Keene Housing

Keene Housing
Board of Commissioners Meeting
March 21, 2018

Community Connections
Harper Acres - Craft Workshop

Meeting Location:
Central Square Terrace
5 Central Square
Keene, NH 03431

Keene Housing

Board of Commissioners Meeting
Wednesday, March 21, 2018
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Keene Housing

BOARD OF COMMISSIONERS MEETING
WEDNESDAY, MARCH 21, 2018
12:00 P.M.
CENTRAL SQUARE TERRACE
5 CENTRAL SQUARE, KEENE, NH

AGENDA

I. Call to Order

II. Roll Call

III. Approval of the February 21, 2018 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

b. Approval of Amendment to the Employee Handbook (Resolution No. 601)

c. Approval of Rent Reasonableness Determination 2018 MTW Plan Amendment (Resolution No. 602)

d. Approval of the Fiscal Year 2017 Moving to Work Annual Report (Resolution No. 603)

e. Community Connections Dashboard 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, February 21, 2018

Chairperson Robator called the Keene Housing Board of Commissioners meeting to order at 12:05 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
- Jen Marsh, Commissioner

Absent:
- Pam Slack, Commissioner

Also in attendance:
- Joshua Meehan, Secretary
- Linda Griffin, Director of Finance
- Denise Comstock, Director of Housing
- Dee Pratt, Director of Programs and Services
- Amy Wright, Director of Administration
- Residents of Harper Acres

MINUTES:

Chairperson Robator called for approval of the January 24, 2018 Board of Commissioners meeting minutes. Vice Chairperson Mack made a motion to approve the minutes. Commissioner Moses seconded the motion, which upon being put to vote, the minutes passed unanimously.

EXECUTIVE DIRECTOR'S REPORT:

Secretary Meehan welcomed the Board members and guests to Harper Acres; a property that has had several enhancements over the last year. The property improvements include new asphalt on Castle Street, landscaping, handrails, replacement windows in every unit, flooring in the common spaces and fresh paint in the sunrooms. New furniture in the sunrooms is scheduled for this year. Secretary Meehan executed a contract for the photovoltaic (PV) project at Harper Acres. Keene Housing secured a very competitive, fixed rate for five (5) years and has the option to purchase the PVs in the 6th year with a 12 year pay back.

Secretary Meehan stated progress is being made with the redevelopment plans of Central Square Terrace (CST).

The Federal Fiscal Year 2018 Budget is scheduled to go through appropriations by March 23, 2018. Keene Housing hopes to receive 100% funding for Housing Assistance Payments (HAP) which means the Agency can move forward with the window replacement project at North and Gilsum.

Secretary Meehan attended a meeting at the Governor's office to discuss innovative housing ideas in the State of New Hampshire. Secretary Meehan presented a regional Moving to Work (MTW) initiative that was well received. Dave Tille, HUD Regional Administrator is visiting Keene Housing for a tour on Friday.

MANGEMENT REPORT:

Secretary Meehan reminded the Commissioners that the methodology of the management reports was corrected in January which resulted in a decrease in the Make Ready and Turnover Reports. Ms. Comstock stated Keene Housing has a total of 25 vacancies and 13 applicants have showed up to appointments and it looks like they will meet occupancy standards.

FINANCE REPORT:

Ms. Griffin reviewed the Year End Finance Report and stated the audit process has begun with Otis Atwell. Chairperson Robator recognized the efforts of Ms. Griffin and the finance staff.

OLD BUSINESS:

No topics were presented.

NEW BUSINESS:

Resolution No. 600 – Approval of Executive Director Travel

The Keene Housing Board of Commissioners authorizes Executive Director Meehan to travel to New Orleans, LA for the Public Housing Authorities Directors Association (PHADA) 2018 Annual Convention & Exhibition, which runs from May 6, 2018 – May 8, 2018, pursuant to the memorandum dated February 13, 2018 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.

PUBLIC COMMENT:

A resident expressed her appreciation of the property improvements at Harper Acres and said she was happy to be included in the Board meetings. She asked if Keene Housing could spray for ticks and mosquitos. Secretary Meehan recommended she present her request at the next Listening Tour so other residents could have the opportunity to discuss her request.

NON-PUBLIC SESSION:

Commissioner Moses 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). Vice Chairperson Mack seconded the motion, which upon being put to vote, the motion to suspend Public Session passed unanimously.

Chairperson Robator suspended the Public Session at 12:53 p.m. on Wednesday, February 21, 2018 to convene a Non-Public Session.

Commissioner Moses made a motion to reconvene Public Session. Vice Chairperson Mack 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, February 21, 2018 at 1:13 p.m. Chairperson Robator stated the Board of Commissioners voted during non-public session to seal the minutes of that session.

Commissioner Moses made a motion to adjourn the meeting. Vice Chairperson Mack seconded the motion, which upon being put to vote, was passed unanimously. There being no further business, Chairperson Robator adjourned the Board meeting at 1:14 p.m.

Joshua Meehan, Secretary of Keene Housing Board of Commissioners

2/23/2018
Date

Keene Housing

Resolution No. 601

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

   Approval of Amendment to the Employee Handbook

2. Date of Board Meeting: March 21, 2018

3. Proposed Board Resolution:
   Resolution: That the Keene Housing Board of Commissioners approves an amendment to the Employee Handbook, pursuant to the memorandum dated March 9, 2018 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: 3/9/2018

6. Statement of availability of funds by Finance Director

   Funds Budgeted and Available Yes ☐ No ☐ Source _____

   Account #_____

   Finance Director Approval Signature _____ Date: _____

7. Executive Director Approval Signature _____ Date: 3/9/2018

Keene Housing

MEMORANDUM

To: Joshua Meehan, Executive Director
From: Amy Wright, Director of Administration
Subject: Approval of Amendment to the Employee Handbook
Date: March 9, 2018

This memorandum recommends that the Keene Housing Board of Commissioners approve an amendment to the Employee Handbook.

Keene Housing provides all regular full and part time employees who work 20 hours or more short term disability insurance. Short term disability helps replace a portion of an employee's income if they are unable to work for an extended period of time due to a covered injury or sickness. The short term disability weekly benefit is an amount equal to 60% of covered earnings, up to a maximum benefit of $1,000 per week. While this is a great benefit, some employees do not take advantage of short term disability because earning 60% of their regular wage creates a financial hardship. Employees choose to use their accrued paid time off benefits so they continue to receive 100% of their regular earnings. As a result, Keene Housing pays for a short term disability policy that is not being utilized and 100% of the employee's paid leave. The proposed amendment would require staff to use short term disability benefits (if the injury or illness qualifies) and allow staff to voluntarily supplement short term disability benefits with accrued vacation or sick time to earn 100% of their regular wages.

Workers' compensation covers 60% of an employee's lost wages resulting from a work-related injury or illness. As is the case with short term disability, some employees experience a financial hardship earning 60% of their regular earnings. In the State of New Hampshire, if an employer does not have a policy stating otherwise, an employee can concurrently use paid time off benefits and receive lost time wages from the workers' compensation provider. The injured employee would essentially receive 160% of their regular earnings. Depending on the length of the employee's leave, Keene Housing may need to hire temporary staff to meet business needs. Keene Housing would then pay the salary of the employee using paid leave while out on workers' compensation and the salary of a temporary employee. This has a negative impact on Keene Housing and does not create an incentive for the injured employee to return to work. The proposed amendment would allow staff to supplement workers' compensation lost time benefits with accrued vacation or sick time to earn not more than 100% of their regular wages.

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, pursuant to the memorandum dated March 9, 2018 from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director.

Keene Housing

Resolution No. 602

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

   Rent Reasonableness Determination 2018 MTW Plan Amendment

2. Date of Board Meeting: March 21, 2018

3. Proposed Board Resolution:

   That the Keene Housing Board of Commissioners authorize the Executive Director to submit an amendment to the Fiscal Year 2018 Moving to Work Annual Plan requesting approval of revision to the Rent Reasonableness Determination Discontinuation activity, pursuant to the March 8, 2018 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: 3/16/2018

Keene Housing

MEMORANDUM

To: Joshua Meehan, Executive Director
From: April Buzby, Planning and Policy Analyst
Subject: Rent Reasonableness Determination 2018 MTW Plan Amendment
Date: March 8, 2018

On December 14, 2017, the Board approved the Amended FY2017 MTW Annual Plan which proposed a revision to the Rent Reasonableness Determination Discontinuation activity. HUD has approved the FY2018 MTW Annual Plan in the interim. As such, HUD is requesting the amendment approved on December 14, 2017 be moved to the FY2018 MTW Annual Plan and re-submitted for the 2018 Plan year.

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 2018 Moving to Work Annual Plan requesting approval of revision to the Rent Reasonableness Determination Discontinuation activity, pursuant to the March 8, 2018 memorandum from Planning and Policy Analyst April A. Buzby to Executive Director Joshua R. Meehan.

Keene Housing

Resolution No. 603

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

   Approval of the 2017 Moving to Work Annual Report

2. Date of Board Meeting: March 21, 2018

3. Proposed Board Resolution:

   Pursuant to the March 15, 2018 memorandum from Planning and Policy Analyst April A. Buzby to Executive Director Joshua R. Meehan, the Keene Housing Board of Commissioners

   - Approve adoption of the FY 2017 Moving to Work Annual Report;
   - Authorize any technical corrections and changes to the document; and
   - Authorize the submission of the final Report to HUD.4.

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: 3/16/2018

Keene Housing

MEMORANDUM

To: Joshua R. Meehan, Executive Director
From: April A. Buzby, Planning and Policy Analyst
Subject: Approval of the FY 2017 Moving to Work Annual Report
Date: March 15, 2018

This memorandum recommends that the Board of Commissioners approve the FY 2017 Moving to Work Annual Report.

The purpose of the Annual Report is to demonstrate that KH is meeting its statutory obligations as specified in the Amended and Restated Moving to Work (MTW) Agreement with the US Department of Housing and Urban Development (HUD). KH accomplishes this by reporting the outcomes of each activity that KH has undertaken using the statutory waiver authority the Agreement grants us. HUD outlines the required components of the Report in Attachment B of our MTW Agreement which was updated by HUD in May 2013. Based on these required metrics, KH's existing activities overall performed better in most areas.

Our self-sufficiency activities for our non-elderly, non-disabled households – Stepped Subsidy (page 24), Resident Self-Reliance (page 27), and $0 HAP Rent Burden Test (page 26) –continue to show excellent results with activities meeting or exceeding nearly every benchmark. We saw an increase in the number of households achieving self-sufficiency, with 27 no longer needing KH assistance. In addition, by the end of 2017 no RSR participants were receiving TANF, and 24 participants were attending either an educational or job training program.

Unfortunately, not all activities did well. Project MARCH underperformed this year, with only five households participating. Due to the continued low utilization, we are working with our partner, Southwest Community Services, to determine the future of the program and its current participants. The Homeownership activity (page 19) also continues to be underutilized although it is important to note that in 2017 seven (7) households did become homeowners without KH assistance.

The HUD mandated standard metrics for evaluating MTW activities outlined in the 2013 Attachment B take a one size fits all approach to program tracking and evaluation. This technical and rigid format provides little insight into the actual workings of a given activity or the interplay between activities. To overcome the obvious shortfalls of the MTW Report, KH began releasing an agency-wide Year In Review which provides a more complete picture of our work.

RECOMMENDATION

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

> **Resolution:** Pursuant to the March 15, 2018 memorandum from Planning and Policy Analyst April A. Buzby to Executive Director Joshua R. Meehan, the Keene Housing Board of Commissioners

- Approve adoption of the FY 2017 Moving to Work Annual Report;
- Authorize any technical corrections and changes to the document; and
- Authorize the submission of the final Report to HUD.

Community Connections Dashboard Report

Quarter 4 2017
Jan. & Feb. of Quarter 1 2018

Printed on 3/1/2018

Referrals

referrals quarter

Quarter 4, 2017: 15 referrals. 6 of these referrals were residents who have been helped/referred previously.

Quarter 1, 2018 (January and February): 6 referrals for services. 1 of these referrals was a resident who has been helped/referred previously. 20 referrals for lease violation support letters for late or nonpayment of rent. RSC's reach out by phone for other service referrals.

Quarter 1, 2018, P&S began using Apricot Case Management software. Property Managers have been asked to send all Lease Violations to P&S so that RSC's can reach out via support letter detailing what services RSC's can assist with. RSC's and PM's are meeting weekly to review all lease violations and assigning them to a RSC. As stated above, 20 referrals have been received for Community Connections from lease violations since 1/1/2018. No face to face meetings have been generated from the support letters. Two residents have called in response to the letter. One requested to speak to the PM and the other was in an informal hearing process.

Central Square Terrace

Total # of Groups Q4, 2017	Attendance
68 groups	651 residents (not individual)

Total # of Groups Jan/Feb of Q1, 2018	Attendance
35 groups	330 residents (not individual)

Stone Arch Village Senior

Total # of Groups Q4, 2017	Attendance
19 groups	112 residents (not individual)

Total # of Groups Jan/Feb of Q1, 2018	Attendance
14 groups	71 residents (not individual)

Harper Acres

Total # of Groups Q4, 2017	Attendance
5 groups	9 residents (not individual)

10 groups were scheduled and cancelled at Harper Acres this quarter. Some were cancelled in part due to residents struggling to access the buildings or navigate the property during construction and the residents made decisions not to have group. Bingo group was cancelled and has since been pulled from the schedule due to the resident hosting the group not being reliable and there has not been another volunteer to run the group at this time.

Total # of Groups Jan/Feb of Q1, 2018	Attendance
13 groups	45 residents (not individual)

Resident Planning Meetings

CST held one activities planning meeting each month with attendance varying between 6 and 10 residents.

SAVS held one activities meeting a month except for December with attendance varying between 2 and 5 residents.

HA did not hold activities meetings during quarter 4 due to the construction. Karen did meet with one resident who has taken charge of coloring and craft groups. Since the end of the construction at Harper Acres, she has been instrumental in getting a small group of residents together for coloring weekly and various crafts during the month. Planning meetings are back to meeting once a month with 2-3 residents attending.

As mentioned, P&S has been using a new case management software to track everything from referrals to case management notes and events. The focus of quarter 1, 2018 is to input all data pertaining to resident records and notes dating back to 2016, the start of the Community

Connections program. This has been a time consuming and still an ongoing process but I plan to meet the goal of this data input by the end of this quarter. Going forward, all services referrals, actions, assessments and notes will be entered into this software allowing for better tracking and reporting on resident progress.

Central Square Terrace continues to be the most active property with groups and activities. We have found that the regular coloring group has dissipated. Residents reported getting bored and suggested doing the group once or twice a month rather than twice a week. The first monthly group had more attendance than all of January. The residents have done a great job about presenting ideas for craft projects and making decisions on when to do them. The resident cooking group has been successful (and delicious)! To date in quarter 1, CST hosted Christine Parshall from UNH cooperative extension two times for a nutrition group. We also invited Rachel Maccini from UNH Cooperative Extension to do an educational presentation about Bed Bugs. John Lamoureux from Keene Pest Control and KH Maintenance staff also attended. We believe this group was helpful in reducing the stigma of bed bugs. Maintenance believed the presentation was helpful as we did not have many residents refuse the bed bug cups that were placed in all units in the building.

Stone Arch Village Senior continues to hold a Bingo group once a week. Although small, the group has seen consistency in attendance. There continues to be card making once a month led by an outside volunteer and a craft group once a month led by a resident. The residents enjoy potlucks and are planning to hold their next one in the spring. The planning group has a small group of residents attending and tend to lead the planning and hosting of groups. They have not had interest in adding other groups to the schedule.

Harper Acres residents saw a drop off in groups and attendance during the construction on property. Residents found it difficult to walk or wheel around property to other buildings during the construction. Groups were cancelled or attendance saw little to no residents. After the completion of the construction, a group of residents have been meeting for a coloring group once a week and a craft group once a month. A resident who lives at Harper Acres has taken the lead in running both groups.

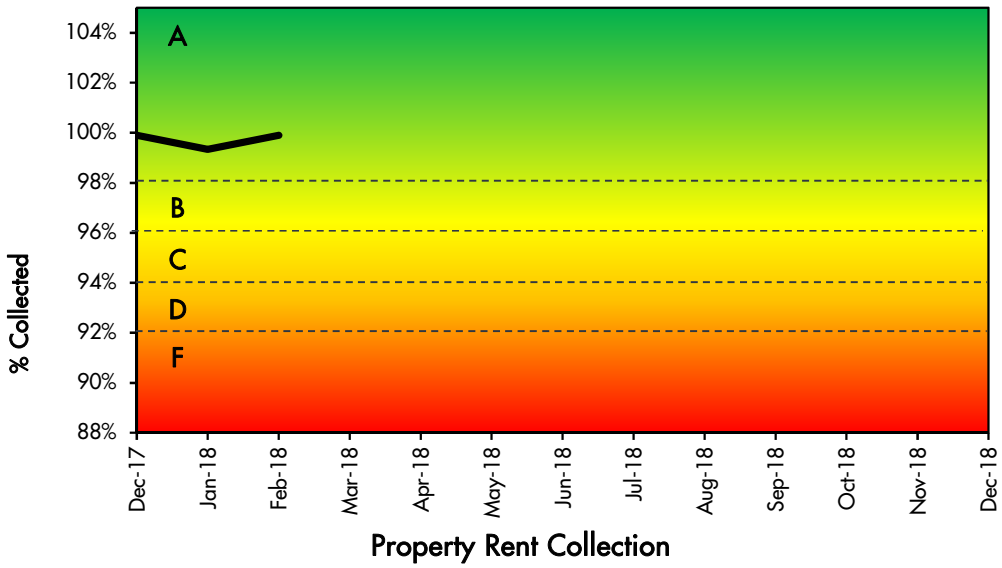
I have had the pleasure to be a part of the New England Resident Service Coordinators Conference Planning Committee. The conference will be May 2-4, 2018 in Newport, RI and sold out at 478 registrants in 35 days. This has been a great way to add to my professional development and the workshops I will be attend at the conference will strengthen my role as an RSC for our elderly and disabled residents. I have regularly attended quarterly meetings for the New Hampshire Association of Professional Service Coordinators and monthly meetings for The Greater Keene Homeless Coalition and Community Network Team. Management has begun to include me on ideas and discussions for Community Space at CST and Bennett Block. Being on site at CST has been helpful for me to answer questions and support residents regarding renovations at CST.

Keene Housing

MANAGEMENT REPORT
FEBRUARY 2018

Residential Property Rent Collection Report
February 2018

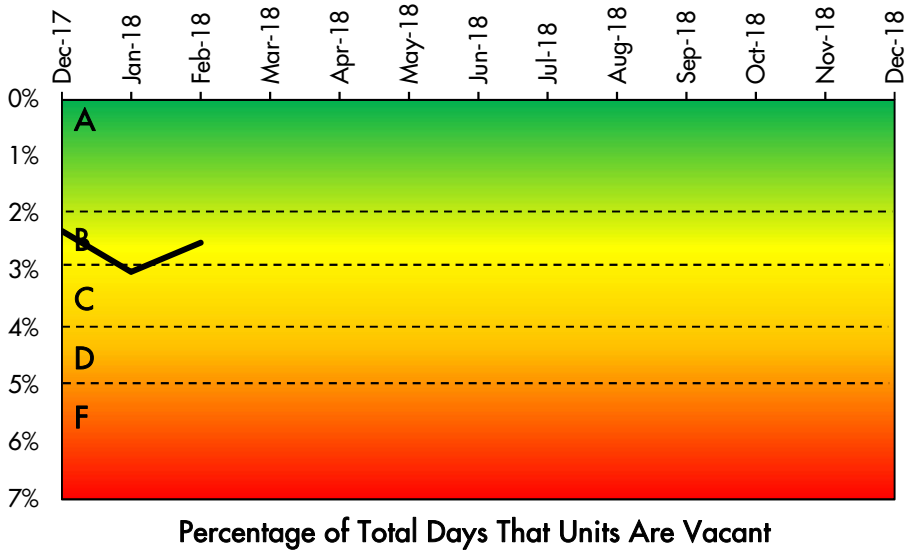
Community	Month Billed	Month Collected	% Collected	Monthly Grade	YTD Billed	YTD Collected	% YTD Collected	YTD Grade
Ash Brook Apartments	$10,993	$10,999	100.1%	A	$21,180	$21,186	100.0%	A
Bennett Block	$5,370	$5,353	99.7%	A	$10,738	$11,059	103.0%	A
Brookbend East	$15,281	$15,018	98.3%	A	$29,970	$29,074	97.0%	B
Brookbend West	$10,916	$10,950	100.3%	A	$22,095	$22,133	100.2%	A
Central Square Terrace	$27,178	$26,697	98.2%	A	$53,916	$53,086	98.5%	A
Cottage Street	$1,105	$1,131	102.4%	A	$2,210	$2,247	101.7%	A
Evergreen Knoll LP	$13,652	$13,921	102.0%	A	$26,890	$26,235	97.6%	B
Forest View	$18,688	$18,713	100.1%	A	$36,998	$36,764	99.4%	A
Harper Acres	$41,081	$40,866	99.5%	A	$81,115	$80,589	99.4%	A
Meadow Road Apartments	$5,705	$5,705	100.0%	A	$11,244	$11,244	100.0%	A
North and Gilsum	$14,298	$15,653	109.5%	A	$28,648	$29,225	102.0%	A
Riverbend Apartments	$10,520	$10,514	99.9%	A	$20,720	$21,927	105.8%	A
Scattered Sites	$10,250	$10,614	103.6%	A	$19,996	$20,305	101.5%	A
Stone Arch Village Family	$10,379	$10,401	100.2%	A	$20,758	$20,885	100.6%	A
Stone Arch Village Senior	$12,186	$12,186	100.0%	A	$24,328	$24,328	100.0%	A
Totals	**$207,602**	**$208,721**	**100.54%**	A	**$410,806**	**$410,287**	**99.9%**	A



Monthly Vacancy Report

February 2018

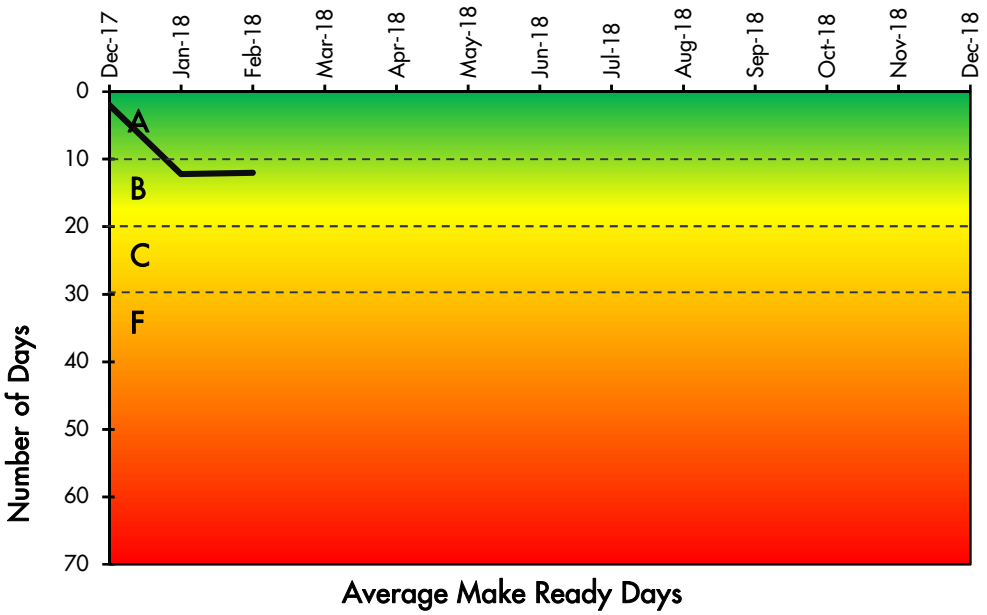
Community	Units Available	Available Days	Vacant Days	Monthly Vacancy Percentage	Monthly Grade	YTD Vacancy Percentage	YTD Grade
Ash Brook Apartments	24	672	0	2.3%	-	1.2%	A
Bennett Block	14	392	0	-	-	0.0%	-
Brookbend East	40	1120	28	2.5%	A	2.5%	A
Brookbend West	35	980	63	5.7%	D	6.1%	F
Central Square Terrace	90	2520	0	0.0%	-	0.0%	A
Cottage Street	3	84	0	-	-	0.0%	-
Evergreen Knoll LP	32	896	0	4.9%	-	2.6%	A
Forest View	38	1064	51	5.5%	D	5.2%	D
Harper Acres	110	3080	56	2.7%	A	2.3%	A
Meadow Road	18	504	4	4.4%	C	2.7%	A
North and Gilsum	29	812	77	7.9%	F	8.6%	F
Riverbend Apartments	24	672	0	4.2%	-	2.2%	A
Scattered Sites	18	504	15	8.6%	F	5.9%	D
Stone Arch Village Family	24	672	0	-	-	0.0%	-
Stone Arch Village Senior	33	924	0	-	-	0.0%	-
Report Totals:	**532**	**14,896**	**294**	**3.0%**	**B**	**2.5%**	**B**



Percentage of Total Days That Units Are Vacant

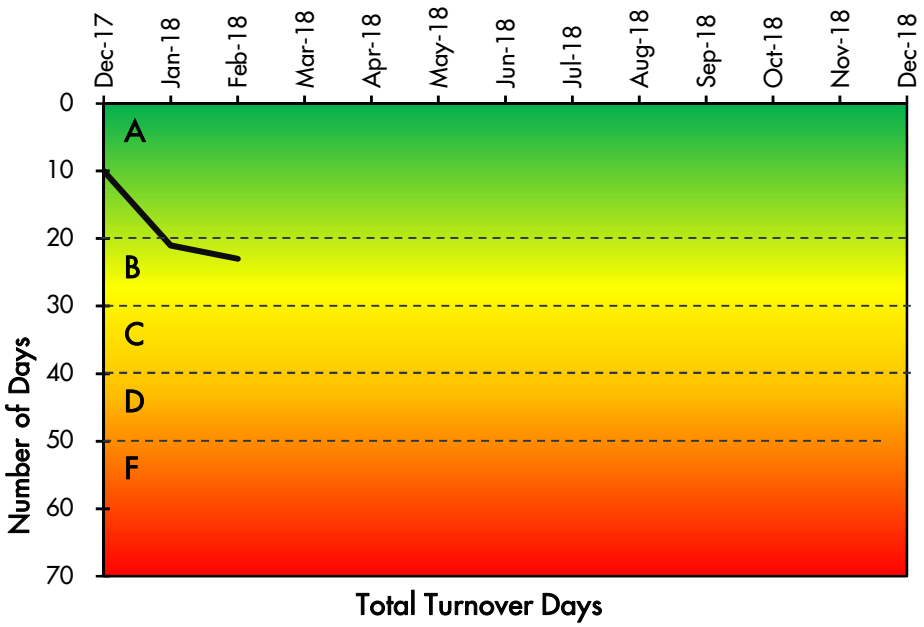
Unit Make Ready Days
February 2018

Community	Number of Units Made Ready	Avg. Make Ready Days	Monthly Grade	YTD Number of Units Made Ready	YTD Avg. Make Ready Days	YTD Grade
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
Evergreen Knoll LP	-	-	NONE	-	-	NONE
Forest View	2	12	B	3	13	B
Harper Acres	2	13	B	4	11	B
Meadow Road	1	21	C	1	21	C
North and Gilsum	2	14	B	2	14	B
Riverbend Apartments	-	-	NONE	-	-	NONE
Scattered Sites	2	7	A	2	7	A
Stone Arch Village Family	-	-	NONE	-	-	NONE
Stone Arch Village Senior	-	-	NONE	-	-	NONE
Report Totals:	9	12	B	12	12	B



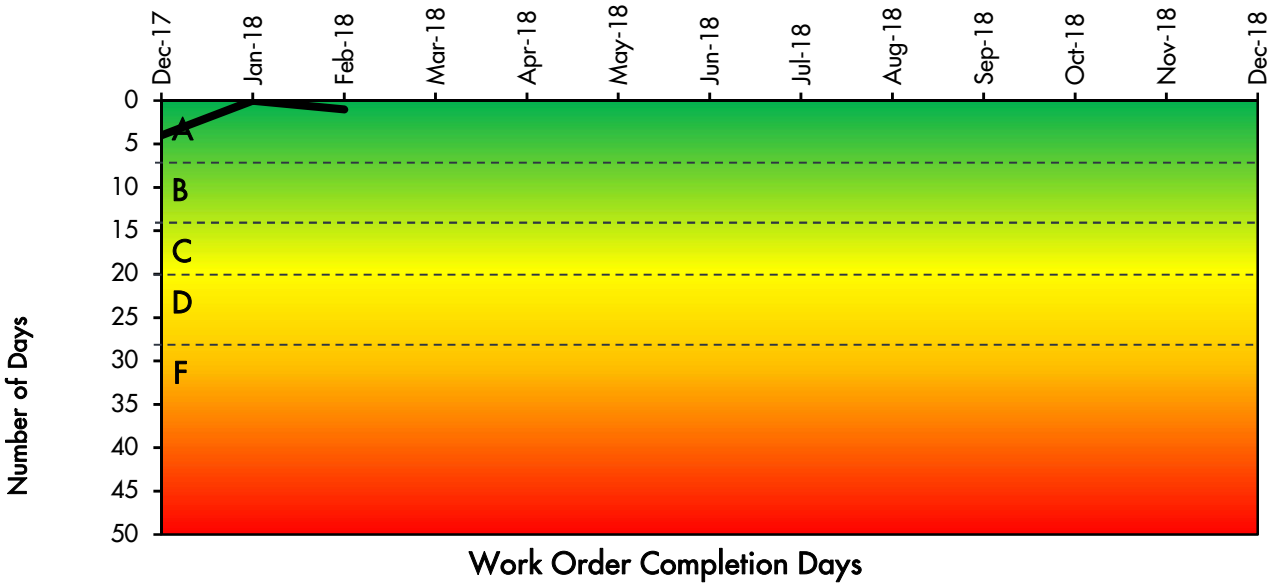
Unit Turnover
February 2018

Community	Number of Units Turned in Month	Average Turnover Days in Month	Monthly Grade	YTD Number of Units Turned	YTD Avg. Turnover Days
Ash Brook Apartments	1	17	A	1	17
Bennett Block	-	-	NONE	-	-
Brookbend East	1	31	C	2	30
Brookbend West	2	31	C	4	31
Central Square Terrace	1	1	A	1	1
Cottage Street	-	-	NONE	-	-
Evergreen Knoll LP	3	16	A	3	16
Forest View	3	22	B	5	23
Harper Acres	5	19	A	8	19
Meadow Road	1	24	B	1	28
North and Gilsum	4	18	A	5	30
Riverbend Apartments	1	31	C	1	31
Scattered Sites	2	24	B	3	21
Stone Arch Village Family	-	-	NONE	-	-
Stone Arch Village Senior	-	-	NONE	-	-
Report Totals:	**24**	**21**	**B**	**34**	**23**



Residential Property Non-Emergency Work Order Completion Days
February 2018

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	1	2	A	4	1	A
Ash Brook Apartments	6	0	A	19	0	A
Bennett Block	3	0	A	10	1	A
Brookbend East	3	0	A	7	0	A
Brookbend West	6	0	A	14	0	A
Central Square Terrace	34	0	A	147	0	A
Cottage Street	4	1	A	5	2	A
Emerald Street House	3	0	A	4	0	A
Evergreen Knoll LP	3	1	A	11	1	A
Forest View	11	0	A	26	1	A
Harper Acres	28	0	A	82	1	A
Keene Housing Main Office	4	1	A	10	1	A
Meadow Road	4	0	A	9	1	A
North and Gilsum	6	0	A	27	1	A
Riverbend Apartments	4	0	A	15	0	A
Scattered Sites	8	1	A	19	1	A
Stone Arch Village Family	5	1	A	9	1	A
Stone Arch Village Senior	13	0	A	55	0	A
Report Totals:	**327**	**0**	**A**	**473**	**1**	**A**



Residential Property Emergency Work Order Completion Days
February 2018

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	-	-	NONE
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:	**-**	**-**	**NONE**	**-**	**-**	**NONE**

Keene Housing

FINANCE REPORT
FEBRUARY 2018

Programs and Services FY 2018 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	$377,821	$345,293	91%	600	$575	102%	587	$751	$32,528
February	$377,821	$339,883	90%	595	$571	101%	587	$338	$37,938
March									$0
April									$0
May									$0
June									$0
July									$0
August									$0
September									$0
October									$0
November									$0
December									$0
Total	$755,642	$685,176	91%	1195	$573	102%	1174	$1,089	$70,466

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	$377,821	$336,006	89%	546	$615	93%	587	$751	$41,815
February	$377,821	$331,301	88%	542	$611	92%	587	$338	$46,520
March									$0
April									$0
May									$0
June									$0
July									$0
August									$0
September									$0
October									$0
November									$0
December									$0
Total	$755,642	$667,307	88%	1088	$613	93%	1174	$1,089	$88,335

Affordable Housing Preservation Program (AHPP)

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$14,846	$14,579	98%	17	$858	94%	18	$0	$267
February	$14,846	$15,961	108%	17	$939	94%	18	$0	($1,115)
March									$0
April									$0
May									$0
June									$0
July									$0
August									$0
September									$0
October									$0
November									$0
December									$0
Total	$29,692	$30,540	103%	34	$898	94%	36	$0	($848)

Non-Elderly Disabled (NED)

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$54,662	$52,256	96%	99	$528	99%	100	$0	$2,406
February	$54,662	$52,980	97%	100	$530	100%	100	$0	$1,682
March									$0
April									$0
May									$0
June									$0
July									$0
August									$0
September									$0
October									$0
November									$0
December									$0
Total	$109,324	$105,236	96%	199	$529	100%	200	$0	$4,088

Mainstream (MS)

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$28,808	$28,112	98%	48	$586	96%	50	$0	$696
February	$28,808	$28,043	97%	47	$597	94%	50	$0	$765
March								$0	$0
April								$0	$0
May								$0	$0
June								$0	$0
July								$0	$0
August								$0	$0
September								$0	$0
October								$0	$0
November								$0	$0
December								$0	$0
Total	$57,616	$56,155	97%	95	$591	95%	100	$0	$1,461

FY18 utilization targets are 98% in NEDs, AHPP, and Mainstream, 93% in MTW without THASP and Project MARCH, 101% with.

2017 Summary			
Program	UMA	UML	% UML
MTW	7044	7309	104%
NED	1200	1180	98%
MS	600	587	98%
AHPP	198	198	100%

Financial Report – February 28, 2018

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 $300k which is a net increase of $42k from the budget of $258k.

OPERATING REVENUES are $2,514k a net decrease of $15k as compared to the budget of $2,528k. The most significant changes are related to:

VARIANCES for Revenue categories (Less)/Higher than Budget		
$9,315	Rent Revenue	Change in tenant rent – partly related to subsidy changes and partly increase in rent at some properties without corresponding increase in HAP.
$13,476	HAP funding	The MTW funding budget is at 96.3% proration (per HUD pro-ration). HUD has not received final funding approval. MTWs are waiting for notification from HUD which is dependent on when the US Government approves the budget and what the final pro-ration will be.
($15,925)	Other Income	Other Income is related to miscellaneous income. Grants funds: FSS funds is under budget by $3k, CHT admin revenue is under budget by $2k and CDBG admin revenue is under budget by $3k. Interest income is over budget by $4k since new bank is posting higher interest on accounts. Additionally, there is misc income throughout other properties is under budget by $11k.
($7,308)	Management Fees	Management fees are on budget.
$0	Development fees	No Development fees paid or expected (MAHC).
($1,487)	Vacancy Loss	Vacancy Loss (reduction to revenue) are mostly on budget.
($935)	Tenants Charges	Tenants Charges (laundry, damages, other fees)
$7,485	Admin Funding	HUD Section 8 admin funding is over budget. NEDs and Mainstream admin revenue is on budget.
$4,621	**Higher than Budget**	**Operating Revenue**
($29,025)	Partnership Distributions	Partnership fees, paid to Keene Housing or MAHC from surplus cash for 2017 on LIHTC properties managed. The total budget is $175k, actuals posted to date are $0k.
$9,560	MTW Transfer	The 2018 MTW Non-HAP funding used for Non-HAP initiatives. KAHP Capital Impr = $0k, KHKC = $10k
($14,844)	**Lower than Budget**	**Total Revenue**

OPERATING EXPENSES are $2,214k a net decrease of $56k as compared to the budget of $2,270k. The most significant changes are related to:

VARIANCES for Expense categories (Less)/Higher than Budget		
($35,525)	Admin Expenses	Administrative Expense are all under budget, except for the Energy Consulting and Legal, which are both related to the Solar Project at HA and CST.
($159)	Payroll and Benefits Expen	Benefit Expenses are running under budget by $10k. Salaries are over budget by $10k due to OT in Maint department, which is just timing.
$18,593	Utilities Expenses	Fuel Expense is over budget by $21k. (CST by $10k and various properties) Water & Sewer is under budget by $4k. Electric is on budget.
($39,489)	Maint Expenses	Maintenance Expenses under budget are: Materials by $14k, Maint service/repairs $5k, Misc Equip by $4k, security $21k, Electrical $6k. Items over budget are: Flooring by $2k, Other Services by $5k (CST parking lease).
($3,578)	Insurance Expenses	Insurance Expenses under budget.
($2,433)	Property Tax Exp	Property Taxes under budget.
($1,111)	Partnership taxes	Taxes under budget.
$1,541	Interest Expenses	Interest Expenses over budget.
($5,412)	Resident services	Residential Services are running under budget for now, timing.
($14,876)	HAP disbursements	HAP disbursements under budget.
($82,449)	**Lower than Budget**	**Operating Expenses**
$63,985	Partnership Distributions	BBE has been paid.
($38,037)	MTW Transfer	The YTD actuals = $19k with YTD budget = $57k. The 2017 MTW Non-HAP funding used for Non-HAP initiatives. KAHP Capital Impr = $0k, KHKC = $10k
($56,500)	**Lower than Budget**	**Total Expenses**

Keene Housing

Income Statement - Comparing Actuals to Budget - YTD - as of February 28, 2018

Program/Property	BUDGET	ACTUALS	Changes Compared to Approved Budget		
	Operational Surplus/ (Deficit)	Operational Surplus/ (Deficit)	Revenue (Less) /Higher than budget	Expenses (Less) /Higher than budget	Notes on variances
Keene Housing					
Central Office (Locals)	22,954	(13,630)	(23,317) Lower Revenue	13,267 Higher Expenses	Revenue is MTW transfer $9k in; then out to funds capital projects and KHKC.
Monadnock Affordable (MAHC)	(6,062)	(16,500)	719 On Budget	11,156 Higher Expenses	
Keene Affordable (KAHP)	67,049	26,151	(31,057) Lower Revenue	9,838 Higher Expenses	Revenue is MTW transfer in $0k to fund capital projects.
Meadow Road	8,102	10,967	1,350 Higher Revenue	(1,515) Lower Expenses	
Roxbury St Shelter	806	1,777	735 On Budget	(236) On Budget	
Section 8 Voucher Program (MTW)	1,813	94,376	23,491 Higher Revenue	(69,071) Lower Expenses	
Special Purpose Vouchers (Non-Elderly Disabled)	(8,688)	6,015	9,899 Higher Revenue	(4,804) Lower Expenses	
Mainstream Voucher Program	(7,015)	2,689	2,531 Higher Revenue	(7,173) Lower Expenses	
Low Income Tax Credits Properties (LIHTC)					
Brookbend East	39,794	53,574	4,271 Higher Revenue	(9,509) Lower Expenses	.
Brookbend West	31,155	44,756	(708) On Budget	(14,309) Lower Expenses	.
Evergreen Knoll	11,962	21,284	(727) On Budget	(10,049) Lower Expenses	
Riverbend	9,345	16,428	(3,331) Lower Revenue	(10,414) Lower Expenses	
Stone Arch Family	23,326	(41,060)	(2,898) Lower Revenue	61,488 Higher Expenses	Expense includes partnership distribution which exceeds YTD budget by $61k.
Stone Arch Senior	11,622	16,301	172 On Budget	(4,507) Lower Expenses	
Multi-Family Properties					
Central Square Terrance	38,788	57,888	2,781 Higher Revenue	(16,318) Lower Expenses	
Non-Owned/Managed Properties					
Cottage Street	750	755	(20) On Budget	(26) On Budget	
Ashbrook	8,235	10,201	357 On Budget	(1,609) Lower Expenses	
Emerald Street	3,907	7,716	920 On Budget	(2,889) Lower Expenses	
Fairweather Lodge	143	(50)	(12) On Budget	180 On Budget	
TOTALS	257,986	299,639	(14,844) Higher Revenue	(56,500) Higher Expenses	

(a) excluding depreciation

Keene Housing

Cash Outlay - Year to Date - as of February 28, 2018

Program/Property											
			change in balance sheet accounts affecting cash								
	Unrestricted Cash Balance at 1/1/18	Cash from Operations Surplus/ (Deficit)	Principal Payments	Reserve Accounts Net change (Incr)/Decr	Capital Improvement Payments	Changes in 'other' 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)	2,812,663	(13,630)	0	0	(64,196)	0	(39,741)	(9,503)	0	2,685,593	(127,070)
Monadnock Affordable (MAHC)	193,120	(16,500)	(2,911)	0	0	0	7,847	(7,501)	0	174,055	(19,065)
Keene Affordable (KAHP)	939,209	26,151	(29,047)	(12,716)	(110,995)	0	(11,962)	(34,533)	0	766,107	(173,102)
Meadow Road	20,140	10,967	(5,155)	(524)	0	0	(6,648)	3,774	0	22,554	2,414
Roxbury St Shelter	16,572	1,777	(268)	0	0	0	870	(608)	0	18,343	1,771
Section 8 Voucher Program (MTW)	73,857	94,376	n/a	n/a	n/a	n/a	36,925	29,342	0	234,500	160,643
Special Purpose Vouchers (Non-Elderly Disabled	87,771	6,015	n/a	n/a	n/a	n/a	(19,279)	(431)	0	74,076	(13,695)
Mainstream Voucher Program	145,475	2,689	n/a	n/a	n/a	n/a	(8,635)	(46)	0	139,483	(5,992)
Low Income Tax Credits (LIHTC)											
Brookbend East	216,295	53,574	(854)	(3,870)	0	0	4,302	9,505	0	**278,952**	62,657
Brookbend West	168,611	44,756	(774)	(2,084)	0	0	8,940	5,554	0	**225,003**	56,392
Evergreen Knoll	42,610	21,284	(3,428)	(5,134)	0	0	(10,407)	5,684	0	**50,609**	7,999
Riverbend	35,304	16,428	(1,838)	(2,500)	0	0	(11,365)	268	0	**36,297**	993
Stone Arch Family	141,098	(41,060)	(760)	(1,712)	0	(7,110)	(5,581)	7,429	0	**92,304**	(48,794)
Stone Arch Senior	101,880	16,301	(1,586)	(2,538)	0	0	(6,809)	4,749	0	**111,997**	10,117
Multi-Family Properties											
Central Square Terrance	29,337	57,888	(24,802)	(10,627)	(3,649)	0	(50,620)	37,435	0	**34,962**	5,625
Non-Owned/Managed Properties											
Cottage Street	587	755	0	(400)	0	0	(134)	(150)	0	**658**	71
Ash Brook	39,005	10,201	(4,745)	(1,517)	0	0	(2,549)	2,915	0	**43,310**	4,305
Emerald Street	7,119	7,716	(2,881)	(660)	0	0	(66)	80	0	**11,308**	4,189
Fairweather Lodge	1,942	(50)	0	(350)	0	0	31	(635)	0	**938**	(1,004)
TOTAL	5,072,595	299,639	(79,049)	(44,632)	(178,840)	(7,110)	(114,881)	53,328	0	5,001,050	(71,545)

(a) excluding depreciation

Keene Housing

Balance Sheet Summary - Assets - as of February 28, 2018

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)	1,166,259	1,519,334	0	0	0	10,419,121	178,144	438,953	13,721,811
Monadnock Affordable (MAHC)	174,055	0	0	0	0	1,021,955	1,403,600	840,146	3,439,756
Keene Affordable (KAHP)	766,107	157,964	703,556	0	0	98,669	18,363,829	20,685	20,110,810
Meadow Road	22,554	48,614	59,823	0	0	13,510	658,581	0	803,082
Roxbury St Shelter	18,343	0	0	0	0	2,625	438,927	0	459,895
Section 8 Voucher Program (MTW)	234,500	0	0	0	0	4,228	1,917	0	240,645
Special Purpose Vouchers (Non-Elderly Disabled)	74,076	0	0	0	0	19,358	0	0	93,434
Mainstream Voucher Program	139,483	0	0	0	0	9,179	0	0	148,662
Low Income Tax Credits (LIHTC)									
Brookbend East	278,952	38,017	155,657	196,313	0	29,984	5,868,988	58,615	6,626,526
Brookbend West	225,003	35,836	91,072	176,181	0	20,254	5,459,728	38,872	6,046,946
Evergreen Knoll	50,609	31,187	154,180	86,865	0	13,870	2,939,404	3,196	3,279,311
Riverbend	36,297	39,899	66,031	50,295	0	9,499	1,819,865	0	2,021,886
Stone Arch Family	92,304	53,126	56,797	84,009	0	3,790	2,738,285	7,120	3,035,431
Stone Arch Senior	111,997	47,967	120,790	123,460	0	9,765	3,007,885	14,119	3,435,983
Multi-Family Properties									
Central Square Terrance	34,962	117,751	172,311	0	16,450	8,812	1,540,505	33,681	1,924,472
Non-Owned/Managed Properties									
Cottage Street (MFS)	658	4,795	10,223	12,640	6,115	3,063	402,497	5,250	445,241
Ash Brook (MHO)	43,310	25,761	75,757	0	8,897	(175)	610,654	5,277	769,481
Emerald Street (CHO)	11,308	6,074	70,977	0	5,923	(478)	131,439	0	225,243
Fairweather Lodge (CHO)	938	2,551	14,116	0	0	1,824	20,001	0	39,430
TOTALS	**3,481,716**	**2,128,876**	**1,751,290**	**729,763**	**37,385**	**11,688,853**	**45,584,249**	**1,465,914**	**66,868,046**

(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 February 28, 2018

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)	4	5,799	0	21,667	0	13,714,087	(19,746)	13,721,811
Monadnock Affordable (MAHC)	977	0	0	8,133	503,284	2,951,427	(24,063)	3,439,758
Keene Affordable (KAHP)	6,766	21,793	0	187,458	15,775,466	4,230,819	(111,492)	20,110,810
Meadow Road	1,495	90,585	0	14,412	517,694	175,154	3,743	803,083
Roxbury St Shelter	0	38,415	0	(273)	292,310	128,938	506	459,896
Section 8 Voucher Program (MTW)	9,195	44,637	0	15,584	0	77,019	94,209	240,644
Special Purpose Vouchers (Non-Elderly Disabled)	38,738	0	0	1,420	0	47,261	6,016	93,435
Mainstream Voucher Program	1,554	0	0	721	0	143,698	2,689	148,662
Low Income Tax Credits (LIHTC)								
Brookbend East	257	2,240	0	20,953	1,165,557	5,416,296	21,224	6,626,527
Brookbend West	2,165	1,960	0	31,770	1,642,935	4,352,983	15,133	6,046,946
Evergreen Knoll	255	0	0	27,646	1,790,034	1,464,139	(2,763)	3,279,311
Riverbend	81	128,500	0	52,809	1,033,341	807,204	(49)	2,021,886
Stone Arch Family	3	0	0	24,360	591,731	2,478,879	(59,541)	3,035,432
Stone Arch Senior	17	0	0	31,793	561,650	2,844,826	(2,303)	3,435,983
Multi-Family Properties								
Central Square Terrance	645	83,126	933,070	52,117	2,734,520	(1,919,549)	40,543	1,924,472
Non-Owned/Managed Properties								
Cottage Street	10	0	0	2,834	491,380	(47,755)	(1,227)	445,242
Ash Brook	2,268	1,584	0	11,761	766,808	(15,169)	2,229	769,481
Emerald Street	590	504	0	2,494	149,815	65,600	6,241	225,244
Fairweather Lodge	4	0	0	2,727	0	37,341	(642)	39,430
TOTALS	**65,024**	**419,143**	**933,070**	**510,386**	**28,016,525**	**36,953,198**	**(29,293)**	**66,868,053**

Keene Housing-Active Contracts

Type of Services	Vendor	Original Contract Dates	Current Expiration Date	Renewal Options	2018 ANNUAL Contract Limits	2018 ANNUAL Contract Specific Amounts
Janitorial	Jan-Pro Cleaning Systems	06/26/17- 06/22/18	6/22/2018	remaining renewal options: 4 (2019, 2020, 2021, 2022)		$44,268
Voucher Management Software	Tracker Systems	07/01/17- 06/30/18	6/30/2018	remaining renewal options: 0 (renewed annually)		$9,000
Document Management Software	PiF Technology	08/31/17 - 08/31/18	8/31/2018	remaining renewal options: 0 (renewed annually)		$7,170
Environmental Services	LE-Environmental	12/07/16 - 12/06/17	12/7/2018	remaining renewal options: 3 (2019, 2020, 2021)	<$50,000.00	
Energy Consulting Services	Nova Consulting Group	02/01/15 - 01/31/16	1/31/2019	remaining renewal options: 1 (one year 2020)	<$50,000.00	
Graphic Design	Silver Direct	02/01/16 - 1/31/17	1/31/2019	remaining renewal options: 0	< $15,000.00	
Technical Assistance	Edgemere Consulting	01/15/16 - 1/14/17	1/31/2019	remaining renewal options: 0	<$50,000.00	
IT Support	True North Networks	4/30/2014 - no end	4/30/2019	remaining renewal options: 0		$55,812
Trash Removal	Waste Management	05/01/17 - 04/30/19	4/30/2019	remaining renewal options: 3 (2019, 2020, 2021)		$105,000
Snow Removal	AGM Landscaping	10/01/17- 05/01/19	5/1/2019	remaining renewal options: 3 (2020, 2021, 2022)		$61,025
Architect/Engineering Services	Weller & Michal Contract	05/13/14 - 05/13/16	5/13/2019	remaining renewal options: 0	as needed	
Electrical Services	Elm City Electric	05/15/1 7- 05/14/19	5/14/2019	remaining renewal options: 3 (2020, 2021, 2022)	as needed	
Architect/Engineering Services	Stevens & Associates	06/13/14 - 06/13/16	6/13/2019	remaining renewal options: 0	as needed	
Capital Needs Assessment	GDS Associates	07/01/17- 06/30/18	6/30/2019	remaining: 1 (one year 2020)		$8,676
Propane Gas Heating Services	L&G Propane	07/01/17 - 06/30/19	6/30/2019	remaining renewal options: 3 (2020, 2021, 2022)		Fixed Pricing 1.2009/gal
Development Consulting	TAG Associates	09/01/1 6- 08/31/19	8/31/2019	remaining renewal options: 2 (2020, 2021)	<$50,000.00	
Heating/AC/AH	Gary Jackson Heating	09/15/16 - 09/14/17	9/14/2019	remaining renewal options: 2 (2020, 2021)	as needed	
Development Consulting	NNEHIF	10/01/16 - 09/30/19	9/30/2019	remaining renewal options: 2 (2020, 2021)	<$50,000.00	
Copier/Printer Leases	US Bank	10/5/2014-10/5/2019	10/5/2019	remaining renewal options: 0		$12,063

Keene Housing-Active Contracts

Type of Services	Vendor	Original Contract Dates	Current Expiration Date	Renewal Options	2018 ANNUAL Contract Limits	2018 ANNUAL Contract Specific Amounts
Copier/Printer Leases	US Bank	10/5/2014-10/5/2019	10/5/2019	remaining renewal options: 0		$121
Copier/Printer Leases	US Bank	10/5/2014-10/5/2019	10/5/2019	remaining renewal options: 0		$1,101
Architect/Engineering Services	Dietz & Company	10/6/14 - 10/16/16	10/16/2019	remaining renewal options: 0	as needed	
Printing/Binding	Silver Direct	11/1/17-10/31/19	10/31/2019	remaining renewal options: 3 (2020, 2021, 2022)	as needed	
Printing/Binding	Prospect Park Press	11/1/17-10/31/19	10/31/2019	remaining renewal options: 3 (2020, 2021, 2022)		as needed
Lawn Care	AGM Landscaping	01/01/18 -11/30/19	11/30/2019	remaining renewal options: 3 (2020, 2021, 2022)		$68,550
Lawn Care	Griffin Property Management	04/01/18-11/30/19	11/30/2019	remaining renewal options: 3 (2020, 2021, 2022)		$74,781
Copier/Printer Leases	US Bank	3/29/2015-3/29/2020	3/29/2020	remaining renewal options: 0		$120
Copier/Printer Leases	US Bank	3/29/2015-3/29/2020	3/29/2020	remaining renewal options: 0		$2,592
Copier/Printer Leases	US Bank	4/18/2015-4/28/2020	4/28/2020	remaining renewal options: 0		$3,995
Legal - Labor & Employment Law	Sheehan Phinney Bass & Green	11/01/17 - 10/31/20	10/31/2020	remaining renewal options: 2 (2021, 2022)	as needed	
Legal - RE & Landlord/Tenant Law	Bragdon, Dowd & Kossayda	11/01/17 - 10/31/20	10/31/2020	remaining renewal options: 2 (2021, 2022)	as needed	
Legal - RE Law & Federal Reg	Ballard Spahr	11/01/17 - 10/31/20	10/31/2020	remaining renewal options: 2 (2021, 2022)	as needed	
Legal - RE Law & Federal Reg	Reno Cavanaugh	11/01/17 - 10/31/20	10/31/2020	remaining renewal options: 2 (2021, 2022)	as needed	
Legal - RE Law & Federal Reg	Drummond Woodsum	11/01/17 - 10/31/20	10/31/2020	remaining renewal options: 2 (2021, 2022)	as needed	
Legal - RE Law & Federal Reg	Hawkins Delafield & Wood	12/01/17 - 11/30/20	11/30/2020	remaining renewal options: 2 (2021, 2022)	as needed	
Admin Support from KH	Keene Housing Kids Collaborative	01/1/18 -12/31/20	12/31/2020	remaining renewal options: 3 (2021, 2022. 2023)		$5,300
Operating Support from KH/MTW	Keene Housing Kids Collaborative	01/1/18 -12/31/20	12/31/2020	remaining renewal options: 3 (2021, 2022. 2023)		$50,000
Copier/Printer Leases	US Bank	3/17/2016-3/17/2021	3/17/2021	remaining renewal options: 0		$352

Keene Housing-Active Contracts

Type of Services	Vendor	Original Contract Dates	Current Expiration Date	Renewal Options	2018 ANNUAL Contract Limits	2018 ANNUAL Contract Specific Amounts
Document Management Software	De Lage Landen Financing	08/31/2017 - 08/31/2021	8/31/2021	remaining renewal options: 0		$7,500

March 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 CST Bingo	2 CST Craft Workshop	3
4	5 3/5– 3/9 Otis Atwell Audit Harper Acres Coloring Group	6	7 CST Craft Workshop SAVS Craft Workshop	8 CST Bingo	9	10
11	12 Harper Acres Coloring Group SAVS Bingo CST Game Night	13 CST - Cooking Group	14 NHHFA Management Review CST CST Craft Workshop & Coloring Group	15 CST Bingo	16	17
18	19 Harper Acres Coloring Group SAVS Bingo CST Game Night	20 CST Card Making	21 Board of Commissioners Meeting CST Nutrition Workshop	22 CST Bingo	23 CST Wreath Making	24 Harper Acres Movie Night
25	26 Harper Acres Coloring Group SAVS Bingo CST Game Night	27 CST Planning Meeting	28 CST Craft Workshop SAVS Card Making	29 CST Bingo	30	31

April 2018

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

Keene Housing