Keene Housing

Keene Housing
Board of Commissioners Meeting
July 22, 2021

Community Connections Craft Group at Wicked Glass Art

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

Keene Housing

Board of Commissioners Meeting
Thursday, July 22, 2021
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Keene Housing

BOARD OF COMMISSIONERS MEETING
THURSDAY, JULY 22, 2021
12:00 P.M.
CENTRAL SQUARE TERRACE
5 CENTRAL SQUARE, KEENE, NH

AGENDA

I. Call to Order

II. Roll Call

III. Approval of the June 24, 2021 Keene Housing Board Meeting Minutes

IV. Approval of the July 13, 2021 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 Executive Director Travel (Resolution No. 702)

b. Informational Memo: 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
Thursday, June 24, 2021

Chairperson Mack called the Keene Housing Board of Commissioners meeting to order at 12:09 p.m. Roll was taken and Chairperson Mack declared a quorum present.

Commissioners in attendance:
- J.B. Mack, Chairperson
- Chris Coates, Vice Chairperson
- Bob Elliott, Commissioner
- Susan Shaw, Commissioner
- 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
- Lea Kablik, Community Garden Coordinator
- Kelly Griffin, Resident Service Coordinator

MINUTES:

Chairperson Mack called for approval of the May 20, 2021 Annual Board of Commissioners meeting minutes. Vice Chairperson Coates made a motion to approve the minutes. Commissioner Elliott seconded the motion, which upon being put to vote, the minutes passed unanimously.

EXECUTIVE DIRECTOR'S REPORT:

Secretary Meehan welcomed everyone to Keene Housing's first in-person Board of Commissioners meeting since the start of the pandemic.

Secretary Meehan stated there is a pending Infrastructure Bill however it is unclear if it includes funding for affordable housing. President Biden's Fiscal Year 2022 budget proposes an increase in voucher appropriations nationally. Congresswoman Water's bill proposing housing choice vouchers for all was not included in the Budget Committee's mark-up of the 2022 budget. Congresswoman Water's bill would have prevented Moving to Work (MTW) agencies from applying their MTW flexibilities and reforms to any vouchers received from the program expansion.

The Affordable Housing Accreditation Board continues to advocate with HUD and legislative delegation regarding the value of accreditation in the housing industry. Adrianne Todman, United States Deputy Secretary of Housing and Urban Development is very supportive of accreditation. She served as the CEO of the National Association of Housing and Redevelopment Officials (NAHRO) and past Executive Director of Washington DC Housing Authority. New Hampshire Community Development Finance Authority (CDFA) recently revised its Community Development Block Grant (CDBG) scoring to include points for agencies who are accredited. Secretary Meehan reminded the Board that Keene Housing is the only accredited housing authority in the State of New Hampshire.

Keene Housing is implementing a payment application for residents to pay their monthly rent electronically. The payment application is expected to go live in August 2021. Keene Housing relaxed many COVID-19 office safety protocols due to recommendations at local, state and federal agencies. Thanks to the overwhelming number of staff who were vaccinated at one of our on-site clinics, we adopted a mask optional policy. Staff are only required to wear face masks when requested to do so by a member of the public. There is now no limit on the number of residents who can participate in Community Connections activities and residents are not required to wear masks during those activities. In addition, all community spaces are open including sunrooms, sitting areas and meeting spaces. Keene Housing's central office remains closed to the public because the waiting room is too small for visitors to socially distance.

Secretary Meehan received feedback from Chairperson Mack regarding how to improve the Management Reports. As a result, the Agency added a new Residential Property Uncollected Accounts - Inactive Tenants Report and beginning next month, descriptor language will be included on each report.

Keene Housing recently filled all vacant positions including a Maintenance Aide I, Administrative Assistance, Property Manager and Staff Accountant.

Keene Housing continues to make progress in plans to use its Moving to Work (MTW) flexibility to provide housing assistance to Cheshire County Drug Court participants. The pilot program will be included in Keene Housing's Fiscal Year 2022 MTW Plan.

Keene Housing is nearing completion of the purchase of Emerald House. It is a very complex transaction, and the closing is estimated to be July 21, 2021.

Keene Housing is working with Warren Street Architects to determine the future of 105 Castle Street. Keene Housing needs to decide whether to rebuild from the damaged structure or tear down the building and start from scratch. Secretary Meehan is meeting with Monadnock Collaborative staff tomorrow to determine how much office space they need. If it is a smaller footprint, Keene Housing plans to include 3 fully accessible housing units in the rebuild, if possible.

Secretary Meehan invited Sandy Clark to give a capital project update. Ms. Clark stated the Brookbend security camera installation is complete. The Bennett Block rehabilitation project is going well and is estimated to continue through September 2021. Asphalt and concrete work is planned at North and Gillum, Forest View, 309 Water Street, Ash Brook and Roxbury Court. Keene Housing continues working with an Stevens and Associates Architects to design a property management office and maintenance shop at Riverbend. Secretary Meehan stated bids are due today for a mural at Central Square Terrace.

MANAGEMENT REPORT:

Ms. Pratt reviewed the management report and commented on the vacancies, rent collection and leasing days.

FINANCE REPORT:

Ms. Griffin reviewed the consolidated financial operations and variances to budget for Keene Housing owned and managed properties.

NEW BUSINESS:

Resolution No. 699 – Approval of Amendment to the Employee Handbook

The Keene Housing Board of Commissioners approve an amendment to the Employee Handbook updating the existing Telecommuting Policy, pursuant to the June 2, 2021 memorandum from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director. Commissioner Slack moved the motion to approve the resolution. Vice Chairperson Coates seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 700 – Approval of Summer Slowdown

The Keene Housing Board of Commissioners approves Summer Slowdown, pursuant to the June 9, 2021 memorandum from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director. Commissioner Elliott moved the motion to approve the resolution. Commissioner Shaw seconded the motion, which upon being put to vote, was passed unanimously.

Informational Memo: Updated Office Safety Protocols in Response to COVID-19

No topics were presented.

Informational Memo: Biannual Community Gardens Board Report

Ms. Kablik reviewed the Biannual Community Gardens Board Report as outlined in the Informational Memo dated June 7, 2021.

OLD BUSINESS:

No topics were presented.

PUBLIC COMMENT:

No members of the public were present.

NON-PUBLIC SESSION:

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

Commissioner Slack made a motion to adjourn the meeting. Vice Chairperson Coates seconded the motion, which upon being put to vote, was passed unanimously. There being no further business, Chairperson Mack adjourned the Board meeting at 1:34 p.m.

Joshua Meehan, Secretary of Keene Housing Board of Commissioners

6/30/2021
Date

Minutes of the Keene Housing Special Board of Commissioners Meeting
Tuesday, July 13, 2021

Chairperson Mack called the Keene Housing Special Board of Commissioners meeting to order at 2:59 p.m. Roll was taken and Chairperson Mack declared a quorum present.

Commissioners in attendance:
- J.B. Mack, Chairperson
- Chris Coates, Vice Chairperson
- Bob Elliott, Commissioner
- Susan Shaw, Commissioner

Also in attendance:
- Joshua Meehan, Secretary
- Linda Griffin, Director of Finance
- Sandy Clark, Director of Facilities and Assets
- Amy Wright, Director of Administration

NEW BUSINESS:

Resolution No. 701 – Approval of Contract for Capital Improvements at Harper Acres

The Keene Housing Board of Commissioners authorizes the 2021 Harper Acres improvement project be awarded to All Seasons Construction and its funding not to exceed $209,000 pursuant to the July 7, 2021 memorandum from Sandy Clark, Director of Facilities and Assets to Joshua R. Meehan, Executive Director. Commissioner Elliott moved the motion to approve the resolution. Vice Chairperson Coates seconded the motion, which upon being put to vote, was passed unanimously.

OLD BUSINESS:

No topics were presented.

PUBLIC COMMENT:

No members of the public were present.

NON-PUBLIC SESSION:

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

Vice Chairperson 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 3:07 p.m.

Commissioner Pam Slack arrived after the meeting adjourned.

Joshua Meehan, Secretary of Keene Housing Board of Commissioners

7/13/21
Date

Keene Housing

Resolution No. 702

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item:

   Approval of Executive Director Travel

2. Date of Board Meeting: July 22, 2021

3. Proposed Board Resolution:

   That the Keene Housing Board of Commissioners authorizes the Executive Director to travel to Washington D.C. for the 2021 Public Housing Authorities Directors Association (PHADA) Legislative Forum, which runs from September 12, 2021 – September 14, 2021, pursuant to the July 13, 2021 memorandum from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director.

4. All Backup Attached? Yes X No ☐

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

5. Department Head Approval Signature: Amy Wright Date: 7/13/2021

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: 7/13/21

Keene Housing

MEMORANDUM

To: Joshua Meehan, Executive Director
From: Amy Wright, Director of Administration
Subject: Executive Director Travel
Date: July 13, 2021

This memorandum recommends that the Keene Housing Board of Commissioners authorize Executive Director Meehan to travel to Washington D.C. for the 2021 Public Housing Authorities Directors Association (PHADA) Legislative Forum, which runs from September 12, 2021 – September 14, 2021.

This forum will provide Executive Director Meehan the opportunity to learn more about the latest on the Moving to Work expansion, the Section 8 mobility demonstration, new NSPIRE inspections, Section 3 rule changes, the soon-to-released Fair Housing rule, possible changes in Fair Market Rents and a host of other important matters.

Although no arrangements have been made, pending Board approval, the total cost for travel and accommodations is not expected to exceed $2,000.00.

RECOMMENDATION

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

> Resolution: That the Keene Housing Board of Commissioners authorizes the Executive Director to travel to Washington D.C. for the 2021 Public Housing Authorities Directors Association (PHADA) Legislative Forum, which runs from September 12, 2021 – September 14, 2021, pursuant to the June 24, 2021 memorandum from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director.

Keene Housing

INFORMATIONAL MEMORANDUM

To: Joshua Meehan, Executive Director
From: Amy Wright, Director of Administration AW
Subject: Quarterly Safety/Risk Management Report
Date: July 14, 2021

Keene Housing's Joint Loss Safety Committee's primary goal is to serve as a two-way channel of communication between Keene Housing management and staff to promote safety awareness throughout the workplace. The Joint Loss Management Committee meets on a quarterly basis and a standing agenda item is to review employee workplace injuries and property incidents/claims reported.

2nd Quarter Safety Summary

Date	Employee Injuries Reported	Department	Medical Treatment	Lost Time from Work
4/8/2021	Employee was weeding and hit head on fire alarm panel when standing up.	Maintenance	No	No
5/4/2021	Employee tripped and fell bruising nose, knees, and hands.	Housing and Services	No	No
5/21/2021	Employee bent down to pick up a leaf blower and strained back/hip.	Maintenance	Yes	Yes

Date	Property	Resident Injury/Property Claim Reported	Claim Filed with Insurance Company
Reported on 4/15/2021, injury occurred in February 2021	Ash Brook	A resident slipped on the ice and injured right ankle/foot.	Claim filed.
4/30/2021	Harper Acres	A resident bruised both feet and left arm when missing a step on the stairs and fell.	Notice only.
5/17/2021	KAHP/Locals	A maintenance employee rear-ended a stopped vehicle at a red light. Damaged sustained to the other vehicle; no damage to KH's vehicle.	Claim filed.

6/26/2021	Stone Village Arch Family	A resident's unauthorized Pitbull chased children playing outside. The dog swung a child by the arm and the child fell to the ground. The dog jumped on another child and bit/scratched her back and knocked her to the ground.	Notice only – eviction is pending for multiple unrelated tenancy issues.
6/30/2021	Ash Brook	A resident tripped on uneven asphalt and strained back/left hip.	Notice only

When a reported incident is resulting from snow/ice, the maintenance team immediately visits the area to remedy the situation; including excess snow removal and spreading salt. Salt buckets are also located in all common areas for residents and staff.

The Director of Administration receives all incident reports and addresses items with the claimant that could have been done to prevent the incident; including appropriate footwear, appropriate lifting techniques, etc. Safety tips are also included in the Quarterly Human Resource Newsletter, the resident Grapevine Newsletter and posted to the intranet targeting high risk factors relevant to KH staff.

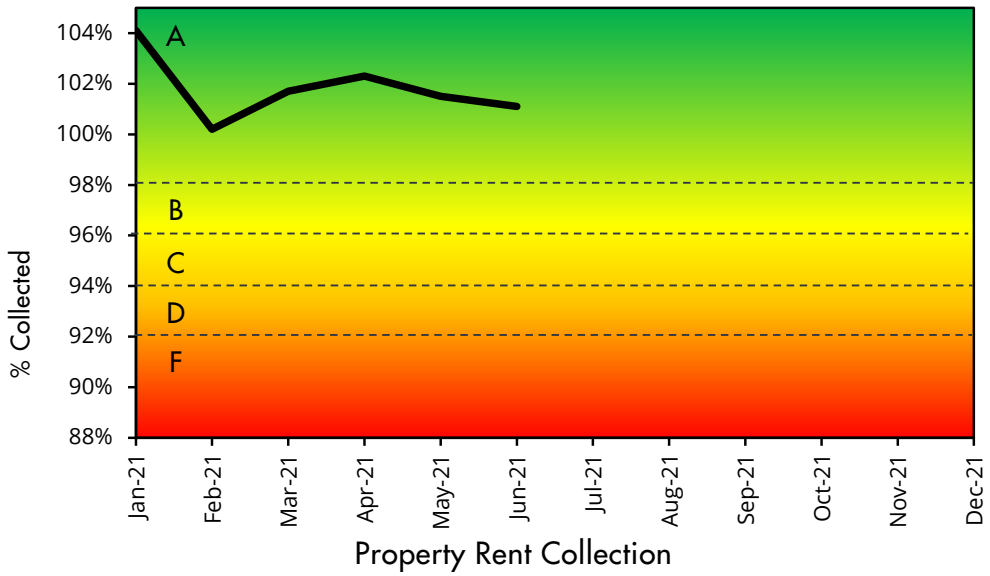
Keene Housing

MANAGEMENT REPORT
JUNE 2021

Residential Property Rent Collection Report
June 2021

Community	Month Billed	Month Collected	% Collected	Monthly Grade	YTD Billed	YTD Collected	% YTD Collected	YTD Grade
Ash Brook Apartments	$9,300	$9,292	99.9%	**A**	$55,452	$55,593	100.3%	**A**
Bennett Block	$676	$676	100.0%	**A**	$4,056	$4,056	100.0%	**A**
Brookbend East	$18,906	$18,331	97.0%	**B**	$108,510	$117,125	107.9%	**A**
Brookbend West	$16,017	$15,508	96.8%	**B**	$88,194	$87,655	99.4%	**A**
Central Square Terrace	$28,534	$27,987	98.1%	**A**	$169,282	$168,697	99.7%	**A**
Cottage Street	$1,441	$1,552	107.7%	**A**	$8,594	$8,658	100.7%	**A**
Evergreen Knoll LP	$12,632	$12,716	100.7%	**A**	$72,622	$72,932	100.4%	**A**
Forest View	$18,608	$18,497	99.4%	**A**	$109,174	$115,207	105.5%	**A**
Harper Acres	$43,171	$45,602	105.6%	**A**	$256,042	$257,676	100.6%	**A**
Meadow Road Apartments	$7,740	$7,876	101.8%	**A**	$37,715	$37,934	100.6%	**A**
North and Gilsum	$21,472	$19,750	92.0%	**D**	$118,172	$116,946	99.0%	**A**
Riverbend Apartments	$12,507	$12,360	98.8%	**A**	$74,441	$75,220	101.0%	**A**
Scattered Sites	$9,048	$9,641	106.6%	**A**	$54,557	$54,633	100.1%	**A**
Stone Arch Village Family	$11,770	$11,846	100.6%	**A**	$68,536	$67,707	98.8%	**A**
Stone Arch Village Senior	$11,996	$11,996	100.0%	**A**	$71,828	$71,898	100.1%	**A**
Totals	$223,818	$223,630	99.92%	A	$1,297,175	$1,311,935	101.1%	A

Active Households Only

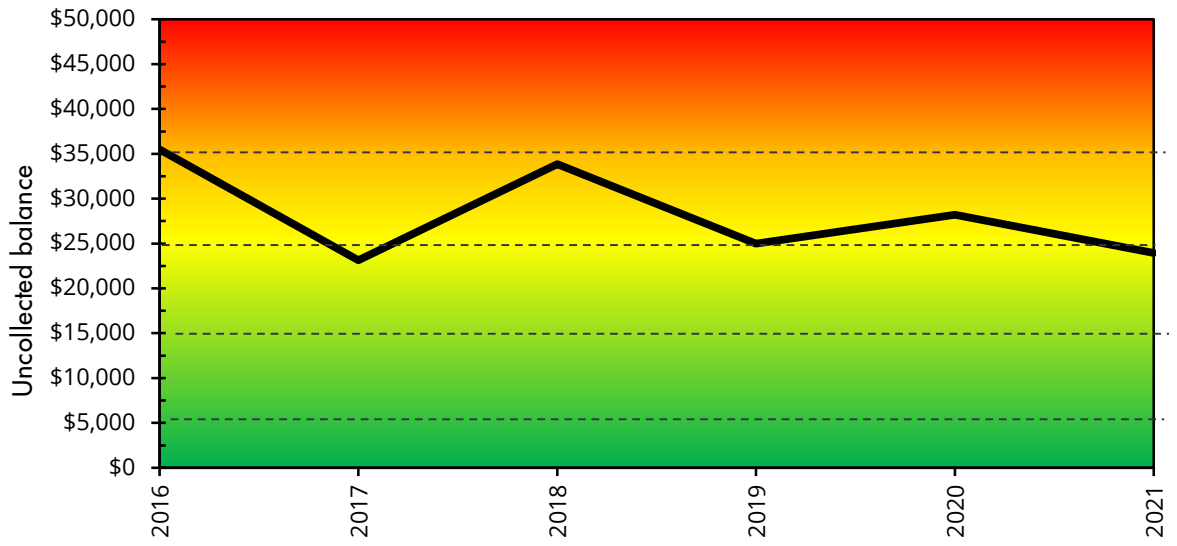


This report compares current tenant's rent billed to rent collected. The percent collected can exceed 100% when back rent is collected. Our goal is to collect at least 98% of rent billed.

Residential Property Uncollected Accounts - Inactive Tenants - Report
June 2021

Community	# of Households	Current	30 days	60 days	90 days	120 days and over	total
Ash Brook Apartments	1	($2)	$0	$0	$0	$0	($2)
Bennett Block	2	$0	$0	$0	$0	$2,632	$2,632
Brookbend East	1	$0	$0	$0	$0	$925	$925
Brookbend West	1	$0	$0	$0	$0	$299	$299
Central Square Terrace	1	$1,388	$0	$0	$0	$0	$1,388
Cottage Street	0	$0	$0	$0	$0	$0	$0
Evergreen Knoll LP	3	$0	$735	$0	$6,674	$5,962	$13,371
Forest View	1	$0	$0	$0	$0	$222	$222
Harper Acres	1	$0	$790	$0	$469	$205	$1,464
Meadow Road Apartments	1	$830	$0	$961	$0	$64	$1,855
North and Gilsum	4	$341	$0	$0	$0	$670	$1,011
Riverbend Apartments	0	$0	$0	$0	$0	$0	$0
Scattered Sites	1	$0	$0	$0	$0	$69	$69
Stone Arch Village Family	1	$703	$0	$0	$0	$0	$703
Stone Arch Village Senior	0	$0	$0	$0	$0	$0	$0
Totals	18	$3,260	$1,525	$961	$7,143	$11,048	$23,937

Inactive Households Only



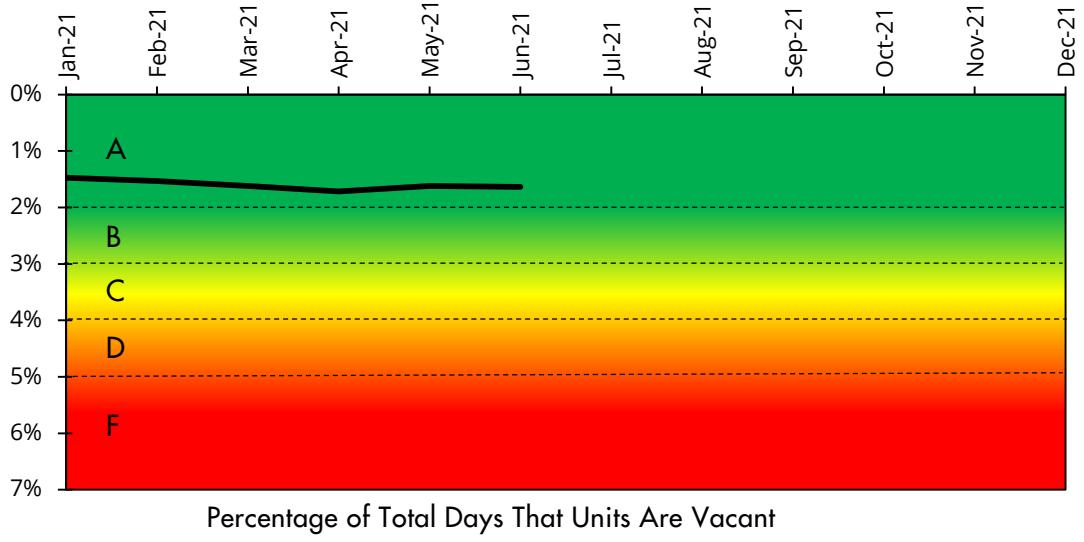
End of Year - Bad Debt write off

This report tracks the balance that is owed to KH and what remains upaid. Most of these tenants have moved from a KH property and are considered Inactive Tenants.

Monthly Vacancy Report

June 2021

Community	Units Available	Available Days	Vacant Days	Monthly Vacancy Percentage	Monthly Grade	YTD Vacancy Percentage	YTD Grade
Ash Brook Apartments	24	720	0	0.0%	**A**	1.5%	**A**
Bennett Block	14	0	0	N/A	**NONE**	0.0%	**A**
Brookbend East	40	1200	0	0.0%	**A**	1.2%	**A**
Brookbend West	35	1050	0	0.0%	**A**	2.5%	**B**
Central Square Terrace	90	2700	74	2.7%	**B**	2.3%	**B**
Evergreen Knoll LP	32	960	0	0.0%	**A**	1.9%	**A**
Forest View	38	1140	14	1.2%	**A**	2.1%	**B**
Harper Acres	112	3360	86	2.6%	**B**	1.6%	**A**
Meadow Road Apartments	18	540	30	5.6%	**F**	1.8%	**A**
North and Gilsum	29	870	22	2.5%	**B**	1.4%	**A**
Riverbend Apartments	24	720	0	0.0%	**A**	0.5%	**A**
Scattered Sites	18	540	0	0.0%	**A**	0.9%	**A**
Stone Arch Village Family	24	720	38	5.3%	**F**	1.8%	**A**
Stone Arch Village Senior	33	990	0	0.0%	**A**	0.0%	**A**
Report Totals:	531	15,510	264	1.7%	A	1.6%	A

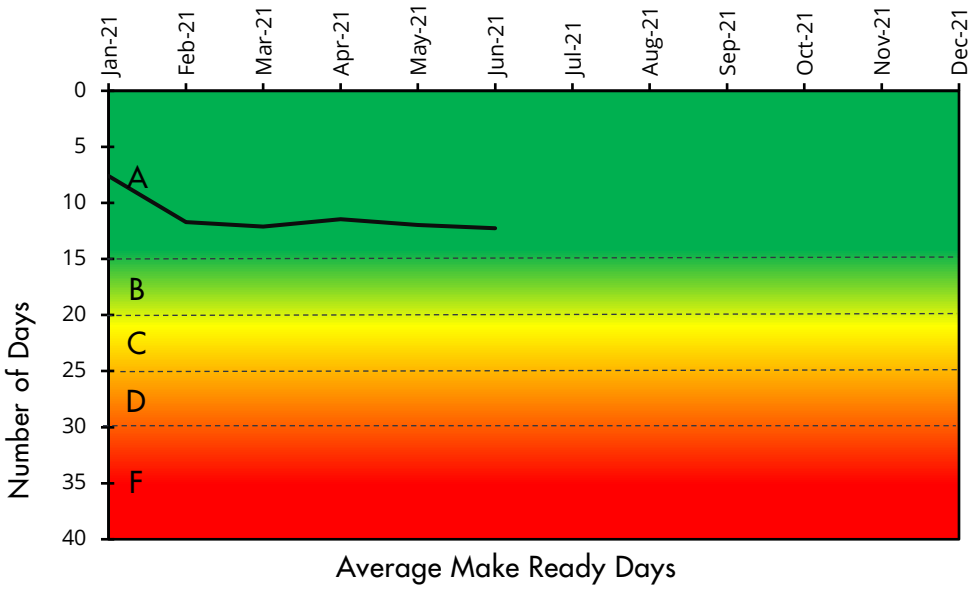


Percentage of Total Days That Units Are Vacant

This report measures vacancies across the portfolio; tracking when the unit became vacant until the resident moves in. The Report Totals are weighted to account for property sizes. Units offline for modernization are temporarily removed from the calculations. Our goal is to keep vacancies at or below 2%.

Unit Make Ready Days
June 2021

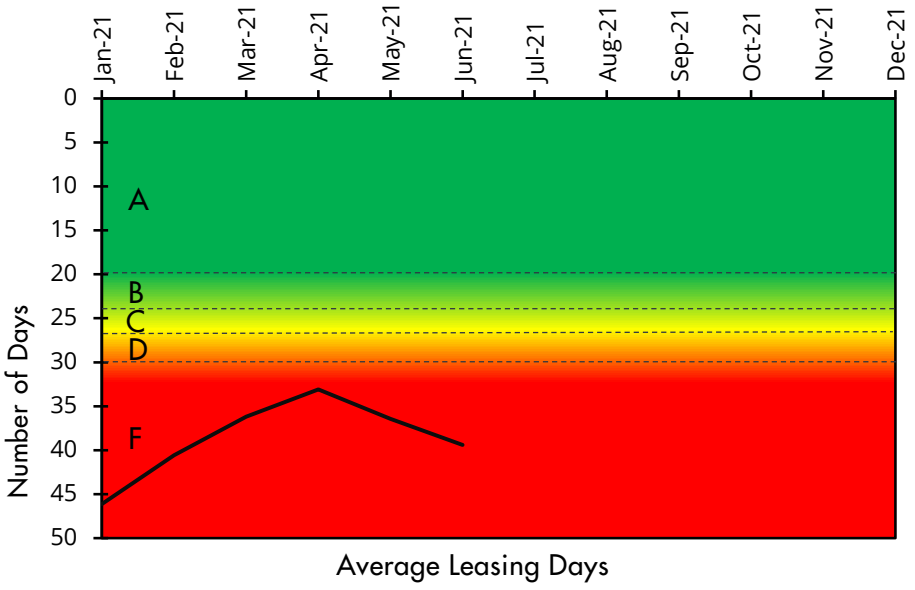
Community	Number of Units Made Ready	Avg. Make Ready Days	YTD Number of Units Made Ready	YTD Avg. Make Ready Days	YTD Grade
Ash Brook Apartments	0	-	1	14	**A**
Bennett Block	0	-	0	-	**NONE**
Brookbend East	0	-	1	11	**A**
Brookbend West	0	-	2	20	**B**
Central Square Terrace	1	2	5	2	**A**
Evergreen Knoll LP	0	-	3	9	**A**
Forest View	0	-	4	20	**B**
Harper Acres	2	11	9	11	**A**
Meadow Road Apartments	1	28	1	28	**D**
North and Gilsum	1	29	2	24	**C**
Riverbend Apartments	0	-	0	-	**NONE**
Scattered Sites	0	-	0	-	**NONE**
Stone Arch Village Family	2	6	3	7	**A**
Stone Arch Village Senior	0	-	0	-	**NONE**
Report Totals:	7	13	31	12	A



This report tracks the number of days Facilities & Assets (F&A) takes to prepare a newly vacated unit for the next tenancy; it measures the F&A start and end dates. Our goal is to make a unit ready in 15 days or less.

Leasing Days
June 2021

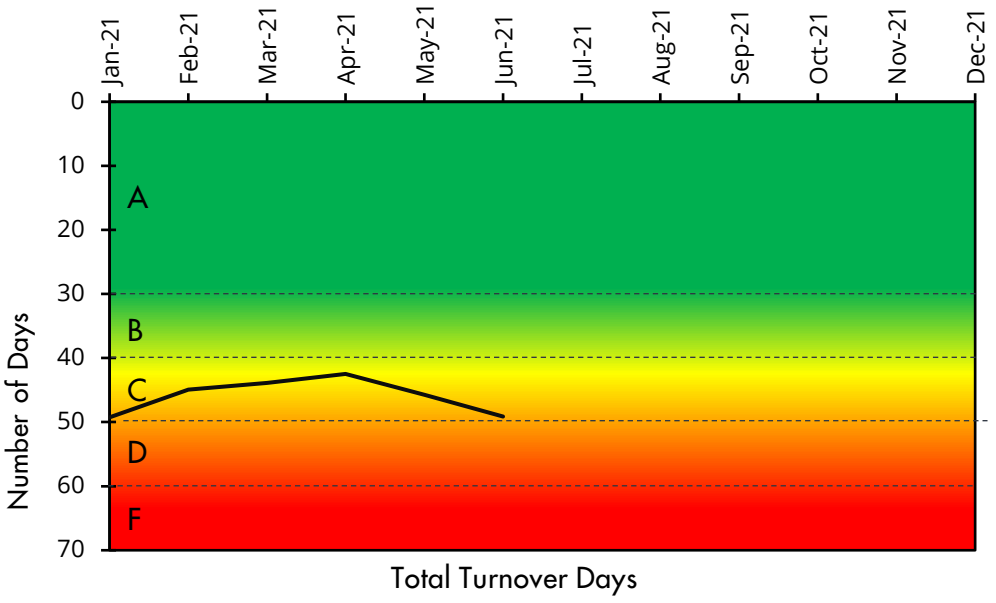
Community	Number of Units Leased	Average Leasing Days	YTD Number of Units Leased	YTD Avg Leasing Days	YTD Grade
Ash Brook Apartments	0	-	1	53	**F**
Bennett Block	0	-	0	-	**NONE**
Brookbend East	0	-	1	79	**F**
Brookbend West	0	-	3	54	**F**
Central Square Terrace	1	145	5	64	**F**
Evergreen Knoll LP	0	-	3	29	**D**
Forest View	1	25	4	15	**A**
Harper Acres	2	51	8	30	**D**
Meadow Road Apartments	0	-	1	58	**F**
North and Gilsum	1	3	2	15	**A**
Riverbend Apartments	0	-	1	51	**F**
Scattered Sites	0	-	1	52	**F**
Stone Arch Village Family	0	-	1	31	**F**
Stone Arch Village Senior	0	-	0	-	**NONE**
Report Totals:	*5*	*55*	31	39	F



This report tracks the number of days Housing & Services (H&S) takes to lease a vacant unit. The lease-up process begins as soon as the F&A team finishes prep of the unit and ends once the Property Manager completes resident move in. Our goal is to complete lease-ups in 20 days or less.

Unit Turnover
June 2021

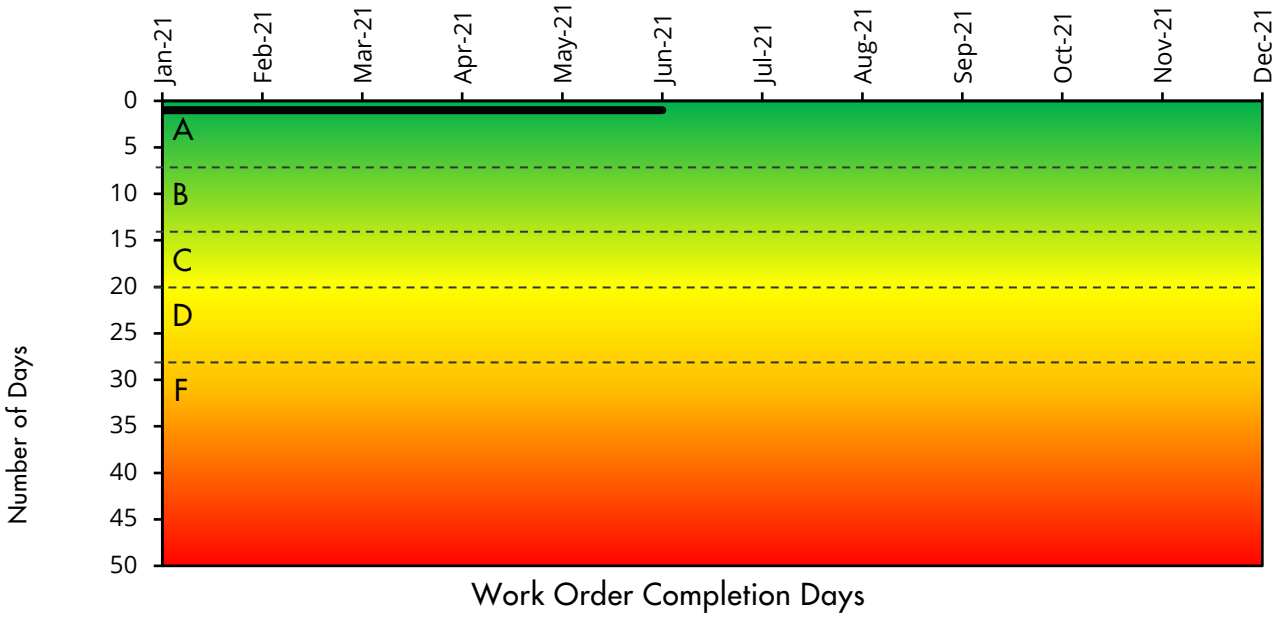
Community	Number of Units Turned in Month	Average Turnover Days	YTD Number of Units Turned	YTD Avg Turnover Days	YTD Grade
Ash Brook Apartments	0	-	1	66	**F**
Bennett Block	0	-	0	-	**NONE**
Brookbend East	0	-	1	89	**F**
Brookbend West	0	-	3	68	**F**
Central Square Terrace	1	146	5	66	**F**
Evergreen Knoll LP	0	-	3	37	**B**
Forest View	1	40	4	34	**B**
Harper Acres	2	59	8	39	**B**
Meadow Road Apartments	0	-	1	59	**D**
North and Gilsum	1	31	2	37	**B**
Riverbend Apartments	0	-	1	54	**D**
Scattered Sites	0	-	1	54	**D**
Stone Arch Village Family	0	-	1	40	**B**
Stone Arch Village Senior	0	-	0	-	**NONE**
Report Totals:	5	67	31	49	C



This report tracks the number of days it takes to refill a vacant unit, including F&A making the unit ready and H&S leasing it to an eligible household. The faster we turn units over, the lower the vacancy rate. Our goal is to complete turnovers in 30 days or less.

Residential Property Non-Emergency Work Order Completion Days
June 2021

Community	Number of Work Orders	Avg Days to Complete	Monthly Grade	YTD Number of Work Orders	YTD Avg Days to Complete	YTD Grade
Ash Brook Apartments	11	1	A	69	1	A
Bennett Block	1	0	A	13	1	A
Brookbend East	12	1	A	56	1	A
Brookbend West	8	0	A	59	1	A
Central Square Terrace	42	0	A	209	1	A
Cottage Street	1	7	A	17	1	A
Emerald Street House	12	0	A	34	1	A
Evergreen Knoll LP	7	0	A	48	1	A
Forest View	20	1	A	127	1	A
Harper Acres	40	1	A	260	1	A
Keene Housing Main Office	2	0	A	19	1	A
Meadow Road	11	1	A	38	1	A
North and Gilsum	11	1	A	79	1	A
Riverbend Apartments	2	1	A	24	1	A
Scattered Sites	21	0	A	80	1	A
Stone Arch Village Family	20	1	A	62	1	A
Stone Arch Village Senior	35	1	A	148	1	A
Report Totals:	256	1	A	1,342	1	A



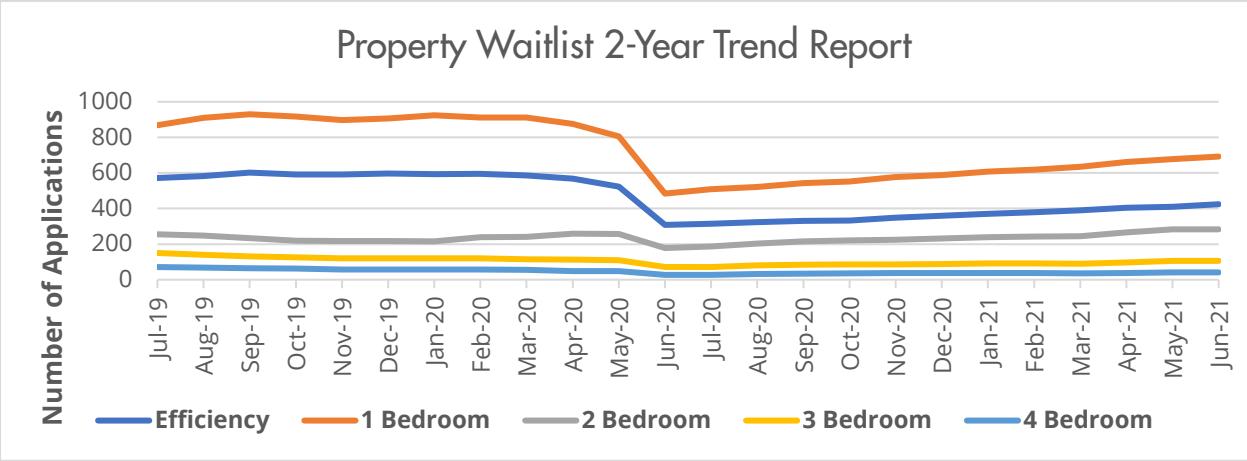
This report tracks the number of days it takes the Facilities and Assets team to complete non-emergency work orders. Our goal is to complete non-emergency work orders in 5 days or less.

Residential Property Emergency Work Order Completion Days
June 2021

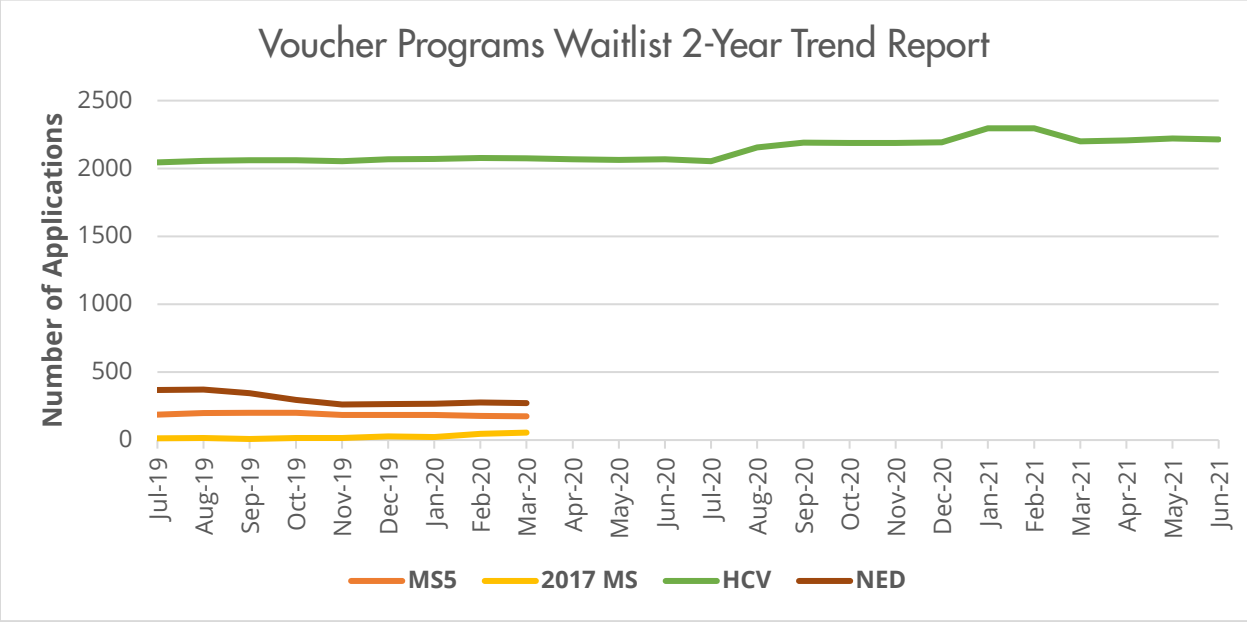
Community	Number of Work Orders	Average Days To Complete	Monthly Grade	YTD Number of Work Orders	YTD Average Days To Complete	YTD Grade
Ash Brook Apartments	-	-	NONE	6	0	P
Bennett Block	-	-	NONE	1	0	P
Brookbend East	1	0	P	6	0	P
Brookbend West	1	0	P	5	0	P
Central Square Terrace	2	0	P	18	0	P
Cottage Street	-	-	NONE	1	0	P
Emerald Street House	-	-	NONE	4	0	P
Evergreen Knoll LP	-	-	NONE	5	0	P
Forest View	2	0	P	20	0	P
Harper Acres	2	0	P	31	0	P
Keene Housing Main Office	-	-	NONE	-	-	NONE
Meadow Road	2	0	P	10	0	P
North and Gilsum	-	-	NONE	7	0	P
Riverbend Apartments	-	-	NONE	3	0	P
Scattered Sites	1	0	P	4	0	P
Stone Arch Village Family	2	0	P	4	0	P
Stone Arch Village Senior	3	0	P	11	0	P
Report Totals:	16	0	P	136	0	P

This report tracks whether emergency work orders are completed within 24 hours. Emergency work orders are those which, if left unattended, would lead to significant KH and/or tenant property loss.

Waitlists Trend Report
June 2021



*Waitlist purge completed in June 2020



*Due to Mainstream Program requirements, Voucher Program waitlist was combined in March 2020

Housing and Services FY 2021 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	$329,501	79%	581	$567	99%	587	$734	$89,917
February	$419,418	$328,994	78%	583	$564	99%	587	$253	$90,424
March	$528,490	$325,882	62%	572	$570	97%	587	$730	$202,608
April	$452,108	$320,099	71%	580	$552	99%	587	$747	$132,009
May	$452,108	$320,774	71%	558	$575	95%	587	$750	$131,334
June	$452,108	$314,509	70%	566	$556	96%	587	$440	$137,599
July									
August									
September									
October									
November									
December									
Total	$2,723,650	$1,939,759	72%	3440	$564	98%	3,522	$3,657	$783,891

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	$323,911	77%	523	$619	89%	587	$734	$95,507
February	$419,418	$323,669	77%	523	$619	89%	587	$253	$95,749
March	$528,490	$320,347	61%	522	$614	89%	587	$730	$208,143
April	$452,108	$315,009	70%	519	$607	88%	587	$747	$137,099
May	$452,108	$315,979	70%	509	$621	87%	587	$750	$136,129
June	$452,108	$309,714	69%	508	$610	87%	587	$440	$142,394
July									
August									
September									
October									
November									
December									
Total	$2,723,650	$1,908,629	71%	3104	$615	88%	3,522	$3,656	$815,021

Affordable Housing Preservation Program (AHPP)

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$15,540	$14,965	96%	17	$880	94%	18	$0	$575
February	$15,540	$15,228	98%	18	$846	100%	18	$0	$312
March	$16,095	$15,228	95%	18	$846	100%	18	$0	$867
April	$16,095	$15,228	95%	18	$846	100%	18	$0	$867
May	$15,264	$13,894	91%	17	$817	94%	18	$0	$1,370
June	$15,264	$12,364	81%	17	$727	94%	18	$0	$2,900
July									
August									
September									
October									
November									
December									
Total	$93,798	$86,907	93%	105	$827	97%	108	$0	$6,891

Non-Elderly Disabled (NED)

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$60,728	$57,466	95%	100	$575	100%	100	$0	$3,262
February	$60,728	$57,022	94%	100	$570	100%	100	$44	$3,706
March	$59,832	$56,893	95%	100	$569	100%	100	$108	$2,939
April	$59,832	$56,505	94%	99	$571	99%	100	$44	$3,327
May	$59,816	$56,360	94%	96	$587	96%	100	$0	$3,456
June	$59,816	$55,847	93%	97	$576	97%	100	$0	$3,969
July									
August									
September									
October									
November									
December									
Total	$360,752	$340,093	94%	592	$575	99%	600	$196	$20,659

Mainstream (MS)

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$27,140	$24,194	89%	44	$550	88%	50	$0	$2,946
February	$27,140	$24,281	89%	44	$552	88%	50	$0	$2,859
March	$25,694	$24,928	97%	45	$554	90%	50	$0	$766
April	$24,678	$25,529	103%	46	$555	92%	50	$0	($851)
May	$24,678	$25,709	104%	46	$559	92%	50	$136	($1,031)
June	$7,673	$24,882	324%	46	$541	92%	50	$0	($17,209)
July									
August									
September									
October									
November									
December									
Total	$137,003	$149,523	135%	271	$552	90%	300	$136	($12,520)

2017 Mainstream (MS)

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$29,132	$12,900	44%	21	$614	42%	50	$0	$16,232
February	$29,131	$12,328	42%	21	$587	42%	50	$0	$16,803
March	$28,069	$12,246	44%	21	$583	42%	50	$0	$15,823
April	$13,158	$12,246	93%	21	$583	42%	50	$0	$912
May	$13,158	$12,246	93%	20	$612	42%	50	$507	$912
June	$3,896	$12,138	312%	21	$578	42%	50	$46	($8,242)
July									
August									
September									
October									
November									
December									
Total	$116,544	$74,104	105%	125	$593	42%	300	$553	$42,440

Foster Youth to Independence

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$2,126	$1,177	55%	2	$589	67%	3	$0	$949
February	$1,270	$1,177	93%	2	$589	67%	3	$0	$93
March	$855	$1,177	138%	2	$589	67%	3	$0	($322)
April	$855	$1,177	138%	2	$589	67%	3	$0	($322)
May	$855	$1,175	137%	2	$588	67%	3	$0	($320)
June	$1	$1,175	117500%	2	$588	67%	3	$0	($1,174)
July									
August									
September									
October									
November									
December									
Total	$9,386	$7,058	19677%	12	$588	67%	18	$0	-$1,096

FY21 utilization targets are 98% in NEDs, 98% in AHPP, 93% in MTW without THASP, 103% with THASP, MS5 98% and 2017 MS 98%.

2020 Summary			
Program	UMA	UML	% UML
MTW	6859	6807	101%
NED	1200	1188	99%
AHPP	216	214	99%
MS5	600	580	97%
2017 MS	270	258	97%

Keene Housing

FINANCE REPORT
JUNE 2021

Keene Housing	KEENE HOUSING Consolidated			
	BALANCE SHEET - summary			
	Ending balance as of June 30, 2021	Ending balance as of December 31, 2020	$ Variance Incr / (Decr)	% Variance
ASSETS				
Total Current Assets	25,759,319	24,982,055	777,264	3%
Total Fixed Assets	54,188,418	54,613,913	(425,495)	-1%
Total Other Assets	1,510,612	1,488,090	22,522	1%
Total Assets	**$81,458,349**	**$81,084,057**	**$374,292**	**0%**
LIABILITIES and EQUITY				
Total Current Liabilities	2,576,263	2,783,456	(207,194)	-8%
Total Long Term Liabilities	32,376,349	32,533,901	(157,552)	0%
Total Liabilities	**$34,952,611**	**$35,317,357**	**-$364,746**	**-1%**
Total Equity	**$46,505,738**	**$45,766,700**	**$739,038**	**2%**
Total Liabilities & Equity	**$81,458,349**	**$81,084,057**	**$374,292**	**0%**

KEENE HOUSING AND COMPONENT UNIT ENTITIES			
Debt Current Ratio	9.12%	7.90%	

Debt Current Ratio shows how many times an entity can cover current debt with cash and cash equivalents.

Keene Housing	KEENE HOUSING AND COMPONENT UNIT ENTITIES				PARTNERSHIPS AND MANAGED ENTITIES			
	BALANCE SHEET - summary				BALANCE SHEET - summary			
	Ending balance as of June 30, 2021	Ending balance as of December 31, 2020	$ Variance Incr/(Decr)	% Variance	Ending balance as of June 30, 2021	Ending balance as of December 31, 2020	$ Variance Incr/(Decr)	% Variance
ASSETS								
Current Assets								
Cash and Cash Equivalents	8,094,189	6,509,383	1,584,805	20%	3,316,753	3,748,554	(431,801)	-13%
Accounts Receivables, Net	1,348,002	1,750,591	(402,589)	-30%	60,896	34,656	26,240	43%
Loan Reveivables	12,733,749	12,858,246	(124,497)	-1%	-	-	-	0%
Prepaid Expenses	149,775	55,644	94,131	63%	55,954	24,980	30,975	55%
Other Assets	-	-	-	0%	-	-	-	0%
Total Current Assets	$22,325,715	$21,173,864	$1,151,850	5%	$3,433,604	$3,808,190	($374,586)	-11%
Long-Term Assets								
Fixed Assets	34,453,851	34,349,690	104,161	0%	41,024,536	40,977,038	47,497	0%
Construction In Process	511,883	215,715	296,168	58%	22,718	0	22,718	-100%
Accumulated Depreciation	(12,447,875)	(11,924,605)	(523,269)	4%	(9,376,694)	(9,003,925)	(372,769)	4%
Total Fixed Assets	$22,517,859	$22,640,799	($122,940)	-1%	$31,670,559	$31,973,113	($302,554)	-1%
Other Assets								
Deferred Fees	14,230	14,230	-	0%	581,327	580,238	1,089	0%
Investment LP - Riverbend	1,032,302	1,032,302	-	0%	-	-	-	0%
Invesetment - CST	-	-	-	0%	-	-	-	0%
Investment - Riverbend	21,433	Partnership fees a	#VALUE!	0%	-	-	-	0%
CST Rehab	-	-	-	0%	-	-	-	0%
Amortization - Lease Comm	(2,783)	(2,783)	-	0%	(135,897)	(135,897)	-	0%
Total Other Assets	$1,065,182	$1,043,749	#VALUE!	0%	$445,430	$444,341	$1,089	0%
Total Assets	**$45,908,756**	**$44,858,413**	**#VALUE!**	**0%**	**$35,549,594**	**$36,225,645**	**($676,051)**	**-2%**
LIABILITIES								
Current Liabilities								
Accounts Payable	444,836	328,569	116,268	26%	50,764	329,331	(278,567)	-549%
Accrued Expenses	442,586	495,715	(53,130)	-12%	1,638,077	1,629,842	8,235	1%
Total Current Liabilities	$887,422	$824,284	$63,138	7%	$1,688,841	$1,959,172	($270,332)	-16%
Long Term Liabilities			-	0%			-	0%
Notes Payable	17,972,092	17,735,574	236,518	1%	14,402,791	14,796,861	(394,070)	-3%
Other	1,466	1,466	-	0%	-	-	-	0%
Total Long Term Liabilities	$17,973,558	$17,737,040	$236,518	1%	$14,402,791	$14,796,861	($394,070)	-3%
Total Liabilities	**$18,860,979**	**$18,561,324**	**$299,655**	**2%**	**$16,091,632**	**$16,756,033**	**($664,402)**	**-4%**
EQUITY								
Capital Investments, Net of Distributions	17,332,301	17,350,691	(18,390)	0%	23,021,655	23,030,509	(8,854)	0%
Retained Earnings	8,967,831	7,654,109	1,313,722	15%	(3,560,897)	(3,504,397)	(56,501)	2%
Total Equity	**$26,300,132**	**$25,004,800**	**$1,295,332**	**5%**	**$19,460,758**	**$19,526,112**	**($65,355)**	**0%**
Current Year's Net Income	$747,644	$1,292,289	#VALUE!		($2,796)	($56,501)	$53,705	
Total Liabilities & Owner's Equity	**$45,908,756**	**$44,858,413**	**#VALUE!**	**0%**	**$35,549,594**	**$36,225,645**	**($676,051)**	**-2%**

Keene Housing	KEENE HOUSING Consolidated			
	INCOME STATEMENT			
	Actual	Budget	Variance	
	YTD Activity as of June 30, 2021	YTD Activity as of June 30, 2021	$ Variance (under)/over	% Variance
Total Operating Revenue	8,327,310	8,548,172	(220,862)	-3%
Total Operating Expenses	6,453,923	7,202,067	(748,144)	-12%
NET OPERATING INCOME	**$1,873,387**	**$1,346,105**	**$527,282**	**28%**

*Excludes inter-agency transfers, partnership distributions and depreciation.

Non-Operating Expense	Actual	Budget	Variance	
Total Depreciation Expense	$948,332	$1,079,987	($131,655)	-14%

Keene Housing	KEENE HOUSING AND COMPONENT UNIT ENTITIES				PARTNERSHIPS AND MANAGED ENTITIES			
	INCOME STATEMENT- summary				INCOME STATEMENT- summary			
	Actual	Budget	Variance		Actual	Budget	Variance	
	YTD Activity as of June 30, 2021	YTD Activity as of June 30, 2021	$ Variance (under)/over	% Variance	YTD Activity as of June 30, 2021	YTD Activity as of June 30, 2021	$ Variance (under)/over	% Variance
REVENUE								
Tenant Rent Income	811,221	771,354	39,867	5%	671,603	729,474	(57,871)	-9%
HAP/Subsidy Income	3,651,824	4,044,996	(393,172)	-11%	1,351,559	1,291,542	60,017	4%
MTW Non-HAP Income	111,755	356,226	(244,471)	-219%	-	-	-	0%
Commercial Rental Income	86,310	87,702	(1,392)	-2%	31,335	25,231	6,104	19%
Vacancy Loss	(77,759)	(75,000)	(2,759)	4%	(37,479)	(30,983)	(6,496)	17%
Admin Fee Income	439,770	481,266	(41,496)	-9%	-	-	-	0%
Managment Fees	295,056	289,380	5,676	2%	-	-	-	0%
Interest Income	3,349	22,647	(19,298)	-576%	1,767	23,499	(21,733)	-1230%
Partnership/Incentive Fees	420,450	106,002	314,448	75%	-	-	-	0%
Other Income	533,942	400,035	133,907	25%	8,409	5,292	3,117	37%
Misc Tenant Income	5,994	4,692	1,302	22%	18,205	14,817	3,387	19%
Total Operating Revenue	$6,281,912	$6,489,300	($207,388)	-3%	$2,045,398	$2,058,872	($13,474)	-1%
EXPENSES								
Administrative	257,177	285,777	(28,600)	-11%	152,594	154,986	(2,393)	-2%
Operational	210,795	248,639	(37,844)	-18%	52,978	69,723	(16,745)	-32%
Payroll	915,409	1,079,779	(164,370)	-18%	297,392	357,074	(59,683)	-20%
Utilities	317,438	297,758	19,680	6%	218,864	230,664	(11,800)	-5%
Maintenance	302,959	298,950	4,009	1%	214,319	178,216	36,103	17%
Taxes & Insurance	160,983	199,824	(38,841)	-24%	288,242	312,768	(24,526)	-9%
Interest	118,997	133,668	(14,671)	-12%	235,037	239,107	(4,070)	-2%
Tenant Relocation Exp	-	-	-	0%	-	-	-	0%
Amortization of Finance Cost	-	5,304	(5,304)	0%	-	7,041	(7,041)	0%
Tenant Programs	110,732	93,354	17,378	16%	5,494	9,800	(4,306)	-78%
HAP	2,594,511	2,999,634	(405,123)	-16%	-	-	-	0%
Total Operating Expenses	$4,989,003	$5,642,688	($653,685)	-13%	$1,464,920	$1,559,379	($94,459)	-6%
NET OPERATING INCOME	**$1,292,909**	**$846,612**	**$446,297**	**35%**	**$580,478**	**$499,493**	**$80,985**	**14%**

*Excludes inter-agency transfers, partnership distributions and depreciation.

Keene Housing

KEENE HOUSING Consolidated

INCOME STATEMENT - variances

Actuals compared to Budget

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 $1.9k and is over budget by $527k.

OPERATING REVENUES are $8.3m a net decrease of $0.2m as compared to the budget of $8.5m.

OPERATING EXPENSES are $6.5m a net decrease of $.8m as compared to the budget of $7.2m.

REVENUE	VARIANCES for Revenue categories (Less) / Higher than Budget	
Tenant Rent Income	(13,292)	
HAP / Subsidy Income	(333,155)	The demand for subsidy was less than budget. The remaining balance can be held at HUD and / or used for Non-HAP expenses.
MTW Non-HAP Income	(244,471)	The actuals are less than budget. This budget is the portion of MTW funds that is internally allocated to fund the budget for capital improvements, resident services and youth services. KH postponed a number of capital improvments due to the COVID environment but the projects will start in the next couple months and reimbursement will be requested from HUD. KH has requested to date $111k.
Vacancy Loss	(9,255)	The Vacancy Loss is a reduction to revenue and the 2021 actuals are higher than the budget so this is a larger reduction to revenue.
Admin Fee Income	(41,496)	HUD Admin Fee are under budget. The Section 8 admin fees are unde budget but actuals are based on the actual admin expensed, timing. MS in under budget at $10k and related to new vouchers awarded but not leased at this time, timing. SPV are on budget.
Interest Income	(41,030)	Timing
Partnership / Incentive Fees	314,448	Partnership fees and distributions, paid to Keene Housing from surplus cash for 2020 on LIHTC properties managed. The YTD budget is $106k, $409k has been received to date.
Management Fees	5,676	On budget
Other Income	137,023	Other Income is higher than budget. Development fees earned is much higher than expected. Other items under budget are grant income, misc income and the FSS grant income, timing.
Misc Tenant Income	4,689	Higher than budget
Total Operating Revenue	(220,862)	Lower than Budget

Keene Housing

KEENE HOUSING Consolidated

INCOME STATEMENT - variances

Actuals compared to Budget

EXPENSES	VARIANCES for Expense categories (Less) / Higher than Budget	
Administrative / Operational	(85,581)	Expenses are generally all under budget.
Payroll	(224,052)	Benefit Expenses are under budget by $89k. This variance is expected to remain for the year and possibly continue to increase slightly. Salaries are under budget by $135k, all vacant positions were filled, therefore the variance for payroll would stop increasing each month.
Utilities	7,880	Fuel Expense is under budget by $15k. Water & Sewer is under budget by $12k. Electric is over budget by $35k, timing.
Maintenance	40,113	Maint items over budget by $82k: Repairs $36k, flooring $7k, Security $20k. Items under budget: Grounds $17k, timing.
Taxes & Insurance	(63,367)	Property Taxes is under budget by $41k, there was a change in calculation on the Ash Brook property which resulted in an increase of property tax and was reflected in the budget, the city has not adjusted their bill. All other properties are small adjustments in actuals bills compared to budget. Insurance is under budget by $23k, There have been less increases than expected. Another factor is the consolidated policies for the purchased properties.
Interest	(18,740)	Timing
Tenant Relocation	-	Related to Bennett Block rehab project.
Amortization of Finance Cost	(12,345)	Timing
Tenant Programs	13,073	Tenant program are over budget and related to the internet assistance payments being made to residents and are reimbursed by HUD CARES Act funding = $39k. Other residential services are under budget, related to lack of activities: garden, resident BBQ, RSR grants to residents.
HAP	(405,123)	HAP disbursements are under budget in MTW by $303k and MS by $109k. NEDs expenses are over budget by =$8k.
Total Operating Expenses	(748,144)	Lower than Budget
Net Variance for Net Income	**$527,282**	**Higher than Budget**

*Based on calendar year, CST and BBE are 10/31 year ends but reports represent 2021 calendar year only.

*Excludes inter-agency transfers, partnership distributions and depreciation.

KEENE HOUSING

INCOME STATEMENT - SUMMARY BY ENTITY

	ACTUALS	BUDGET	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 AND COMPONENT UNIT ENTITIES					
Central Office (Locals)	377,121	82,082	304,990 Higher Revenue	9,951 Higher Expenses	
Monadnock Affordable (MAHC)	425,297	254,190	185,443 Higher Revenue	14,336 Higher Expenses	
Keene Affordable (KAHP)	115,429	69,022	(34,040) Lower Revenue	(80,447) Lower Expenses	
Meadow Road	39,386	28,038	(5,705) Lower Revenue	(17,053) Lower Expenses	
Ash Brook Apartment	57,547	30,186	2,457 Higher Revenue	(24,904) Lower Expenses	
Section 8 Voucher Program (MTW)	131,281	356,748	(628,027) Lower Revenue	(402,560) Lower Expenses	
Mainstream Voucher Program	30,170	2,514	(91,318) Lower Revenue	(118,974) Lower Expenses	
Special Purpose Vouchers (NEDs, AHPP,FYIP)	32,818	(21,216)	46,360 Higher Revenue	(7,674) Lower Expenses	
Riverbend (and LIHTC)	83,860	45,048	12,452 Higher Revenue	(26,360) Lower Expenses	
TOTALS	$1,292,909	$846,612	($207,388) Lower Revenue	($653,685) Lower Expenses	
PARTNERSHIPS AND MANAGED ENTITIES					
Low Income Tax Credits Properties (LIHTC)					
Evergreen Knoll	54,805	46,374	(1,932) Lower Revenue	(10,363) Lower Expenses	
Brookbend West	142,993	97,158	7,826 Higher Revenue	(38,008) Lower Expenses	
Stone Arch Family	58,997	42,834	1,816 Higher Revenue	(14,347) Lower Expenses	
Stone Arch Senior	46,539	35,550	(2,863) Lower Revenue	(13,851) Lower Expenses	
LIHTC with 10/31 year ends					
Brookbend East *	160,345	131,500	12,815 Higher Revenue	(16,030) Lower Expenses	
Central Square* (multifamily)	103,376	119,377	(27,149) Lower Revenue	(11,149) Lower Expenses	
Non-Owned/Managed Properties					
Cottage Street	666	6,498	(3,865) Lower Revenue	1,968 Higher Expenses	
Emerald Street	13,242	17,274	(123) Lower Revenue	3,909 Higher Expenses	
Fairweather Lodge	(484)	2,928	- Lower Revenue	3,412 Higher Expenses	
TOTALS	$580,478	$499,493	($13,474) Lower Revenue	($94,459) Lower Expenses	

*Excludes inter-agency transfers, partnership distributions and depreciation.

Capital Purchases/Renovations details 2021

June 2021

#	Description	Location	Original Budget	Additional Budget	Total Committed	FUNDING STATUS:
100	KAHP-Harper Acres	Unplanned Life/Safety or RA	$10,000		$10,000	MTW funding
105	KAHP-Harper Acres	Brick work (Mill Building)	$30,000		$30,000	MTW funding
105	KAHP-Harper Acres	Brick work (10 Bldg @4000)	$40,000		$209,000	MTW funding
125	KAHP-Harper Acres	Interior Fire Door (hallway and closet 6x18 bldg @ $1000 ea)	$108,000			MTW funding
130	KAHP-Harper Acres	Sky lights (14 bldg @$2500 each for reroofing)	$35,000			MTW funding
115	KAHP-Harper Acres	Metal Soffits (Replace With Pvc around property)	$14,000			MTW funding
131	KAHP-Harper Acres	Cement ramp at 109 Ashelut (old wooden) w/Fees	$7,500		$20,000	MTW funding
110	KAHP-Harper Acres	Tub roll-in (5 units at $4000)	$20,000		$22,660	MTW funding
new	KAHP-Harper Acres	Key/Locks	$0		$9,375	MTW funding
new	KAHP-Harper Acres	Wirelss transformers (2) for fire panel (109/Mill bldg)	$0		$10,080	MTW funding
135	KAHP-105 Castle St	Rehabilitation Planning for 2022	$125,000		$125,000	Cash
150	KAHP-Forest View	Water Shut Offs Located In Crawl Spaces	$14,196		$12,544	MTW funding
new	KAHP-Forest View	Snow guards for Solar Panels	$0		$60,000	MTW funding
new	KAHP-N&G	Snow guards for Solar Panels	$0		$18,000	MTW funding
230	KAHP-Bennett	Remediation Of Ground Soil	$10,700		$10,449	MTW funding
240	KAHP-Bennett	Rehabilation Project (funding from CDBG and loans)	$1,360,000		$1,360,000	CDBG, Loans, Cash, Eversource
240	KAHP-Bennett	increase in budget per scope of work approved by board		$170,000	$170,000	MTW funding
260	KAHP-17-19 Roxbury Ct	Kitchen upgrade 1 Apt (Cabinets, Appl)	$17,150		$0	MTW funding
265	KAHP-17-19 Roxbury Ct	Repair Roof Replacement slate w/asphalt on porch	$12,000		$0	MTW funding
270	KAHP-17-19 Roxbury Ct	Lighting/outlet - all 4 units @ $6000	$24,000		$0	MTW funding
900	KAHP-N&G	Heat Pump Project: Design/Bid Doc for Project 2022		$30,000	$30,000	MTW funding
901	KAHP-Scattered Sites	Rehabiliation Project: Design/Bid Doc for Project 2022		$20,000	$30,000	MTW funding
326	**KAHP various properties**	Security Camera System expand (with setup of connection)	$125,300		$125,300	MTW funding
330	**KAHP various properties**	Asphalt/Concrete Project with Engineering (warrenstreet)	$400,000		$183,186	MTW funding
340	Riverbend Apartments	Security Camera System expand (with setup of connection)	$15,000		$15,000	MTW funding
341	Riverbend Apartments	Bathroom/office for PM (A&E now and build 2021)	$15,000		$15,000	Cash **COVID**
341	Riverbend Apartments	Building	$0		$100,000	Cash **COVID**
350	Meadow rd	Bathroom Shower Value (16 @ $300)	$4,800		$0	MTW funding
	Meadow rd	Stair replacement	$0		$4,307	MTW funding
355	Meadow rd	Bathroom Sink and Kitchen Sink Value (18x2 @ $250)	$9,000		$0	MTW funding
360	Meadow rd	New Bathrooms (2 @ $3500)	$7,000		$4,781	MTW funding
360	Meadow rd	Security Camera System expand (with setup of connection)	$27,405		$27,405	MTW funding
370	Ash Brook Apt	Asphalt/Driveway and Engineering (Stevens & Assoc)	$200,000		$199,881	Loan Mascoma $125k/MTW
375	Ash Brook Apt	Security Camera System expand	$7,000			MTW funding
395	Locals	Vehicles	$42,000		$49,990	Cash
401	Locals	Security Camera System expand	$8,000		$8,000	Cash
415	MAHC-SAV office	Land (use block grant funds)				MTW block grant
		UNCOMMITTED FUNDS			$48,094	
		TOTAL Keene Housing costs	**$2,688,051**	**$220,000**	**$2,908,051**	

SOURCE OF FUNDS				
MTW Funding carry over from 2020	$554,000		$782,464	
MTW Funding expected in 2021	$600,000		$905,598	
Mascoma Bank Loan (balance remaining available)	$100,000		$100,000	
KH and KAHP/MAHC Cash on hand	$175,000		$182,990	
CARES ACT funding	$0		$115,000	
Bennett Block Cash received in 2019 (Eversource Rebate FV heat pump project)	$475,500		$0	
Bennett Block Eversource Rebate (used to pay down loan)	$130,000		$130,000	
Bennett Block Rehabiliation funding sources (CDBG)	$472,000		$472,000	
Bennett Block Rehabiliation funding sources (KDHC Loan)	$150,000		$150,000	
Bennett Block Rehabiliation funding sources (Green Gap Investors)	$200,000		$70,000	reduced with energy rebates
TOTAL Keene Housing Sources	**$2,856,500**		**$2,908,051**	
Available funds unspent	**$168,449**		**$0**	

#						FUNDING STATUS:
510	Evergreen Knoll	DHW: storage tanks (4)	$15,750		$11,995	Reserves or Cash
520	Evergreen Knoll	Security Camera System expand	$21,000		$21,000	Reserves or Cash
530	SAV Family	Security Camera System expand	$11,000		$21,000	Reserves or Cash
545	SAV Senior	Security Camera System expand	$11,000		$11,000	Reserves or Cash
560	Brookbend East	Security Camera System expand	$25,000		$14,175	Reserves or Cash
565	Brookbend East	Landscaping (rock removal)	$5,000		$5,000	
575	Brookbend West	Security Camera System expand	$28,000		$28,000	Reserves or Cash
580	Brookbend West	Landscaping (rock removal)	$5,000		$5,000	
590	CST	Security Camera System expand	$26,000		$26,000	Operating Cash
595	CST	RA (auto doors @ $650)	$10,000		$10,000	Operating Cash
		TOTAL partnership costs	**$157,750**		**$153,170**	

TOTAL CAPITAL purchases/renovations	**$2,845,801**		**$3,061,221**	

Keene Housing-Active Contracts

Type of Services	Vendor	Original Contract Dates	Current Expiration Date	Renewal Options	2021 ANNUAL Contract Limits	2021 ANNUAL Contract Specific Amounts
Development Consulting	TAG Associates	09/01/1 6- 08/31/19	8/31/2021	remaining renewal options: 0	<$50,000.00	
Heating/AC/AH	Gary Jackson Heating	09/15/16 - 09/14/17	9/15/2021	remaining renewal options: 0	as needed	
Development Consulting	Evernorth (Formerly NNEHIF)	10/01/16 - 09/30/19	9/30/2021	remaining renewal options: 0	<$50,000.00	
Printing/Binding	Silver Direct	11/1/17-10/31/19	10/31/2021	remaining renewal options: 1 (2022)	as needed	
Legal - Labor & Employment Law	Sheehan Phinney Bass & Green	11/01/17 - 10/31/20	10/31/2021	remaining renewal options: 1 (2022)	as needed	
Legal - RE & Landlord/Tenant Law	Bragdon, Dowd & Kossayda	11/01/17 - 10/31/20	10/31/2021	remaining renewal options: 1 (2022)	as needed	
Legal - RE Law & Federal Reg	Ballard Spahr	11/01/17 - 10/31/20	10/31/2021	remaining renewal options: 1 (2022)	as needed	
Legal - RE Law & Federal Reg	Reno Cavanaugh	11/01/17 - 10/31/20	10/31/2021	remaining renewal options: 1 (2022)	as needed	
Legal - RE Law & Federal Reg	Drummond Woodsum	11/01/17 - 10/31/20	10/31/2021	remaining renewal options: 1 (2022)	as needed	
Lawn Care	AGM Landscaping	01/01/18 -11/30/19	11/30/2021	remaining renewal options: 1 (2022)		$68,550
Lawn Care	AGM Landscaping	04/01/19 -11/30/20	11/30/2021	remaining renewal options: 2 (2022)		$72,800
Legal - RE Law & Federal Reg	Hawkins Delafield & Wood	12/01/17 - 11/30/20	11/30/2021	remaining renewal options: 2 (2022)	as needed	
Environmental Services	LE-Environmental	12/07/16 - 12/06/17	12/7/2021	remaining renewal options: 1 (2022)	<$50,000.00	
Admin Support from KH	Keene Housing Kids Collaborative	01/1/18 -12/31/20	12/31/2021	remaining renewal options: 2 (2022, 2023)		$5,300
Operating Support from KH/MTW	Keene Housing Kids Collaborative	01/1/18 -12/31/20	12/31/2021	remaining renewal options: 2 (2022, 2023)		$50,000
Technical Assistance	Edgemere Consulting	02/01/19 - 1/31/22	1/31/2022	remaining renewal options: 2 (2023, 2024)	<$50,000.00	
Energy Consulting Services	Nova Consulting Group	02/20/20 - 02/20/23	2/20/2022	remaining renewal options: 1(2022)	<$50,000.00	
Interpert Support	DT Interperting	3/10/21-3/10/26	3/10/2022	remaining renewal options: 2 (2022, 2023, 2024, 2025, 2026)		
Trash Removal	Waste Management	05/01/17 - 04/30/19	4/30/2022	remaining renewal options: 0		$105,000

Keene Housing-Active Contracts

Type of Services	Vendor	Original Contract Dates	Current Expiration Date	Renewal Options	2021 ANNUAL Contract Limits	2021 ANNUAL Contract Specific Amounts
Snow Removal	AGM Landscaping	10/01/17- 05/01/19	5/1/2022	remaining renewal options: 0		$61,025
Electrical Services	Elm City Electric	05/15/1 7- 05/14/19	5/14/2022	remaining renewal options: 0	as needed	
Janitorial	Jan-Pro Cleaning Systems	06/26/17- 06/22/18	6/23/2022	remaining renewal options: 0		$44,268
Architect/Engineering Services	Stevens & Associates	07/01/19-06/30/22	6/30/2022	remaining renewal options: 2 (2023, 2024)	as needed	
Architect/Engineering Services	Warrenstreet Architects	07/01/19-06/30/22	6/30/2022	remaining renewal options: 2 (2023, 2024)	as needed	
Propane Gas Heating Services	L&G Propane	07/01/17 - 06/30/19	6/30/2022	remaining renewal options: 0		Fixed Pricing 1.2009/gal
Document Management Software	PiF Technology	08/31/19 - 08/31/20	8/31/2022	remaining renewal options: 0 (renewed annually)		$6,875
Document Management Software	De Lage Landen Financing	08/31/2017 - 08/31/2021	8/31/2022	remaining renewal options: 0		$7,500
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)		$352
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
IT Support	True North Networks	4/30/2014 - no end	no end			

Heard it Through the GRAPEVINE

SUMMER 2021

POINTS OF INTEREST

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Community Gardens.....6

Summer Safety Tips

1. Protect your skin and eyes from the sun's ultraviolet rays.
2. Use proper protective gear for outdoor activities like biking, watersports and more.
3. Drink responsibly and stay hydrated.

Keene Housing

The Executive Director's Corner

Happy summer, everyone! While we're not completely out of the woods just yet, it's finally starting to feel like we're putting the pandemic behind us. I am so glad that after almost a year and a half the community rooms are back open, Karen's Community Connections groups are getting going again, and Leah and the gardeners are hard at work on the community gardens!

That said, there are still new cases in New Hampshire every day and even new ones here in Cheshire County, that is why we are still taking the following precautions:

- Our Central Office waiting room remains closed to members of the public unless they have an appointment.
- We will ask if you'd like us to wear masks when we meet with you and before entering your apartment.
- We recommend that residents, especially unvaccinated residents, wear masks when in common areas and socially distance whenever possible.
- We strongly urge anyone who isn't under 12 who still hasn't gotten vaccinated to do so right away. Vaccines are readily available now and it's free to get vaccinated.

We continue following recommendations from local, state and federal health officials and will continue adjusting our policies as the numbers (hopefully) continue declining.

In the meantime, I want to thank our residents for being so understanding during this extremely difficult year and a half. Responding to the pandemic has been a challenge like no other for Keene Housing. It required us to completely change the way

Continued on Page 8

PROPERTY NEWS

Summer Property Reminders

With the arrival of summer, the long-awaited outdoor activities have begun! For everyone's enjoyment and safety please keep in mind the following rules:

The speed limit is 5 MPH while driving through the communities. Please keep an eye out for pedestrians and people on bicycles, scooters and skateboards.

Bicycles, scooters, and skateboards must not be left on sidewalks or grass area. When not in use, please make sure they are either stored by your apartment or inside your shed or patio area if you have one.

All trash is to be disposed of in the dumpsters and recycling bins provided. Trash is not to be left outside of the dumpsters or bins. Also, please do not leave your empty beverage containers, wrappers, etc. littered on the property. We have provided trash cans on many of the properties for your convenience. Please remind all family members and guest to use them.

Parents/guardians, for many safety reasons, please supervise your children when they are playing outdoors.

By following these simple rules, we hope that you all have an enjoyable and safe summer!

Housing Reminders

For the communities that have laundry rooms, please promptly remove your laundry from the washing machines and dryers once completed. There are others behind you waiting to use the machines.

If you have small children in your household, please remove objects in front of windows that children can climb on to get to the windowsills. The screens may easily pop out or rip causing harm to your child. Keene Housing will install window guards upon request.

If your phone number, email address or income has changed, please promptly provide your Property Manager with the update.

Portable swimming pools, sandboxes and trampolines of any size are not allowed on the properties.

Rent is due on the 1st of each month. Any payments received after the 5th of the month will accrue a late charge.

HOUSING AND SERVICES NEWS

From the Desk of Denise Pratt, Director of Housing and Services

Many of you may not know that one of KH's partners is Dental Health Works, located at 69 Island Street, Suite V, in Keene. Dental HealthWorks provides free exams, x-rays, cleanings, fillings, and extractions for adults living in KH properties and voucher holders renting on the private market. These services are at no cost to you, and do not require a co-payment. Laura Scott administers the Dental Health Works program; you can reach her at lscott@keenehousing.org or by phone at 603-352-6161.

You may have noticed an updated COVID protocols flyer posted at your property. It is a flyer that has been a long time coming! We are grateful that we are getting back to being able to serve our families and the public in person again.

Soon property managers will be spending most of their time at their properties, making them more accessible to the families we serve. Office hours will be posted at the properties so you will know when you can pop in to chat or to pay rent. Of course, if you can't stop in during office hours you can always reach your property manager by calling the main office at 603-352-6161 or by email.

Recently KH sent a survey to all residents and voucher holders renting on the private market. The survey asked questions about how you prefer doing business with KH, quality of life at our properties, services offered through our Community Connections and Community Gardens programs and our Resident Self-Reliance program. We appreciate your taking the time to complete and return the survey and appreciate your feedback. Your comments/ questions/concerns are used to help KH better address the needs of the families we serve.

Our community spaces at North and Gilsum, Forest View, Harper Acres and Stone Arch Village Senior are open for use! If you have a special occasion coming up or just want to get together with family and friends go ahead and contact your property manager who will get the ball rolling for you. If you are unsure who to contact, call our main office at 603-352-6161 and our administrative staff will point you in the right direction. An application and small refundable deposit are required to reserve the space of your choice.

We all hope your summer is filled with great times with your family and friends!

Please let us know if you would like KH staff to wear a mask during your appointment.

HOUSING AND SERVICES NEWS

Resident Self-Reliance (RSR) Program News

Happy Summer RSR Peeps! We hope you all can get out and enjoy the beautiful weather.

So far in 2021 we are celebrating 3 new Homeowners! Congratulations to Brittney W., Jackie F. and Michael G. on purchasing their new homes! We would also like to give shout outs to Jenny D. on her new full time teacher position, and Jeremy S. for his new position!

We are so impressed with all our RSR participants. 2020 and so far, 2021, have been challenging years. You all continue to impress us with your strength and resiliency!

Our partnership with the Center for Financial Education continues to go well! If you have not already, please sign up to be on their mailing list (Meghan.noone@centerfe.org) and you will be notified of ALL their webinars. Please be sure to let Laura and Kelly know if there is a topic you would like to see discussed. Remember, RSR participants can receive a $25 Rent Credit for attending, but you must let us know so we can verify.

As a reminder, Safety Net is available for RSR participants who are experiencing a loss of income. Applications are available at Keene Housing's main office, from your RSC or downloaded from Keene Housing's website under Voucher Holder FAQs. We are happy to email or mail a copy to you if needed. Please remember, the application and all supporting documents must be submitted by the 20th of the month prior to the month you need assistance.

A mailing went out over a month ago to all RSR families regarding Broadband Assistance. If you are in the RSR program and interested in Keene Housing paying up to $60 a month (through December 2021) for your internet, please send in your application WITH your current internet bill. To request another application, please call 352-6161

Please come prepared to your GOAL meeting with paystubs, bank balances, credit score and total debt as well as an update on your progress on your goals. Please remember, these meetings are mandatory, and you are expected to call at your scheduled time. We look forward to meeting with you!

Kelly Griffin Laura Scott

COMMUNITY CONNECTIONS PHOTO GALLERY

Harper Acres

Stone Arch Village Senior

Central Square Terrace

COMMUNITY CONNECTIONS CORNER

A Note From Karen Graveline

Elder Abuse Awareness Day was June 15th. Elder Abuse is a subject people often avoid talking about. It is ugly. It is scary. It is real. Elder Abuse is an intentional act or failure to act that causes or creates risk of harm to a person 60 or older. It is common for the abuse to occur at the hands of a trusted family member or caregiver. Elder Abuse can be physical, sexual, emotional/psychological, confinement, neglect, willful deprivation, and financial abuse. According to a publication from the National Council on Aging, approximately 1 in 10 Americans have experienced some form of elder abuse. Only 1 in 24 cases of abuse are reported to authorities. It is seen in both men and woman and in 60% of cases the perpetrator is a family member. Studies show nearly half of those with dementia experienced abuse or neglect. Older adults can increase their safety by taking care of one's health, seeking help for alcohol, drug, or depression, planning one's future (such as power of attorney or will), decreasing isolation by staying active in the community and with family/friends, opening one's own mail, never giving personal information over the phone, using direct deposit, and never allowing someone to take credit cards or debit cards for shopping. If you suspect you or some you know is a victim of elder abuse, contact the Bureau of Elderly & Adult Services at 603-271-7014. For more information about elder abuse, contact Karen Graveline, Resident Service Coordinator, at 603-352-6161.

Dates/Events:

Community Connections is happy to announce the return of group activities at Central Square Terrace, Harper Acres and Stone Arch Village Senior. As of June 14, 2021, masks are optional, no limit to the number of attendees, RSVPs not needed (unless specified on the flyer). Join us for some fun!

Harper Acres (Mill Building)

- July 19 - Craft Group at 2:30 p.m.
- July 26 - Group Planning Meeting at 2:30 p.m.

Stone Arch Senior

- July 21 - Craft Group at 2:30 p.m.
- July 28 - Group Planning Meeting at 3:00 p.m.

Central Square Terrace

- July 13 - Cooking Group Planning Meeting at 10:30 a.m.
- July 20 - Craft Group at 1:30 p.m.
- July 27 - Group Planning Meeting at 1:30 p.m.
- August 10 - Resident Cooking Group at 10:30 a.m.

Community Connections Office Hours

Need help connecting to resources or help applying for or recertifying benefits? Stop by to see Karen Graveline in the Community Connections office.

Harper Acres: Mondays 2:00 ~ 4:30PM (Mill Building)
Central Square Terrace: Tuesdays 1:00 ~ 4:30PM
Stone Arch Village Senior: Wednesdays 1:30 ~ 3:30PM

Keene Housing COMMUNITY GARDENS Plant Grow YUM!

CULTIVATING COMMUNITY

FROM THE GARDEN

Happy Summer!

Summer is officially here friends! Seeds are sprouting, flowers are blooming, and gardens are growing. Now that gardens are planted, here are a few tips to keep your plants healthy and happy.

MULCH - While mulch is not always a necessary step in gardening, it can be a major help. Mulch can suppress weeds, retain moisture in the soil, and prevent insects and disease. You can use cedar bark, straw (not hay), or even landscape fabric as mulch for your plants.

WATERING - How and when you water your plants can make or break a garden. It is best to water either early in the morning or in the evening; avoid watering in the heat of the day. Also, avoid getting the leaves wet as this can encourage disease; instead, water the base of the plant.

BLIGHT - For those growing tomatoes and potatoes, it is never too early to start thinking about blight. For now, lightly spray plants with a copper fungicide, mulch, wash tools in between use, and water at the base of the plant to prevent blight. As your plants get bigger, proper pruning is another form of prevention.

Community Garden Meeting Dates:

Stone Arch Senior Weekly Garden Meetings:

- Tuesdays at 1pm

Brookbend East and West Weekly Garden Meetings:

- Wednesdays at 1pm

Central Square Terrace Weekly Garden Meetings:

- Thursdays at 9:30am

Ash Brook Weekly Garden Meetings:

- Thursdays at 3pm

If you have any questions about the Garden Program, please contact Lea at 352-6161 or email lkablik@keenehousing.org.

PHOTO GALLERY

Riverbend

Stone Arch Village Senior

Central Square Terrace

WHAT WILL YOU GROW?

HAPPY 10 YEARS AT THE GARDEN OF EATIN!

In 2011, Harper Acres was selected by Antioch University New England's Community Garden Connections (CGC) to build a commuity garden. Residents and CGC members worked together to build 7 raised garden beds, thus the Garden of Eatin was born. Since it's inception 10 years ago, the Garden of Eatin has expaned to 14 raised garden beds and 2 elevated garden beds. An array of vegetables and flowers have been grown over the years and they continue to flourish this year. Congratulations to the Garden of Eatin, and may there be a fruitful 10 more years ahead!

TIP OF THE MONTH

Weeding is an important chore in any garden, but it can be tricky to know what is a weed and what's a seedling. Here are a few general guidelines you can follow! If it looks like grass, it more than likely is, and can be pulled. Any plant with a fine, white powder in the center of the cluster of leaves is also most likely a weed. Your final fail safe is to google what seedlings of your plants look like: if the unknown plant doesn't look like anything you planted, it can be plucked!

WE WANT TO HEAR FROM YOU!

What are some of the lessons and tricks of the trade you have learned from gardening? Whether it be the best pesticides that have worked for you, your favorite mulches, or anything else, we want to hear from you! If you have tip you would like to share with your fellow gardeners, please reach out to Lea at 603-352-6161 ext. 306 or lkablik@keenehousing.org and your advice will be included in a future newsletter. If you have any gardening photos you would like to share, send those along as well!

PRODUCE CORNER

Leafy Greens

Leafy greens such as lettuce, spinach, kale, and swiss chard may be ready to harvest! Harvesting greens now will not only help ensure steady growth all season, but will also give you the ingredients for the ultimate salad.

Harvesting loose leaf lettuce, spinach, and kale: Trim the outer most leaves first and leave the inner leaves to continue to grow. More leaves will grow in their place and can be trimmed throughout the season.

Harvesting head lettuce: Remove the whole plant by slicing the stem below the leaves once the head feels full and firm.

EXECUTIVE DIRECTOR'S CORNER (CONT.)

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we do business, shifting from a face-to-face, people-centric organization to one that is focused on trying to do our work with as little personal interaction as possible. The past year and a half was difficult for us, and we know it was difficult for you. We are all very excited to begin getting back to normal but urge everyone to continue being cautious as we continue the careful return to normal. So, have a great summer, be safe and have some fun!

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

JULY 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Ash Brook Community Garden Meeting	2	3
4	5 Office Closed Independence Day SAVS Bingo	6 Office Closed Summer Slowdown	7 Brookbend East/West Community Garden Meeting CST Bingo	8 CST & Ash Brook Community Garden Meetings	9	10
11	12 SAVS Bingo	13 SAVS Community Garden Meeting CST Resident Cooking Group Meeting	14 Brookbend East/West Community Garden Meeting CST Bingo	15 CST & Ash Brook Community Garden Meetings	16	17
18	19 SAVS Bingo Harper Acres Craft Group	20 SAVS Community Garden Meeting CST Craft Group	21 Brookbend East/West Community Garden Meeting SAVS Craft Group	22 Board of Commissioners Meeting	23	24
25	26 SAVS Bingo Harper Acres Group Activities Planning Meeting	27 SAVS Community Garden Meeting CST Group Activities Planning Meeting	28 Brookbend East/West Community Garden Meeting CST Bingo	29 CST & Ash Brook Community Garden Meetings	30	31

Keene Housing

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 SAVS Bingo	3 SAVS Community Garden Meeting	4 Brookbend East/West Community Garden Meeting CST Bingo	5 CST & Ash Brook Community Garden Meetings	6	7
8	9 SAVS Bingo	10 SAVS Community Garden Meeting	11 Brookbend East/West Community Garden Meeting CST Bingo	12 CST & Ash Brook Community Garden Meetings	13	14
15	16 SAVS Bingo	17 SAVS Community Garden Meeting	18 Brookbend East/West Community Garden Meeting CST Bingo	19 Board of Commissioners Meeting	20	21
22	23 SAVS Bingo	24 SAVS Community Garden Meeting	25 Brookbend East/West Community Garden Meeting CST Bingo	26 CST & Ash Brook Community Garden Meetings	27	28
29	30 SAVS Bingo	31 SAVS Community Garden Meeting				

Keene Housing