Keene Housing
Board of Commissioners Meeting
October 17, 2018

New Sheds at Meadow Road

Meeting Location:
Stone Arch Village Senior
835 Court Street
Keene, NH 03431

Keene Housing

Board of Commissioners Meeting
Wednesday, October 17, 2018
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Keene Housing

BOARD OF COMMISSIONERS MEETING
WEDNESDAY, OCTOBER 17, 2018
12:00 P.M.
STONE ARCH VILLAGE SENIOR
835 COURT STREET, KEENE, NH

AGENDA

I. Call to Order

II. Roll Call

III. Approval of the September 19, 2018 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
Wednesday, September 19, 2018

Chairperson Mack called the Keene Housing Board of Commissioners meeting to order at 12:03 p.m. Chairperson Mack asked that the minutes reflect who attended the meeting and declared a quorum present.

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

Absent:
- Chris Coates, Commissioner
- Jen Marsh, Commissioner

Also in attendance:
- Joshua Meehan, Secretary
- Linda Griffin, Director of Finance
- Amy Wright, Director of Administration
- Denise Pratt, Director of Programs and Services
- Denise Comstock, Director of Housing
- Sandy Clark, Director of Facilities and Assets
- Linda Mangones, CDBG Administrator
- Karen Graveline, Resident Services Coordinator
- Liz Chipman, Executive Director of Keene Housing
- Kids Collaborative
- Residents of Central Square Terrace

MINUTES:

Chairperson Mack called for approval of the August 22, 2018 Board of Commissioners meeting minutes. Vice Chairperson Moses made a motion to approve the minutes. Commissioner Slack seconded the motion, which upon being put to vote, the minutes passed unanimously.

EXECUTIVE DIRECTOR'S REPORT:

Secretary Meehan stated the plans for the rehabilitation project at Central Square Terrace are progressing. Keene Housing applied for funding from New Hampshire Housing Finance Authority (NNHFA) and submitted a Community Development Block Grant (CDBG) application. Currently, the Agency is holding 21 units offline for the relocation of CST residents. Secretary Meehan recognized the efforts of senior staff for their work on this complex project.

Secretary Meehan notified the Commissioners that we have experienced a few issues at the Community Gardens. A resident at Meadow Road who does not participate in the Community Garden program harvested all of the food in the gardens located between Meadow Road and Brookbend. In addition, a resident at Central Square Terrace rips the plants out of the garden beds and tears off the blooms. This is very discouraging for the gardeners who participate and, as a result, there has been a decrease in participation. Keene Housing is looking at ways to prevent this from happening in the future. Secretary Meehan stated a food forest is planned at Brookbend in 2019 and it may offset the taking of food at the Meadow Road/Brookbend Community Garden.

The Senate passed the HUD budget and the numbers are very favorable for voucher programs. The House of Representatives and the Senate need to agree on final numbers which won't happen before the November election. This will likely result in a Continuing Resolution beginning in November until the new Congress is seated.

Secretary Meehan is a member of the Affordable Housing Accreditation Board (AHAB) which recognizes excellent governance, quality management, and best practices in affordable housing

programs. The Accreditation Standards and Guidelines serve as the framework for the indicators that will be used for the accreditation process. He announced AHAB just awarded its first accreditation to Seattle Housing Authority and Akron Housing Authority; and a small Housing Authority in New Jersey is scheduled to receive it soon. Members of the AHAB Board met with HUD senior staff to gain support for the accreditation effort during Secretary Meehan's recent trip to Washington D.C. for the Public Housing Authorities Directors Association (PHADA) Legislative Conference.

Secretary Meehan stated a resident of Keene Housing, Colleen Ross, created a charcoal drawing of her home at Stone Arch Village and gifted it to the Agency. The picture has been framed and will be displayed in the reception area at Keene Housing's Central Office.

There have been some issues with the contractor installing the replacement windows at North and Gilsum. A notice was sent to the contractor with the intention of terminating the contract. A meeting was held with the contractor and they were given a list of things to improve. Sandy Clark, Director of Facilities and Assets stated there has been an improvement since the meeting. The contract will not be terminated if the contractor meets the list of process and work improvements provided to them by Keene Housing.

The installation of the solar panels at Harper Acres is almost complete. The Agency plans to coordinate the installation of heat pumps with the photovoltaic project at Forest View next summer. Keene Housing is submitting an application for funding to the New Hampshire Charitable Foundation to offset the cost of the heat pumps and photovoltaic project at Forest View.

Secretary Meehan announced Keene Housing was awarded 19 vouchers through HUD's Mainstream Housing Choice Voucher Program, which targets people between 18 and 62 years old with physical or developmental disabilities.

Secretary Meehan announced Leslie Horne was hired as a new Property Manager. Ms. Horne has worked in the housing industry for most of her career and is an experienced Property Manager in Massachusetts, Maine and New Hampshire. She will manage the day to day operations of Forest View, Harper Acres, North and Gilsum, and Bennett Block properties, as well as several smaller scattered site properties.

Secretary Meehan let the Commissioners know that Commissioner Marsh's father passed away last week. The Agency sent flowers to Commissioner Marsh and her family.

Secretary Meehan congratulated Vice Chairperson Moses for being honored for 44 years of voluntary service on behalf of Career & Technical Education. Keene Housing appreciates all he does for the Agency and the community.

MANAGEMENT REPORT:

Ms. Comstock stated the vacancies at Riverbend and Evergreen Knoll are filled and, overall, vacancies are improving.

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:

Keene Housing Kids Collaborative Update

Liz Chipman, Executive Director of Keene Housing Kids Collaborative (KHKC) distributed a summer newsletter and stated 94 Keene Housing kids participated in summer activities. Ms. Chipman stated statistics show children lose 2 - 3 months of learning during the summer. Generally low income kids are delayed compared to those from more affluent households. Studies have shown that by the time low income children reach 5th grade, they are 2 – 3 grade levels behind more affluent kids. This is realized when looking at Keene school data and statistics. Ms. Chipman expressed her gratitude for the Commissioners' support of KHKC. Stable funding allows KHKC to grow and help the kids in our community. Ms. Chipman invited the Commissioners to attend KHKC's 3rd annual benefit breakfast on October 19, 2018.

Resolution No. 614 – Approval of the FY2019 Annual Moving to Work Plan

The Keene Board of Commissioners approves and adopts Keene Housing's Fiscal Year 2019 Annual Moving to Work Plan, and further authorizes the Executive Director to make any technical corrections necessary pursuant to the memorandum dated August 31, 2018 from Denise Pratt, Director of Programs and Services, to Joshua Meehan, Executive Director. Commissioner Slack moved the motion to approve the resolution. Vice Chairperson Moses seconded the motion, which upon being put to vote, was passed unanimously. Secretary Meehan recognized Ms. Pratt for her efforts in putting together the Plan.

Resolution No. 615 – Approval of the Solar Project at Forest View

The Keene Board of Commissioners authorizes the 2018 Forest View Solar Project be awarded to Revision Energy, pursuant to the September 5, 2018 memorandum from Sandy Clark, Director of Facilities and Assets to Joshua R. Meehan, Executive Director. Commissioner Slack moved the motion to approve the resolution. Vice Chairperson Moses seconded the motion, which upon being put to vote, was passed unanimously.

Community Connections Dashboard Report

No discussion items presented.

PUBLIC COMMENT:

A resident stated the upcoming relocation is causing some confusion amongst the residents. Secretary Meehan stated a resident meeting will be held during the month of October. In the meantime, he encouraged residents to reach out to June Jones, Property Manager with any questions. A resident asked if there was an update regarding the location of the new transformer. Secretary Meehan stated plans are being finalized but it will likely be located behind the existing transformer. A resident asked if central air could be considered for the hallways. Right now, the scope of work includes central air in all apartments. Central air in the hallways may be considered in the future. A resident asked if, after the

rehabilitation project, the Agency could hire a cleaning service to routinely clean the floors, windows, laundry rooms and common areas. Secretary Meehan stated this is something that has been discussed and will be considered in the 2020 budget.

NON-PUBLIC SESSION:

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

Chairperson Mack suspended the Public Session at 1:02p.m. on Wednesday, September 19, 2018 to convene a Non-Public Session.

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

PUBLIC SESSION RECONVENED:

Chairperson Mack reconvened the Public Session on Wednesday, September 19, 2018 at 1:42 p.m. Chairperson Mack stated the Board of Commissioners voted during non-public session to seal the minutes of that session.

Vice Chairperson Moses made a motion to adjourn the meeting. Chairperson Mack seconded the motion, which upon being put to vote, was passed unanimously. There being no further business, Chairperson Mack adjourned the Board meeting at 1:43 p.m.

Joshua Meehan, Secretary of Keene Housing Board of Commissioners

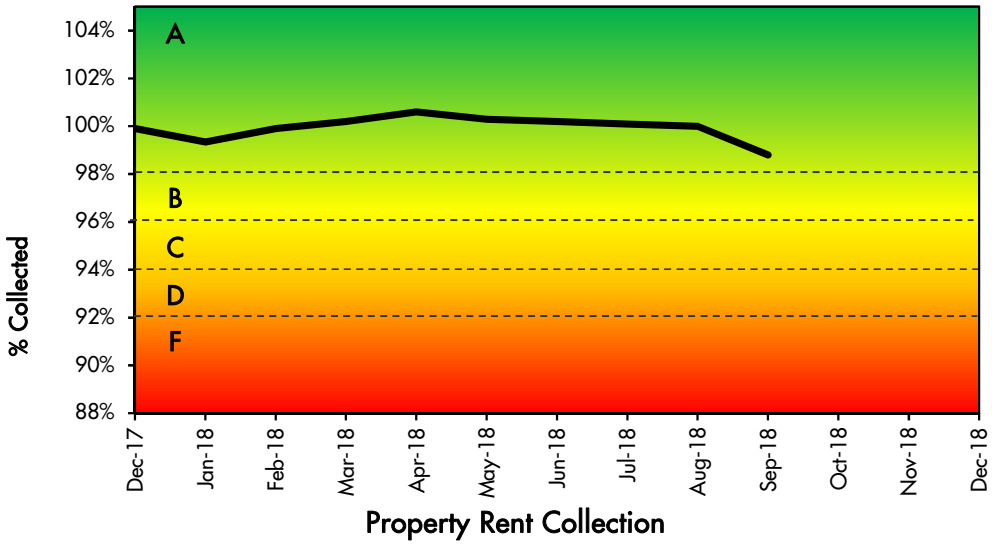
9/24/2018
Date

Keene Housing

MANAGEMENT REPORT
SEPTEMBER 2018

Residential Property Rent Collection Report
September 2018

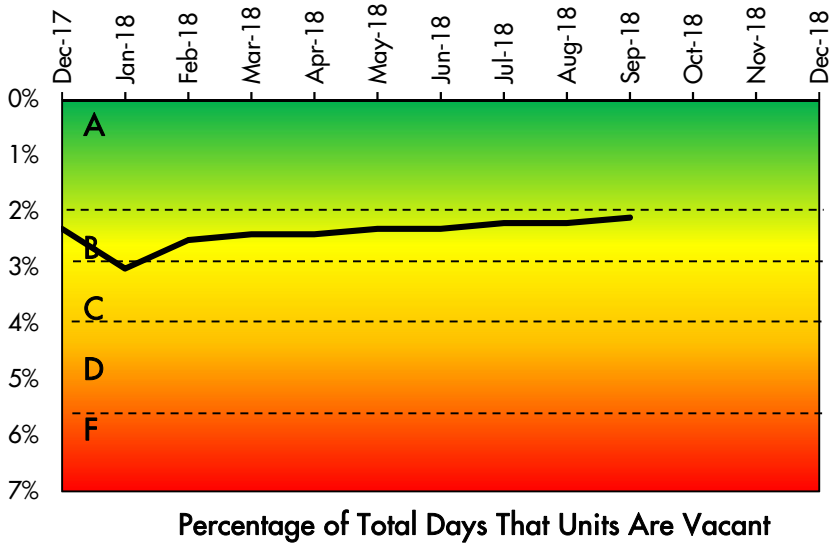
Community	Month Billed	Month Collected	% Collected	Monthly Grade	YTD Billed	YTD Collected	% YTD Collected	YTD Grade
Ash Brook Apartments	$10,633	$10,633	100.0%	A	$94,379	$94,385	100.0%	A
Bennett Block	$3,972	$3,980	100.2%	A	$37,476	$37,476	100.0%	A
Brookbend East	$15,197	$15,682	103.2%	A	$127,214	$131,800	103.6%	A
Brookbend West	$11,166	$11,555	103.5%	A	$96,334	$96,301	100.0%	A
Central Square Terrace	$24,265	$23,862	98.3%	A	$218,839	$218,063	99.6%	A
Cottage Street	$1,112	$1,112	100.0%	A	$9,980	$10,121	101.4%	A
Evergreen Knoll LP	$14,597	$13,758	94.3%	C	$115,155	$113,575	98.6%	A
Forest View	$21,269	$19,752	92.9%	D	$174,078	$172,133	98.9%	A
Harper Acres	$40,774	$40,671	99.7%	A	$353,423	$353,634	100.1%	A
Meadow Road Apartments	$7,310	$7,316	100.1%	A	$48,212	$48,212	100.0%	A
North and Gilsum	$13,713	$11,928	87.0%	F	$121,328	$117,451	96.8%	B
Riverbend Apartments	$10,259	$10,103	98.5%	A	$84,490	$84,800	100.4%	A
Scattered Sites	$10,381	$10,504	101.2%	A	$90,823	$90,835	100.0%	A
Stone Arch Village Family	$11,470	$11,289	98.4%	A	$92,556	$92,533	100.0%	A
Stone Arch Village Senior	$11,609	$11,744	101.2%	A	$103,219	$103,219	100.0%	A
Totals	**$207,727**	**$203,887**	**98.15%**	A	**$1,767,506**	**$1,764,537**	**99.8%**	A



Monthly Vacancy Report

September 2018

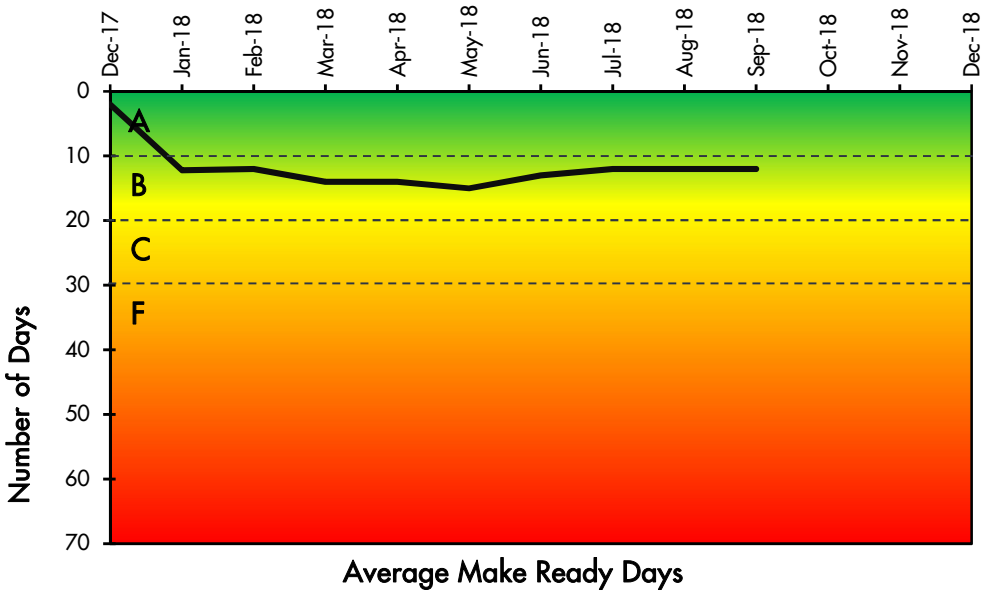
Community	Units Available	Available Days	Vacant Days	Monthly Vacancy Percentage	Monthly Grade	YTD Vacancy Percentage	YTD Grade
Ash Brook Apartments	24	720	0	0	A	0.3%	A
Bennett Block	12	345	0	0	A	0.0%	A
Brookbend East	40	1200	60	5.0%	D	4.0%	C
Brookbend West	35	1050	64	6.1%	F	6.2%	F
Central Square Terrace	84	2495	0	0	A	0.2%	A
Cottage Street	3	90	0	0	A	0.0%	A
Evergreen Knoll LP	32	960	20	2.1%	A	3.2%	B
Forest View	38	1140	30	2.6%	A	4.3%	C
Harper Acres	105	3130	0	0	A	0.5%	A
Meadow Road	18	540	30	5.6%	D	5.3%	D
North and Gilsum	29	870	30	3.4%	B	4.2%	C
Riverbend Apartments	24	720	0	0	A	2.2%	A
Scattered Sites	18	540	0	0	A	3.9%	B
Stone Arch Village Family	24	720	8	1.1%	A	1.4%	A
Stone Arch Village Senior	33	990	0	0	A	0.7%	A
Report Totals:	**519**	**15,510**	**242**	**1.6%**	**A**	**2.1%**	**B**



Percentage of Total Days That Units Are Vacant

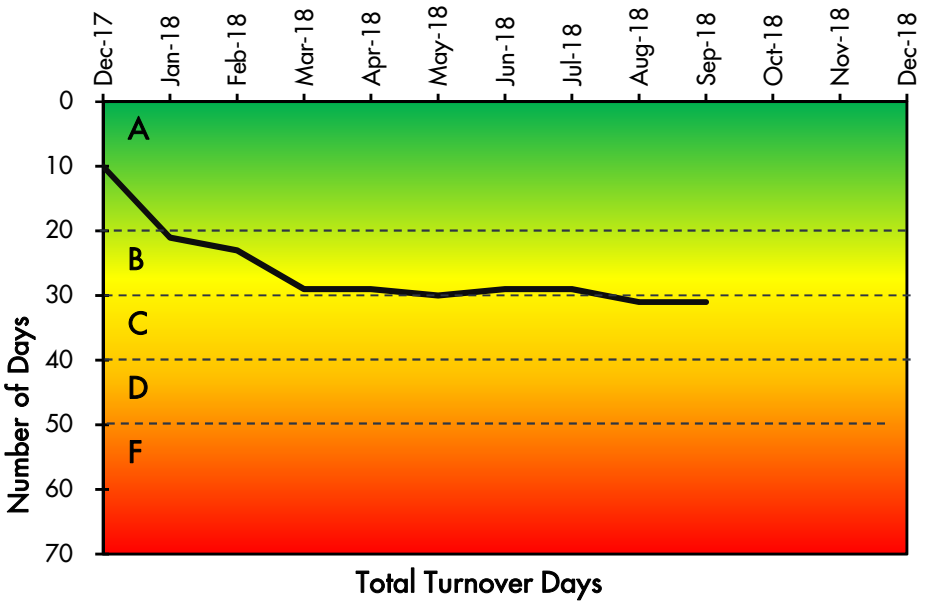
Unit Make Ready Days
September 2018

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	7	8	A
Brookbend West	-	-	NONE	7	6	A
Central Square Terrace	-	-	NONE	-	-	NONE
Cottage Street	-	-	NONE	-	-	NONE
Evergreen Knoll LP	1	11	B	7	10	A
Forest View	-	-	NONE	7	15	B
Harper Acres	-	-	NONE	4	11	B
Meadow Road	-	-	NONE	5	14	B
North and Gilsum	1	12	B	6	16	B
Riverbend Apartments	-	-	NONE	3	9	A
Scattered Sites	-	-	NONE	4	14	B
Stone Arch Village Family	-	-	NONE	3	11	B
Stone Arch Village Senior	-	-	NONE	2	8	A
Report Totals:	**2**	**12**	**B**	**51**	**12**	**B**



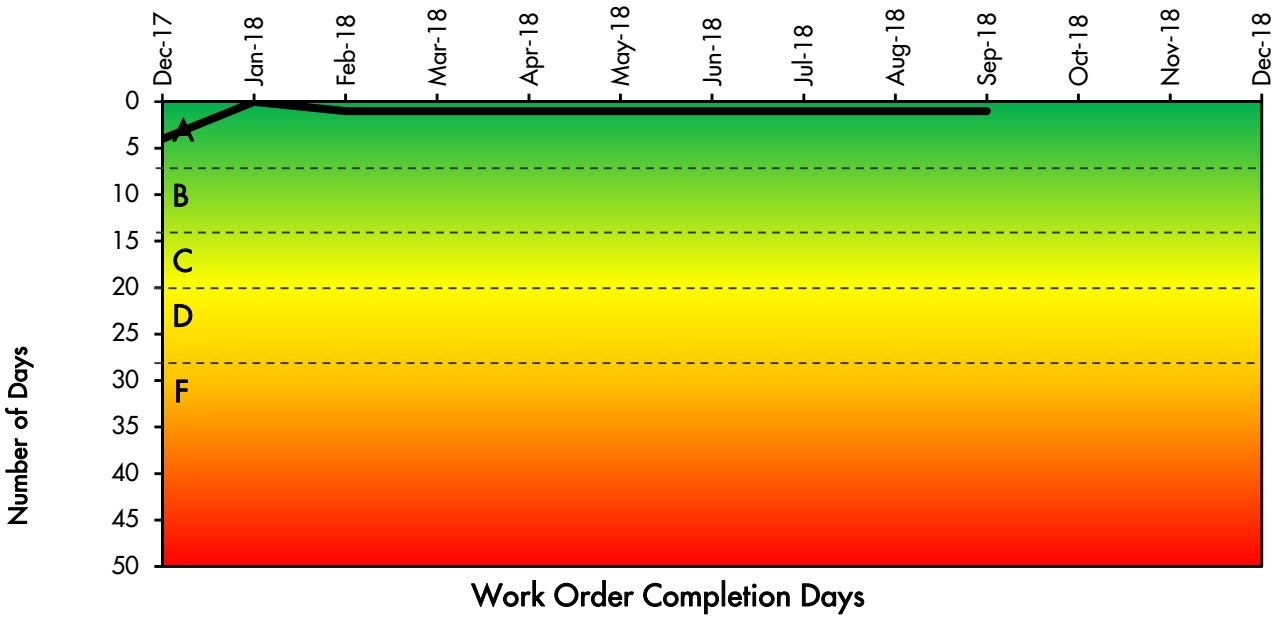
Unit Turnover
September 2018

Community	Number of Units Turned in Month	Average Turnover Days in Month	Monthly Grade	YTD Number of Units Turned	YTD Avg. Turnover Days	YTD Grade
Ash Brook Apartments	-	-	NONE	1	17	A
Bennett Block	-	-	NONE	-	-	NONE
Brookbend East	2	30	B	8	55	F
Brookbend West	3	21	B	9	65	F
Central Square Terrace	9	0	A	10	6	A
Cottage Street	-	-	NONE	-	-	NONE
Evergreen Knoll LP	1	20	A	10	28	B
Forest View	1	30	B	8	56	F
Harper Acres	-	-	NONE	8	19	A
Meadow Road	1	30	B	5	51	F
North and Gilsum	1	30	B	8	42	D
Riverbend Apartments	-	-	NONE	4	36	C
Scattered Sites	-	-	NONE	4	49	D
Stone Arch Village Family	1	8	A	4	24	B
Stone Arch Village Senior	-	-	NONE	2	30	B
Report Totals:	**19**	**13**	**A**	**98**	**31**	**C**



Residential Property Non-Emergency Work Order Completion Days
September 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	-	-	NONE	6	4	A
Ash Brook Apartments	4	2	A	75	1	A
Bennett Block	7	0	A	69	1	A
Brookbend East	11	1	A	124	1	A
Brookbend West	9	1	A	101	1	A
Central Square Terrace	34	0	A	470	1	A
Cottage Street	1	1	A	10	1	A
Emerald Street House	3	0	A	34	1	A
Evergreen Knoll LP	28	1	A	122	1	A
Forest View	7	1	A	128	1	A
Harper Acres	36	1	A	400	1	A
Keene Housing Main Office	6	1	A	49	1	A
Meadow Road	15	1	A	78	1	A
North and Gilsum	15	1	A	130	1	A
Riverbend Apartments	11	1	A	65	1	A
Scattered Sites	14	1	A	120	1	A
Stone Arch Village Family	8	1	A	72	1	A
Stone Arch Village Senior	16	0	A	195	1	A
Report Totals:	**225**	**1**	**A**	**2,248**	**1**	**A**



Residential Property Emergency Work Order Completion Days
September 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
SEPTEMBER 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	$345,898	92%	600	$576	102%	587	$751	$31,923
February	$377,821	$340,079	90%	595	$572	101%	587	$338	$37,742
March	$377,821	$344,727	91%	591	$583	101%	587	$1,557	$33,094
April	$377,821	$344,826	91%	598	$577	102%	587	$9,457	$32,995
May	$546,276	$342,707	63%	596	$575	102%	587	$2,720	$203,569
June	$411,513	$343,151	83%	589	$583	100%	587	$843	$68,362
July	$411,513	$348,370	85%	596	$585	102%	587	$996	$63,143
August	$411,513	$345,918	84%	588	$588	102%	579	$507	$65,595
September	$411,513	$344,385	84%	588	$586	104%	567	$649	$67,128
October									$0
November									$0
December									$0
Total	$3,703,612	$3,100,061	85%	5341	$580	102%	5255	$17,820	$603,551

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	$336,611	89%	546	$617	93%	587	$751	$41,210
February	$377,821	$331,497	88%	542	$612	92%	587	$338	$46,324
March	$377,821	$336,255	89%	541	$622	92%	587	$1,557	$41,566
April	$377,821	$336,788	89%	546	$617	93%	587	$9,457	$41,033
May	$546,276	$334,414	61%	545	$614	93%	587	$2,720	$211,862
June	$411,513	$334,708	81%	542	$618	92%	587	$843	$76,805
July	$411,513	$339,042	82%	549	$618	94%	587	$996	$72,471
August	$411,513	$340,273	83%	545	$624	94%	579	$507	$71,240
September	$411,513	$338,815	82%	544	$623	96%	567	$649	$72,698
October									$0
November									$0
December									$0
Total	$3,703,612	$3,028,403	83%	4900	$618	93%	5255	$17,820	$675,209

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	$14,846	$15,439	104%	18	$858	100%	18	$0	($593)
April	$14,846	$15,175	102%	17	$893	94%	18	$0	($329)
May	$14,871	$14,630	98%	17	$861	94%	18	$0	$241
June	$14,871	$11,427	77%	17	$672	94%	18	$0	$3,444
July	$16,779	$12,544	75%	16	$784	89%	18	$0	$4,235
August	$15,478	$13,089	85%	17	$770	94%	18	$0	$2,389
September	$15,478	$13,089	85%	17	$770	94%	18	$0	$2,389
October									$0
November									$0
December									$0
Total	$136,861	$125,933	92%	153	$823	94%	162	$0	$10,928

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	$52,312	$53,104	102%	100	$531	100%	100	$0	($792)
April	$53,261	$53,868	101%	101	$533	101%	100	$0	($607)
May	$53,301	$51,214	96%	98	$523	98%	100	$0	$2,087
June	$53,301	$53,136	100%	97	$548	97%	100	$139	$165
July	$53,301	$52,011	98%	97	$536	97%	100	$0	$1,290
August	$54,945	$51,906	94%	96	$541	96%	100	$139	$3,039
September	$54,945	$51,505	94%	97	$531	97%	100	$0	$3,440
October									$0
November									$0
December									$0
Total	$484,690	$471,980	97%	885	$533	98%	900	$278	$12,710

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	$28,808	$28,580	99%	47	$608	94%	50	$0	$228
April	$28,617	$28,052	98%	47	$597	94%	50	$0	$565
May	$24,804	$28,474	115%	47	$606	94%	50	$0	($3,670)
June	$28,604	$29,856	104%	50	$597	100%	50	$0	($1,252)
July	$29,152	$29,991	103%	50	$600	100%	50	$0	($839)
August	$29,152	$28,793	99%	48	$600	96%	50	$0	$359
September	$29,152	$28,036	96%	48	$584	96%	50	$0	$1,116
October									$0
November									$0
December									$0
Total	$255,905	$257,937	101%	432	$597	96%	450	$0	($2,032)

FY18 utilization targets are 98% in NEDs, AHPP, and Mainstream, 93% in MTW without THASP, 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 – September 30, 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 $1,500k which is a net increase of $463k from the budget of $1,038k.

OPERATING REVENUES are $12,086k a net increase of $698k as compared to the budget of $11,388k. The most significant changes are related to:

VARIANCES for Revenue categories (Less)/Higher than Budget		
$82,913	Rent Revenue	Change in tenant rent – partly related to subsidy changes and partly increase in rent at some properties without corresponding increase in HAP.
($34,061)	HAP funding	The MTW funding approval is at 99.7% proration (per HUD pro-ration). The budget was set at 96.3%, the additional funding this year is $269k. KH intends to use most of the additional funding for non-HAP rehabilitation.
($48,891)	Other Income	Other Income is related to miscellaneous income and is less than budget. Grants funds: FSS funds is under budget by $19k, due to timing. CHT admin revenue is on budget and CDBG admin revenue is under budget by $14k. KH received a solar grant during 2018 of $10k. Interest income is over budget by $24k. Additionally, there is misc income throughout other properties is under budget by $53k.
($13,404)	Management Fees	Management fees are slightly under budget. This is related to management fee not increasing as expected at two properties.
$0	Development fees	No Development fees paid or expected (MAHC).
$51,710	Vacancy Loss (reduction to revenue)	Vacancy Loss (higher than budget is more of a reduction to revenue): KAHP year to date vacancy= $30k and higher than budget by $28k. CST year to date vacancy= $37k and higher than budget by $22k. BBW year to date vacancy= $18k and higher than budget by $1k. Evergreen year to date vacancy= $10k and higher than budget by $9k. BBE year to date vacancy= $16k and less than budget by $14k.
$9,381	Tenants Charges	Tenants Charges (laundry, damages, other fees) more than expected.
$26,938	Admin Funding	HUD Section 8 admin funding is more than budget. NEDs and Mainstream admin revenue is more than budget due to the funding formula pro-ration increasing.
($28,834)	**Lower than Budget**	**Operating Revenue**
$110,991	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 $252k.
$615,865	MTW Transfer	The 2018 MTW Non-HAP funding used for Non-HAP initiatives. KAHP Capital Impr = $288k, KHKC = $40k
$698,022	**Higher than Budget**	**Total Revenue**

OPERATING EXPENSES are $10,585k a net increase of $235k as compared to the budget of $10,350k. The most significant changes are related to:

VARIANCES for Expense categories (Less)/Higher than Budget		
($76,071)	Admin Expenses	Administrative Expense are all under budget, except for the Energy Consulting is over by $4k and Legal is over by $16k, which are both related to the Solar Project at HA and CST.
($75,751)	Payroll and Benefits	Benefit Expenses are under budget by $46k. Salaries are under budget by $30k.
$38,752	Utilities Expenses	Fuel Expense is over budget by $10k. (CST by $10k) Water & Sewer is oveer budget by $4k Electric is over budget by $23k. (Over: KAHP by $24k, Under: EK by $5k)
($74,836)	Maint Expenses	Maintenance Expenses under budget are: Materials by $24k, Security $62k, Electrical $15k, Misc Equipment $26k. Maintenance Expenses over budget are: Snow removal by $4k, Waste Removal by $7k, Flooring by $24k, Other Services by $14k (CST parking lease, HA tree removal).
($25,249)	Insurance Expenses	Insurance Expenses under budget, related to minimal increase in premium during 2018.
($25,855)	Property Tax Exp	Property Taxes under budget.
$2,929	Partnership taxes	Taxes over budget, related to CST.
$7,136	Interest Expenses	Interest Expenses over budget.
$5,108	Resident services	Residential Services are running over budget for now, timing.
($70,904)	HAP disbursements	HAP disbursements under budget.
($294,740)	**Lower than Budget**	**Operating Expenses**
$134,937	Partnership Distributions	Partnership fees, paid to Keene Housing or MAHC from surplus cash for 2017 on LIHTC properties managed. The total budget is $55k, actuals posted to date are $189k.
$395,519	MTW Transfer	The YTD actual transfer = $328k The 2018 MTW Non-HAP funding used for Non-HAP initiatives. KAHP Capital Impr = $288k, KHKC = $41k
$235,716	**Higher than Budget**	**Total Expenses**

Keene Housing

Income Statement - Comparing Actuals to Budget - YTD - as of September 30, 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)	80,793	235,243	431,566 Higher Revenue	277,116 Higher Expenses	Revenue is MTW transfer $217k in; then out to funds capital projects and KHKC.
Monadnock Affordable (MAHC)	(29,550)	(22,781)	3,108 Higher Revenue	(3,662) Lower Expenses	
Keene Affordable (KAHP)	295,391	463,393	175,508 Higher Revenue	7,505 Lower Expenses	Revenue is MTW transfer in $180k to fund capital projects.
Meadow Road	33,107	38,992	5,005 Higher Revenue	(881) Lower Expenses	
Roxbury St Shelter	5,163	10,982	3,150 Higher Revenue	(2,668) Lower Expenses	
Section 8 Voucher Program (MTW)	9,630	62,850	53,751 Lower Revenue	531 Lower Expenses	
Mainstream Voucher Program	(33,534)	(1,438)	8,290 Higher Revenue	(23,815) Lower Expenses	
Special Purpose Vouchers (Non-Elderly Disabled)	(42,815)	24,580	40,167 Higher Revenue	(27,229) Lower Expenses	
Low Income Tax Credits Properties (LIHTC)					
Brookbend East	171,712	187,691	12,933 Higher Revenue	(3,047) Higher Expenses	.
Brookbend West	133,563	79,704	(3,595) Lower Revenue	50,264 Higher Expenses	Expense includes partnership distribution which exceeds YTD budget by $88k.
Evergreen Knoll	47,243	41,246	273 Higher Revenue	6,272 Lower Expenses	
Riverbend	21,231	70,513	(7,700) Lower Revenue	(56,983) Lower Expenses	
Stone Arch Family	69,571	21,816	(13,712) Lower Revenue	34,043 Higher Expenses	Expense includes partnership distribution which exceeds YTD budget by $34k.
Stone Arch Senior	36,492	34,391	3,944 Higher Revenue	6,045 Higher Expenses	Expense includes partnership distribution which exceeds YTD budget by $19k.
Multi-Family Properties					
Central Square Terrance	184,757	174,560	(20,525) Lower Revenue	(10,328) Lower Expenses	
Non-Owned/Managed Properties					
Cottage Street	2,334	3,778	(35) On Budget	(1,479) Lower Expenses	
Ashbrook	33,065	43,857	4,195 Higher Revenue	(6,598) Lower Expenses	
Emerald Street	18,134	29,125	1,607 On Budget	(9,385) Lower Expenses	
Fairweather Lodge	1,463	1,540	92 On Budget	15 On Budget	
TOTALS	1,037,750	1,500,042	698,022 Higher than Budget	235,716 Higher than Budget	

(a) excluding depreciation

Keene Housing

Cash Outlay - Year to Date - as of September 30, 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	235,243	0	0	(85,709)	0	(24,479)	(7,634)	0	2,930,084	117,421
Monadnock Affordable (MAHC)	193,120	(22,781)	(13,525)	0	3,706	(153,475)	13,378	293,046	0	313,469	120,349
Keene Affordable (KAHP)	939,209	463,393	(154,014)	(58,971)	(174,177)	0	(267,676)	(233,982)	0	513,782	(425,427)
Meadow Road	20,140	38,992	(23,613)	(2,358)	(17,097)	0	310	(6,528)	0	9,846	(10,294)
Roxbury St Shelter	16,572	10,982	(1,218)	0	0	0	(1,286)	(201)	0	24,849	8,277
Section 8 Voucher Program (MTW)	73,857	62,850	n/a	n/a	n/a	n/a	35,190	79,161	0	251,058	177,201
Mainstream Voucher Program	145,475	(1,438)	n/a	n/a	n/a	n/a	(21,572)	(263)	0	122,202	(23,273)
Special Purpose Vouchers (Non-Elderly Disabled)	87,771	24,580	n/a	n/a	n/a	n/a	(76,560)	(783)	0	35,008	(52,763)
Low Income Tax Credits (LIHTC)											
Brookbend East	216,295	187,691	(105,262)	(18,225)	(15,627)	(94,782)	2,510	20,157	0	**192,757**	(23,538)
Brookbend West	168,611	79,704	(94,773)	(9,796)	(15,136)	0	2,285	3,236	0	**134,131**	(34,480)
Evergreen Knoll	42,610	41,246	(17,675)	(23,103)	(796)	0	(22,744)	9,759	0	**29,297**	(13,313)
Riverbend	35,304	70,513	(8,539)	(11,490)	(1,613)	0	(19,786)	(6,012)	0	**58,377**	23,073
Stone Arch Family	141,098	21,816	(3,316)	(7,704)	0	(7,110)	(10,460)	6,479	0	**140,803**	(295)
Stone Arch Senior	101,880	34,391	(38,812)	(56)	(11,750)	(3,171)	(12,304)	3,820	0	**73,998**	(27,882)
Multi-Family Properties											
Central Square Terrance	29,337	174,560	(119,789)	(48,652)	0	0	(97,489)	90,755	0	**28,722**	(615)
Non-Owned/Managed Properties											
Cottage Street	587	3,778	0	(1,125)	0	0	2,573	(2,746)	0	**3,067**	2,480
Ash Brook	39,005	43,857	(21,683)	(7,070)	0	0	(3,155)	2,588	0	**53,542**	14,537
Emerald Street	7,119	29,125	(13,232)	(2,982)	0	0	(8,689)	1,171	0	**12,512**	5,393
Fairweather Lodge	1,942	1,540	0	4,753	(6,328)	0	(1,476)	(169)	0	**262**	(1,680)
TOTAL	5,072,595	1,500,042	(615,451)	(186,779)	(324,527)	(258,538)	(511,430)	251,854	0	4,927,766	(144,829)

(a) excluding depreciation

Keene Housing

Balance Sheet Summary - Assets - as of September 30, 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)	1,835,791	1,094,293	0	0	0	10,403,679	173,729	438,576	13,946,068
Monadnock Affordable (MAHC)	313,469	0	0	0	0	1,020,992	1,371,923	956,303	3,662,687
Keene Affordable (KAHP)	513,782	61,770	749,781	0	0	450,950	18,068,951	13,580	19,858,814
Meadow Road	9,846	37,665	61,657	0	0	17,502	650,393	0	777,063
Roxbury St Shelter	24,849	0	0	0	0	4,782	406,185	0	435,816
Section 8 Voucher Program (MTW)	251,058	0	0	0	0	5,963	1,334	0	258,355
Mainstream Voucher Program	122,202	0	0	0	0	22,587	0	0	144,789
Special Purpose Vouchers (Non-Elderly Disabled)	35,008	0	0	0	0	79,392	0	0	114,400
Low Income Tax Credits (LIHTC)									
Brookbend East	192,757	56,143	170,012	197,948	0	12,018	5,771,001	58,615	6,458,494
Brookbend West	134,131	49,122	98,783	177,649	0	12,157	5,371,182	38,872	5,881,896
Evergreen Knoll	29,297	32,848	172,148	87,543	0	23,868	2,856,037	3,196	3,204,937
Riverbend	58,377	50,214	75,019	50,714	0	7,187	1,763,810	0	2,005,321
Stone Arch Family	140,803	51,872	62,788	84,019	0	9,913	2,673,601	7,120	3,030,116
Stone Arch Senior	73,998	59,124	118,308	124,488	0	3,075	2,954,522	14,119	3,347,634
Multi-Family Properties									
Central Square Terrance	28,722	166,121	210,336	0	16,450	7,311	1,476,150	33,681	1,938,771
Non-Owned/Managed Properties									
Cottage Street (MFS)	3,067	3,660	10,949	12,639	6,115	1,491	395,558	5,250	438,729
Ash Brook (MHO)	53,542	24,830	81,310	0	8,972	1,288	582,750	5,277	757,969
Emerald Street (CHO)	12,512	8,195	73,299	0	10,607	1,340	126,278	0	232,231
Fairweather Lodge (CHO)	262	2,552	9,013	0	0	3,330	24,257	0	39,414
TOTALS	**3,833,473**	**1,698,409**	**1,893,403**	**735,000**	**42,144**	**12,088,825**	**44,667,661**	**1,574,589**	**66,533,504**

(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 September 30, 2018

Program/Property	ACTUALS						
	Payables Vendors, Tenants	Payables Development fees	Accrued Liabilities	Loans	Capital and Retained Earnings	Net Income Current Year	Total Liabilities
Keene Housing							
Central Office (Locals)	5,286	0	25,625	0	13,708,456	206,882	13,946,249
Monadnock Affordable (MAHC)	300,000	0	9,657	492,669	2,918,676	(58,315)	3,662,687
Keene Affordable (KAHP)	31,659	0	142,816	15,650,500	4,204,101	(170,229)	19,858,847
Meadow Road	94,169	0	2,021	499,237	175,154	6,483	777,064
Roxbury St Shelter	38,549	0	0	291,359	111,437	(5,530)	435,815
Section 8 Voucher Program (MTW)	110,851	0	8,384	0	77,019	62,101	258,355
Mainstream Voucher Program	1,537	0	521	0	144,169	(1,429)	144,798
Special Purpose Vouchers (Non-Elderly Disabled)	38,719	0	1,087	0	50,014	24,580	114,400
Low Income Tax Credits (LIHTC)							
Brookbend East	12,890	0	21,213	1,061,149	5,321,514	41,728	6,458,494
Brookbend West	7,562	0	26,015	1,548,936	4,352,984	(53,601)	5,881,896
Evergreen Knoll	2,253	0	29,723	1,775,786	1,464,139	(66,964)	3,204,937
Riverbend	128,219	0	46,890	1,026,641	807,204	(3,632)	2,005,322
Stone Arch Family	81	0	23,378	589,175	2,478,832	(61,349)	3,030,117
Stone Arch Senior	125	0	30,756	524,424	2,841,656	(49,327)	3,347,634
Multi-Family Properties							
Central Square Terrance	97,245	933,070	91,963	2,639,534	(1,919,549)	96,510	1,938,773
Non-Owned/Managed Properties							
Cottage Street	15	0	233	491,380	(47,755)	(5,144)	438,729
Ash Brook	4,506	0	10,780	749,870	(15,170)	7,983	757,969
Emerald Street	810	0	3,870	139,463	65,599	22,489	232,231
Fairweather Lodge	0	0	3,197	0	37,341	(1,124)	39,414
TOTALS	**874,476**	**933,070**	**478,129**	**27,480,123**	**36,775,821**	**(7,888)**	**66,533,731**

Capital Purchases/Renovations details 2018

Description	Location	Original Budget		projected YE actuals	FUNDING STATUS:
Bathroom Exhaust Fans (1/3install w/staff)	KAHP-Harper Acres	$16,800		$16,873	MTW funds
Bathroom Exhaust Fans (2/3 install w/staff)	KAHP-Harper Acres	$0		$30,000	MTW funds
Transformer Replacement (last one)	KAHP-Harper Acres	$25,000		$16,500	MTW funds
Thermostats (common hallways 14 bldg @$725)	KAHP-Harper Acres	$10,150		$12,200	MTW funds
Sunroom Furniture/Picnic tables	KAHP-Harper Acres	$24,129		$15,327	MTW funds
Unplanned Life/Safety or RA	KAHP-Harper Acres	$10,000		$10,000	MTW funds
Lighting in Mill building	KAHP-Harper Acres	$0		$409	MTW funds
Doors w/autoclosures	KAHP-Harper Acres	$0		$80,000	MTW funds
Solor Roof Supports	KAHP-Harper Acres	$0		$5,400	MTW funds
Streetscape project from 2017	KAHP-Harper Acres	$0		$87,374	Bank Financing
Window project from 2017	KAHP-Harper Acres	$0		$78,792	Bank Financing
Water Shut Offs Located In Crawl Spaces	KAHP-Forest View	$14,196		$0	MTW funds
Drainage/Landscaping Phase 1 (area drains-$33k plus eng	KAHP-Forest View	$50,000		$35,000	MTW funds
Property Sign	KAHP-Forest View	$3,000		$2,037	MTW funds
Cement Stairs	KAHP-Forest View	$7,056		$14,000	MTW funds
Gutter on Front Stairs	KAHP-Forest View	$0		$6,800	MTW funds
LED pole heads on existing poles	KAHP-Forest View	$0		$5,400	MTW funds
Solor Project /Heat Pump/Roof project (engineering fees)	KAHP-Forest View	$60,000		$10,000	MTW funds
Unplanned Life/Safety or RA	KAHP-Forest View	$10,000		$10,000	MTW funds
Screen Doors	KAHP-North & Gilsum	$14,500		$9,000	MTW funds
Windows (includes architect fees $15,550)	KAHP-North & Gilsum	$250,000		$323,129	Bank Financing (partial)
Cement Stairs (15)	KAHP-North & Gilsum	$107,140		$65,500	MTW funds
Entry doors (24)	KAHP-North & Gilsum	$0		$33,500	MTW funds
Asphalt repairs	KAHP-North & Gilsum	$20,000		$0	MTW funds
Landscaping Phase 1 (need plan)	KAHP-North & Gilsum	$40,000		$0	MTW funds
lights in crawl spaces	KAHP-North & Gilsum	$4,000		$0	MTW funds
Public Art	KAHP-North & Gilsum	$10,000		$0	MTW funds
Unplanned Life/Safety or RA	KAHP-North & Gilsum	$10,000		$10,000	MTW funds
Remediation Of Ground Soil monitoring	KAHP-Bennett	$12,000		$15,000	MTW funds
Unplanned Life/Safety	KAHP-Bennett	$10,000		$10,000	MTW funds
Stairs (outside porch/front)	KAHP-West St.	$31,592		$16,000	MTW funds
Shelter Rehab	KAHP-Water St Shelter	$0		$5,000	MTW funds
Asphalt parking lot and sidewalk (Eng fees only)	Riverbend	$0		$21,100	MTW funds
Unit Flooring (vinyl)	KAHP-17-19 Roxbury Ct	$3,800		$0	MTW funds
Kitchen upgrade (Cabinets, Counters, Oven, Cooktop, Regri	KAHP-17-19 Roxbury Ct	$7,150		$0	MTW funds
	TOTAL KAHP	$750,513		$954,195	
MTW Funding (ORIGINAL BUDGET)	MTW 2018	$247,950		$247,950	
MTW Funding (ADDITIONAL BUDGET as of 8/31/18)	MTW 2018			$556,425	
Meadow Rd cash				$6,514	
Bank financing	remains from 2017	$325,496		$325,496	
TOTAL KAHP	Cash needed	$177,067		($182,190)	Excess Funds to Carryover to 2019

Capital Purchases/Renovations details 2018

Description	Location	Original Budget	projected YE actuals	FUNDING STATUS:
Back Door step	Riverbend Apartments	$3,000	$0	CASH on hand
Shed	Riverbend Apartments	$6,500	$0	CASH on hand
Property Sign	Riverbend Apartments	$3,000	$3,225	CASH on hand
Laundry Room Floor	Evergreen knoll	$3,000	$3,000	RD approval pending. CASH
Property Sign	Evergreen knoll	$2,500	$3,700	RD approval pending. CASH
Light Alarm (for notification of boiler down)	SAV Family	$5,000	$5,000	Need approval for Reserves
Shed	SAV Senior	$6,500	$0	Funding NOT approved
Asphalt Entry repair	SAV Senior	$0	$11,750	Reserves and CASH on hand
Reasonable Accommodations (2 @ $4000)	CST	$8,000	$8,000	Need approval for Reserves
Unplanned	CST	$10,000	$10,000	Need approval for Reserves/Cash
Sheds (18)	Meadow Rd	$0	$6,514	Reserves and CASH on hand
Shower replacement	Meadow Rd	$0	$7,746	Reserves and CASH on hand
Light Alarm (for notification of boiler down)	Brookbend West	$5,000	$5,000	Need approval for Reserves
Boiler Room ventilation equipment(7)	Brookbend West	$11,293	$11,293	Need approval for Reserves
Boiler Room digital displays	Brookbend West	$4,070	$3,842	Need approval for Reserves
Landscaping around buildings	Brookbend West	$5,000	$0	CASH on hand
Light Alarm (for notification of boiler down)	Brookbend East	$5,000	$5,000	Need approval for Reserves
Boiler Room ventilation equipment(7)	Brookbend East	$11,293	$11,293	Need approval for Reserves
Boiler Room digital displays	Brookbend East	$4,070	$4,333	Need approval for Reserves
Landscaping around buildings	Brookbend East	$5,000	$0	CASH on hand
Vehicles	Locals	$35,000	$24,615	CASH on hand
Skid Steer	Locals	$50,000	$39,581	CASH on hand
Server for Agency	Locals	$21,403	$21,538	CASH on hand
Exterior Basement Doors (2)	MAHC-SAV office	$4,000	$4,000	CASH on hand
Hallway Carpet in main office	MAHC-SAV office	$30,000	$7,000	CASH on hand
Roof Replacement	MAHC-SAV office	$0	$12,362	CASH on hand
Landscaping/Trees	Ashbrook	$4,000	$34,000	Need approval from Board
replace handrail	Emerald	$9,000	$0	Need approval from Board
Stone Wall/Retaining Wall	Fairweather Lodge	$1,000	$1,000	Need approval from Board
Heating System upgrade	Fairweather Lodge	$0	$6,409	approved by board
total capital purchases/renovations	**Total (excluding KAHP)**	**$252,629**	**$243,792**	

Major Renovation Projects	Location	BUDGET	projected YE actuals	FUNDING STATUS:
105 Castle Street New Development Planning	KAHP-Harper Acres		$2,401	planning 2020 project
Rehabilitation Planning	KAHP-Bennett Block		$7,453	planning 2020 project
Rehabilitation Planning	CST	$5,600,000	$153,475	planning 2019 project
Heat Pump project	Forestview	$425,000	$0	planning 2019 project

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	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	
Security Services	Hunter North	04/01/18 - 03/31/19	3/31/2019	remaining renewal options: 4 (2020, 2021, 2022, 2023)		
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	
Janitorial	Jan-Pro Cleaning Systems	06/26/17- 06/22/18	6/23/2019	remaining renewal options: 3 (2020, 2021, 2022)		$44,268
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
Voucher Management Software	Tracker Systems	07/01/17- 06/30/18	6/30/2019	remaining renewal options: 0 (renewed annually)		$9,276
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
Document Management Software	De Lage Landen Financing	08/31/2017 - 08/31/2021	8/31/2021	remaining renewal options: 0		$7,500

OCTOBER 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 SAV & Evergreen Garden Meeting SAVS Bingo CST Good Tasting	2 FV & CST Garden Meeting CST Game Night	3	4 N & G and Brookbend Garden Meetings CST Bingo	5	6
7	8 SAV & Evergreen Garden Meeting SAVS Bingo	9 FV & CST Garden Meeting CST Cooking Group & Game Night	10 SAVS Craft Group	11 N & G and Brookbend Garden Meetings CST Bingo	12	13
14 SAVS Movie Night	15 SAV & Evergreen Garden Meeting SAVS Bingo	16 FV & CST Garden Meeting CST Game Night	17 Board of Commissioners Meeting Harper Craft Group	18 N & G and Brookbend Garden Meetings CST Bingo	19	20
21	22 SAVS Bingo	23 CST Craft Group & Game Night	24 SAVS Card Making CST Planning Meeting	25 CST Bingo	26	27
28	29 SAVS Bingo	30 CST Food Activity & Game Night	31 CST Halloween Potluck			

Keene Housing

November 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 SAVS Bingo	6 CST Game Night	7 SAVS Craft Group	8 CST Bingo	9	10
11	12 Office Closed Veterans Day SAVS Bingo	13 CST Game Night	14 Board of Commissioners Meeting	15 CST Bingo	16	17
18	19 SAVS Bingo	20 CST Game Night	21 Harper Craft Group	22 Office Closed Thanksgiving	23 Office Closed Day After Thanksgiving	24
25	26 SAVS Bingo	27 CST Game Night	28	29 CST Bingo	30	

Keene Housing