Keene Housing

Keene Housing
Board of Commissioners Meeting
April 23, 2020

Stone Arch Village Senior
Assembly of Homemade Masks to Donate to Staff and Community Members

ZOOM MEETING
Visit: https://zoom.us/j/93696821341?pwd=SEFDM0FWRjdtWXR0b2xQRVRVMkMwZz09
To Access by Phone: 1-646-558-8656 Meeting ID: 936 9682 1341
Password: 893496

Keene Housing

Board of Commissioners Meeting
Thursday, April 23, 2020
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Keene Housing

BOARD OF COMMISSIONERS MEETING
THURSDAY, APRIL 23, 2020
12:00 P.M.
Online Access: https://zoom.us/j/93696821341?pwd=SEFDM0FWRjdtWXR0b2xQRVRVMkMwZz09
To Access by Phone: 1-646-558-8656 Meeting ID: 936 9682 1341
Password: 893496
To Report a Technical Issue, Please Call: 603-313-0214

AGENDA

I. Call to Order

II. Roll Call

III. Approval of the March 19, 2020 Keene Housing Board Meeting Minutes

IV. Approval of the March 27, 2020 Keene Housing Special Board Meeting Minutes

V. Executive Director's Report

VI. Management Report

VII. Finance Report

VIII. Old Business

IX. New Business

a. Approval of Additional COVID-19 Changes to Policies and Procedures During State of Emergency (Resolution No. 669)

b. Approval for the Purchase and Financing of Ash Brook Apartments by Monadnock Affordable Housing Corporation (Resolution No. 670)

c. Quarterly Safety/Risk Management Report

X. Public Comment

XI. 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).

XII. Adjournment

Minutes of the Keene Housing Board of Commissioners Meeting
Conference Call
Thursday, March 19, 2020

Chairperson Mack called the Keene Housing Board of Commissioners meeting to order at 12:37 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
Chris Coates, Commissioner
Susan Shaw, Commissioner

Absent:
Pam Slack, Commissioner

Also in attendance:
Joshua Meehan, Secretary
Linda Griffin, Director of Finance
Denise Pratt, Director of Housing and Services
Sandy Clark, Director of Facilities and Assets
Amy Wright, Director of Administration
Linda Mangones, Special Advisor for Planning and Development

MINUTES:

Chairperson Mack called for approval of the February 20, 2020 Board of Commissioners meeting minutes. Commissioner Shaw made a motion to approve the minutes. Commissioner Coates seconded the motion, which upon being put to vote, the minutes passed unanimously.

EXECUTIVE DIRECTOR'S REPORT:

Secretary Meehan stated HUD distributed a Moving to Work (MTW) Agreement amendment to allow Housing Authorities to inspect their own units. Secretary Meehan is opting not to sign because this language is already included in Keene Housing's Moving to Work (MTW) Agreement; and the activity has already been approved by HUD. The consensus amongst MTW Collaborative members is not to sign HUD's MTW Agreement amendment.

Secretary Meehan stated the heat pump project planned for this summer at North and Gilsum is on hold. The heat pumps at Forest View are over-powered and the units at the end of each building vibrate and are very disruptive to residents. This is an engineering design issue that Stevens and Associates is working to remedy. At this time, Keene Housing plans on moving forward with the roof replacement and solar arrays.

Secretary Meehan described multiple steps Keene Housing is taking in response to Coronavirus Disease 2019 (COVID-19). Keene Housing's goal is to minimize exposure and protect the health and safety of its residents and staff. Effective March 20, 2020, Keene Housing's Central and satellite offices are closed until further notice. Office staff will work from home and maintenance staff will remain available to clean/disinfect common areas and respond to emergency work orders. These measures will remain in effect at least until April 3rd, at which time the Agency will reevaluate and decide whether we can return to normal operations or keep these changes in effect longer.

Secretary Meehan invited Sandy Clark, Director of Facilities and Assets to review changes in protocol for the Facilities and Assets Department. Ms. Clark stated her team is only responding to emergency work orders. Keene Housing or answering service staff taking emergency work orders are asking the callers if they or anyone in their household are presenting any symptoms. If callers indicate that there are symptoms in the household, they are asked to quarantine in a closed-door room while the maintenance staff perform the emergency work order. Staff wear personal protective equipment and

wash their hands with soap and water immediately after completing a work order. If soap and water are not readily available, staff are instructed to use an alcohol-based hand sanitizer. Ms. Clark stated high traffic areas in all of our elderly/disabled properties are being disinfected three times a day. The Central Square Terrace rehabilitation project is underway and the construction company, Breadloaf Corporation, is also taking extra precautions to minimize contact with residents. The area where they are working is cordoned off by plastic and they are using one elevator that is closed to residents. In addition, Breadloaf is using HEPPA vacuuming for cleaning and sanitizing the work area. Breadloaf staff has provided a plan for the remaining construction that meets or exceeds the Centers for Disease and Prevention Control recommendations for construction sites.

Secretary Meehan invited Amy Wright, Director of Administration to review changes in protocol for office staff. Ms. Wright stated beginning March 20, 2020, Administration, Finance, and Housing and Services staff will work remotely from their homes, though from time-to-time, staff may work briefly in satellite offices or in Central Office. At no time, however, will there be more than one person on a floor at Central Office or more than one person at a time in a satellite office. Office staff who have access to Remote Workplace will have full access to their workstations from home. In addition, office staff will set up "Find Me, Follow Me" on their office phones which allows them to receive calls and voicemails remotely. During this time, all staff will continue receiving their full regular pay.

Secretary Meehan invited Denise Pratt, Director of Housing and Services to review changes in protocol for the Housing and Services team. Ms. Pratt stated all Keene Housing community spaces are closed until further notice. The Meals on Wheels program at Harper Acres will continue, however, meal distribution is from the side door to prevent people from congregating in the Community Room, which remains closed. Ms. Pratt stated all walk-in hours and appointments at remote offices are canceled or closed. Eligibility determinations, interim recertifications, and Resident Self-Reliance meetings will be held by phone. Only interim recertifications related to income or benefit loss are being processed. Documents required in the processing of these tasks will be distributed to applicants, residents and voucher holders using U.S. mail, email, fax or in person pick-up/drop off at Keene Housing's Central Office. In cases where a face to face meeting is unavoidable, staff will interview applicants, residents, or voucher holders practicing social distancing. Keene Housing will update residents about all policy or procedural changes through postings on property bulletin boards, Keene Housing's website and social media.

Secretary Meehan invited Linda Griffin, Director of Finance to review changes in protocol for the Finance team. Ms. Griffin stated that not all finance tasks can be done remotely, so her staff will have limited office hours to process payments, Housing Assistance Payments (HAP) checks, etc. Ms. Griffin stated purchase orders will not be required for routine maintenance items under $1,500. The invoices will need to be approved prior to making payments. This change will save staff time and reduce paperwork. Ms. Griffin stated she is expecting an increase in HAP expenses due to loss of resident and voucher holder income, but Keene Housing is in a good financial position to absorb these increased costs.

Commissioner Coates moved that in response to Executive Order 2020-04 by Governor Chris T. Sununu on March 13, 2020 that effective March 19, 2020 Keene Housing close its Central Office and all satellite offices until April 3, 2020 at which time the Executive Director is authorized to determine whether to reopen normal business operations or extend the closure. Vice Chairperson Moses seconded the motion, which upon being put to vote, was passed unanimously.

Commissioner Coates made a motion that the Executive Director is authorized to take any operational, policy and procedural steps deemed necessary to mitigate Keene Housing's residents,

applicants, voucher holders and staff's potential exposure to the COVID-19 virus. Vice Chairperson Moses seconded the motion, which upon being put to vote, was passed unanimously.

The Board of Commissioners recognized the hard work of the management team for putting together this plan. Secretary Meehan stated Ms. Wright will send a Doodle Poll to check the availability of the Commissioners and the management team to schedule a special Board meeting to vote and approve on each operational, policy and procedural change.

MANAGEMENT REPORT:

No questions or discussion items presented.

FINANCE REPORT:

No questions or discussion items presented.

NEW BUSINESS:

Keene Housing Kids Collaborative Update

No questions or discussion items presented. Annual Report included in the packet and Ms. Chipman will present at a future meeting.

Resolution No. 659 - Approval of the Amended Fiscal Year 2020 Moving to Work Annual Plan

The Keene Housing Board of Commissioners approves adoption of the Amended FY 2020 Moving to Work Annual Plan; authorizes any technical corrections and changes to the document; and authorizes the submission of the final Report to HUD pursuant to the March 9, 2020 memorandum from Denise Pratt, Director of Housing and Services to Joshua R. Meehan, Executive Director. Commissioner Shaw moved the motion to approve the resolution. Vice Chairperson Moses seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 660 - Approval of the Fiscal Year 2019 Moving to Work Annual Report

The Keene Housing Board of Commissioners approves adoption of the FY 2019 Moving to Work Annual Report; authorizes any technical corrections and changes to the document; and authorizes the submission of the final Report to HUD pursuant to the March 9, 2020 memorandum from Denise Pratt, Director of Housing and Services to Joshua R. Meehan, Executive Director. Vice Chairperson Moses moved the motion to approve the resolution. Commissioner Shaw seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 661 - Adoption of the Revised Employee Handbook

That the Keene Housing Board of Commissioners adopts the revised Employee Handbook pursuant to the February 27, 2020 memorandum from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director. Vice Chairperson Moses moved the motion to approve the resolution. Commissioner Coates seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 662 - Adoption of Tenant Charges

That the Keene Housing Board of Commissioners adopts the revised Resident Charge Letter pursuant

to the March 10, 2020 memorandum from Sandra L. Clark, Director of Facilities and Assets to Joshua R. Meehan, Executive Director. Commissioner Shaw moved the motion to approve the resolution. Vice Chairperson Moses seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 663 - Approval of 2020 Capital Budget Revision

That the Keene Housing Board of Commissioners authorizes the adoption of the proposed revised consolidated Keene Housing 2020 Capital Budget as presented and further authorizes the Director of Finance to make necessary line adjustments at the discretion of the Executive Director not to exceed the aggregate total by $50,000, pursuant to the March 12, 2020 memorandum from Linda Griffin, Director of Finance to Joshua Meehan, Executive Director. Vice Chairperson Moses moved the motion to approve the resolution. Commissioner Coates seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 664 - Approval of Suspension of Evictions

That the Keene Housing Board of Commissioners approves suspending all evictions until further notice pursuant to Governor Sununu's Emergency Order #4 pursuant to Executive Order 2020-04. Vice Chairperson Moses moved the motion to approve the resolution. Commissioner Shaw seconded the motion, which upon being put to vote, was passed unanimously.

Community Connections Dashboard Report

No questions or discussion items presented.

OLD BUSINESS:

No topics were presented.

PUBLIC COMMENT:

No members of the public were present.

NON-PUBLIC SESSION:

Vice Chairperson Moses made a motion to enter into non-public session for the purposes of discussing real estate matters pursuant to the RSA 91 A:3, II (d). Commissioner Coates seconded the motion, which upon being put to vote, the motion to suspend Public Session passed unanimously.

Chairperson Mack suspended the Public Session at 1:30 p.m. on Thursday, March 19, 2020 to convene a Non-Public Session.

Vice Chairperson Moses made a motion to reconvene Public Session. Commissioner Slack 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 Thursday, March 19, 2020 at 1:44 p.m. Chairperson Mack stated the Board of Commissioners voted during non-public session to seal the

minutes of that session.

Commissioner Coates made a motion to adjourn the meeting. Commissioner Shaw seconded the motion, which upon being put to vote, was passed unanimously. There being no further business, Chairperson Mack adjourned the Board meeting at 1:45 p.m.

Joshua Meehan, Secretary of Keene Housing Board of Commissioners

4/23/2020
Date

CHRISTOPHER T. SUNUNU
Governor

STATE OF NEW HAMPSHIRE
OFFICE OF THE GOVERNOR

STATE OF NEW HAMPSHIRE
BY HIS EXCELLENCY
CHRISTOPHER T. SUNUNU, GOVERNOR

Emergency Order #12 Pursuant to Executive Order 2020-04

Temporary modification of public access to meetings under RSA 91-A

Pursuant to Section 18 of Executive Order 2020-04 it is hereby ordered, effective immediately, that:

1. Pursuant to Executive Order 2020-04, paragraph 8 provides: "State and local government bodies are permitted and encouraged to utilize the emergency meeting provisions of RSA 91-A to conduct meetings through electronic means while preserving, to the extent feasible, the public's right to notice of such meetings and ability to observe and listen contemporaneously."

2. Pursuant to Emergency Order #2 issued pursuant to Executive Order 2020-04, gatherings of fifty people or more are prohibited.

3. To implement these orders and recommendations, the requirement in RSA 91-A:2, III(b), that a quorum of a public body be physically present unless immediate action is imperative, is waived for the duration of the State of Emergency declared in Executive Order 2020-04.

4. To further implement these orders and recommendations, the requirement in RSA 91-A:2, III(c), that each part of a meeting of a public body be audible or otherwise discernible to the public "at the location specified in the meeting notice as the location of the meeting," is waived for the duration of the State of Emergency declared in Executive Order 2020-04 so long as the public body:

a) Provides public access to the meeting by telephone, with additional access possibilities by video or other electronic means;
b) Provides public notice of the necessary information for accessing the meeting;
c) Provides a mechanism for the public to alert the public body during the meeting if there are problems with access; and
d) Adjourns the meeting if the public is unable to access the meeting.

Given under my hand and seal at the Executive Chambers in Concord, this 23rd day of March, in the year of Our Lord, two thousand and twenty, and the independence of the United States of America, two hundred and forty-four.

Christopher T. Sununu

GOVERNOR OF NEW HAMPSHIRE

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TDD Access: Relay NH 1-800-735-2964

Minutes of the Keene Housing Board of Commissioners Special Meeting
Conference Call
Friday, March 27, 2020

Chairperson Mack called the Keene Housing Board of Commissioners meeting to order at 2:05 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
- Chris Coates, Commissioner
- Susan Shaw, Commissioner

Absent:
- Pam Slack, Commissioner

Also in attendance:
- Joshua Meehan, Secretary
- Linda Griffin, Director of Finance
- Denise Pratt, Director of Housing and Services
- Sandy Clark, Director of Facilities and Assets
- Amy Wright, Director of Administration
- A resident of Stone Arch Village

EXECUTIVE DIRECTOR'S REPORT:

Secretary Meehan thanked everyone for adjusting their schedules to attend this meeting. Governor Chris Sununu issued a Stay at Home order pursuant to Emergency Order #17 issued under Section 18 of Executive Order 2020-04. Secretary Meehan stated Keene Housing's work is deemed essential under Health Care/ Public Health / Human Services sector and staff will continue working remotely until at least May 4, 2020. In addition, construction work is deemed essential so it appears that the Central Square Terrace (CST) construction project can continue.

Secretary Meehan stated the federal stimulus package passed the House and that it includes a considerable investment in the voucher program. Secretary Meehan stated Keene Housing anticipates significant income loss by voucher holders and residents, which will increase Housing Assistance Payments (HAP) and Keene Housing operating expenses.

Due to the COVID-19 pandemic and in the interest of public safety, Keene Housing is making necessary policy and procedural changes, keeping the Board of Commissioners informed and documenting all changes. HUD is asking Congress to give it broader waiver authority but, in the interim, Keene Housing is doing what is needed to keep residents and staff safe. To keep residents and community members informed, Keene Housing continues to update property bulletin boards, Keene Housing's website and social media.

OLD BUSINESS:

No topics were presented.

NEW BUSINESS:

Resolution No. 667 - Approval of COVID-19 Changes to Policies and Procedures

The Keene Housing Board of Commissioners authorizes the implementation of policy revisions and procedural changes in response to the declaration of a state of emergency by Governor Chris Sununu on March 15, 2020; and further that these revisions and changes are urgently needed and

being made in the interest of public health; and further that these revisions and changes will remain in effect until the state of emergency is lifted or Keene Housing determines that it is able to reinstate the policies and procedures that were in place prior to the declaration of a state of emergency; and further that Keene Housing request from the U.S. Department of Housing and Urban Development (HUD), and any other regulating bodies, any required waivers related to these policy revisions pursuant to the memorandum dated March 24, 2020 from Denise Pratt, Director of Housing and Services, to Joshua R. Meehan, Executive Director. Vice Chairperson Moses moved the motion to approve the resolution. Commissioner Shaw seconded the motion, Chairperson Mack approved, Commissioner Coates approved; which upon being put to vote, was passed unanimously.

Resolution No. 668 - Approval of Contract for Roof Replacement at North and Gilsum

The Keene Housing Board of Commissioners authorizes the 2020 North and Gilsum Roof project be awarded to W.E. Brown Roofing and its funding not to exceed $175,000 pursuant to the March 26, 2020 memorandum from Sandy Clark, Director of Facilities and Assets to Joshua Meehan, Executive Director. Vice Chairperson Moses moved the motion to approve the resolution. Commissioner Shaw seconded the motion, Chairperson Mack approved, Commissioner Coates approved; which upon being put to vote, was passed unanimously.

Informational Memo: COVID-19 Change in Work Order Protocols

Ms. Clark stated her team is only responding to emergency work orders. Keene Housing or answering service staff taking emergency work orders are asking the callers if they or anyone in their household are presenting any symptoms. If callers indicate that there are symptoms in the household, they are asked to quarantine in a closed-door room while the maintenance staff perform the emergency work order. Staff wear personal protective equipment and wash their hands with soap and water immediately after completing a work order. If soap and water are not readily available, staff are instructed to use an alcohol-based hand sanitizer. Ms. Clark stated high traffic areas in all of our elderly/disabled properties are being disinfected three times a day.

Informational Memo: Remote Work for Office Staff

Ms. Wright stated Administration, Finance, and Housing and Services staff are working remotely from their homes, though from time-to-time, staff may work briefly in satellite offices or in Central Office. At no time, however, will there be more than one person on a floor at Central Office or more than one person at a time in a satellite office. Office staff who have access to Remote Workplace will have full access to their workstations from home. In addition, office staff will set up "Find Me, Follow Me" on their office phones which allows them to receive calls and voicemails remotely. During this time, all staff will continue receiving their full regular pay. This will remain in effect until May 4th, at which time Keene Housing will reevaluate and decide whether the Agency can return to normal operations.

Vice Chairperson Moses, Chairperson Mack and Commissioner Coates shared updates on the steps their respective organizations are taking in response to COVID-19.

PUBLIC COMMENT:

No comments were presented.

NON-PUBLIC SESSION:

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

Commissioner Coates made a motion to adjourn the meeting. Vice Chairperson Moses seconded the motion, which upon being put to vote, was passed unanimously. There being no further business, Chairperson Mack adjourned the Board meeting at 2:43 p.m.

Joshua Meehan, Secretary of Keene Housing Board of Commissioners

4/6/2020
Date

CHRISTOPHER T. SUNUNU
Governor

STATE OF NEW HAMPSHIRE
OFFICE OF THE GOVERNOR

STATE OF NEW HAMPSHIRE
BY HIS EXCELLENCY
CHRISTOPHER T. SUNUNU, GOVERNOR

Emergency Order #12 Pursuant to Executive Order 2020-04

Temporary modification of public access to meetings under RSA 91-A

Pursuant to Section 18 of Executive Order 2020-04 it is hereby ordered, effective immediately, that:

1. Pursuant to Executive Order 2020-04, paragraph 8 provides: "State and local government bodies are permitted and encouraged to utilize the emergency meeting provisions of RSA 91-A to conduct meetings through electronic means while preserving, to the extent feasible, the public's right to notice of such meetings and ability to observe and listen contemporaneously."

2. Pursuant to Emergency Order #2 issued pursuant to Executive Order 2020-04, gatherings of fifty people or more are prohibited.

3. To implement these orders and recommendations, the requirement in RSA 91-A:2, III(b), that a quorum of a public body be physically present unless immediate action is imperative, is waived for the duration of the State of Emergency declared in Executive Order 2020-04.

4. To further implement these orders and recommendations, the requirement in RSA 91-A:2, III(c), that each part of a meeting of a public body be audible or otherwise discernible to the public "at the location specified in the meeting notice as the location of the meeting," is waived for the duration of the State of Emergency declared in Executive Order 2020-04 so long as the public body:

a) Provides public access to the meeting by telephone, with additional access possibilities by video or other electronic means;
b) Provides public notice of the necessary information for accessing the meeting;
c) Provides a mechanism for the public to alert the public body during the meeting if there are problems with access; and
d) Adjourns the meeting if the public is unable to access the meeting.

Given under my hand and seal at the Executive Chambers in Concord, this 23rd day of March, in the year of Our Lord, two thousand and twenty, and the independence of the United States of America, two hundred and forty-four.

GOVERNOR OF NEW HAMPSHIRE

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Keene Housing

Resolution No. 669

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item:

   COVID-19 Changes to policies and procedures during state of emergency.

2. Date of Board Meeting: Thursday, April 23, 2020

3. Proposed Board Resolution:

   That the Keene Housing Board of Commissioners authorizes the implementation of policy revisions and procedural changes in response to the declaration of a state of emergency by Governor Chris Sununu on March 15, 2020; and further that these revisions and changes are urgently needed and being made in the interest of public health; and further that these revisions and changes will remain in effect until the state of emergency is lifted or Keene Housing determines that it is able to reinstate the policies and procedures that were in place prior to the declaration of a state of emergency; and further that Keene Housing request from regulating bodies any required waivers related to these policy revisions pursuant to the memorandum dated April 15, 2020 from Denise Pratt, Director of Housing and Services, 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 _____ Date: _____

6. Statement of availability of funds by Director of Finance

   Funds Budgeted and Available Yes ☐ No ☐ Source _____

   Account #_____

   Director of Finance Approval Signature _____ Date: _____

7. Executive Director Approval Signature _____ Date: 4/16/20

Keene Housing

MEMORANDUM

To: Joshua Meehan, Executive Director
From: Denise Pratt, Director of Housing and Services
Subject: Approval of Additional COVID-19 Changes to Policy and Procedures
Date: April 15, 2020

Pursuant to Governor Chris Sununu's Executive Order issued March 15, 2020 declaring a state of emergency in New Hampshire due to the Novel Coronavirus (COVID-19), this memorandum recommends that the Board of Commissioners adopt changes to policies and procedures to reduce the need for applicants, voucher holders, residents, landlords and staff to come into close contact with one another and to prevent any adverse impact on currently assisted households or applicants.

BACKGROUND

On March 15, 2020 Governor Chris Sununu issued and Executive Order declaring a state of emergency. As a result, Keene Housing (KH) has made changes to policies and/or procedures in order to immediately reduce the spread of the Novel Coronavirus while guaranteeing business continuity during the state of emergency. These changes are necessary so that essential processes are disrupted as little as possible and to accommodate the families we serve, while reducing the need, wherever possible, for person-to-person contact. Pursuant to the authority provided under the Coronavirus Aid, Relief and Economic Security (CARES) Act (Public Law 116-136), HUD is waiving and establishing alternative requirements for numerous statutory and regulatory requirements for the Public Housing program and Housing Choice Voucher (HCV) program. These waivers provide administrative flexibilities and relief to public housing agencies (PHAs) and HUD is strongly encouraging PHAs to utilize any and all waivers and alternative requirements as necessary to keep public housing and HCV programs operational to the extent practicable. The full description of all waivers is published in the April 10, 2020 HUD Notice PIH 2020-05. In the interest of public health, and in recognition of the Governor's declared state of emergency, and the waiver authority granted by HUD, KH has determined that the following steps be taken immediately:

POLICY CHANGES

Safety Net for Households Claiming Zero Income

Current Policy: Safety Net, KH's hardship policy, provides a temporary increase in subsidy to households participating in the stepped subsidy program experiencing significant, unexpected increases in rent burden. The households' tenant payment is temporarily set at either the greater of the minimum rent of one hundred twenty-five dollars ($125.00) or 30% of gross income. Households receiving Safety Net must reapply monthly with supporting third party income verification.

Change: Until the state of emergency is lifted or KH determines that it is able to reinstate the existing policy, KH is waiving the minimum rent for households whose income has decreased to zero ($0) due to loss of wages related to COVID-19 and have no other source of income. Households with zero ($0) income due to COVID-19 related job losses will pay 30% of gross income, effectively zero ($0) dollars, per month and will reapply monthly with supporting

third party verification. Rent calculation will revert to current policy when households receiving minimum rent waivers report any earned or unearned income.

Waiting Lists

Current Policy: Waiting lists are updated at the discretion of KH to ensure that all applicants and applicant information is current. Update requests are sent via mail to each applicant with a deadline by which the household must respond and that failure to respond will result in the applicant being removed from the waiting list/s.

Change: On March 16, 2020, KH sent requests to applicants asking that they indicate whether they would like to remain on the waiting list/s and update their household information with a return deadline of March 31, 2020. KH has created a safe harbor for applicants by extending the deadline to May 4, 2020.

TEMPORARY REVISION TO TENANT SELECTION AND OCCUPANCY PLAN

Apartment Offerings

Current Policy: An applicant household that declines two (2) offers of an apartment will be removed from all waiting lists.

Change: Until the state of emergency is lifted or KH determines that it is able to reinstate the existing policy, KH will not remove applicants for declining a unit for the second time. The applicant will remain on the waiting list/s with the original date and time of application.

RECOMMENDATION

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

That the Keene Housing Board of Commissioners authorizes the implementation of policy revisions and procedural changes in response to the declaration of a state of emergency by Governor Chris Sununu on March 15, 2020; and further that these revisions and changes are urgently needed and being made in the interest of public health; and further that these revisions and changes will remain in effect until the state of emergency is lifted or Keene Housing determines that it is able to reinstate the policies and procedures that were in place prior to the declaration of a state of emergency; and further that Keene Housing request from regulating bodies any required waivers related to these policy revisions pursuant to the memorandum dated April 15, 2020 from Denise Pratt, Director of Housing and Services, to Joshua R. Meehan, Executive Director.

Keene Housing

Resolution No. 670

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item:

   Approval for the purchase and financing of Ash Brook Apartments by Monadnock Affordable Housing Corporation

2. Date of Board Meeting: April 23, 2020

3. Proposed Board Resolution:

   That the Keene Housing Board of Commissioners approves the purchase and financing of Ash Brook Apartments at 191-195 Key Road by Monadnock Affordable Housing Corporation from Monadnock Housing Opportunities, Inc. and authorizes the Executive Director to enter into a Management Agreement with MAHC pursuant to the memorandum dated April 15, 2020 from Linda Mangones, Special Adviser for Planning and Development, to Joshua Meehan, Executive Director.

4. All Backup Attached? Yes ☐ No ☐

   If no, what is missing and when will it be submitted: _____

5. Department Head Approval Signature _____ Date: _____

6. Statement of availability of funds by Director of Finance

   Funds Budgeted and Available Yes ☐ No ☐ Source _____

   Account #_____

   Director of Finance Approval Signature _____ Date: _____

7. Executive Director Approval Signature _____ Date: 4/17/2020

Keene Housing

MEMORANDUM

To: Joshua Meehan
From: Linda Mangones, Special Advisor for Planning and Development
Subject: **Proposed Purchase and Financing of Ashbrook Apartments by MAHC**
Date: April 15, 2020

This memorandum is provided to request the approval of the Keene Housing Board of Commissioners for Monadnock Affordable Housing Corporation (MAHC) to purchase Ashbrook Apartments from Monadnock Housing Opportunities, Inc. and to finance the purchase and capital improvements, and to authorize the Executive Director to execute a Management Agreement with MAHC for Ashbrook.

In 1988, Cheshire Homes subdivided its lot and established Monadnock Housing Opportunities, Inc. (MHO) for the purpose of developing 24 1-bedroom apartments on the new lot located at 191-195 Key Road. Keene Housing Authority was not involved in any of those transactions, but MHO did contract with Keene Housing to help oversee the construction of the housing.

About 2006, Cheshire Homes and its affiliated organizations, MHO and Cheshire Housing Opportunities (CHO), contracted with Keene Housing for management and maintenance of properties owned by all three organizations. As you know, Cheshire Homes has since been completely redeveloped into the Brookbend Apartments which are now owned by an affiliate of Keene Housing. MHO and CHO share a board and still contract with Keene Housing for management and maintenance of their three properties, Ashbrook Apartments, Emerald House, and Fairweather Lodge.

Recently, it has become apparent that Ashbrook Apartments has an urgent need for a new roof and a significant need for site improvements. Following discussions between among the organizations, it has been proposed that MAHC purchase the Ashbrook Apartments and, in the process, refinance the property in an amount which would also pay for the anticipated improvements.

The property is currently financed with a loan from New Hampshire Housing Finance Authority (NHHFA). This loan would be paid off. However, the loan has a Land Use Restriction Agreement (LURA) which requires benefit to low- and moderate-income households for the remainder of the original term, or until November 1, 2034. NHHFA will require either the continuation of an amended LURA or a different form of Use Agreement.

Summary of proposed Purchase and Sales Agreement:

Price:	Balance of current NHHFA loan to MHO, or approximately $700,000
Includes:	24 1-Bedroom apartments and 3.13 acres located at 191-195 Key Road in Keene
	All associated cash accounts and reserves (about $100,000)
Closing costs:	Seller and Buyer each to pay own costs
Possession:	KH effectively has possession of both the property and the financial assets
Subject to:	Expected NHHFA Agreement continuing l/m benefit until Nov. 1, 2034

Restrictive deed covenant prohibiting future development on lot

Summary of proposed financing:

Lender: Mascoma Savings Bank

Loan amount: Not to exceed $1 million (additional needed for closing and rehab costs)

Term: 30 years

Interest: 3.67% for first 20 years; to be adjusted for remaining 10 years

Security: First mortgage on property and assets

Keene Housing may be asked to increase the security of the loan in other ways.

Following the purchase, MAHC would contract with Keene Housing for management and maintenance of Ashbrook Apartments. In addition, Keene Housing plans to enter into a Housing Assistance Payments (HAP) Contract with MAHC which would provide project based rental subsidies for all Ashbrook apartments.

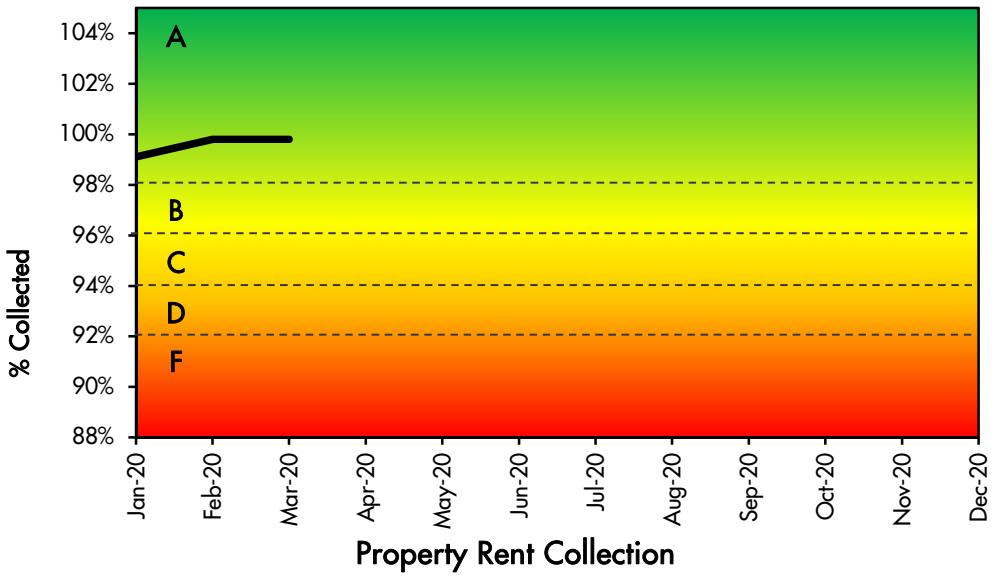
Keene Housing

MANAGEMENT REPORT
MARCH 2020

Residential Property Rent Collection Report
March 2020

Community	Month Billed	Month Collected	% Collected	Monthly Grade	YTD Billed	YTD Collected	% YTD Collected	YTD Grade
Ash Brook Apartments	$10,086	$10,086	100.0%	A	$30,609	$30,609	100.0%	A
Bennett Block	$5,355	$5,355	100.0%	A	$16,389	$16,502	100.7%	A
Brookbend East	$16,372	$15,556	95.0%	C	$48,243	$45,598	94.5%	C
Brookbend West	$14,047	$13,376	95.2%	C	$39,589	$39,316	99.3%	A
Central Square Terrace	$21,158	$20,974	99.1%	A	$61,934	$61,725	99.7%	A
Cottage Street	$1,441	$1,460	101.3%	A	$4,323	$4,394	101.6%	A
Evergreen Knoll LP	$14,770	$15,038	101.8%	A	$44,019	$44,142	100.3%	A
Forest View	$18,341	$19,261	105.0%	A	$55,751	$56,731	101.8%	A
Harper Acres	$44,640	$44,689	100.1%	A	$132,829	$132,832	100.0%	A
Meadow Road Apartments	$6,741	$6,651	98.7%	A	$20,491	$20,370	99.4%	A
North and Gilsum	$16,702	$17,022	101.9%	A	$48,095	$48,599	101.0%	A
Riverbend Apartments	$10,530	$10,336	98.2%	A	$30,996	$30,789	99.3%	A
Scattered Sites	$11,837	$11,638	98.3%	A	$35,907	$35,305	98.3%	A
Stone Arch Village Family	$12,570	$12,608	100.3%	A	$37,540	$38,318	102.1%	A
Stone Arch Village Senior	$12,232	$12,192	99.7%	A	$36,631	$36,634	100.0%	A
Totals	**$216,822**	**$216,242**	**99.73%**	**A**	**$643,346**	**$641,864**	**99.8%**	**A**

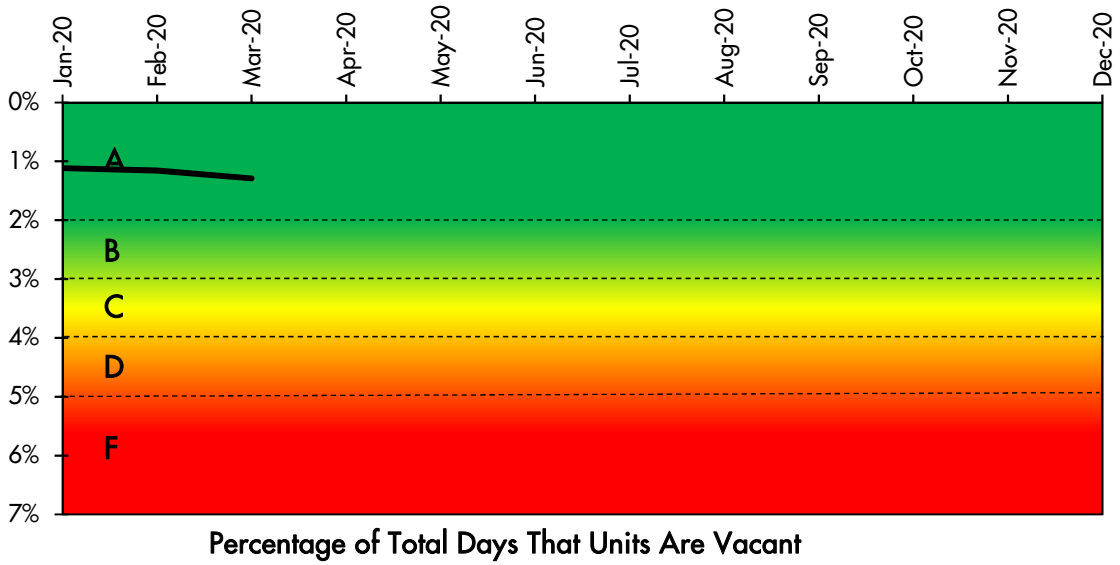
**Active Households Only*



Monthly Vacancy Report

March 2020

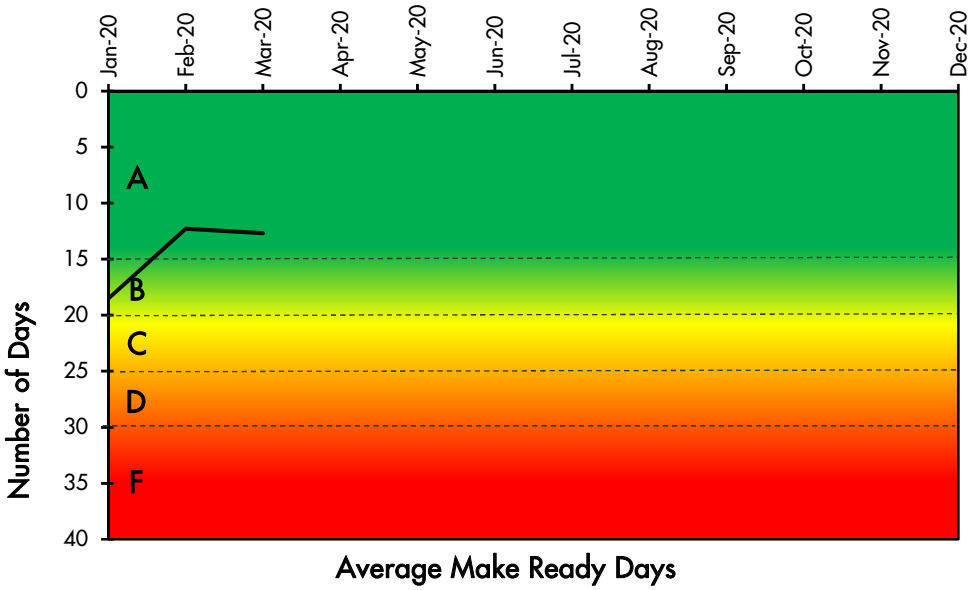
Community	Units Available	Available Days	Vacant Days	Monthly Vacancy Percentage	Monthly Grade	YTD Vacancy Percentage	YTD Grade
Ash Brook Apartments	24	744	0	0.0%	A	1.6%	A
Bennett Block	14	372	0	0.0%	A	0.0%	A
Brookbend East	40	1240	0	0.0%	A	0.0%	A
Brookbend West	35	1085	45	4.1%	D	1.9%	A
Central Square Terrace	90	2170	62	2.9%	B	1.3%	A
Evergreen Knoll LP	32	992	0	0.0%	A	0.0%	A
Forest View	38	1178	39	3.3%	C	1.9%	A
Harper Acres	112	3472	85	2.4%	B	2.4%	B
Meadow Road Apartments	18	558	0	0.0%	A	0.0%	A
North and Gilsum	29	899	13	1.4%	A	3.9%	C
Riverbend Apartments	24	744	0	0.0%	A	0.0%	A
Scattered Sites	18	558	0	0.0%	A	0.0%	A
Stone Arch Village Family	24	744	0	0.0%	A	0.7%	A
Stone Arch Village Senior	33	1023	0	0.0%	A	0.0%	A
Report Totals:	**531**	**15,779**	**244**	**1.5%**	**A**	**1.3%**	**A**



Percentage of Total Days That Units Are Vacant

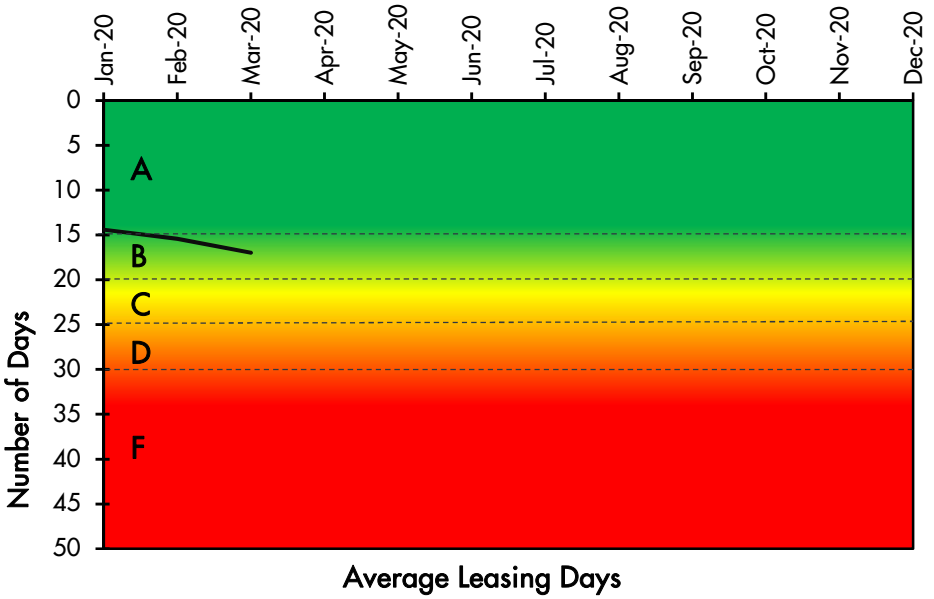
Unit Make Ready Days
March 2020

Community	Number of Units Made Ready	Avg. Make Ready Days	YTD Number of Units Made Ready	YTD Avg. Make Ready Days	YTD Grade
Ash Brook Apartments	0	-	0	-	NONE
Bennett Block	0	-	0	-	NONE
Brookbend East	0	-	0	-	NONE
Brookbend West	1	15	2	11	A
Central Square Terrace	0	-	2	3	A
Evergreen Knoll LP	0	-	0	-	NONE
Forest View	2	14	2	14	A
Harper Acres	2	8	5	14	A
Meadow Road Apartments	0	-	0	-	NONE
North and Gilsum	1	21	2	20	B
Riverbend Apartments	0	-	0	-	NONE
Scattered Sites	0	-	0	-	NONE
Stone Arch Village Family	0	-	0	-	NONE
Stone Arch Village Senior	0	-	0	-	NONE
Report Totals:	6	13	13	13	A



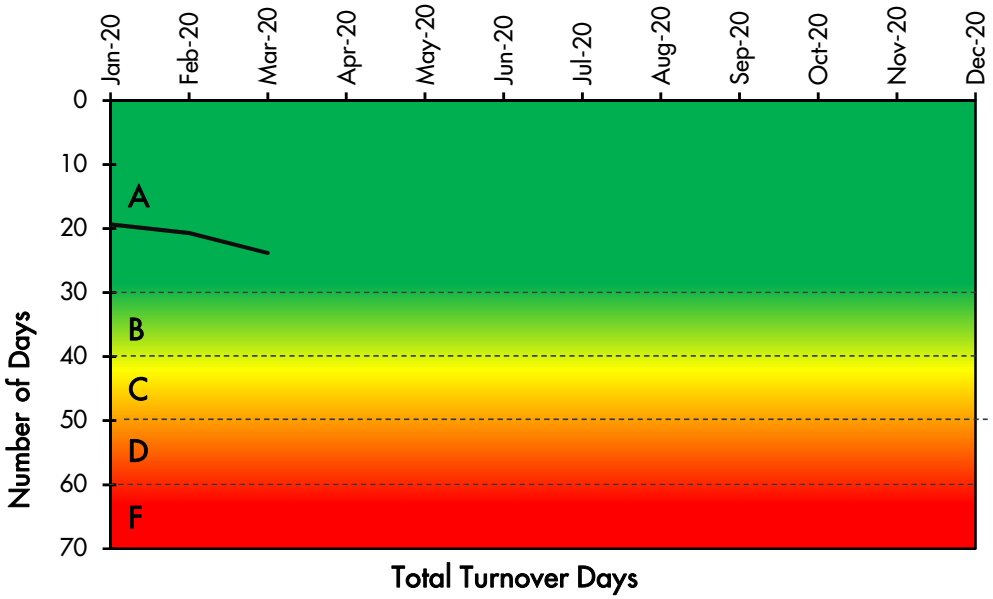
Leasing Days
March 2020

Community	Number of Units Leased	Average Leasing Days	YTD Number of Units Leased	YTD Avg Leasing Days	YTD Grade
Ash Brook Apartments	0	-	2	36	F
Bennett Block	0	-	0	-	NONE
Brookbend East	0	-	0	-	NONE
Brookbend West	1	40	1	40	F
Central Square Terrace	0	-	23	2	A
Evergreen Knoll LP	0	-	0	-	NONE
Forest View	1	4	3	18	B
Harper Acres	1	45	5	63	F
Meadow Road Apartments	0	-	0	-	NONE
North and Gilsum	2	24	2	24	C
Riverbend Apartments	0	-	0	-	NONE
Scattered Sites	0	-	0	-	NONE
Stone Arch Village Family	0	-	2	38	F
Stone Arch Village Senior	0	-	0	-	NONE
Report Totals:	**5**	**27**	**38**	**17**	**B**



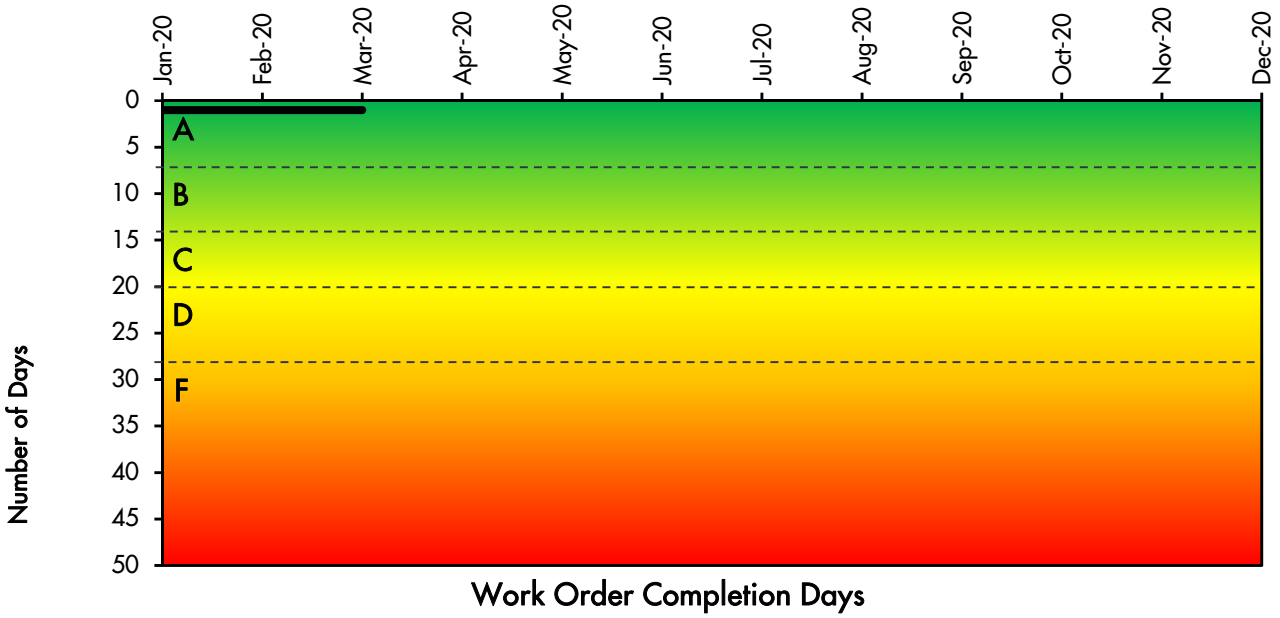
Unit Turnover
March 2020

Community	Number of Units Turned in Month	Average Turnover Days	YTD Number of Units Turned	YTD Avg Turnover Days	YTD Grade
Ash Brook Apartments	0	-	2	47	C
Bennett Block	0	-	0	-	NONE
Brookbend East	0	-	0	-	NONE
Brookbend West	1	46	1	46	C
Central Square Terrace	0	-	23	2	A
Evergreen Knoll LP	0	-	0	-	NONE
Forest View	1	28	3	35	B
Harper Acres	1	64	5	79	F
Meadow Road Apartments	0	-	0	-	NONE
North and Gilsum	2	42	2	42	C
Riverbend Apartments	0	-	0	-	NONE
Scattered Sites	0	-	0	-	NONE
Stone Arch Village Family	0	-	2	68	F
Stone Arch Village Senior	0	-	0	-	NONE
Report Totals:	**5**	**44**	**38**	**24**	**A**



Residential Property Non-Emergency Work Order Completion Days
March 2020

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	2	A
Ash Brook Apartments	5	0	A	24	1	A
Bennett Block	5	2	A	18	1	A
Brookbend East	5	1	A	11	1	A
Brookbend West	5	1	A	23	1	A
Central Square Terrace	27	0	A	139	1	A
Cottage Street	-	-	NONE	5	0	A
Emerald Street House	2	0	A	6	0	A
Evergreen Knoll LP	6	0	A	18	1	A
Forest View	13	0	A	43	1	A
Harper Acres	26	0	A	78	0	A
Keene Housing Main Office	6	2	A	24	1	A
Meadow Road	7	3	A	23	2	A
North and Gilsum	9	1	A	41	1	A
Riverbend Apartments	4	1	A	17	1	A
Scattered Sites	15	1	A	34	1	A
Stone Arch Village Family	10	0	A	41	1	A
Stone Arch Village Senior	13	1	A	34	1	A
Report Totals:	**158**	**1**	**A**	**585**	**1**	**A**



Residential Property Emergency Work Order Completion Days
March 2020

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**

Programs and Services FY 2020 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	$419,418	$339,948	81%	582	$584	102%	572	$720	$79,470
February	$419,418	$339,907	81%	587	$579	103%	572	$698	$79,511
March	$419,418	$339,605	81%	583	$583	102%	574	$366	$79,813
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$1,258,254	$1,019,460	81%	1752	$582	102%	1,718	$1,784	$238,794

MTW without Transitional Housing Assistance Shelter Program (THASP)

Month	HAP Budget Authority	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$419,418	$334,293	94%	538	$621	94%	572	$720	$85,125
February	$419,418	$334,422	94%	541	$618	95%	572	$698	$84,996
March	$419,418	$333,910	95%	537	$622	94%	574	$366	$85,508
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$1,258,254	$1,002,625	94%	1616	$620	94%	1,718	$1,784	$255,629

Affordable Housing Preservation Program (AHPP)

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$14,526	$14,403	99%	18	$800	100%	18	$0	$123
February	$14,526	$14,671	101%	18	$815	100%	18	$0	($145)
March	$14,526	$14,671	101%	18	$815	100%	18	$0	($145)
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$43,578	$43,745	100%	54	$810	100%	54	$0	($167)

Non-Elderly Disabled (NED)

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$51,467	$51,744	101%	97	$533	97%	100	$460	($277)
February	$51,467	$52,125	101%	98	$532	98%	100	$0	($658)
March	$52,681	$51,816	98%	98	$529	98%	100	$0	$865
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$155,615	$155,685	100%	293	$531	98%	300	$460	($70)

Mainstream (MS)

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$28,167	$27,927	99%	51	$548	102%	50	$0	$240
February	$28,167	$27,934	99%	51	$548	102%	50	$0	$233
March	$34,490	$27,932	81%	51	$548	102%	50	$0	$6,558
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$90,824	$83,793	93%	153	$548	102%	150	$0	$7,031

2017 Mainstream (MS)

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$0	$10,479	0%	16	$655	84%	19	$0	($10,479)
February	$0	$11,596	0%	19	$610	100%	19	$0	($11,596)
March	$0	$13,235	0%	20	$662	105%	19	$0	($13,235)
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$0	$35,310	0%	55	$642	96%	57	$0	($35,310)

FY20 utilization targets are 98% in NEDs, 98% in AHPP, 93% in MTW without THASP, 101% with THASP, MS5 98% and 2017 MS 98%.

2019 Summary

Program	UMA	UML	% UML
MTW	6863	7138	96%
NED	1200	1153	96%
AHPP	216	216	100%
MS5	600	592	99%
2017 MS	228	34	15%

FINANCE REPORT
MARCH 2020

Financial Report – March 31, 2020

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 $338K which is a net decrease of $53K from the budget of $392K.

OPERATING REVENUES are $3.7M a net decrease of $358K as compared to the budget of $4.1m. The most significant changes are related to:

VARIANCES for Revenue categories (Less) / Higher than Budget		
($195,159)	Rents	The MTW funding budget is set at 99.7% proration per HUD notice in 2019. HUD's budget approval for 2020 is $56k above our budget. The approved amount has a 99.4% pro-ration with a 2.8% inflation factor increase.
($26,496)	Other Income	Other Income is related to miscellaneous income and is less than budget. Grants funds: FSS funds is under budget by $35k, the grant was awarded but income has not come in as of 3/31. CHT admin revenue is on budget. Interest income is over budget by $4k. Additionally, there is a budget of $40k for misc income throughout other properties and is over budget by $11k due to the energy rebate. There is a budget of $10k of forgiveness of debt on CDBG loans and will be posted at year end.
($99,999)	Development fees	Development fees has a budget of $400K related to the CST development, expected to be received when construction is at 90% complete, expected to be in April 20.
$35,771	Vacancy Loss (reduction to revenue)	Vacancy Loss (higher than budget is more of a reduction to revenue (CST).
($829)	Tenants Charges	Tenants Charges (laundry, damages, other fees) more than expected.
($27,205)	Admin Funding	HUD Section 8, NEDs and Mainstream admin funding.
($385,459)	**Lower than Budget**	**Operating Revenue**
($51,010)	Partnership Distributions	Partnership fees, paid to Keene Housing from surplus cash for 2019 on LIHTC properties managed. The total budget is $253k, $0 has been paid to date.
$78,330	MTW Transfer	The 2018 MTW Non-HAP funding is expected to be $748 used for Non-HAP initiatives. KAHP Capital Impr, Resident Serv, KHKC
($358,139)	**Lower than Budget**	**Total Revenue**

OPERATING EXPENSES are $3.4m a net decrease of $304k as compared to the budget of $3.7m. The most significant changes are related to:

VARIANCES for Expense categories (Less) / Higher than Budget		
($61,714)	Admin Expenses	Administrative Expense are all under budget.
($19,979)	Payroll and Benefits	Benefit Expenses are under budget by $24k. Salaries are over budget by $4k.
$22,673	Utilities	Fuel Expense is over budget by $25k (CST $12k, KAHP $2k, BBE $3k, BBW $3k) Water & Sewer under budget by $18k (KAHP $12k, CST $4k) Electric is over budget by $16k, timing. (KAHP $29k over and CST $10k under)
($15,744)	Maint Expenses	Maintenance Expenses under budget by $63k and are: Materials by $7, Grounds by $38k, Electrical $4k, Misc Equipment $12k Maintenance Expenses over budget by $48k and are: Maint Services by $12k, Waste Removal by $4k, Plumbing $8k, Snow Removal by $20k, Flooring by $2k.
($10,198)	Insurance Expenses	Insurance Expenses under budget, reduction in premiums.
$836	Property Tax Exp	Property Taxes under budget, timing.
$510	Partnership taxes	Taxes on budget
($71,034)	Interest Expenses	Interest Expenses under budget due to CST permanent loan interest not due yet.
($10,552)	Resident services	Residential Services are running under budget by $7k.
$18,881	Relocation Services	Relocation services are related to CST tenant moves, will be reimbursed
($20,674)	HAP disbursements	HAP disbursements are slightly under budget on all the voucher programs.
($166,995)	**Lower than Budget**	**Operating Expenses**
($7,053)	Partnership Distributions	Partnership fees, paid to Keene Housing from surplus cash for 2019 on LIHTC properties managed. The total budget is $28k, actuals posted to date are $0k.
($130,026)	MTW Transfer	The YTD actual transfer = $78k The 2019 MTW Non-HAP funding budget is $869k used for Non-HAP initiatives. KAHP Capital Impr, Resident Serv, KHKC
($304,074)	**Lower than Budget**	**Total Expenses**

Keene Housing

Income Statement - Comparing Actuals to Budget - YTD - as of March 31, 2020

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)	30,703	(20,226)	20,922 Higher Revenue	71,851 Higher Expenses	Revenue is MTW transfer $78k in; then out to funds capital projects and KHKC.
Monadnock Affordable (MAHC)	88,308	6,109	(98,744) Lower Revenue	(16,545) Lower Expenses	
Keene Affordable (KAHP)	66,315	40,593	(29,525) Lower Revenue	(3,803) Lower Expenses	Revenue is MTW transfer $0k in; then out to funds capital projects and KHKC.
Meadow Road	14,337	21,936	(330) Lower Revenue	(7,929) Lower Expenses	
Roxbury St Shelter	1,476	4,033	720 Higher Revenue	(1,837) Lower Expenses	
Section 8 Voucher Program (MTW)	3,640	(9,806)	(259,655) Lower Revenue	(246,208) Lower Expenses	
Mainstream Voucher Program	(21,529)	(32,106)	(14,302) Lower Revenue	(3,725) Lower Expenses	
Special Purpose Vouchers (Non-Elderly Disabled)	(4,787)	309	(4,611) Lower Revenue	(9,707) Lower Expenses	
Low Income Tax Credits Properties (LIHTC)					
Brookbend West	49,584	56,217	(1,231) Lower Revenue	(7,865) Lower Expenses	
Evergreen Knoll	8,877	20,438	658 Higher Revenue	(10,902) Lower Expenses	
Riverbend	15,906	22,778	(4,899) Lower Revenue	(11,771) Lower Expenses	
Stone Arch Family	17,781	22,755	1,071 Higher Revenue	(3,903) Lower Expenses	
Stone Arch Senior	13,182	5,931	(995) Lower Revenue	6,257 Higer Expenses	
LIHTC with 10/31 year ends					
Brookbend East *	109,220	123,021	4,606 Higher Revenue	(9,196) Lower Expenses	.
Central Square* (multifamily)	25,979	153,723	33,725 Higher Revenue	(94,019) Lower Expenses	
Non-Owned/Managed Properties					
Cottage Street	3,051	2,828	(1,580) Lower Revenue	(1,358) Lower Expenses	
Ashbrook	14,796	8,326	(1,900) Lower Revenue	4,570 Higher Expenses	
Emerald Street	7,818	8,847	1,145 Higher Revenue	109 Higher Expenses	
Fairweather Lodge	1,170	8,946	5,623 Higher Revenue	(2,153) Lower Expenses	
TOTALS	445,827	444,651	(349,302) Lower Revenue	(348,134) Lower Expenses	

*fiscal year end 10/31 and net income presented for fiscal years.
(a) excluding depreciation

	Balance	Balance Mar 2020	Change Incr (decr)
ASSETS			
Current Assets			
Cash and Cash Equivalents	7,897,036.98	9,022,287.47	1,125,250.49
Accounts Receivable, net	624,756.71	(87,677.53)	(712,434.24)
Notes Receivable	12,835,860.71	12,835,860.71	0.00
Prepaid Expenses	196,877.96	101,291.78	(95,586.18)
Total Current Assets	**21,554,532.36**	**21,871,762.43**	**(317,230.07)**
Fixed Assets			
Fixed Asets	67,055,640.58	67,126,680.23	71,039.65
Construction in Process	5,222,117.20	6,165,728.64	943,611.44
Accumulated Depreciation	(20,130,686.39)	(20,659,143.16)	(528,456.77)
Total Fixed Assets	**52,147,071.39**	**52,633,265.71**	**(486,194.32)**
Other Assets			
Deferred Fees	995,384.15	995,384.15	0.00
Other Investments			
LP Investment-Riverbend	758,648.00	758,648.00	0.00
HRC Investment- CST	415,000.00	415,000.00	0.00
Investment in Riverbend	23,324.00	23,324.00	0.00
Total Other Assets	**2,192,356.15**	**2,192,356.15**	**0.00**
TOTAL ASSETS	**75,893,959.90**	**76,697,384.29**	**(803,424.39)**
LIABILITIES & EQUITY			
Current Liabilities			
A/P-Vendors	86,372.57	108,886.47	(22,513.90)
A/P-Development	1,056,354.00	1,056,354.00	0.00
A/P-HUD	42,202.00	42,202.00	0.00
A/P-Other	6,965.32	6,042.00	923.32
A/P-Locals	575,042.63	86,931.17	488,111.46
A/P-MAHC	226,196.79	223,865.09	2,331.70
A/P-KAHP	73,646.00	19,530.00	54,116.00
A/P-Mainstream Voucher	0.00	(16,570.00)	16,570.00
A/P-Non Elderly/Disabled	0.00	27,244.00	(27,244.00)
A/P-Evergreen Knoll	2,761.00	2,761.00	0.00
A/P-Stone Arch Family	2,085.00	2,242.00	(157.00)
A/P-Stone Arch Senior	563.00	563.00	0.00
Accrued Expenses	366,979.08	469,858.94	(102,879.86)
Total Current Liabilities	**2,439,167.39**	**2,029,909.67**	**(409,257.72)**
Long Term Liabilities			
Notes Payable	32,712,184.84	34,130,076.20	(1,417,891.36)
Total Long Term Liabilities	**32,712,184.84**	**34,130,076.20**	**1,417,891.36**
TOTAL LIABILITIES	**35,151,352.23**	**36,159,985.87**	**1,008,633.64**
EQUITY			

	Balance	Balance Mar 2020	Change Incr (decr)
Capital Investments, net of Distributions	38,750,454.40	40,680,167.12	(1,929,712.72)
Total Capital	**38,750,454.40**	**40,680,167.12**	**1,929,712.72**
TOTAL EQUITY	**73,901,806.63**	**76,840,152.99**	**2,938,346.36**
NET INCOME	1,965,634.85	(188,629.05)	2,154,263.90
TOTAL LIABILITIES & EQUITY	**75,867,441.48**	**76,651,523.94**	**784,082.46**

2020 Capital Purchases/Renovations details

Description	Location	Approved Budget	ACTIVE	NOT ACTIVE	status as of 4/16
Unplanned Life/Safety or RA	KAHP-Harper Acres	$10,000	$10,000	$0	unknown
Brick work and Wood Trim (all Building & Mill Bldg)	KAHP-Harper Acres	$80,000	$5,000	$75,000	Active
Front Door (109 Asheulot St)	KAHP-Harper Acres	$4,500	$4,500	$0	Active
Tubs (5 units at $4000)	KAHP-Harper Acres	$20,000	$0	$20,000	not active
Metal Soffits (Replace With Pvc around property)	KAHP-Harper Acres	$14,000	$0	$14,000	not active
Ousdie Lights -poles only (30 at $1000)	KAHP-Harper Acres	$30,000	$0	$30,000	not active
Canopies "doghouses"	KAHP-Harper Acres	$16,000	$0	$16,000	not active
Water Shut Offs Located In Crawl Spaces	KAHP-Forest View	$14,196	$0	$14,196	not active
Unplanned Life/Safety or RA	KAHP-Forest View	$10,000	$10,000	$0	unknown
Front Steps with Railings	KAHP-Forest View	$45,000	$0	$45,000	not active
Water Spiget for outside water	KAHP-Forest View	$3,600	$3,600	$0	Active
2019 Heat Pump Project to finish	KAHP-Forest View	$40,000	$40,000	$0	Active
Water Spiget for outside water	KAHP-North & Gilsum	$3,600	$3,600	$0	Active
Heat Pump project with (Fees=$80k)	KAHP-North & Gilsum	$629,854	$0	$629,854	on Hold
Roof & Dryer Vent with (Fees=$12k)	KAHP-North & Gilsum	$210,000	$210,000	$0	Active
Unplanned Life/Safety or RA	KAHP-North & Gilsum	$10,000	$10,000	$0	unknown
Remediation Of Ground Soil plus report to DES	KAHP-Bennett Block	$10,300	$10,300	$0	Active
Unplanned Life/Safety or RA	KAHP-Scattered Sites	$10,000	$10,000	$0	unknown
Kitchen upgrade 3 (Cabinets, Counters, Oven, Cooktop, R	KAHP-17-19 Roxbury Ct	$17,150	$0	$17,150	not active
Windows	KAHP-17-19 Roxbury Ct	$77,000	$0	$77,000	not active
Windows/Siding,wood trim w/basement vents	KAHP-Water St 309	$100,000	$0	$100,000	not active
Windows/Siding/Front & Back Doors/ Overhangs	KAHP-Damon Ct	$104,000	$0	$104,000	not active
Front/Back/Boiler Room Doors (63 @$1400)	Meadow rd	$76,321	$76,321	$0	Active
Bathroom Fan/Light (18 @ $350)	Meadow rd	$6,300	$0	$6,300	not active
Bathroom Shower Value (16 @ $300)	Meadow rd	$4,800	$0	$4,800	not active
Bathroom Sink and Kitchen Sink Value (18x2 @ $250)	Meadow rd	$9,000	$0	$9,000	not active
New Bathrooms (2 @ $3500)	Meadow rd	$7,000	$0	$7,000	not active
	TOTAL Keene Housing	**$1,562,621**	**$393,321**	**$1,169,300**	
LESS FUNDING:					
MTW Funding expected in 2019		$787,000	$0		
KAHP Cash on hand, MTW Block Grant		$121	$0		
Eversource Rebate (from FV heat pump project 2019)		$426,000	$426,000		
Eversource Rebate (from Door replacement)		$49,500	$49,500		
Eversource Rebate (from N&G heat pump project 2019)		$200,000	$0		
Eversource Rebate (anticipated from MR door project)		$40,000	$10,000		
Eversource Rebate (anticipated from Scattered Site improvement project)		$20,000	$0		
	Remaining funds	**-$40,000**	**$92,179**		
Back door steps	Riverbend Apartments	$3,000	$0	$3,000	not active
Pavilion	Riverbend Apartments	$3,000	$0	$3,000	not active
Septic Aerator Pump	Evergreen Knoll	$16,000	$16,000	$0	Active
Light Alarm (for notification of boiler down)	SAV Family	$5,000	$0	$5,000	not active
Exterior Front Doors (25@$2500)	SAV Family	$50,000	$50,000	$0	Active
Ventilation laundry room	SAV Family	$2,000	$0	$2,000	not active
Shutter Replacement	SAV Senior	$25,600	$25,600	$0	Active
Flooring - vinyl tile	SAV Senior	$7,636	$7,636	$0	DONE
Light Alarm (for notification of boiler down)	Brookbend West	$5,000	$0	$5,000	not active
Light Alarm (for notification of boiler down)	Brookbend East	$5,000	$0	$5,000	not active
Vehicles	Locals	$30,000	$30,000	$0	DONE
Public Art	Locals	$10,000	$0	$10,000	not active
Exterior Basement Doors (1)	MAHC-SAV office	$4,000	$0	$4,000	not active
	Sub TOTAL	**$166,236**	**$129,236**	**$37,000**	

TOTAL CAPITAL purchases/renovations	**GRAND TOTAL**	**$1,728,857**	**$522,557**	**$1,206,300**	

Keene Housing-Active Contracts

Type of Services	Vendor	Original Contract Dates	Current Expiration Date	Renewal Options	2019 ANNUAL Contract Limits	2019 ANNUAL Contract Specific Amounts
Trash Removal	Waste Management	05/01/17 - 04/30/19	4/30/2020	remaining renewal options: 2 (2021, 2022)		$105,000
Snow Removal	AGM Landscaping	10/01/17- 05/01/19	5/1/2020	remaining renewal options: 2 (2021, 2022)		$61,025
Electrical Services	Elm City Electric	05/15/1 7- 05/14/19	5/14/2020	remaining renewal options: 2 (2021, 2022)	as needed	
Janitorial	Jan-Pro Cleaning Systems	06/26/17- 06/22/18	6/23/2020	remaining renewal options: 2 (2021, 2022)		$44,268
Propane Gas Heating Services	L&G Propane	07/01/17 - 06/30/19	6/30/2020	remaining renewal options: 2 (2021, 2022)		Fixed Pricing 1.2009/gal
Voucher Management Software	Ken Claflin	04/1/2019- 03/31/20	7/1/2020	remaining renewal options: 0 (renewed annually)		$6,000
Document Management Software	PiF Technology	08/31/19 - 08/31/20	8/31/2020	remaining renewal options: 0 (renewed annually)		$6,875
Development Consulting	TAG Associates	09/01/1 6- 08/31/19	8/31/2020	remaining renewal options: 2 (2020, 2021)	<$50,000.00	
Heating/AC/AH	Gary Jackson Heating	09/15/16 - 09/14/17	9/15/2020	remaining renewal options: 1(2021)	as needed	
Development Consulting	NNEHIF	10/01/16 - 09/30/19	9/30/2020	remaining renewal options: 2 (2020, 2021)	<$50,000.00	
Printing/Binding	Silver Direct	11/1/17-10/31/19	10/31/2020	remaining renewal options: 2 (2021, 2022)	as needed	
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	
Lawn Care	AGM Landscaping	01/01/18 -11/30/19	11/30/2020	remaining renewal options: 2 (2021, 2022)		$68,550
Lawn Care	AGM Landscaping	04/01/19 -11/30/20	11/30/2020	remaining renewal options: 2 (2021, 2022)		$72,800
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	
Environmental Services	LE-Environmental	12/07/16 - 12/06/17	12/7/2020	remaining renewal options: 2 (2021, 2022)	<$50,000.00	

Keene Housing-Active Contracts

Type of Services	Vendor	Original Contract Dates	Current Expiration Date	Renewal Options	2019 ANNUAL Contract Limits	2019 ANNUAL Contract Specific Amounts
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
Energy Consulting Services	Nova Consulting Group	02/20/20 - 02/20/23	2/20/2021	remaining renewal options: 2 (2021, 2022)	<$50,000.00	
Copier/Printer Leases	US Bank	3/17/2016-3/17/2021	3/17/2021	remaining renewal options: 0		$352
Architect/Engineering Services	Weller & Michal Contract	07/01/19-06/30/21	6/30/2021	remaining renewal options: 3 (2022. 2023, 2024)	as needed	
Architect/Engineering Services	Stevens & Associates	07/01/19-06/30/21	6/30/2021	remaining renewal options: 3 (2022. 2023, 2024)	as needed	
Architect/Engineering Services	Dietz & Company	07/01/19-06/30/21	6/30/2021	remaining renewal options: 3 (2022. 2023, 2024)	as needed	
Architect/Engineering Services	Warrenstreet Architects	07/01/19-06/30/21	6/30/2021	remaining renewal options: 3 (2022. 2023, 2024)	as needed	
Document Management Software	De Lage Landen Financing	08/31/2017 - 08/31/2021	8/31/2021	remaining renewal options: 0		$7,500
Technical Assistance	Edgemere Consulting	02/01/19 - 1/31/22	1/31/2022	remaining renewal options: 2 (2023, 2024)	<$50,000.00	
Capital Needs Assessment	GDS Associates	12/18/19- 12/17/22	12/17/2022	remaining renewal options: 2 (2021, 2022)		
Graphic Design	Silver Direct	02/01/19 - 1/31/24	1/31/2024	remaining renewal options: 4 (2021, 2022, 2023, 2024)	< $15,000.00	
Copier/Printer Leases	US Bank	10/25/2019-10/25/2024	10/25/2024	remaining renewal options: 4 (2021, 2022, 2023, 2024)		$12,063
Copier/Printer Leases	US Bank	10/25/2019-10/25/2024	10/25/2024	remaining renewal options: 4 (2021, 2022, 2023, 2024)		$121
Copier/Printer Leases	US Bank	10/25/2019-10/25/2024	10/25/2024	remaining renewal options: 4 (2021, 2022, 2023, 2024)		$1,101

Heard it Through the GRAPEVINE

SPRING 2020

POINTS OF INTEREST

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FUN FACT

Please be mindful of washing your hands! Scrubbing hands together for 20 to 30 seconds is enough time for the soap to work its magic and help slow the spread of COVID-19.

Keene Housing

The Executive Director's Corner

We know that residents and voucher holders have a lot of questions about how COVID-19 (Coronavirus) is affecting KH's operations and programs. All of the government agencies we are in touch with are telling us the best thing people can do to slow the virus down is to stay home and avoid contact with other people. We're doing our best to follow those directions while still providing safe, affordable housing to the people in our community who need us. Here are some facts that everyone should know:

We've shut down our central office and our satellite offices, but we haven't stopped working. Our phones and email are working exactly the same as they do when we're in the office. We know that people are worried and we are here to help. KH's staff directory can be found here: https://keenehousing.org/contact/

We are not concerned about our funding or being able to pay landlords, vendors, creditors or our staff.

Residents are still expected to pay their rent, but as always, should let us know right away if they've been fired, had work hours cut or lost benefits. Keene Housing continues to collect mail and accept items left in the drop boxes at Central Office, Brookbend and Evergreen Knoll. Please refer to the Rent Payment article on page 4 for options at other properties.

No one will be evicted from their apartment or terminated from the voucher program until further notice.

We are only accepting emergency work orders. To report an emergency work order, please call 352-6161 and press 1.

We are disinfecting high traffic areas in all of our elderly/disabled properties three times a day.

Continued on Page 8

Helpful Housing/Property Reminders

Since the snow has melted, cigarette butts have bloomed. Smoking outside the building must be in approved designated areas, if any, or at least 20 feet from any buildings. Please discard cigarettes in their proper containers. DO NOT THROW CIGARETTE BUTTS ON THE GROUND, in front of the buildings, laundry areas or any common areas! Please respect the home where you and others live and help keep your area clean! Please remind your guests not to discard used cigarettes in front of homes.

Slow down... children at play! As warmer weather approaches, we are asking all residents to please watch their speed through our neighborhoods. The nice weather draws more people outdoors. More people are walking and biking and children are out playing. Please keep your speed under 5 MPH in our communities.

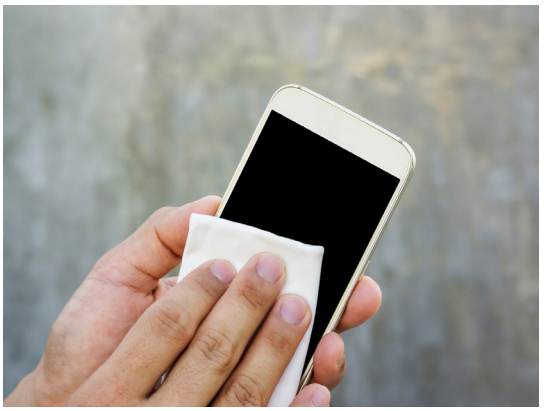
How to Clean Your Phone

While the Centers for Disease Control and Prevention (CDC) is still investigating how long the current strain of coronavirus, COVID-19, can survive on surfaces, it's possible that it could linger for days or more, which is why the CDC recommends disinfecting "high touch surfaces." Viruses and bacteria can transfer from a phone onto your hands and then back onto new surfaces in your home and office. That said, Carolyn Forte, the director of the Good Housekeeping Institute Cleaning Lab, says that cleaning your phone shouldn't be something that you lose sleep over — but a regular sanitizing routine could reduce your risk of coming into contact with germs, especially during flu season.

When it comes to cleaning your phone, the first rule is that you shouldn't use the same astringent cleaners that you use to wipe down hard plastic and glass surfaces elsewhere in your home, like pure bleach, metal cleaners, or bathroom-specific cleansers aimed at tile or grout. "Never spray anything directly onto the phone, and avoid over-saturating, as you don't want your phone to become wet," Forte advises. "Also, avoid any cleaners that advertise 'scrubbing power' or anything similarly abrasive." Similarly, Apple warns customers that heavy-duty commercial cleaning supplies can damage the fingerprint-resistant coatings on its screens and possibly scratch the glass fronts.

Below, Forte shares step-by-step instructions for how to safely clean your phone without ruining it:

1. Remove your phone from your case and power it down
2. Polish with a microfiber cloth
3. Gently use Lysol wipe on screen, avoiding ports
4. Air dry for up to 5 minutes
5. Wipe down with a paper towel or microfiber cloth once more
6. Repeat steps 2 - 5 with phone case



Experts recommend repeating this at least twice a week for best results

Housing and Services Department Updates

The Housing and Services department is super busy and has a lot of news to share this quarter! We've had some staffing additions and changes in the department. We welcomed Myleen Bowker to our department in January as our Occupancy Specialist. Myleen is responsible for managing our waitlists, and there's a lot of them to manage!

Robin Buffum, who was the Occupancy Specialist was promoted to Assistant Property Manager. Her property portfolio includes Meadow Road Apartments located on Meadow Road in Keene and Ash Brook Apartments located on Key Road in Keene.

Amy Crocker was promoted to Property and Compliance Manager. Amy oversees Keene Housing's regulatory reporting requirements and training of new property management staff; in addition to managing Cottage Street, Riverbend, Evergreen Knoll, Stone Arch Village Family and Stone Arch Village Senior.

Now that the snow is gone, Leslie Horne and June Jones, both property managers, are out and about at their properties checking out what Spring-time work needs to be done.

Ellen Wishart was promoted to Voucher Program Specialist and Agency Training Coordinator. Her role now includes crafting training plans and training new staff. She also manages the reporting requirements for our voucher programs in addition to managing her own portfolio of participants in our voucher programs.

Kelly and Laura, our Resident Service Coordinators for our Resident Self-Reliance participants, completed the Financial Social Work certification course. The Financial Social Work Certification is a financial wellness education program that encourages professionals to think about and work with clients to address the financial stressors prevalent in all economic times, but especially in tough times like these.

KH's Community Garden Program is continuing! Residents will be receiving a letter from Jori, KH's Community Gardener about seed options and future plantings. Garden projects are planned at nearly every property. If you are interested in becoming a gardener give Jori a call at 352-6161 x306 or email jjohnson@keenehousing.org. Look for updates on property notices on the bulletin boards, KH's website and social media.

Karen Graveline, our Resident Service Coordinator who manages our Community Connections program for our elderly and disabled folks, is keeping busy helping Central Square Terrace (CST) residents with questions, comments, and concerns about the renovations happening at the property. Karen's home base office is located at CST but she also has office hours at Stone Arch Village Senior located on upper Court Street in Keene and also at Harper Acres located on Castle Street in Keene.

James Devoid, our Housing Quality Standards Inspector, increased his hours to accommodate our housing inspection needs. Jim conducts initial and annual inspections of private market units that our tenant-based Housing Choice Voucher participants rent. He also conducts quality control inspections of units in our project-based housing portfolio.

All Housing and Services staff are happy to help whenever you have questions, comments, or concerns related to any of our housing programs so please reach out anytime.

Resident Self-Reliance (RSR) Program News

The RSR Program is still up and running! Laura and Kelly are working remotely and are accessible by email or phone. To reach Laura Scott, please email lscott@keenehousing.org or call 603-352-616 x315 or to contact Kelly White, please email kwhite@keenehousing.org or call 603-352-6161 x329.

If you have meetings scheduled with Laura or Kelly, they will be contacting you to do it by phone or mail. If you do not hear from them, PLEASE feel free to reach out and contact them directly. If you are a RSR participant and experience a loss in income due to a reduction in work hours, being laid off, etc., you may be eligible for Safety Net. This is additional assistance towards rent. For more information, contact Laura or Kelly or visit KH's website at www.keenehousing.org.

A Home Buyer Seminar is scheduled for May 30, 2020. At this time, it has not been canceled. Please stay tuned for more information. If would like to register or for more information, please visit: https://www.hometeamnh.org/for-home-buyers/schedule-of-seminars/home-buyer-seminars/. For $40 off registration, please enter code KHA2020.

It's time to share some RSR success stories!

BR is getting close to paying off all credit card debt, CC quit smoking, MM quit smoking, TM has a new full time job, AA has a new job and paid off a credit card, NS has a full time job in his field, KS received a promotion and new position in Human Resources, MG paid off over $7,000 of debt, KM is renovating her business, LV completed a computer class, AI increased her savings and her credit score, KW bought a home, and SS raised her credit score to excellent. Congratulations everyone!

Kelly and Laura are here and are working to support you. If you have any questions, please do not hesitate to contact them. And, please continue to share your success stories!

How to Submit Rent Payments While KH's Main Office Is Closed

We understand that everyone is staying home to protect themselves and neighbors from contracting COVID-19. It is important to know, while KH's central office is closed, residents are still expected to pay their rent. In an effort to help residents follow Governor Sununu's Stay at Home order, KH is implementing a few new options for submitting rent payments. KH continues to collect mail and accept items (including rent payments) left in the drop boxes at Central Office, Brookbend and Evergreen Knoll. Riverbend residents are welcome to leave rent payments in the Evergreen Knoll drop box. Until further notice, Harper Acres residents can leave rent payments under the door of the Property Manager, Leslie Horne's office at the Mill Buildings. Central Square Terrace residents can slide their rent payments under Resident Services Coordinator, Karen Graveline's door. Please do not leave cash unless you have absolutely no alternative. If you have any questions, KH contact information can be found at: https://keenehousing.org/contact/.

COMMUNITY CONNECTIONS CORNER

A Note From Karen Graveline

Keene Housing Community Connections...it's not all fun and games! The primary purpose of Keene Housing Community Connections is to connect disabled residents and voucher holders who are elderly and/or disabled with services, resources and programs in the community and to build a fun, thriving community to live in and enjoy. Resident Services Coordinator, Karen Graveline, can assist with a variety of resources such as applying and recertifications for the Department of Health and Human Services (DHHS), connection and referrals to Home Health Care, mental health care, transportation and many more. If Karen doesn't know the answer or the resource, she will find one! While Karen's office hours are currently suspended in response to COVID-19, she is still available by phone or email. Please call Karen at 603-283-5465 or email kgraveline@keenehousing. Karen is also available to help Keene Housing residents who are elderly and/or disabled who do not reside Harper Acres, CST or Stone Arch Village Senior. Please call or email Karen today!

Once Keene Housing resumes regular business operations, we hope to see more residents come to group activities at Central Square Terrace, Harper Acres and Stone Arch Village Senior. In addition to flyers , events posted to KH's website and social media, Community Connections is now able to send text messages reminders for group activities. Residents interested in signing up for reminders should call Karen at 603-283-5465 or email kgraveline@keenehousing.

Tentative Dates/Events:

Have an idea for a group? We want your input! Below is a tentative schedule for group activity planning meetings. Dates are subject to change based on COVID-19 recommendations.

Harper Acres: Monday, April 20 at 1:00PM (Mill Building)

Stone Arch Village Senior: Thursday, April 16 at 3:00PM

Central Square Terrace: Tuesday, April 21 at 1:00PM

Community Connections Office Hours Are Temporarily Closed

KH's central office and our satellite offices are temporarily closed, but we haven't stopped working. Our phones and email are working exactly the same as they do when we're in the office. Need help with connecting to resources or help applying for or recertifying benefits? Please call Karen Graveline at 603-283-5465 or email kgraveline@keenehousing.

PHOTOS OF THE MONTH

Stone Arch Village Senior

Harper Acres

Central Square Terrace

Keene Housing COMMUNITY GARDENS Plant Grow YUM!

CULTIVATING COMMUNITY

FROM THE GARDEN

"Planting Your Own Food Is Like Printing Your Own Money!"

This is a quote from Ron Finley, inspirational speaker and "Gangsta' Gardener" from South Los Angeles. Ron and his group of volunteers plant gardens with vegetables and fruits on vacant lots, homeless shelters, and unused parkways.

Ron said he was sick of driving 45 minutes round trip to get an apple that wasn't grown with a lot of chemicals. Everything he and his volunteers grow is chemical free and free to anyone. South Los Angeles is what we refer to as a "Food Desert". A Food Desert is an area that has limited or no access to affordable and nutritious food. Ron is working to change that.

If you can spend just a few minutes a day when water is needed because it hasn't rained, and a little longer during the initial planting and then harvesting and fall clean up, the food you grow will be saving you money. Once per week you should plan on some weeding. If you stay on top of it and don't let the weeds overtake your plants, only a small time investment is needed.

Keene Housing provides all the plants, tools, and seeds you need. Jori can be there every step of the way if you need it, or she can just deliver the plants and seeds and let you garden to your heart's content! If interested, contact Jori at 352-6161 x306 or email jjohnson@keenehousing.org.

Important Planting Dates:

Gardening is a great way to practice social distancing! Now is the time to dig in the dirt, breathe fresh air, and get some sunshine! Just maintain at least six feet of distance from other people.

Mid - Late April - Gardeners can plant collards, kale, kohlrabi, leeks, lettuce, onions, spinach and broccoli starts.

Mid -Late May - Plant beans, cucumbers, squash, and anything else not listed above or below. Cover if we are expecting frost.

PHOTO GALLERY

Stone Arch Village Orchard

Taco Sauce from Evergreen Gardeners

Stone Arch Village

WHAT WILL YOU GROW

GET THE DIRT FOR KIDS! CALL JORI FOR A FREE KIT!

Grow a Grass Buddy

Items Needed:

paper cup
grass seeds
sticker mouth
soil
googly eyes

First, fill your cup from the kit with the soil until it is about1/2 inch from the top. Leave some soil in the bag for later. Now, peel off the backing from the googly eyes and press them firmly on the cup. Next, peel off the backing on the mouth and press the mouth on where desired. Sprinkle your grass seeds on top of the soil. Now cover with another layer of soil and pat down lightly. To water the seeds until sprouted, hold the cup close to the sink, put your hand under the water and then just flick some of the droplets on top of the soil. If you put the cup under the water stream or try pouring water on top of it, all the seeds will go to one side and you will only have "hair" in one spot. Once seeds are sprouted, you can water normally. Place cup in sunny window. Water daily. For your free kit, call Jori at 352-6161 x306 or email jjohnson@keenehousing.org

TIPS AND TRICKS

USES FOR MAPLE SYRUP - Try it as a substitute for sugar on oatmeal or cold cereals. Filled with minerals such as calcium, zinc, and manganese, it is a good sugar substitute. Try it on ice cream instead of chocolate sauce. Cover roasted veggies with it and watch the kids gobble them up!

GET THE DIRT!

In 2019 almost every property had tomato blight. In some cases, it reduced our harvest and/or killed our plants. Blight lives in the soil for 3-4 years and can infect any tomatoes from bacteria in the wind.

TO PREVENT BLIGHT IN 2020

*Do not plant tomatoes where you had them before *Plant disease resistant varieties provided by Jori * Mulch underneath your tomatoes all the way to the end of the branch tips *Spray your tomatoes once per week or after it rains with Copper Fungicide *Trim off branches with no flowers * Water the soil, not the plant * Try to water early

PRODUCE CORNER

It takes 40 gallons of sap from a maple tree to make 1 gallon of maple syrup. Sap season in NH usually starts in mid March and is dependent on the temperatures.

Roasted Carrots Recipe

Ingredients:

1 bunch carrots
2 tsp olive oil
2 tsp. thyme
1-2 Tbs maple syrup

Wash carrots and dry. Place on baking tray with sides or in a 9" X 13" pan. Roast 40 minutes. Remove from oven and drizzle on syrup. Bake 10 more minutes or until fork tender.

EXECUTIVE DIRECTOR'S CORNER (CONT.)

Continued from Page 1

All common areas, group activities and events are canceled.

Our request is that all residents please not have guests over unless they are providing medical services.

We are not issuing any new housing choice vouchers.

These measures will remain in effect at least until May 4th, at which time we'll reevaluate and decide whether we can return to normal operations or keep these changes in effect longer. Please know that we are doing everything we can to help keep our residents, voucher holders and staff safe.

Please continue to practice social distancing, wash your hands frequently with warm, soapy water for at least 20 seconds, cover your mouth with tissues whenever you sneeze, and discard used tissues in the trash, avoid people who are sick with respiratory symptoms and clean frequently touched surfaces.

These are unprecedented times and we need to remain as flexible and positive as possible. We will share more information on KH's website and social media as it becomes available. Stay safe!

Keene Housing
831 Court Street, Keene, NH 03431
Phone (603) 352-6161 TRS 711
Website www.keenehousing.org

April 2020

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

*In response to COVID-19, all resident group activities are canceled until further notice.

Keene Housing

May 2020

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

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Keene Housing