Keene Housing

Keene Housing
Board of Commissioners Meeting
July 20, 2016

Riverbend/Evergreen Knoll Community Picnic

Meeting Location:
North and Gilsum Family Activity Center
32 North Street
Keene, NH 03431

Board of Commissioners Meeting
Wednesday, July 20, 2016
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Keene Housing

BOARD OF COMMISSIONERS MEETING
WEDNESDAY, JULY 20, 2016
12:00 P.M.
NORTH AND GILSUM FAMILY ACTIVITY CENTER
32 NORTH STREET, KEENE, NH

AGENDA

I. Call to Order

II. Roll Call

III. Approval of the June 22, 2016 Keene Housing Board Meeting Minutes

IV. Executive Director's Report

V. Management Report

VI. Finance Report

VII. Old Business

VIII. New Business

a. Approval to Adopt the Amendment and Restatement of Keene Housing's 457 Deferred Compensation Plan (Resolution No. 551)

b. Approval of Executive Director Travel (Resolution No. 552)

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, June 22, 2016

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

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

Absent:
- Lee Robator, Chairperson
- Pam Slack, Commissioner

Also in attendance:
- Joshua Meehan, Secretary
- Amy Wright, Director of Administration
- Linda Griffin, Director of Finance
- Sandy Clark, Director of Facilities and Assets
- Liz Chipman, Keene Housing Kids Collaborative Executive Director
- Sarah Dodge, Otis Atwell

MINUTES:

Vice Chairperson Mack called for approval of the May 19, 2016 Board of Commissioners meeting minutes. Commissioner Moses made a motion to approve the minutes. Commissioner Marsh seconded the motion, which upon being put to vote, the minutes passed unanimously.

EXECUTIVE DIRECTOR'S REPORT:

Secretary Meehan stated the Farm to Family buying club is now open and the first orders are due on Sunday. Jori Johnson, Community Garden Coordinator, is currently planting perennials in all vacant garden beds and is planting a new vegetable garden at North and Gilsum. The hope is to engage the residents and create excitement regarding the community garden initiative.

The annual resident community picnics begin tomorrow and the schedule is included in the Board packet calendars. Ms. Johnson is attending the picnics to share information about Farm to Family and educate residents about the community gardens. Karen Graveline, Resident Service Coordinator, is providing information about upcoming events for the elderly and disabled residents and soliciting feedback from residents regarding their interest in planning future events. Keene Housing Kids Collaborative (KHKC) Executive Director, Liz Chipman, is attending picnics at the family sites to raise awareness about KHKC's programs and services.

Keene Housing applied for a capacity building grant from Community Development Finance Authority (CDFA). The $25,000 grant would enable Keene Housing to hire an energy consultant to focus on the feasibility of developing photovoltaic (PV) projects. The grant is awarded in tax credits which Keene Housing would then sell. The Agency received a letter of intent to purchase the tax credits from C & S Wholesale Grocers.

Secretary Meehan stated California Congressman and Majority Leader, Kevin McCarthy, introduced a bill that would make all Housing Authorities eligible to become MTW agencies.

Secretary Meehan announced he was asked to serve on a federal research advisory committee charged with offering independent advice to HUD on how to approach specific aspects of the Moving to Work (MTW) expansion included in the 2016 Appropriations Act.

CDFA contacted Keene Housing and stated that the long-standing Community Development Block Grant (CDBG) contract between Keene Housing and the City of Keene is not in compliance with CDFA rules. The City of Keene is working with CDFA to resolve the issue. A plan is being developed with the City to transition the administration of its CDBG program back to City staff.

Secretary Meehan invited Ms. Clark to review several capital improvement projects. Ms. Clark stated the repair of the first floor facade at Central Square Terrace 95% complete. The LED retrofit at Harper Acres is currently underway. Progress is being made on the Forest View sheds, patios and windows. Westfield Construction is actively working on the rehabilitation project of the Men's Shelter. Ms. Clark stated the capital projects are going well.

MANGEMENT REPORT:

No topics or questions were presented.

FINANCE REPORT:

Ms. Griffin reviewed the consolidated financial operations and variances to budget for Keene Housing owned and managed properties.

OLD BUSINESS:

No topics were presented.

NEW BUSINESS:

Blower Door Test Demonstration

Ms. Clark introduced two members of Keene Housing's Facilities and Assets department, Scott Arlen and Chris Sherrick, who conducted a demonstration blower door test. Blower door tests are conducted at every unit turnover to identify any leaks in the building that result in wasted energy.

Presentation of Keene Housing's Audited Financials

Ms. Griffin introduced Sarah Dodge, Senior Manager of Otis Atwell. Ms. Dodge stated Otis Atwell audits the financial statements of Keene Housing and its affiliate partnerships; which this year included Riverbend and KHKC (only while under the control of Keene Housing). Ms. Dodge stated the financial statements are unmodified and are presented in accordance with generally accepted accounting principles. Ms. Dodge stated that there were no internal control or compliance findings and that both the Assets to Liabilities and Months Expendable Net Assets Ratios are strong (10.9 and 14.5 respectively).

Keene Housing Kids Collaborative Update

Ms. Chipman reviewed the current youth participation levels in activities supported by KHKC, as well as an end of the year report regarding the outcomes for participation in Project KEEP and ACES afterschool programs. During the 2015-2016 school year, KHKC paid the tuition for 14 children to attend the Keene school district's Project KEEP and 5 children to attend ACES, a similar program offered in Swanzey. The early results from the after school programs are very positive. Ms. Chipman

also highlighted summer activities and the number of Keene Housing kids participating in each program.

Resolution No. 549 - Approval of Updated Keene Housing Procurement Policy

The Keene Housing Board of Commissioners approves the updated procurement policy pursuant to the June 1, 2016 Memorandum from Sandy Clark, Director of Facilities and Assets and Linda Griffin, Director of Finance to Joshua R. Meehan, Executive Director. Commissioner Moses moved the motion to approve the resolution. Commissioner Marsh seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 550 - Approval of Paid Parental Leave Policy

The Keene Housing Board of Commissioners approves an amendment to the Employee Handbook to include a Paid Parental Leave Policy pursuant to the June 8, 2016 Memorandum from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director. Commissioner Marsh 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 Moses made a motion to adjourn the meeting. Commissioner Marsh seconded the motion, which upon being put to vote, was passed unanimously. There being no further business, Vice Chairperson Mack adjourned the Board meeting at 1:23 p.m.

Joshua Meehan, Secretary of Keene Housing Board of Commissioners

7/7/16
Date

Keene Housing

Resolution No. 551

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

   Approval to Adopt the Amendment and Restatement of Keene Housing's 457 Deferred Compensation Plan

2. Date of Board Meeting: July 20, 2016

3. Proposed Board Resolution:

   That the Keene Housing Board of Commissioners adopt the amendment and restatement of Keene Housing's 457 Deferred Compensation Plan pursuant to the July 8, 2016 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: 7/8/2016

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: 7/8/2016

Keene Housing

MEMORANDUM

To: Joshua Meehan, Executive Director
From: Amy Wright, Director of Administration AW
Subject: Approval to Adopt the Amendment and Restatement of Keene Housing's 457 Deferred Compensation Plan
Date: July 8, 2016

This memorandum recommends that the Board of Commissioners Board of Commissioners adopt the amendment and restatement of Keene Housing's 457 Deferred Compensation Plan.

Keene Housing's retirement plan has two components; a Money Purchase Retirement Plan and a 457 Deferred Compensation Plan. The Money Purchase Retirement Plan is an employer contribution only plan with investment options. The 457 Deferred Compensation Plan is a voluntary plan that allows employees to invest pre-tax dollars. In January 2016, Keene Housing reviewed the administrative procedures of the Money Purchase Retirement Plan to assure compliance with Plan documents and amended Plan documents where applicable. In furthering due diligence, Keene Housing reviewed the administrative procedures of the 457 Deferred Compensation.

Keene Housing recommends amendments to the 457 Deferred Compensation Plan to have similar eligibility and involuntary distribution requirements as Keene Housing's Money Purchase Plan. Consistency in both Plans minimizes the risk of administrative error and allows the Agency to better manage its retirement portfolio. The restated 457 Deferred Compensation Plan excludes part-time and temporary employees, allows Roth Contributions, removes employer contributions and allows involuntary distributions of accounts less than $1,000 for inactive participants.

RECOMMENDATION

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

> **Resolution:** That the Keene Housing Board of Commissioners adopt the amendment and restatement of Keene Housing's 457 Deferred Compensation Plan pursuant to the July 8, 2016 Memorandum from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director.

Keene Housing

Resolution No. 552

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item: Approval of Executive Director Travel

2. Date of Board Meeting: July 20, 2016

3. Proposed Board Resolution:

That the Keene Housing Board of Commissioners authorizes the Executive Director to travel to Washington D.C. for the 2016 Public Housing Authorities Directors Association (PHADA) Legislative Forum, which runs from September 11, 2016 – September 13, 2016, pursuant to the June 27, 2016 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: 6/27/2016

6. Statement of availability of funds by Director of Finance

Funds Budgeted and Available Yes ☐ No ☐ Source _____

Account #_____

Director of Finance Approval Signature _____ Date: _____

7. Executive Director Approval Signature _____ Date: 6/27/2016

Keene Housing

MEMORANDUM

To: Joshua Meehan, Executive Director
From: Amy Wright, Director of Administration
Subject: Executive Director Travel
Date: June 27, 2016

This memorandum recommends that the Board of Commissioners authorizes Executive Director Meehan to travel to Washington D.C. for the 2016 Public Housing Authorities Directors Association (PHADA) Legislative Forum, which runs from September 11, 2016 – September 13, 2016.

This is a critical time in Washington as Congress finalizes fiscal year 2017 HUD appropriations and other legislation that will have a significant impact on the Public Housing and Housing Choice Voucher programs. This forum will provide Executive Director Meehan the opportunity to learn more about the budgetary and regulatory matters affecting housing authorities, proposed rules on Fair Housing and possible changes to the voucher program's inspections system.

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:

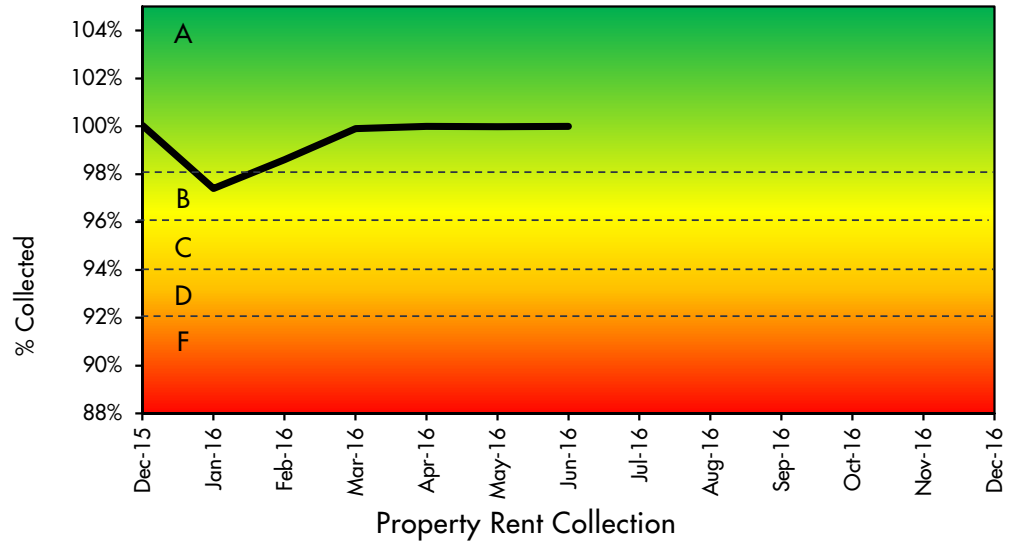
> **Resolution:** That the Keene Housing Board of Commissioners authorizes the Executive Director to travel to Washington D.C. for the 2016 Public Housing Authorities Directors Association (PHADA) Legislative Forum, which runs from September 11, 2016 – September 13, 2016, pursuant to the June 27, 2016 Memorandum from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director.

Keene Housing

MANAGEMENT REPORT
JUNE 2016

Residential Property Rent Collection Report
June 2016

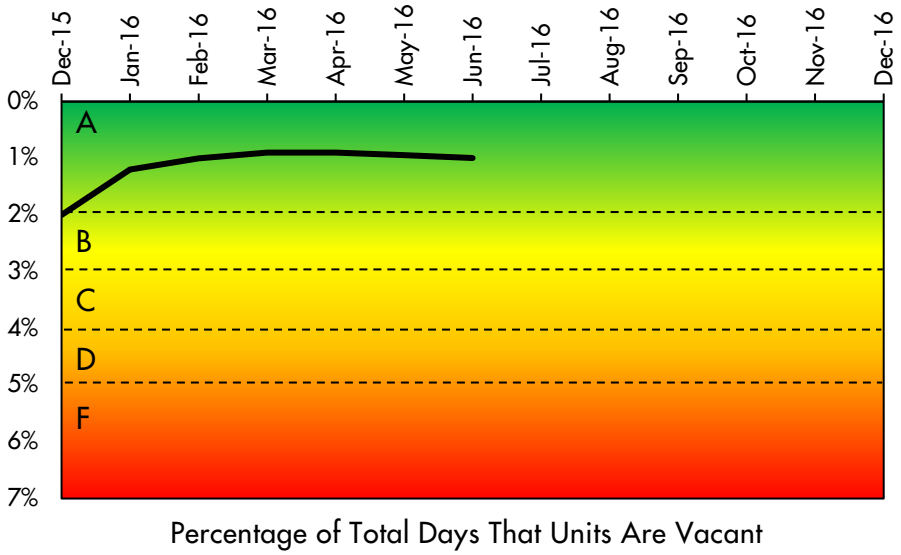
Community	Month Billed	Month Collected	% Collected	Monthly Grade	YTD Billed	YTD Collected	% YTD Collected	YTD Grade
Ash Brook Apartments	$10,083	$10,150	100.7%	A	$56,556	$56,623	100.1%	A
Bennett Block	$4,886	$4,351	89.1%	F	$27,652	$27,117	98.1%	A
Brookbend East	$13,440	$14,842	110.4%	A	$89,029	$90,106	101.2%	A
Brookbend West	$9,704	$9,839	101.4%	A	$57,160	$56,973	99.7%	A
Central Square Terrace	$26,032	$25,931	99.6%	A	$157,426	$157,497	100.0%	A
Cottage Street	$915	$912	99.7%	A	$5,478	$5,500	100.4%	A
Evergreen Knoll LP	$12,757	$12,674	99.3%	A	$78,314	$78,776	100.6%	A
Forest View	$18,557	$18,567	100.1%	A	$108,994	$108,732	99.8%	A
Harper Acres	$41,804	$41,858	100.1%	A	$244,131	$244,199	100.0%	A
Meadow Road Apartments	$5,948	$5,980	100.5%	A	$34,880	$34,806	99.8%	A
North and Gilsum	$16,436	$16,143	98.2%	A	$96,108	$96,123	100.0%	A
Riverbend Apartments	$10,330	$10,019	97.0%	B	$59,725	$59,503	99.6%	A
Scattered Sites	$8,625	$8,625	100.0%	A	$50,217	$49,982	99.5%	A
Stone Arch Village Family	$8,436	$8,151	96.6%	B	$47,458	$47,133	99.3%	A
Stone Arch Village Senior	$12,302	$12,302	100.0%	A	$73,478	$73,476	100.0%	A
Totals	$200,255	$200,344	100.04%	A	$1,130,050	$1,129,924	99.99%	A



Monthly Vacancy Report

June 2016

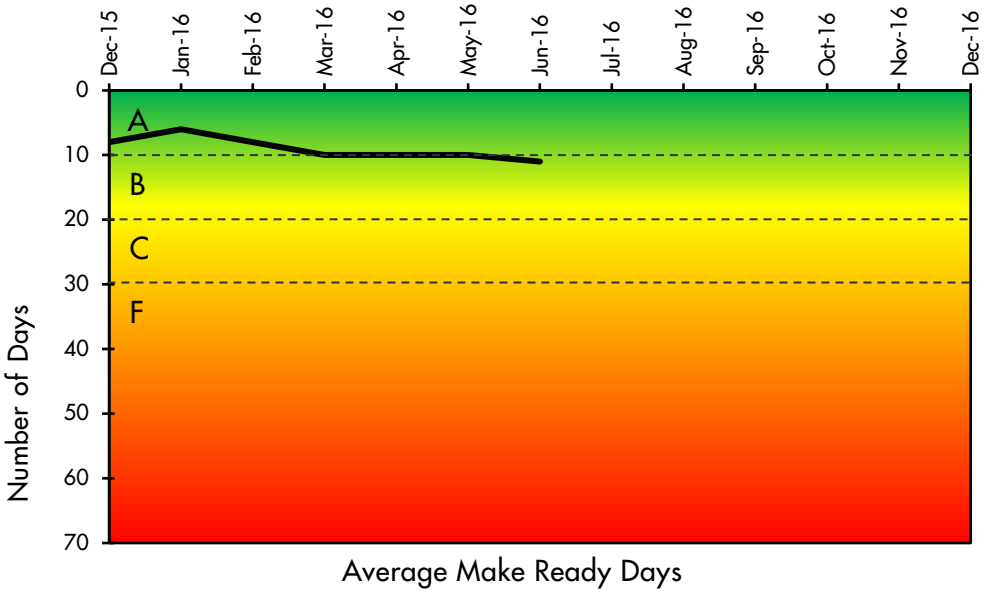
Community	Units Available	Available Days	Vacant Days	Monthly Vacancy Percentage	Monthly Grade	YTD Vacancy Percentage	YTD Grade
Ash Brook Apartments	24	720	0	0.0%	A	1.2%	A
Bennett Block	14	420	0	0.0%	A	0.9%	A
Brookbend East	40	1200	0	0.0%	A	0.9%	A
Brookbend West	35	1050	6	0.6%	A	1.8%	A
Central Square Terrace	90	2700	62	2.3%	B	0.9%	A
Cottage Street	3	90	0	0.0%	A	0.0%	A
Evergreen Knoll LP	32	960	0	0.0%	A	0.6%	A
Forest View	38	1140	0	0.0%	A	0.5%	A
Harper Acres	112	3360	66	2.0%	A	1.3%	A
Meadow Road	18	540	0	0.0%	A	0.0%	A
North and Gilsum	29	870	35	4.0%	D	1.4%	A
Riverbend Apartments	24	720	16	2.2%	B	2.4%	B
Scattered Sites	18	540	17	3.1%	C	0.5%	A
Stone Arch Village Family	24	720	0	0.0%	A	0.9%	A
Stone Arch Village Senior	33	990	0	0.0%	A	0.0%	A
Report Totals:	534	16,020	202	1.3%	A	1.0%	A



Percentage of Total Days That Units Are Vacant

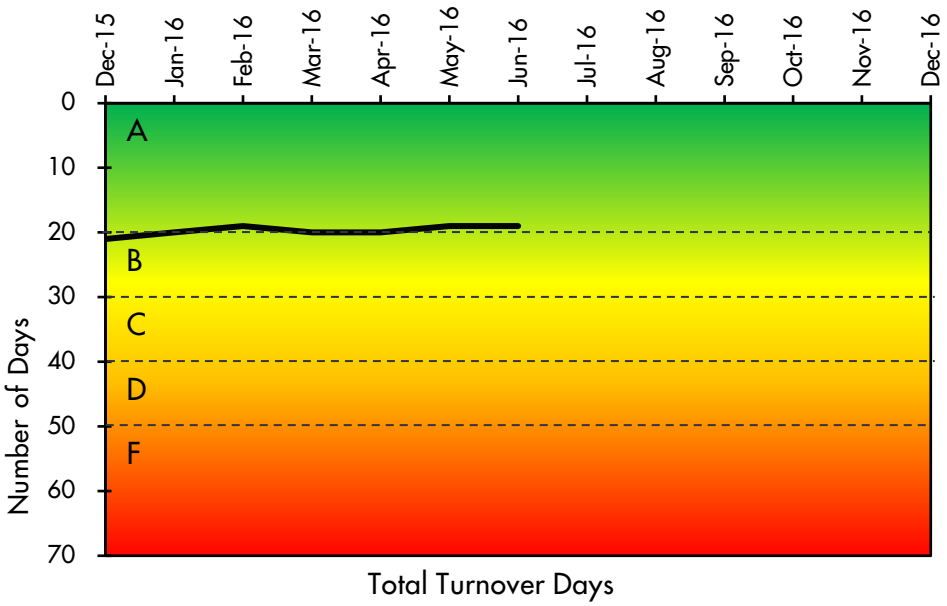
Unit Make Ready Days
June 2016

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	-	-	None	1	22	C
Bennett Block	-	-	None	1	25	C
Brookbend East	-	-	None	3	10	A
Brookbend West	1	8	A	5	7	A
Central Square Terrace	4	3	A	5	8	A
Cottage Street	-	-	None	-	-	None
Evergreen Knoll LP	-	-	None	2	9	A
Forest View	-	-	None	2	0	A
Harper Acres	4	2	A	10	11	A
Meadow Road	-	-	None	-	-	None
North and Gilsum	1	27	C	2	14	B
Riverbend Apartments	-	-	None	2	20	B
Scattered Sites	1	27	C	1	27	C
Stone Arch Village Family	-	-	None	1	12	B
Stone Arch Village Senior	-	-	None	-	-	None
Report Totals:	10	5	A	35	11	B



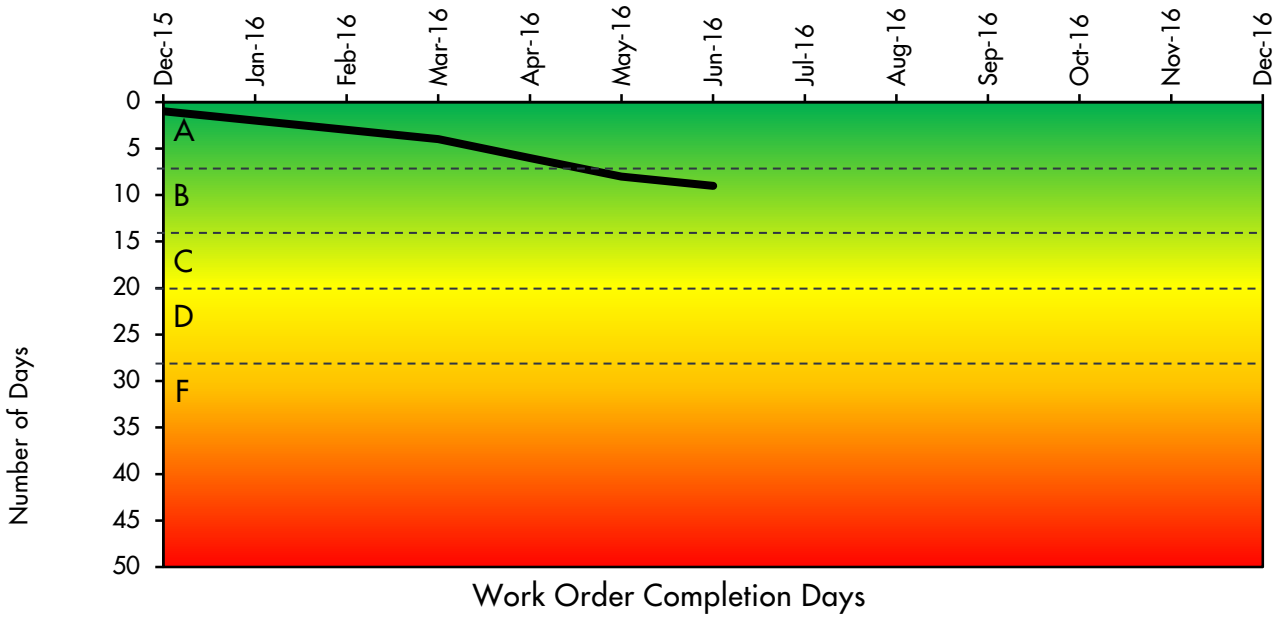
Unit Turnover
June 2016

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	-	None	1	60	F
Bennett Block	-	None	1	2	A
Brookbend East	-	None	3	14	A
Brookbend West	8	A	5	15	A
Central Square Terrace	5	A	5	16	A
Cottage Street	-	None	-	-	None
Evergreen Knoll LP	-	None	2	18	A
Forest View	-	None	2	17	A
Harper Acres	3	A	10	14	A
Meadow Road	-	None	-	-	None
North and Gilsum	27	B	2	34	C
Riverbend Apartments	-	None	2	44	D
Scattered Sites	27	B	1	27	B
Stone Arch Village Family	-	None	1	23	B
Stone Arch Village Senior	-	None	-	-	None
Report Totals:	6	A	35	19	A



Residential Property Non-Emergency Work Order Completion Days
June 2016

Community	Number of Work Orders	Avg Days to Complete	Monthly Grade	YTD Number of Work Orders	YTD Avg Days to Complete	YTD Grade
139 Roxbury Street	2	0	A	26	14	B
Ash Brook Apartments	7	1	A	55	6	A
Bennett Block	15	3	A	61	18	C
Brookbend East	50	0	A	105	5	A
Brookbend West	42	1	A	112	7	A
Central Square Terrace	3	0	A	309	4	A
Cottage Street	28	3	A	42	12	B
Emerald Street House	5	0	A	15	9	B
Evergreen Knoll LP	6	2	A	51	5	A
Forest View	52	3	A	132	7	A
Harper Acres	95	3	A	379	10	B
Keene Housing Main Office	2	1	A	34	11	B
Meadow Road	3	1	A	46	6	A
North and Gilsum	45	3	A	133	9	B
Riverbend Apartments	6	1	A	63	2	A
Scattered Sites	17	3	A	74	17	C
Stone Arch Village Family	4	5	A	74	13	B
Stone Arch Village Senior	13	1	A	116	9	B
Report Totals:	395	2	A	1,827	9	B



Residential Property Emergency Work Order Completion Days
June 2016

Community	Number of Work Orders	Average Days To Complete	Monthly Grade	YTD Number of Work Orders	YTD Average Days To Complete	YTD Grade
139 Roxbury Street	-	-	None	-	-	None
Ash Brook Apartments	-	-	None	-	-	None
Bennett Block	-	-	None	1	0	P
Brookbend East	-	-	None	1	0	P
Brookbend West	-	-	None	-	-	None
Central Square Terrace	-	-	None	-	-	None
Cottage Street	-	-	None	-	-	None
Emerald Street House	-	-	None	-	-	None
Evergreen Knoll LP	-	-	None	-	-	None
Forest View	-	-	None	-	-	None
Harper Acres	-	-	None	1	0	P
Keene Housing Main Office	-	-	None	-	-	None
Meadow Road	-	-	None	-	-	None
North and Gilsum	-	-	None	-	-	None
Riverbend Apartments	-	-	None	-	-	None
Scattered Sites	-	-	None	-	-	None
Stone Arch Village Family	-	-	None	-	-	None
Stone Arch Village Senior	-	-	None	1	0	P
Report Totals:	0	0	None	4	0	P

Keene Housing

FINANCE REPORT
JUNE 2016

Moving to Work (MTW)

Month	HAP Budget Authority	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$395,480	$329,447	83%	609	$541	101%	605	$100	$66,033
February	$395,480	$330,754	84%	604	$548	100%	605	$300	$64,726
March	$395,481	$335,911	85%	607	$553	100%	605	$877	$59,570
April	$395,481	$334,541	85%	608	$550	100%	605	$0	$60,940
May	$395,481	$333,556	84%	604	$552	100%	605	$200	$61,925
June	$395,481	$331,774	84%	610	$544	101%	605	$200	$63,707
July									
August									
September									
October									
November									
December									
Total	$2,372,884	$1,995,983	84%	3642	$548	100%	3630	$1,677	$376,901

MTW without Transitional Housing Assistance Shelter Program (THASP) and Project MARCH

Month	HAP Budget Authority	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$395,480	$322,952	82%	553	$584	91%	605	$100	$72,528
February	$395,480	$323,719	82%	552	$586	91%	605	$300	$71,761
March	$395,481	$328,731	83%	553	$594	91%	605	$877	$66,750
April	$395,481	$327,781	83%	555	$591	92%	605	$0	$67,700
May	$395,481	$326,511	83%	552	$592	91%	605	$200	$68,970
June	$395,481	$324,814	82%	554	$586	92%	605	$200	$70,667
July									
August									
September									
October									
November									
December									
Total	$2,372,884	$1,954,508	82%	3319	$589	91%	3630	$1,677	$418,376

Non-Elderly Disabled (NEDs)

Month	HAP Budget Authority	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$53,529	$55,909	104%	101	$554	101%	100	$0	($2,380)
February	$53,528	$56,137	105%	100	$561	100%	100	$0	($2,609)
March	$53,528	$56,016	105%	101	$555	101%	100	$0	($2,488)
April	$53,528	$54,670	102%	99	$552	99%	100	$150	($1,142)
May	$53,528	$55,631	104%	97	$574	97%	100	$48	($2,103)
June	$53,528	$55,196	103%	97	$569	97%	100	$0	($1,668)
July									
August									
September									
October									
November									
December									
Total	$321,169	$333,559	104%	595	$561	99%	600	$198	($12,390)

Mainstream

Month	HAP Budget Authority	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$27,670	$26,905	97%	49	$549	98%	50	$0	$765
February	$27,670	$26,586	96%	49	$543	98%	50	$0	$1,084
March	$27,670	$26,779	97%	50	$536	100%	50	$0	$891
April	$28,696	$26,362	92%	49	$538	98%	50	$0	$2,334
May	$28,696	$26,316	92%	48	$548	96%	50	$0	$2,380
June	$28,696	$27,881	97%	50	$558	100%	50	$0	$815
July									
August									
September									
October									
November									
December									
Total	$169,098	$160,829	95%	295	$545	98%	300	$0	$8,269

FY16 utilization targets are 98% in NEDs and Mainstream, 93% in MTW without THASP and Project MARCH, 105% with.

2015 Summary			
Program	UMA	UML	% UML
MTW	7044	7316	104%
NED	1200	1189	99%
MS	600	588	98%

Financial Report – June, 2016

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 $809k which is a net increase of $484k from the budget of $325k.

OPERATING REVENUES are $8.3m, a net increase of $1.1m as compared to the budget of $7.2 m. The most significant changes are related to:

VARIANCES for Revenue categories under/(over)o Budget		
(41,312)	Rent Revenue	Changes in tenant rent portion – could be related to change in renter, subsidy changes or increase in rent at properties.
(110,863)	HAP funding	The MTW funding was approved at 99.582% proration which is less than what the budget was set at by $74k. NEDs HAP was approval was under budget set by $9k. Mainstream HAP was approved same as budget. There were a number of small other variances related to subsidy changes in other programs.
5,526	Other Income	Other Income over budget: KHKC for vehicle use by $3k and bad debt collection by $1k and misc income by $1k.
6,764	Grants	Grants funds expected to be received for CDBG, CHT, FSS. The FSS funds are under budget due to timing of reimbursement $2k. CHT admin revenue is under budget by $2k. CDBG admin is over budget by $13k (included is $5k that is offset by expense of sub-contracting).
5,071	Management Fees	Management fees slightly over budget.
0	Development fees	No Development fees paid or expected (MAHC).
(19)	Vacancy Loss	Vacancy Loss (reduction to revenue). CST is over budget by $12k and Emerald are higher than budget vacancy by $4k but all other properties are less than budget.
7,120	Tenants Charges	Tenants Charges (damages/fees), there are no budget for this line item. CST has revenues of $2k, KAHP has revenues of $5k.
(30,638)	Admin Funding	HUD Section 8 admin expenses are under budget so funding is also under budget. NEDs and Mainstream admin revenue is on budget.
(158,351)	**Lower than Budget**	**Operating Revenue**
0	Gain on SWAP	Part of the financing for KAHP properties with TD Bank.
145,944	Partnership Distributions	Partnership fees, paid to Keene Housing or MAHC from surplus cash for 2015 on LIHTC properties managed. Total annual budget is $75k (YTD is $37k) and actuals are $183k.
1,118,557	MTW Transfer	The 2016 MTW Non-HAP funding used for Non-HAP initiatives. KAHP Capital Impr = $444k, Roxbury $47k, KHKC = $39k, Riverbend $250k
(1,106,150)	**Higher than Budget**	**Total Revenue**

Keene Housing

OPERATING EXPENSES are $7.5m a net increase of $623k as compared to budget of $6.9M. The most significant changes are related to:

VARIANCES for Expense categories Incr/(Decr) compared to Budget		
(15,799)	Admin Expenses	Administrative Expense, many items are under budget at this point. Capital Needs Assessment and Technical Consultant work has not started as of June and is under budget by $21k, Travel is under budget by $6k, Misc is under budget by $9k. Over budget items are: Legal is over budget by $18k, Energy Contractor is over budget by $6k.
(79,826)	Payroll and Benefits Expenses	Benefit Expenses are under budget by $50k. Salaries are under budget by $30k and projected to run under budget at year end by $34k (down one staff in maint dept).
(79,723)	Utilities Expenses	Fuel Expenses are under budget by $58k (CST= $29k, KAHP is $7k, MR $4k, BBE $5k, Riverbend $4k, SAVF $4k, SAVS $4k, and smaller amounts over other properties). Electric is under budget by $16k .Water & Sewer are on budget.
(84,578)	Maint Expenses	Maintenance Expenses running under budget: Flooring= $32k, Maint Materials= $16k, snow removal= $28k, Electrician= $8k, others $20k. Expenses running over budget: Maint/Repairs by $18k, misc equip by $7k.
12,000	Relocation Expense	Relocation is expense is related to rehabilitation of Roxbury St Shelter. Moving residents into alternative housing during rehab.
(6,253)	Insurance Expenses	Insurance Expenses on budget, timing.
663	Insurance Recovery	Insurance recovery on SAV-S waiting for reconciliation of claim
(4,188)	Property Tax Exp	Property Taxes on budget, timing.
(7,106)	Partnership taxes	Taxes on partnerships, less than budget.
(68,886)	Interest Expenses	Interest Expenses on budget (KAHP loan rate reset reducing interest expense by $13k monthly)
(15,328)	Resident services	Residential Services Development Grants and Rent credits under budget by $4k and other resident service (housing and P&S) under by $14K.
17,423	HAP disbursements	HAP disbursements on budget.
(331,602)	**Lower than Budget**	**Operating Expenses**
115,117	Partnership Distributions	Partnership fees, paid to Keene Housing or MAHC from surplus cash for 2015 on LIHTC properties managed. Total annual budget is $102k (YTD is $89k) and actuals are $204k.
839,110	MTW Transfer	The 2016 MTW Non-HAP funding used for Non-HAP initiatives. KAHP Capital Impr = $444k, Roxbury $47k, KHKC = $39k, Riverbend $250k
622,625	**Higher than Budget**	**Total Expenses**

Keene Housing

Income Statement - Comparing Actuals to Budget - YTD - as of June 30, 2016

Program/Property	BUDGET	ACTUALS	Changes Compared to Approved Budget		
	Operational Surplus/ (Deficit)	Operational Surplus/ (Deficit)	Revenue Over/(under) budget	Expenses Over/(under) budget	Notes on variances
Central Office (Locals)	(13,982)	(133,540)	608,290 Higher Revenue	727,848 Higher Expenses	MTW transfer in and then out to funds capital projects/KHKC
Monadnock Affordable (MAHC)	327	(3,545)	(8,953) Lower Revenue	(5,081) Lower Expenses	
Keene Affordable (KAHP)	53,908	577,178	393,054 Higher Revenue	(130,216) Lower Expenses	Revenue is MTW transfer in $373k to funds capital projects
Meadow Road	20,264	33,951	1,147 Higher Revenue	(12,541) Lower Expenses	
Roxbury St Shelter	3,992	40,047	49,461 Higher Revenue	13,407 Higher Expenses	Revenue MTW transfer in $50k to funds capital projects
Low Income Tax Credits Properties (LIHTC)					
Brookbend East	*63,150*	*49,863*	7,484 Higher Revenue	20,771 Higher Expenses	Payment of partnership distribution exceeds budget by $30k.
Brookbend West	*54,174*	*(3,073)*	5,921 Higher Revenue	63,168 Higher Expenses	Payment of partnership distribution exceeds budget by $72k.
Evergreen Knoll	*18,313*	*42,587*	2,280 Higher Revenue	(21,994) Lower Expenses	
Riverbend	*8,207*	*285,491*	245,815 Higher Revenue	(31,468) Lower Expenses	MTW transfer in $250k to funds capital projects
Stone Arch Family	*7,140*	*(11,267)*	(2,231) Lower Revenue	16,177 Higher Expenses	Payment of partnership distribution exceeds budget by $33k.
Stone Arch Senior	*9,193*	*30,349*	7,803 Higher Revenue	(13,354) Lower Expenses	Payment of partnership distribution exceeds budget by $7k.
Multi-Family Properties					
Central Square Terrance	*70,771*	*157,543*	3,657 Higher Revenue	(83,116) Lower Expenses	
Voucher Programs					
Section 8	*(5,048)*	*(325,688)*	(205,785) Lower Revenue	114,855 Higher Expenses	
Non-Elderly Disabled (NED)	*41*	*9,170*	12,137 Higher Revenue	3,007 Higher Expenses	
Mainstream Vouchers	*503*	*14,381*	1,687 Higher Revenue	(12,191) Lower Expenses	
Non-Owned/Managed Properties					
Cottage Street	*696*	*3,663*	(254) on Budget	(3,221) Lower Expenses	
Ashbrook	*21,015*	*34,982*	(202) on Budget	(14,169) Lower Expenses	
Emerald Street	*9,467*	*17,128*	1,064 on Budget	(6,597) Lower Expenses	
Fairweather Lodge	*3,308*	*(10,267)*	(16,226) Lower Revenue	(2,661) Lower Expenses	The building has no tenant and no revenue.
TOTALS	325,439	808,954	1,106,150 Higher Revenue	622,625 Higher Expenses	

(a) excluding depreciation

Keene Housing

Cash Outlay - Year to Date - as of June 30, 2016

Program/Property											
			change in balance sheet accounts affecting cash								
	Unrestricted Cash Balance at 1/1/16	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)	**2,537,172**	**(133,540)**	(4,030)	0	(38,687)	0	149,039	(22,592)	(28,334)	**2,459,028**	(78,144)
Monadnock Affordable (MAHC)	**384,986**	**(3,545)**	(12,427)	0	(7,691)	0	8,523	(2,572)	15,543	**382,817**	(2,169)
Keene Affordable (KAHP)	**700,478**	**577,178**	(212,565)	(36,981)	(443,820)		21,708	(31,232)	207	**574,973**	(125,505)
Meadow Road	**4,759**	**33,951**	(15,342)	(1,572)	0	0	7,016	(11,800)	0	**17,012**	12,253
Roxbury St Shelter	**17,514**	**40,047**	(772)	0	(35,023)	0	934	(329)	0	**22,371**	4,857
Low Income Tax Credits (LIHTC)											
Brookbend East	*146,571*	*49,863*	(60,223)	16,857	0	0	(10,039)	(1,437)	423	**142,015**	(4,556)
Brookbend West	*149,614*	*(3,073)*	(89,210)	23,010	0	0	(6,143)	(7,617)	423	**67,004**	(82,610)
Evergreen Knoll	*41,880*	*42,587*	(9,703)	(4,547)	(4,709)	0	(3,289)	(3,983)	0	**58,236**	16,356
Riverbend	*61,326*	*285,491*	(18,500)	(7,202)	(13,375)	0	(38,822)	(3,370)	0	**265,548**	204,222
Stone Arch Family	*146,028*	*(11,267)*	(2,238)	(4,842)	(10,893)	(5,907)	(4,433)	(641)	0	**105,807**	(40,221)
Stone Arch Senior	*48,030*	*30,349*	(18,132)	(6,657)	(5,094)	(1,312)	(4,388)	(379)	0	**42,417**	(5,613)
Multi-Family Properties											
Central Square Terrance	*99,377*	*157,543*	(71,517)	(6,553)	(56,596)	0	(45,056)	25,531	0	**102,729**	3,352
Voucher Programs											
Section 8 - Moving to Work (MTW)	*247,764*	*(325,688)*	n/a	n/a	n/a	n/a	95,886	(7,114)	0	**10,848**	(236,916)
Non-Elderly Disabled (NED)	*37,773*	*9,170*	n/a	n/a	n/a	n/a	(2,407)	43	7,599	**52,178**	14,405
Mainstream Vouchers	*134,665*	*14,381*	n/a	n/a	n/a	n/a	(43)	(4,663)	3,968	**148,308**	13,643
Non-Owned/Managed Properties											
Cottage Street	*2,086*	*3,663*	0	(1,200)	0	0	2,348	(5,664)	0	**1,233**	(853)
Ash Brook	*10,124*	*34,982*	(12,932)	(4,204)	0	0	2,402	(3,895)	0	**26,477**	16,353
Emerald Street	*5,194*	*17,128*	(8,021)	(1,920)	0	0	(8,697)	6,308	0	**9,992**	4,798
Fairweather Lodge	*10,937*	*(10,267)*	0	(9)	0	0	1,738	1,444	0	**3,843**	(7,094)
TOTAL	4,786,278	808,954	(535,612)	(35,820)	(615,888)	(7,219)	166,277	(73,962)	(171)	4,492,837	(293,441)

(a) excluding depreciation

Keene Housing

Balance Sheet Summary - Assets - as of June 30, 2016

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)	1,356,874	1,102,154	0	0	0	10,694,318	133,818	436,312	13,723,476
Monadnock Affordable (MAHC)	303,802	0	79,015	0	0	998,169	1,468,920	559,530	3,409,436
Keene Affordable (KAHP)	574,973	210,823	571,333	0	0	72,493	17,366,461	31,969	18,828,052
Meadow Road	17,012	36,487	54,583	0	0	6,703	694,826	0	809,611
Roxbury St Shelter	22,371	0	0	0	0	1,165	139,706	0	163,242
Low Income Tax Credits (LIHTC)	431,027	473,031	564,839	706,903	0	82,319	22,317,102	151,968	24,727,189
Brookbend East	*142,015*	*41,878*	*119,090*	*195,083*	*0*	*21,992*	*6,178,561*	*68,715*	*6,767,334*
Brookbend West	*67,004*	*35,449*	*71,498*	*175,077*	*0*	*19,752*	*5,745,871*	*47,058*	*6,161,709*
Evergreen Knoll	*58,236*	*27,656*	*158,037*	*86,395*	*0*	*9,919*	*3,113,322*	*5,330*	*3,458,895*
Riverbend	*15,548*	*279,952*	*41,654*	*37,802*	*0*	*8,159*	*1,230,001*	*0*	*1,613,116*
Stone Arch Family	*105,807*	*40,937*	*60,277*	*89,860*	*0*	*14,835*	*2,875,984*	*11,288*	*3,198,988*
Stone Arch Senior	*42,417*	*47,159*	*114,283*	*122,686*	*0*	*7,662*	*3,173,363*	*19,577*	*3,527,147*
Multi-Family Properties	102,729	105,571	153,064	0	16,431	11,029	1,539,864	38,864	1,967,552
Central Square Terrance	*102,729*	*105,571*	*153,064*	*0*	*16,431*	*11,029*	*1,539,864*	*38,864*	*1,967,552*
Voucher Programs	211,333	0	0	0	0	107,977	3,583	0	322,893
Section 8 - Moving to Work	*10,848*	*0*	*0*	*0*	*0*	*115,989*	*3,583*	*0*	*130,420*
Non-Elderly Disabled (NED)	*52,178*	*0*	*0*	*0*	*0*	*(5,192)*	*0*	*0*	*46,986*
Mainstream Vouchers	*148,308*	*0*	*0*	*0*	*0*	*(2,820)*	*0*	*0*	*145,488*
Non-Owned/Managed Properties	41,546	32,834	148,669	12,579	21,969	8,005	1,267,761	12,648	1,546,011
Cottage Street (MFS)	*1,233*	*1,789*	*10,248*	*12,579*	*10,087*	*2,875*	*419,781*	*6,750*	*465,342*
Ash Brook (MHO)	*26,477*	*22,692*	*61,304*	*0*	*8,842*	*2,165*	*679,907*	*5,898*	*807,285*
Emerald Street (CHO)	*9,992*	*8,353*	*64,465*	*0*	*3,040*	*2,266*	*142,120*	*0*	*230,236*
Fairweather Lodge (CHO)	*3,843*	*0*	*12,652*	*0*	*0*	*699*	*25,953*	*0*	*43,147*
TOTALS	3,061,668	1,960,900	1,571,503	719,482	38,400	11,982,178	44,932,041	1,231,291	65,497,465

(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 June 30, 2016

Program/Property	ACTUALS							
	Payables Vendors and Tenants	Payables Related Properties	Payables Development fees	Accrued Liabilities	Loans Due	Capital and Retained Earnings	Net Income Current Year	Total Liabilities
Central Office (Locals)	1,714	0	0	25,644	7,554	13,840,487	(151,921)	13,723,478
Monadnock Affordable (MAHC)	0	0	0	916	519,290	2,920,100	(30,870)	3,409,436
Keene Affordable (KAHP)	10,000	21,334	0	153,109	15,269,555	3,158,945	215,110	18,828,053
Meadow Road	0	90,631	0	(1,210)	581,770	125,671	12,750	809,612
Roxbury St Shelter	0	33,145	0	0	54,943	38,969	36,186	163,243
Low Income Tax Credits (LIHTC)	0	132,429	0	145,176	6,616,718	17,839,605	(6,742)	24,727,186
Brookbend East	*0*	*2,524*	*0*	*11,022*	*1,271,714*	*5,529,080*	*(47,006)*	*6,767,334*
Brookbend West	*0*	*2,062*	*0*	*19,713*	*1,732,104*	*4,499,390*	*(91,560)*	*6,161,709*
Evergreen Knoll	*0*	*64*	*0*	*23,549*	*1,828,902*	*1,633,648*	*(27,268)*	*3,458,895*
Riverbend	*0*	*127,779*	*0*	*47,132*	*601,391*	*580,843*	*255,969*	*1,613,114*
Stone Arch Family	*0*	*0*	*0*	*17,477*	*594,738*	*2,651,977*	*(65,206)*	*3,198,986*
Stone Arch Senior	*0*	*0*	*0*	*26,283*	*587,869*	*2,944,667*	*(31,671)*	*3,527,148*
Multi-Family Properties	11,298	82,136	896,752	38,807	2,985,339	(2,159,669)	112,889	1,967,552
Central Square Terrance	*11,298*	*82,136*	*896,752*	*38,807*	*2,985,339*	*(2,159,669)*	*112,889*	*1,967,552*
Voucher Programs	6,960	12,870	0	17,432	0	588,286	(302,637)	322,911
Section 8 - Moving to Work	*6,960*	*3,014*	*0*	*14,419*	*0*	*432,215*	*(326,188)*	*130,420*
Non-Elderly Disabled (NED)	*0*	*8,752*	*0*	*2,005*	*0*	*27,078*	*9,170*	*47,005*
Mainstream Vouchers	*0*	*1,104*	*0*	*1,008*	*0*	*128,993*	*14,381*	*145,486*
Non-Owned/Managed Properties	423	2,315	0	18,091	1,495,198	20,425	9,567	1,546,019
Cottage Street	*0*	*0*	*0*	*(502)*	*504,880*	*(36,762)*	*(2,274)*	*465,342*
Ash Brook	*0*	*1,194*	*0*	*11,416*	*812,446*	*(29,101)*	*11,330*	*807,285*
Emerald Street	*29*	*621*	*0*	*6,021*	*177,872*	*33,112*	*12,583*	*230,238*
Fairweather Lodge	*394*	*500*	*0*	*1,156*	*0*	*53,176*	*(12,072)*	*43,154*
TOTALS	30,395	374,860	896,752	397,965	27,530,367	36,372,819	(105,668)	65,497,486

Capital Purchases/Renovations details

2016 budget	Vendor	Location	Original budget 2016	projected YE actuals	remaining budget	
					Over/(under) Budget	NOTES
Fire alarm Panel (addressable)	Tattersall	KAHP-Harper Acres	$82,428	$88,428	$6,000	PO #387
Roof slope (bldg 105) and Architect Fees		KAHP-Harper Acres	$42,000	$0	($42,000)	in research
Condenser/Evaporator for AC (bldg 105)	G jackson	KAHP-Harper Acres	$12,000	$0	($12,000)	in research
Gas furnance (bldg 105)	G jackson	KAHP-Harper Acres	$6,000	$0	($6,000)	in research
Engineering Fees for Roof/AC/Furnance	Stevens & Assoc	KAHP-Harper Acres	$0	$7,717	$7,717	estimate rec'd
Windows inventory/project 2017	Stevens & Assoc	KAHP-Harper Acres	$0	$2,202	$2,202	estimate rec'd
Lighting retro-fit	NOVA	KAHP-Harper Acres	$135,000	$44,773	($90,227)	PO # 408, 409
Mill Bldg Roof,Chimney, Brick repairs	AL Johnson/Lepistols	KAHP-Harper Acres	$20,000	$13,625	($6,375)	PO #384,385
Engineering Fees for sidewalk/curbs project in 2017	Stevens & Assoc	KAHP-Harper Acres	$25,000	$25,000	$0	estimate rec'd
Asphalt project 2015 remaining work	LaRock	KAHP-Forest View	$32,000	$20,000	($12,000)	retainage 2015
Storage Units/Patios/Door Ovhg (38 units @ $9789)	All Seasons	KAHP-Forest View	$418,000	$371,964	($46,036)	Contract
Windows (38units @ 8 @ $905 ea)	All Seasons	KAHP-Forest View	$152,000	$275,066	$123,066	Contract
Storage Units/Patios/Door Ovhg/Windows FEES	Stevens & Assoc	KAHP-Forest View	$57,700	$57,700	$0	estimate rec'd
Meter Stacks	Tattersall	KAHP-Forest View	$35,450	$35,450	$0	PO #380
Electric Panels/Load Centers (38)	Tattersall	KAHP-Forest View	$17,362	$17,725	$363	PO #381
Construction project 2015 remaining work	LaRock	KAHP-North & Gilsum	$10,000	$10,000	$0	retainage 2015
Door Overhangs/Patios 2015 remaining work	All Seasons	KAHP-North & Gilsum	$19,000	$27,797	$8,797	retainage 2015
Water Shut offics (located in crawl space)	G jackson	KAHP-North & Gilsum	$8,928	$10,828	$1,900	PO #383
Electric Panels/Load Centers (29)	Tattersall	KAHP-North & Gilsum	$13,250	$13,250	$0	PO #382
Front Cement Porch (14@3.1k ea) + Fees $7600		KAHP-North & Gilsum	$51,000	$7,600	($43,400)	Bidding
Remediation of ground soil (5 yr monitor plan)	Brackett	KAHP-Bennett Block	$11,800	$7,160	($4,640)	estimate rec'd
Brick Steps (south side, replace)		KAHP-Bennett Block	$6,225	$0	($6,225)	estimate rec'd
Lighting retro-fit	NOVA	KAHP-Bennett Block	$9,000	$9,121	$121	PO #412
Sprinkler upgrade (partial)	Life Safety	32 Water St	$0	$2,555	$2,555	final payment
Water Heater/Breaker	Tattersall	32 Water St	$0	$3,516	$3,516	
Heat system (Mitsubishi units 4)	Tattersall	West St	$0	$16,102	$16,102	
		KAHP TOTAL	**$1,164,143**	$1,067,579	($96,565)	KAHP total
Rehabilation project		Roxbury St Shelter	$319,000	$337,621	$18,621	Contract CDBG
Lighting retro-fit	NOVA	Riverbend	$0	$1,965	$1,965	PO # 410
Boiler	Jackson	Riverbend	$0	$12,480	$12,480	#4 apt
Outside Lighting (to LED 25 poles @ $200)		Evergreen knoll	$5,000	$2,554	($2,446)	PO #396
Appliances		Evergreen knoll	$0	$504	$504	
Exit Lane at entry (major frost heave/damage) & Fees		Evergreen knoll	$44,000	$28,965	($15,035)	Bidding
Fencing (move opening)		Brookbend East	$1,000	$0	($1,000)	in research
Fencing (move opening)		Brookbend West	$1,000	$0	($1,000)	in research
Construction project 2015 remaining work		SAV Family	$0	$10,893	$10,893	retainage 2015
Condensor fan/motor and Lineset		SAV Senior	$0	$5,096	$5,096	retainage 2015
Fascade and Fees		CST	$50,000	$50,000	($0)	Bidding 3/31
Lighting retro-fit	NOVA	CST	$31,000	$32,335	$1,335	PO # 411
Vehicle	Durand Ford Toyoto	Locals	$25,000	$38,687	$13,687	PO #
Heating/AC in main office	Gary Jackson	MAHC	$0	$7,692	$7,692	PO #
Pavilion and Fees		Ashbrook (MHO)	$12,000	$13,000	$1,000	estimate rec'd
Catch Basin - Parking lot		Emerald St. (CHO)	$5,150	$5,150	$0	in research
Pavilion and Fees		Emerald St. (CHO)	$10,000	$12,000	$2,000	estimate rec'd
total capital purchases/renovations			**$1,667,293**	**$1,626,520**	**($40,773)**	
other funding: CDBG $255 and Keene Downtown $10 for Roxbury St Shelter			**($265,000)**	**($265,000)**		
Net Cash outlay			**$1,402,293**	**$1,361,520**		

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	**EXPIRED**	01/15/16
RFP	102-GD	12/18/12 - 01/22/13	GRAPHIC DESIGN	AGENCY WIDE	IMARC, LLC	$14,875.00	**EXPIRED**	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	**EXPIRED**	10/19/15
RFP	110-AE	03/21/14 - 04/21/14	ARCHITECT/ENGINEERING	AGENCY WIDE	WELLER & MICHAL	FEE FOR SERVICE	RENEWED 5/13/16	05/13/19
		03/21/14 - 04/21/14	ARCHITECT/ENGINEERING	AGENCY WIDE	STEVENS & ASSOCIATES	FEE FOR SERVICE	RENEWED 6/15/16	06/14/19
		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	RENEWED 3/31/16	04/30/17
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	1.27/1.37 PER GALLON	RENEWED 7/1/16	06/30/17
RFP	114-EC	10/29/14 - 12/01/14	ENERGY CONSULTING	AGENCY WIDE	NOVA CONSULTING GROUP	< $50,000.00	EXECUTED 1/23/15	01/31/17
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	**EXPIRED**	**11/14/15**
		RENEWAL	LAWN CARE/LANDSCAPING	AGENCY WIDE	AGM LANDSCAPING	<97,500.00	EXECUTED 03/01/16	11/30/16
RFP	118-TA	11/30/15-12/30/15	TECHNICAL ASSISTANCE	AGENCY WIDE	EDGEMERE CONSULTING	< $50,000.00	EXECUTED 02/01/16	2/1/2017
RFP	119-GD	11/30/15-12/30/15	GRAPHIC DESIGN	AGENCY WIDE	SILVER DIRECT	< $15,000.00	EXECUTED 01/25/16	1/31/2017
RFP	120-CA	2/25/16-04/15/16	CAPITAL NEEEDS ASSESSMENT	EK/CST/SAV	GDS ASSOCIATES	<8676.00	EXECUTED 05/06/16	6/12/2017

KEY:

IFB Invitation for Bid

QBS Qualifications Based Selection

RFB Request for Bid

RFP Request for Proposal/Procurement

RFQ Request for Quote/ Qualifications

JULY 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 Office Closed Independence Day	5	6 Community Picnic North & Gilsum	7 Community Picnic Brookbend, Ash Brook & Meadow Road	8	9
10	11 NHHFA Management Riverbend	12	13	14	15	16
17	18	19	20 Board of Commissioners Meeting	21	22	23
24	25	26	27	28	29	30
31						

Keene Housing

August 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9 Community Picnic Harper Acres & Bennett Block	10	11 Community Picnic Stone Arch Village	12	13
14	15	16	17	18	19	20
21	22	23	24 Board of Commissioners Meeting	25	26	27
28	29	30	31			

Keene Housing