Keene Housing

Keene Housing
Board of Commissioners Meeting
December 20, 2017

New Playground at Stone Arch Village Family

Meeting Location:
Forest View Family Activity Center
5 Harmony Lane
Keene, NH 03431

Keene Housing

Board of Commissioners Meeting
Wednesday, December 20, 2017
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Keene Housing

BOARD OF COMMISSIONERS MEETING
WEDNESDAY, DECEMBER 20, 2017
12:00 P.M.
FOREST VIEW FAMILY ACTIVITY CENTER
5 HARMONY LANE, KEENE, NH

AGENDA

I. Call to Order

II. Roll Call

III. Approval of the November 15, 2017 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 Fiscal Year 2018 Consolidated Budget (Resolution No. 593)
b. Approval of Bad Debt Write Offs for 2017 (Resolution No. 594)
c. Approval of Project/Contract Lawncare Services (Resolution No. 595)
d. Approval of 2018 Voucher Payment Standards (Resolution No. 596)
e. Approval of 2018 Moving to Work Administrative Plan (Resolution No. 597)
f. Approval of Time Donation Bank Policy (Resolution No. 598)
g. Approval of 2017 MTW Plan Amendment (Resolution No. 599)
h. Information Memo: Updated 2015 Strategic Plan
i. Informational Memo: Quarterly Community Garden/Farm to Family Report

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, November 15, 2017

Chairperson Robator called the Keene Housing Board of Commissioners meeting to order at 12:02 p.m. Chairperson Robator asked that the minutes reflect who attended the meeting and declared a quorum present.

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

Absent:
- Joshua Meehan, Secretary

Also in attendance:
- Linda Griffin, Director of Finance
- Sandy Clark, Director of Facilities and Assets
- Denise Comstock, Director of Housing
- Residents of Brookbend

MINUTES:

Chairperson Robator called for approval of the October 18, 2017 Board of Commissioners meeting minutes. Chairperson Robator 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:

In the absence of Secretary Meehan, Ms. Griffin gave the Executive Director's Report. She stated Keene Housing is working with architects, Stevens & Associates, regarding the feasibility of the redevelopment of Bennett Block and 105 Castle Street. The goal is to increase the number of accessible units in Keene Housing's portfolio. The Agency would apply for Community Development Block Grant (CDBG) funding for this project.

Ms. Griffin stated the Agency is also working with Stevens & Associates to begin planning for the rehabilitation of Central Square Terrace. The project relies upon the 4% tax credit program not being eliminated in the Tax Reform bill. The 4% was eliminated in the House version of the bill but it was saved in the Senate version. A meeting is being held on Friday with Keene Housing staff, Stevens & Associates and the Agency's energy consultants to discuss the scope of work. Keene Housing is working with a development consultant to work through the process.

Ms. Griffin announced some staffing changes. The Housing Department needed additional administrative support and Martina Davis has shifted from ½ time housing support to full time. Keene Housing hired Robin Buffum to share the position of Administrative Assistant with current staff Lori Tassinari. Both staff will take on additional tasks supporting the Executive Director, the Facilities and Assets Department and the Finance Department.

Ms. Griffin reminded the Commissioners that a Strategic Planning meeting is being held at 12:00 p.m. - 3:00 p.m. on December 7, 2017 in the Spectrum Room. Commissioner Slack stated she is not able to attend due to a scheduling conflict.

Ms. Griffin invited the Commissioners to attend Keene Housing's holiday party. The event begins at 5:30 p.m. at Papagallos Restaurant in Keene. Amy Wright will email an invitation with details.

Ms. Griffin invited Sandy Clark, Director of Facilities and Assets to give an update on the Harper Acres/Castle Street streetscape project. Ms. Clark stated the project includes trenching, laying conduit, new asphalt, sidewalks and rain gardens. The project should be complete in the next few weeks.

MANGEMENT REPORT:

Ms. Comstock discussed the marketing efforts underway to address the vacancies in Keene Housing's three and four bedroom apartments. She distributed a brochure that is being circulated throughout the community about housing eligibility and Keene Housing properties. Chairperson Robator asked Ms. Comstock to give a future presentation about why applicants are not meeting eligibility requirements.

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:

Resolution No. 591 – Approval of 2018 Board of Commissioners Meeting Schedule

The Keene Housing Board of Commissioners adopts the schedule for its 2018 meetings pursuant to the November 3, 2017 memorandum from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director. Commissioner Slack moved the motion to approve the resolution. Commissioner Mack seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 592 - Approval of Bad Debt Write offs for Brookbend East Project for Fiscal Year Ending October 31, 2017

The Keene Housing Board of Commissioners authorizes the Finance Department to write off tenant old accounts receivable for $580.82 as uncollectible bad debt for the fiscal year ending October 31, 2017 pursuant to the November 8, 2017 memorandum from Linda Griffin, Finance Director to Joshua R. Meehan, Executive Director. Commissioner Slack moved the motion to approve the resolution. Commissioner Marsh seconded the motion, which upon being put to vote, was passed unanimously.

Informational Memo: Draft Budget Fiscal Year 2018

Ms. Griffin reviewed the draft 2018 capital budget for Keene Housing (KH) and KH managed properties.

Informational Memo: Draft Capital Planning Budget Fiscal Year 2018

Ms. Griffin reviewed the draft capital planning budget Fiscal Year 2018 for Keene Housing (KH) and KH managed properties.

Review of Annual Conflict of Interest Statements

The Keene Housing Board of Commissioners reviewed the Annual Conflict of Interest Statements. Commissioner Moses disclosed a potential conflict as being a building contractor who may bid on future projects. The Board acknowledged the potential conflicts and will ask Commissioner Moses to recuse himself during any discussions related to the conflict.

PUBLIC COMMENT:

A resident expressed his dissatisfaction that resident smoking meeting being held at Brookbend next week. He does not support smoking on property and expressed his concerns. Ms. Comstock explained the meeting is being held to solicit feedback from residents and no decision has been made to change current smoking policies.

NON-PUBLIC SESSION:

Commissioner Slack made a motion to enter into non-public session for the purposes of discussing personnel matters pursuant to the RSA 91 A:3, II (d). Commissioner Marsh seconded the motion, which upon being put to vote, the motion to suspend Public Session passed unanimously.

Chairperson Robator suspended the Public Session at 1:00 p.m. on Wednesday, November 15, 2017 to convene a Non-Public Session.

Commissioner Marsh made a motion to reconvene Public Session. Chairperson Robator seconded the motion, which upon being put to vote, the motion to reconvene Public Session passed unanimously.

PUBLIC SESSION RECONVENED:

Chairperson Robator reconvened the Public Session on Wednesday, November 15, 2017 at 1:20 p.m. Chairperson Robator stated the Board of Commissioners voted during non-public session to seal the minutes of that session.

Commissioner Mack made a motion to adjourn the meeting. Commissioner Moses seconded the motion, which upon being put to vote, was passed unanimously. There being no further business, Chairperson Robator adjourned the Board meeting at 1:21p.m.

Joshua Meehan, Secretary of Keene Housing Board of Commissioners

11/22/2017
Date

Keene Housing

Resolution No. 593

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item: 2018 Operating and Capital Budget

2. Date of Board Meeting: December 20, 2017

3. Proposed Board Resolution:

That the Keene Housing Board of Commissioners, authorizes the adoption of the proposed consolidated Keene Housing 2018 Operating and Capital Budget as presented, and further authorizes the Director of Finance to make necessary line item adjustment at the discretion of the Executive Director not to exceed a 10% increase or the aggregate total not to exceed $100,000, pursuant to the December 12, 2017 memorandum from Linda Griffin, Finance Director to Joshua 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: 12/12/2017

6. Statement of availability of funds by Finance Manager

Funds Budgeted and Available Yes XX No __ Source _____

Account #_____

Finance Manager Approval Signature _____ Date: _____

7. Executive Director Approval Signature _____ Date: 12/12/2017

Keene Housing

MEMORANDUM

To: Joshua R. Meehan, Executive Director
From: Linda Griffin, Finance Director
Subject: 2018 Consolidated Budget
Date: December 12, 2017

This memorandum recommends that the Keene Housing Board of Commissioners adopt the proposed consolidated 2018 budget and the capital budget 2018, as presented.

Developing the consolidated budget for the 2018 fiscal year consisted of a process that included the Executive Director, the Finance Director, Finance department accountants along with significant input from the Directors of Facilities & Assets, Administration, Programs and Services and Housing. Detailed worksheets and analyses were prepared for each property and each line item. This data was rolled up into the consolidated budget.

Developing the capital budget for the 2018 fiscal year involved reviewing each property and Capital Needs Assessments with the Director Facilities & Assets. The documented needs were prioritized with the Executive Director, relevant Department Directors and Property Managers.

There are four reports attached 1) the summary of the consolidated operational income statement comparing 2017 projection to the 2018 budget 2) income statements for individual property or program budgets for 2018 3) a cash and replacement reserve balance projection for 2018 and 4) the capital improvement projects for 2018.

Assumptions used in the operating budgets are based on information known at the time along with an analysis of the fiscal year 2017 income and expenses.

The following are some assumptions worth noting:

- Funding for HUD voucher programs are estimated to be reduced from the current levels by .68% as announced in the approved Continuing Resolution passed on 12/7/2017: MTW, NED and Mainstream
- Keene Housing's Voucher Payment Standard (VPS) has been updated based on the HUD Fair Market Rents for 2018. The VPS has a direct correlation on overall HAP revenue being received as subsidy to all properties and as an expense in the voucher programs. The utilization of MTW vouchers are assumed to average 93% issued (excluding Transitional Housing Assisted Subsidies Program, Project MARCH and Special Purpose Vouchers).
- MTW funding for 2018 available for Non-HAP eligible expenses assumed at $343k.
- No revenue from development fees for 2018.
- The expense allocation for administrative expenses and salaries/benefits methodology used was similar to the prior years which assigned costs to the properties and programs that incur them, a close review of all the allocations was done with Directors.
- Salary and Fringe budget has an overall 2.2% increase from last year's projection. This includes increasing one position, the elimination of one position, an increase in base salaries and an increase in benefit costs. There has been, and will continue to be, an effort to control overtime and stay within budget.

- Family Self Sufficiency (FSS) grant application was submitted again this year, notice of award has not been received. The FSS grant supports two full time positions in Program & Services department.
- The capital improvement/purchases budget details total $1,003k.
- Fixed prices negotiated for propane, natural gas and fuel oil.
- Flooring replacements at all properties are being expensed at turnover and not capitalized.

The Cheshire Housing Opportunities and Monadnock Housing Opportunities Boards held their annual meeting on November 20, 2017 and approved the budget for Emerald Street, Fairweather Lodge, and Ashbrook Apartments.

The board of Monadnock Affordable Housing Corporation will hold their annual meeting on December 14, 2017 to approve the budget for MAHC and Keene Affordable Housing Properties.

The Finance Director will continue to report on the monthly financial position of property and programs with actuals to budget.

RECOMMENDATION

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

> **Resolution**:
>
> That the Keene Housing Board of Commissioners, authorizes the adoption of the proposed consolidated Keene Housing 2018 Operating and Capital Budget as presented, and further authorizes the Director of Finance to make necessary line item adjustment at the discretion of the Executive Director not to exceed a 10% increase or the aggregate total not to exceed $100,000, pursuant to the December 12, 2017 memorandum from Linda Griffin, Finance Director to Joshua Meehan, Executive Director.

KEENE HOUSING - CONSOLIDATED BUDGET 2018

	Totals 2017 Projection	Totals 2018 budget	(decr)/Incr to 2018 budget from 2017 projection		NOTES:
INCOME					
Rents, Tenants/Subsidy	$12,849,190	**$12,959,217**	0.9%	$110,027	The Budget 2018 assumes a pro-ration of (.68%) of the 2017 MTW Approved Funds from HUD. In addition, the VPS were increased as of 1/1/2018 to the 2018 Fair Market Rents published by HUD.
Rents, Commercial	$235,491	**$262,681**	11.5%	$27,190	The budget 2018 assumes there is an increase in rent paid to MAHC for office space for KH for $20k. CST storefront that has one vacancy and Bennett Block will continue with one vacancy. Other tenants will have a mid year increase as scheduled in their agreements.
Admin Fee Income	$752,691	**$835,739**	11.0%	$83,048	The Admin Income received for NEDS and MS programs are paid by rates set by HUD and pro-rated to (96.3%). MTW Admin Income is embedded with the HAP funding. KH allocates to cover Admin Expenses.
Other Income	$322,396	**$330,927**	2.6%	$8,531	Increase in the FSS grant.
Development Fees	$0	**$0**	0.0%	$0	No development fees expected to be earned in 2018
Management Fee Earned	$531,387	**$563,726**	6.1%	$32,339	KH increased the management agent fees paid by properties at MR, RB, Ashbrook, SAVF, SAVS.
Misc Tenant Income	$56,428	**$56,548**	0.2%	$120	assuming same as 2017 actuals
LESS: Vacancy Loss	$102,263	**$97,263**	-4.9%	($5,000)	assuming a bit less than 2017 actuals.
TOTAL OPERATING INCOME	**$14,645,320**	**$14,911,575**	**1.7%**	**$252,724**	
Partnership Fees	$220,301	**$174,105**	-21.0%	($46,196)	Conservatively estimated incentive fees : SAV F, SAV S, BBE, BBW, EK, RB.
MTW transfers	$10,600	**$43,914**	314.3%	$33,314	The NEDs and Mainstream programs are expected to have a short-fall in funding and NEDs will be funded by MTW non-HAP funds.
TOTAL INCOME	**$14,876,221**	**$15,129,594**	**1.6%**	**$239,842**	

	Totals 2017 Projection	Totals 2018 budget	(decr)/Incr to 2018 budget from 2017 projection		NOTES:
EXPENSES					
Administrative	$1,272,290	**$1,357,619**	6.7%	$85,329	There have been reductions in many of the admin expenses. However, there are increases in the Management Fees paid by properties to KH increased $45k. Also, an Increase for new C.N.A for KAHP properties $12k.
Payroll and Fringe	$2,634,964	**$2,692,725**	2.2%	$57,760	Assumes benefit costs increase at renewal, August. One maint position removed and a clerical position added to support Housing dept. Maint OT cut by $16k.
Utilities	$1,093,817	**$1,087,739**	-0.6%	($6,078)	Assumes a slight rate increase for water/sewer. Electric use at HA is increasing slightly related to solar project/PPA/eversource rates. There is a decrease in propane rate. Decrease in prices for natural gas and propane. Only one property using fuel oil.
Maintenance	$955,531	**$1,049,747**	9.9%	$94,217	New line items for security expense across all properties $130k and Janitoral services of $44k. There was additional snow removal by contractor at three properties $23k. Lawncare was reduced by $30k.
Misc Equipment (not captial)	$56,840	**$56,840**	0.0%	$0	no change.
Property Taxes	$612,966	**$624,990**	2.0%	$12,025	Assumes a 2% increase in all taxes.
Property/Liability Insurance	$395,476	**$404,079**	2.2%	$8,603	Assumes a 2% increase in premiums.
Interest Expense	$541,867	**$533,997**	-1.5%	($7,870)	Assumes a savings related to refinancing.
HAP disbursements	$5,081,769	**$5,348,329**	5.2%	$266,560	Assuming rents increase to the new Payment Standards in Jan.
Tenant Programs	$204,400	**$208,970**	2.2%	$4,570	Increase in community garden budget across properties.
TOTAL OPERATING EXPENSES	**$12,849,920**	**$13,365,037**	**4.0%**	**$515,117**	
Partnership Fees	$248,874	**$174,421**	-29.9%	($74,453)	Conservatively estimated incentive fees : SAV F, SAV S, BBE, BBW, EK, RB.
MTW transfers	$695,184	**$343,179**	-50.6%	($352,005)	Transfer of the MTW to KAHP for capital improvements and NEDs program based on HAP funding assumptions.
TOTAL EXPENSES	**$13,793,978**	**$13,882,637**	**0.6%**	**$88,659**	
NET INCOME before depreciation	**$1,082,243**	**$1,246,957**	**14.0%**	**$151,183**	

CASHFLOW PROJECTION	Totals	Locals	MAHC	MTW- Block Grant	MTW- Section 8	Mainstream 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	Fairweather Lodge	Ashbrook Apt	Roxbury St Shelter
2018																					
Replacement Reserves Balance																					
Beginning Balance 1/2018	**$1,629,105**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$684,666**	**$17,747**	**$140,277**	**$169,046**	**$63,507**	**$35,079**	**$128,470**	**$139,926**	**$77,422**	**$13,847**	**$70,347**	**$14,762**	**$74,009**	**$0**
Deposit to Reserves 2018	$263,313	$0	$0	$0	$0	$0	$0	$76,296	$3,144	$63,781	$30,804	$14,650	$9,960	$13,954	$22,092	$11,672	$2,400	$3,960	$2,100	$8,500	$0
Withdrawls from Reserves 2018	($112,226)	$0	$0	$0	$0	$0	$0	$0		($18,000)	($5,500)	($12,500)	($5,000)	($6,500)	($25,363)	($25,363)	$0	($9,000)	($1,000)	($4,000)	$0
Ending Balance 12/2018	**$1,780,192**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$760,962**	**$20,891**	**$186,058**	**$194,350**	**$65,657**	**$40,039**	**$135,924**	**$136,655**	**$63,731**	**$16,247**	**$65,307**	**$15,862**	**$78,509**	**$0**
Cash Balance																					
Beginning Balance 1/2018	**$4,630,076**	**$1,704,478**	**$214,286**	**$1,100,392**	**$27,067**	**$137,218**	**$17,190**	**$670,857**	**$44,662**	**$55,698**	**$21,089**	**$111,304**	**$145,396**	**$54,236**	**$147,463**	**$93,005**	**$5,832**	**$9,931**	**$1,291**	**$26,907**	**$41,772**
INCOMING CASH:																					
Operating Surplus/(Deficit) 2018	$1,246,957	$77,245	($39,919)	$0	$996	($42,073)	$0	$349,060	$59,213	$169,824	$127,069	$31,002	$102,170	$51,945	$158,296	$124,444	$2,645	$25,838	$1,732	$40,924	$6,544
Cash from Reserves	$112,226	$0	$0	$0	$0	$0	$0	$0	$0	$18,000	$5,500	$12,500	$5,000	$6,500	$25,363	$25,363	$0	$9,000	$1,000	$4,000	$0
MTW funding 2018 for NON-HAP	$343,179	$0	$0	$0	$343,179	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
MTW transfers for Cap Impr & KHKC	**($50,000)**	**$0**	**$0**	**$0**	($343,179)	**$0**	**$43,914**	**$249,265**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
OUTGOING CASH:																					
CASH outlay 2018(principal)	($502,017)	$175,000	($18,141)	$0	$0	$0	$0	($356,019)	($31,683)	($160,769)	($24,142)	($11,453)	($4,925)	($11,441)	($5,218)	($4,783)	$0	($17,746)	$0	($29,102)	($1,596)
CASH paid on Loan from Surplus Cash	($252,106)							$0	$0	$0	($2,106)	($40,000)	($70,000)	$0	($90,000)	($50,000)	$0	$0	$0	$0	$0
Capital Improvements 2018 proposed	**($1,003,142)**	**($106,403)**	**($34,000)**	**$0**	**$0**	**$0**	**$0**	**($750,513)**	**$0**	**($18,000)**	**($5,500)**	**($12,500)**	**($5,000)**	**($6,500)**	**($25,363)**	**($25,363)**	**$0**	**($9,000)**	**($1,000)**	**($4,000)**	**$0**
Cash to Reserves	($261,001)	$0	$0	$0	$0	$0	$0	($76,296)	($3,144)	($63,781)	($30,804)	($14,650)	($9,960)	($13,954)	($20,616)	($10,836)	($2,400)	($3,960)	($2,100)	($8,500)	$0
Ending Balance 12/2018	**$4,264,172**	**$1,850,320**	**$122,227**	**$1,100,392**	**$28,063**	**$95,145**	**$61,104**	**$86,355**	**$69,048**	**$973**	**$91,107**	**$76,203**	**$162,682**	**$80,786**	**$189,925**	**$151,830**	**$6,078**	**$14,063**	**$923**	**$30,230**	**$46,721**
		* $175k fr KAHP note						* $175k to Locals for note payable													
OTHER FUNDS:																					
Operating Reserves balance	$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 BUDGET 2018 - by Property

				PROGRAMS					PROPERTIES									MANAGED PROPERTIES				
	Totals 2017 Projection	Totals 2017 Budget	Totals 2018 budget	Locals	MAHC	MTW-Section 8	Mainstream 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	Fairweather Lodge	Ashbrook Apt	Roxbury St Shelter
INCOME																						
Rents Tenants	$12,849,190	$12,752,137	$12,959,217	$0	$0	$4,547,096	$333,664	$781,543	$2,677,430	$273,840	$1,162,356	$494,016	$325,512	$348,912	$352,992	$665,112	$587,304	$38,808	$101,700	$31,188	$237,744	$0
Rental, Commercial	$235,491	$234,625	$262,681	$0	$123,000	$0	$0	$0	$48,982	$0	$60,951	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$29,748
MTW transfers	$10,600	$0	$43,914	$0	$0	$0	$0	$43,914	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Admin Fee Income - HUD	$752,691	$828,297	$835,739	$0	$0	$706,503	$40,135	$89,101	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Other Income /Grants	$322,396	$218,037	$330,927	$48,325	$2,000	$139,915	$0	$0	$139,494	$0	$0	$720	$0	$449	$12	$0	$0	$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	$0
Management Fee Earned	$531,387	$518,789	$563,726	$563,726	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Incentive Management Fee	$220,301	$175,000	$174,105	$174,105	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Misc Tenant Income	$56,428	$59,565	$56,548	$0	$0	$0	$0	$0	$22,436	$0	$10,121	$4,062	$953	$4,946	$4,778	$2,147	$4,529	$120	$0	$0	$2,458	$0
LESS: Vacancy Loss	$102,263	$38,141	$97,263	$0	$0	$0	$0	$0	$3,000	$0	$19,812	$1,643	$0	$0	$0	$40,340	$22,984	$0	$5,540	$0	$3,945	$0
TOTAL INCOME	**$14,876,221**	**$14,748,309**	**$15,129,594**	**$786,156**	**$125,000**	**$5,393,514**	**$373,799**	**$914,558**	**$2,885,342**	**$273,840**	**$1,213,616**	**$497,156**	**$326,465**	**$354,307**	**$357,782**	**$626,919**	**$568,849**	**$38,928**	**$96,161**	**$31,200**	**$236,256**	**$29,748**
EXPENSES																						
Administrative Exp	$1,272,290	$1,336,636	$1,357,619	$138,176	$55,258	$241,530	$10,907	$14,510	$387,370	$38,245	$102,179	$45,828	$49,090	$44,701	$57,218	$56,120	$56,287	$5,575	$13,513	$8,393	$32,619	$100
Salaries and Fringe	$2,634,964	$2,675,264	$2,692,725	$507,095	$9,877	$601,340	$33,877	$71,723	$680,658	$33,116	$192,158	$77,389	$71,739	$50,694	$70,964	$121,879	$109,267	$3,943	$14,166	$5,499	$37,343	$0
Utilities	$1,093,817	$1,061,817	$1,087,739	$0	$17,307	$0	$0	$0	$505,467	$25,934	$176,398	$78,674	$32,897	$37,081	$51,870	$50,380	$43,584	$8,247	$12,609	$8,292	$26,569	$12,428
Maintenance Expenses	$1,012,371	$1,001,108	$1,106,587	$10,090	$20,328	$0	$0	$0	$471,189	$51,154	$108,095	$70,025	$72,945	$34,795	$48,573	$72,595	$76,731	$12,092	$12,306	$2,225	$38,957	$4,487
Property Taxes	$612,966	$595,264	$624,990	$0	$38,310	$0	$0	$0	$63,123	$22,799	$228,705	$48,323	$32,629	$29,327	$34,969	$58,105	$50,751	$3,725	$6,222	$804	$7,200	$0
Insurance Expense	$395,476	$399,158	$404,079	$25,900	$4,420	$2,051	$0	$0	$146,370	$25,153	$78,337	$12,051	$9,087	$13,111	$12,702	$21,431	$23,289	$2,700	$4,997	$4,255	$12,232	$5,993
Interest Expense	$541,867	$600,232	$533,997	$0	$19,419	$0	$0	$0	$193,855	$9,047	$153,921	$32,476	$12,426	$2,737	$13,291	$26,963	$23,347	$0	$6,508	$0	$39,813	$195
MTW transfers	$695,184	$512,382	$343,179	$0	$0	$343,179	$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	$0
HAPS Disbursed	$5,081,769	$5,184,347	$5,348,329	$0	$0	$4,148,917	$371,088	$828,324	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Tenant Programs	$204,400	$206,900	$208,970	$27,650	$0	$55,500	$0	$0	$88,250	$9,180	$4,000	$2,900	$2,650	$9,690	$6,250	$1,150	$1,150	$0	$0	$0	$600	$0
Incentive Management Fee	$248,874	$152,105	$174,421	$0	$0	$0	$0	$0	$0	$0	$0	$2,421	$12,000	$30,000	$10,000	$60,000	$60,000	$0	$0	$0	$0	$0
TOTAL EXPENSES	**$13,793,978**	**$13,725,213**	**$13,882,637**	**$708,911**	**$164,919**	**$5,392,517**	**$415,872**	**$914,558**	**$2,536,282**	**$214,627**	**$1,043,792**	**$370,086**	**$295,462**	**$252,136**	**$305,836**	**$468,623**	**$444,405**	**$36,283**	**$70,322**	**$29,468**	**$195,332**	**$23,204**
NET INCOME Before depreciati	**$1,082,243**	**$1,023,096**	**$1,246,957**	**$77,245**	**($39,919)**	**$996**	**($42,073)**	**$0**	**$349,060**	**$59,213**	**$169,824**	**$127,069**	**$31,002**	**$102,170**	**$51,945**	**$158,296**	**$124,444**	**$2,645**	**$25,838**	**$1,732**	**$40,924**	**$6,544**

Capital Improvements/Purchases

Description	Location	2018 budget Amount	SOURCES or NOTES:
Bathroom Exhaust Fans (112 install w/staff)	KAHP-Harper Acres	$16,800	C.N.A.
Transformer Replacement (last one)	KAHP-Harper Acres	$25,000	C.N.A.
Thermostats (common hallways 14 bldg @$725)	KAHP-Harper Acres	$10,150	C.N.A.
Sunroom Furniture (14 @ $1000)	KAHP-Harper Acres	$14,000	Property Mgr/Residents
Picnic Tables (8 regular, 3 handicapped)	KAHP-Harper Acres	$10,129	Property Mgr/Residents
Unplanned Life/Safety or RA	KAHP-Harper Acres	$10,000	
Water Shut Offs Located In Crawl Spaces	KAHP-Forest View	$14,196	C.N.A.
Landscaping Phase 1 (area drains-$33k)	KAHP-Forest View	$50,000	Internal
Property Sign	KAHP-Forest View	$3,000	2017?
Cement Stairs	KAHP-Forest View	$7,056	bids received in 2017
Solor Project	KAHP-Forest View	$60,000	estimate
Unplanned Life/Safety or RA	KAHP-Forest View	$10,000	
Screen Doors	KAHP-North & Gilsum	$14,500	C.N.A.
Windows (includes architect fees $15,550)	KAHP-North & Gilsum	$250,000	Internal, need estimate
Cement Stairs (15)	KAHP-North & Gilsum	$107,140	bids received in 2017
Asphalt repairs	KAHP-North & Gilsum	$20,000	Internal, need estimate
Landscaping Phase 1 (need plan)	KAHP-North & Gilsum	$40,000	Internal
lights in crawl spaces	KAHP-North & Gilsum	$4,000	add to heat pump project?
Public Art	KAHP-North & Gilsum	$10,000	Josh's request
Unplanned Life/Safety or RA	KAHP-North & Gilsum	$10,000	
Remediation Of Ground Soil monitoring	KAHP-Bennett	$12,000	on going project
Unplanned Life/Safety	KAHP-Bennett	$10,000	
Stairs (outside porch/front)	KAHP-West St.	$31,592	bids received in 2017
Unit Flooring (vinyl)	KAHP-17-19 Roxbury Ct	$3,800	C.N.A.
Kitchen upgrade (Cabinets, Counters, Oven, Cooktop, Regrig	KAHP-17-19 Roxbury Ct	$7,150	C.N.A.
	TOTAL KAHP	$750,513	MTW funding $248k and Cash $502k.
Back Door step	Riverbend Apartments	$3,000	Estimate-Cheshire Builders
Shed	Riverbend Apartments	$6,500	Comm Garden
Property Sign	Riverbend Apartments	$3,000	Estimate
Laundry Room Floor	Evergreen knoll	$3,000	C.N.A.
Property Sign	Evergreen knoll	$2,500	Property Manager
Light Alarm (for notification of boiler down)	SAV Family	$5,000	C.N.A.
Shed	SAV Senior	$6,500	Comm Garden
Reasonable Accommodations (2 @ $4000)	CST	$8,000	unknown
Unplanned	CST	$10,000	unknown
None	Meadow Rd	$0	C.N.A.
Light Alarm (for notification of boiler down)	Brookbend West	$5,000	C.N.A.
Boiler Room ventilation equipment(7)	Brookbend West	$11,293	Maintenance Staff
Boiler Room digital displays	Brookbend West	$4,070	Maintenance Staff
Landscaping around buildings	Brookbend West	$5,000	Property Manager
Light Alarm (for notification of boiler down)	Brookbend East	$5,000	C.N.A.
Boiler Room ventilation equipment(7)	Brookbend East	$11,293	Maintenance Staff
Boiler Room digital displays	Brookbend East	$4,070	Maintenance Staff
Landscaping around buildings	Brookbend East	$5,000	Property Manager
Vehicles	Locals	$35,000	Estimate w/trade ins
Skid Steer	Locals	$50,000	Internal Estimate
IT Server for Agency	Locals	$21,403	Internal Estimate
Exterior Basement Doors (2)	MAHC-SAV office	$4,000	C.N.A.
Hallway Carpet in main office	MAHC-SAV office	$30,000	C.N.A.
Landscaping/Trees	Ashbrook	$4,000	Quote from AGM
Replace handrail	Emerald	$9,000	
Stone Wall/Retaining Wall	Fairweather Lodge	$1,000	Quote
TOTAL capital purchases/renovations		$1,003,142	
MTW Funding (non-HAP current year)	KAHP	($247,950)	
	Cash outlay	$755,192	

Keene Housing

Resolution No. 594

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item: Bad Debt – write offs for 2017

2. Date of Board Meeting: December 20, 2017

3. Proposed Board Resolution:

That the Keene Housing Board of Commissioners, authorizes the Finance Department to write-off tenant's old accounts receivable for $ 22,555 as uncollectible bad debt for the fiscal year ending December 31, 2017 pursuant to the December 12, 2017 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: _____

6. Statement of availability of funds by Finance Manager

Funds Budgeted and Available Yes ☐ No X Source _____

Account # _____

Finance Manager Approval Signature _____ Date: 12/12/2017

7. Executive Director Approval Signature _____ Date: 12/13/2017

Keene Housing

MEMORANDUM

To: Joshua R. Meehan, Executive Director
From: Linda Griffin, Finance Director
Subject: Bad Debt - write offs for 2017
Date: December 12, 2017

This memorandum recommends that the Keene Housing Board of Commissioners authorizes the Finance Department to write-off tenants' old accounts receivable for approximately $22,555 for the fiscal year ending December 31, 2017.

- 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 2017, there was $186 collected from previous bad debt write offs.

The comparison of total write-offs per year are as follows:
2017=$22,555 2016=$28,678 2015= $43,926 2014=$38,905 2013=$40,089

Summary of write-off per property are as follows:

PROPERTIES	Rent	Damages and Fees
Keene Affordable Housing		
Forest View	0	633
North & Gilsum	380	6,363
Bennett Block	1,421	30
Harper Acres	197	4,778
Scattered sites	0	0
Brookbend West	904	3,895
Central Square Terrace	0	206
Central Square Terr -Commercial	1,049	0
Evergreen Knoll	0	321
Riverbend Apartments	524	30
Meadow Road	0	690
Stone Arch Village Family	0	874
Stone Arch Village Senior	0	0
Emerald St.	212	48
TOTALS	4,686	17,869

KH staff has increased their efforts in working with current tenants to keep their accounts up to date and this is a way to avoid large unpaid balances especially at time of move out. However, during an eviction process there may be increased unpaid fees due to the difficulty working with those tenants. KH will work

with tenants who have contacted KH with financial hardship and payback arrangements are setup to pay off the overdue balance.

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 approximately $22,555 as uncollectible bad debt for the fiscal year ending December 31, 2017 pursuant to the December 12, 2017 memorandum from Linda Griffin, Finance Director to Joshua Meehan, Executive Director.

Keene Housing

Resolution No. 595

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item: **Approval of project/contract** Lawncare Services

2. Date of Board Meeting: December 20, 2017

3. Proposed Board Resolution:

That the Keene Housing Board of Commissioners authorizes the 2017 Lawncare award to AGM Landscaping and Griffin Property Management pursuant to the Memorandum from Sandy Clark, Director of Facilities and Assets to Josh Meehan, Executive Director.

4. All Backup Attached?

Yes X No ☐

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

5. Department Head Approval Signature Sandra K Clark Date: 12/5/17

6. Statement of availability of funds by Finance Manager

Funds Budgeted and Available Yes XX No __ Source _____

Account #_____

Finance Manager Approval Signature _____ Date: 12/5/2017

7. Executive Director Approval Signature _____ Date: 12/5/2017

Keene Housing

MEMORANDUM

To: Joshua R. Meehan, Executive Director
From: Sandy Clark, Facilities and Asset Director SC
Subject: Approval of project/contract
Date: November 30, 2017

This memorandum summarizes the procurement process and requests Board approval to contract for the following project:

Location: Lawncare Services (various locations)

- The scope of work for this project includes: Lawncare at properties
- The budget approved by the Board: $ 2017 was $173k and 2018 $143k annually
- Any additional funding needed? no
- An open invitation was added to the: KH web page, Facebook page and Monadnock Shopper (2 weeks) during October 2017.
- The Request for Proposals were to be received by contractors on: October 27, 2017
- Number of contractors that showed up to the site visit: three
- Formal bid packets received by KH: two
- Lowest or winning bid: $68,550 and $74,781
- Winning bid criteria if not price: price
- Length of Contract: two year term with three (3) possible one-year extensions
- Board approval is being requested to award contract to: AGM Landscaping LLC $68,550 and Griffin Property Management $74,781.

Additional comments: Currently, AGM Landscaping is the KH vendor. We have decided that splitting the property portfolio based on lowest price would be a good business decision.

Keene Housing

Resolution No. 596

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

   Approval of 2018 Voucher Payment Standards

2. Date of Board Meeting: December 20, 2017

3. Proposed Board Resolution:

   That the Keene Housing Board of Commissioners, approves the Voucher Payment Standards for FY 2018, pursuant to the December 12, 2017 memorandum from the Director of Programs and Services Denise C. Pratt to Executive Director Joshua R. Meehan.

4. All Backup Attached?

   Yes X No ☐

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

5. Department Head Approval Signature Denise Pratt Date: 12-14-17

6. Statement of availability of funds by Finance Manager

   Funds Budgeted and Available Yes ☐ No ☐ Source _____

   Account #_____

   Finance Manager Approval Signature _____ Date: _____

7. Executive Director Approval Signature _____ Date: 12/14/17

Keene Housing

MEMORANDUM

To: Joshua Meehan, Executive Director
From: Denise Pratt, Director of Programs and Services
Subject: 2018 Voucher Payment Standard Approval
Date: December 12, 2017

This memorandum recommends that the Board of Commissioners adopt the proposed 2018 Voucher Payment Standard (VPS) for the MTW Housing Choice Voucher & Project-Based Voucher, Mainstream-5 Voucher, and Non-Elderly Disabled Voucher programs.

Annually, Keene Housing establishes Voucher payment standards (VPS) informed by the Fair Market Rents (FMR) published by the US Department of Housing and Urban Development (HUD) for Cheshire County. The VPS is the maximum subsidy KH can provide toward the gross rent (contract rent plus utility allowance for utilities paid by the tenant). If the gross rent (contract rent plus utility allowance) is more than the VPS, the family must make up the difference out of its own pocket. The VPS not only establishes maximum subsidy allowed but is also the basis for the Stepped Subsidy program.

From 2010 to 2017 KH set the VPS to 110% of the 2010 FMR for Cheshire County. The voucher payment standard consistently exceeded HUDs FMRs for 0-2 bedroom units for which the demand is greatest (79%). This year's analysis shows the VPS for all bedroom sizes, with the exception of 0 bedroom units, are lower than HUD's FY 2018 FMRs.

DIFFERENCE BY YEAR - KH VPS TO HUD FMR								
	2011	2012	2013	2014	2015	2016	2017	2018
0BR	$72	$86	$160	$183	$135	$127	$120	$44
1BR	$77	$91	$87	$114	$57	$37	$44	($17)
2BR	$97	$115	$59	$95	$19	$16	$34	($51)
3BR	$117	$139	$32	$76	($18)	($53)	($51)	($168)
4BR	$142	$168	($76)	($17)	($141)	$58	$97	($57)

With low vacancy rates and rising rents, the local rental market is tight and affordability remains an issue. The median monthly income for a KH family with private market assistance is $1,070. The median gross rent (including utilities) for a 2 bedroom apartment rose from $1,206 in 2016 to $1,259 (4.4%) in 2017. In New Hampshire, according to the Low Income Housing Coalition, a person needs to earn $21.09, or $844 a week, to be able to afford a 2 bedroom unit. Most of the families KH serves are elderly and/or disabled living off their monthly SS or SSI benefits.

To keep pace with the market we are proposing to raise the payment standard to 100% of HUDs 2018 FMRs for all bedroom sizes except for studios, which we propose leaving unchanged.

Keene Housing's voucher program helps keep units in our service area affordable for these vulnerable populations. Raising the VPS to 100% of HUDs 2018 FMR will help to keep affordable housing options available for our families.

PROPOSED 2018 PAYMENT STANDARD					
	0BR	1BR	2BR	3BR	4BR
PROPOSED PAYMENT STANDARD	$797	$868	$1,118	$1,455	$1,623
$ CHANGE	$44	$0	$0	$0	$0
% of 2018 HUD FMR	106%	100%	100%	100%	100%

Proposed FY 2018 Voucher Utilization by Bedroom					
	# of Bedrooms				
	0BR	1BR	2BR	3BR	4BR
Moving to Work (MTW)	55	207	144	104	11
Mainstream	1	31	7	6	3
Non-elderly Disabled	6	53	25	10	3
AHPP	0	0	10	8	0
TOTAL VOUCHERS	62	291	186	128	17

RECOMMENDATION

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

Resolution: That the Keene Housing Board of Commissioners, approves the Voucher Payment Standards for FY 2018, pursuant to the December 12, 2017 memorandum from the Director of Programs and Services Denise C. Pratt to Executive Director Joshua R. Meehan.

Keene Housing

Resolution No. 597

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

   Approval of 2018 Moving to Work Administrative Plan

2. Date of Board Meeting: December 20, 2017

3. Proposed Board Resolution:

   That the KH Board of Commissioners approves revisions to the Moving to Work Administrative Plan for the Moving to Work Housing Choice Voucher Program; and further authorizes the Executive Director to make any corrections necessary, pursuant to the December 11, 2017 memorandum from Director of Programs and Services Denise C. Pratt to Executive Director Joshua R. Meehan.

4. All Backup Attached?

   Yes X No ☐

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

5. Department Head Approval Signature Denise Pratt Date: 12-14-17

6. Statement of availability of funds by Finance Manager

   Funds Budgeted and Available Yes ☐ No ☐ Source _____

   Account #_____

   Finance Manager Approval Signature _____ Date: _____

7. Executive Director Approval Signature _____ Date: 12/14/17

Keene Housing

MEMORANDUM

To: Joshua Meehan, Executive Director
From: Denise Pratt, Director of Programs and Services
Subject: Approval of Moving to Work Administrative Plan
Date: December 11, 2017

This memorandum recommends that the Board of Commissioners approve revisions to the Moving to Work Administrative Plan for the Moving to Work Housing Choice Voucher Program.

BACKGROUND

The Department of Housing and Urban Development (HUD) requires that Keene Housing maintains a Moving to Work Administrative Plan (Admin Plan) that describes all policies affecting KH's various voucher programs (MTW Housing Choice Voucher, MTW Project Based Voucher, Non Elderly Disabled, Affordable Housing Preservation Program (AHPP), and the Home Ownership Voucher programs). Staff, participants, applicants, HUD staff, and advocates looking for information about how KH administers the various programs refer to the Admin Plan. The Admin Plan also includes KH's agency-wide policies related to the Violence Against Women Act (VAWA), Reasonable Accommodation, and the Agency's Language Assistance Plans.

Annually KH reviews all policy documents as part of our best practices. This review process provides us the ability to respond to changes in, and unanticipated consequences of, our policies as well as any relevant regulatory changes that occur during the year. For the Admin Plan, the review also gives us the opportunity to make any policy changes necessary for implementation of our MTW Annual Plan which is effective the first of every year, subject to HUD approval.

PROPOSED REVISIONS

The attached changes are primarily technical changes to further clarify policy or align the Admin Plan with regulatory or internal policy changes. Changes include:

Added: any household that owes KH, a KH affiliate or the owner of a KH property rent would is prevented from placement on the waiting list.

Added: examples of government displacement

Revised: the frequency of the waiting list purge from annually to at KH's discretion

Added: any applicant or household member who committed fraud in a federally assisted program is may be denied assistance

Added: a requirement that full-time employment be a goal of all Resident Self-Reliance program participants

Clarified: owners with partially assisted project-based Housing Assistance Payment Contracts (HAPC) may amend the HAPC to substitute a different unit in the same building for a previously covered contract unit so long as doing so does not result in more units assisted than were included in the initial HAPC

Added: KH may choose not to cap the rent to owner at the applicable LOW HOME rent and define how the HIGH HOME rents are determined; the HOME program regulations state HIGH HOME rents are the maximum rents that can be charged to low-income households. The rents are the lesser of, the Section 8 Fair Market Rents (FMRs) for existing housing; or, thirty percent of the adjusted income of a family whose annual income equals 65 percent of median income. The regulations for LOW HOME rents state if a property has a Federal or state project-based rental subsidy and the tenant pays no more than 30 percent of his or her adjusted income toward rent, the maximum rent may be the rent allowable under the project-based rental subsidy program. This addition aligns policy with HOME program regulations.

Added: exclusion of income from assets less than $50,000 and that KH will apply the established passbook savings rate to assets exceeding $50,000 when determining income from the asset. Prior to this proposed change KH calculated imputed income on the cash value of assets greater than $50,000. Determining disposition costs on the market value of an asset can be confusing and complicated, leaving the door open for possible mistakes in determining the correct income from the asset. This proposed change was recommended by Edgemere Consulting after their review of our policies. Calculating the imputed income on the market value of the asset is less complicated and lessens the possibility of calculation mistakes.

Added: KH may conduct quarterly income reviews for households paying minimum rent

Added: households on Step 1 or Step 2 whose head, spouse, or co-head is employed part-time, is a full-time student and maintaining a passing GPA are eligible to have their subsidy 'frozen' at their current level as long as they meet the eligibility criteria

Added: eligibility of Stepped Subsidy participants is determined at least annually; KH tests eligibility for Stepped Subsidy participants quarterly, however, this addition specifies KH will test eligibility at least annually regardless if the participant is compliant with the required quarterly meetings.

Clarified: a household with a rent burden that is 30% or less of their gross monthly income will have their HAP reduced to $0; if at the time of continued eligibility determination a household meets the rent burden test for $0 HAP implementation, KH conducts an interim re-examination to reduce the households HAP to $0 for 180 days. If the household experiences no unanticipated increase in rent burden during the 180 days, the HAP is terminated.

Added: households with recertification effective dates within the 180 days of the $0 HAP period are not required to complete the recertification

Clarified: when an increase in tenant rent is applied

Added: Step 1 participants paying minimum rent who move from unemployed to employed status will have their tenant portion recalculated to 20% of monthly gross income

Added: KH will not make a redetermination of eligibility for PBV households who no longer need assistance

Added: KH will discontinue the HAP in verified cases of misuse of the HAP for the duration of the informal hearing request period and the informal hearing determination period

Added: the conditions a manufactured home must meet to be eligible for purchase in the Heading for Home program.

Two new agency wide policies; Drug Activity and Related Protocol/Procedures and Public Process Policies are added as appendices. The Internal Revenue Services' publication Medical and Dental Expenses was replaced with the current version, IRS_502_2016.

CONCLUSION

This year's revisions reflect a careful review of both staff feedback as well as programmatic and regulatory changes that we anticipate for 2018. As some of the changes are significant deviations from past KH practice we expect a period of adjustment for both staff and participants. We will carefully monitor these changes, as we do all policy, to adjust as any additional HUD guidance, data analysis, or staff or participant feedback is received.

RECOMMENDATION

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

Resolution: That the KH Board of Commissioners approves revisions to the Moving to Work Administrative Plan for the Moving to Work Housing Choice Voucher Program; and further authorizes the Executive Director to make any corrections necessary, pursuant to the December 11, 2017 memorandum from Director of Programs and Services Denise C. Pratt to Executive Director Joshua R. Meehan.

Keene Housing

Resolution No. 598

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

   Approval of Time Donation Bank Policy

2. Date of Board Meeting: December 20, 2017

3. Proposed Board Resolution:

   That the Keene Housing Board of Commissioners approves an amendment to the Employee Handbook to include a Time Donation Bank Policy pursuant to the December 12, 2017 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: 12/12/2017

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: 12/12/2017

Keene Housing

MEMORANDUM

To: Joshua Meehan, Executive Director
From: Amy Wright, Director of Administration
Subject: Time Donation Bank Policy
Date: December 12, 2017

This memorandum recommends the Keene Housing Board of Commissioners approve an amendment to the Employee Handbook to include a Time Donation Bank Policy.

Keene Housing recognizes that employees may experience a family health emergency that results in a need for additional time off in excess of their available vacation/health/personal time. The Agency values its employees and understands the importance of family. The last thing we want is for an employee to worry about their job or pay while a loved one is facing a health-related emergency. The creation of a time donation bank allows eligible employees to donate time to the bank so staff can request time to care for a family member facing a health emergency. The employee's total paid leave will not exceed a total of 480 hours (12 weeks) within a rolling 12 month period.

RECOMMENDATION

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

Resolution:

That the Keene Housing Board of Commissioners approves an amendment to the Employee Handbook to include a Time Donation Bank Policy pursuant to the December 12, 2017 memorandum from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director.

Time Donation Bank

Keene Housing recognizes that employees may have a family health emergency that results in a need for additional time off in excess of their available vacation/health/personal time. To address this need all eligible employees are allowed to donate vacation/health/personal time from their unused balance to the Time Donation Bank.

An employee is eligible to draw from the Time Donation Bank upon completion of the 90 Day introductory period and must be in good performance standing with the Agency. Good performance standing is defined as no disciplinary action or written performance improvement plan within the last 12 months.

Employees who donate vacation/health/personal time must be employed with Keene Housing for a minimum of 1 year. Employees who donate vacation/health/personal time from their unused balance must adhere to the following requirements:

1. Complete a Donation of Vacation/Health/Personal Time Form;
    a. Donation time minimum – 8 hours;
    b. Donation time maximum – 40 hours or no more than 50 % of the current balance;
2. Employees cannot borrow against future vacation/health/personal time to donate; and
3. Employees who are currently on an approved leave of absence cannot donate vacation/health/personal time.

Employees must exhaust all forms of paid leave including short term and long term disability benefits before drawing from the bank. Eligible employees who would like to make a request to receive time from the Donation Bank must have a situation that meets the following criteria:

> Family Health Related Emergency – Critical or catastrophic illness or injury of the employee or an immediate family member that poses a threat to life and/or requires inpatient or hospice health care. Immediate family member is defined as spouse, domestic partner, child, parent or other relationship in which the employee is the legal guardian or sole caretaker.

If the recipient employee has available vacation/health/personal time in their bank, this time must be used prior to using any donated vacation/health/personal time. Paid time out of the office will not exceed a total of 480 hours (12 weeks) within a rolling 12 month period. Donated vacation/health/personal time may only be used for time off related to the approved request. Vacation/health/personal time donated that is in excess of the time off needed is to be returned to the bank.

Employees who would like to make a request to receive time from the Time Donation Bank are required to complete a Donation of Vacation/Health/Personal Time Request Form. The completed form must be submitted to the Director of Administration. The request is reviewed by the Executive Director and the Director of Administration. The employee will receive a written response within 2 weeks.

Keene Housing

Resolution No. 599

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

   Amended Fiscal Year 2017 Moving to Work Annual Plan

2. Date of Board Meeting: November 20, 2017

3. Proposed Board Resolution:

   That the Keene Housing Board of Commissioners authorize the Executive Director to submit an amendment to the Fiscal Year 2017 Moving to Work Annual Plan requesting approval of revisions to the Rent Reasonableness Determination Discontinuance activity, pursuant to the December 14, 2017 memorandum from Planning and Policy Analyst April A. Buzby to Executive Director Joshua R. Meehan.

4. All Backup Attached?

   Yes X No ☐

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

5. Department Head Approval Signature _____ Date: _____

6. Statement of availability of funds by Finance Manager

   Funds Budgeted and Available Yes ☐ No ☐ Source _____

   Account #_____

   Finance Manager Approval Signature _____ Date: _____

7. Executive Director Approval Signature _____ Date: 12/14/2017

Keene Housing

MEMORANDUM

To: Joshua Meehan, Executive Director
From: April A. Buzby, Planning and Policy Analyst
Subject: Approval of 2017 MTW Plan Amendment
Date: December 14, 2017

This memorandum recommends that the Board of Commissioners authorize the Executive Director to submit an amendment to the Fiscal Year 2017 Moving to Work Annual Plan to revise the Rent Reasonableness Determination Discontinuance activity.

BACKGROUND

Under traditional voucher regulations, a public housing agency (PHA) is required to ensure that rents charged by owners to housing choice voucher program participants are reasonable and comparable to similar, unassisted units in the marketplace. As part of our first MTW Annual Plan, KH did away with the rent reasonability requirement, in keeping with our philosophy that a household, rather than the agency, is in the best position to determine what is a reasonable rent based on their priorities and needs.

Since doing away with this requirement in 2000, KH has seen an increase in the number of households we serve that are elderly or disabled. We've also found that households recently leased up from the wait lists are often in crisis mode, and focused on finding any affordable housing rather than the best housing. As such, we've seen voucher holders who are elderly or disabled, as well as Step 1 Stepped Rent Subsidy households sometimes having less success finding appropriate housing than Step 2 and Step 3 households.

PROPOSED CHANGE

To remedy this, KH proposes reintroducing the rent reasonableness determination process for all households who are elderly or disabled or in Step 1 of the Stepped Rent Subsidy program. By reintroducing this process, KH will be better able to ensure those households for whom finding appropriate housing can be more difficult, will benefit from our helping ensure that the rents they are paying for their units are reasonable.

PUBLIC COMMENT

As required by our MTW Agreement, KH held a public comment period from November 1, 2017 to November 30, 2017 and a public hearing on November 21, 2017. KH received no comments during the public comment period and had no attendees at the hearing.

RECOMMENDATION

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

Resolution: That the Keene Housing Board of Commissioners authorize the Executive Director to submit an amendment to the Fiscal Year 2017 Moving to Work Annual Plan requesting approval of revisions to the Rent Reasonableness Determination Discontinuance activity, pursuant to the December 14, 2017 memorandum from Planning and Policy Analyst April A. Buzby to Executive Director Joshua R. Meehan.

Keene Housing

INFORMATIONAL MEMORANDUM

To: Joshua Meehan, Executive Director
From: April Buzby, Planning and Policy Analyst
Subject: Information Memo – Updated 2015 Strategic Plan
Date: December 14, 2017

This informational memo provides an overview of the annual update of the 2015 Strategic Plan.

In 2014, Keene Housing was just completing a year-long visioning process, which resulted in a new name, logo, and branding that better reflected what we saw as our role in the community we serve. At that time, KH set out to develop a Strategic Plan to provide a framework for major agency activities and resource allocation decisions for the five-year period beginning in January 2015. The resulting 2015 Strategic Plan includes a series of priority goals and initiatives for the agency to complete and represents our commitment to the vision and mission adopted during the visioning process.

In adopting the 2015 Strategic Plan, KH also committed to an annual review of the Plan. KH Senior Staff and the Board of Commissioners completed its annual Strategic Plan review on December 7, 2017. During this review, senior staff provided the Board of Commissioners an update on the progress KH has made towards completing each goal and related objectives, including discussions of whether objectives have been achieved, should be revised, or removed.

The updated 2015 Strategic Plan, provided, reflects the results of that review.

Keene Housing

INFORMATIONAL MEMORANDUM

To: Joshua Meehan, Executive Director
From: Jori Johnson, Community Garden Coordinator
Cc: Denise Pratt
Subject: Quarterly Community Garden/Farm to Family Report
Date: December 2017

Farm to Family Buying Club

As of November 17, the Farm to Family Buying Club closed for what we thought would be permanently. After 3 years in the red, we couldn't justify it anymore. We went out with a bang on our last delivery day at Central Square Terrace and served a harvest dinner using local vegetables as the main ingredients. The residents were extremely disappointed about losing this program. Between credit card fees and a small amount of food that occasionally had to go to the community kitchen, we couldn't break it even.

Once the Cheshire County Conservation District heard that we were closing purely for financial reasons, they offered to help us find grant money to keep the program open. We will be meeting with them in January to see if this approach will work.

The Farm to Family Buying Club at Keene Housing has gone through some changes since the last quarterly report. It looked almost the same to our customers, but the way we handled the administrative end of it was different. First, we decided not to process credit and debit cards. This impacted relatively few customers, and all customers were very understanding of this change. Second, our partnership with New Dawn Farm as our primary supplier of farm produce meant much less time administering the program. By listing everything they have on our website first and then just filling in the holes of whatever produce they didn't have on a particular week from another farm, we have cut the number of items that need to be listed and updated every few days substantially. It also simplified things for the customer. Sometimes listing 20 types of tomatoes was just too overwhelming.

At the time of the last report, we were having trouble getting the right items off the truck for our customers. Since then, Monadnock Menus has instituted a labeling system in which every box has labels on it as to what's inside. This means many less errors were happening and what we ordered was indeed coming off the truck.

New Dawn Farm held traditional farmers markets at our Central Square location the first Friday of every month. Although well received by the few customers that shopped these markets, it was not the success that we had hoped. Some customers still preordered their produce online, which meant that we had to make a minimum order of $50.00 in order to get those items delivered.

Our number of participants in the buying club continued to rise and we picked up a few customers from our family properties. One way to measure success of the program is to track the dollar value of the Granite State Market Match, which is the amount that the state gives us to "match" the dollars of purchases through EBT benefits. In the busiest months, I normally invoiced $30.00 - $40.00 as the dollar value of the market match. In the month of July, however, I invoiced the state for $197.00 for market match dollars. This means to me that the program is certainly reaching those who need it the most! This trend continued for the rest of the season.

Community Gardens

The gardens have now been put to bed. Next season we will be working on season extension. As soon as we can work the soil and get to the beds through the snow we will start our cool season crops. Once we harvest the initial crop, we will put in the warm season crops. When those are harvested in August and September, we will cover the beds and start cool season crops again.

At Stone Arch, we have 9 gardeners with more wanting to join us next year. Only 2 of them had any experience at all. Most of them were thrilled at what they harvested. I have been hearing from them that the gardens have helped stretch their grocery budgets further. One of our new gardeners here thought she wasn't doing well until she harvested her potatoes in September. She shared them with another gardener who then harvested some of her leeks and made a potato leek soup to share! The Stone Arch garden is the one location where things exploded with growth extremely quickly because the 2 experienced gardeners taught everyone how to fertilize with goat poop tea. Trust me, this is the only location with goat poop tea fertilizer! These gardeners are interested in starting flowers in January using an indoor growing system and then will start their vegetable starts again in February in the milk jug greenhouses.

We had our ups and downs with the ornamental gardens at the Central Square location. Some gardeners watered too much, which resulted in dead plants. The pots on Roxbury Street were beautiful, although we did have a problem with the soil staining the sidewalks. All the soil has been dumped out now and replaced with another brand to avoid this issue next year. The perennial garden was expanded in the back to include a large herb garden which was harvested by any Central Square resident and by Luca for his restaurant. Also, The City has given approval for an urban edible garden on Roxbury Street which will be built in 2018 about 3.5' X 12'. The gardeners are planning to plant tomatoes, cucumbers and a host of other vegetables in this bed. We have a strong group of 7 or 8 gardeners in this location. On December 4, the garden club met and decided to start growing their own annuals in January to go into the pots on Roxbury and into the garden bed out back. They will be using an indoor growing system that has been placed in the game room. They have signed up for scheduled watering days.

Pots on Roxbury

At North and Gilsum and Forest View the gardens went well with mostly just one family in both cases maintaining the gardens. At Meadow, we have 6 gardeners. One couple grew wax beans, tomatoes, and squash. They had so much produce that they were have giving it away to all their family members! There is a pair of residents at this location who have approached me with the possibility of a permaculture food forest. I will be meeting with them weekly starting in January to work on this possibility. Riverbend and Evergreen each had 2-4 gardeners. At Evergreen, the gardeners did a true community garden, taking turns watering and sharing the harvest. We had trouble at Riverbend with the

water source as it was located on a steep hill which made accessing it difficult. Now that the construction is done, I think we can run a hose down the hill and leave it closer to the garden next season.

The gardens at Harper Acres did well this year again with our dedicated volunteer, Carol Ju. I am meeting with them next week to see if they would like to try some winter growing in pots in the mill building.

Workshops

Workshops this quarter have been solving problems in the garden every week. I had a set time that I went out to visit each site each week. We tied up plants, weeded, solved bug issues or just talked about what the gardeners wanted to do next year.

We are planning to start a cooking group with the Stone Arch Seniors in the new year. It will be mostly led by residents and will focus on making fresh things that most people usually buy in a prepackaged form, i.e. ketchup or ice cream.

Central Square Terrace residents continue their cooking group very successfully. This month they are making Christmas cookies. At Harper Acres, we will assess the level of interest for a 6 week series on nutrition. We will also assess the level of interest in cooking classes and a couponing club at North and Gilsum.

Other

At Stone Arch Family, we just finished a new playground. The kids are thrilled! I see toddlers out there during the day and it is the first place the school aged kids go when the bus drops them off. As you can see, we tried a different approach. The theme was, "Inspired By Nature". Using my Landscape Architecture background, I have also designed additional elements fitting within the theme that we will look for grant money for in 2018.

I am also working on planting plans for the Forest View property front door areas. The North facing units would get woodland gardens and the rest would be designed with edible perennials.

Water saving techniques for the gardens are being researched as well. I am looking at new technology in dew and fog collectors, a variety of mulching techniques, and the possibility of drip irrigation.

In January, we will be working with a Keene State intern to develop kids programming surrounding the gardens and nutrition. We hope to bring this programming to yet to be determined family properties in the spring.

It's been an exciting and rewarding few months! There is always more to do as we strive to make an impact for our residents.

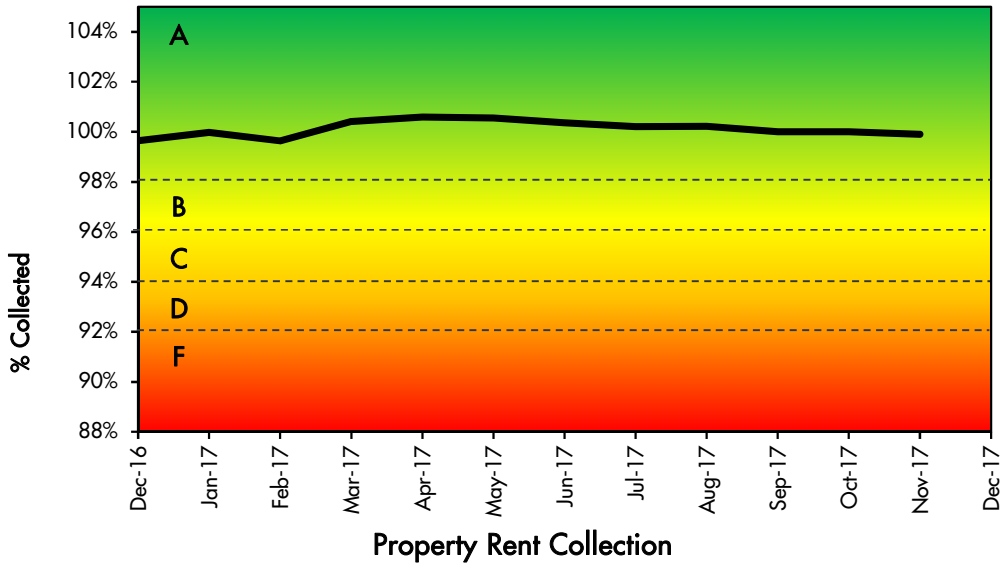
Best Regards, Jori Johnson

Keene Housing

MANAGEMENT REPORT
NOVEMBER 2017

Residential Property Rent Collection Report
November 2017

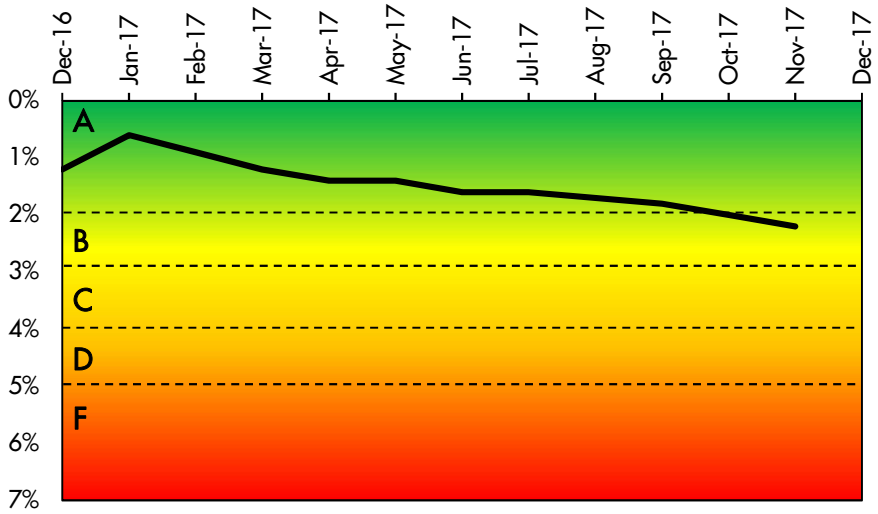
Community	Month Billed	Month Collected	% Collected	Monthly Grade	YTD Billed	YTD Collected	% YTD Collected	YTD Grade
Ash Brook Apartments	$9,488	$9,472	99.8%	A	$99,378	$99,380	100.0%	A
Bennett Block	$5,199	$4,341	83.5%	F	$45,023	$44,165	98.1%	A
Brookbend East	$14,553	$14,339	98.5%	A	$134,606	$130,872	97.2%	B
Brookbend West	$11,790	$12,350	104.7%	A	$102,006	$102,813	100.8%	A
Central Square Terrace	$24,850	$24,963	100.5%	A	$263,540	$264,553	100.4%	A
Cottage Street	$1,122	$1,122	100.0%	A	$13,042	$13,107	100.5%	A
Evergreen Knoll LP	$12,263	$11,583	94.5%	C	$129,816	$129,680	99.9%	A
Forest View	$16,565	$16,477	99.5%	A	$171,794	$172,269	100.3%	A
Harper Acres	$41,247	$41,309	100.2%	A	$440,050	$439,816	99.9%	A
Meadow Road Apartments	$5,895	$5,895	100.0%	A	$64,845	$64,890	100.1%	A
North and Gilsum	$13,289	$14,186	106.8%	A	$152,107	$152,108	100.0%	A
Riverbend Apartments	$9,450	$9,440	99.9%	A	$92,679	$93,218	100.6%	A
Scattered Sites	$10,004	$9,658	96.5%	B	$102,695	$102,751	100.1%	A
Stone Arch Village Family	$9,457	$9,745	103.0%	A	$96,732	$96,971	100.2%	A
Stone Arch Village Senior	$12,139	$12,139	100.0%	A	$128,053	$128,053	100.0%	A
Totals	**$197,311**	**$197,019**	**99.85%**	A	**$2,036,366**	**$2,034,647**	**99.9%**	A



Monthly Vacancy Report

November 2017

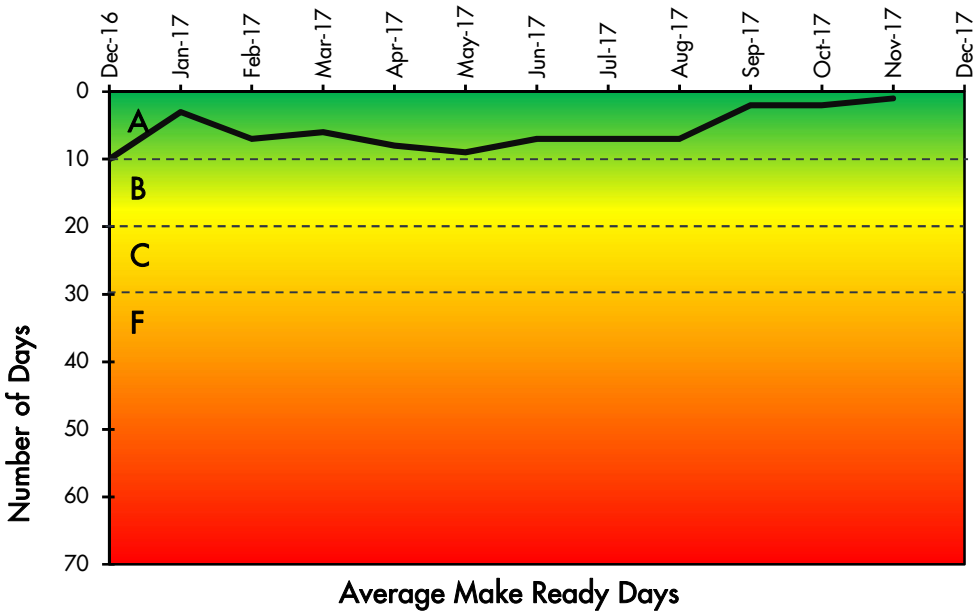
Community	Units Available	Available Days	Vacant Days	Monthly Vacancy Percentage	Monthly Grade	YTD Vacancy Percentage	YTD Grade
Ash Brook Apartments	24	720	8	1.1%	A	1.8%	A
Bennett Block	14	420	7	1.7%	A	2.7%	B
Brookbend East	40	1200	99	8.3%	F	7.2%	F
Brookbend West	35	1050	90	8.6%	F	5.9%	F
Central Square Terrace	90	2700	64	2.4%	B	1.6%	A
Cottage Street	3	90	0	0.0%	A	0.0%	A
Evergreen Knoll LP	32	960	132	13.8%	F	3.1%	C
Forest View	38	1140	37	3.2%	C	1.8%	A
Harper Acres	112	3360	36	1.1%	A	1.2%	A
Meadow Road	18	540	0	0.0%	A	0.0%	A
North and Gilsum	29	870	107	12.3%	F	3.0%	B
Riverbend Apartments	24	720	107	14.9%	F	2.0%	B
Scattered Sites	18	540	0	0.0%	A	0.3%	A
Stone Arch Village Family	24	720	0	0.0%	A	0.2%	A
Stone Arch Village Senior	33	990	0	0.0%	A	0.4%	A
Report Totals:	**534**	**16,020**	**687**	**4.3%**	**D**	**2.2%**	**B**



Percentage of Total Days That Units Are Vacant

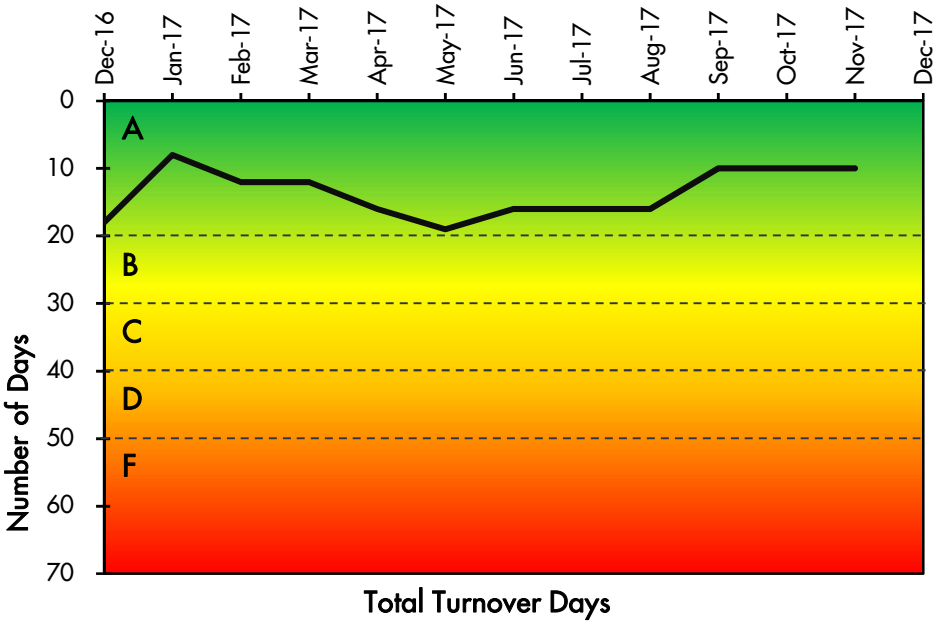
Unit Make Ready Days
November 2017

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	2	0	A	5	2	A
Bennett Block	1	0	A	2	4	A
Brookbend East	5	0	A	14	1	A
Brookbend West	3	0	A	15	1	A
Central Square Terrace	4	1	A	14	1	A
Cottage Street	-	-	None	-	-	None
Evergreen Knoll LP	5	3	A	8	1	A
Forest View	4	5	A	10	2	A
Harper Acres	5	4	A	12	1	A
Meadow Road	-	-	None	-	-	None
North and Gilsum	5	4	A	12	2	A
Riverbend Apartments	4	3	A	6	3	A
Scattered Sites	-	-	None	1	9	A
Stone Arch Village Family	-	-	None	1	4	A
Stone Arch Village Senior	-	-	None	3	2	A
Report Totals:	**12**	**3**	**A**	**103**	**1**	**A**



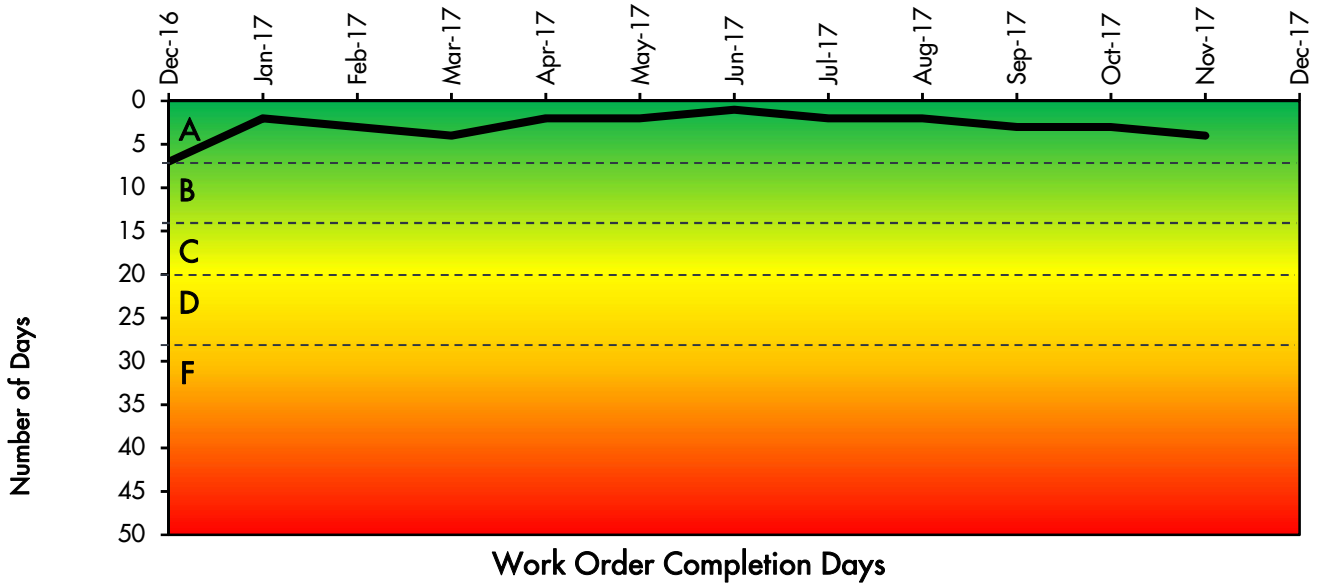
Unit Turnover
November 2017

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	4	A	5	11	A
Bennett Block	7	A	2	7	A
Brookbend East	20	A	14	19	A
Brookbend West	30	B	15	20	A
Central Square Terrace	16	A	14	15	A
Cottage Street	-	None	-	-	None
Evergreen Knoll LP	26	B	8	11	A
Forest View	9	A	10	17	A
Harper Acres	7	A	12	19	A
Meadow Road	-	None	-	-	None
North and Gilsum	21	B	12	13	A
Riverbend Apartments	27	B	6	7	A
Scattered Sites	-	None	1	2	A
Stone Arch Village Family	-	None	1	2	A
Stone Arch Village Senior	-	None	3	4	A
Report Totals:	**8**	**A**	**103**	**10**	**A**



Residential Property Non-Emergency Work Order Completion Days
November 2017

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	-	-	None	14	0	A
Ash Brook Apartments	6	0	A	100	4	A
Bennett Block	10	1	A	81	2	A
Brookbend East	11	3	A	187	7	A
Brookbend West	13	2	A	160	2	A
Central Square Terrace	36	3	A	601	7	A
Cottage Street	1	1	A	21	0	A
Emerald Street House	4	0	A	51	0	A
Evergreen Knoll LP	32	2	A	129	4	A
Forest View	2	1	A	137	4	A
Harper Acres	12	1	A	454	4	A
Keene Housing Main Office	20	1	A	113	10	B
Meadow Road	1	1	A	48	2	A
North and Gilsum	5	0	A	170	4	A
Riverbend Apartments	15	4	A	116	6	A
Scattered Sites	4	7	A	125	2	A
Stone Arch Village Family	9	0	A	109	7	A
Stone Arch Village Senior	8	1	A	231	1	A
Report Totals:	**189**	**2**	**A**	**2,847**	**4**	**A**



Residential Property Emergency Work Order Completion Days
November 2017

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	-	-	None
Brookbend East	-	-	None	-	-	None
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	1	0	P
Stone Arch Village Family	-	-	None	-	-	None
Stone Arch Village Senior	-	-	None	-	-	None
Report Totals:	**0**	**0**	**None**	**2**	**0**	**P**

Keene Housing

FINANCE REPORT
NOVEMBER 2017

Programs and Services FY 2017 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	$380,404	$324,849	85%	612	$531	104%	587	$225	$55,555
February	$359,296	$325,210	91%	617	$527	105%	587	$220	$34,086
March	$359,296	$332,620	93%	620	$536	106%	587	$220	$26,676
April	$359,296	$332,096	92%	622	$534	106%	587	$200	$27,200
May	$359,296	$331,968	92%	615	$540	105%	587	$200	$27,328
June	$359,296	$329,867	92%	614	$537	105%	587	$1,664	$29,429
July	$485,947	$325,387	67%	603	$540	103%	587	$348	$160,560
August	$380,405	$325,484	86%	604	$539	103%	587	$129	$54,921
September	$380,405	$323,689	85%	601	$539	102%	587	$840	$56,716
October	$380,405	$322,936	85%	596	$542	102%	587	$599	$57,469
November	$380,405	$325,362	86%	602	$540	103%	587	$278	$55,043
December									
Total	$4,184,451	$3,599,468	87%	6706	$537	104%	6457	$4,924	$584,983

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	$380,404	$317,747	84%	556	$571	95%	587	$225	$62,657
February	$359,296	$317,828	88%	561	$567	96%	587	$220	$41,468
March	$359,296	$323,023	90%	561	$576	96%	587	$220	$36,273
April	$359,296	$321,451	89%	558	$576	95%	587	$200	$37,845
May	$359,296	$321,555	89%	556	$578	95%	587	$200	$37,741
June	$359,296	$319,285	89%	550	$581	94%	587	$1,664	$40,011
July	$485,947	$314,456	65%	545	$577	93%	587	$348	$171,491
August	$380,405	$315,107	83%	546	$577	93%	587	$129	$65,298
September	$380,405	$314,462	83%	546	$576	93%	587	$840	$65,943
October	$380,405	$313,434	82%	544	$576	93%	587	$599	$66,971
November	$380,405	$315,960	83%	545	$580	93%	587	$278	$64,445
December									
Total	$4,184,451	$3,494,308	84%	6068	$576	94%	6457	$4,924	$690,143

Affordable Housing Preservation Program

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$13,895	$14,555	105%	18	$809	100%	18	$0	($660)
February	$13,895	$14,555	105%	18	$809	100%	18	$0	($660)
March	$14,703	$14,555	99%	18	$809	100%	18	$0	$148
April	$14,703	$14,555	99%	18	$809	100%	18	$0	$148
May	$14,703	$14,555	99%	18	$809	100%	18	$0	$148
June	$14,703	$14,555	99%	18	$809	100%	18	$0	$148
July	$14,846	$14,555	98%	18	$809	100%	18	$0	$291
August	$14,846	$14,555	98%	18	$809	100%	18	$0	$291
September	$14,846	$14,555	98%	18	$809	100%	18	$0	$291
October	$0	$14,555	0%	18	$809	100%	18	$0	($14,555)
November	$28,965	$14,555	50%	18	$809	100%	18	$0	$14,410
December									
Total	$160,105	$160,105	86%	198	$809	100%	198	$0	$0

Non-Elderly Disabled (NEDs)

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$55,035	$53,722	98%	100	$537	100%	100	$80	$1,313
February	$55,035	$53,688	98%	100	$537	100%	100	$80	$1,347
March	$54,766	$52,370	96%	101	$519	101%	100	$224	$2,396
April	$54,766	$51,834	95%	98	$529	98%	100	$72	$2,932
May	$54,766	$51,928	95%	97	$535	97%	100	$69	$2,838
June	$54,766	$52,909	97%	98	$540	98%	100	$0	$1,857
July	$53,417	$52,132	98%	97	$537	97%	100	$0	$1,285
August	$53,417	$53,926	101%	99	$545	99%	100	$0	($509)
September	$53,417	$53,590	100%	99	$541	99%	100	$0	($173)
October	$0	$53,599	0%	97	$553	97%	100	$0	($53,599)
November	$91,599	$51,286	56%	95	$540	95%	100	$0	$40,313
December									
Total	$580,984	$580,984	85%	1081	$538	98%	1100	$525	$0

Mainstream

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$27,997	$29,646	106%	51	$581	102%	50	$0	($1,649)
February	$27,997	$29,248	104%	49	$597	98%	50	$0	($1,251)
March	$29,759	$27,362	92%	49	$558	98%	50	$0	$2,397
April	$29,759	$28,359	95%	49	$579	98%	50	$0	$1,400
May	$29,759	$27,244	92%	46	$592	92%	50	$0	$2,515
June	$23,527	$27,597	117%	48	$575	96%	50	$0	($4,070)
July	$29,327	$29,185	100%	50	$584	100%	50	$0	$142
August	$29,327	$29,839	102%	49	$609	98%	50	$0	($512)
September	$29,327	$28,487	97%	50	$570	100%	50	$0	$840
October	$29,327	$27,798	95%	50	$556	100%	50	$0	$1,529
November	$28,808	$27,088	94%	48	$564	96%	50	$0	$1,720
December									
Total	$314,914	$311,853	99%	539	$579	98%	550	$0	$3,061

FY17 utilization targets are 98% in NEDs, AHPP, and Mainstream, 93% in MTW without THASP and Project MARCH, 101% with.

2016 Summary			
Program	UMA	UML	% UML
MTW	7044	7130	101%
NED	1200	1187	99%
MS	600	601	100%

Financial Report – November, 2017

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 $1,768k which is a net increase of $786k from the budget of $981k.

OPERATING REVENUES are $14,827k, a net increase of $1,312k as compared to the budget of $13,516k. The most significant changes are related to:

VARIANCES for Revenue categories Under/(Over) compared to Budget		
($102,381)	Rent Revenue	Change in tenant rent – partly related to subsidy changes and partly increase in rent at some properties without corresponding increase in HAP.
$235,611	HAP funding	The MTW funding budget is at 99.582% proration (last year's pro-ration). We received our approval and the pro-ration is 97% plus inflation or $3k less than budget. In December, KH will be requesting the remaining approved funds.
($191,435)	Other Income	Other Income is related to miscellaneous income and is over budget in various programs. Grants funds: FSS funds are slightly under budget by $11k which is due to timing. The CDFA energy grant was not in the budget $20k. CHT admin revenue is under budget by $3k and CDBG admin revenue is over budget by $2k. Interest income is over budget by $4k since new bank is posting higher interest on accounts. There is also misc income of $112k received from City of Keene for Castle St road discontinuance. Additionally, there is misc income throughout other properties.
($4,470)	Management Fees	Management fees are slightly over the budget.
$0	Development fees	No Development fees paid or expected (MAHC).
$72,997	Vacancy Loss	Vacancy Loss (reduction to revenue) are over budget for BBE by $35k, BBW by $17K, Evergreen $5k, CST $9k due to increasing turnovers related to over housing transfers, finding qualified extremely low income and evictions. Also, over budget by $6k is Emerald, there may be a special vacancy claim that can be submitted and income will come back to property.
$1,716	Tenants Charges	Tenants Charges (laundry, damages, other fees)
($24,340)	Admin Funding	HUD Section 8 admin funding is over budget (timing). NEDs and Mainstream admin revenue is on budget.
($12,302)	**Higher than Budget**	**Operating Revenue**
($48,483)	Partnership Distributions	Partnership fees, paid to Keene Housing or MAHC from surplus cash for 2016 on LIHTC properties managed. The total budget is $175k, actuals posted to date are $224k.
($1,250,901)	MTW Transfer	The 2017 MTW Non-HAP funding used for Non-HAP initiatives. KAHP Capital Impr = $594k, KHKC = $53k
($1,311,686)	**Higher than Budget**	**Total Revenue**

OPERATING EXPENSES are $13,060k a net increase of $525k as compared to the budget of $12,535k. The most significant changes are related to:

VARIANCES for Expense categories Under/(Over) compared to Budget		
$99,302	Admin Expenses	Administrative Expense are all under budget at this point, except for the bank closing costs of $20k.
$158,163	Payroll and Benefits Expen	Benefit Expenses are running under budget by $121k. Salaries are under budget by $34k.
$1,775	Utilities Expenses	Fuel Expense is under budget by $7k. Water & Sewer is over budget by $8k. Electric is under budget by $2k.
$68,038	Maint Expenses	Maintenance Expenses running under budget are: Materials by $31k, Flooring by $17k, Misc Equip by $14k, snow removal $23k, Grounds by $5k, Vehicle repairs $9k, Plumbing $5k. Items over budget are: Janitorial by $20k, Maint Serv/Repairs $14k and Other Services by $13k (tree removal).
$10,431	Insurance Expenses	Insurance Expenses under budget (may be timing).
($11,139)	Property Tax Exp	Property Taxes (CST increased by 11% or $22k for the year).
$3,760	Partnership taxes	Taxes (CST under budget)
($29,838)	Interest Expenses	Interest Expenses is under budget except on the MAHC loan that was refinanced and incurred a prepayment penalty of $35k.
$19,496	Resident services	Residential Services running under budget. Development grants by $20k.
$103,420	HAP disbursements	HAP disbursements are under budget
$423,407	**Lower than Budget**	**Operating Expenses**
($112,411)	Partnership Distributions	All have been paid as of date, annual budget is $152k.
($833,800)	MTW Transfer	The YTD actuals = $647k with YTD budget = $470k. The 2017 MTW Non-HAP funding used for Non-HAP initiatives. KAHP Capital Impr = $594k, KHKC = $53k
($522,803)	**Higher than Budget**	**Total Expenses**

Keene Housing

Income Statement - Comparing Actuals to Budget - YTD - as of November 30, 2017

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
Keene Housing					
Central Office (Locals)	20,149	155,108	731,634 Higher Revenue	596,675 Higher Expenses	Revenue is MTW transfer $647k in; then out to funds capital projects and KHKC.
Monadnock Affordable (MAHC)	(30,274)	(59,629)	(9,339) Lower Revenue	20,016 Higher Expenses	Expense includes a prepayment penalty of $34k on office building when refinanced to fixed rate 2/17.
Keene Affordable (KAHP)	201,497	1,027,351	789,471 Higher Revenue	(36,383) Lower Expenses	Revenue is MTW transfer in $594k to funds capital projects.
Meadow Road	13,095	50,398	921 On Budget	(36,383) Lower Expenses	
Roxbury St Shelter	7,491	8,070	594 On Budget	14 On Budget	
Section 8 Voucher Program (MTW)	10,731	(142,641)	(159,522) Higher Revenue	(6,150) Lower Expenses	
Special Purpose Vouchers (Non-Elderly Disabled)	2,201	16,475	(19,511) Higher Revenue	(33,785) Lower Expenses	
Mainstream Voucher Program	0	5,093	16,680 Higher Revenue	11,587 Higher Expenses	
Low Income Tax Credits Properties (LIHTC)					
Brookbend East	211,744	112,166	(31,232) Lower Revenue	68,346 Higher Expenses	Expense includes partnership distribution which exceeds YTD budget by $43k.
Brookbend West	157,228	116,945	(13,197) Lower Revenue	27,087 Higher Expenses	Expense includes partnership distribution which exceeds YTD budget by $33k.
Evergreen Knoll	39,709	47,062	(6,845) on Budget	(14,199) Lower Expenses	
Riverbend	29,524	51,422	(3,068) Lower Expenses	(24,967) Lower Expenses	
Stone Arch Family	29,198	18,511	(5,001) Lower Budget	5,687 Higher Expenses	Expense includes partnership distribution which exceeds YTD budget by $32k.
Stone Arch Senior	42,189	74,998	(1,274) on Budget	(34,084) Lower Expenses	Expense includes partnership distribution which exceeds YTD budget by $2k.
Multi-Family Properties					
Central Square Terrance	190,629	211,262	26,964 Higher Revenue	6,394 Higher Expenses	
Non-Owned/Managed Properties					
Cottage Street	2,629	2,969	153 On Budget	(187) On Budget	
Ashbrook	30,225	47,767	2,325 Higher Revenue	(15,217) Lower Expenses	
Emerald Street	19,277	22,807	(6,486) Lower Revenue	(10,017) Lower Expenses	
Fairweather Lodge	3,861	3,911	(1,580) Lower Revenue	(1,631) Lower Expenses	
TOTALS	981,103	1,770,045	1,311,686 Higher Revenue	522,803 Higher Expenses	

(a) excluding depreciation

Keene Housing

Cash Outlay - Year to Date - as of November 30, 2017

Program/Property											
			change in balance sheet accounts affecting cash								
	Unrestricted Cash Balance at 1/1/17	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)
Keene Housing											
Central Office (Locals)	2,468,736	155,108	(3,921)	0	(41,261)	0	92,790	(7,746)	(167,361)	2,496,345	27,609
Monadnock Affordable (MAHC)	271,422	(59,629)	1,670	0	0	(19,200)	(2,383)	(3,561)	0	188,319	(83,103)
Keene Affordable (KAHP)	777,158	1,027,351	640,695	(76,111)	(1,176,515)		23,295	(91,260)	0	1,124,613	347,455
Meadow Road	31,442	50,398	(28,020)	(2,882)	(32,580)	0	(832)	1,162	0	18,688	(12,754)
Roxbury St Shelter	34,550	8,070	(1,452)	0	0	0	5,924	(30,401)	0	16,691	(17,859)
Section 8 Voucher Program (MTW)	535,763	(142,641)	n/a	n/a	n/a	n/a	7,230	(264,634)	50,961	186,679	(349,084)
Special Purpose Vouchers (Non-Elderly Disabled	15,728	16,475	n/a	n/a	n/a	n/a	(12,654)	9,605	0	29,154	13,426
Mainstream Voucher Program	139,006	5,093	n/a	n/a	n/a	n/a	(5,001)	(19)	0	139,079	73
Low Income Tax Credits (LIHTC)											
Brookbend East	223,973	112,166	(102,542)	(20,255)	(8,424)	0	(24,940)	38,875	0	**218,853**	(5,120)
Brookbend West	147,842	116,945	(85,894)	(10,798)	(9,602)	0	(15,321)	14,173	0	**157,345**	9,503
Evergreen Knoll	61,302	47,062	(20,585)	(8,237)	(31,885)	0	(25,642)	21,076	0	**43,091**	(18,211)
Riverbend	165,483	51,422	458,850	(13,428)	(590,612)	0	(30,011)	(6,536)	0	**35,168**	(130,315)
Stone Arch Family	141,513	18,511	(4,096)	11,878	(26,894)	(6,594)	7,339	(1,014)	0	**140,643**	(870)
Stone Arch Senior	38,879	74,998	(18,679)	3,918	0	(961)	4,366	(3,563)	0	**98,958**	60,079
Multi-Family Properties											
Central Square Terrance	72,469	211,262	(139,601)	103,080	(95,313)	0	41,506	(41,181)	0	**152,222**	79,753
Non-Owned/Managed Properties											
Cottage Street	4,197	2,969	0	1,867	0	0	4,160	(8,715)	0	**4,478**	281
Ash Brook	36,909	47,767	(25,260)	(7,980)	0	0	(4,417)	(4,325)	0	**42,694**	5,785
Emerald Street	5,600	22,807	(15,521)	(3,601)	0	0	(5,527)	1,423	0	**5,181**	(419)
Fairweather Lodge	306	3,911	0	(929)	0	0	(303)	(1,467)	0	**1,518**	1,212
TOTAL	5,172,278	1,770,045	655,644	(23,478)	(2,013,086)	(26,755)	59,579	(378,108)	(116,400)	5,099,719	(72,559)

(a) excluding depreciation

Keene Housing

Balance Sheet Summary - Assets - as of November 30, 2017

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
Keene Housing									
Central Office (Locals)	984,293	1,512,052	0	0	0	10,763,287	123,122	438,953	13,821,707
Monadnock Affordable (MAHC)	188,319	0	0	0	0	1,025,936	1,398,876	840,146	3,453,277
Keene Affordable (KAHP)	1,124,613	120,764	684,482	0	0	139,813	18,165,911	26,327	20,261,910
Meadow Road	18,688	36,344	59,037	0	0	17,724	669,783	0	801,576
Roxbury St Shelter	16,691	0	0	0	0	3,930	440,834	0	461,455
Section 8 Voucher Program (MTW)	186,679	0	0	0	0	(46,095)	2,167	0	142,751
Special Purpose Vouchers (Non-Elderly Disabled)	29,154	0	0	0	0	61,829	0	0	90,983
Mainstream Voucher Program	139,079	0	0	0	0	5,250	0	0	144,329
Low Income Tax Credits (LIHTC)									
Brookbend East	218,853	64,961	149,866	195,869	0	5,114	5,917,572	58,615	6,610,850
Brookbend West	157,345	66,394	87,902	175,681	0	10,684	5,504,186	42,965	6,045,157
Evergreen Knoll	43,091	38,344	146,479	86,690	0	16,333	2,975,616	4,263	3,310,816
Riverbend	35,168	28,344	62,285	50,182	0	23,387	1,850,828	0	2,050,194
Stone Arch Family	140,643	42,424	53,241	84,005	0	7,617	2,752,898	9,204	3,090,032
Stone Arch Senior	98,958	35,963	117,027	123,181	0	12,984	3,035,114	16,848	3,440,075
Multi-Family Properties									
Central Square Terrance	152,222	44,966	81,383	0	16,449	(33,623)	1,565,682	36,273	1,863,352
Non-Owned/Managed Properties									
Cottage Street (MFS)	4,478	3,665	9,581	12,581	6,087	562	405,473	6,000	448,427
Ash Brook (MHO)	42,694	28,722	73,489	0	8,877	451	622,623	5,588	782,444
Emerald Street (CHO)	5,181	3,329	69,987	0	5,923	2,740	133,684	0	220,844
Fairweather Lodge (CHO)	1,518	2,551	13,591	0	0	2,358	20,892	0	40,910
TOTALS	**3,587,667**	**2,028,823**	**1,608,350**	**728,189**	**37,336**	**12,020,281**	**45,585,261**	**1,485,182**	**67,081,089**

(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 November 30, 2017

Program/Property	ACTUALS							
	Payables Vendors and Tenants	Payables Related Properties	Payables Development fees	Accrued Liabilities	Loans	Capital and Retained Earnings	Net Income Current Year	Total Liabilities
Keene Housing								
Central Office (Locals)	62,305	0	0	20,887	0	13,620,614	117,901	13,821,707
Monadnock Affordable (MAHC)	0	0	0	(2,157)	507,697	3,051,406	(103,668)	3,453,278
Keene Affordable (KAHP)	0	20,817	0	164,676	15,819,507	3,953,515	303,397	20,261,912
Meadow Road	0	90,537	0	7,483	538,192	152,627	12,737	801,576
Roxbury St Shelter	2	38,414	0	(318)	292,712	129,632	1,015	461,457
Section 8 Voucher Program (MTW)	9,402	194,114	0	10,335	0	72,458	(143,557)	142,752
Special Purpose Vouchers (Non-Elderly Disabled)	38,719	0	0	1,125	0	34,664	16,475	90,983
Mainstream Voucher Program	1,600	0	0	536	0	137,100	5,093	144,329
Low Income Tax Credits (LIHTC)								
Brookbend East	2,985	0	0	34,556	1,166,835	5,471,901	(65,427)	6,610,850
Brookbend West	0	942	0	35,985	1,644,093	4,409,703	(45,567)	6,045,156
Evergreen Knoll	1,523	1,856	0	38,748	1,795,954	1,555,701	(82,968)	3,310,814
Riverbend	0	127,487	0	41,212	1,050,229	844,900	(13,639)	2,050,189
Stone Arch Family	1,887	1,944	0	18,289	590,621	2,558,166	(80,875)	3,090,032
Stone Arch Senior	1,330	2,673	0	20,309	564,066	2,879,788	(28,089)	3,440,077
Multi-Family Properties								
Central Square Terrance	250	92,216	914,911	(20,280)	2,772,346	(2,017,931)	122,090	1,863,602
Non-Owned/Managed Properties								
Cottage Street	10	248	0	1,564	498,131	(43,592)	(7,932)	448,429
Ash Brook	0	1,222	0	16,421	773,910	(12,946)	3,837	782,444
Emerald Street	0	531	0	1,641	154,147	50,276	14,249	220,844
Fairweather Lodge	0	500	0	2,536	0	37,240	635	40,911
TOTALS	**120,013**	**573,501**	**914,911**	**393,548**	**28,168,440**	**36,885,222**	**25,707**	**67,081,342**

Keene Housing
Solicitation Log

Type	Solicitation #	Solicitation Dates	Description of Services	Dept.	Firm/Vendor	Comments/Contract Value	Contract Status	EXPIRATION DATES
RFP	110-AE	03/21/14 - 04/21/14	ARCHITECT/ENGINEERING	AGENCY WIDE	WELLER & MICHAL	FEE FOR SERVICE	RENEWED 05/13/16	05/13/19
		03/21/14 - 04/21/14	ARCHITECT/ENGINEERING	AGENCY WIDE	STEVENS & ASSOCIATES	FEE FOR SERVICE	RENEWED 06/15/16	06/14/19
		03/21/14 - 04/21/14	ARCHITECT/ENGINEERING	AGENCY WIDE	DIETZ ASSOCIATES	FEE FOR SERVICE	RENEWED 09/27/16	10/16/19
RFP	114-EC	10/29/14 - 12/01/14	ENERGY CONSULTING	AGENCY WIDE	NOVA CONSULTING GROUP	< $50,000.00	RENEWED 02/01/17	01/31/18
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	RENEWED 03/21/17	11/30/17
RFP	118-TA	11/30/15 -12/30/15	TECHNICAL ASSISTANCE	AGENCY WIDE	EDGEMERE CONSULTING	< $50,000.00	RENEWED 02/01/17	01/31/18
RFP	119-GD	11/30/15 -12/30/15	GRAPHIC DESIGN	AGENCY WIDE	SILVER DIRECT	< $15,000.00	RENEWED 02/01/17	01/31/18
RFP	120-CA	2/25/16 - 04/15/16	CAPITAL NEEEDS ASSESSMENT	EK/CST/SAV	GDS ASSOCIATES	<$8,676.00	RENEWED 06/29/17	06/30/18
RFP	121-DC	7/05/16 - 08/12/16	DEVELOPMENT CONSULTING	AGENCY WIDE	TAG ASSOCIATES	< $50,000.00	EXECUTED 09/01/16	08/31/19
RFP	121-DC	7/05/16 - 08/12/16	DEVELOPMENT CONSULTING	AGENCY WIDE	NNEHIF	< $50,000.00	EXECUTED 10/01/16	09/30/19
RFP	122-HS	7/29/16 - 08/31/16	HEATING/AC/AH	AGENCY WIDE	GARY JACKSON HEATING	<$23,952.00	EXECUTED 09/09/16	09/14/17
RFP	123-SC	08/24/16 - 09/30/16	SOLAR CONSULTING	AGENCY WIDE	COMPETITIVE ENERGY SERVICES	$10,000.00 PHASE 1& 2	EXECUTED 11/15/16	11/14/17
RFP	124-ES	10/20/16 -11/15/16	ENVIRONMENTAL SERVICES	AGENCY WIDE	LE-ENVIRONMENTAL	< $50,000.00	EXECUTED AMEND #1 09/06/17	12/07/18
RFP	125-TR	03/17/17 - 04/14/17	TRASH REMOVAL	AGENCY WIDE	WASTE MANAGEMENT	FEE FOR SERVICE	EXECUTED 05/01/17	04/30/19
RFP	126-EL	03/17/17 - 04/13-17	ELECTRICAL	AGENCY WIDE	ELM CITY ELECTRIC	FEE FOR SERVICE	EXECUTED 05/15/17	05/14/19
RFP	127-PG	05/01/17 - 05/18/17	PROPANE GAS HEATING	AGENCY WIDE	L & G PROPANE	1.2009 PER GALLON	EXECUTED 06/01/17	06/30/19
RFP	128-SR	07/12/17 - 08/10/17	SNOW REMOVAL	AGENCY WIDE	AGM LANDSCAPING	< $61,025.00	EXECUTED 08/31/17	05/01/19
RFQ	129-LG	08/23/17 - 09/29/17	LEGAL-RE LANDLORD/TENANT	AGENCY WIDE	BRAGDON & KOSSAYDA	FEE FOR SERVICE	EXECUTED 10/11/17	10/10/20
RFQ	129-LG	08/23/17 - 09/29/17	LEGAL-RE LANDLORD/TENANT	AGENCY WIDE	BALLARD SPAHR		AWARDED	
RFQ	130-LG	08/23/17 - 09/29/17	LEGAL-RE LAW FEDERAL REGS	AGENCY WIDE	BALLARD SPAHR	FEE FOR SERVICE	EXECUTED 10/24/17	10/23/20
			LEGAL-RE LAW FEDERAL REGS	AGENCY WIDE	DRUMMOND WOODSUM	FEE FOR SERVICE	EXECUTED 11/16/17	10/30/20
			LEGAL-RE LAW FEDERAL REGS	AGENCY WIDE	HAWKINS DELAFIELD & WOOD		AWARDED	
			LEGAL-RE LAW FEDERAL REGS	AGENCY WIDE	RENO & CAVANAUGH	FEE FOR SERVICE	EXECUTED 10/30/17	10/18/20
RFQ	131-LG	08/23/17 - 09/29/17	LEGAL-LABOR & EMPLOYMENT	AGENCY WIDE	SHEEHAN PHINNEY		AWARDED	
RFP	132-PB	08/24/17 - 09/27/17	PRINTING & BINDING SERVICES	AGENCY WIDE	SILVER DIRECT	FEE FOR SERVICE	EXECUTED 11/14/17	10/30/19
			PRINTING & BINDING SERVICES	AGENCY WIDE	PROSPECT COMMUNICATIONS	FEE FOR SERVICE	EXECUTED 11/17/17	10/30/19
RFP	133-LA	09/12/17 - 10/26/17	LAWN CARE & LANDSCAPING	AGENCY WIDE	AGM LANDSCAPING	$68,550.00	EXECUTE 11/3/17	11/30/19
RFP	133-LA	09/12/17 - 10/26/17	LAWN CARE & LANDSCAPING	AGENCY WIDE	GRIFFIN PROPERTY MGMT	$74,781.00	EXECUTE 11/6/17	11/30/19

KEY:

IFB Invitation for Bid

QBS Qualifications Based Selection

RFB Request for Bid

RFP Request for Proposal/Procurement

RFQ Request for Quote/ Qualifications

DECEMBER 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 CST—Holiday Decorating	2
3 CST—Coloring Group	4 Harper Acres Coloring Group SAVS - Bingo CST—Game Night	5 Kids Holiday Bazaar - Brookbend	6	7 CST - Bingo	8	9
10 CST—Coloring Group	11 Harper Acres Coloring Group SAVS - Bingo CST—Game Night	12 Kids Holiday Bazaar - North and Gilsum CST - Holiday Party	13 Staff Holiday Party CST—Coloring Group	14 CST - Bingo	15	16
17 CST—Coloring Group	18 Harper Acres Coloring Group SAVS - Bingo CST—Game Night	19 Kids Holiday Bazaar - Forest View CST - Cooking Group	20 Board of Commissioners Meeting CST—Coloring Group	21 CST - Bingo	22 CST - Holiday Dessert Social/Yankee Swap	23
24 CST—Coloring Group	25 Office Closed Christmas	26	27 CST—Coloring Group	28 CST - Bingo	29	30
31 CST—Coloring Group						

Keene Housing

JANUARY 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Office Closed New Year's Holiday	2	3	4	5	6
7	8	9	10	11	12	13
14	15 Office Closed Martin Luther King Jr. Day	16	17	18	19	20
21	22	23	24 Board of Commissioners Meeting	25	26	27
28	29	30	31			

Keene Housing