Keene Housing

Keene Housing
Board of Commissioners Meeting
July 19, 2017

Stone Arch Village
Listening Tour and Community Picnic

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

Keene Housing

Board of Commissioners Meeting
Wednesday, July 19, 2017
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Keene Housing

BOARD OF COMMISSIONERS MEETING
WEDNESDAY, JULY 19, 2017
12:00 P.M.
NORTH AND GILSUM ACTIVITY CENTER
32 NORTH STREET, KEENE, NH

AGENDA

I. Call to Order

II. Roll Call

III. Approval of the June 21, 2017 Keene Housing Board Meeting Minutes

IV. Executive Director's Report

V. Management Report

VI. Finance Report

VII. Old Business

VIII. New Business

a. Keene Housing Kids Collaborative Update

IX. Public Comment

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

XI. Adjournment

Minutes of the Keene Housing Board of Commissioners Meeting
Wednesday, June 21, 2017

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

Commissioners in attendance:
- Lee Robator, Chairperson
- Tom Moses, Commissioner
- Jen Marsh, Commissioner

Absent:
- J.B. Mack, Vice Chairperson
- Pam Slack, Commissioner

Also in attendance:
- Joshua Meehan, Secretary
- Linda Griffin, Director of Finance
- Sandy Clark, Director of Facilities and Assets
- Amy Wright, Director of Administration
- April Buzby, Planning and Policy Analyst
- Denise Comstock, Director of Housing
- Sarah Dodge, Otis Atwell

MINUTES:

Chairperson Robator called for approval of the May 18, 2017 Board of Commissioners meeting minutes. Commissioner Moses made a motion to approve the minutes. Commissioner Marsh seconded the motion, which upon being put to vote, the minutes passed unanimously.

Chairperson Robator called for approval of the May 24, 2017 Board of Commissioners meeting minutes. Commissioner Moses made a motion to approve the minutes. Commissioner Marsh seconded the motion, which upon being put to vote, the minutes passed unanimously.

EXECUTIVE DIRECTOR'S REPORT:

Secretary Meehan attended the Southwest Regional Planning (SWRP) Annual meeting last night and the focus was the Community Development Block Grant (CDBG) program. Secretary Meehan participated in a panel discussion about the ways in which the CDBG program has helped our region. President Trump's proposed Fiscal Year 2018 budget cuts the CDBG program which would be a significant loss to the Monadnock Region. The meeting brought local awareness to this very important issue.

The Department of Environmental Services approved the remedial action plan for Bennett Block. Keene Housing is working with an architect and cost estimator to create an affordable plan to make Bennett Block fully accessible to elderly residents and those with limited mobility. A proposal is due next week. Secretary Meehan has a phone call scheduled for tomorrow to find out if the property is eligible for CDBG funding.

Secretary Meehan recently signed a letter of intent to enter into a power payment agreement with ReVision Energy for the installation of a photovoltaic project at Harper Acres. The project is projected to save $150,000 over 20 years.

The NH State Council on the Arts and Arts Alive! are focused on making the arts accessible to underserved populations and increase displays of art in Keene. Secretary Meehan spoke to representatives from each organization about an artist working with our residents to create a mural on the walls of our North and Gilsum property. Chairperson Robator recommends something tasteful

that blends into the landscape rather than creating a distraction. Secretary Meehan stated a committee would be formed to solicit community feedback and buy in before anything was finalized.

Secretary Meehan encouraged the Commissioners to visit Keene Housing's resident community gardens; particularly Central Square Terrace. He said the residents and Jori Johnson, Community Garden Coordinator, have invested a lot of time in the gardens and they look great.

Secretary Meehan invited Sandy Clark, Director of Facilities and Assets to update the Commissioners on several capital projects. Ms. Clark stated the Harper Acres window replacement project is progressing. Ingram Construction plans to have the interior work complete by the end of July 2017. Lenny LeBlanc, Keene Housing's Maintenance Foreman, has been instrumental in overseeing this project. The Harper Acres Castle Street 'Discontinuance' is still pending City approval. The Riverbend rehabilitation project is underway. The project includes new siding, roofs, overhangs and windows. Keene Housing staff, Rob Stearns and Dave Garrapy, have been integral to the project running smoothly. Ms. Clark stated she is attending a Historic Commission meeting tonight to gain approval for replacing the slate siding at Central Square Terrace with composite siding.

MANGEMENT REPORT:

No topics were presented.

FINANCE REPORT:

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

OLD BUSINESS:

No topics were presented.

NEW BUSINESS:

Presentation of Keene Housing's Audited Financials

Ms. Griffin introduced Sarah Dodge, Senior Manager of Otis Atwell. Ms. Dodge stated the financial statements are unmodified and are presented in accordance with generally accepted accounting principles. Ms. Dodge stated that there were no internal control or compliance findings and that both the Assets to Liabilities and Months Expendable Net Assets Ratios are strong (5.1 and 13.1 respectively). Chairperson Robator gave kudos to the Finance Department for their hard work.

Resolution No. 583 – Approval of Contract for Streetscape Improvements at Harper Acres

The Keene Housing Board of Commissioners authorizes the 2017 Harper Acres Streetscape Improvement project be awarded to Ingram Construction and its funding not to exceed $519,000 pursuant to the June 14, 2017 memorandum from Sandy Clark, Director of Facilities and Assets to Joshua Meehan, Executive Director. Commissioner Moses moved the motion to approve the resolution. Commissioner Marsh seconded the motion, which upon being put to vote, was passed

unanimously.

Resolution No. 584 – Approval of Executive Director Travel

The Keene Housing Board of Commissioners authorizes the Executive Director to travel to Washington D.C. for the 2017 Public Housing Authorities Directors Association (PHADA) Legislative Forum, which runs from September 10, 2017 – September 12, 2017, pursuant to the June 1, 2017 memorandum from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director. Commissioner Moses moved the motion to approve the resolution. Commissioner Marsh seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 585 – Approval of Tenant Selection and Occupancy Policy Revisions

The Keene Housing Board of Commissioners approves and adopts the Tenant Selection and Occupancy Plan as revised; and further authorizes the Executive Director to make any technical corrections necessary pursuant to the memorandum dated June 8, 2017 from April A. Buzby, Planning and Policy Analyst, to Joshua Meehan, Executive Director. Commissioner Moses moved the motion to approve the resolution. Commissioner Marsh seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 586 – Approval to close the Rental Rehabilitation Program by discharging the mortgages on the two remaining loans in the program

Chairperson Robator expressed concern that if Keene Housing forgives the debt, the Agency will not be able to recoup the outstanding balances later. Chairperson Robator made a motion to table this discussion until the Board is presented with more information. Commissioner Moses seconded the motion to table the discussion, which upon being put to vote, was passed unanimously.

Resolution No. 587 – Approval of Contract for Office Cleaning

The Keene Housing Board of Commissioners authorizes the 2017 Office Cleaning Contract be awarded to Jan-Pro Cleaning System Northeast and its funding not to exceed $50,000 annually pursuant to the June 14, 2017 memorandum from Sandy Clark, Director of Facilities and Assets to Josh Meehan, Executive Director. Commissioner Moses moved the motion to approve the resolution. Commissioner Marsh seconded the motion, which upon being put to vote, was passed unanimously.

Informational Memo: Contract with Keene Housing Kids Collaborative (KHKC)

Secretary Meehan stated KHKC is continuing to develop its fund development and donor base capacity. Continued gap funding will ensure that KHKC is able to focus on strategically aligned opportunities for children living Keene Housing owned or managed properties while continuing to grow and strengthen as an organization.

PUBLIC COMMENT:

No members of the public were present.

NON-PUBLIC SESSION:

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

Commissioner Marsh 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 1:10 p.m.

Joshua Meehan, Secretary of Keene Housing Board of Commissioners

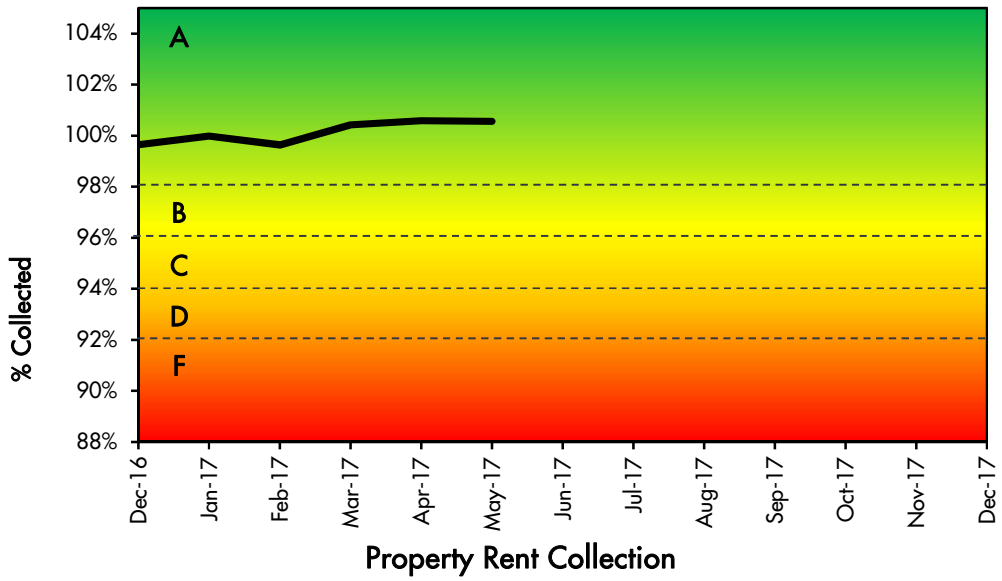
6/22/2017
Date

Keene Housing

MANAGEMENT REPORT
JUNE 2017

Residential Property Rent Collection Report
June 2017

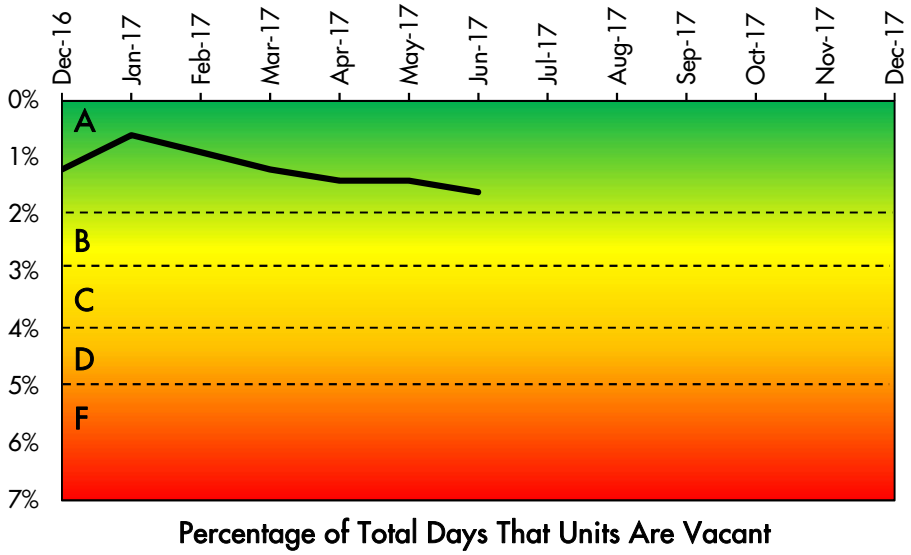
Community	Month Billed	Month Collected	% Collected	Monthly Grade	YTD Billed	YTD Collected	% YTD Collected	YTD Grade
Ash Brook Apartments	$9,279	$9,278	100.0%	A	$54,728	$54,727	100.0%	A
Bennett Block	$4,991	$4,410	88.4%	F	$27,015	$26,782	99.1%	A
Brookbend East	$15,068	$14,638	97.1%	B	$84,499	$85,219	100.9%	A
Brookbend West	$10,756	$10,762	100.1%	A	$56,551	$57,166	101.1%	A
Central Square Terrace	$26,223	$25,925	98.9%	A	$154,103	$154,166	100.0%	A
Cottage Street	$1,390	$1,490	107.2%	A	$7,364	$7,329	99.5%	A
Evergreen Knoll LP	$14,371	$14,423	100.4%	A	$85,043	$85,512	100.6%	A
Forest View	$18,705	$19,010	101.6%	A	$104,768	$105,709	100.9%	A
Harper Acres	$41,883	$41,767	99.7%	A	$249,720	$249,905	100.1%	A
Meadow Road Apartments	$5,895	$5,888	99.9%	A	$35,370	$35,415	100.1%	A
North and Gilsum	$15,521	$15,583	100.4%	A	$92,182	$92,899	100.8%	A
Riverbend Apartments	$10,584	$10,575	99.9%	A	$59,154	$59,711	100.9%	A
Scattered Sites	$9,287	$9,287	100.0%	A	$55,544	$55,540	100.0%	A
Stone Arch Village Family	$8,912	$8,928	100.2%	A	$49,892	$50,131	100.5%	A
Stone Arch Village Senior	$11,494	$11,493	100.0%	A	$67,370	$67,368	100.0%	A
Totals	**$204,359**	**$203,457**	**99.56%**	A	**$1,183,303**	**$1,187,580**	**100.36%**	A



Monthly Vacancy Report

June 2017

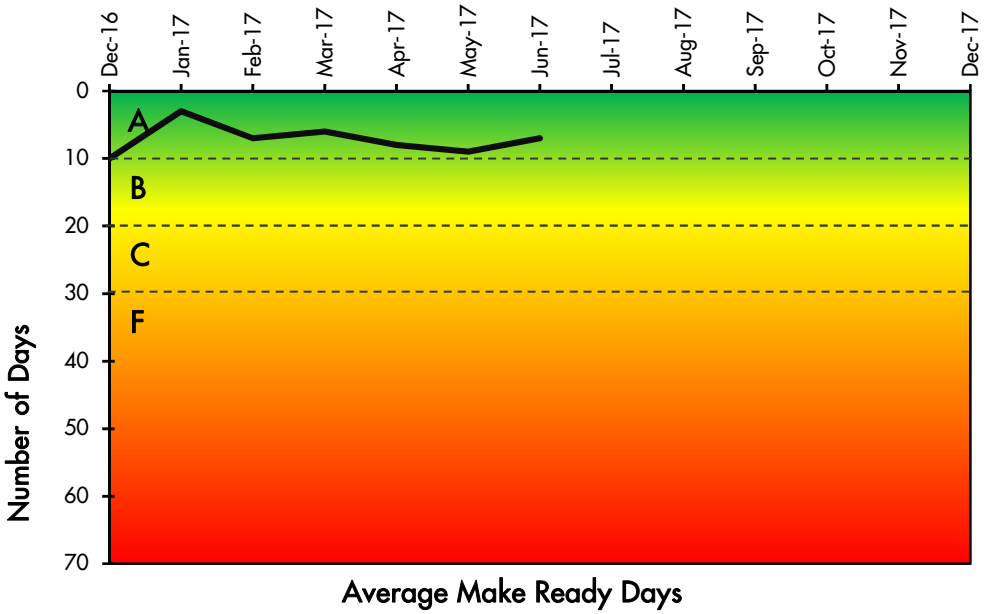
Community	Units Available	Available Days	Vacant Days	Monthly Vacancy Percentage	Monthly Grade	YTD Vacancy Percentage	YTD Grade
Ash Brook Apartments	24	720	47	6.5%	F	2.2%	B
Bennett Block	14	420	0	0.0%	A	1.2%	A
Brookbend East	40	1200	97	8.1%	F	4.6%	D
Brookbend West	35	1050	30	2.9%	B	5.4%	F
Central Square Terrace	90	2700	53	2.0%	A	1.0%	A
Cottage Street	3	90	0	0.0%	A	0.0%	A
Evergreen Knoll LP	32	960	0	0.0%	A	0.5%	A
Forest View	38	1140	28	2.5%	B	1.5%	A
Harper Acres	112	3360	42	1.3%	A	1.2%	A
Meadow Road	18	540	0	0.0%	A	0.0%	A
North and Gilsum	29	870	30	3.4%	C	1.5%	A
Riverbend Apartments	24	720	29	4.0%	D	0.8%	A
Scattered Sites	18	540	0	0.0%	A	0.6%	A
Stone Arch Village Family	24	720	13	1.8%	A	0.3%	A
Stone Arch Village Senior	33	990	27	2.7%	B	0.8%	A
Report Totals:	**534**	**16,020**	**396**	**2.5%**	**B**	**1.6%**	**A**



Percentage of Total Days That Units Are Vacant

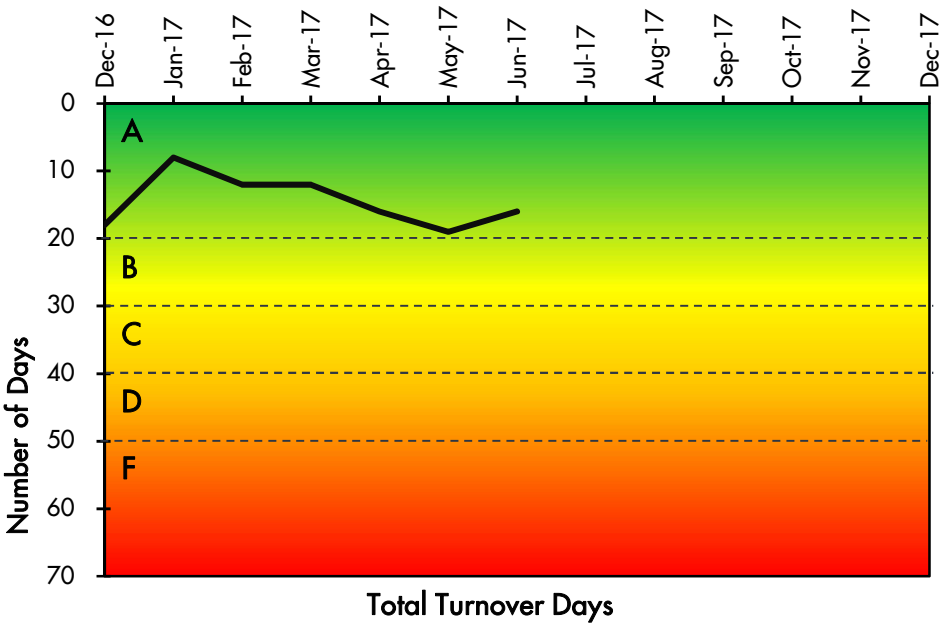
Unit Make Ready Days
June 2017

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	-	-	None	3	9	A
Bennett Block	-	-	None	-	-	None
Brookbend East	-	-	None	6	4	A
Brookbend West	3	7	A	9	6	A
Central Square Terrace	-	-	None	9	4	A
Cottage Street	-	-	None	-	-	None
Evergreen Knoll LP	-	-	None	1	17	B
Forest View	-	-	None	5	9	A
Harper Acres	1	2	A	5	10	A
Meadow Road	-	-	None	-	-	None
North and Gilsum	-	-	None	6	5	A
Riverbend Apartments	-	-	None	2	21	B
Scattered Sites	-	-	None	1	10	A
Stone Arch Village Family	-	-	None	1	4	A
Stone Arch Village Senior	1	1	A	3	4	A
Report Totals:	**12**	**3**	**A**	**51**	**7**	**A**



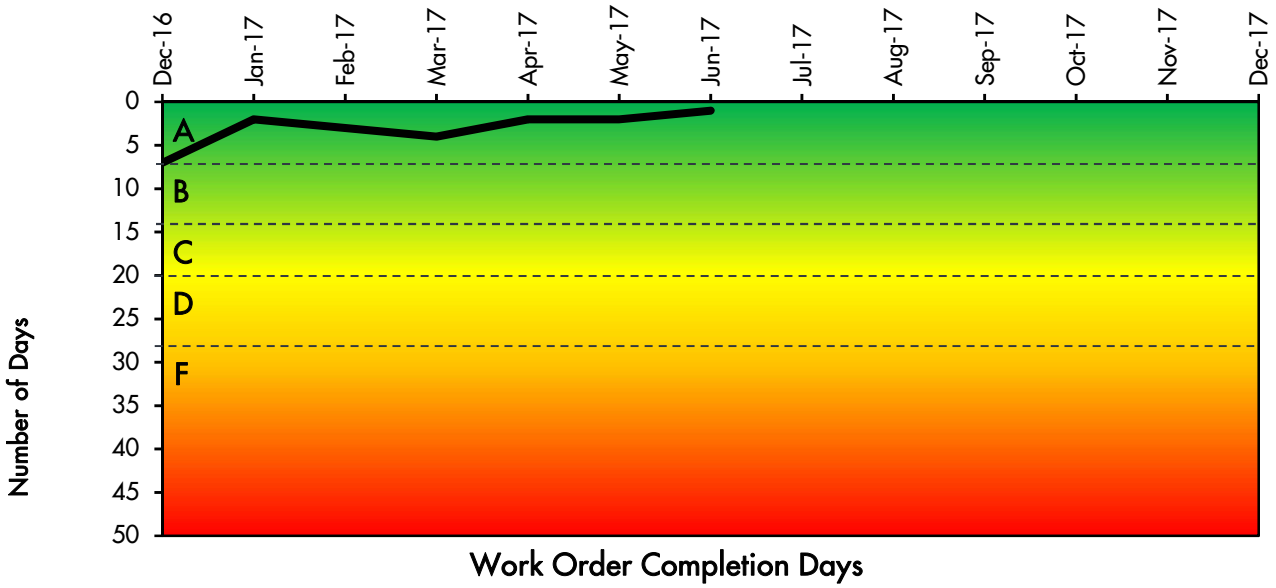
Unit Turnover
June 2017

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	-	None	3	24	B
Bennett Block	-	None	-	-	None
Brookbend East	-	None	6	17	A
Brookbend West	4	A	9	13	A
Central Square Terrace	-	None	9	8	A
Cottage Street	-	None	-	-	None
Evergreen Knoll LP	-	None	1	29	B
Forest View	-	None	5	20	A
Harper Acres	13	A	5	25	B
Meadow Road	-	None	-	-	None
North and Gilsum	-	None	6	10	A
Riverbend Apartments	-	None	2	21	B
Scattered Sites	-	None	1	20	A
Stone Arch Village Family	-	None	1	13	A
Stone Arch Village Senior	2	A	3	15	A
Report Totals:	**8**	**A**	**51**	**16**	**A**



Residential Property Non-Emergency Work Order Completion Days
June 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	2	0	A	7	0	A
Ash Brook Apartments	12	1	A	49	4	A
Bennett Block	5	2	None	22	0	A
Brookbend East	22	1	A	72	3	A
Brookbend West	11	0	A	68	3	A
Central Square Terrace	46	2	A	197	3	A
Cottage Street	1	9	B	17	0	A
Emerald Street House	4	0	A	24	0	A
Evergreen Knoll LP	6	1	A	35	2	A
Forest View	20	3	A	84	2	A
Harper Acres	34	0	A	150	2	A
Keene Housing Main Office	7	0	A	27	6	A
Meadow Road	1	1	A	16	5	A
North and Gilsum	19	1	A	88	2	A
Riverbend Apartments	11	1	A	34	1	A
Scattered Sites	30	0	A	44	0	A
Stone Arch Village Family	10	0	A	20	5	A
Stone Arch Village Senior	27	0	A	77	0	A
Report Totals:	**268**	**1**	**A**	**1,031**	**2**	**A**



Residential Property Emergency Work Order Completion Days
June 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	1	0	P	1	0	P
Stone Arch Village Family	-	-	None	-	-	None
Stone Arch Village Senior	-	-	None	-	-	None
Report Totals:	**1**	**0**	**0**	**2**	**0**	**P**

Keene Housing

FINANCE REPORT
JUNE 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	$359,296	$324,849	90%	612	$531	104%	587	$225	$34,447
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	$329,315	92%	615	$535	105%	587	$200	$29,981
June	$359,296	$326,700	91%	614	$532	105%	587	$1,664	$32,596
July									
August									
September									
October									
November									
December									
Total	$2,155,776	$1,970,790	91%	3700	$533	105%	3522	$2,729	$184,986

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	$359,296	$317,747	88%	556	$571	95%	587	$225	$41,549
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	$319,230	89%	550	$580	94%	587	$1,664	$40,066
July									
August									
September									
October									
November									
December									
Total	$2,155,776	$1,920,834	89%	3342	$575	95%	3522	$2,729	$234,942

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									
August									
September									
October									
November									
December									
Total	$86,602	$87,330	101%	108	$809	100%	108	$0	($728)

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	$52,512	96%	97	$541	97%	100	$69	$2,254
June	$54,766	$52,909	97%	98	$540	98%	100	$0	$1,857
July									
August									
September									
October									
November									
December									
Total	$329,134	$317,035	96%	594	$534	99%	600	$525	$12,099

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									
August									
September									
October									
November									
December									
Total	$168,798	$169,456	101%	292	$580	97%	300	$0	($658)

FY16 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 – June, 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 $1,671k which is a net increase of $1,099k from the budget of $571k.

OPERATING REVENUES are $8,886k, a net increase of $1,434k as compared to the budget of $7,452k. The most significant changes are related to:

VARIANCES for Revenue categories Under/(Over) compared to Budget		
(36,153)	Rent Revenue	Change in tenant rent – partly related to subsidy changes and partly increase in rent at some properties without corresponding increase in HAP.
(545,339)	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% or $3k less than budget. Currently, revenue is over budget due to HUD overfunding us in the first few months of the year but an adjustment will be made soon.
(54,954)	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 $3k. CHT admin revenue is under budget by $2k and CDBG admin revenue is over budget by $7k and misc income of $40k..
(6,118)	Management Fees	Management fees on budget.
0	Development fees	No Development fees paid or expected (MAHC).
27,351	Vacancy Loss	Vacancy Loss (reduction to revenue) are over budget for BBE and BBW by $23K due to increasing turnovers related to over housing transfers, finding qualified extremely low income and evictions. Also, over budget by $5k is Emerald, there may be a special vacancy claim that can be submitted and income will come back to property. Under budget for EK by $2k.
1,313	Tenants Charges	Tenants Charges (damages/fees), there are no budget for this line item.
(120,104)	Admin Funding	HUD Section 8 admin funding is over budget (timing). NEDs and Mainstream admin revenue is on budget.
(734,004)	**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.
(651,746)	MTW Transfer	The 2017 MTW Non-HAP funding used for Non-HAP initiatives. KAHP Capital Impr = $311k, KHKC = $20k
(1,434,233)	**Higher than Budget**	**Total Revenue**

OPERATING EXPENSES are $7,215k a net increase of $335k as compared to the budget of $6,880k. The most significant changes are related to:

VARIANCES for Expense categories Under/(Over) compared to Budget		
59,483	Admin Expenses	Administrative Expense are all under budget at this point, except for the bank closing costs of $11k.
79,198	Payroll and Benefits Expenses	Benefit Expenses are running under budget by $76k. Salaries are on budget.
4,248	Utilities Expenses	Fuel Expense is over budget by $15k (KAHP $8k, CST $5k, RB $2k). Water & Sewer is over budget by $5k (BBE). Electric is under budget by $23k (CST $8k, EK $7k).
80,775	Maint Expenses	Maintenance Expenses running under budget are: Flooring by $16k, Misc Equip by $15k, Maint Materials by $15k, snow removal $7k, and Grounds by $29k. Items over budget are: Electrical by $6k and Other by $8k (CST).
6,148	Insurance Expenses	Insurance Expenses on budget (timing).
(8,622)	Property Tax Exp	Property Taxes (CST increased by 11% or $22k for the year).
2,115	Partnership taxes	Taxes (CST under budget)
(21,374)	Interest Expenses	Interest Expenses is under budget except on the MAHC loan that was refinanced and incurred a prepayment penalty of $35k.
8,937	Resident services	Residential Services running under budget.
50,508	HAP disbursements	HAP disbursements are over budget (Section 8 under budget by $40k)
261,416	**Lower than Budget**	**Operating Expenses**
(172,508)	Partnership Distributions	All have been paid as of date, annual budget is $152k. The YTD actuals = $248k with YTD budget = $76k.
(424,233)	MTW Transfer	The 2017 MTW Non-HAP funding used for Non-HAP initiatives. KAHP Capital Impr = $311k, KHKC = $20k
(335,325)	**Higher than Budget**	**Total Expenses**

Keene Housing

Income Statement - Comparing Actuals to Budget - YTD - as of June 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)	90,459	192,193	406,930 Higher Revenue	305,196 Higher Expenses	Revenue is MTW transfer $340k in; then out to funds capital projects and KHKC.
Monadnock Affordable (MAHC)	(16,509)	(41,679)	(5,665) Lower Revenue	19,505 Higher Expenses	Prepayment penalty $34k on office building refinance to fixed rate 2/17.
Keene Affordable (KAHP)	81,615	478,779	363,502 Higher Revenue	(33,663) Lower Expenses	Revenue is MTW transfer in $311k to funds capital projects.
Meadow Road	5,870	23,325	444 On Budget	(17,011) Lower Expenses	
Roxbury St Shelter	4,086	3,699	324 On Budget	711 on Budget	
Section 8 Voucher Program (MTW)	7,206	690,779	672,096 Higher Revenue	(11,477) Lower Expenses	HUD has YTD overfunded the program but they will adjust and be closer to budget.
Special Purpose Vouchers (Non-Elderly Disabled)	1,211	21,199	635 on Budget	(19,354) Higher Expenses	
Mainstream Voucher Program	(5)	1,271	6,395 Higher Revenue	5,120 Higher Expenses	
Low Income Tax Credits Properties (LIHTC)					
Brookbend East	114,224	36,821	(10,952) Lower Revenue	66,452 Higher Expenses	Expense includes partnership distribution which exceeds YTD budget by $65k.
Brookbend West	84,488	20,748	(8,722) Lower Revenue	55,018 Higher Expenses	Expense includes partnership distribution which exceeds YTD budget by $54k.
Evergreen Knoll	18,614	35,059	1,769 Higher Revenue	(14,676) Lower Expenses	
Riverbend	16,104	33,169	(1,710) Lower Revenue	(18,775) Lower Expenses	
Stone Arch Family	14,908	(16,697)	(2,308) Lower Budget	29,297 Higher Expenses	Expense includes partnership distribution which exceeds YTD budget by $44k.
Stone Arch Senior	21,394	34,932	225 on Budget	(13,313) Lower Expenses	Expense includes partnership distribution which exceeds YTD budget by $4k.
Multi-Family Properties					
Central Square Terrance	96,669	116,709	17,997 Higher Revenue	(2,043) Lower Expenses	
Non-Owned/Managed Properties					
Cottage Street	1,434	697	143 On Budget	880 Higher Expenses	
Ashbrook	18,001	29,163	(39) on Budget	(11,202) Lower Expenses	
Emerald Street	9,742	7,254	(5,891) Lower Revenue	(3,404) Lower Expenses	
Fairweather Lodge	2,106	3,100	(943) On Budget	(1,938) Lower Expenses	
TOTALS	571,617	1,670,521	1,434,233 Higher Revenue	335,325 Higher Expenses	

(a) excluding depreciation

Keene Housing

Cash Outlay - Year to Date - as of June 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	192,193	(3,921)	0	(27,625)	0	205,149	4,832	(12,210)	2,827,154	358,418
Monadnock Affordable (MAHC)	271,422	(41,679)	8,949	0	0	0	(10,798)	460	6,159	234,513	(36,909)
Keene Affordable (KAHP)	777,158	478,779	713,320	(44,321)	(518,729)		36,899	59,483	0	1,502,589	725,431
Meadow Road	31,442	23,325	(15,274)	(1,572)	(10,125)	0	7,864	7,494	0	43,154	11,712
Roxbury St Shelter	34,550	3,699	(787)	0	0	0	8,431	(30,085)	36	15,844	(18,706)
Section 8 Voucher Program (MTW)	535,763	690,779	n/a	n/a	n/a	n/a	(1,231)	(452,754)	(6,000)	766,557	230,794
Special Purpose Vouchers (Non-Elderly Disabled	15,728	21,199	n/a	n/a	n/a	n/a	42,402	9,605	6,000	94,934	79,206
Mainstream Voucher Program	139,006	1,271	n/a	n/a	n/a	n/a	(1,592)	(82)	0	138,603	(403)
Low Income Tax Credits (LIHTC)											
Brookbend East	223,973	36,821	(100,461)	(10,861)	0	0	(30,316)	44,936	0	**164,092**	(59,881)
Brookbend West	147,842	20,748	(84,009)	(5,825)	0	0	(30,064)	38,381	0	**87,073**	(60,769)
Evergreen Knoll	61,302	35,059	(12,119)	(15,403)	(532)	0	(4,289)	3,941	0	**67,959**	6,657
Riverbend	165,483	33,169	7,879	(7,259)	(49,218)	0	(3,478)	(1,318)	0	**145,258**	(20,225)
Stone Arch Family	141,513	(16,697)	(2,264)	(4,983)	0	(6,594)	(3,033)	(5,211)	0	**102,731**	(38,782)
Stone Arch Senior	38,879	34,932	(14,620)	9,953	0	(961)	(4,756)	(3,145)	0	**60,282**	21,403
Multi-Family Properties											
Central Square Terrance	72,469	116,709	(75,322)	(31,886)	(26,042)	0	(64,813)	13,538	0	**4,653**	(67,816)
Non-Owned/Managed Properties											
Cottage Street	4,197	697	0	4,000	0	0	2,417	(10,003)	0	**1,308**	(2,889)
Ash Brook	36,909	29,163	(13,628)	(4,249)	0	0	396	(8,666)	0	**39,925**	3,016
Emerald Street	5,600	7,254	(8,403)	(1,951)	0	0	(9,692)	7,788	4,015	**4,611**	(989)
Fairweather Lodge	306	3,100	0	(5)	0	0	373	(999)	0	**2,775**	2,469
TOTAL	5,172,278	1,670,521	399,340	(114,362)	(632,271)	(7,555)	139,869	(321,805)	(2,000)	6,304,015	1,131,737

(a) excluding depreciation

Keene Housing

Balance Sheet Summary - Assets - as of June 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)	1,726,762	1,100,392	0	0	0	10,495,777	124,776	438,953	13,886,660
Monadnock Affordable (MAHC)	9,040	225,473	0	0	0	1,028,193	1,417,784	820,946	3,501,436
Keene Affordable (KAHP)	1,502,592	164,462	652,692	0	0	82,512	17,852,235	26,327	20,280,820
Meadow Road	43,154	38,441	57,727	0	0	6,931	664,850	0	811,103
Roxbury St Shelter	15,844	0	0	0	0	1,388	444,009	0	461,241
Section 8 Voucher Program (MTW)	766,557	0	0	0	0	19,328	2,583	0	788,468
Special Purpose Vouchers (Non-Elderly Disabled)	94,934	0	0	0	0	773	0	0	95,707
Mainstream Voucher Program	138,603	0	0	0	0	1,840	0	0	140,443
Low Income Tax Credits (LIHTC)									
Brookbend East	164,092	58,304	140,471	195,314	0	17,702	5,984,823	63,666	6,624,372
Brookbend West	87,073	67,089	82,931	175,284	0	25,126	5,568,360	42,965	6,048,828
Evergreen Knoll	67,959	26,748	153,644	86,488	0	6,778	3,004,222	4,263	3,350,102
Riverbend	145,258	27,170	56,117	37,847	0	10,362	1,343,055	0	1,619,809
Stone Arch Family	102,731	39,138	70,101	89,879	0	15,402	2,770,930	9,204	3,097,385
Stone Arch Senior	60,282	49,482	110,994	122,831	0	8,935	3,078,235	16,848	3,447,607
Multi-Family Properties									
Central Square Terrance	4,653	107,861	216,348	0	16,450	9,800	1,539,874	36,272	1,931,258
Non-Owned/Managed Properties									
Cottage Street (MFS)	1,308	1,843	8,581	12,581	6,087	2,993	410,439	6,000	449,832
Ash Brook (MHO)	39,925	22,006	69,759	0	8,849	2,380	642,613	5,588	791,120
Emerald Street (CHO)	4,611	8,538	68,337	0	5,922	(2,319)	137,537	0	222,626
Fairweather Lodge (CHO)	2,775	2,551	12,667	0	0	1,682	22,382	0	42,057
TOTALS	**4,978,153**	**1,939,498**	**1,700,369**	**720,224**	**37,308**	**11,735,583**	**45,008,707**	**1,471,032**	**67,590,874**

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

Keene Housing

Balance Sheet Summary - Liabilities - as of June 30, 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	6,100	0	27,365	0	13,620,614	170,276	13,886,660
Monadnock Affordable (MAHC)	1,119	0	0	845	514,876	3,051,407	(66,810)	3,501,437
Keene Affordable (KAHP)	180,940	21,281	0	134,015	15,892,131	3,953,516	98,937	20,280,820
Meadow Road	10,125	90,543	0	3,684	550,938	152,627	3,186	811,103
Roxbury St Shelter	0	38,415	0	0	293,375	129,631	(182)	461,239
Section 8 Voucher Program (MTW)	8,439	6,957	0	10,335	0	72,458	690,279	788,468
Special Purpose Vouchers (Non-Elderly Disabled)	38,719	0	0	1,125	0	34,664	21,200	95,708
Mainstream Voucher Program	1,537	0	0	536	0	137,099	1,271	140,443
Low Income Tax Credits (LIHTC)								
Brookbend East	14,116	2,629	0	26,857	1,168,916	5,471,901	(60,048)	6,624,371
Brookbend West	11,963	2,127	0	47,045	1,645,978	4,409,703	(67,986)	6,048,830
Evergreen Knoll	0	0	0	24,992	1,804,421	1,555,701	(35,011)	3,350,103
Riverbend	0	127,778	0	46,145	599,259	844,900	1,727	1,619,809
Stone Arch Family	1,530	0	0	16,393	592,453	2,558,166	(71,157)	3,097,385
Stone Arch Senior	615	0	0	24,116	568,123	2,879,788	(25,035)	3,447,607
Multi-Family Properties								
Central Square Terrance	3,517	82,136	914,911	41,002	2,836,625	(2,017,931)	70,999	1,931,259
Non-Owned/Managed Properties								
Cottage Street	0	0	0	534	498,130	(43,592)	(5,239)	449,833
Ash Brook	0	4,510	0	8,792	785,543	(12,946)	5,224	791,123
Emerald Street	0	2,213	0	6,324	161,266	50,276	2,548	222,627
Fairweather Lodge	0	500	0	3,005	0	37,240	1,314	42,059
TOTALS	**334,925**	**385,189**	**914,911**	**423,110**	**27,912,034**	**36,885,222**	**735,493**	**67,590,884**

Keene Housing
Solicitation Log

Type	Solicitation #	Solicitation Dates	Description of Services	Dept.	Firm/Vendor	Comments/Contract Value	Contract Status	EXPIRATION DATES
RFQ	107-SR	07/23/13 - 08/19/13	SNOW REMOVAL	KAHP/MEADOW/COTTAGE	AGM LANDSCAPING	$25,750.00	RENEWED 09/20/16	05/15/17
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	111-TR	03/15/14 - 03/28/14	TRASH REMOVAL	AGENCY WIDE	WASTE MANAGEMENT	FEE FOR SERVICE	**EXPIRED**	04/30/17
RFP	112-EL	04/12/14 -04/28/14	ELECTRICAL	AGENCY WIDE	TATTERSALL ELECTRIC	FEE FOR SERVICE	**EXPIRED**	05/14/17
RFP	113-PG	04/26/14 - 05/12/14	PROPANE GAS HEATING	AGENCY WIDE	KEENE GAS	1.27/1.37 PER GALLON	**EXPIRED**	06/30/17
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
QBS	115-LG	07/01/14 - 08/31/14	LEGAL	AGENCY WIDE	BRAGDON, DOWD & KOSSAYDA	< $50,000.00	RENEWED 09/1/16	08/31/17
		07/01/14 - 08/31/14	LEGAL	AGENCY WIDE	DRUMOND WOODSUM	FEE FOR SERVICE	RENEWED 09/1/16	08/31/17
		07/01/14 - 08/31/14	LEGAL	AGENCY WIDE	HAWKINS DELAFIELD & WOOD	FEE FOR SERVICE	RENEWED 09/1/16	08/31/17
		07/01/14 - 08/31/14	LEGAL	AGENCY WIDE	KLEIN HORNIG LLP	< $50,000.00	**EXPIRED**	**08/31/16**
		07/01/14 - 08/31/14	LEGAL	AGENCY WIDE	SHEEHAN PHINNEY BASS & GREEN	FEE FOR SERVICE	RENEWED 09/1/16	08/31/17
RFP	116-HQ	09/26/14 -10/21/14	HOUSING (HQS) INSPECTION	AGENCY WIDE	NO SUBMISSIONS	N/A	**EXPIRED RFP**	**N/A**
		09/04/15 - 09/28/15	HOUSING (HQS) INSPECTION	AGENCY WIDE	NO SUBMISSIONS	N/A	**EXPIRED RFP**	**N/A**
RFP	117-LC	02/06/15 - 03/23/15	LAWN CARE/LANDSCAPING	AGENCY WIDE	JM CONSTRUCTION	<$82,000.00	***DEFAULT 07/13/15***	***N/A***
		EMERGENCY HIRE	LAWN CARE/LANDSCAPING	AGENCY WIDE	AGM LANDSCAPING	<$69,000.00	**EXPIRED**	**11/14/15**
		RENEWAL	LAWN CARE/LANDSCAPING	AGENCY WIDE	AGM LANDSCAPING	<$97,500.00	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 12/07/16	12/06/17
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

KEY:

IFB Invitation for Bid

QBS Qualifications Based Selection

RFB Request for Bid

RFP Request for Proposal/Procurement

RFQ Request for Quote/ Qualifications

Board of Directors Dashboard
June 2017 (data thru May)

	KHKC Participants	STLY	KH	KHKC/KH
2015	125		495	25%
2016	183		524	35%
2017 January-April	163	155	527 (4.25.17)	31%
2017 YTD	170	155	527 (4.25.17)	32%

	KHKC YTD	KHKC Jan-May	KH total	KHKC/KH
Preschool (0-4)	65	64	115	55%
Early Elem (5-7)	30	28	87	32%
Upper Elem (8-10)	52	51	109	47%
Middle School (11-13)	18	15	96	16%
High School (14-17)	5	5	105	5%
18 years old	0	0	15	0%

	In KHKC DB	KH	KHKC/KH
Total Households	223	287	77%

Activity Type # Participants	YTD	STLY
The Arts	16	21
Athletics	105	72
Early Learning	62	52
Afterschool	23	51

Total # of kids who are doing 3 or more activities YTD = 28 (17%)

JULY 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4 Office Closed Independence Day	5	6	7	8
9	10 Listening Tour & Picnic Stone Arch Village	11	12	13 Rain Date Listening Tour & Picnic Stone Arch Village	14	15
16	17	18	19 Board of Commissioners Meeting	20 Listening Tour & Picnic Brookbend/Meadow/ Ashbrook	21	22
23	24 Rain Date Listening Tour & Picnic Brookbend/Meadow/ Ashbrook	25	26	27	28	29
30	31 Listening Tour & Picnic Evergreen/Riverbend					

Keene Housing

August 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3 Rain Date Listening Tour & Picnic Evergreen/Riverbend	4	5
6	7	8	9	10 Listening Tour & Picnic Harper Acres	11	12
13	14	15	16 Listening Tour & Picnic North & Gilsum	17 Rain Date Listening Tour & Picnic Harper Acres	18	19
20	21 Listening Tour & Picnic Forest View	22	23 Board of Commissioners Meeting	24	25	26
27	28	29	30	31		

Keene Housing