Account #_____

   Director of Finance Approval Signature _____ Date: _____

7. Executive Director Approval Signature _____ Date: 11/5/15

Keene Housing

MEMORANDUM

To: Joshua Meehan, Executive Director
From: Amy Wright, Director of Administration
Subject: Executive Director Travel
Date: October 19, 2015

This memorandum recommends that the Board of Commissioners authorizes Executive Director Meehan to travel to Miami, Florida for the 2016 Public Housing Authorities Directors Association (PHADA) Commissioners' Conference, which runs from January 10, 2016 – January 13, 2016.

The meeting provides Executive Director Meehan the opportunity to learn more about the latest regulatory and legislative information affecting housing authorities including the passage of a Moving to Work (MTW) expansion bill, major changes enacted as part of the fiscal year 2016 appropriations process as well as the outlook for the fiscal year 2017 budget season.

Although no arrangements have been made, pending Board approval, the total cost for travel and accommodations is not expected to exceed $2,000.00.

RECOMMENDATION

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

> **Resolution:** That the Keene Housing Board of Commissioners authorizes the Executive Director to travel to Miami, Florida for the 2016 Public Housing Authorities Directors Association (PHADA) Commissioners' Conference, which runs from January 10, 2016 – January 13, 2016, pursuant to the October 19, 2015 memorandum from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director.

Keene Housing

Resolution No. 535

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

   Approval of 2016 Board of Commissioners Meeting Schedule

2. Date of Board Meeting: November 18, 2015

3. Proposed Board Resolution:

   That the Keene Housing Board of Commissioners adopts the 2016 meeting schedule pursuant to the November 13, 2015 memorandum from Amy Wright, Director of Administration to Joshua R. 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 Amy Wright Date: 11/13/2015

6. Statement of availability of funds by Finance Manager

   Funds Budgeted and Available Yes ☐ No ☐ Source _____

   Account #_____

   Director of Finance Approval Signature _____ Date: _____

7. Executive Director Approval Signature _____ Date: 11/13/2015

Keene Housing

MEMORANDUM

To: Joshua Meehan, Executive Director
From: Amy Wright, Director of Administration AW
Subject: 2016 Board of Commissioners Meeting Schedule
Date: November 13, 2015

This memorandum recommends a schedule for the Keene Housing Board of Commissioners' regular meetings for calendar year 2016. The meetings are scheduled for the third Wednesday of each month (or the fourth when there are five Wednesdays in a month).

This meeting schedule provides staff, residents, participants and members of the community significant notice of the Board's meeting schedule. Residents will be notified when the Board meetings are held at their property and encouraged to attend.

As outlined in the bylaws, the Annual Meeting is scheduled for the third Thursday in May at 7:30 p.m.

RECOMMENDATION

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

Resolution:

That the Keene Housing Board of Commissioners adopts the following schedule for its 2016 meetings pursuant to the November 13, 2015 memorandum from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director:

Wednesday, January 20th, 12:00 PM at Forest View Family Activity Center

Wednesday, February 17th, 12:00 PM at Harper Acres Mill Building

Wednesday, March 23rd, 12:00 PM at Central Square Terrace

Wednesday, April 20th, 12:00 PM at Stone Arch Village Senior

Thursday, May 19th, 7:30 PM Annual Meeting at Keene Housing's Central Office

Wednesday, June 22nd, 12:00 PM at Forest View Family Activity Center

Wednesday, July 20th, 12:00 PM at North & Gilsum Family Activity Center

Wednesday, August 24th, 12:00 PM at Harper Acres Mill Building

Wednesday, September 21st, 12:00 PM at Central Square Terrace

Wednesday, October 19th, 12:00 PM at Stone Arch Village Senior

Wednesday, November 23rd, 12:00 PM at Keene Housing's Central Office

Wednesday, December 21st, 12:00 PM at North & Gilsum Family Activity Center

Keene Housing

INFORMATIONAL MEMORANDUM

To: Joshua R. Meehan, Executive Director
From: Linda Griffin, Finance Director
Subject: Draft Budget Fiscal Year 2016
Date: November 11, 2015

This memorandum provides a draft consolidated financial operations summary of 2015 and the proposed budget for 2016 for Keene Housing owned (including those owned by KH affiliates) and managed properties. The intent of the draft budget is for discussion purposes and to provide explanations for assumptions used in the budget to the Board of Commissioners at their November 2015 meeting. A final budget proposal will be presented to the Commissioners for their adoption at the December 2015 meeting.

Below is a narrative of significant changes from 2015 (projected actuals) to the proposed 2016 budget. Attached are two financial reports 1) consolidated operating income statement comparing the projected actual 2015 revenues and expenses to the proposed 2016 by category of revenues and expenses and 2) income statements for individual property/program budgets for 2016.

SUMMARY

The consolidated net income (before depreciation) for the 2016 Budget is estimated to be $833k as compared the projected 2015 net income of $604k.

The consolidated operating revenue for 2016 Budget has decreased by $162k (1%) compared to 2015 projection.

The consolidated operating expenses for 2016 Budget has decreased by $391k (3%) compared to 2015 projection.

REVENUE changes

The Rents budget has increased from 2015 by $6k or .1%. It is assumed that HUD will fund the MTW program at the 2015 level of 101% for 2016.

The Commercial Rents are expected to decrease by $5k or 2%. This decrease is related to a change in tenant at one of the Central Square Terrace storefront locations. The tenant is a new business and per the lease with the new tenant, the rent will increase incrementally over the next two years.

The Administrative Fee income is expected to increase by $22k or 2%. These fees are earned by administering the HUD Section 8, Non-Elderly Disabled (NED) and Mainstream programs. Section 8 program funding is calculated under the MTW agreement and the Admin Fee is allocated internally from the HAP funding. The 2016 budget allocates 13.1% of the Section 8 funding for the admin budget. In 2015, the allocation was budget of 13%. HUD determines the admin fee for the NEDs and Mainstream programs and is assumed to be pro-rated at 79% again this year.

Other Income budget has decreased by $24k or 9%. MAHC's 2015 budget had assumed that there would be interest received from the loan to the Woodcrest partnership ($15k related to the sale of

Wedgewood 2014) but this assumption has been revised to zero since the MAHC loan is subordinate to all other debt and there is not expectation to receive an interest payments being received in 2016.

There is no Development Fee budget for 2015 or 2016.

Management Fee revenue budget has decreased by $4k or .8% from the 2015 projection. Fees are earned by KH (locals) and related to the property/units managed.

Partnership/Incentive Fee budget is difficult to project. These fees are generally a source of income for Locals and/or MAHC. The 2016 budget is assuming a conservative $75k in fee Revenue coming from four properties: Stone Arch Village Family and Senior, Brookbend West and East that generally have surplus cash. In 2015, there was $215k received by Locals and/or MAHC.

The Budget for vacancy loss (a reduction in revenue) is also difficult to predict. The property budgets (Brookbend West and East, Central Square Terrace, Evergreen Knoll, KAHP, Meadow, Riverbend) allow to budget for vacancy loss based on regulatory rules and range from 1-3% of rents. The budget for 2016 was determined after discussion with the Director of Housing and is expected to be less than the actual losses projected for 2015.

EXPENSE changes

Administrative expense budget has increased by $57k or 4.7%. An effort was made to reduce the budget for Administrative expenses (mostly charged to Locals program). However, the projected legal expenses related to Housing (evictions) increased in 2015 to over $65k and the budget for 2016 is set at $45k. There is also a need to include budget for additional consultant work for Capital Needs Assessments $29k, additional Technical Assistance $45k and Energy Consulting $20k.

The Employee Payroll/Fringe expense budget has increased by $102k or 3.4% from 2015. The increase is related to annual increases for employees and mid-year increases in renewing benefits. The 2016 budget includes a new position (Resident Support Counselor) that will be working with the elderly residents at Harper Acres, Central Square Terrance and Stone Arch Village Senior.

Utilities budget has decreased from the 2015 projection by $8k or .6%. Fuel costs can be volatile with rates fluctuating over the winter season, however, we have been able to enter into fix price contracts for the coming year (propane, natural gas, oil and electric). The budget for water & sewer is estimated to increase.

Maintenance budget has increased by $6k or .7%. Assuming similar budget for all properties.

Miscellaneous Equipment (expensing smaller items under $2k), no change to budget.

Property Tax budget has increased by $17k or 3%. Assuming a 3% increase across most of the properties. Many properties have a Payment in Lieu of Taxation (PILOT) agreement or are eligible for the alternative 'Low Income Housing Tax Credit' tax method based on 10% of revenues.

Property/Liability Insurance budget increased by $15k or 4%.

Interest expense budget has decreased by $36k or 4.9%. This decrease is related to refinance of the Emerald St. property, the pay-off of two loans to Monadnock Economic Development Corporation and typical declining interest payments.

The MTW transfers are funds used towards non-HAP eligible expenses and are estimated to be $658k from the 2016 operations. The projected use of these funds will be provide $170k funding KHKC and capital improvements of $489k. The 2015 MTW estimated funds available are $731k.

HAP disbursement budget has increased by $21k or .4%. HAPs are expected to remain similar to 2015 with utilization (excluding THASP payments) averaging 93%. Additionally, we are budgeting for a new Sponsor Based Program setup in 2016, with $60k disbursed to Southwest Community Services to provide housing to homeless households and veterans. The 'Voucher Payment Standard' for the MTW housing choice voucher, Mainstream and non-elderly disabled (NED) programs are not increased for 2016.

The Tenant Programs (youth programming, development grants and rent credits) budget has increased by $66k or 49%. The increase is related to the payments being made to Keene Housing Kids Collaborative by properties (KAHP, Brookbends, Meadow Rd, SAV Family) and an increase in tenant development grants/rent credit in the Resident Self-Sufficiency program.

Partnership/Incentive Fee budget have decreased by $203k or 72.5%. The fees are calculated and paid out to KH/MAHC and limited partners as a distribution of surplus cash at year end. The properties: Stone Arch Village Family and Senior, Brookbend West and East have had these pay outs in the past year. The cash surplus calculation is tough to estimate so we are assuming a conservative payout that totals $77k.

DRAFT

KEENE HOUSING - CONSOLIDATED BUDGET 2016

	Totals 2015 Projected	Totals 2016 budget	(decr)/Incr to 2016 from 2015 projection	
INCOME				
Rents, Tenants/Subsidy	$12,434,094	**$12,440,473**	0.1%	$6,379
Rents, Commercial	$243,354	**$238,622**	-1.9%	($4,732)
MTW transfers	$0	**$0**	0.0%	$0
Admin Fee Income	$810,264	**$832,407**	2.3%	$22,143
Other Income	$269,449	**$245,074**	-9.0%	($24,375)
Development Fees	$0	**$0**	0.0%	$0
Management Fee Earned	$517,060	**$512,879**	-0.8%	($4,181)
Partnership Fees	$251,349	**$75,000**	-70.2%	($176,349)
Misc Tenant Income	$59,244	**$58,565**	-1.1%	($679)
LESS: Vacancy Loss	$84,318	**$64,119**	-24.0%	($20,199)
TOTAL INCOME	**$14,500,496**	$14,338,902	**-1.1%**	**($161,594)**

	Totals 2015 Projected	Totals 2016 budget	(decr)/Incr to 2016 from 2015 projection	
EXPENSES				
Administrative	$1,196,343	**$1,253,108**	4.7%	$56,764
Payroll and Fringe	$2,489,854	**$2,591,925**	3.4%	$102,071
Utilities	$1,215,219	**$1,207,378**	-0.6%	($7,841)
Maintenance	$857,938	**$863,816**	0.7%	$5,878
Misc Equipment (not captial)	$56,840	**$56,840**	0.0%	$0
Property Taxes	$560,964	**$577,903**	3.0%	$16,939
Property/Liability Insurance	$371,347	**$386,232**	4.0%	$14,886
Interest Expense	$726,568	**$690,652**	-4.9%	($35,916)
MTW transfers	$1,082,732	**$654,930**	-39.5%	($427,802)
HAP disbursements	$4,922,242	**$4,943,491**	0.4%	$21,249
Tenant Programs	$135,580	**$201,770**	48.8%	$66,190
Partnership Fees	$280,801	**$77,105**	-72.5%	($203,696)
TOTAL EXPENSES	**$13,896,427**	$13,505,149	**-3.0%**	**($391,278)**
NET INCOME before depreciation	**$604,069**	$833,753		**$229,684**

Keene Housing BUDGET 2016 - by Property

			PROGRAMS					PROPERTIES									MANAGED PROPERTIES				
Account Number	Totals 2015 Projection	Totals 2016 budget	Locals	MAHC	MTW-Section 8	Main stream Voucher	Non-Elderly/ Disb	KAHP	Meadow Road	CST	Evergreen Knoll	Riverbend	Stone Arch Family	Stone Arch Senior	Brook Bend East	Brook Bend West	Cottage Street	Emerald Street	Fair weather Lodge	Ashbrook Apt	Roxbury St Shelter
INCOME																					
Rents Tenants	$12,434,094	$12,440,473	$0	$0	$4,673,271	$341,089	$654,411	$2,523,080	$244,632	$1,218,696	$415,212	$302,400	$286,560	$315,780	$572,676	$496,320	$31,944	$98,352	$32,460	$233,590	$0
Rental, Commercial	$243,354	$238,622	$0	$103,870	$0	$0	$0	$52,936	$0	$51,240	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$30,576
MTW transfers	$0	$0	$0	$0	$18	-$1,427	$1,409	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Admin Fee Income - HUD	$810,264	$832,407	$0	$0	$708,040	$43,125	$81,243	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Other Income /Grants	$269,449	$245,074	$61,247	$18,000	$130,104	$0	$0	$14,672	$510	$8,285	$3,145	$1,111	$444	$3,540	$1,500	$2,504	$0	$0	$12	$0	$0
Development Fee Income	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Management Fee Earned	$517,060	$512,879	$492,864	$20,015	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Incentive Management Fee	$251,349	$75,000	$75,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Misc Tenant Income	$59,244	$58,565	$0	$0	$0	$0	$0	$19,292	$3,620	$10,383	$3,617	$495	$4,683	$3,810	$8,982	$1,883	$0	$0	$0	$1,800	$0
LESS: Vacancy Loss	$84,318	$64,119	$0	$0	$0	$0	$0	$2,633	$5,237	$12,512	$5,130	$0	$0	$0	$17,160	$20,230	$0	$0	$0	$1,218	$0
TOTAL INCOME	**$14,500,496**	**$14,338,903**	**$629,111**	**$141,885**	**$5,511,433**	**$382,786**	**$737,063**	**$2,607,348**	**$243,526**	**$1,276,093**	**$416,844**	**$304,006**	**$291,687**	**$323,130**	**$565,998**	**$480,477**	**$31,944**	**$98,352**	**$32,472**	**$234,172**	**$30,576**
EXPENSES																					
Administrative Exp	$1,196,343	$1,253,108	$122,761	$10,200	$254,353	$14,290	$24,869	$342,777	$32,885	$106,424	$49,100	$35,716	$48,776	$54,504	$53,906	$49,214	$5,277	$13,761	$8,279	$26,017	$0
Salaries and Fringe	$2,489,854	$2,591,925	$480,497	$26,947	$584,343	$30,257	$60,568	$595,385	$32,160	$214,658	$96,095	$63,781	$53,667	$70,991	$130,217	$100,841	$3,271	$11,772	$1,445	$35,032	$0
Utilities	$1,215,219	$1,207,378	$0	$17,649	$0	$0	$0	$557,383	$30,597	$204,540	$71,955	$38,211	$42,991	$63,154	$54,182	$50,281	$11,658	$14,848	$8,013	$28,972	$12,946
Maintenance Expenses	$914,778	$920,656	$2,250	$24,677	$0	$0	$0	$392,946	$36,541	$135,594	$59,081	$42,828	$35,557	$48,617	$48,533	$47,318	$6,827	$7,333	$2,797	$26,759	$2,998
Property Taxes	$560,964	$577,903	$0	$37,105	$0	$0	$0	$55,198	$22,130	$196,661	$48,693	$31,547	$29,693	$32,705	$52,599	$55,065	$3,234	$5,269	$804	$7,200	$0
Insurance Expense	$371,347	$386,232	$24,416	$4,167	$1,993	$0	$0	$137,981	$28,048	$74,156	$11,360	$10,834	$12,355	$11,954	$20,203	$20,418	$2,851	$4,711	$3,934	$11,309	$5,541
Interest Expense	$726,568	$690,652	$0	$21,276	$0	$0	$0	$307,276	$10,090	$181,312	$38,728	$12,379	$2,872	$14,180	$27,762	$23,788	$0	$8,035	$0	$42,709	$245
MTW transfers	$1,082,732	$654,930	$0	$0	$654,930	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Gains on Sale of Property	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
HAPS Disbursed	$4,922,242	$4,943,491	$0	$0	$3,953,341	$339,750	$650,400	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Tenant Programs	$135,580	$201,770	$800	$0	$65,000	$0	$0	$86,850	$6,830	$4,000	$0	$400	$9,240	$600	$14,400	$13,250	$0	$0	$0	$400	$0
Incentive Management Fee	$280,801	$77,105	$0	$0	$0	$0	$0	$0	$0	$0	$2,105	$0	$20,000	$5,000	$25,000	$25,000	$0	$0	$0	$0	$0
TOTAL EXPENSES	13,896,427	13,505,150	**$630,724**	**$142,022**	**$5,513,960**	**$384,297**	**$735,838**	**$2,475,796**	**$199,281**	**$1,117,344**	**$377,117**	**$235,697**	**$255,151**	**$301,704**	**$426,802**	**$385,175**	**$33,117**	**$65,728**	**$25,272**	**$178,398**	**$21,730**
NET INCOME Before depreciation	604,069	833,752	(1,613)	(136)	(2,527)	(1,511)	1,225	131,552	44,244	158,749	39,728	68,309	36,536	21,426	139,196	95,302	(1,173)	32,624	7,200	55,774	8,846
Depreciation Expense	$1,777,236	$1,777,236	$25,188	$57,518	$996	$0	$0	$679,812	$33,920	$87,176	$140,042	$58,488	$104,846	$125,614	$204,438	$178,712	$11,894	$9,000	$3,900	$46,188	$9,504
NET INCOME After depreciation	**($1,173,167)**	**($943,484)**	($26,801)	($57,654)	($3,523)	($1,511)	$1,225	($548,260)	$10,324	$71,573	($100,314)	$9,821	($68,310)	($104,188)	($65,242)	($83,410)	($13,067)	$23,624	$3,300	$9,586	($658)

Keene Housing

INFORMATIONAL MEMORANDUM

To:	Joshua R. Meehan, Executive Director
From:	Linda Griffin, Finance Director
Cc:	Sandy Clark, Director of Facilities and Assets
Subject:	DRAFT Capital Planning Budget Fiscal Year 2016
Date:	November 11, 2015

This memorandum provides a draft 2016 capital budget for Keene Housing (KH) and KH managed properties. Below is a narrative of capital improvement work that is proposed for 2016. Attached are two financial reports 1) a 2016 listing of capital improvements by property and 2) a 2016 cash flow statement by properties.

The consolidated draft 2016 capital improvement budget totals $1,654k. The detailed items on the attached reports were produced from reviewing the current property Capital Needs Assessment with the Director of Facilities and Assets. Most of the items for 2016 have been recently quoted; current estimates are used in the proposed budget.

We are pursuing an opportunity for an energy savings incentive program with Eversource in 2016. The program provides incentives to retrofit lighting fixtures in multi-family housing. Our energy consultant, Nova Consulting had coordinated an energy savings assessment by LighTec, Inc. The lighting upgrade is estimated to cost $274k. The retrofits will be done in the common area at Central Square Terrance and Bennett Block. Harper Acres will have retrofits done in the common areas and all the units. The estimated incentive percentage from Eversource is estimated to be 50% (with a cap of $50k for each project) or $97k. The estimated savings per year is $37k and the estimated pay back is averaged out at 4.7 years.

The KAHP properties (Harper Acres, Forestview, North & Gilsum, Bennett Block and scattered sites) have a significant list of capital improvements proposed to take place in 2016, totaling $1,151k. There are MTW funds estimated $774k to be available from the 2016 operations that can be used towards these capital improvements. The remaining funds needed are $376k and will be funded from KAHP's cash on hand reducing the cash balance to an estimated $162k. The replacement reserve account will be not be used and the estimated balance will be $608k.

Roxbury St Shelter has a project previously approved by the Commissioners for 2016 for $319k. The funding is coming from CDBG for $255k, Keen Downtown Housing Corp $10k and MTW funds of $54k.

The Central Square Terrace has two projects proposed for 2016, totals $81k. We are considering using excess cash and/or replacement reserves. The cash balance is currently $111k and replacement reserves are $131k.

Evergreen Knoll capital improvements proposed at $49k. The property has sufficient replacement reserve balance of $158k to fund the necessary capital improvements.

Riverbend Apts has no proposed capital budget for 2016 but it has a proposed project for $725k in 2017. A CDBG application is being submitted for $500k in January 2016, the award would be July 2016 with construction beginning in 2017. The remaining funds needed would be $225k and assumed to be funded from 2017 MTW funds. The replacement reserve account balance is currently $30k and is insufficient to cover any of these needed capital improvements.

No significant capital improvements are scheduled at Stone Arch Village Family or Senior, Brookbend East or West, or Meadow Rd apts.

Keene Housing (Locals) has one maintenance equipment item on the list for capital purchases for $25k and will be funded from cash on hand which would leave an estimated cash balance of $1,104k.

There are four properties (Cottage St, Ashbrook Apt, Emerald St, Fairweather Lodge) that are managed and not owned by KH. These properties are scheduled to have capital expenditures of $27k for 2016 and have sufficient funds.

Capital Purchases/Renovations details

2016 budget	Location	Original budget 2016
Fire alarm Panel (addressable)	KAHP-Harper Acres	$82,428
Roof slope (bldg 105)	KAHP-Harper Acres	$42,000
Condenser/Evaporator for AC (bldg 105)	KAHP-Harper Acres	$12,000
Gas furnance (bldg 105)	KAHP-Harper Acres	$6,000
Lighting retro-fit	KAHP-Harper Acres	$135,000
Mill Bldg Roof,Chimney, Brick repairs	KAHP-Harper Acres	$20,000
Engineering Fees for sidewalk/curbs project in 2017	KAHP-Harper Acres	$25,000
Asphalt project 2015 remaining work	KAHP-Forest View	$32,000
Storage Units/Patios/Door Ovhg (38 units @ $11k)	KAHP-Forest View	$418,000
Storage Units/Patios/Door Ovhg FEES	KAHP-Forest View	$42,700
Windows (38units @ 8 @ $500 ea)	KAHP-Forest View	$152,000
Windows FEES	KAHP-Forest View	$15,000
Meter Stacks	KAHP-Forest View	$35,450
Electric Panels/Load Centers (38)	KAHP-Forest View	$17,362
Asphalt project 2015 remaining work	KAHP-North & Gilsum	$10,000
Door Overhangs/Patios 2015 remaining work	KAHP-North & Gilsum	$19,000
Water Shut offics (located in crawl space)	KAHP-North & Gilsum	$8,928
Electric Panels/Load Centers (29)	KAHP-North & Gilsum	$13,250
Front Cement Porch (15@2k ea) + Fees $7600	KAHP-North & Gilsum	$37,600
Remediation of ground soil (5 yr monitor plan)	KAHP-Bennett Block	$11,800
Brick Steps (south side, replace)	KAHP-Bennett Block	$6,225
Lighting retro-fit	KAHP-Bennett Block	$9,000
	KAHP-Water St	$0
Unplanned		$0
	KAHP TOTAL	**$1,150,743**
Rehab project	Roxbury St Shelter	$319,000
	Riverbend Apartments	$0
Outside Lighting (to LED 25 poles @ $200)	Evergreen knoll	$5,000
Exit Lane at entry (major frost heave/damage) & Fees	Evergreen knoll	$44,000
	SAV Family	$0
	SAV Senior	$0
Fencing (move opening)	Brookbend East	$1,000
Fencing (move opening)	Brookbend West	$1,000
	MAHC-SAV office	$0
Fascade	CST	$50,000
Lighting retro-fit	CST	$31,000
	Meadow rd	$0
Vehicle	Locals	$25,000
Pavilion	Ashbrook (MHO)	$12,000
Catch Basin - Parking lot	Emerald St. (CHO)	$5,150
Pavilion	Emerald St. (CHO)	$10,000
total capital purchases/renovations		**$1,653,893**
other funding: CDBG $255 and Keene Downtown $10 for Roxbury St Shelter		($265,000)
Net Cash outlay		**$1,388,893**

DRAFT November 18,2015

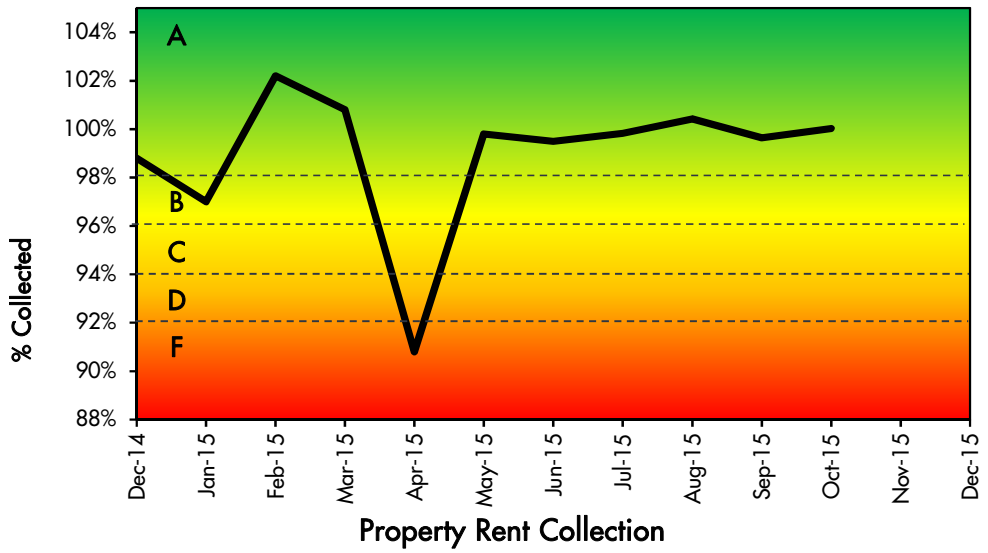
CASHFLOW Projections	Totals	Locals	MAHC	MTW-Block Grant	MTW- Section 8	Main stream Voucher	Non-Elderly/Disb	KAHP	Meadow Road	CST	Evergreen Knoll	Riverbend	Stone Arch Family	Stone Arch Senior	Brook Bend East	Brook Bend West	Cottage Street	Emerald Street	Fair weather Lodge	Ashbrook Apt	Roxbury St Shelter
2016																					
Replacement Reserves Balance																					
Beginning Balance 1/2016	**$1,342,880**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$534,069**	**$53,012**	**$146,463**	**$153,456**	**$34,448**	**$55,582**	**$86,292**	**$68,547**	**$65,886**	**$9,046**	**$63,600**	**$12,625**	**$59,854**	**$0**
Deposit to Reserves 2016	$246,181	$0	$0	$0	$0	$0	$0	$73,893	$3,238	$61,448	$21,204	$14,400	$9,678	$13,312	$20,208	$10,656	$2,400	$3,744	$3,600	$8,400	$0
Withdrawls from Reserves 2016	($193,604)	$0	$0	$0	$0	$0	$0	$0	$0	($81,000)	($49,000)	($34,454)	$0	$0	($1,000)	($1,000)	$0	($15,150)	($12,000)	$0	$0
Ending Balance 12/2016	**$1,395,457**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$607,962**	**$56,250**	**$126,911**	**$125,660**	**$14,394**	**$65,260**	**$99,604**	**$87,755**	**$75,542**	**$11,446**	**$52,194**	**$4,225**	**$68,254**	**$0**
Cash Balance																					
Beginning Balance 1/2016	**$4,811,984**	**$1,068,383**	**$416,237**	**$1,379,585**	**$498,145**	**$121,722**	**$23,227**	**$612,664**	**$62,601**	**$118,418**	**$61,714**	**$12,875**	**$131,541**	**$48,870**	**$142,179**	**$77,209**	**($858)**	**($7,687)**	**$7,653**	**$26,477**	**$11,028**
INCOMING CASH:																					
Operating Surplus/(Deficit) 2016	$847,854	$2,477	$44	$0	($1,540)	($84)	($184)	$135,644	$44,476	$160,014	$40,392	$68,757	$36,921	$21,853	$139,782	$95,756	($1,149)	$32,679	$7,204	$55,963	$8,846
Cash from Reserves	$193,604	$0	$0	$0	$0	$0	$0	$0	$0	$81,000	$49,000	$34,454	$0	$0	$1,000	$1,000	$0	$15,150	$12,000	$0	$0
MTW funding 2016 for NON-HAP	$658,548	$0	$0	$0	$658,548	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
MTW transfers for Cap Impr & KHKC	**($170,000)**	**$0**	**$0**	**$0**	**($998,548)**	**($1,652)**	**$964**	**$775,236**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$54,000**
OUTGOING CASH:																					
CASH outlay 2016 (principal)	($378,875)	$67,357	($24,993)	$0	$0	$0	$0	($137,360)	($30,014)	($144,911)	($21,350)	($19,805)	($4,616)	($10,528)	($4,538)	($4,160)	$0	($16,219)	$0	($26,207)	($1,531)
Capital Improvements 2016 proposed	**($1,388,893)**	**($25,000)**	**$0**	**$0**	**$0**	**$0**	**$0**	**($1,150,743)**	**$0**	**($81,000)**	**($49,000)**	**$0**	**$0**	**$0**	**($1,000)**	**($1,000)**	**$0**	**($15,150)**	**($12,000)**	**$0**	**($54,000)**
Cash to Reserves	($246,769)	$0	$0	$0	$0	$0	$0	($73,893)	($3,238)	($61,448)	($21,204)	($14,400)	($9,678)	($13,312)	($20,616)	($10,836)	($2,400)	($3,744)	($3,600)	($8,400)	$0
Ending Balance 12/2016	**$4,327,452**	**$1,113,218**	**$391,289**	**$1,379,585**	**$156,605**	**$119,987**	**$24,007**	**$161,548**	**$73,824**	**$72,074**	**$59,552**	**$81,881**	**$154,168**	**$46,883**	**$256,807**	**$157,969**	**($4,407)**	**$5,029**	**$11,257**	**$47,833**	**$18,343**
		* $75k fr KAHP note payable						* $75k to Locals for note payable													
OTHER FUNDS:																					
Operating Reserves balance 8/2015	$681,345	$0	$0	$0	$0	$0	$0	$0	$0	$0	$86,380	$0	$89,755	$122,635	$195,000	$175,000	$12,575	$0	$0	$0	$0

Keene Housing

MANAGEMENT REPORT
OCTOBER 2015

Residential Property Rent Collection Report
October 2015

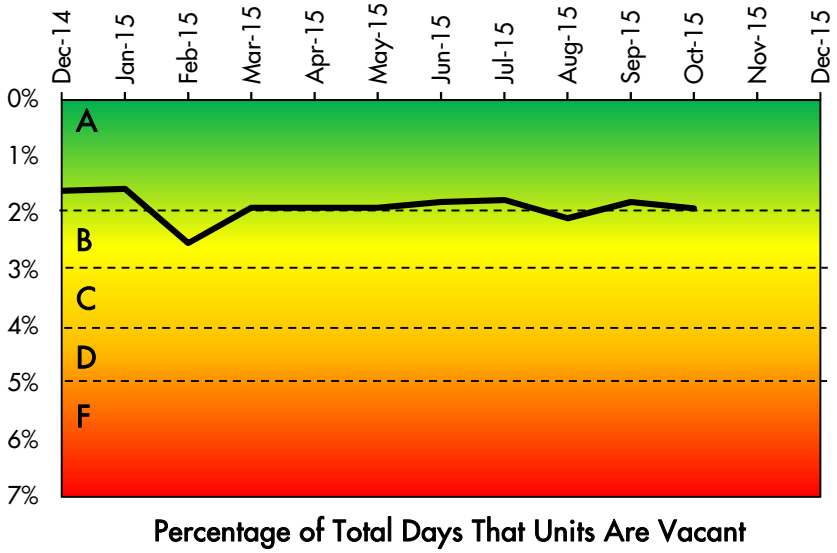
Community	Month Billed	Month Collected	% Collected	Monthly Grade	YTD Billed	YTD Collected	% YTD Collected	YTD Grade
Ash Brook Apartments	$8,491	$8,491	100.0%	A	$82,780	$82,780	100.0%	A
Bennett Block	$4,484	$4,484	100.0%	A	$43,326	$43,335	100.0%	A
Brookbend East	$15,130	$15,845	104.7%	A	$126,717	$126,480	99.8%	A
Brookbend West	$11,757	$11,868	100.9%	A	$103,757	$104,268	100.5%	A
Central Square Terrace	$26,504	$26,729	100.8%	A	$256,161	$256,485	100.1%	A
Cottage Street	$839	$839	100.0%	A	$10,981	$10,941	99.6%	A
Evergreen Knoll LP	$13,234	$14,412	108.9%	A	$96,718	$97,522	100.8%	A
Forest View	$17,558	$17,250	98.2%	A	$167,469	$168,767	100.8%	A
Harper Acres	$40,260	$40,594	100.8%	A	$387,897	$387,794	100.0%	A
Meadow Road Apartments	$5,834	$6,007	103.0%	A	$57,893	$58,723	101.4%	A
North and Gilsum	$15,432	$15,453	100.1%	A	$149,128	$148,778	99.8%	A
Riverbend Apartments	$10,532	$11,258	106.9%	A	$102,585	$102,732	100.1%	A
Scattered Sites	$4,779	$4,779	100.0%	A	$75,847	$73,162	96.5%	B
Stone Arch Village Family	$7,568	$7,408	97.9%	B	$75,651	$75,488	99.8%	A
Stone Arch Village Senior	$11,907	$11,913	100.1%	A	$114,688	$114,715	100.0%	A
Totals	**$194,309**	**$197,330**	**101.6%**	**A**	**$1,768,818**	**$1,769,190**	**100.0%**	**A**



Monthly Vacancy Report

October 2015

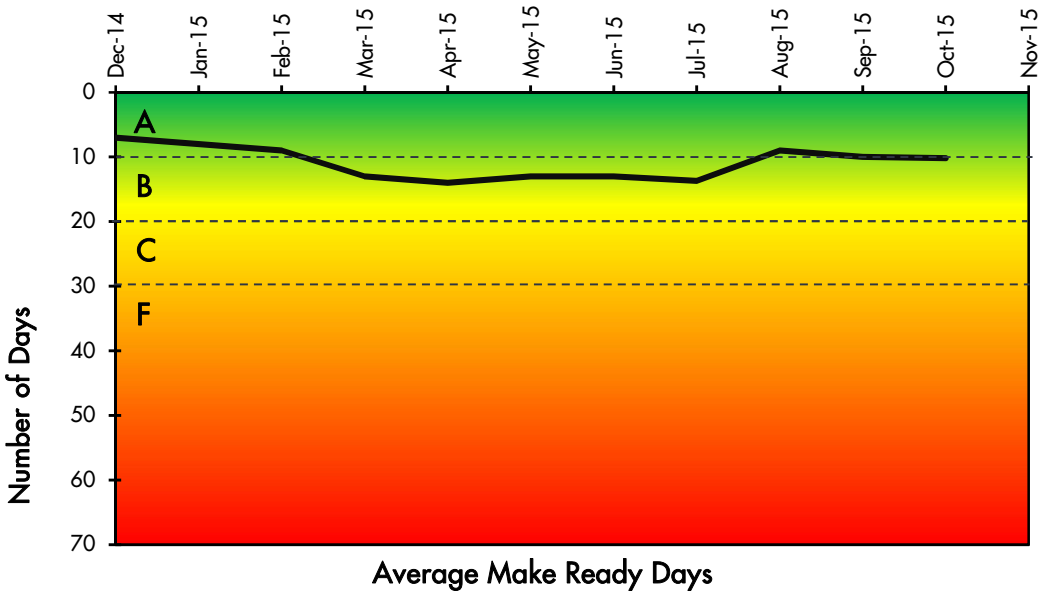
Community	Units Available	Available Days	Vacant Days	Monthly Vacancy Percentage	Monthly Grade	YTD Vacancy Percentage	YTD Grade
Ash Brook Apartments	24	744	59	7.9%	F	1.6%	A
Bennett Block	14	434	0	0.0%	A	1.2%	A
Brookbend East	40	1240	57	4.6%	D	5.7%	F
Brookbend West	35	1085	0	0.0%	A	3.1%	C
Central Square Terrace	90	2790	30	1.1%	A	0.8%	A
Cottage Street	3	93	0	0.0%	A	0.0%	A
Evergreen Knoll LP	32	992	31	3.1%	C	1.9%	A
Forest View	38	1178	45	3.8%	C	3.7%	C
Harper Acres	112	3472	93	2.7%	B	1.3%	A
Meadow Road	18	558	0	0.0%	A	2.0%	B
North and Gilsum	29	899	62	6.9%	F	1.6%	A
Riverbend Apartments	24	744	0	0.0%	A	0.4%	A
Scattered Sites	18	558	8	1.4%	A	2.1%	B
Stone Arch Village Family	24	744	31	4.2%	D	1.8%	A
Stone Arch Village Senior	33	1023	17	1.7%	A	0.8%	A
Report Totals:	**534**	**16,554**	**433**	**2.6%**	**B**	**1.9%**	**A**



Percentage of Total Days That Units Are Vacant

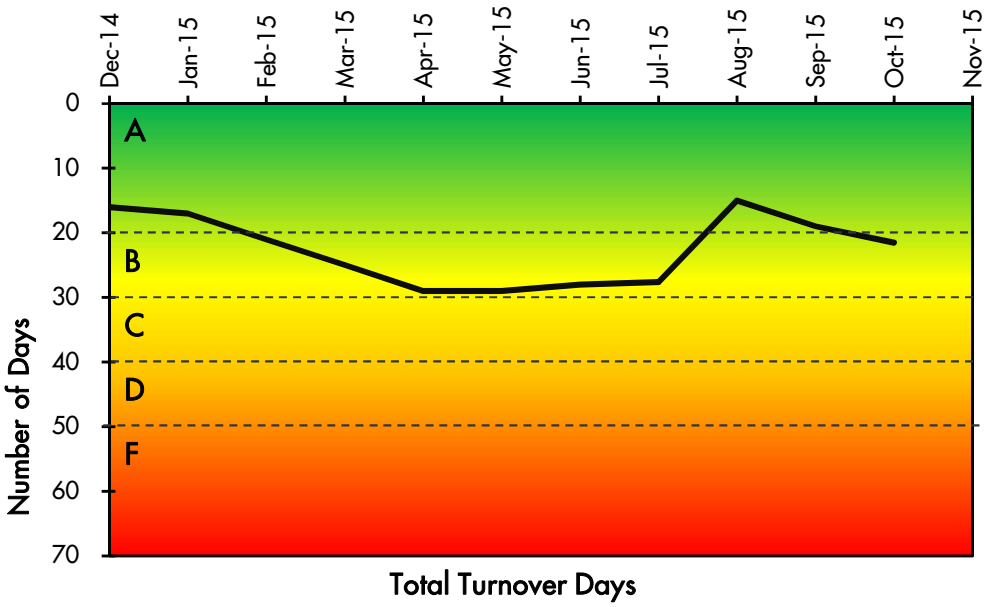
Unit Make Ready Days
October 2015

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	1	A	3	3	A
Bennett Block	1	11	B	2	14	B
Brookbend East	5	3	A	16	6	A
Brookbend West	2	6	A	7	11	B
Central Square Terrace	2	0	A	6	9	A
Cottage Street	0	0	A	-	0	A
Evergreen Knoll LP	4	13	B	8	6	A
Forest View	1	1	A	9	4	A
Harper Acres	3	7	A	15	5	A
Meadow Road	1	7	A	3	20	B
North and Gilsum	1	1	A	4	11	B
Riverbend Apartments	0	0	A	2	16	B
Scattered Sites	1	13	B	2	31	F
Stone Arch Village Family	2	9	A	5	12	B
Stone Arch Village Senior	1	7	A	3	6	A
Report Totals:	**25**	**5**	**A**	**85**	**10**	**B**



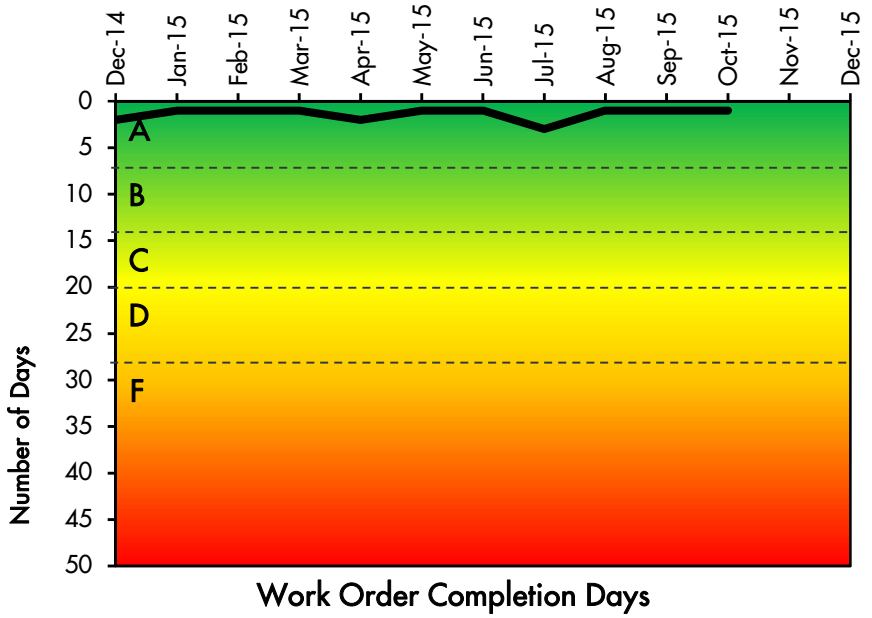
Unit Turnover
October 2015

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	3	21	B
Bennett Block	26	B	2	22	B
Brookbend East	15	A	16	13	A
Brookbend West	19	A	7	25	B
Central Square Terrace	4	A	6	22	B
Cottage Street	0	A	-	0	A
Evergreen Knoll LP	14	A	8	12	A
Forest View	1	A	9	14	A
Harper Acres	11	A	15	11	A
Meadow Road	31	C	3	28	B
North and Gilsum	1	A	4	24	B
Riverbend Apartments	0	A	2	17	A
Scattered Sites	31	C	2	59	F
Stone Arch Village Family	13	A	5	23	B
Stone Arch Village Senior	20	A	3	27	B
Report Totals:	**12**	**A**	**85**	**21**	**B**



Residential Property Non-Emergency Work Order Completion Days
October 2015

Community	Number of Work Orders	Avg Days to Complete	Monthly Grade
139 Roxbury Street	14	3	A
Ash Brook Apartments	9	0	A
Bennett Block	20	0	A
Brookbend East	14	1	A
Brookbend West	36	1	A
Central Square Terrace	2	1	A
Cottage Street	2	0	A
Emerald Street House	16	1	A
Evergreen Knoll LP	2	0	A
Forest View	27	4	A
Harper Acres	56	1	A
Keene Housing Main Office	5	1	A
Meadow Road	4	0	A
North and Gilsum	30	4	A
Riverbend Apartments	5	0	A
Scattered Sites	11	4	A
Stone Arch Village Family	7	0	A
Stone Arch Village Senior	16	0	A
Report Totals:	**276**	**1**	**A**



Residential Property Emergency Work Order Completion Days
October 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	-	-	None
Stone Arch Village Senior	-	-	None
Report Totals:	0	0	None

Keene Housing

FINANCE REPORT
OCTOBER 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	$390,473	$323,436	83%	613	$528	104%	587	$1,568	$67,037
July	$390,473	$324,608	83%	605	$537	103%	587	$200	$65,865
August	$393,659	$327,071	83%	601	$544	102%	587	$156	$66,588
September	$393,659	$328,733	84%	605	$543	103%	587	$61	$64,926
October	$390,473	$323,672	83%	604	$536	103%	587	$61	$66,801
November									$0
December									$0
Total	$3,885,623	$3,279,144	84%	6109	$537	104%	5870	$4,589	$606,479

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	$390,473	$315,873	81%	553	$571	94%	587	$1,568	$74,600
July	$390,473	$317,273	81%	542	$585	92%	587	$200	$73,200
August	$393,659	$317,805	81%	540	$589	92%	587	$156	$75,854
September	$393,659	$320,268	81%	544	$589	93%	587	$61	$73,391
October	$390,473	$315,147	81%	543	$580	93%	587	$61	$75,326
November									$0
December									$0
Total	$3,885,623	$3,196,878	82%	5482	$583	93%	5870	$4,589	$688,745

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	$54,746	$53,319	97%	99	$539	99%	100	$0	$1,427
July	$54,746	$52,911	97%	98	$540	98%	100	$0	$1,835
August	$54,746	$53,142	97%	97	$548	97%	100	$0	$1,604
September	$54,746	$53,591	98%	98	$547	98%	100	$0	$1,155
October	$54,746	$53,857	98%	97	$555	97%	100	$0	$889
November									
December									
Total	$543,510	$534,300	98%	988	$541	99%	1000	$0	$9,210

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	$28,481	102%	49	$581	98%	50	$0	($691)
July	$27,790	$27,407	99%	49	$559	98%	50	$0	$383
August	$27,790	$27,347	98%	49	$558	98%	50	$0	$443
September	$27,790	$27,463	99%	49	$560	98%	50	$0	$327
October	$27,790	$26,843	97%	48	$559	96%	50	$0	$947
November									
December									
Total	$276,457	$280,806	102%	487	$577	97%	500	$0	($4,349)

FY15 targets are 100% Utilization in NEDs and Mainstream, 93% in MTW without THASP, and 104% in MTW with THASP.

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

Financial Report – October, 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 $1,411k which is a net increase of $639k from the budget of $772k.

OPERATING REVENUES are $12,814k, a net increase of $1,130k as compared to the budget of $11,684k. The most significant changes are related to:

VARIANCES for Revenue categories Incr/(Decr) compared to Budget		
161,353	Rent Revenue	Change in tenant rent – partly related to subsidy changes and partly increase in rent at some properties without corresponding increase in HAP.
(38,750)	HAP funding	The estimated 2015 MTW funding is estimated to have $731k available for Non-HAP initiatives. These funds remain as HUD held and revenue is showing less than budget. There is also a balance HUD held from 2014 approved funding of $329k that can also be used to fund the MTW approved initiatives for 2015 (resident services $100k or capital improvements $853).
43,108	Other Income	Other Income is related to a Public Housing 2010 fund balance $17k, income from KHKC for vehicle use $4k, grant Roxbury St Shelter received from KDHC for $10k, Bennet Block $8k, misc.
(27,189)	Grants	Grants funds expected to be received for CDBG, CHT, FSS. The FSS funds are in arrears $21k as the new HUD procedures require funds to be spent then reimbursed. CDBG admin revenue is under budget by $3k and may be permanent. CHT admin revenue is under budget by $3k and may be timing.
(600)	Management Fees	Management fees on budget.
0	Development fees	No Development fees paid or expected (MAHC).
(21,842)	Vacancy Loss	Vacancy Loss (reduction to revenue). Emerald St had 2 vacancies earlier in the year $5k, there are currently 3 vacancies, it is over budget by $7k. There will be a special vacancy claim made for the 60 days and hoping to reduce to $3k. BBE over budget by $11k, BBW over by $6k, EK over by $over by $3k. Ashbrook under by $3k and KAHP under by $3k. The variances are expected to continue to grow.
17,656	Tenants Charges	Higher than expected revenue in KAHP $3k, BBE $8k, SAVF $7k properties related to damages charged to Tenants, there is no budget for this line item.
830	Admin Funding	HUD Section 8 admin expense is on budget. NEDs and Mainstream admin revenue is on budget.
0	Gain on SWAP	Part of the financing for KAHP properties with TD.
134,567	**Higher than Budget**	**Operating Revenue**
172,350	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. All were over the budget.
822,693	MTW Transfer	2015 MTW funds transferred.
1,129,609	**Higher than Budget**	**Total Revenue**

Keene Housing

OPERATING EXPENSES are $11,403k, a net increase of $491k as compared to budget of $10,912. The most significant changes are related to:

VARIANCES for Expense categories Incr/(Decr) compared to Budget		
39,457	Admin Expenses	Administrative Expense (Legal expenses for housing issues $25k, energy consulting $12k, technical assistance $4k) are running higher than budget. All other admin expenses are running under budget in various line items and may be timing.+
(146,515)	Payroll Expenses	Benefit Expense is running under budget by $108k. Salaries are also running under budget by $37k (it is estimated that by year end that $50k of under budget is related to reduction in staff in the tenant services dept) and maintenance will use all the overtime budget for winter months.
(45,661)	Utilities Expenses	Fuel is under budget by $4k (CST $15k lower due to drop in rate natural gas for summer months), Water & Sewer under budget by $69k (KAHP due mostly to lower usage), Electric is over budget by $28k (KAHP $16k). It may be some timing but the water cost at KAHP is projected to be lower due to monitoring leaks.
(190,284)	Maint Expenses	Maintenance Expenses are running under budget, may all be timing since some flooring work is not scheduled until later in the year. Line items under budget are Grounds $32k, Flooring $77k (KAHP), Misc Equip $31k, Maint & Repairs $13k, snow removal $18k.
(1,646)	Insurance Expenses	Insurance Expenses on budget.
6,572	Property Tax Exp	Property Taxes on budget.
5,548	Partnership taxes	Taxes for CST are running over budget.
(8,920)	Interest Expenses	Interest Expenses are running under budget, related to paying off two loans saving $6k.
(14,684)	Resident services	Residential Services running under budget may timing. Resident's Development Grants and Rent credits are $11k under budget but are picking up.
(127,949)	HAP disbursements	Decrease in HAP disbursements.
(483,981)	**Lower than Budget**	**Operating Expenses**
206,907	Partnership Distributions	SAVS, SAVF, BBW, BBE have all been paid, all over budget.
767,843	MTW Transfer	2015 MTW funds transferred.
490,859	**Higher than Budget**	**Total Expenses**

Keene Housing

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

Program/Property	BUDGET	ACTUALS	NOTES	
	Operational Surplus/ (Deficit)	Operational Surplus/ (Deficit)	changes in Revenue	changes in Expenses
Central Office (Locals)	**13,257**	**189,244**	649,595 Higher Revenue	473,608 Higher Expenses
Monadnock Affordable (MAHC)	**298**	**(10,289)**	(15,674) Lower Revenue	(5,086) Lower Expenses
Keene Affordable (KAHP)	**126,190**	**746,101**	444,686 Higher Revenue	(175,223) Lower Expenses
Meadow Road	**33,872**	**54,367**	9,816 Higher Revenue	(10,678) Lower Expenses
Roxbury St Shelter	**8,782**	**22,274**	12,290 Higher Revenue	(1,202) Lower Expenses
Low Income Tax Credits Properties (LIHTC)				
Brookbend East	*109,780*	*(5,975)*	(3,642) Lower Revenue	112,114 Higher Expenses
Brookbend West	*89,972*	*49,935*	(6,071) Lower Revenue	33,966 Higher Expenses
Evergreen Knoll	*44,256*	*45,067*	(2,496) Lower Revenue	(3,307) Lower Expenses
Riverbend	*31,483*	*43,911*	4,246 Higher Revenue	(8,182) Lower Expenses
Stone Arch Family	*48,597*	*18,580*	6,367 Higher Revenue	36,383 Higher Expenses
Stone Arch Senior	*17,054*	*26,743*	(2,223) Lower Revenue	(11,911) Lower Expenses
Multi-Family Properties				
Central Square Terrance	*183,257*	*197,620*	(566) Lower Revenue	(14,929) Lower Expenses
Voucher Programs				
Section 8	*892*	*(65,361)*	41,317 Higher Revenue	107,572 Higher Expenses
Non-Elderly Disabled (NED)	*8*	*11,224*	(15,723) Lower Revenue	(26,939) Lower Expenses
Mainstream Vouchers	*(4)*	*8,444*	9,762 Higher Revenue	1,314 Higher Expenses
Non-Owned/Managed Properties				
Cottage Street	*1,926*	*7,962*	3,427 Lower Revenue	(2,609) Lower Expenses
Ashbrook	*38,148*	*47,491*	1,845 Higher Revenue	(7,497) Lower Expenses
Emerald Street	*19,654*	*16,246*	(7,351) Lower Revenue	(3,944) Lower Expenses
Fairweather Lodge	*4,884*	*7,548*	4 On Budget	(2,660) Lower Expenses
TOTALS	772,306	1,411,132	1,129,609 Lower Revenue	490,789 Lower Expenses

(a) excluding depreciation

Keene Housing

Cash Outlay - Year to Date - as of October 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	Changes in Equity (Incr)/decr	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**	**189,244**	(59,297)	0	(46,146)	0	178,354	(21,434)	(93,585)	**2,401,430**	147,136
Monadnock Affordable (MAHC)	**684,501**	**(10,289)**	(192,318)	0	(7,824)	0	(59,926)	(38,193)	0	**375,951**	(308,550)
Keene Affordable (KAHP)	**739,337**	**746,101**	(198,273)	(59,959)	(662,128)	0	(10,241)	(87,970)	0	**466,867**	(272,470)
Meadow Road	**49,917**	**54,367**	(25,327)	(2,621)	(10,455)	0	73,121	(92,073)	0	**46,929**	(2,988)
Roxbury St Shelter	**474**	**22,274**	(1,260)	0	(2,920)	0	(3,167)	209	299	**15,909**	15,435
Low Income Tax Credits (LIHTC)											
Brookbend East	*305,646*	*(5,975)*	(147,985)	(16,846)	0	50,000	(40,254)	(26,078)	85	**118,593**	(187,053)
Brookbend West	*122,320*	*49,935*	(72,023)	(8,856)	0	0	18,883	11,312	8	**121,579**	(741)
Evergreen Knoll	*46,014*	*45,067*	(13,617)	3,835	(19,140)	0	(47,899)	(8,676)	175	**5,759**	(40,255)
Riverbend	*38,236*	*43,911*	(15,908)	(12,003)	0	0	(10,917)	284	25	**43,628**	5,392
Stone Arch Family	*167,176*	*18,580*	52,327	6,170	(23,346)	(6,125)	(19,743)	10,418	275	**205,732**	38,556
Stone Arch Senior	*77,420*	*26,743*	(25,258)	(10,780)	(13,726)	(1,691)	(25,324)	3,171	0	**30,555**	(46,865)
Multi-Family Properties											
Central Square Terrance	*110,357*	*197,620*	(114,174)	(51,111)	0	0	(56,429)	25,343	18	**111,624**	1,267
Voucher Programs											
Section 8 - Moving to Work (MTW)	*260,416*	*(65,361)*	n/a	n/a	n/a	n/a	17,118	130,669	35	**342,877**	82,461
Non-Elderly Disabled (NED)	*20,331*	*11,224*	n/a	n/a	n/a	n/a	(71,758)	106	60,427	**20,330**	(1)
Mainstream Vouchers	*121,376*	*8,444*	n/a	n/a	n/a	n/a	(39,592)	(544)	31,691	**121,375**	(1)
Non-Owned/Managed Properties											
Cottage Street	*42*	*7,962*	(6,750)	(2,000)	0	1,858	2,047	(1,553)	0	**1,606**	1,564
Ash Brook	*11,955*	*47,491*	(20,634)	15,993	(27,672)	0	(20,707)	3,614	0	**10,040**	(1,915)
Emerald Street	*252*	*16,246*	(895)	19,950	(21,962)	0	9,262	(9,843)	0	**13,010**	12,758
Fairweather Lodge	*4,494*	*7,548*	0	(1,764)	0	0	(793)	451	0	**9,936**	5,442
TOTAL	5,014,558	1,411,132	(841,392)	(119,992)	(835,319)	44,042	(107,965)	(100,787)	(547)	4,463,730	(550,828)

(a) excluding depreciation

Keene Housing

Balance Sheet Summary - Assets - as of October 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)	1,026,236	1,375,194	0	0	0	10,983,316	117,462	415,000	13,917,208
Monadnock Affordable (MAHC)	375,951	0	79,015	0	0	852,711	1,498,361	0	2,806,038
Keene Affordable (KAHP)	466,867	187,120	522,322	0	0	148,034	17,303,416	37,611	18,665,370
Meadow Road	(5,083)	25,662	52,488	0	0	26,176	724,226	0	823,469
Roxbury St Shelter	15,909	0	0	0	0	4,791	109,821	0	130,521
Low Income Tax Credits (LIHTC)	525,846	309,586	470,678	764,951	4,063	117,621	22,742,295	161,992	25,097,032
Brookbend East	*118,593*	*57,747*	*65,203*	*262,399*	*0*	*16,707*	*6,307,720*	*68,766*	*6,897,135*
Brookbend West	*121,579*	*58,471*	*64,130*	*203,636*	*0*	*15,361*	*5,863,661*	*51,151*	*6,377,989*
Evergreen Knoll	*5,759*	*39,957*	*149,955*	*86,391*	*0*	*48,383*	*3,200,965*	*6,397*	*3,537,807*
Riverbend	*43,628*	*38,613*	*32,051*	*0*	*4,063*	*3,358*	*1,249,780*	*0*	*1,371,493*
Stone Arch Family	*205,732*	*53,228*	*53,869*	*89,848*	*0*	*19,934*	*2,868,852*	*13,372*	*3,304,835*
Stone Arch Senior	*30,555*	*61,570*	*105,470*	*122,677*	*0*	*13,878*	*3,251,317*	*22,306*	*3,607,773*
Multi-Family Properties	111,624	122,011	136,125	0	16,413	7,263	1,533,342	41,454	1,968,232
Central Square Terrance	*111,624*	*122,011*	*136,125*	*0*	*16,413*	*7,263*	*1,533,342*	*41,454*	*1,968,232*
Voucher Programs	484,582	0	0	0	0	360,693	4,250	0	849,525
Section 8 - Moving to Work	*342,877*	*0*	*0*	*0*	*0*	*335,717*	*4,250*	*0*	*682,844*
Non-Elderly Disabled (NED)	*20,330*	*0*	*0*	*0*	*0*	*12,949*	*0*	*0*	*33,279*
Mainstream Vouchers	*121,375*	*0*	*0*	*0*	*0*	*12,027*	*0*	*0*	*133,402*
Non-Owned/Managed Properties	34,592	40,352	143,008	12,578	21,184	2,628	1,314,357	13,710	1,582,409
Cottage Street	*1,606*	*2,944*	*8,647*	*12,578*	*10,087*	*1,173*	*427,701*	*7,500*	*472,236*
Ash Brook	*10,040*	*30,889*	*60,165*	*0*	*8,842*	*736*	*709,653*	*6,210*	*826,535*
Emerald Street	*13,010*	*6,519*	*61,906*	*0*	*2,255*	*(2,293)*	*148,611*	*0*	*230,008*
Fairweather Lodge	*9,936*	*0*	*12,290*	*0*	*0*	*3,012*	*28,392*	*0*	*53,630*
TOTALS	3,036,524	2,059,925	1,403,636	777,529	41,660	12,503,233	45,347,530	669,767	65,839,804

(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 October 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)	**15,566**	**0**	**276,613**	**0**	**23,003**	**13,434,797**	**167,228**	**13,917,207**
Monadnock Affordable (MAHC)	**568**	**0**	**535,803**	**0**	**12,957**	**2,315,112**	**(58,402)**	**2,806,038**
Keene Affordable (KAHP)	**7,315**	**30,469**	**15,650,806**	**0**	**169,614**	**2,627,510**	**179,692**	**18,665,406**
Meadow Road	**1,726**	**90,557**	**347,237**	**0**	**2,446**	**359,878**	**21,620**	**823,464**
Roxbury St Shelter	**0**	**33,145**	**55,971**	**0**	**382**	**25,273**	**15,752**	**130,523**
Low Income Tax Credits (LIHTC)	**7,175**	**129,892**	**6,819,797**	**0**	**195,264**	**18,449,893**	**(504,984)**	**25,097,037**
Brookbend East	*1,558*	*0*	*1,332,670*	*0*	*4,074*	*5,742,307*	*(183,474)*	*6,897,135*
Brookbend West	*1,385*	*2,086*	*1,821,980*	*0*	*35,980*	*4,614,587*	*(98,028)*	*6,377,990*
Evergreen Knoll	*1,324*	*0*	*1,846,092*	*0*	*39,212*	*1,722,919*	*(71,738)*	*3,537,809*
Riverbend	*1,029*	*127,806*	*614,736*	*0*	*51,826*	*580,925*	*(4,828)*	*1,371,494*
Stone Arch Family	*725*	*0*	*596,617*	*0*	*27,714*	*2,748,740*	*(68,960)*	*3,304,836*
Stone Arch Senior	*1,154*	*0*	*607,702*	*0*	*36,458*	*3,040,415*	*(77,956)*	*3,607,773*
Multi-Family Properties	**2,239**	**82,136**	**3,080,287**	**878,593**	**50,142**	**(2,249,111)**	**123,950**	**1,968,236**
Central Square Terrance	*2,239*	*82,136*	*3,080,287*	*878,593*	*50,142*	*(2,249,111)*	*123,950*	*1,968,236*
Voucher Programs	**17,263**	**131,843**	**0**	**0**	**13,263**	**733,684**	**(46,526)**	**849,527**
Section 8 - Moving to Work	*16,329*	*131,843*	*0*	*0*	*10,787*	*590,079*	*(66,195)*	*682,843*
Non-Elderly Disabled (NED)	*617*	*0*	*0*	*0*	*1,424*	*20,016*	*11,224*	*33,281*
Mainstream Vouchers	*317*	*0*	*0*	*0*	*1,052*	*123,589*	*8,445*	*133,403*
Non-Owned/Managed Properties	**679**	**7,564**	**1,523,018**	**0**	**17,980**	**12,356**	**20,815**	**1,582,412**
Cottage Street	*35*	*4,261*	*504,881*	*0*	*1,023*	*(36,014)*	*(1,950)*	*472,236*
Ash Brook	*525*	*2,147*	*829,613*	*0*	*14,100*	*(28,850)*	*9,001*	*826,536*
Emerald Street	*105*	*1,156*	*188,524*	*0*	*2,149*	*28,728*	*9,347*	*230,009*
Fairweather Lodge	*14*	*0*	*0*	*0*	*708*	*48,492*	*4,417*	*53,631*
TOTALS	**52,531**	**505,606**	**28,289,532**	**878,593**	**485,051**	**35,709,392**	**(80,855)**	**65,839,850**

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 01/15/15	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	EXPIRED	11/15/14
RFP	105-DC	04/08/13 - 05/09/13	DEVELOPMENT CONSULTING	AGENCY WIDE	TAG ASSOCIATES	< $50,000.00	RENEWED 8/15/15	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	10/10/16
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	1.25/1.35 PER GALLON	RENEWED 7/1/15	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	RENEWED 9/1/15	08/31/16
		07/01/14 - 08/31/14	LEGAL	AGENCY WIDE	DRUMOND WOODSUM	FEE FOR SERVICE	RENEWED 9/1/15	08/31/16
		07/01/14 - 08/31/14	LEGAL	AGENCY WIDE	HAWKINS DELAFIELD & WOOD	FEE FOR SERVICE	RENEWED 9/1/15	08/31/16
		07/01/14 - 08/31/14	LEGAL	AGENCY WIDE	KLEIN HORNIG LLP	< $50,000.00	RENEWED 9/1/15	08/31/16
		07/01/14 - 08/31/14	LEGAL	AGENCY WIDE	SHEEHAN PHINNEY BASS & GREEN	FEE FOR SERVICE	RENEWED 9/1/15	08/31/16
RFP	116-HQ	09/26/14-10/21/14	HOUSING (HQS) INSPECTION	AGENCY WIDE	NO SUBMISSIONS	N/A	EXPIRED RFP	N/A
		09/04/15-09/28/15	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	**DEFAULT 07/13/15**	N/A
		EMERGENCY HIRE	LAWN CARE/LANDSCAPING	AGENCY WIDE	AGM LANDSCAPING	<69,000.00	7/14/2015	11/14/15

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

NOVEMBER NEWSLETTER

CLUBHOUSE

KEENE HOUSING KIDS COLLABORATIVE

1

Bowling at Yankee Lanes
FV Nov 3rd & 12th
N/G Nov 4th & 13th

2

Art Lessons with Sage
FV Nov 18th
N/G Nov 19th

3

FV kids explore the Cheshire Children's Museum Nov 17th.

4

Thanksgiving Dinner
FV Nov 24th
N/G Nov 25th

Clubhouse Closed 11th, 20th, 26th, 27th

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November 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10 KHKC Bowling at Yankee Lanes	11 Office Closed Veterans Day	12	13	14
15	16	17 KHKC Bowling at Yankee Lanes	18 Board of Commissioners Meeting	19	20	21
22	23	24 KHKC Thanksgiving Dinner	25 KHKC Thanksgiving Dinner	26 Office Closed Thanksgiving	27 Office Closed Day after Thanksgiving	28
29	30					

Keene Housing

DECEMBER 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8 KHKC Bowling at Yankee Lanes	9	10	11 KHKC Caroling at Stone Arch Village Senior	12
13	14	15 KHKC Bowling at Yankee Lanes	16 Board of Commissioners Meeting	17	18	19
20	21	22 KHKC Holiday Dinner	23 KHKC Holiday Dinner	24 Office Closing at 12pm Christmas Eve	25 Office Closed Christmas	26
27	28	29	30	31		

Keene Housing