Keene Housing

Keene Housing
Board of Commissioners Meeting
January 24, 2018

Community Connections
Central Square Terrace - Craft Workshop

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

Keene Housing

Board of Commissioners Meeting
Wednesday, January 24, 2018
Table of Contents

Agenda……...1

December 21, 2017 Board Meeting Minutes……..……..……..2

Housing Management Report…….……..……..……5

Finance Report……..……..……..……..……..……..……12

Active Contract List……..……..……..……..……15

Who We Serve: Elderly and Disabled Residents……..……..……18

Keene Housing Calendar of Events ……..……..……..……..……19

Keene Housing

BOARD OF COMMISSIONERS MEETING
WEDNESDAY, JANUARY 24, 2018
12:00 P.M.
KEENE HOUSING
831 COURT STREET, KEENE, NH

AGENDA

I. Call to Order

II. Roll Call

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

IV. Executive Director's Report

V. Management Report

VI. Finance Report

VII. Old Business

VIII. New Business

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
Thursday, December 21, 2017

Chairperson Robator called the Keene Housing Board of Commissioners meeting to order at 12:00 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
- 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
- Stefanie Worcester, Property Manager
- Sandy Clark, Director of Facilities and Assets

MINUTES:

Chairperson Robator called for approval of the November 15, 2017 Board of Commissioners meeting minutes. Commissioner Slack made a motion to approve the minutes. Vice Chairperson Mack 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. A continuing resolution is in place until January 19, 2018. Keene Housing is assuming level funding. The controversial tax bill was passed by Congress and is being signed by President Trump. The Low Income Housing Tax Credit (LIHTC) program was preserved. The value of the 9% tax credits will be reduced, but the Private Activity Bond program was also preserved.

Keene Housing's Family Self Sufficiency Program was awarded a grant again this year. The grant funds two Resident Service Coordinator positions. Secretary Meehan stated the Agency is working with Stevens and Associates to begin planning for the rehabilitation project at Central Square Terrace. The scope of work includes energy savings projects such as LED light fixtures in the apartments, possible solar panels on the roof, finishing the front façade as well as new kitchens, bathrooms, flooring and appliances. Unfortunately, Keene Housing did not have any residents or community members attend the Public Art meeting at North and Gilsum. The Agency plans to schedule a Public Art at Central Square Terrace in January 2018.

Secretary Meehan stated the Kids Holiday Bazaars were a great success this year. Chairperson Robator stated it was a great experience and he was happy to be part of it.

MANGEMENT REPORT:

No topics were presented.

FINANCE REPORT:

Ms. Griffin reviewed the consolidated financial operations and variances to budget for Keene

Housing owned and managed properties.

OLD BUSINESS:

No topics were presented.

NEW BUSINESS:

Resolution No. 593 – Approval of Fiscal Year 2018 Consolidated Budget

The Keene Housing Board of Commissioners authorizes the adoption of the proposed consolidated Keene Housing 2018 Operating and Capital Budget as presented, and further authorizes the Director of Finance to make necessary line item adjustment at the discretion of the Executive Director not to exceed a 10% increase or the aggregate total not to exceed $100,000, pursuant to the December 12, 2017 memorandum from Linda Griffin, Finance Director to Joshua Meehan, Executive Director. Vice Chairperson Mack moved the motion to approve the resolution. Commissioner Slack seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 594 - Approval of Bad Debt Write Offs for 2017

The Keene Housing Board of Commissioners authorizes the Finance Department to write-off tenant's old accounts receivable for approximately $22,555 as uncollectible bad debt for the fiscal year ending December 31, 2017 pursuant to the December 12, 2017 memorandum from Linda Griffin, Finance Director to Joshua Meehan, Executive Director. Vice Chairperson Mack moved the motion to approve the resolution. Commissioner Moses seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 595 - Approval of Project/Contract Lawncare Services

The Keene Housing Board of Commissioners authorizes the 2017 Lawncare Award to AGM Landscaping and Griffin Property Management pursuant to the November 30, 2017 memorandum from Sandy Clark, Director of Facilities and Assets to Joshua Meehan, Executive Director. Vice Chairperson Mack moved the motion to approve the resolution. Commissioner Moses seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 596 - Approval of 2018 Voucher Payment Standards

The Keene Housing Board of Commissioners, approves the Voucher Payment Standards for FY 2018, pursuant to the December 12, 2017 memorandum from the Director of Programs and Services Denise C. Pratt to Executive Director Joshua R. Meehan. Vice Chairperson Mack moved the motion to approve the resolution. Commissioner Moses seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 597 - Approval of 2018 Moving to Work Administrative Plan

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

Joshua R. Meehan. Vice Chairperson Mack moved the motion to approve the resolution. Commissioner Moses seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 598 - Approval of Time Donation Bank Policy

The Keene Housing Board of Commissioners approves an amendment to the Employee Handbook to include a Time Donation Bank Policy pursuant to the December 12, 2017 memorandum from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director. Commissioner Moses moved the motion to approve the resolution. Vice Chairperson Mack seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 599 - Approval of 2017 MTW Plan Amendment

The Keene Housing Board of Commissioners authorize the Executive Director to submit an amendment to the Fiscal Year 2017 Moving to Work Annual Plan requesting approval of revisions to the Rent Reasonableness Determination Discontinuance activity, pursuant to the December 14, 2017 memorandum from Planning and Policy Analyst April A. Buzby to Executive Director Joshua R. Meehan. Vice Chairperson Mack moved the motion to approve the resolution subject to the correction of the percentage in the memorandum to 11% of affected households. Commissioner Moses seconded the motion, which upon being put to vote, was passed unanimously.

Information Memo: Updated 2015 Strategic Plan

No discussion items presented.

Informational Memo: Quarterly Community Garden/Farm to Family Report

No discussion items presented.

PUBLIC COMMENT:

No members of the public were present.

NON-PUBLIC SESSION:

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

Vice Chairperson Mack made a motion to adjourn the meeting. Commissioner Slack seconded the motion, which upon being put to vote, was passed unanimously. There being no further business, Chairperson Robator adjourned the Board meeting at 12:50 p.m.

Joshua Meehan, Secretary of Keene Housing Board of Commissioners

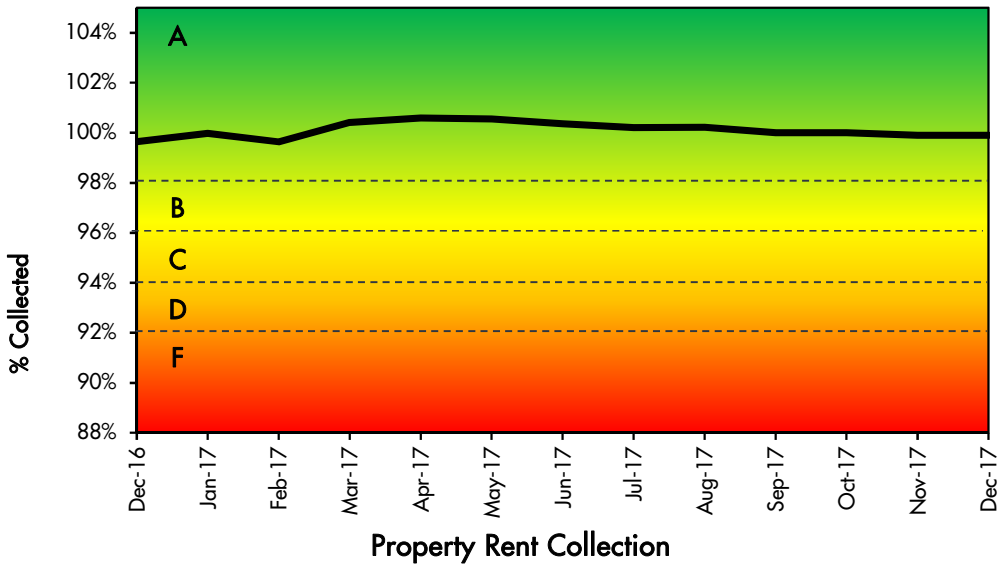
12/28/2017
Date

Keene Housing

MANAGEMENT REPORT
DECEMBER 2017

Residential Property Rent Collection Report
December 2017

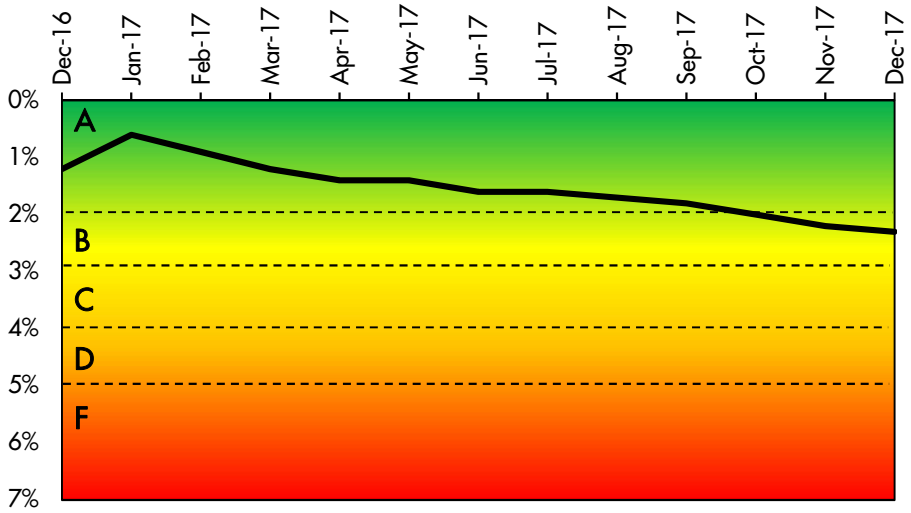
Community	Month Billed	Month Collected	% Collected	Monthly Grade	YTD Billed	YTD Collected	% YTD Collected	YTD Grade
Ash Brook Apartments	$10,340	$10,340	100.0%	A	$109,718	$109,720	100.0%	A
Bennett Block	$5,248	$5,768	109.9%	A	$50,271	$49,933	99.3%	A
Brookbend East	$14,103	$14,663	104.0%	A	$148,709	$145,534	97.9%	B
Brookbend West	$11,450	$11,664	101.9%	A	$113,456	$114,477	100.9%	A
Central Square Terrace	$25,682	$25,652	99.9%	A	$289,222	$290,205	100.3%	A
Cottage Street	$1,122	$1,022	91.1%	D	$14,164	$14,129	99.8%	A
Evergreen Knoll LP	$13,035	$13,493	103.5%	A	$142,851	$143,173	100.2%	A
Forest View	$17,697	$17,600	99.5%	A	$189,491	$189,869	100.2%	A
Harper Acres	$41,454	$41,585	100.3%	A	$481,504	$481,401	100.0%	A
Meadow Road Apartments	$5,895	$5,674	96.3%	B	$70,740	$70,564	99.8%	A
North and Gilsum	$13,985	$14,062	100.5%	A	$166,092	$166,170	100.0%	A
Riverbend Apartments	$9,858	$8,561	86.8%	F	$102,537	$101,779	99.3%	A
Scattered Sites	$8,830	$8,830	100.0%	A	$100,501	$100,501	100.0%	A
Stone Arch Village Family	$9,412	$9,232	98.1%	A	$106,144	$106,203	100.1%	A
Stone Arch Village Senior	$12,136	$12,136	100.0%	A	$140,189	$140,189	100.0%	A
Totals	**$200,247**	**$200,281**	**100.02%**	A	**$2,225,589**	**$2,223,848**	**99.9%**	A



Monthly Vacancy Report

December 2017

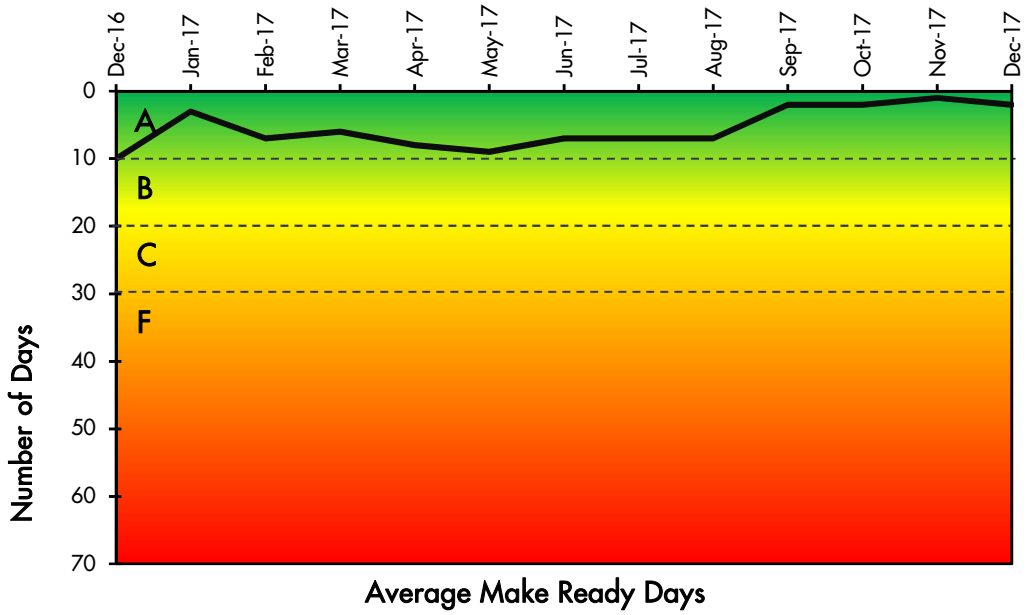
Community	Units Available	Available Days	Vacant Days	Monthly Vacancy Percentage	Monthly Grade	YTD Vacancy Percentage	YTD Grade
Ash Brook Apartments	24	744	31	4.2%	D	2.0%	A
Bennett Block	14	434	0	0.0%	A	2.4%	B
Brookbend East	40	1240	44	3.5%	C	6.9%	F
Brookbend West	35	1085	89	8.2%	F	6.1%	F
Central Square Terrace	90	2790	35	1.3%	A	1.5%	A
Cottage Street	3	93	0	0.0%	A	0.0%	A
Evergreen Knoll LP	32	992	93	9.4%	F	3.7%	C
Forest View	38	1178	93	7.9%	F	2.3%	B
Harper Acres	112	3472	96	2.8%	B	1.3%	A
Meadow Road	18	558	0	0.0%	A	0.0%	A
North and Gilsum	29	899	69	7.7%	F	3.4%	C
Riverbend Apartments	24	744	59	7.9%	F	2.5%	B
Scattered Sites	18	558	38	6.8%	F	0.9%	A
Stone Arch Village Family	24	744	0	0.0%	A	0.2%	A
Stone Arch Village Senior	33	1023	0	0.0%	A	0.4%	A
Report Totals:	**534**	**16,554**	**647**	**3.9%**	**C**	**2.3%**	**B**



Percentage of Total Days That Units Are Vacant

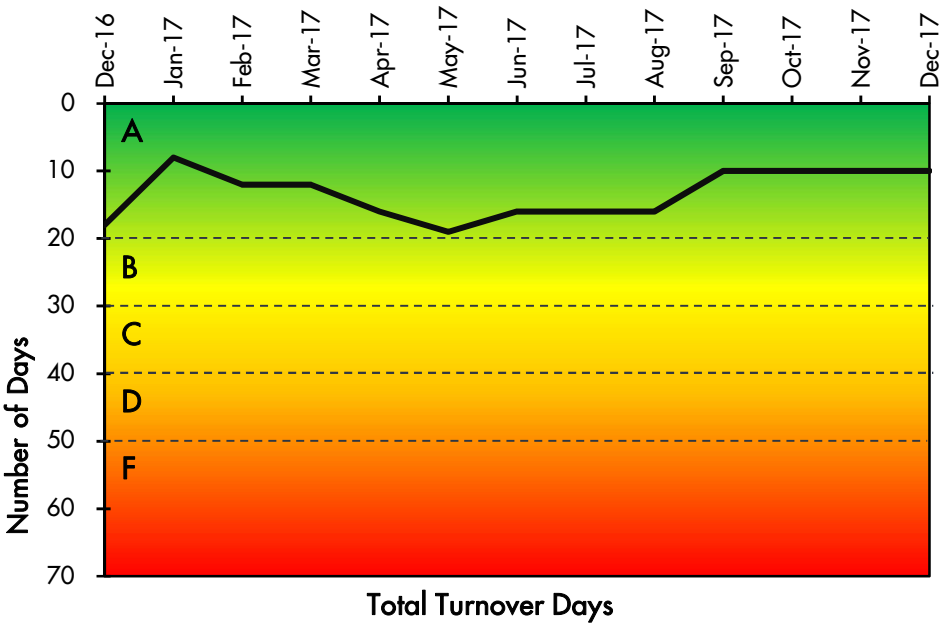
Unit Make Ready Days
December 2017

Community	Number of Units Turned	Avg. Make Ready Days for Month	Monthly Grade	YTD Number of Units Turned	YTD Avg. Make Ready Days	YTD Grade
Ash Brook Apartments	1	13	B	5	2	A
Bennett Block	-	-	None	2	4	A
Brookbend East	2	0	A	14	1	A
Brookbend West	3	0	A	15	1	A
Central Square Terrace	2	2	A	14	1	A
Cottage Street	-	-	None	-	-	None
Evergreen Knoll LP	4	1	A	8	1	A
Forest View	3	4	A	10	2	A
Harper Acres	4	4	A	12	1	A
Meadow Road	-	-	None	-	-	None
North and Gilsum	4	6	A	13	2	A
Riverbend Apartments	3	1	A	6	3	A
Scattered Sites	2	0	A	3	3	A
Stone Arch Village Family	-	-	None	1	4	A
Stone Arch Village Senior	-	-	None	3	2	A
Report Totals:	**12**	**3**	**A**	**106**	**2**	**A**



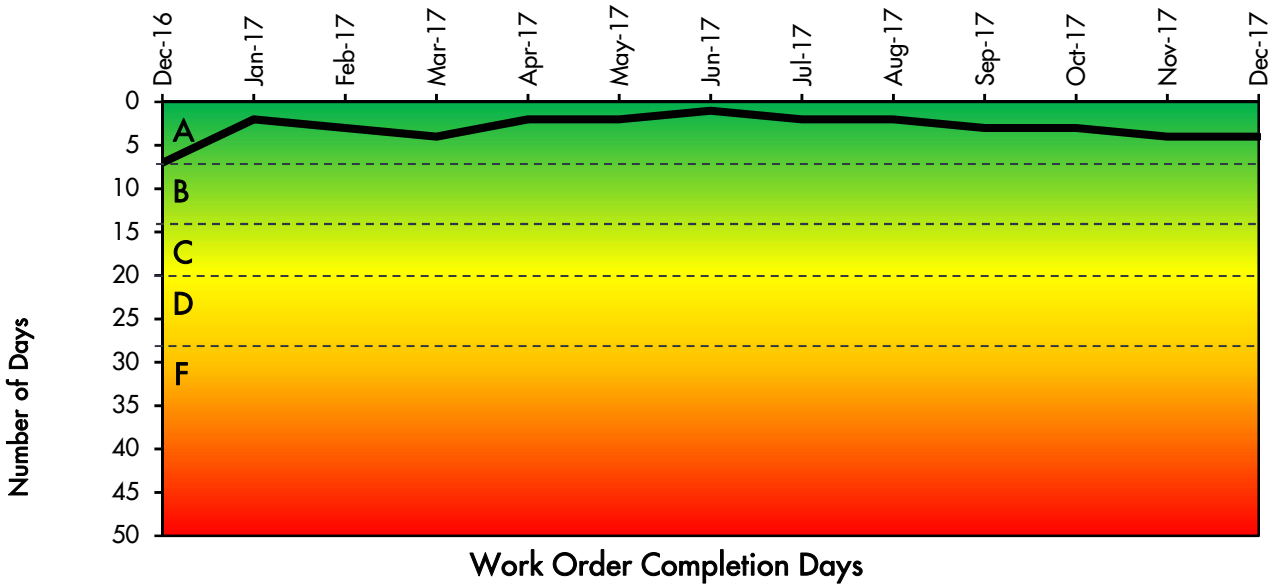
Unit Turnover
December 2017

Community	Avg. Total Turn-around Days For Month	Monthly Grade	YTD Number of Units Turned	YTD Avg. Total Turnaround Days	YTD Grade
Ash Brook Apartments	31	C	5	12	A
Bennett Block	-	None	2	6	A
Brookbend East	22	B	14	19	A
Brookbend West	30	B	15	21	B
Central Square Terrace	18	A	14	15	A
Cottage Street	-	None	-	-	None
Evergreen Knoll LP	23	B	8	12	A
Forest View	31	C	10	18	A
Harper Acres	24	B	12	20	A
Meadow Road	-	None	-	-	None
North and Gilsum	17	A	13	13	A
Riverbend Apartments	20	A	6	8	A
Scattered Sites	19	A	3	3	A
Stone Arch Village Family	-	None	1	2	A
Stone Arch Village Senior	-	None	3	4	A
Report Totals:	**8**	**A**	**106**	**10**	**A**



Residential Property Non-Emergency Work Order Completion Days
December 2017

Community	Number of Work Orders	Avg Days to Complete	Monthly Grade	YTD Number of Work Orders	YTD Avg Days to Complete	YTD Grade
139 Roxbury Street	1	0	None	15	0	A
Ash Brook Apartments	11	3	A	111	4	A
Bennett Block	12	2	A	93	2	A
Brookbend East	8	0	A	195	7	A
Brookbend West	8	1	A	168	2	A
Central Square Terrace	46	1	A	647	7	A
Cottage Street	3	2	A	24	0	A
Emerald Street House	2	0	A	53	0	A
Evergreen Knoll LP	6	0	A	135	4	A
Forest View	16	1	A	153	4	A
Harper Acres	36	2	A	490	4	A
Keene Housing Main Office	7	2	A	120	10	B
Meadow Road	12	0	A	60	2	A
North and Gilsum	15	1	A	185	4	A
Riverbend Apartments	5	0	A	121	6	A
Scattered Sites	8	7	A	133	2	A
Stone Arch Village Family	5	0	A	114	7	A
Stone Arch Village Senior	25	0	A	256	1	A
Report Totals:	**226**	**1**	**A**	**3,073**	**4**	**A**



Residential Property Emergency Work Order Completion Days
December 2017

Community	Number of Work Orders	Average Days To Complete	Monthly Grade	YTD Number of Work Orders	YTD Average Days To Complete	YTD Grade
139 Roxbury Street	-	-	None	-	-	None
Ash Brook Apartments	-	-	None	-	-	None
Bennett Block	-	-	None	-	-	None
Brookbend East	-	-	None	-	-	None
Brookbend West	-	-	None	-	-	None
Central Square Terrace	-	-	None	-	-	None
Cottage Street	-	-	None	-	-	None
Emerald Street House	-	-	None	-	-	None
Evergreen Knoll LP	-	-	None	-	-	None
Forest View	-	-	None	-	-	None
Harper Acres	-	-	None	1	0	P
Keene Housing Main Office	-	-	None	-	-	None
Meadow Road	-	-	None	-	-	None
North and Gilsum	-	-	None	-	-	None
Riverbend Apartments	-	-	None	-	-	None
Scattered Sites	-	-	None	1	0	P
Stone Arch Village Family	-	-	None	-	-	None
Stone Arch Village Senior	-	-	None	-	-	None
Report Totals:	**0**	**0**	**None**	**2**	**0**	**P**

Keene Housing

FINANCE REPORT
DECEMBER 2017

The Year End Finance Report will be presented at the February Board Meeting.

Programs and Services FY 2017 HAP & Leasing Utilization Schedule

Moving to Work (MTW)

Month	HAP Budget Authority	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$380,404	$324,849	85%	612	$531	104%	587	$225	$55,555
February	$359,296	$325,210	91%	617	$527	105%	587	$220	$34,086
March	$359,296	$332,620	93%	620	$536	106%	587	$220	$26,676
April	$359,296	$332,096	92%	622	$534	106%	587	$200	$27,200
May	$359,296	$331,968	92%	615	$540	105%	587	$200	$27,328
June	$359,296	$329,867	92%	614	$537	105%	587	$1,664	$29,429
July	$485,947	$325,387	67%	603	$540	103%	587	$348	$160,560
August	$380,405	$325,484	86%	604	$539	103%	587	$129	$54,921
September	$380,405	$323,689	85%	601	$539	102%	587	$840	$56,716
October	$380,405	$322,936	85%	596	$542	102%	587	$599	$57,469
November	$380,405	$325,362	86%	602	$540	103%	587	$278	$55,043
December	$380,405	$329,448	87%	603	$546	103%	587	$470	$50,957
Total	$4,564,856	$3,928,916	87%	7309	$538	104%	7044	$5,394	$635,940

MTW without Transitional Housing Assistance Shelter Program (THASP) and Project MARCH

Month	HAP Budget Authority	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$380,404	$317,747	84%	556	$571	95%	587	$225	$62,657
February	$359,296	$317,828	88%	561	$567	96%	587	$220	$41,468
March	$359,296	$323,023	90%	561	$576	96%	587	$220	$36,273
April	$359,296	$321,451	89%	558	$576	95%	587	$200	$37,845
May	$359,296	$321,555	89%	556	$578	95%	587	$200	$37,741
June	$359,296	$319,285	89%	550	$581	94%	587	$1,664	$40,011
July	$485,947	$314,456	65%	545	$577	93%	587	$348	$171,491
August	$380,405	$315,107	83%	546	$577	93%	587	$129	$65,298
September	$380,405	$314,462	83%	546	$576	93%	587	$840	$65,943
October	$380,405	$313,434	82%	544	$576	93%	587	$599	$66,971
November	$380,405	$315,960	83%	545	$580	93%	587	$278	$64,445
December	$380,405	$319,715	84%	549	$582	94%	587	$470	$60,690
Total	$4,564,856	$3,814,023	84%	6617	$576	94%	7044	$5,394	$750,833

Affordable Housing Preservation Program

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$13,895	$14,555	105%	18	$809	100%	18	$0	($660)
February	$13,895	$14,555	105%	18	$809	100%	18	$0	($660)
March	$14,703	$14,555	99%	18	$809	100%	18	$0	$148
April	$14,703	$14,555	99%	18	$809	100%	18	$0	$148
May	$14,703	$14,555	99%	18	$809	100%	18	$0	$148
June	$14,703	$14,555	99%	18	$809	100%	18	$0	$148
July	$14,846	$14,555	98%	18	$809	100%	18	$0	$291
August	$14,846	$14,555	98%	18	$809	100%	18	$0	$291
September	$14,846	$14,555	98%	18	$809	100%	18	$0	$291
October	$0	$14,555	0%	18	$809	100%	18	$0	($14,555)
November	$28,965	$14,555	50%	18	$809	100%	18	$0	$14,410
December	$12,647	$14,555	115%	18	$809	100%	18	$0	($1,908)
Total	$172,752	$174,660	89%	216	$809	100%	216	$0	($1,908)

Non-Elderly Disabled (NEDs)

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$55,035	$53,722	98%	100	$537	100%	100	$80	$1,313
February	$55,035	$53,688	98%	100	$537	100%	100	$80	$1,347
March	$54,766	$52,370	96%	101	$519	101%	100	$224	$2,396
April	$54,766	$51,834	95%	98	$529	98%	100	$72	$2,932
May	$54,766	$51,928	95%	97	$535	97%	100	$69	$2,838
June	$54,766	$52,909	97%	98	$540	98%	100	$0	$1,857
July	$53,417	$52,132	98%	97	$537	97%	100	$0	$1,285
August	$53,417	$53,926	101%	99	$545	99%	100	$0	($509)
September	$53,417	$53,590	100%	99	$541	99%	100	$0	($173)
October	$0	$53,599	0%	97	$553	97%	100	$0	($53,599)
November	$91,599	$51,286	56%	95	$540	95%	100	$0	$40,313
December	$52,217	$52,217	100%	99	$527	99%	100	$0	$0
Total	$633,201	$633,201	86%	1180	$537	98%	1200	$525	$0

Mainstream

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$27,997	$29,646	106%	51	$581	102%	50	$0	($1,649)
February	$27,997	$29,248	104%	49	$597	98%	50	$0	($1,251)
March	$29,759	$27,362	92%	49	$558	98%	50	$0	$2,397
April	$29,759	$28,359	95%	49	$579	98%	50	$0	$1,400
May	$29,759	$27,244	92%	46	$592	92%	50	$0	$2,515
June	$23,527	$27,597	117%	48	$575	96%	50	$0	($4,070)
July	$29,327	$29,185	100%	50	$584	100%	50	$0	$142
August	$29,327	$29,839	102%	49	$609	98%	50	$0	($512)
September	$29,327	$28,487	97%	50	$570	100%	50	$0	$840
October	$29,327	$27,798	95%	50	$556	100%	50	$0	$1,529
November	$28,808	$27,088	94%	48	$564	96%	50	$0	$1,720
December	$28,808	$28,056	97%	48	$585	96%	50	$0	$752
Total	$343,722	$339,909	99%	587	$579	98%	600	$0	$3,813

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

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

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	08/31/17 - 08/31/21	8/31/2021	remaining renewal options: 0		$7,500

Who We Serve: **Elderly and Disabled Residents**

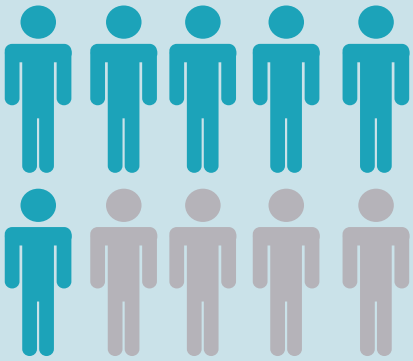
33% are 65 or older

711 elderly and/or disabled

Primarily female

62% **38%**

What we know: **Their day to day lives**



6 in 10 live alone

81 households include an infant or young child

How they live: **Their economic outlook**

Live on an annual median income of **$13,476**

92% Rely on Social Security or SSDI alone

<1% have a savings or retirement fund

JANUARY 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Office Closed New Year's Holiday	2	3 CST—Coloring Group	4 CST - Bingo	5	6
7	8 Harper Acres Coloring Group SAVS - Bingo CST—Game Night	9 Harper Acres Bingo	10 SAVS - Craft Group CST—Coloring Group	11 CST - Bingo	12	13
14	15 Office Closed Martin Luther King Jr. Day	16 NHHFA Management Review Stone Arch Village Senior	17 CST—Coloring Group and Nutrition Work-shop	18 CST - Bingo	19	20
21	22 Harper Acres Coloring Group SAVS - Bingo CST—Game Night	23 CST - Cooking Group	24 Board of Commissioners Meeting CST—Coloring Group	25 CST - Bingo	26	27
28	29 Harper Acres Coloring Group SAVS - Bingo CST—Game Night	30 CST - Craft Group	31 CST—Coloring Group			

Keene Housing

FEBRUARY 2018

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

Keene Housing