Keene Housing

Keene Housing
Board of Commissioners Annual Meeting
May 18, 2017

Harper Acres Window Replacement Project

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

Keene Housing

Board of Commissioners Meeting
Thursday, May 18, 2017
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Keene Housing

BOARD OF COMMISSIONERS ANNUAL MEETING
THURSDAY, MAY 18, 2017
7:30 P.M.
KEENE HOUSING
831 COURT STREET, KEENE, NH

AGENDA

I. Call to Order

II. Roll Call

III. Approval of the April 19, 2017 Keene Housing Board Meeting Minutes

IV. Executive Director's Report

V. Management Report

VI. Finance Report

VII. Old Business

VIII. New Business

a. Election of Officers (Resolution No. 580)

b. 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, April 19, 2017

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

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

Absent:
- Jen Marsh, Commissioner
- Pam Slack, Commissioner
- Joshua Meehan, Secretary

Also in attendance:
- Denise Comstock, Director of Housing
- Sandy Clark, Director of Facilities and Assets
- Amy Crocker, Property Manager

MINUTES:

Chairperson Robator called for approval of the March 22, 2017 Board of Commissioners meeting minutes. Commissioner Moses made a motion to approve the minutes. Commissioner Mack seconded the motion, which upon being put to vote, the minutes passed unanimously.

EXECUTIVE DIRECTOR'S REPORT:

In Secretary Meehan's absence, Ms. Comstock gave the Executive Director's report.

Bennett Block: A remedial action plan has been sent to Department of Environmental Services. Remediation of ground water looks simpler and less expensive than initially imagined. We are working with architects on a plan to make Bennett Block better designed to accommodate elderly residents and those with limited mobility.

Federal Budget: The continuing resolution ends at the end of this month. It is better for Keene Housing if Congress passes a budget because a continuing resolution results in a $250K funding cut. We've adjusted our budgets accordingly, but hope for a better outcome. President Trump's Fiscal Year 2018 budget proposes no funding for the Community Development Block Grant (CDBG) program; which would be a huge hit to our plans for Bennett Block. CDBG helped fund Meadow Road, the Men's Shelter and Riverbend.

Project M.A.R.C.H.: There have been significant staff losses in Southwestern Community Services' homeless services ranks. Project MARCH lease rate is currently at 5/20. We are conducting a program audit in early May and will reevaluate the program's future.

Ms. Comstock invited Ms. Clark to update the Commissioners on several capital projects.

Harper Acres Window Project: Ingram Construction ordered the windows and is pre-fabbing trim and sills off site. They will start install on May 1.

Castle Street Discontinuance and subsequent Asphalt/Curbing/Drainage Project: Ms. Clark is attending the City Committee site walk at 5:45 p.m. on Thursday, April 20th. The City Council will then vote to approve the discontinuance at the 7:00 p.m. meeting. Once approved, Stevens and Associates will release the bid packet.

Riverbend CDBG Project: Shingles are on order and the roofs are the first item to be addressed. Cheshire Builders, Charles Michal the Architect, and Keene Housing maintenance staff are meeting onsite at 1:00 p.m. on Thursday, April 20th to discuss the windows and the construction schedule. Ms. Clark has three siding color choice options and will send notice to residents to come out and vote as well as be updated on the project's time line and expectations.

MANGEMENT REPORT:

Chairperson Robator reviewed the Management Report and stated things are looking very good.

FINANCE REPORT:

No topics were presented.

OLD BUSINESS:

No topics were presented.

NEW BUSINESS:

Resolution No. 577 – Approval to Adopt the Amendment and Restatement of Keene Housing's Money Purchase Retirement Plan

The Keene Housing Board of Commissioners adopts the amendment and restatement of Keene Housing's Money Purchase Retirement Plan pursuant to the April 5, 2017 memorandum from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director. Commissioner Mack moved the motion to approve the resolution. Commissioner Moses seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 578 – Approval of Executive Director Travel

The Keene Housing Board of Commissioners authorizes the Executive Director to travel to Washington D.C. for a Moving to Work (MTW) Listening Session on April 27, 2017, pursuant to the April 13, 2017 memorandum from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director. Commissioner Mack moved the motion to approve the resolution. Commissioner Moses seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 579 – Approval of Code of Conduct for HUD Awarded Assistance Under Discretionary Program NOFAs

The Keene Housing Board of Commissioners adopts a Code of Conduct for HUD Awarded Assistance pursuant to the April 17, 2017 memorandum from Denise C. Pratt, Director of Programs and Services to Joshua R. Meehan, Executive Director. Commissioner Mack moved the motion to approve the resolution. Commissioner Moses seconded the motion, which upon being put to vote, was passed unanimously.

PUBLIC COMMENT:

No members of the public were present.

NON-PUBLIC SESSION:

No motion was made to move to Non-Public 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 12:10 p.m.

Joshua Meehan, Secretary of Keene Housing Board of Commissioners

4/25/17
Date

Keene Housing

Resolution No. 580

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item:

   Approval to Adopt Slate of Officers

2. Date of Board Meeting: May 18, 2017

3. Proposed Board Resolution:

   That the Keene Housing Board of adopts the slate of officers as presented, pursuant to the May 10, 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: 5/10/2017

6. Statement of availability of funds by Director of Finance

   Funds Budgeted and Available Yes ☐ No ☐ Source _____

   Account #_____

   Director of Finance Approval Signature _____ Date: _____

7. Executive Director Approval Signature _____ Date: 5/10/17

Keene Housing

MEMORANDUM

To: Joshua Meehan, Executive Director
From: Amy Wright, Director of Administration
Subject: Approval to Adopt Slate of Officers
Date: May 10, 2017

This memorandum recommends that the Board of Commissioners adopt the slate of officers as presented below:

Chairperson: Lee Robator
Vice Chairperson: J.B. Mack
Commissioner: Jennifer Marsh
Commissioner: Tom Moses
Commissioner: Pam Slack
Secretary: Joshua Meehan

RECOMMENDATION

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

Resolution: That the Keene Housing Board of Commissioners adopts the slate of officers as presented, pursuant to the May 10, 2017 memorandum from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director.

Keene Housing

INFORMATIONAL MEMORANDUM

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

Keene Housing has several programs in place which we hope will contribute to the quality of life that our residents experience. In particular, we hope that through these programs our residents will feel a sense of community, have some educational opportunities, and have greater access to healthy, local, affordable foods. Informational memos will inform the board of the status of the Community Garden Program, The Farm to Family Program, and the workshop topics within these programs.

Farm to Family Buying Club

The farmers are in full swing now and spring veggies such as spinach, leeks, scallions, parsnips, and baby gourmet potatoes are being offered. It won't be long now until we see our first tomato! Our 2 page list of offerings will increase to 6 pages sometime in June. We are continually spreading the word about The Farm to Family Buying Club and the opportunity to purchase local vegetables and fruits at half price when shoppers use their SNAP benefits. I pick up new customers weekly that just had not heard about the program.

Community Gardens

Thanks to the Keene Housing Maintenance Crew, the raised garden beds are popping up all over! We have 7 new ones built at Meadow Road, with an additional 20' X 20' area for a family that preferred a larger space. There are 5 new ones at Evergreen, 4 at Riverbend, and 8 waiting to be built at Stone Arch. The ones at Stone Arch are adaptable to people that are elderly and/or have special needs in that they are up off the ground which relieves the gardener from having to get on the ground to garden. Come take a tour in a month or so and see them when they are planted!

I have exciting news regarding the existing gardens at three of our properties. The 5 beds behind the Kid's Collaborative at Forest View are being planted by a resident and her two children. The resident is hoping to plant enough to share with other kids in the neighborhood and hoping to engage others in the planting and harvesting. At North & Gilsum we were also fortunate to have 3 families adopting the 7 existing beds. They know that they will be growing more than they can eat by themselves so they are planning on donating the extra produce to neighbors and The Community Kitchen. At Harper Acres, the work continues with our dedicated volunteer, Carol Ju. Her gardeners have an extra bed this year, so they have come up with a plan to plant and distribute the produce to any of their neighbors in need. These gardens really do encourage a sense of community, compassion, and kindness.

Workshops

In the month of March, we planted herbs with residents at Stone Arch Senior, Harper Acres, and Central Square Terrace. The residents decorated their pots with various colored beads and planted 3-4 herbs in dish gardens. We distributed information on how to cook with herbs and information on the benefits of eating herbs. In April, we held workshops entitled, "Meet, Eat, and Greet - Snacks

with Your Farmers". Our farmers from Archway Farm here in Keene and from New Dawn Farm in Chesterfield joined the residents to talk about their farms, sustainable growing, and growing without chemicals. We had 22 residents join us from Central Square Terrace and 4 residents from Stone Arch Senior along with 8-10 Keene Housing Staff. By the end of the allotted workshop time at Stone Arch, residents, staff, and farmers were sitting around a table together roaring about local farmer stories from back in the day and generally enjoying each other's company.

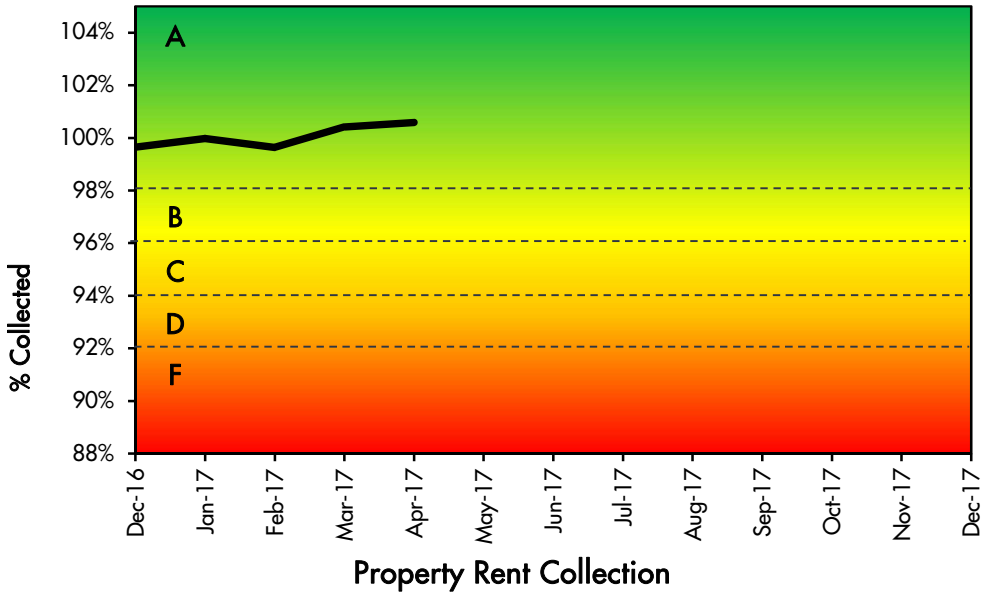
Workshops on my end will now center on meeting residents in the gardens and working with them to identify pests, discuss fertilizing needs, harvesting techniques, and anything else that comes up as we grow.

Keene Housing

MANAGEMENT REPORT
APRIL 2017

Residential Property Rent Collection Report
April 2017

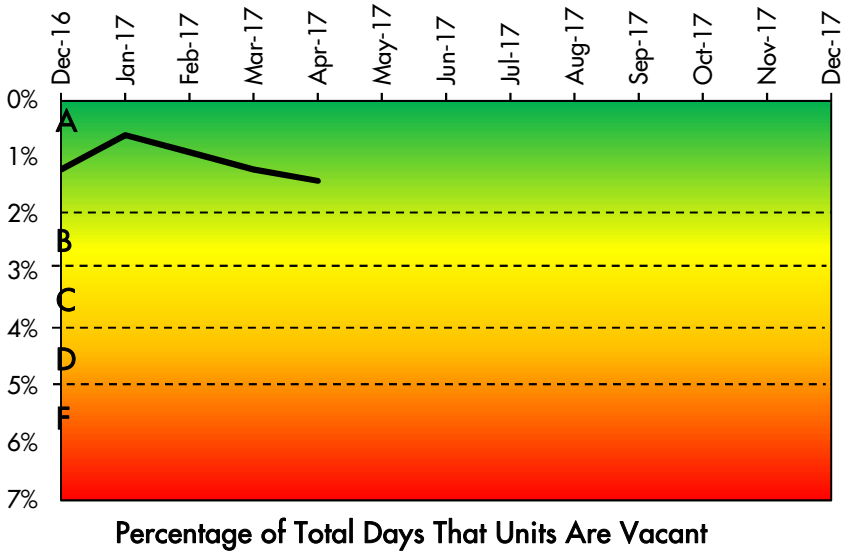
Community	Month Billed	Month Collected	% Collected	Monthly Grade	YTD Billed	YTD Collected	% YTD Collected	YTD Grade
Ash Brook Apartments	$10,319	$10,319	100.0%	A	$41,151	$41,151	100.0%	A
Bennett Block	$4,410	$4,497	102.0%	A	$17,614	$17,962	102.0%	A
Brookbend East	$15,022	$15,182	101.1%	A	$54,040	$54,642	101.1%	A
Brookbend West	$10,340	$10,407	100.6%	A	$38,049	$38,216	100.4%	A
Central Square Terrace	$26,987	$26,917	99.7%	A	$105,883	$106,251	100.3%	A
Cottage Street	$1,146	$1,146	100.0%	A	$4,584	$4,690	102.3%	A
Evergreen Knoll LP	$13,691	$13,669	99.8%	A	$56,554	$57,013	100.8%	A
Forest View	$17,635	$17,187	97.5%	B	$69,096	$69,966	101.3%	A
Harper Acres	$41,734	$41,969	100.6%	A	$166,858	$166,992	100.1%	A
Meadow Road Apartments	$5,895	$5,895	100.0%	A	$23,580	$23,630	100.2%	A
North and Gilsum	$16,958	$17,019	100.4%	A	$66,448	$67,266	101.2%	A
Riverbend Apartments	$10,702	$10,704	100.0%	A	$41,421	$41,983	101.4%	A
Scattered Sites	$9,154	$9,152	100.0%	A	$37,101	$37,099	100.0%	A
Stone Arch Village Family	$8,923	$8,952	100.3%	A	$33,787	$34,032	100.7%	A
Stone Arch Village Senior	$11,578	$11,578	100.0%	A	$45,887	$45,887	100.0%	A
Totals	**$204,494**	**$204,593**	**100.05%**	A	**$802,053**	**$806,780**	**100.59%**	A



Monthly Vacancy Report

April 2017

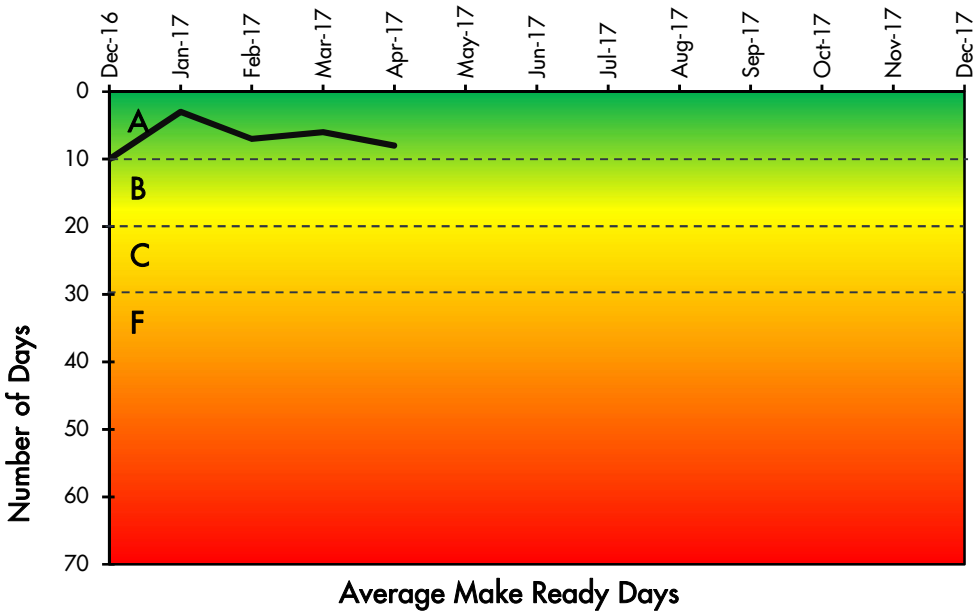
Community	Units Available	Available Days	Vacant Days	Monthly Vacancy Percentage	Monthly Grade	YTD Vacancy Percentage	YTD Grade
Ash Brook Apartments	24	720	0	0.0%	A	1.7%	A
Bennett Block	14	420	0	0.0%	A	0.0%	A
Brookbend East	40	1200	75	6.3%	F	2.7%	B
Brookbend West	35	1050	77	7.3%	F	6.5%	F
Central Square Terrace	90	2700	41	1.5%	A	1.0%	A
Cottage Street	3	90	0	0.0%	A	0.0%	A
Evergreen Knoll LP	32	960	0	0.0%	A	0.8%	A
Forest View	38	1140	30	2.6%	B	1.3%	A
Harper Acres	112	3360	43	1.3%	A	1.2%	A
Meadow Road	18	540	0	0.0%	A	0.0%	A
North and Gilsum	29	870	16	1.8%	A	1.0%	A
Riverbend Apartments	24	720	0	0.0%	A	0.2%	A
Scattered Sites	18	540	0	0.0%	A	0.9%	A
Stone Arch Village Family	24	720	0	0.0%	A	0.0%	A
Stone Arch Village Senior	33	990	1	0.1%	A	0.4%	A
Report Totals:	**534**	**16,020**	**283**	**1.8%**	A	**1.4%**	A



Percentage of Total Days That Units Are Vacant

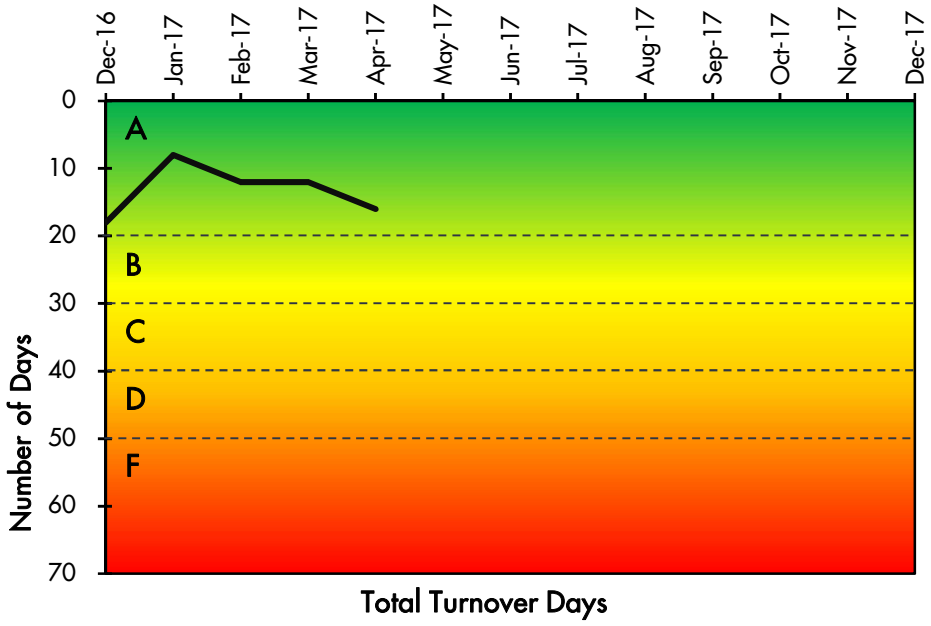
Unit Make Ready Days
April 2017

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	1	17	B
Bennett Block	-	-	None	-	-	None
Brookbend East	4	2	A	3	8	A
Brookbend West	5	3	A	6	6	A
Central Square Terrace	2	2	A	6	4	A
Cottage Street	-	-	None	-	-	None
Evergreen Knoll LP	-	-	None	1	17	B
Forest View	2	12	B	4	11	A
Harper Acres	2	0	A	3	8	A
Meadow Road	-	-	None	-	-	None
North and Gilsum	1	10	A	3	9	A
Riverbend Apartments	-	-	None	1	13	B
Scattered Sites	-	-	None	1	10	A
Stone Arch Village Family	-	-	None	-	-	None
Stone Arch Village Senior	1	0	A	1	5	A
Report Totals:	**12**	**3**	**A**	**30**	**8**	**A**



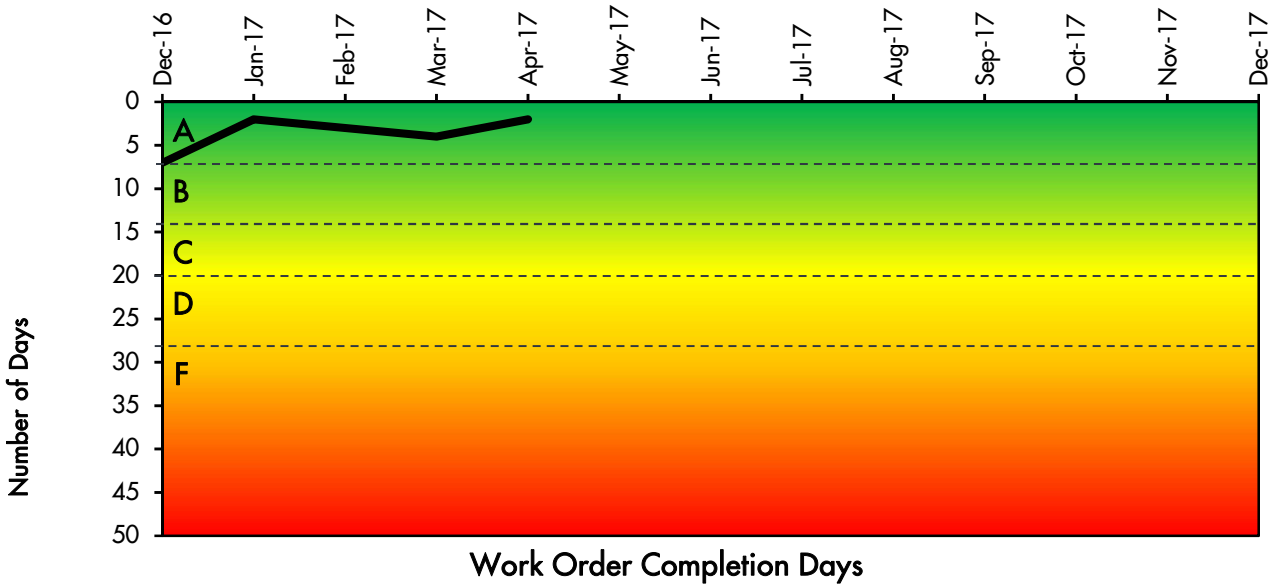
Unit Turnover
April 2017

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	1	49	D
Bennett Block	-	None	-	-	None
Brookbend East	5	A	3	17	A
Brookbend West	3	A	6	12	A
Central Square Terrace	10	A	6	8	A
Cottage Street	-	None	-	-	None
Evergreen Knoll LP	-	None	1	29	B
Forest View	8	A	4	14	A
Harper Acres	11	A	3	30	B
Meadow Road	-	None	-	-	None
North and Gilsum	16	A	3	12	A
Riverbend Apartments	-	None	1	13	A
Scattered Sites	-	None	1	20	A
Stone Arch Village Family	-	None	-	-	None
Stone Arch Village Senior	1	A	1	16	A
Report Totals:	**8**	**A**	**30**	**16**	**A**



Residential Property Non-Emergency Work Order Completion Days
April 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	6	2	A	49	4	A
Bennett Block	-	-	None	22	0	A
Brookbend East	41	5	A	72	3	A
Brookbend West	30	4	A	68	3	A
Central Square Terrace	45	1	A	197	3	A
Cottage Street	1	0	A	17	0	A
Emerald Street House	8	2	A	24	0	A
Evergreen Knoll LP	10	5	A	35	2	A
Forest View	16	3	A	84	2	A
Harper Acres	32	1	A	150	2	A
Keene Housing Main Office	6	0	A	27	6	A
Meadow Road	5	1	A	16	5	A
North and Gilsum	19	1	A	88	2	A
Riverbend Apartments	11	2	A	34	1	A
Scattered Sites	7	1	A	44	0	A
Stone Arch Village Family	10	7	A	20	5	A
Stone Arch Village Senior	12	1	A	77	0	A
Report Totals:	**261**	**2**	**A**	**1,031**	**2**	**A**



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

Keene Housing

FINANCE REPORT
APRIL 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									
June									
July									
August									
September									
October									
November									
December									
Total	$1,437,184	$1,314,775	91%	2471	$532	105%	2348	$865	$122,409

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									
June									
July									
August									
September									
October									
November									
December									
Total	$1,437,184	$1,280,049	89%	2236	$572	95%	2348	$865	$157,135

Affordable Housing Preservation Program

Month	HAP Budget Authority	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$13,570	$14,555	107%	18	$809	100%	18	$0	($985)
February	$13,570	$14,555	107%	18	$809	100%	18	$0	($985)
March	$13,570	$14,555	107%	18	$809	100%	18	$0	($985)
April	$13,570	$14,555	107%	18	$809	100%	18	$0	($985)
May									
June									
July									
August									
September									
October									
November									
December									
Total	$54,280	$58,220	107%	72	$809	100%	72	$0	($3,940)

Non-Elderly Disabled (NEDs)

Month	HAP Budget Authority	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$50,528	$53,722	106%	100	$537	100%	100	$80	($3,194)
February	$50,528	$53,688	106%	100	$537	100%	100	$80	($3,160)
March	$50,528	$52,370	104%	101	$519	101%	100	$224	($1,842)
April	$50,528	$51,834	103%	98	$529	98%	100	$72	($1,306)
May									
June									
July									
August									
September									
October									
November									
December									
Total	$202,112	$211,614	105%	399	$530	100%	400	$456	($9,502)

Mainstream

Month	HAP Budget Authority	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									
June									
July									
August									
September									
October									
November									
December									
Total	$115,512	$114,615	99%	198	$579	99%	200	$0	$897

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 – April, 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 $877k which is a net increase of $415k from the budget of $462k.

OPERATING REVENUES are $5,671k, a net increase of $708k as compared to the budget of $4,9631k. The most significant changes are related to:

VARIANCES for Revenue categories Under/(Over) compared to Budget		
(25,079)	Rent Revenue	Change in tenant rent – partly related to subsidy changes and partly increase in rent at some properties without corresponding increase in HAP.
(345,084)	HAP funding	The MTW funding budget is at 99.582% proration (last year's pro-ration, however, we have not received approval at this date and the pro-ration could be as low as 94% or $250k 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.
(36,022)	Other Income	Other Income is related to miscellaneous income and is slightly over budget in various programs.
19,769	Grants	Grants funds expected to be received for FSS, CHT, CDBG. The FSS funds are under budget by $12k related to April funds not being received until May (timing). CHT admin revenue is under budget by $2k, and CDBG admin revenue is under budget by $5k.
(4,400)	Management Fees	Management fees on budget.
0	Development fees	No Development fees paid or expected (MAHC).
9,487	Vacancy Loss	Vacancy Loss (reduction to revenue) are over budget for BBE and BBW by $15K 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.
9,141	Tenants Charges	Tenants Charges (damages/fees), there are no budget for this line item.
(60,694)	Admin Funding	HUD Section 8 admin funding is over budget (timing). NEDs and Mainstream admin revenue is on budget.
(432,582)	**Higher than Budget**	**Operating Revenue**
26,759	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 $146k.
(302,201)	MTW Transfer	The 2017 MTW Non-HAP funding used for Non-HAP initiatives. KAHP Capital Impr = $141k, KHKC = $13k
(708,024)	**Higher than Budget**	**Total Revenue**

Keene Housing

OPERATING EXPENSES are $4,793, a net increase of $292k as compared to the budget of $292k. The most significant changes are related to:

VARIANCES for Expense categories Under/(Over) compared to Budget		
44,715	Admin Expenses	Administrative Expense are all under budget at this point, except for the bank closing costs of $14k.
12,443	Payroll and Benefits Expenses	Benefit Expenses are running under budget by $42k. Salaries are running over budget by $29k (due to an extra pay week in the first qtr-timing).
(43,530)	Utilities Expenses	Fuel Expenses are over budget by $35k (KAHP $6k, CST $13k, SAVF $2k, RB $3k, EK $3k, BBW $3k, BBE $3k) . Water & Sewer under budget by $5k (BBE). Electric is over budget by $14k (KAHP $29k) and under budget (CST $9k, EK $4k, SAVS $2k).
65,454	Maint Expenses	Maintenance Expenses running under budget are: Flooring by $10k, Misc Equip by $11k, Maint Materials by $11k, Repairs $7k, snow removal $9k, Trash $4k and Grounds bv $33k. Items over budget are: Electrical by $6k and Other (CST)by $12k.
25,136	Insurance Expenses	Insurance Expenses on budget (timing).
(12,447)	Property Tax Exp	Property Taxes (CST increased by 11% or $22k for the year).
2,084	Partnership taxes	Taxes (CST under budget)
(20,037)	Interest Expenses	Interest Expenses is under budget except on the MAHC loan that was refinanced and incurred a prepayment penalty of $35k.
8,521	Resident services	Residential Services running under budget.
(28,240)	HAP disbursements	HAP disbursements are over budget (Section 8 under budget by $30k but MR vouchers, not in the budget, are over budget by $58)
54,100	**Lower than Budget**	**Operating Expenses**
(196,072)	Partnership Distributions	Most have been paid as of date, annual budget is $152k. The YTD actuals = $246k with YTD budget = $51k.
(150,524)	MTW Transfer	The 2017 MTW Non-HAP funding used for Non-HAP initiatives. KAHP Capital Impr = $141k, KHKC = $13k
(292,493)	**Over Budget**	**Total Expenses**

Keene Housing

Income Statement - Comparing Actuals to Budget - YTD - as of April 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)	118,079	99,397	136,879 Higher Revenue	155,562 Higher Expenses	Revenue is MTW transfer $161k in; then out to funds capital projects and KHKC.
Monadnock Affordable (MAHC)	(11,003)	(33,644)	(4,835) Lower Revenue	17,806 Higher Expenses	
Keene Affordable (KAHP)	71,332	261,911	178,879 Higher Revenue	(11,700) Lower Expenses	Revenue is MTW transfer in $142k to funds capital projects.
Meadow Road	4,592	15,089	301 On Budget	(10,196) Lower Expenses	
Roxbury St Shelter	2,724	2,571	216 On Budget	369 On Budget	
Section 8 Voucher Program (MTW)	264	408,147	341,334 Higher Revenue	(66,550) Lower Expenses	HUD has YTD overfunded the program but they will adjust and be closer to budget.
Special Purpose Vouchers (Non-Elderly Disabled)	99	8,532	54,221 Higher Revenue	45,788 Higher Expenses	
Mainstream Voucher Program	40	2,047	7,113 Higher Revenue	5,106 Higher Expenses	
Low Income Tax Credits Properties (LIHTC)					
Brookbend East	76,852	4,329	(3,847) Lower Revenue	68,676 Higher Expenses	Expense includes partnership distribution which exceeds YTD budget by $75k.
Brookbend West	57,028	(22,154)	(8,789) Lower Revenue	70,393 Higher Expenses	Expense includes partnership distribution which exceeds YTD budget by $65k.
Evergreen Knoll	14,100	20,654	508 On Budget	(6,046) Lower Expenses	
Riverbend	10,760	27,076	(1,122) Lower Revenue	(17,438) Lower Expenses	
Stone Arch Family	10,496	(26,750)	(613) on Budget	36,633 Higher Expenses	Expense includes partnership distribution which exceeds YTD budget by $49k.
Stone Arch Senior	14,820	20,190	(73) on Budget	(5,444) Lower Expenses	Expense includes partnership distribution which exceeds YTD budget by $5k.
Multi-Family Properties					
Central Square Terrance	68,562	66,348	13,863 Higher Revenue	16,078 Higher Expenses	
Non-Owned/Managed Properties					
Cottage Street	956	(99)	106 On Budget	1,162 Higher Expenses	
Ashbrook	13,901	18,110	(679) on Budget	(4,888) Lower Expenses	
Emerald Street	6,828	3,551	(4,810) Lower Revenue	(1,533) Lower Expenses	
Fairweather Lodge	1,404	2,056	(628) On Budget	(1,280) Lower Expenses	
TOTALS	461,834	877,362	708,024 Higher Revenue	292,496 Higher Expenses	

(a) excluding depreciation

Keene Housing

Cash Outlay - Year to Date - as of April 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	99,397	(2,686)	0	(27,625)	0	(82,119)	4,123	(232,376)	2,227,450	(241,286)
Monadnock Affordable (MAHC)	271,422	(33,644)	11,838	0	0	0	(1,778)	12,939	3,284	264,061	(7,361)
Keene Affordable (KAHP)	777,158	261,911	992,241	(31,605)	(188,211)		(86,584)	(38,393)	64,566	1,751,083	973,925
Meadow Road	31,442	15,089	(10,229)	(1,048)	0	0	9,911	(7,065)	3,632	41,732	10,290
Roxbury St Shelter	34,550	2,571	(524)	0	0	0	8,083	(29,735)	860	15,805	(18,745)
Section 8 Voucher Program (MTW)	*535,763*	*408,147*	n/a	n/a	n/a	n/a	9,186	(366,578)	49,960	636,478	100,715
Special Purpose Vouchers (Non-Elderly Disabled	*15,728*	*8,532*	n/a	n/a	n/a	n/a	(34,631)	526	25,671	15,826	98
Mainstream Voucher Program	*139,006*	*2,047*	n/a	n/a	n/a	n/a	(15,332)	266	13,076	139,063	57
Low Income Tax Credits (LIHTC)											
Brookbend East	*223,973*	*4,329*	(1,603)	(7,155)	0	0	(20,555)	30,934	10,193	**240,116**	16,143
Brookbend West	*147,842*	*(22,154)*	(1,453)	(3,845)	0	0	(21,903)	30,872	9,317	**138,676**	(9,166)
Evergreen Knoll	*61,302*	*20,654*	(6,658)	(10,268)	0	0	(21,372)	21,474	9,040	**74,172**	12,870
Riverbend	*165,483*	*27,076*	9,704	(4,806)	(42,475)	0	(16,781)	13,878	6,571	**158,650**	(6,833)
Stone Arch Family	*141,513*	*(26,750)*	(1,519)	(3,322)	0	(6,594)	(14,269)	8,248	5,301	**102,608**	(38,905)
Stone Arch Senior	*38,879*	*20,190*	(3,353)	12,328	0	(961)	(16,941)	10,313	7,771	**68,226**	29,347
Multi-Family Properties											
Central Square Terrance	*72,469*	*66,348*	(49,997)	(21,249)	(20,624)	0	(113,058)	99,245	17,891	**51,025**	(21,444)
Non-Owned/Managed Properties											
Cottage Street	*4,197*	*(99)*	0	3,267	0	0	(302)	(7,234)	273	**102**	(4,095)
Ash Brook	*36,909*	*18,110*	(9,046)	(2,807)	0	0	(9,318)	(10,795)	3,238	**26,291**	(10,618)
Emerald Street	*5,600*	*3,551*	(5,587)	(1,291)	0	0	(11,023)	8,800	962	**1,012**	(4,588)
Fairweather Lodge	*306*	*2,056*	0	(5)	0	0	(1,029)	1,369	771	**3,468**	3,162
TOTAL	5,172,278	877,362	921,128	(71,806)	(278,935)	(7,555)	(439,815)	(216,813)	1	5,955,845	783,567

(a) excluding depreciation

Keene Housing

Balance Sheet Summary - Assets - as of April 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)	1,127,058	1,100,392	0	0	0	10,940,906	138,106	438,953	13,745,415
Monadnock Affordable (MAHC)	264,061	0	0	0	0	1,022,047	1,425,835	820,946	3,532,889
Keene Affordable (KAHP)	1,751,083	230,093	639,976	0	0	75,799	17,658,428	26,327	20,381,706
Meadow Road	41,732	30,241	57,203	0	0	9,452	661,556	0	800,184
Roxbury St Shelter	15,805	0	0	0	0	912	445,291	0	462,008
Section 8 Voucher Program (MTW)	*636,478*	*0*	*0*	*0*	*0*	*(47,050)*	*2,750*	*0*	*592,178*
Special Purpose Vouchers (Non-Elderly Disabled)	*15,826*	*0*	*0*	*0*	*0*	*52,035*	*0*	*0*	*67,861*
Mainstream Voucher Program	*139,063*	*0*	*0*	*0*	*0*	*2,504*	*0*	*0*	*141,567*
Low Income Tax Credits (LIHTC)									
Brookbend East	*240,116*	*34,574*	*136,765*	*195,120*	*0*	*21,672*	*6,017,113*	*63,665*	*6,709,025*
Brookbend West	*138,676*	*50,216*	*80,950*	*175,138*	*0*	*24,670*	*5,597,911*	*42,965*	*6,110,526*
Evergreen Knoll	*74,172*	*41,031*	*148,510*	*86,430*	*0*	*597*	*3,027,297*	*4,263*	*3,382,300*
Riverbend	*158,650*	*37,002*	*53,663*	*37,810*	*0*	*7,300*	*1,347,978*	*0*	*1,642,403*
Stone Arch Family	*102,608*	*59,320*	*68,441*	*89,875*	*0*	*1,157*	*2,789,011*	*9,204*	*3,119,616*
Stone Arch Senior	*68,226*	*57,642*	*108,618*	*122,728*	*0*	*5,293*	*3,097,128*	*16,848*	*3,476,483*
Multi-Family Properties									
Central Square Terrance	*51,025*	*149,750*	*205,712*	*0*	*16,450*	*(1,734)*	*1,550,551*	*36,272*	*2,008,026*
Non-Owned/Managed Properties									
Cottage Street (MFS)	*102*	*4,919*	*8,181*	*12,580*	*6,087*	*3,496*	*412,421*	*6,000*	*453,786*
Ash Brook (MHO)	*26,291*	*29,676*	*68,317*	*0*	*8,844*	*1,192*	*650,599*	*5,587*	*790,506*
Emerald Street (CHO)	*1,012*	*6,270*	*67,677*	*0*	*5,922*	*4,333*	*139,095*	*0*	*224,309*
Fairweather Lodge (CHO)	*3,468*	*2,550*	*12,666*	*0*	*0*	*2,316*	*22,978*	*0*	*43,978*
TOTALS	**4,855,453**	**1,833,676**	**1,656,679**	**719,681**	**37,303**	**12,126,897**	**44,984,048**	**1,471,030**	**67,684,767**

(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 April 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)	0	0	0	26,656	1,234	13,633,215	84,310	13,745,415
Monadnock Affordable (MAHC)	240	0	0	14,103	517,865	3,051,406	(50,724)	3,532,890
Keene Affordable (KAHP)	0	42,863	0	195,497	16,171,052	3,959,199	13,094	20,381,705
Meadow Road	0	92,188	0	(2,395)	555,983	152,627	1,782	800,185
Roxbury St Shelter	2	38,415	0	348	293,640	129,631	(25)	462,011
Section 8 Voucher Program (MTW)	*225*	*94,714*	*0*	*16,968*	*0*	*72,458*	*407,813*	*592,178*
Special Purpose Vouchers (Non-Elderly Disabled)	*28,988*	*0*	*0*	*1,777*	*0*	*28,564*	*8,533*	*67,862*
Mainstream Voucher Program	*1,537*	*0*	*0*	*884*	*0*	*137,099*	*2,047*	*141,567*
Low Income Tax Credits (LIHTC)								
Brookbend East	*0*	*5,108*	*0*	*24,492*	*1,267,774*	*5,471,901*	*(60,250)*	*6,709,025*
Brookbend West	*0*	*4,508*	*0*	*49,118*	*1,728,534*	*4,409,703*	*(81,338)*	*6,110,525*
Evergreen Knoll	*104*	*2,048*	*0*	*40,373*	*1,809,882*	*1,555,701*	*(25,809)*	*3,382,299*
Riverbend	*0*	*129,473*	*0*	*59,647*	*601,082*	*844,900*	*7,302*	*1,642,404*
Stone Arch Family	*853*	*1,944*	*0*	*28,586*	*593,197*	*2,558,166*	*(63,129)*	*3,119,617*
Stone Arch Senior	*412*	*2,673*	*0*	*35,103*	*579,391*	*2,879,788*	*(20,884)*	*3,476,483*
Multi-Family Properties								
Central Square Terrance	*10,550*	*95,774*	*914,911*	*106,039*	*2,861,949*	*(2,017,931)*	*36,734*	*2,008,026*
Non-Owned/Managed Properties								
Cottage Street	*10*	*451*	*0*	*2,842*	*498,130*	*(43,592)*	*(4,053)*	*453,788*
Ash Brook	*0*	*2,140*	*0*	*9,033*	*790,125*	*(12,946)*	*2,157*	*790,509*
Emerald Street	*4,200*	*1,125*	*0*	*4,225*	*164,081*	*50,276*	*402*	*224,309*
Fairweather Lodge	*0*	*2,500*	*0*	*3,373*	*0*	*37,240*	*866*	*43,979*
TOTALS	**47,121**	**515,924**	**914,911**	**616,669**	**28,433,919**	**36,897,405**	**258,828**	**67,684,777**

Keene Housing
Solicitation Log

Type	Solicitation #	Solicitation Dates	Description of Services	Dept.	Firm/Vendor	Comments/Contract Value	Contract Status	EXPIRATION DATES
RFP	101-TA	10/18/12 - 11/16/12	TECHNICAL ASSISTANCE	AGENCY WIDE	EDGEMERE CONSULTING	< $50,000.00	**EXPIRED**	01/15/16
RFP	102-GD	12/18/12 - 01/22/13	GRAPHIC DESIGN	AGENCY WIDE	IMARC, LLC	$14,875.00	**EXPIRED**	03/01/16
RFQ	104-LA	04/15/14 - 11/15/14	LAWN MAINTENANCE	AGENCY WIDE	JM CONSTRUCTION	< $82,481.37	**EXPIRED**	11/15/14
RFP	105-DC	04/08/13 - 05/09/13	DEVELOPMENT CONSULTING	AGENCY WIDE	TAG ASSOCIATES	< $50,000.00	**EXPIRED**	08/15/16
RFQ	107-SR	07/23/13 - 08/19/13	SNOW REMOVAL	KAHP/MEADOW/COTTAGE	AGM LANDSCAPING	$25,750.00	RENEWED 9/20/16	05/15/17
RFQ	108-HS	07/31/13 - 08/23/13	HEATING/AC/AH	AGENCY WIDE	GARY JACKSON HEATING	$19,030.00	**EXPIRED**	09/14/16
RFQ	109-FS	08/05/13 - 08/30/13	FLOORING SERVICES	AGENCY WIDE	SYD'S CARPET & SNOOZE ROOM	FEE FOR SERVICE	**EXPIRED**	10/19/15
RFP	110-AE	03/21/14 - 04/21/14	ARCHITECT/ENGINEERING	AGENCY WIDE	WELLER & MICHAL	FEE FOR SERVICE	RENEWED 5/13/16	05/13/19
		03/21/14 - 04/21/14	ARCHITECT/ENGINEERING	AGENCY WIDE	STEVENS & ASSOCIATES	FEE FOR SERVICE	RENEWED 6/15/16	06/14/19
		03/21/14 - 04/21/14	ARCHITECT/ENGINEERING	AGENCY WIDE	DIETZ ASSOCIATES	FEE FOR SERVICE	RENEWED 9/27/16	10/16/19
RFP	111-TR	03/15/14 - 03/28/14	TRASH REMOVAL	AGENCY WIDE	WASTE MANAGEMENT	FEE FOR SERVICE	RENEWED 3/31/16	04/30/17
RFP	112-EL	04/12/14 -04/28/14	ELECTRICAL	AGENCY WIDE	TATTERSALL ELECTRIC	FEE FOR SERVICE	EXECUTED 5/15/15	05/14/17
RFP	113-PG	04/26/14 - 05/12/14	PROPANE GAS HEATING	AGENCY WIDE	KEENE GAS	1.27/1.37 PER GALLON	RENEWED 7/1/16	06/30/17
RFP	114-EC	10/29/14 - 12/01/14	ENERGY CONSULTING	AGENCY WIDE	NOVA CONSULTING GROUP	< $50,000.00	RENEWED 02/01/17	1/31/2018
QBS	115-LG	07/01/14 - 08/31/14	LEGAL	AGENCY WIDE	BRAGDON, DOWD & KOSSAYDA	< $50,000.00	RENEWED 9/1/16	08/31/17
		07/01/14 - 08/31/14	LEGAL	AGENCY WIDE	DRUMOND WOODSUM	FEE FOR SERVICE	RENEWED 9/1/16	08/31/17
		07/01/14 - 08/31/14	LEGAL	AGENCY WIDE	HAWKINS DELAFIELD & WOOD	FEE FOR SERVICE	RENEWED 9/1/16	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 9/1/16	08/31/17
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 3/21/17	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	1/31/2018
RFP	119-GD	11/30/15-12/30/15	GRAPHIC DESIGN	AGENCY WIDE	SILVER DIRECT	< $15,000.00	RENEWED 02/01/17	1/31/2018
RFP	120-CA	2/25/16-04/15/16	CAPITAL NEEEDS ASSESSMENT	EK/CST/SAV	GDS ASSOCIATES	<$8,676.00	EXECUTED 05/06/16	6/12/2017
RFP	121-DC	7/05/16- 08/12/16	DEVELOPMENT CONSULTING	AGENCY WIDE	TAG ASSOCIATES	< $50,000.00	EXECUTED 09/01/16	8/31/2019
RFP	121-DC	7/05/16- 08/12/16	DEVELOPMENT CONSULTING	AGENCY WIDE	NNEHIF	< $50,000.00	EXECUTED 10/01/16	9/30/2019
RFP	122-HS	7/29/16- 08/31/16	HEATING/AC/AH	AGENCY WIDE	GARY JACKSON HEATING	<$23,952.00	EXECUTED 09/09/16	9/14/2017
RFP	123-SC	8/24/16- 9/30/16	SOLAR CONSULTING	AGENCY WIDE	COMPETITIVE ENERGY SERVICES	$10,000.00 PHASE 1& 2	EXECUTED 11/15/2016	11/14/2017
RFP	124-ES	10/20/16 -11/15/16	ENVIRONMENTAL SERVICES	AGENCY WIDE	LE-ENVIRONMENTAL	< $50,000.00	EXECUTED 12/07/2016	12/6/2017
RFP	126-EL	03/17/17-04/13-17	ELECTRICAL	AGENCY WIDE			ISSUED RFP	
RFP	125-TR	03/17/17-04/14/17	TRASH REMOVAL	AGENCY WIDE			ISSUED RFP	

KEY:

IFB Invitation for Bid

QBS Qualifications Based Selection

RFB Request for Bid

RFP Request for Proposal/Procurement

RFQ Request for Quote/ Qualifications

May 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3 NHHFA Management Review Brookbend East	4	5	6
7	8	9	10 NHHFA Management Review Cottage Street & Emerald House	11	12	13
14	15	16	17 NHHFA Management Review Brookbend West	18 Board of Commissioners Meeting	19	20
21	22	23	24	25	26	27
28	29 Office Closed Memorial Day	30	31			

Keene Housing

JUNE 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21 Board of Commissioners Meeting	22	23	24
25	26	27	28	29	30	

Keene Housing