Keene Housing
Board of Commissioners Meeting
February 21, 2018

Community Connections
Harper Acres - Craft Workshop

Meeting Location:
Harper Acres Mill Building
168 Castle Street
Keene, NH 03431

Keene Housing

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

BOARD OF COMMISSIONERS MEETING
WEDNESDAY, FEBRUARY 21, 2018
12:00 P.M.
HARPER ACRES MILL BUILDING
168 CASTLE STREET, KEENE, NH

AGENDA

I. Call to Order

II. Roll Call

III. Approval of the January 24, 2018 Keene Housing Board Meeting Minutes

IV. Executive Director's Report

V. Management Report

VI. Finance Report

VII. Old Business

VIII. New Business

a. Approval of Executive Director Travel (Resolution No. 600)

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, January 24, 2018

Vice Chairperson Mack called the Keene Housing Board of Commissioners meeting to order at 12:04 p.m. Vice Chairperson Mack asked that the minutes reflect who attended the meeting and declared a quorum present.

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

Absent:
- Jen Marsh, 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
- Sandy Clark, Director of Facilities and Assets

MINUTES:

Vice Chairperson Mack called for approval of the December 21, 2017 Board of Commissioners meeting minutes. Commissioner Slack 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 updated the Commissioners on the status of the Federal Fiscal Year 2018 Budget. Currently, the government is funded through February 8, 2018. Keene Housing budgeted for level funding through this fiscal year.

Keene Housing held a meeting with Tom MacDonald of Northern New England Housing Investment Fund (NNEHIF) to discuss the redevelopment of Central Square Terrace (CST) and the 4% tax credit program. The scope of work tentatively includes new kitchens and bathrooms, improvements to the community space, additional laundry rooms, a new ventilation system, heating system improvements, completion of the façade renovation, improvements to the Roxbury Street entrance and, possibly, solar panels on the roof. The Agency is also moving forward with a community art project at CST. The CST residents have been very involved in Keene Housing's community garden initiative and received permission from the City to have a raised garden bed on Roxbury Street. Vice Chairperson Mack asked if the CST residents expressed concerns about the bus stop on Roxbury Street. He stated the City of Keene is part of a national program called "Complete Streets". There is a transit component which includes comfortable and accessible public-transportation stops. He stated there may be funding to rehabilitate the bus stop.

Secretary Meehan stated there was a watermain break on Castle Street which required the City to pull up the new pavement. The City owns the infrastructure under the ground and will cover the cost of the asphalt repairs in the spring.

Keene Housing is moving forward with the photovoltaic (PV) project at Harper Acres. The Agency found a better location for the arrays which requires less tree removal. The Trump Administration put a 30% tariff on photovoltaics coming from China which may affect PV plans at Forest View. The Agency plans to move forward with heat pumps at Forest View if adequate funding is available.

Secretary Meehan attended the New Hampshire Housing Authority Corporation meeting last week and HUD Regional Administrator, Dave Tille and HUD Field Officer, Greg Carson were guests at the meeting.

Secretary Meehan invited Denise Comstock, Director of Housing to discuss Keene Housing's vacancies. Ms. Comstock reviewed current vacancies at each property and compared them to the monthly vacancies throughout the previous year. Ms. Comstock stated Riverbend and Evergreen Knoll will be leased up by the end of the month. She believes the bigger issue is vacancy days. She stated there were 17 denials in January due to applicants not meeting eligibility requirements, not returning paperwork or missing scheduled appointments. Ms. Comstock stated the Housing Department is flexible with applicant credit score ratings but criminal record history and landlord references/past evictions present issues. Vice Chairperson Mack asked if Keene Housing can collect information earlier in the process rather than waiting until a unit is vacant. Ms. Comstock stated the Housing Department is working to refine the process and looking at ways to be more supportive of applicants. Ms. Comstock continues to monitor vacancies and will update the Commissioners as needed.

Secretary Meehan stated Keene Housing never received a response from Rural Development regarding the Drug Court Program.

Sandy Clark, Director of Facilities and Assets was contacted by a Keene State College professor to discuss a project for her architecture students. They met and the students are working on a feasibility study for a Family Activity Center at Brookbend. This is our largest family property and it does not have a community space.

MANGEMENT REPORT:

Secretary Meehan reminded the Commissioners that starting in January, the methodology of the management reports is being corrected which will result in a decrease in the Make Ready and Turnover Reports.

FINANCE REPORT:

The Year End Finance Report will be presented at the February Board of Commissioners meeting. Secretary Meehan recognized Denise Pratt, Director of Programs and Services and her staff for meeting utilization goals.

OLD BUSINESS:

No topics were presented.

NEW BUSINESS:

No topics were presented.

PUBLIC COMMENT:

No members of the public were present.

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). Chairperson Robator seconded the motion, which upon being put to vote, the motion to suspend Public Session passed unanimously.

Vice Chairperson Mack suspended the Public Session at 12:59 p.m. on Wednesday, January 24, 2018 to convene a Non-Public Session.

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

PUBLIC SESSION RECONVENED:

Vice Chairperson Mack reconvened the Public Session on Wednesday, January 24, 2018 at 1:20 p.m. Vice Chairperson Mack stated the Board of Commissioners voted during non-public session to seal the minutes of that session.

Chairperson Robator 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, Vice Chairperson Mack adjourned the Board meeting at 1:18 p.m.

Joshua Meehan, Secretary of Keene Housing Board of Commissioners

1/30/2018
Date

Keene Housing

Resolution No. 600

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

   Approval of Executive Director Travel

2. Date of Board Meeting: February 21, 2018

3. Proposed Board Resolution:

   Resolution: That 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.

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: 2/13/2018

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: 2/13/2018

Keene Housing

MEMORANDUM

To: Joshua Meehan, Executive Director
From: Amy Wright, Director of Administration
Subject: Executive Director Travel
Date: February 13, 2018

This memorandum recommends that 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.

The convention provides Secretary Meehan the opportunity to learn the latest legislative, budgetary and regulatory matters affecting housing authorities. Topics include the Fiscal Year 2019 proposed budget as well as the Administration and Congress's plans for housing and community development, including possible changes in the low income housing tax credit and Moving to Work programs.

Although no arrangements have been made, pending Board approval, the total cost for travel and accommodations is not expected to exceed $3,000.

RECOMMENDATION

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

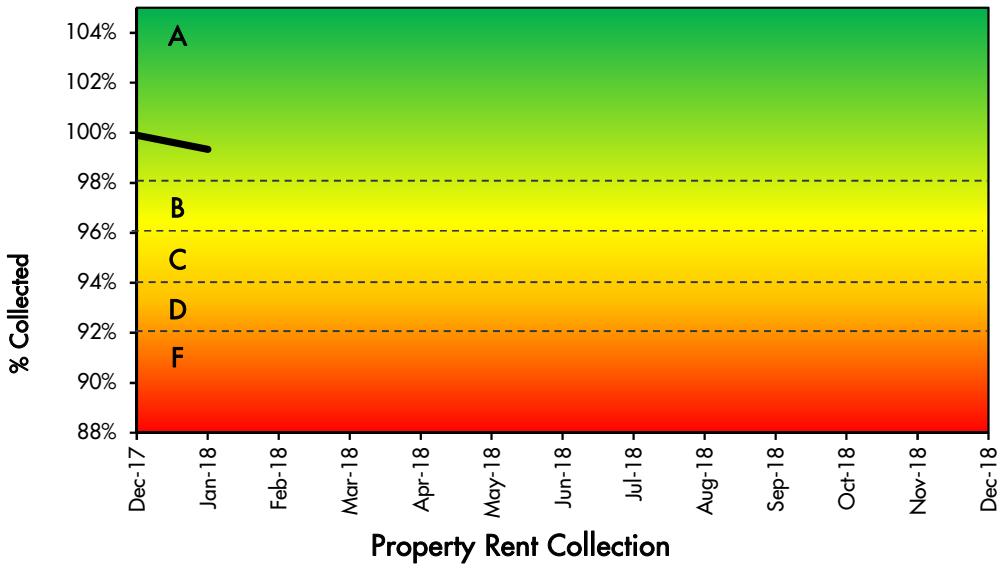
> **Resolution:** That the Keene Housing Board of Commissioners authorizes Executive Director Meehan to travel to New Orleans, LA for the Public Housing Authorities Directors Association (PHADA) 2018 Annual Convention & Exhibition, which runs from May 6, 2018 – May 8, 2018, pursuant to the memorandum dated February 13, 2018 from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director.

Keene Housing

MANAGEMENT REPORT
JANUARY 2018

Residential Property Rent Collection Report
January 2018

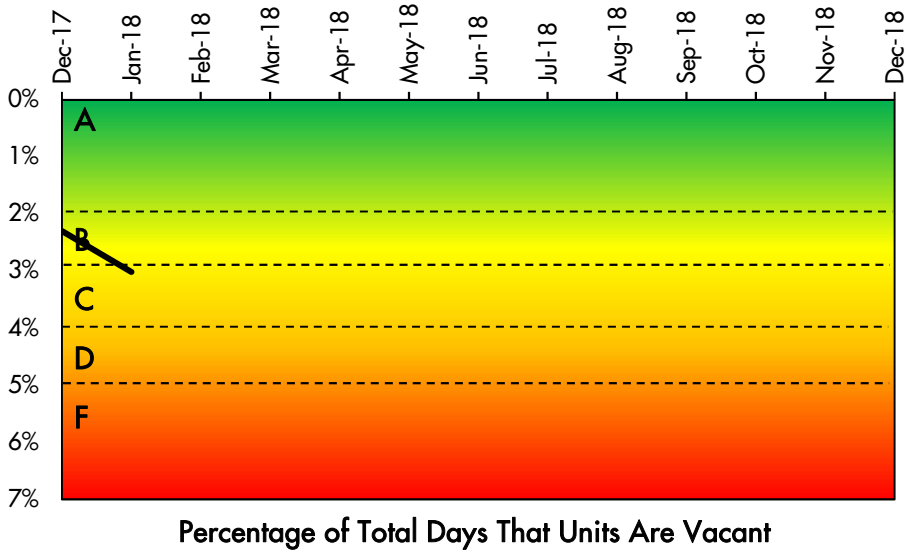
Community	Month Billed	Month Collected	% Collected	Monthly Grade	YTD Billed	YTD Collected	% YTD Collected	YTD Grade
Ash Brook Apartments	$10,187	$10,187	100.0%	A	$10,187	$10,187	100.0%	A
Bennett Block	$5,368	$5,706	106.3%	A	$5,368	$5,706	106.3%	A
Brookbend East	$14,558	$14,458	99.3%	A	$14,558	$14,458	99.3%	A
Brookbend West	$12,139	$12,021	99.0%	A	$12,139	$12,021	99.0%	A
Central Square Terrace	$26,738	$26,389	98.7%	A	$26,738	$26,389	98.7%	A
Cottage Street	$1,105	$1,116	101.0%	A	$1,105	$1,116	101.0%	A
Evergreen Knoll LP	$13,238	$12,314	93.0%	D	$13,238	$12,314	93.0%	D
Forest View	$19,902	$19,506	98.0%	A	$19,902	$19,506	98.0%	A
Harper Acres	$41,123	$40,812	99.2%	A	$41,123	$40,812	99.2%	A
Meadow Road Apartments	$5,539	$5,539	100.0%	A	$5,539	$5,539	100.0%	A
North and Gilsum	$14,350	$13,572	94.6%	C	$14,350	$13,572	94.6%	C
Riverbend Apartments	$10,200	$11,413	111.9%	A	$10,200	$11,413	111.9%	A
Scattered Sites	$9,746	$9,691	99.4%	A	$9,746	$9,691	99.4%	A
Stone Arch Village Family	$10,379	$10,484	101.0%	A	$10,379	$10,484	101.0%	A
Stone Arch Village Senior	$12,142	$12,142	100.0%	A	$12,142	$12,142	100.0%	A
Totals	**$206,714**	**$205,350**	**99.34%**	A	**$206,714**	**$205,350**	**99.3%**	A



Monthly Vacancy Report

January 2018

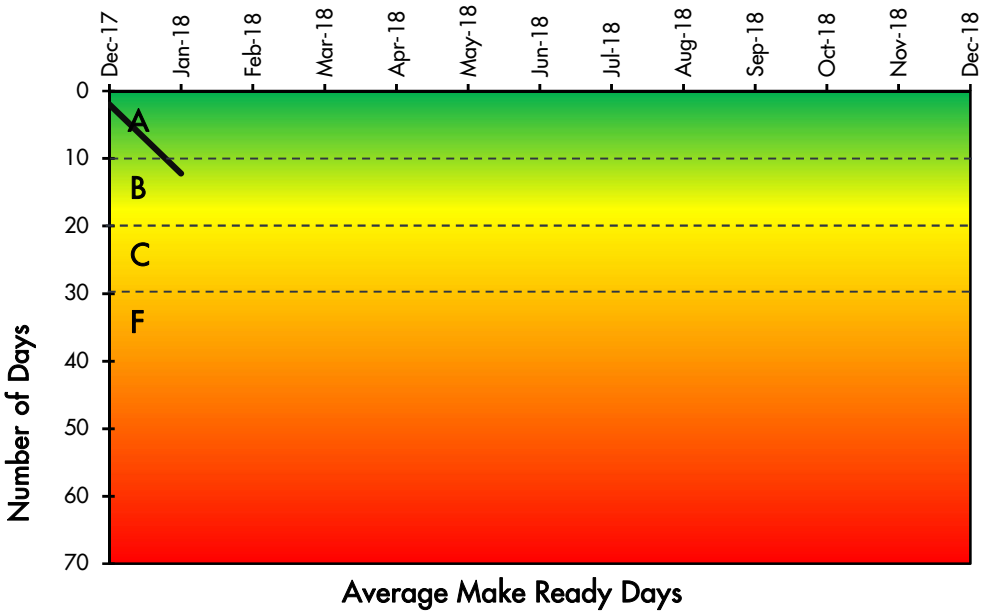
Community	Units Available	Available Days	Vacant Days	Monthly Vacancy Percentage	Monthly Grade	YTD Vacancy Percentage	YTD Grade
Ash Brook Apartments	24	744	17	2.3%	A	2.3%	A
Bennett Block	14	434	0	-	-	0.0%	-
Brookbend East	40	1240	31	2.5%	A	2.5%	A
Brookbend West	35	1085	62	5.7%	D	5.7%	D
Central Square Terrace	90	2790	1	0.0%	A	0.0%	A
Cottage Street	3	93	0	-	-	0.0%	-
Evergreen Knoll LP	32	992	49	4.9%	C	4.9%	C
Forest View	38	1178	65	5.5%	D	5.5%	D
Harper Acres	112	3472	93	2.7%	A	2.7%	A
Meadow Road	18	551	24	4.4%	C	4.4%	C
North and Gilsum	29	899	71	7.9%	F	7.9%	F
Riverbend Apartments	24	744	31	4.2%	C	4.2%	C
Scattered Sites	18	558	48	8.6%	F	8.6%	F
Stone Arch Village Family	24	744	0	-	-	0.0%	-
Stone Arch Village Senior	33	1023	0	-	-	0.0%	-
Report Totals:	**534**	**16,547**	**492**	**3.0%**	**B**	**3.0%**	**B**



Percentage of Total Days That Units Are Vacant

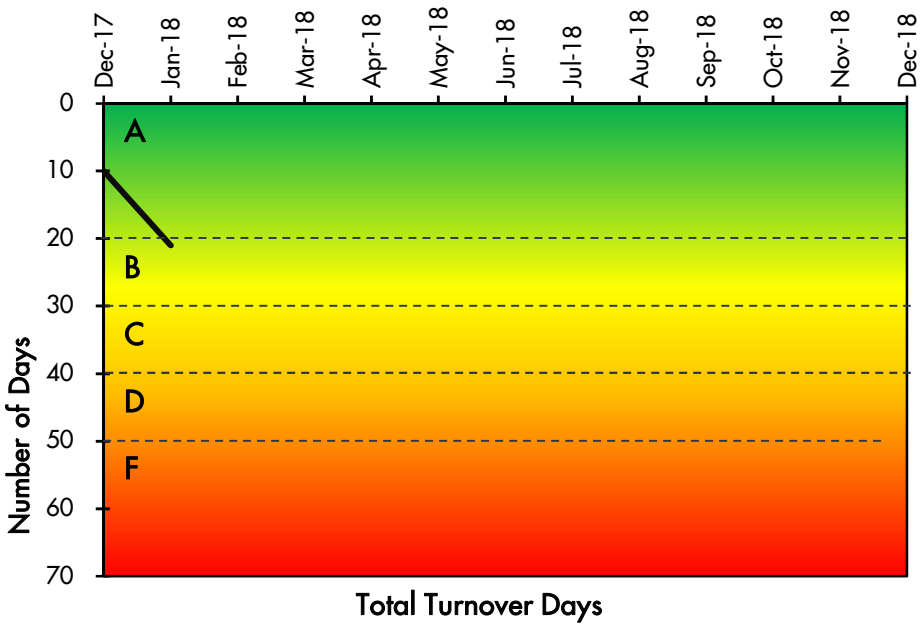
Unit Make Ready Days
January 2018

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	2	12	B
Harper Acres	2	13	B	2	13	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**	**9**	**12**	**B**



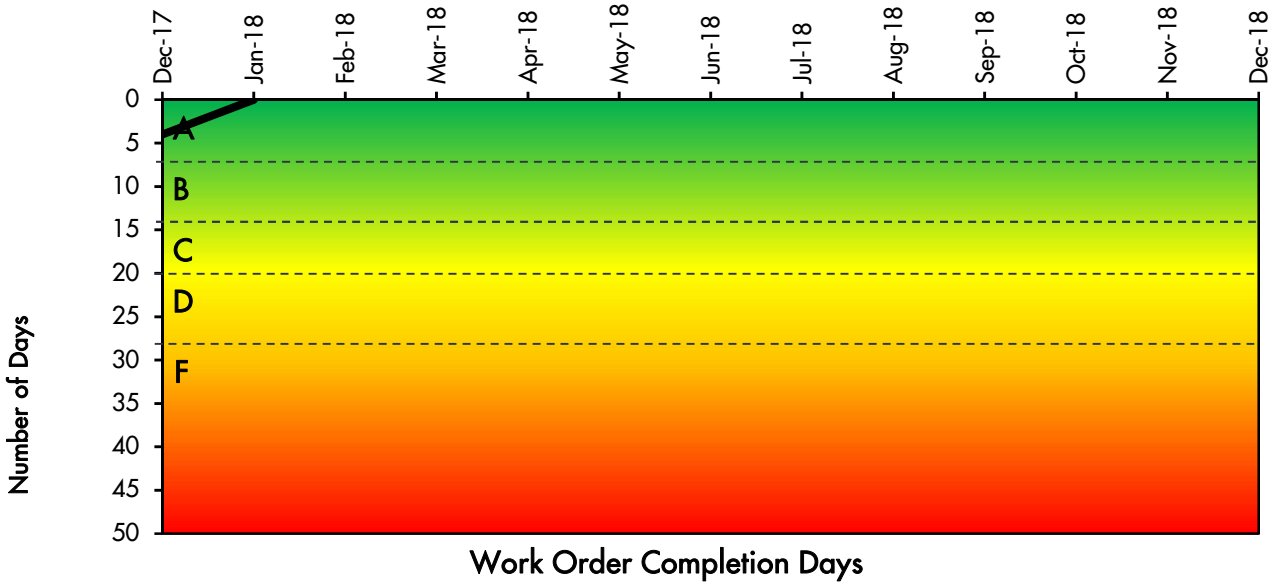
Unit Turnover
January 2018

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	1	31
Brookbend West	2	31	C	2	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	3	22
Harper Acres	5	19	A	5	19
Meadow Road	1	24	B	1	24
North and Gilsum	4	18	A	4	18
Riverbend Apartments	1	31	C	1	31
Scattered Sites	2	24	B	2	24
Stone Arch Village Family	-	-	NONE	-	-
Stone Arch Village Senior	-	-	NONE	-	-
Report Totals:	**24**	**21**	**B**	**24**	**21**



Residential Property Non-Emergency Work Order Completion Days
January 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	3	0	A	3	0	A
Ash Brook Apartments	13	0	A	13	0	A
Bennett Block	7	0	A	7	0	A
Brookbend East	4	0	A	4	0	A
Brookbend West	8	0	A	8	0	A
Central Square Terrace	113	0	A	113	0	A
Cottage Street	1	4	A	1	4	A
Emerald Street House	1	0	A	1	0	A
Evergreen Knoll LP	8	0	A	8	0	A
Forest View	15	0	A	15	0	A
Harper Acres	54	0	A	54	0	A
Keene Housing Main Office	6	0	A	6	0	A
Meadow Road	5	1	A	5	1	A
North and Gilsum	21	0	A	21	0	A
Riverbend Apartments	11	0	A	11	0	A
Scattered Sites	11	0	A	11	0	A
Stone Arch Village Family	4	0	A	4	0	A
Stone Arch Village Senior	42	0	A	42	0	A
Report Totals:	**327**	**0**	**A**	**327**	**0**	**A**



Residential Property Emergency Work Order Completion Days
January 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
JANUARY 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									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$377,821	$345,293	91%	600	$575	102%	587	$751	$32,528

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									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$377,821	$336,006	89%	546	$615	93%	587	$751	$41,815

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									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$14,846	$14,579	98%	17	$858	94%	18	$0	$267

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									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$54,662	$52,256	96%	99	$528	99%	100	$0	$2,406

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									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$28,808	$28,112	98%	48	$586	96%	50	$0	$696

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 – December 31, 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 $2.2m which is a net increase of $1.1m from the budget of $1.1m.

OPERATING REVENUES are $16.4m a net increase of $1.7m as compared to the budget of $14.7. The most significant changes are related to:

VARIANCES for Revenue categories Under/(Over) compared to Budget		
($117,154)	Rent Revenue	Change in tenant rent – partly related to subsidy changes and partly increase in rent at some properties without corresponding increase in HAP.
$129,627	HAP funding	The MTW funding budget is at 99.582% proration (last year's pro-ration). We received our approval and the pro-ration is 97% plus inflation or $3k less than budget. In December, KH will be requesting the remaining approved funds.
($283,108)	Other Income	Other Income is related to miscellaneous income and is over budget in various programs. Grants funds: FSS funds are on budget. The CDFA energy grant was not in the budget $20k. CHT admin revenue is under budget by $3k and CDBG admin revenue is over budget by $5k. Interest income is over budget by $5k since new bank is posting higher interest on accounts. There is also misc income of $112k received from City of Keene for Castle St road discontinuance. Additionally, there is misc income throughout other properties.
($375)	Management Fees	Management fees are on budget.
$0	Development fees	No Development fees paid or expected (MAHC).
$80,131	Vacancy Loss	Vacancy Loss (reduction to revenue) are over budget for BBE by $37k, BBW by $19K, Evergreen $8k, CST $9k due to increasing turnovers related to over housing transfers, finding qualified extremely low income and evictions. Also, over budget by $6k is Emerald, there may be a special vacancy claim that can be submitted and some income will come back to property.
$3,286	Tenants Charges	Tenants Charges (laundry, damages, other fees)
($45,174)	Admin Funding	HUD Section 8 admin funding is over budget. NEDs and Mainstream admin revenue is on budget.
($232,767)	**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 $227k.
($1,377,795)	MTW Transfer	The 2017 MTW Non-HAP funding used for Non-HAP initiatives. KAHP Capital Impr = $656k, KHKC = $58k
($1,659,045)	**Higher than Budget**	**Total Revenue**

OPERATING EXPENSES are $14.3m a net increase of $.6m as compared to the budget of $13.7m. The most significant changes are related to:

VARIANCES for Expense categories Under/(Over) compared to Budget		
$85,674	Admin Expenses	Administrative Expense are all under budget, except for the bank closing costs of $20k and bad debt expense of $23k.
$163,927	Payroll and Benefits Expenses	Benefit Expenses are running under budget by $132k. Salaries are under budget by $32k.
($41,400)	Utilities Expenses	Fuel Expense is over budget by $12k. Water & Sewer is over budget by $11k. Electric is over budget by $18k.
$44,165	Maint Expenses	Maintenance Expenses under budget are: Materials by $23k, Flooring by $6k, Misc Equip by $17k, snow removal $17k, Grounds by $9k, Vehicle repairs $4k, Plumbing $5k. Items over budget are: Janitorial by $23k, Maint Serv/Repairs $11k and Other Services by $13k (tree removal).
$10,033	Insurance Expenses	Insurance Expenses under budget.
($27,658)	Property Tax Exp	Property Taxes (CST increased by 11% or $24k for the year).
$5,291	Partnership taxes	Taxes (CST under budget)
($92,143)	Interest Expenses	Routine Interest Expenses is over budget $15k due to the MAHC loan that was refinanced incurred a prepayment penalty of $35k. No budget items: Interest credit subsidy from RD is $32k which is offset by income booked, Development fee interest for CST is $18k, amortization exp is $23k.
$18,419	Resident services	Residential Services running under budget. Development grants by $20k.
$111,422	HAP disbursements	HAP disbursements are under budget
$277,731	**Lower than Budget**	**Operating Expenses**
$64,258	Partnership Distributions	All have been paid as of date
($922,776)	MTW Transfer	The YTD actuals = $714k with YTD budget = $470k. The 2017 MTW Non-HAP funding used for Non-HAP initiatives. KAHP Capital Impr = $656k, KHKC = $58k
($580,787)	**Higher than Budget**	**Total Expenses**

Keene Housing

Income Statement - Comparing Actuals to Budget - YTD - as of December 31, 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)	25,887	141,918	780,988 Higher Revenue	664,958 Higher Expenses	Revenue is MTW transfer $721k in; then out to funds capital projects and KHKC.
Monadnock Affordable (MAHC)	(33,027)	(56,260)	(7,796) Lower Revenue	15,437 Higher Expenses	Expense includes a prepayment penalty of $34k on office building when refinanced to fixed rate 2/17.
Keene Affordable (KAHP)	209,359	1,063,727	890,391 Higher Revenue	36,022 Higher Expenses	Revenue is MTW transfer in $656k to funds capital projects.
Meadow Road	13,740	64,115	13,787 Higher Revenue	(36,588) Lower Expenses	
Roxbury St Shelter	8,172	6,998	648 On Budget	1,821 Higher Expenses	
Section 8 Voucher Program (MTW)	11,996	5,536	(846) on Budget	5,614 Higher Expenses	
Special Purpose Vouchers (Non-Elderly Disabled)	2,399	12,597	(25,871) Lower Revenue	(36,069) Lower Expenses	
Mainstream Voucher Program	0	6,036	18,335 Higher Revenue	12,300 Higher Expenses	
Low Income Tax Credits Properties (LIHTC)					
Brookbend East	230,448	229,847	(31,829) Lower Revenue	(31,229) Lower Expenses	.
Brookbend West	170,976	199,461	(14,568) Lower Revenue	(43,054) Lower Expenses	.
Evergreen Knoll	42,228	46,182	16,406 Higher Revenue	12,450 Higher Expenses	
Riverbend	32,208	37,034	(3,426) Lower Revenue	(8,253) Lower Expenses	
Stone Arch Family	31,416	36,415	8,168 Higher Revenue	3,169 Higher Expenses	Expense includes partnership distribution which exceeds YTD budget by $29k.
Stone Arch Senior	45,388	76,752	(1,840) Lower Revenue	(33,204) Lower Expenses	
Multi-Family Properties					
Central Square Terrance	205,806	199,035	29,368 Higher Revenue	36,139 Higher Expenses	
Non-Owned/Managed Properties					
Cottage Street	2,868	7,594	6,905 Higher Revenue	2,179 Higher Expenses	
Ashbrook	34,225	45,705	2,380 Higher Revenue	(9,100) Lower Expenses	
Emerald Street	20,484	24,652	(6,486) Lower Revenue	(10,654) Lower Expenses	
Fairweather Lodge	4,212	3,676	(1,687) Lower Revenue	(1,151) Lower Expenses	
TOTALS	1,058,785	2,151,020	1,673,027 Higher Revenue	580,787 Higher Expenses	

(a) excluding depreciation

Keene Housing

Cash Outlay - Year to Date - as of December 31, 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 '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)	2,468,736	141,918	(3,921)	0	(41,261)	0	310,886	(64,031)	336	2,812,663	343,927
Monadnock Affordable (MAHC)	271,422	(56,260)	168	0	(16,069)	(19,200)	(3,441)	15,207	(14)	191,813	(79,609)
Keene Affordable (KAHP)	777,158	1,063,727	625,702	(82,469)	(1,465,113)	5,642	39,283	(24,766)	45	939,209	162,051
Meadow Road	31,442	64,115	(43,362)	(3,144)	(32,580)	0	(2,237)	5,860	46	20,140	(11,302)
Roxbury St Shelter	34,550	6,998	(1,586)	0	0	0	6,359	(29,749)	0	16,572	(17,978)
Section 8 Voucher Program (MTW)	535,763	5,536	n/a	n/a	n/a	n/a	(28,892)	(438,411)	(139)	73,857	(461,906)
Special Purpose Vouchers (Non-Elderly Disabled	15,728	12,597	n/a	n/a	n/a	n/a	49,096	10,350	0	87,771	72,043
Mainstream Voucher Program	139,006	6,036	n/a	n/a	n/a	n/a	203	230	0	145,475	6,469
Low Income Tax Credits (LIHTC)											
Brookbend East	223,973	229,847	(102,121)	(18,328)	(13,473)	(86,626)	(30,417)	39,846	0	**202,347**	(21,626)
Brookbend West	147,842	199,461	(86,278)	(11,883)	(9,603)	(74,768)	(3,674)	7,587	(74)	**168,610**	20,768
Evergreen Knoll	61,302	46,182	(23,078)	(10,804)	(32,268)	0	110	1,166	0	**42,610**	(18,692)
Riverbend	165,483	37,034	443,802	(14,672)	(590,611)	0	(16,352)	10,620	0	**35,304**	(130,179)
Stone Arch Family	141,513	36,415	(2,226)	10,034	(39,969)	(4,510)	5,999	(6,200)	42	**141,098**	(415)
Stone Arch Senior	38,879	76,752	(19,508)	2,693	0	1,768	2,069	(815)	42	**101,880**	63,001
Multi-Family Properties											
Central Square Terrance	72,469	199,035	(152,624)	22,778	(95,313)	2,591	(23,045)	3,496	(49)	**29,338**	(43,131)
Non-Owned/Managed Properties											
Cottage Street	4,197	7,594	(6,750)	1,667	0	750	672	(7,543)	0	**587**	(3,610)
Ash Brook	36,909	45,705	(27,617)	(8,732)	0	311	1,699	(9,271)	0	**39,004**	2,095
Emerald Street	5,600	24,652	(16,973)	(3,931)	0	0	(4,989)	2,759	0	**7,118**	1,518
Fairweather Lodge	306	3,676	0	(1,105)	0	0	201	(1,137)	0	**1,941**	1,635
TOTAL	5,172,278	2,151,020	583,628	(117,896)	(2,336,260)	(174,042)	303,530	(484,802)	235	5,057,337	(114,941)

(a) excluding depreciation

Keene Housing

Balance Sheet Summary - Assets - as of December 31, 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)	1,094,292	1,718,371	0	0	0	10,377,495	120,064	438,953	13,749,175
Monadnock Affordable (MAHC)	191,813	0	0	0	0	1,027,009	1,411,163	840,146	3,470,131
Keene Affordable (KAHP)	939,209	132,580	690,840	0	0	111,966	18,385,686	20,685	20,280,966
Meadow Road	20,140	40,444	59,299	0	0	14,983	666,278	0	801,144
Roxbury St Shelter	16,572	0	0	0	0	3,496	440,198	0	460,266
Section 8 Voucher Program (MTW)	73,857	0	0	0	0	41,128	2,083	0	117,068
Special Purpose Vouchers (Non-Elderly Disabled)	87,771	0	0	0	0	79	0	0	87,850
Mainstream Voucher Program	145,475	0	0	0	0	45	0	0	145,520
Low Income Tax Credits (LIHTC)									
Brookbend East	202,347	58,211	147,938	195,755	0	17,455	5,933,568	58,615	6,613,889
Brookbend West	168,610	41,614	88,988	175,908	0	23,664	5,489,431	38,872	6,027,087
Evergreen Knoll	42,610	20,801	149,046	86,744	0	8,071	2,964,006	4,263	3,275,541
Riverbend	35,304	32,210	63,531	50,216	0	5,826	1,844,106	0	2,031,193
Stone Arch Family	141,098	45,924	55,085	84,007	0	5,414	2,756,987	7,120	3,095,635
Stone Arch Senior	101,880	39,764	118,253	123,268	0	11,350	3,026,489	14,119	3,435,123
Multi-Family Properties									
Central Square Terrance	29,338	69,417	161,684	0	16,450	6,526	1,556,990	33,681	1,874,086
Non-Owned/Managed Properties									
Cottage Street (MFS)	587	4,039	9,781	12,580	6,087	3,677	404,480	5,250	446,481
Ash Brook (MHO)	39,004	22,954	74,241	0	8,884	96	618,625	5,277	769,081
Emerald Street (CHO)	7,118	4,245	70,317	0	5,922	1,286	132,915	0	221,803
Fairweather Lodge (CHO)	1,941	2,551	13,766	0	0	1,855	20,593	0	40,706
TOTALS	**3,338,966**	**2,233,125**	**1,702,769**	**728,478**	**37,343**	**11,661,421**	**45,773,662**	**1,466,981**	**66,942,745**

(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 December 31, 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)	3,203	0	0	23,704	0	13,620,614	101,654	13,749,175
Monadnock Affordable (MAHC)	16,343	0	0	268	506,194	3,051,406	(104,081)	3,470,130
Keene Affordable (KAHP)	74,644	7,016	0	170,327	15,804,513	3,953,515	270,951	20,280,966
Meadow Road	5,471	88,914	0	8,333	522,850	152,627	22,949	801,144
Roxbury St Shelter	335	38,415	0	0	292,578	129,632	(693)	460,267
Section 8 Voucher Program (MTW)	14,576	13,017	0	12,481	0	72,458	4,536	117,068
Special Purpose Vouchers (Non-Elderly Disabled)	39,314	0	0	1,275	0	34,664	12,597	87,850
Mainstream Voucher Program	1,801	0	0	584	0	137,100	6,036	145,521
Low Income Tax Credits (LIHTC)								
Brookbend East	11,392	0	0	27,120	1,167,256	5,368,341	39,780	6,613,889
Brookbend West	10,493	0	0	19,848	1,643,709	4,330,842	22,196	6,027,088
Evergreen Knoll	4,557	0	0	17,660	1,793,461	1,555,702	(95,839)	3,275,541
Riverbend	10,837	126,000	0	49,025	1,035,180	844,900	(34,749)	2,031,193
Stone Arch Family	508	0	0	16,427	592,490	2,558,166	(71,956)	3,095,635
Stone Arch Senior	3,811	0	0	23,250	563,235	2,879,788	(34,961)	3,435,123
Multi-Family Properties								
Central Square Terrance	20,016	82,136	933,070	(3,698)	2,759,322	(2,017,931)	101,170	1,874,085
Non-Owned/Managed Properties								
Cottage Street	1,823	0	0	1,171	491,380	(43,592)	(4,300)	446,482
Ash Brook	4,322	0	0	8,375	771,554	(12,946)	(2,224)	769,081
Emerald Street	3,533	0	0	(24)	152,695	50,276	15,324	221,804
Fairweather Lodge	773	0	0	2,594	0	37,240	101	40,708
TOTALS	**227,752**	**355,498**	**933,070**	**378,720**	**28,096,417**	**36,702,802**	**248,491**	**66,942,750**

Capital Purchases/Renovations details
2017 budget

Description	Location	Original budget 2017	ACTUALS	(UNDER)/OVER Budget
Lighting Retrofit	KAHP-Harper Acres	$53,063	$47,075	($5,988)
Sidewalk/Curbs/Drainage/Electric wiring under road (Engi	KAHP-Harper Acres	$25,000	$43,815	$18,815
Sidewalk/Curbs/Drainage/Electric(less City $114k)	KAHP-Harper Acres	$519,000	$464,882	($54,118)
Windows (538 units/roof repair) plus contingency	KAHP-Harper Acres	$993,000	$501,101	($491,899)
Windows (538 units/roof repair) Engineering	KAHP-Harper Acres	$16,800	$14,218	($2,582)
Warming Oven (Commerical Kitchen #105)	KAHP-Harper Acres	$5,000	$0	($5,000)
Smoke alrams (HC units and bedrooms)	KAHP-Harper Acres	$26,200	$26,200	$0
Door Strike Transformers ($1300 @ 100 units)	KAHP-Harper Acres	$130,000	$130,000	$0
Lever handles or dead bolts (112 apt @ $45 ea)	KAHP-Harper Acres	$0	$0	$0
Flooring(Hallways/entrances) 14 entrances @ $7,580ea	KAHP-Harper Acres	$0	$103,141	$103,141
Feasbility of 105 Castle St renov	KAHP-Harper Acres	$10,000	$8,586	($1,414)
Hot Water Heater (HA144)	KAHP-Harper Acres	$0	$1,487	$1,487
Central Air To FAC	KAHP-Forest View	$15,000	$0	($15,000)
Storage Shed Doors	KAHP-Forest View	$10,000	$3,479	($6,521)
Doors/Siding (FAC)	KAHP-North & Gilsum	$8,000	$6,672	($1,328)
Meter Stacks	KAHP-North & Gilsum	$31,720	$0	($31,720)
Water line to gardens	KAHP-North & Gilsum	$2,500	$2,500	$0
Cement Stairs(15)	KAHP-North & Gilsum	$0	$7,689	$7,689
Deisgn work for 2018 Window Project	KAHP-North & Gilsum	$10,000	$1,505	($8,495)
Consulting for Remediation Of Ground Soil	KAHP-Bennett	$15,260	$56,121	($8,364)
Feasbility of Bennet Block renov	KAHP-Bennett	$50,000	$21,616	($28,384)
Hot Water Heater (HA144)				
Stairlift RA	KAHP-Roxbury Ct	$0	$2,644	$2,644
Back Door (6@ $500ea)	KAHP-Damon Ct	$3,000	$0	($3,000)
Steps (two sets) and railings	KAHP-West St	$6,000	$371	($5,629)
	TOTAL KAHP	**$1,929,543**	**$1,443,102**	**($535,666)**
MTW Funding (non-HAP current year)		($415,000)	($656,708)	
City of Keene (HA roadway)		($114,390)	($111,890)	
Bank Financing @ $1m ($325,495 allocated to 2018 Project)		($1,000,000)	($674,504)	
	TOTAL KAHP	**$400,153**	**$0**	**($535,666)**
Renovation Project: 2016 & 2017	Riverbend Apartments	$722,500	$711,163	($11,337)
LP Tanks	Riverbend Apartments	$0	$9,628	$9,628
CDBG Funds		($472,500)	($458,500)	
MTW Funding (block grant)		($250,000)	($250,000)	
	TOTAL Riverbend	**$0**	**$12,291**	**($1,709)**
Appliances	Evergreen Knoll	$0	$3,136	$3,136
Landscaping Improvements	Evergreen Knoll	$20,000	$20,000	$0
LP Tanks	Evergreen Knoll	$0	$9,129	$9,129
Playground (need additionals info to expand)	SAV F	$40,000	$39,969	($31)

Capital Purchases/Renovations details
2017 budget

Description	Location	Original budget 2017		ACTUALS	(UNDER)/OVER Budget
Heat units in offices	SAV Senior	$6,430		$0	($6,430)
Blinds for Hallway (6 floors @ 5k ea)	CST	$30,000		$5,480	($24,520)
Exterior Doors (4)	CST	$4,000		$0	($4,000)
Replace slate roof (7th floor roof, roxbury st side) plus engin	CST	$58,000		$65,832	$7,832
Access panels (Giguer quote 12/15)	CST	$10,550		$10,550	$0
Lever handles or dead bolts (90 apt @ 200 ea)	CST	$18,000		$0	($18,000)
Heat vents/Wall grilles (180)	CST	$2,460		$0	($2,460)
Skylights (2 not working)	CST	$5,000		$0	($5,000)
Bathroom Rehab	CST			$9,246	$9,246
Heat Pump replace/repair	CST			$4,203	$4,203
Renovation Project Pre-Development	CST			$16,069	$16,069
Landscaping	Meadow Rd	$20,000		$12,000	($8,000)
Heaters in Entry Halls	Meadow Rd	$18,000		$10,125	($7,875)
smoke alarms (18)	Meadow Rd	$3,600		$10,455	$6,855
Fire alarm panel and addressable devices	Brookbend West	$11,354		$9,602	($1,752)
Fire alarm panel and addressable devices	Brookbend East	$11,354		$10,828	($526)
Stairlift RA	Brookbend East	$0		$2,645	$2,645
Sander	Locals	$4,800		$0	($4,800)
Vehicles (2 new and 2 trade ins)	Locals	$25,000		$22,990	($2,010)
Snowblower for the Bobcat	Locals	$8,000		$0	($8,000)
V Plow for truck	Locals	$5,000		$4,635	($365)
Hot water tank	MAHC-SAV office	$1,500		$0	($1,500)
	Ashbrook	$0		$0	$0
	Emerald	$0		$0	$0
total capital purchases/renovations	**GRAND TOTAL**	**$2,955,091**		**$2,430,787**	**($575,238)**
	Net Cash outlay			**$279,185**	

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

FEBRUARY 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Quarterly Staff Training CST Bingo	2	3
4	5 2/5- 2/9 Otis Atwell Audit Harper Acres Coloring Group	6 NHHFA Management Review Ash Brook	7 SAVS - Craft Group Harper Acres Card Making	8 CST Bingo	9 Harper Acres Bingo	10
11	12 Harper Acres Coloring Group SAVS Bingo CST Game Night	13	14 CST Coloring Group	15 CST Bingo SAVS Card Making	16	17
18	19 Office Closed Presidents' Day CST Cooking Group CST Game Night	20 CST Card Making	21 Board of Commissioners Meeting CST Nutrition Workshop	22 CST Bingo	23	24
25	26 Harper Acres Coloring Group SAVS Bingo CST Game Night	27 CST Craft Workshop	28 CST Planning Meeting			

Keene Housing

MARCH 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 3/5– 3/9 Otis Atwell Audit	6	7	8	9	10
11	12	13	14 NHHFA Management Review CST	15	16	17
18	19	20	21 Board of Commissioners Meeting	22	23	24
25	26	27	28	29	30	31