Keene Housing

Keene Housing
Board of Commissioners Meeting
January 20, 2022

Riverbend Property Management Office and Maintenance Garage

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

Keene Housing

Board of Commissioners Meeting
Thursday, January 20, 2022
Table of Contents

Agenda……...1

December 16, 2021 Keene Housing Board Meeting Minutes…..……..……2

Approval to Adopt Slate of Officers……..……6

Informational Memorandum: Quarterly Safety/Risk Management Report……8

Informational Memorandum: 2021 Capital Projects Carried Over to 2022……..9

Informational Memo: 2020 - 2025 Strategic Plan (2021 Progress Report)……....12

Housing Management Report…….....30

Finance Report……..……..……..……..……..……..……..……..……43

2021 – 2028 Capital Improvement Plan……..…..44

Active Contract List……..……..……..……..……63

Keene Housing's Heard it Through the Grapevine Newsletter……...65

Keene Housing Calendar of Events…….....……..……..……..……73

Keene Housing

BOARD OF COMMISSIONERS MEETING
THURSDAY, JANUARY 20, 2022
12:00 P.M.
KEENE HOUSING
831 COURT STREET, KEENE, NH

AGENDA

I. Call to Order

II. Roll Call

III. Approval of the December 16, 2021 Keene Housing Board Meeting Minutes

IV. Executive Director's Report

V. Management Report

VI. Finance Report

VII. 2021 – 2028 Capital Improvement Plan

VIII. Old Business

IX. New Business

a. Approval to Adopt Slate of Officers (Resolution No. 717)

b. Informational Memorandum: Quarterly Safety/Risk Management Report

c. Informational Memorandum: 2021 Capital Projects Carried Over to 2022

d. Informational Memo: 2020 - 2025 Strategic Plan (2021 Progress Report)

X. Public Comment

XI. Non-Public Session
Convene to Non-Public Session to discuss:
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, December 16, 2021

Chairperson Mack called the Keene Housing Board of Commissioners meeting to order at 12:13 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

Absent:

Pam Slack, Commissioner

Also in attendance:

Joshua Meehan, Secretary
Linda Griffin, Director of Finance
Amy Wright, Director of Administration
Sandy Clark, Director of Facilities and Assets
Lea Kablik, Community Garden Coordinator
Sally Malay, Incoming Executive Director of Keene Housing Kids Collaborative

MINUTES:

Chairperson Mack called for approval of the November 18, 2021 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 stated the Reconciliation Bill won't be voted on until after the New Year. The Build Back Better Act provides affordable housing provisions including improvements to the Low Income Housing Tax Credit program and an increase in housing choice vouchers.

Keene Housing reached an agreement with the insurance company regarding the value of the settlement after the fire at 105 Castle Street. The original valuation was $660,000 and after multiple meetings/negotiations the agreed upon replacement valuation is $1.26 million. Linda Mangones, Special Advisor for Planning and Development submitted an Emergency Community Development Block Grant (CDBG) to the New Hampshire Community Development Finance Authority for the rehabilitation of 105 Castle Street.

Secretary Meehan stated the New Hampshire Public Utility Commission rejected an energy efficiency plan essentially rolling the NHSaves program back to 2017 funding levels. Several of Keene Housing's projects have benefited from the NHSaves Program and this could potentially create a $1million gap in Keene Housing's 2022 capital budget. Keene Housing's affiliate non-profit, Monadnock Affordable Housing Corp. (MAHC) contributed funds to Clean Energy NH's legal fund to help reverse the decision and reinstate the NHSaves program.

To help reduce the spread of COVID-19, Keene Housing reinstated property safety protocols requiring all residents and guests to wear face masks in common areas, including elevators. In addition, Keene Housing extended its staff COVID booster incentive through February 2022. Staff are paid for their time to receive a COVID vaccination/booster. In addition, staff get the next day off with pay (whether they have any side effects or not) and a $25 Visa gift card.

Secretary Meehan announced CARES Act funding ends on December 31, 2021. Keene Housing is spending remaining funds on the onsite Riverbend property management office and garage.

Keene Housing's Fiscal Year 2022 Moving to Work (MTW) Annual Plan includes a broadband utility allowance. Keene Housing is currently in negotiations with the Moving to Work Program staff at HUD over which waivers allow KH to pursue the initiative. In any case, the initiative will be approved; the negotiation is centered entirely on which waiver provision should be cited in the 2022 Moving to Work Annual plan.

Keene Housing owns or manages 593 units of housing and 592 are occupied. The remaining vacant unit should be leased-up tomorrow. Secretary Meehan recognized the efforts of the Housing and Services staff.

Chairperson Mack's term with Keene Housing's Board of Commissioners ends on December 31, 2021. Secretary Meehan thanked Chairperson Mack for his years of service and commitment to Keene Housing's mission and the people we serve. Secretary Meehan read a proclamation from Mayor George Hansel.

MANAGEMENT REPORT:

Secretary Meehan 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:

Keene Housing Kids Collaborative (KHKC) Update

The KHKC update is being rescheduled due to the absence of Liz Chipman, KHKC Executive Director.

Resolution No. 713 - Approval of Bad Debt Write Offs for 2021

The Keene Housing Board of Commissioners authorizes the Finance Department to write-off tenant's old accounts receivable for approximately $23,704 as uncollectible bad debt for the fiscal year ending December 31, 2021 pursuant to the December 8, 2021 memorandum from Linda Griffin, Finance Director to Joshua Meehan, Executive Director. Vice Chairperson Coates moved the motion to approve the resolution. Commissioner Shaw seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 714 - Approval of the 2022 Operating and Capital Budget

The Keene Housing Board of Commissioners authorizes the adoption of the proposed consolidated Keene Housing 2022 Operating and Capital Budget as presented, and further authorizes the Director of Finance to make any necessary line item adjustment at the discretion of the Executive Director, not to exceed a 10% increase over approved budgets or an aggregate total not to exceed $100,000, pursuant to the December 9, 2021 memorandum from Linda Griffin, Finance Director to Joshua Meehan, Executive Director. Vice Chairperson Coates moved the motion to approve the amended resolution. Commissioner Elliott seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 715 - Approval of the 2022 Tenant Selection and Occupancy Plan (TSOP)

The Keene Housing Board of Commissioners approves and adopts the revised TSOP; and further authorize the Executive Director to make any technical corrections necessary pursuant to the memorandum dated December 6, 2021 from Denise Pratt, Director of Housing and Services, to Joshua R. Meehan, Executive Director. Vice Chairperson Coates moved the motion to approve the resolution. Commissioner Shaw seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 716 - Approval of Revisions to the Moving to Work Administrative (MTW) Plan

The Keene Housing Board of Commissioners approve and adopt the updated and revised 2022 MTW Administrative Plan; and further authorize the Executive Director to make any technical corrections necessary pursuant to the memorandum dated December 6, 2021 from Denise Pratt, Director of Housing and Services, to Joshua R. Meehan, Executive Director. Vice Chairperson Coates moved the motion to approve the resolution. Commissioner Elliott seconded the motion, which upon being put to vote, was passed unanimously.

Informational Memorandum: Biannual Community Gardens Board Report

Ms. Kablik reviewed the Biannual Community Gardens Board Report as outlined in the Informational Memo dated December 6, 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 Elliott 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, Commissioner Slack adjourned the Board meeting at 1:23 p.m.

Joshua Meehan, Secretary of Keene Housing Board of Commissioners

12/20/21
Date

Keene Housing

Resolution No. 717

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item:

   Approval to Adopt Slate of Officers

2. Date of Board Meeting: January 20, 2022

3. Proposed Board Resolution:

   That the Keene Housing Board of Commissioners adopts the slate of officers as presented, pursuant to the January 7, 2022 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: 1/7/2022

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: 1/7/22

Keene Housing

MEMORANDUM

To: Joshua Meehan, Executive Director
From: Amy Wright, Director of Administration
Subject: Approval to Adopt Slate of Officers
Date: January 7, 2022

This memorandum recommends that the Board of Commissioners adopt the slate of officers as presented below:

Chairperson: Chris Coates
Vice Chairperson: Bob Elliott
Secretary: Joshua Meehan

Commissioners: Chris Coates, Bob Elliott, Pam Slack, Steve Bianco and Susan Shaw

RECOMMENDATION

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

Resolution: That the Keene Housing Board of Commissioners adopts the slate of officers as presented, pursuant to the January 7, 2022 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: January 11, 2022

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 workplace safety. The Joint Loss Management Committee meets on a quarterly basis, and a standing agenda item is to review reported employee workplace injuries and property incidents/claims.

4th Quarter Safety Summary

Date	Employee Injuries Reported	Department	Medical Treatment	Lost Time from Work
	No employee injuries reported.			

Date	Property	Resident Injury/Property Claim Reported	Claim Filed with Insurance Company
11/27/2021	Ash Brook	A resident slipped on black ice on the sidewalk and cut right knee.	Notice only.
12/5/2021	Forest View	A resident lost her footing and fell going up the stairs to her apartment. Scraped left knee.	Notice only.

The Director of Administration receives all incident reports and addresses with the claimant things 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 employee intranet targeting high risk factors relevant to KH staff.

Keene Housing

INFORMATIONAL MEMORANDUM

To: Joshua R. Meehan, Executive Director
From: Linda Griffin, Finance Director
Cc: Sandy Clark, Director of Facilities and Assets
Subject: 2021 Capital Projects Carried Over to 2022
Date: January 5, 2022

The attached 2021 capital project budget report shows the status of the approved 2021 capital projects. A column has been added to identify the projects that had not been completed as of 12/31/2021 and that are carried forward in 2022. Several projects were delayed by disruptions in the supply chains.

The estimated cost of the projects is $283,029. Carryover funding from 2021 will be used to pay for the projects.

During 2022, the capital project budget report will include these projects.

KH Capital Purchases/Renovations details 2021

#	Description	Location	Original Budget	Additional Budget	Defer to 2022	Total Committed	Approved 2021 Moved to 2022	FUNDING STATUS:	
100	KAHP-Harper Acres	Unplanned Life/Safety or RA	$10,000			$0		MTW funding	
105	KAHP-Harper Acres	Brick work and wood trim work (Mill Building)	$30,000			$11,812		MTW funding-added to 2022	
105	KAHP-Harper Acres	Brick work (10 Bldg @4000)	$40,000			$213,014		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 (Fees only, work in 2022)	$7,500			$5,762		MTW funding-added to 2022	
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		$115,000	$10,000		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			$0	$60,000	MTW funding	need to carry over to 2022 $60k
new	KAHP-N&G	Snow guards for Solar Panels	$0			$0	$18,000	MTW funding	need to carry over to 2022 $18k
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	$170,000		$1,521,122	$18,100	CDBG, Loans, Cash, Eversource	need to carry over to 2022 $12k
240	KAHP-Bennett	Flooring/Furniture for Community Room/offices				$0		MTW funding	
260	KAHP-17-19 Roxbury Ct	Kitchen upgrade 1 Apt (Cabinets, Appl)	$17,150		$17,150	$0		MTW funding	
265	KAHP-17-19 Roxbury Ct	Repair Roof Replacement slate w/asphalt on porch	$12,000		$12,000	$0		MTW funding	
270	KAHP-17-19 Roxbury Ct	Lighting/outlet - all 4 units @ $6000	$24,000		$24,000	$0		MTW funding	
900	KAHP-N&G	Heat Pump Project: Design/Bid Doc for Project 2022		$30,000		$0		MTW funding	
901	KAHP-Scattered Sites	Rehabiliation Project: Design/Bid Doc for Project 2022		$20,000		$24,470		MTW funding	
326	**KAHP various properties**	Security Camera System expand (with setup of connection)	$125,300			$55,044	$15,000	MTW funding	need to carry over to 2022 $15k
330	**KAHP various properties**	Asphalt/Concrete Project with Engineering (warrenstreet)	$400,000		$77,166	$113,854	$100,899	MTW funding	need to carry over to 2022 $100k
332	KAHP-Scattered Sites 2	Installation/windows at 32 Winchester st				$11,170		MTW funding	
340	Riverbend Apartments	Security Camera System expand (with setup of connection)	$15,000		$15,000	$0		MTW funding-added to 2022	
341	Riverbend Apartments	Bathroom/office for PM (A&E now and build 2021)	$15,000			$27,000		Cash **COVID**	
341	Riverbend Apartments	Building	$0			$102,000		Cash **COVID**	
341	Riverbend Apartments	Building	$0			$1,482		MTW	
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	$0		MTW funding-added to 2022	
370	Ash Brook Apt	Asphalt/Driveway and Engineering (Stevens & Assoc)	$200,000			$159,492	$20,500	MTW funding	
375	Ash Brook Apt	Security Camera System expand	$7,000		$7,000	$0		MTW funding-added to 2022	
395	Locals	Vehicles	$42,000			$49,990		Cash	
401	Locals	Security Camera System expand	$8,000		$8,000	$0		MTW funding-added to 2022	
415	MAHC-SAV office	Land (use block grant funds)						MTW block grant	
510	Evergreen Knoll	DHW: storage tanks (4)	$15,750			$11,995		Reserves	
520	Evergreen Knoll	Security Camera System expand	$21,000			$19,754		Reserves	

KH Capital Purchases/Renovations details 2021

#	Description	Location	Original Budget	Additional Budget	Defer to 2022	Total Committed	Approved 2021 Moved to 2022	FUNDING STATUS:	
530	SAV Family	Security Camera System expand	$11,000			$0	$13,476	Reserves	need to carry over to 2022
	SAV Family	Outside light poles (2)	$0			$27,134		Reserves	
545	SAV Senior	Security Camera System expand	$11,000			$0	$12,054	Reserves	need to carry over to 2022
560	Brookbend East	Security Camera System expand	$25,000			$14,175		Reserves	
565	Brookbend East	Landscaping (rock removal)	$5,000			$0			
575	Brookbend West	Security Camera System expand	$28,000			$22,671		Reserves	
580	Brookbend West	Landscaping (rock removal)	$5,000			$0			
590	CST	Security Camera System expand	$26,000			$0	$25,000	Reserves	need to carry over to 2022
595	CST	RA (auto doors @ $650)	$10,000			$10,000		Reserves	
	TOTAL CAPITAL purchases/renovations		**$2,845,801**			**$2,486,137**	**$283,029**		

SOURCE OF FUNDS					
MTW Funding carry over from 2020		$554,000			$782,464
MTW Funding expected in 2021		$600,000			$708,783
Mascoma Bank Loan (balance remaining available)		$100,000			$11,000
KH and KAHP/MAHC Cash on hand		$175,000			$59,990
CARES ACT funding		$0			$129,000
Replacement Reserves used		$0			$105,729
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			$102,000
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			$100,000
	TOTAL Keene Housing Sources	**$2,856,500**			**$2,620,966**
	Available funds unspent				**$134,829**

Keene Housing

INFORMATIONAL MEMORANDUM

To: Joshua Meehan, Executive Director
From: Amy Wright, Director of Administration
Subject: 2020 – 2025 Strategic Plan (2021 Progress Report)
Date: January 3, 2022

This Informational Memorandum provides an update regarding Keene Housing 2020 – 2025 Strategic Plan.

The 2020 - 2025 Strategic Plan was developed with active engagement and feedback from Keene Housing's Board of Commissioners, staff, residents, voucher holders, landlords and community partners. Keene Housing's Board of Commissioners and staff review the Strategic Plan each year to check our progress and make adjustments, when needed.

On November 9, 2021, all Keene Housing staff reviewed the Plan and discussed the status of each priority project together. Senior staff and the Board of Commissioners then met on December 13, 2021 to review the Plan, review staff feedback, and review the status of each project. The annual review process ensures Keene Housing achieves its goals and remains focused on achieving its mission. The attached Plan is amended to reflect the status of each project.

2020-2025

Keene Housing

STRATEGIC PLAN

“Progress is not in enhancing what is, but in advancing toward what will be.”

Khalil Gibran

CONTENTS

INTRODUCTION 2

2021 PROGRESS REPORT 3

A ROADMAP TO 2025 5

GOAL 1. PRESERVE, IMPROVE AND EXPAND AFFORDABLE HOUSING STOCK 6

GOAL 2. PROMOTE ENERGY CONSERVATION AND SUSTAINABILITY 8

GOAL 3. PRUDENTLY MANAGE AND OVERSEE AGENCY FINANCES 9

GOAL 4. ACHIEVE EXCELLENCE IN MANAGEMENT 10

GOAL 5. PROMOTE WELLNESS AND INDEPENDENCE AMONG SENIORS AND RESIDENTS WITH DISABILITIES 11

GOAL 6. SUPPORT RESIDENT ECONOMIC DEVELOPMENT 12

GOAL 7. SUPPORT YOUTH DEVELOPMENT THROUGH COLLABORATION WITH THE KEENE HOUSING KIDS COLLABORATIVE 13

GOAL 8. BUILD BOARD AND STAFF CAPACITY AND SKILLS 14

GOAL 9. ENHANCE CUSTOMER SERVICE AND OPERATIONAL EFFICIENCY 15

GOAL 10. BE A STRONG AND EFFECTIVE ADVOCATE FOR INNOVATION IN AFFORDABLE HOUSING AND SUPPORTIVE SERVICE PROGRAMS 16

INTRODUCTION

This Strategic Plan provides Keene Housing's Board of Commissioners, our staff, the people we serve, and our partners – local, regional and national – with a road map that identifies the strategic goals Keene Housing will strive to achieve by 2025. This plan was developed with active engagement and feedback from our Board of Commissioners, staff, residents, voucher holders, landlords, and community partners from as nearby as City Hall and as far away as Washington, DC.

This strategic plan finds us at a very different place organizationally than we were at when the last strategic plan was developed, in 2015. In 2015 much of Keene Housing's senior staff and several Board Commissioners were relatively new to the organization, having only worked together for a few years. We were in the early stages of developing a strategy for addressing the portfolio's long-term capital needs, and we were just beginning to understand the portfolio's energy costs and opportunities for savings. Similarly, in 2015 we started to think differently about how we could better help the young people we house become successful adults, and about what more we could do to help the elderly and disabled neighbors we serve live healthier, happier, more independent lives.

By early 2019, when work on this Strategic Plan began, we were encouraged that we'd achieved many of the goals we'd set for ourselves in 2015. We'd spent the last five years aggressively addressing the portfolio's most pressing capital needs, including a massive rehabilitation project at Central Square Terrace, our 90-unit historic building in the heart of downtown Keene. Our understanding of the portfolio's energy performance and strategies for improvements had also come into focus. By 2019 we'd made significant strides towards decreasing our energy needs and had already made great progress towards reaching our goal of relying 100% on renewable energy by 2035.

Since providing it with seed funding in December 2014, the Keene Housing Kids Collaborative (KHKC) has grown from a small start-up nonprofit serving a few children, to one of the city's most recognized service organizations, serving hundreds of Keene Housing kids each year. We are also pleased that goals related to our elderly and disabled residents' quality of life were largely achieved, in great part due to the addition of a dedicated Elderly/Disabled Resident Service Coordinator in 2016. Thanks to her hard work, our elderly and disabled residents had many more opportunities to participate in activities that helped maintain their mental and physical health, social connections and sense of belonging. Similarly, our Community Garden program took off with over 35 dedicated Community Gardeners maintaining over 60 raised beds across our real estate portfolio.

Even with all of these accomplishments, there is still much work to be done, and this Strategic Plan is the guide we will use to identify and track our progress over the coming five years.

2021 Progress Report

Goal 1: Preserve, Improve and Expand Affordable Housing Stock

- Preventive maintenance plan, with focus on reducing energy consumption ◎
- Landscape and grounds improvement and maintenance plan ◎
- Implement annual and five year Capital Plans ◎
- Update Capital Needs Assessments on a five-year cycle ◎
- Rehabilitation of Bennett Block ✓
- Recapitalization plans for Stone Arch Village and Evergreen Knoll ✓
- Rehabilitation of 105 Castle Street ◎
- Identify and undertake at least one additional development project ◎

Goal 2: Promote Energy Conservation and Sustainability

- Implement Energy Strategic Plan in coordination with Capital Plan ◎
- Maintain and update Energy Strategic Plan ◎
- Replace Electric Thermal Storage units with high efficiency HVAC systems ◎
- Water conservation plan for community gardens ○
- Monitor utility consumption ◎
- Educate residents about energy conservation benefits ◎

Goal 3: Prudently Manage and Oversee Agency Finances

- Annual update of the agency-wide Financial Management Plan ◎
- Opportunities for residents to contribute to curb appeals ○
- Annual review of rent and management fees ◎
- Monitor vacancy loss ◎
- Regularly renew and update cost allocation methodology ◎
- Conduct analysis of benefits and health insurance costs ◎
- Conduct analysis of property insurance costs ◎
- Identify and secure additional revenue ◎
- Revenue opportunities for community rooms ○

Goal 4: Achieve Excellence in Management

- Achieve annual voucher program utilization goals ◎
- Achieve annual property management and maintenance goals ◎
- Annual update of TSOP and MTW Administrative Plan ◎
- Software platform conversion for voucher, property management and finace operations ◎
- Identify areas of risk and implement quality controls where needed ◎
- Streamline housing and voucher administrative processes and systems ◎
- Receive accreditation from the Affordable Housing Accreditation Board ✓

Completed ✓ Underway ◎ Not Started ○

Goal 5: Promote Wellness and Independence Among Seniors and Residents with Disabilities

- Opportunities for additional resident services through recurring federal and state resources ○
- Implement strategies to ensure successful housing search and tenancy ◎
- Expand partnerships providing on-site quality of life programs and services ◎

Goal 6: Support Resident Economic Development

- Develop, implement and evaluate Rent Reform RCT Study ◎
- Look for additional THASP partners and other sponsor-based subsidy programs ◎
- Increase the use of FACs by local service providers and residents ○

Goal 7: Support Youth Development Through Collaboration with KHKC

- Improve communications between KHKC and KH BOC ◎
- Reduce MTW contribution toward KHKC operating costs ◎
- Introduce KHKC leadership to additional affordable housing partners ◎

Goal 8: Build Board and Staff Capacity and Skills

- Continue bonus program that recognizes extraordinary performance ◎
- Continue conducting employee satisfaction/feedback surveys ◎
- Annually update Board training materials and schedule ◎
- Increase training opportunities for Board members and to engage with KH staff ◎
- Continue developing strategies to attract and retain quality staff ◎
- Implement interdepartmental cross training initiatives ○
- Implement interdepartmental "Shadow Days" ○

Goal 9: Enhance Customer Service and Operational Efficiency

- Develop and implement a plan to improve the website ✓
- Develop and implement a security plan ◎
- Assess and implement enhancements to KH's hardware, software and IT network ◎
- Develop and implement a Communications Plan ○
- Solicit input from residents and stakeholders on KH programs and initiatives ○
- Develop a disaster response plan to recover quickly from a natural disaster ○
- Evaluate and deploy technological tools to assist residents and applicants ◎

Goal 10: Be a Strong and Effective Advocate for Innovation in Affordable Housing and Supportive Service Programs

- Actively participate in and support the MTW Collaborative ◎
- Actively participate in and support AHAB ◎
- Actively participate in and support the New Hampshire Housing Authority Corp. ◎
- Actively participate in and support PHADA ◎
- Actively support the advocacy efforts of Housing Action New Hampshire ◎
- Senior staff hold leadership positions with local, state and federal organizations ◎
- Continue advocating for low and moderate-income people to elected officials ◎

Completed ✓ Underway ◎ Not Started ○

A ROADMAP TO 2025

As was the case with our previous five-year strategic plan, this plan is organized by goal, with each goal broken down into a series of related objectives and projects that will help ensure that we stay grounded and focused on our way to 2025. We will also continue the practice of reviewing and when needed, revising, the Strategic Plan each year.

These annual reviews give the Board of Commissioners and staff opportunities to check on our progress towards the goals, objectives and projects articulated in this plan. These check-ins also give us opportunities to make revisions when circumstances "on the ground" change. If it is to be a useful tool, the strategic plan must be a living document; we must be able to adjust and revise it in response to emerging opportunities and threats.

As we look ahead to 2025, we are excited by what is to come. We look forward to completing the portfolio's remaining rehabilitation projects and turning our attention to creating new affordable housing for our neighbors who need it. We look forward to continuing to be leaders in the areas of energy efficiency and solar energy production. We are excited to find new ways to support the health and well-being of our frailest residents and helping our working families achieve greater economic independence. And, as always, we are grateful that, thanks to our designation as a U.S. Department of Housing and Urban Development Moving to Work (MTW) Agency, we have the flexibility to respond to emerging opportunities and threats in ways that most other Public Housing Authorities cannot. Much of what we have accomplished, and what we hope to achieve in the years ahead is largely possible because of our MTW designation.

Finally, we look forward to working with all of our partners; as we try to meet our shared challenges over the next five years. This Strategic Plan is being printed at a time when business leaders, politicians and policy makers of all political and philosophical stripes are beginning to recognize the effect the affordable housing shortage is having on our communities' social, physical and economic health. While we wish it didn't take as long as it has for the housing crisis to be recognized for what it is, we are grateful that from Keene to Concord to Washington, decision makers are starting to work on solutions. We look forward to doing our part to help.

MISSION STATEMENT

"Keene Housing provides and advocates for affordable housing and supportive services that strengthen and empower low and moderate-income households in the Monadnock region."

GOAL 1:

Preserve, Improve and Expand Affordable Housing Stock

KH's existing real estate portfolio is a critical component of the region's affordable housing stock. Maintaining and improving the portfolio for future generations is amongst KH's primary responsibilities. This goal captures a broad range of initiatives that help ensure the portfolio's long-term viability including capital improvements, landscaping and other activities to improve "curb appeal", preventive maintenance and, when appropriate, recapitalization.

We also recognize that our current portfolio will never be large enough to meet the growing demand for high quality affordable housing in the Monadnock region. Therefore, this goal also encompasses efforts to address broader regional affordable housing needs through a combination of preservation and development activities.

OBJECTIVES:

- **Address the portfolio's capital needs**
- **Restructure/recapitalize portfolio financing where needed to ensure viability and long-term affordability**
- **Identify and secure new funding to support capital needs including continuing use of MTW funds**
- **Maintain exceptional "curb appeal"**
- **Leverage Project Based Vouchers and the Transitional Housing Assistance Subsidy Program as regional affordable housing preservation and expansion tools**
- **Pursue development opportunities that respond to identified, quantifiable regional housing needs**

PRIORITY PROJECTS:

- **Update annually and implement portfolio-wide preventive maintenance plan, with a focus on activities that reduce energy consumption Underway**
- **Update annually and implement portfolio-wide landscape/grounds improvement and maintenance plan Underway**
- **Implement annual and five-year Capital Plans with a focus on priority needs such as life safety improvements, energy efficiency and accessibility projects (including those that support "aging in place"), in a manner that keeps residents informed, and minimizes disruption to their lives Underway**
- **Update Capital Needs Assessments on a five-year cycle Underway**
- **Develop and implement plan for the rehabilitation of Bennett Block Completed**
- **Develop and implement recapitalization strategy, and related capital improvements, for projects nearing the end of the Low-Income Housing Tax Credit initial compliance period including Stone Arch Village and Evergreen Knoll Completed**

GOAL 1:

Preserve, Improve and Expand Affordable Housing Stock

PRIORITY PROJECTS, CONTINUED:

- **Develop a plan for the rehabilitation of 105 Castle Street, preserving its role as a community space for Harper Acres residents** **Underway**
- **Identify and undertake at least one additional development project by 2025** **Underway**

GOAL 2:

Promote Energy Conservation and Sustainability

With the exception of personnel expenses, energy is Keene Housing's largest operating cost. Recognizing the overriding importance of reducing energy consumption and costs, KH is an active participant in the Better Buildings Challenge established by the US Departments of Energy and Housing and Urban Development. Focusing on reducing utility consumption and incorporating energy efficient, sustainable materials into capital projects is the focus of the Better Buildings Challenge and this Strategic Plan goal.

OBJECTIVES:

- **Transition to 100% renewable energy sources by 2035**
- **Achieve Better Buildings Challenge goals by 2025**
- **Continue executing energy conservation and investment strategies to lower costs and reduce carbon footprint**
- **Integrate conservation and sustainability into modernization and development planning**
- **Continue accessing available energy efficiency rebate and incentive programs**
- **Stay informed about and take advantage of emerging public policies that incentivize energy efficiency and generation projects**
- **Promote KH's energy efficiency achievements to partners, stakeholders and the general public**

PRIORITY PROJECTS:

- **Implement Energy Strategic Plan in coordination with execution of Capital Plan Underway**
- **Maintain and update Energy Strategic Plan Underway**
- **Replace all Electric Thermal Storage (ETS) units with air source heat pumps or similar high efficiency HVAC system Underway**
- **Develop and implement a water conservation plan for community gardens Not started**
- **Continue monitoring utility consumption to inform choices and quantify savings from energy-related retrofits, improvements, and solar projects Underway**
- **Inform and educate residents about energy conservation benefits at lease up and periodically during tenancy Underway**

GOAL 3:

Prudently Manage and Oversee Agency Finances

Scarce federal and state support for affordable housing severely constrains Keene Housing's ability to fully address capital, supportive service and other needs. Keene Housing must work diligently to maximize the resource leveraging impact of its available funds and seek new income sources, while simultaneously reducing operating costs by pursuing creative management and energy conservation strategies. KH's objectives in this area include diversifying funding sources, increasing non-federal financial reserves and containing operating costs.

OBJECTIVES:

- **Strengthen and expand financial analysis and reporting capabilities**
- **Contain and, whenever possible, reduce operating costs**
- **Expand and diversify funding sources to reduce reliance on HUD and USDA**
- **Increase non-federal operating reserves**
- **Maximize rent and management fee potential**
- **Minimize vacancy loss across the portfolio**
- **Maximize occupancy and rent potential for commercial spaces**

PRIORITY PROJECTS:

- **Annually update and implement the agency-wide Financial Management Plan** Underway
- **Explore opportunities for residents to contribute to curb appeal** Not started
- **Conduct annual review of rent and management fees** Underway
- **Continually monitor vacancy loss** Underway
- **Regularly renew and update cost allocation methodology** Underway
- **Conduct annual review of benefits and health insurance costs, pursuing cost effective but equitable opportunities where feasible** Underway
- **Conduct annual review of property and casualty insurance costs, pursuing cost effective opportunities whenever feasible** Underway
- **Identify and secure additional revenue through grants, increased management fees, and other initiatives** Underway
- **Where permissible, repurpose and identify new revenue opportunities for underutilized community rooms in consultation with residents** Not started

GOAL 4:

Achieve Excellence in Management

Providing high quality property management and maintenance services to all residents is a core value that is deeply ingrained into Keene Housing's organizational culture. This strategic goal focuses on achieving industry-leading performance outcomes in key performance indicators including occupancy, vacancy, unit turnaround time, rent collection and work order completion. In achieving its occupancy goals, KH is committed to fair and consistent lease enforcement, and to working closely with residents to minimize the need for evictions.

OBJECTIVES:

- **Maximize utilization of available voucher and housing resources**
- **Meet or exceed performance goals related to voucher utilization, property management and maintenance indicators**
- **Document, maintain, and implement best practices that meet or exceed applicable regulatory requirements**
- **Maximize operational efficiencies created by 2019 reorganization of voucher and property management functions**

PRIORITY PROJECTS:

- **Achieve annual voucher program utilization goals Underway**
- **Achieve annual property management and maintenance goals Underway**
- **Annually update and implement Tenant Selection and Occupancy Plan and MTW Administrative Plan Underway**
- **Convert to a single enterprise software platform for voucher, property management and finance operations Underway**
- **Identify areas of risk, develop and implement quality control protocols where needed Underway**
- **Streamline and wherever possible consolidate housing and voucher administrative processes and systems to maximize efficiencies and improve operational outcomes Underway**
- **Receive accreditation from the Affordable Housing Accreditation Board Completed**

GOAL 5:

Promote Wellness and Independence Among Seniors and Residents with Disabilities

Almost half of the households Keene Housing serves includes at least one member who is elderly or disabled. State and regional demographic data suggest that this trend will continue well into the future. This strategic goal recognizes this trend, and commits Keene Housing to facilitating aging in place, and to pursuing initiatives that enhance elderly and disabled residents' quality of life. Keene Housing will accomplish this goal by partnering with agencies that have the resources and expertise to help, and by integrating residents' physical needs into our capital planning process.

OBJECTIVES:

- **Leverage resources to secure new funding and services**
- **Integrate accessibility features and resident comfort into new and retrofit project designs**

PRIORITY PROJECTS:

- **Explore opportunities for additional resident services through recurring federal and state sources including but not limited to Medicaid reimbursement** Not started
- **Implement strategies to ensure successful housing search and long-term tenancies for disabled residents and voucher holders, including educating residents on reasonable accommodations** Underway
- **Expand partnerships providing on-site quality of life programs and services** Underway

GOAL 6:

Support Resident Economic Development

As evidenced by our resident-centric approach to property management and robust resident services programming, helping residents and voucher holders seek well-paying jobs, improve their educations and increase their assets are important KH goals. This strategic goal takes full advantage of Keene Housing's MTW flexibility to develop rent reform and resident service initiatives specifically designed to help working families achieve greater economic independence.

OBJECTIVES:

- **Use MTW flexibility to explore resident service and rent models that provide incentives for employment and asset building**
- **Leverage internal and external resources to help residents and voucher holders build social connections and sense of community**
- **Focus on measurable outcomes and program evaluation**

PRIORITY PROJECTS:

- **Develop, implement and evaluate rent reform and services demonstration project, with support from third party private or academic researchers Underway**
- **Look for additional Transitional Housing Assistance Subsidy Program (THASP) partners and other sponsor-based subsidy programs (REVISED 2021) Underway**
- **Increase the use of the Family Activity Centers by local service providers and residents Not started**

GOAL 7:

Support Youth Development Through Collaboration with the Keene Housing Kids Collaborative

Keene Housing has been the driving force and primary financial supporter of the Keene Housing Kids Collaborative (KHKC), a non-profit organization established in 2014 to support the healthy development and educational success of KH youth. Working in collaboration with KH, the Keene School District and more than 30 partner agencies, KHKC is implementing an ambitious array of after school and summer programs that promote healthy youth development and support parents and children living in Keene Housing owned or assisted homes. During the Strategic Plan term, KH will support and collaborate with KHKC to increase its fund-raising capacity, and to help KHKC become a self-sustaining non-profit organization.

OBJECTIVES:

- **Continue supporting and collaborating with KHKC to expand and strengthen programs that focus on youth development from preschool through high school**
- **Help KHKC become a self-sustaining organization**

PRIORITY PROJECTS:

- **Improve communications between KHKC and KH BOC Underway**
- **Continue reducing MTW contribution towards KHKC operating costs Underway**
- **Introduce KHKC leadership to additional potential affordable housing partners Underway**

GOAL 8:

Build Board and Staff Capacity and Skills

An engaged, well-trained Board and staff are essential for Keene Housing to continue achieving excellence, fostering innovation and most importantly, addressing community needs. This goal incorporates ongoing efforts to increase the Board of Commissioner's engagement in, and advocacy on behalf of KH's strategic goals. It also encompasses supporting and building Board and staff capacity through continuing education, and initiatives that periodically solicit feedback from staff and the Board, especially when major organizational transitions are under consideration.

OBJECTIVES:

- **Recruit and retain a qualified, motivated workforce**
- **Provide staff with the training, including cross training, needed to excel at their jobs and grow within the organization**
- **Ensure that new and current Board members are fully informed of their roles and responsibilities, appropriately engaged in governance and policy matters, and fulfilling their obligation to advocate for KH and the households we serve**
- **Provide opportunities for local stakeholders, including students, to learn about KH's work**

PRIORITY PROJECTS:

- **Continue bonus program to recognize extraordinary performance Underway**
- **Continue conducting employee satisfaction/feedback surveys Underway**
- **Annually update Board training materials and schedule, including on-boarding packet, using the AHAB accreditation standards for Governance as a source for best practices Underway**
- **Increase opportunities for Board members to participate in relevant trainings and to engage with KH staff Underway**
- **Continue developing strategies that attract and retain quality staff at all organizational levels Underway**
- **Implement intradepartmental cross training initiatives Not started**
- **Implement interdepartmenental "Shadow Days" Not started**

GOAL 9:

Enhance Customer Service and Operational Efficiency

Keene Housing is a service organization. Applicants, residents and voucher holders are our customers. KH is always focused on ways to streamline operations and improve customer service for applicants, residents and voucher holders. This strategic goal incorporates activities that leverage emerging technology, provide increasingly helpful and timely information to our customers and community, and minimize disruption to residents and operations in the event of a natural disaster or other unforeseen event.

OBJECTIVES:

- **Integrate new technologies that streamline work processing and improves public/ resident access to information**
- **Ensure that the providing high quality customer service, based in empathy and fairness, is a fundamental organizational principal**
- **Provide additional opportunities to easily receive and respond to public feedback**
- **Implement a disaster response and recovery plan**

PRIORITY PROJECTS:

- **Develop and implement a plan to improve the website Completed**
- **Develop and implement a security plan Underway**
- **Periodically assess and implement required enhancements to KH's hardware, software and telecommunications network Underway**
- **Develop and implement a Communications Plan that uses technology to improve the timeliness, accuracy and accessibility of information about KH plans and strategies for applicants, residents, voucher holders, community stakeholders and other target audiences Not started**
- **Regularly solicit input from residents and stakeholders on KH programs and initiatives Not started**
- **Develop a disaster response plan that accounts for the safety of residents and staff as well as the need to recover quickly from a natural disaster Not started**
- **Evaluate and, where cost effective, deploy technological tools such as video updates, kiosks, computers and publicly available printers to assist residents and applicants Underway**

GOAL 10:

Be a Strong and Effective Advocate for Innovation in Affordable Housing and Supportive Service Programs

Keene Housing's organizational culture values and actively supports innovation and excellence in the administration of housing and supportive service programs for low- and moderate-income people. KH strongly believes that we achieve excellence by learning from, and sharing with others engaged in activities that benefit our customers. To that end, KH strives to play a prominent role in local, state and federal efforts to improve, promote and expand affordable housing programs and supportive services. Central to this effort is KH's leadership in the Moving to Work (MTW) program.

OBJECTIVES:

- **Support and participate in the growth of the MTW Collaborative and advocate for the permanent extension of current MTW Agreements**
- **Participate in local, state and national efforts to improve public policy affecting affordable housing development, management and administration**
- **Contribute to efforts to improve local, state and national renewable energy incentive programs and related public policies**
- **Contribute to efforts to improve local, state and national supportive service programs and policies**

PRIORITY PROJECTS:

- **Actively participate in and support the MTW Collaborative Underway**
- **Actively participate in and support the Affordable Housing Accreditation Board Underway**
- **Actively participate in and support the New Hampshire Housing Authority Corporation Underway**
- **Actively participate in and support the Public Housing Authorities Directors Association Underway**
- **Actively support the advocacy efforts of Housing Action New Hampshire Underway**
- **Ensure that members of senior staff hold leadership positions with local, state and federal organizations, committees and councils Underway**
- **Continue advocating for low- and moderate-income people to local, state and federally elected officials Underway**

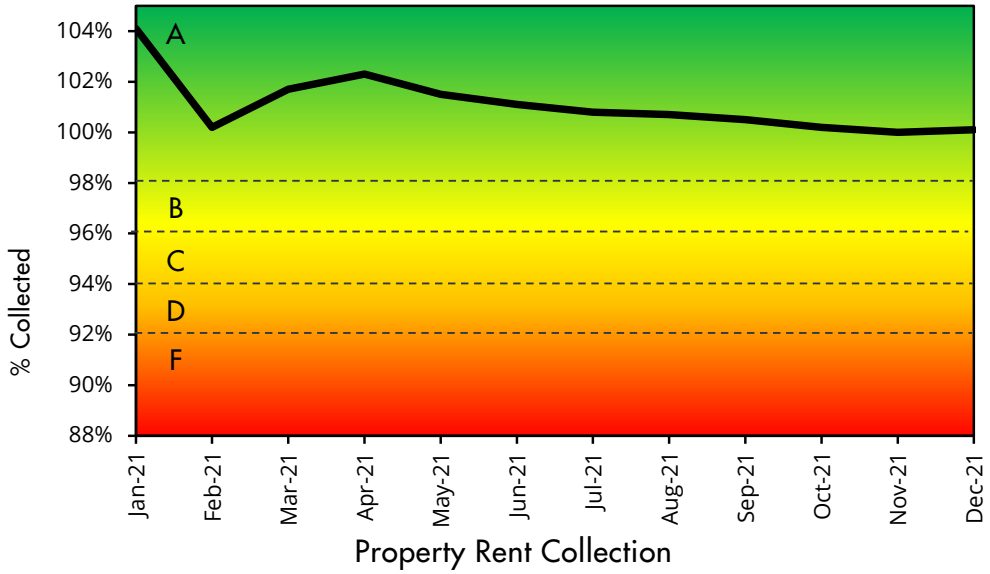
Keene Housing

MANAGEMENT REPORT
DECEMBER 2021

Residential Property Rent Collection Report
December 2021

Community	Month Billed	Month Collected	% Collected	Monthly Grade	YTD Billed	YTD Collected	% YTD Collected	YTD Grade
Ash Brook Apartments	$9,606	$10,216	106.4%	**A**	$112,790	$112,778	100.0%	**A**
Bennett Block	$5,500	$4,809	87.4%	**F**	$17,744	$16,929	95.4%	**C**
Brookbend East	$19,670	$19,091	97.1%	**B**	$220,817	$229,346	103.9%	**A**
Brookbend West	$16,385	$16,403	100.1%	**A**	$182,513	$181,496	99.4%	**A**
Central Square Terrace	$29,968	$30,597	102.1%	**A**	$339,206	$336,597	99.2%	**A**
Cottage Street	$890	$890	100.0%	**A**	$16,109	$16,373	101.6%	**A**
Evergreen Knoll LP	$15,530	$14,713	94.7%	**C**	$149,389	$148,958	99.7%	**A**
Forest View	$22,948	$25,286	110.2%	**A**	$233,866	$239,189	102.3%	**A**
Harper Acres	$44,447	$44,303	99.7%	**A**	$488,343	$489,122	100.2%	**A**
Meadow Road Apartments	$10,054	$8,679	86.3%	**F**	$95,854	$89,155	93.0%	**D**
North and Gilsum	$19,953	$19,372	97.1%	**B**	$209,440	$208,591	99.6%	**A**
Riverbend Apartments	$13,227	$13,175	99.6%	**A**	$148,411	$149,464	100.7%	**A**
Scattered Sites	$9,143	$9,346	102.2%	**A**	$104,175	$103,443	99.3%	**A**
Stone Arch Village Family	$13,265	$13,723	103.5%	**A**	$134,280	$135,004	100.5%	**A**
Stone Arch Village Senior	$12,287	$12,423	101.1%	**A**	$135,232	$134,980	99.8%	**A**
Totals	$242,873	$243,026	100.06%	A	$2,588,169	$2,591,425	100.1%	A

Active Households Only

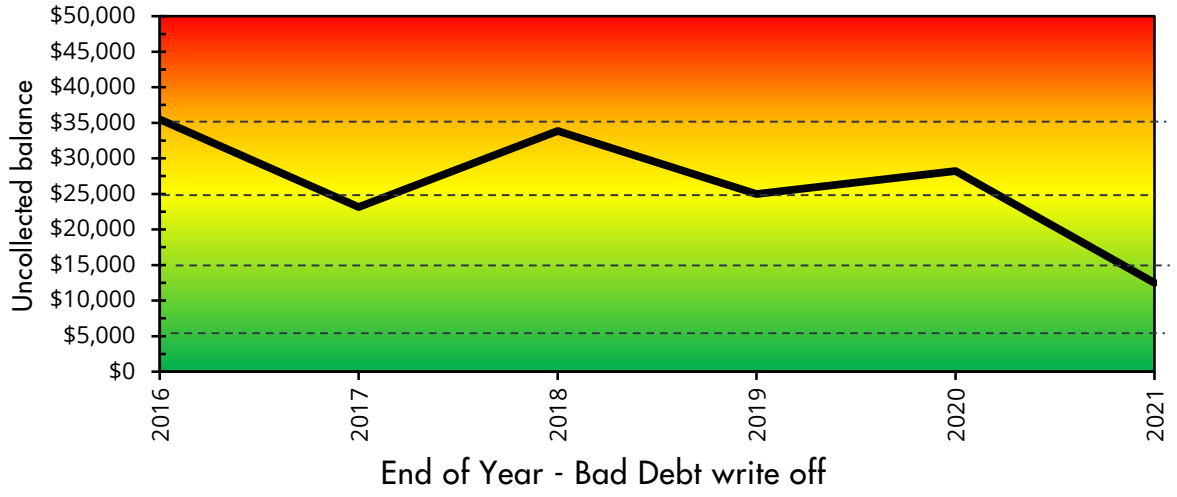


This report compares current tenant's rent billed to rent collected. The percent collected can exceed 100% when back rent is collected. Our goal is to collect at least 98% of rent billed.

Residential Property Uncollected Accounts - Inactive Tenants - Report
December 2021

Community	# of Households	Current	30 days	60 days	90 days	120 days and over	total
Ash Brook Apartments	0	$0	$0	$0	$0	$0	$0
Bennett Block	1	$0	$0	$0	$0	$150	$150
Brookbend East	1	$0	$0	$0	$0	$649	$649
Brookbend West	2	$0	$0	$0	$1,067	$3,277	$4,344
Central Square Terrace	0	$0	$0	$0	$0	$0	$0
Cottage Street	1	$0	$85	$0	$10	$85	$180
Emerald Street	1	$0	$0	$0	$0	($90)	($90)
Evergreen Knoll LP	0	$0	$0	$0	$0	$0	$0
Forest View	3	$0	$0	$0	$0	$330	$330
Hampshsire House	0	$0	$0	$0	$0	$0	$0
Harper Acres	2	$623	$0	$0	$935	$0	$1,558
Meadow Road Apartments	1	$0	$0	$0	$0	$1,778	$1,778
North and Gilsum	2	$0	$0	$0	$76	$98	$174
Riverbend Apartments	1	$0	$0	$0	$0	$663	$663
Scattered Sites	1	$0	$0	$0	$0	$69	$69
Stone Arch Village Family	2	$555	$30	$26	$1,995	$78	$2,683
Stone Arch Village Senior	0	$0	$0	$0	$0	$0	$0
Totals	18	$1,178	$115	$26	$4,083	$7,087	$12,488

Inactive Households Only

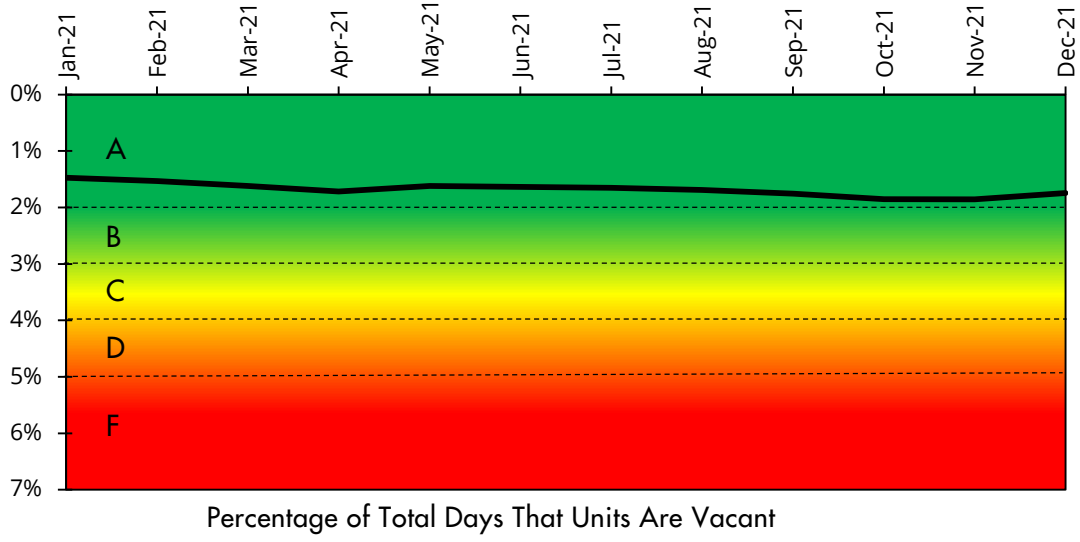


This report tracks the balance that is owed to KH and what remains upaid. Most of these tenants have moved from a KH property and are considered Inactive Tenants.

Monthly Vacancy Report

December 2021

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**	1.1%	**A**
Bennett Block	14	434	0	0.0%	**A**	0.0%	**A**
Brookbend East	40	1240	0	0.0%	**A**	0.9%	**A**
Brookbend West	35	1085	0	0.0%	**A**	1.8%	**A**
Central Square Terrace	90	2790	0	0.0%	**A**	1.4%	**A**
Evergreen Knoll LP	32	992	0	0.0%	**A**	1.2%	**A**
Forest View	38	1178	0	0.0%	**A**	1.9%	**A**
Harper Acres	112	3472	19	0.5%	**A**	2.2%	**B**
Meadow Road Apartments	18	558	0	0.0%	**A**	1.3%	**A**
North and Gilsum	29	899	0	0.0%	**A**	2.2%	**B**
Riverbend Apartments	24	744	0	0.0%	**A**	1.7%	**A**
Scattered Sites	18	558	0	0.0%	**A**	2.0%	**B**
Stone Arch Village Family	24	744	26	3.5%	**C**	3.2%	**C**
Stone Arch Village Senior	33	1023	47	4.6%	**D**	1.4%	**A**
Report Totals:	531	16,461	92	0.6%	A	1.7%	A

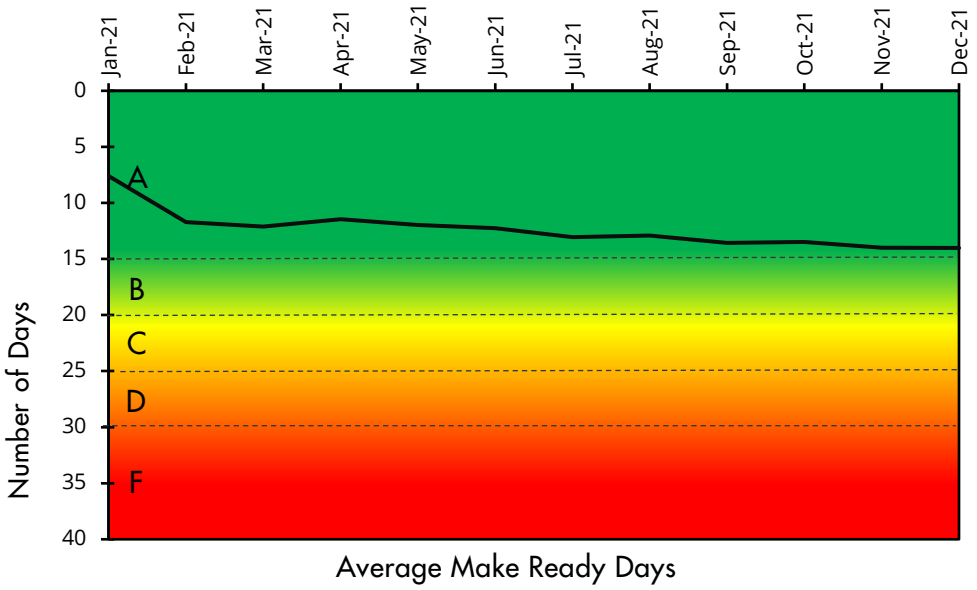


Percentage of Total Days That Units Are Vacant

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
December 2021

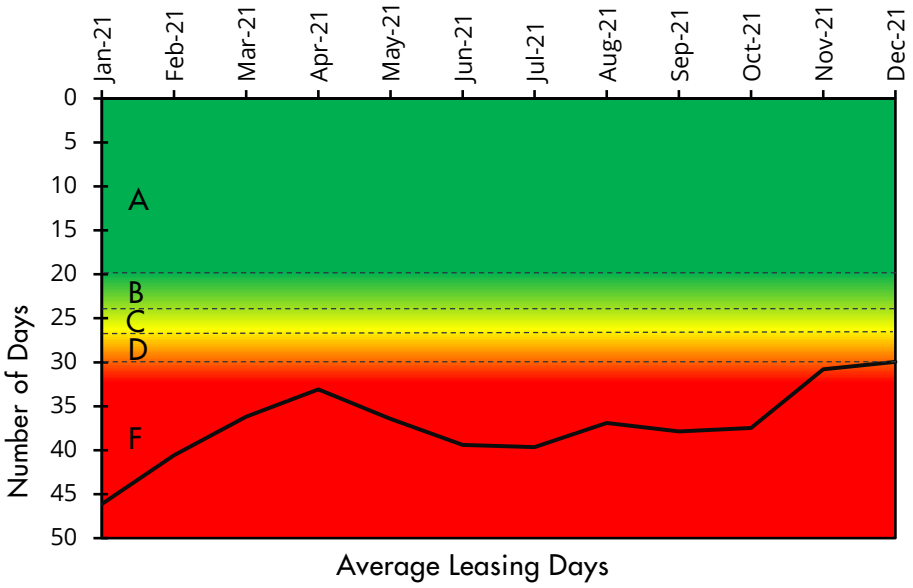
Community	Number of Units Made Ready	Avg. Make Ready Days	YTD Number of Units Made Ready	YTD Avg. Make Ready Days	YTD Grade
Ash Brook Apartments	0	-	2	19	**B**
Bennett Block	0	-	0	-	**NONE**
Brookbend East	0	-	2	10	**A**
Brookbend West	0	-	4	13	**A**
Central Square Terrace	0	-	7	2	**A**
Evergreen Knoll LP	0	-	4	8	**A**
Forest View	0	-	8	20	**C**
Harper Acres	1	8	19	12	**A**
Meadow Road Apartments	0	-	1	28	**D**
North and Gilsum	0	-	6	25	**C**
Riverbend Apartments	0	-	3	8	**A**
Scattered Sites	0	-	2	20	**B**
Stone Arch Village Family	1	22	7	14	**A**
Stone Arch Village Senior	0	-	3	15	**B**
Report Totals:	2	15	69	14	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
December 2021

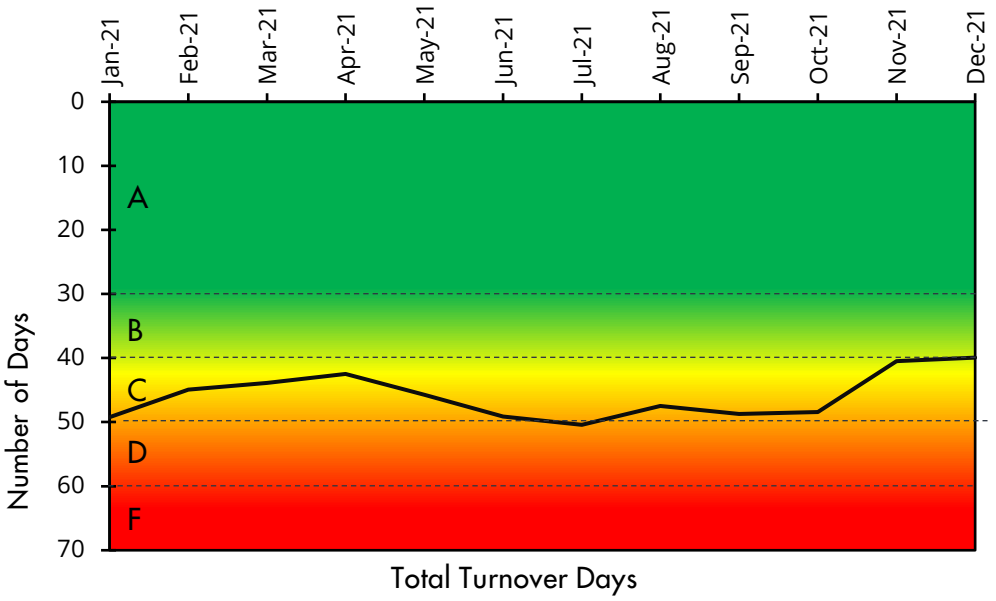
Community	Number of Units Leased	Average Leasing Days	YTD Number of Units Leased	YTD Avg Leasing Days	YTD Grade
Ash Brook Apartments	0	-	2	31	**F**
Bennett Block	0	-	14	1	**A**
Brookbend East	0	-	2	55	**F**
Brookbend West	0	-	5	44	**F**
Central Square Terrace	1	13	9	60	**F**
Evergreen Knoll LP	0	-	4	29	**D**
Forest View	0	-	8	13	**A**
Harper Acres	4	22	20	38	**F**
Meadow Road Apartments	0	-	2	45	**F**
North and Gilsum	0	-	6	14	**A**
Riverbend Apartments	0	-	4	41	**F**
Scattered Sites	0	-	3	39	**F**
Stone Arch Village Family	0	-	6	29	**D**
Stone Arch Village Senior	1	31	2	38	**F**
Report Totals:	6	24	87	30	D



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
December 2021

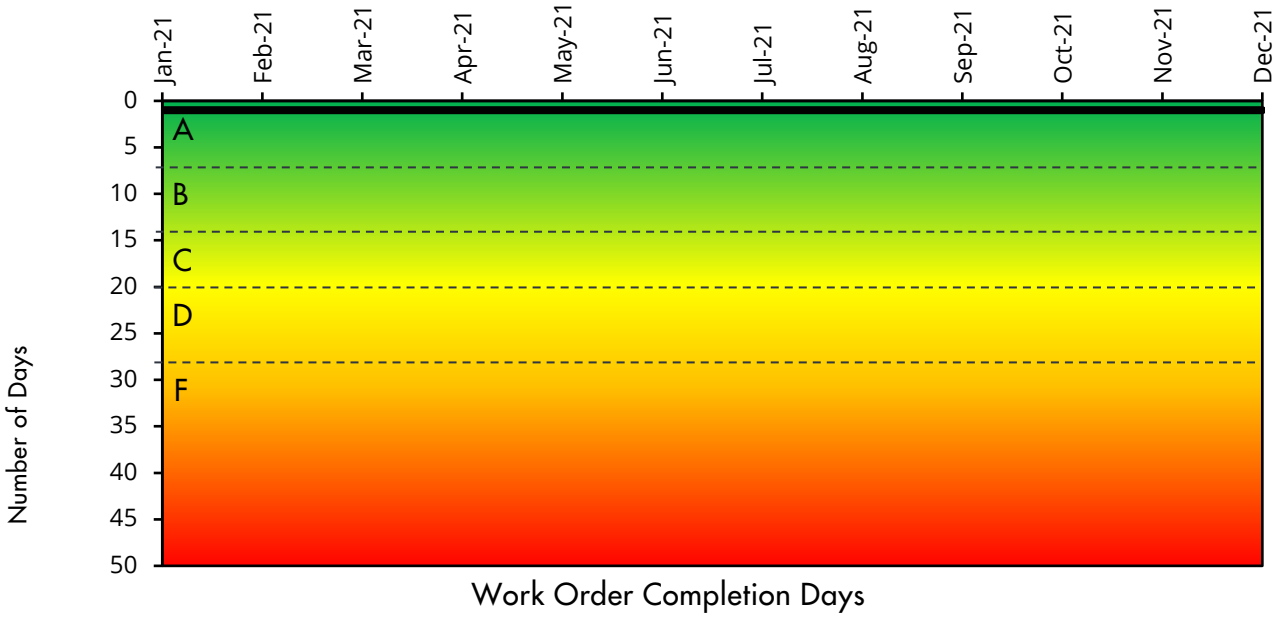
Community	Number of Units Turned in Month	Average Turnover Days	YTD Number of Units Turned	YTD Avg Turnover Days	YTD Grade
Ash Brook Apartments	0	-	2	48	**C**
Bennett Block	0	-	14	2	**A**
Brookbend East	0	-	2	64	**F**
Brookbend West	0	-	5	55	**D**
Central Square Terrace	1	13	9	61	**F**
Evergreen Knoll LP	0	-	4	36	**B**
Forest View	0	-	8	33	**B**
Harper Acres	4	35	20	49	**C**
Meadow Road Apartments	0	-	2	59	**D**
North and Gilsum	0	-	6	38	**B**
Riverbend Apartments	0	-	4	47	**C**
Scattered Sites	0	-	3	53	**D**
Stone Arch Village Family	0	-	6	41	**C**
Stone Arch Village Senior	1	47	2	49	**C**
Report Totals:	6	39	87	40	B



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
December 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	13	1	A	167	1	A
Bennett Block	3	0	A	32	1	A
Brookbend East	14	0	A	178	1	A
Brookbend West	10	0	A	156	1	A
Central Square Terrace	28	1	A	462	1	A
Cottage Street	4	0	A	36	1	A
Emerald Street House	5	0	A	76	1	A
Evergreen Knoll LP	2	0	A	130	1	A
Forest View	16	0	A	251	1	A
Harper Acres	27	1	A	516	1	A
Keene Housing Main Office	6	0	A	59	1	A
Meadow Road	11	1	A	97	1	A
North and Gilsum	8	0	A	140	1	A
Riverbend Apartments	9	0	A	64	1	A
Scattered Sites	4	1	A	148	1	A
Stone Arch Village Family	15	1	A	163	1	A
Stone Arch Village Senior	20	1	A	295	1	A
Report Totals:	195	1	A	2,970	1	A



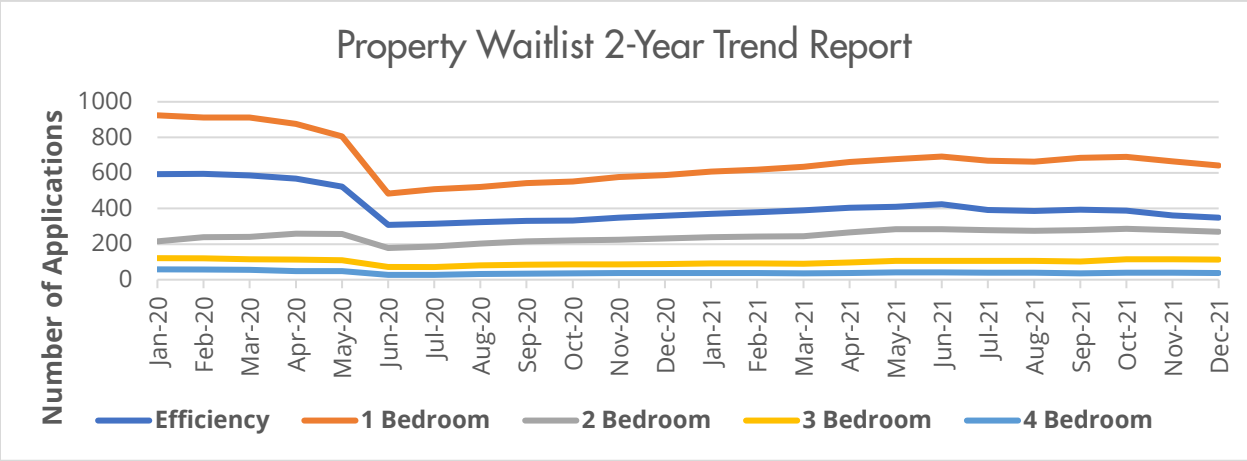
This report tracks the number of days it takes the Facilities and Assets team to complete non-emergency work orders. Our goal is to complete non-emergency work orders in 5 days or less.

Residential Property Emergency Work Order Completion Days
December 2021

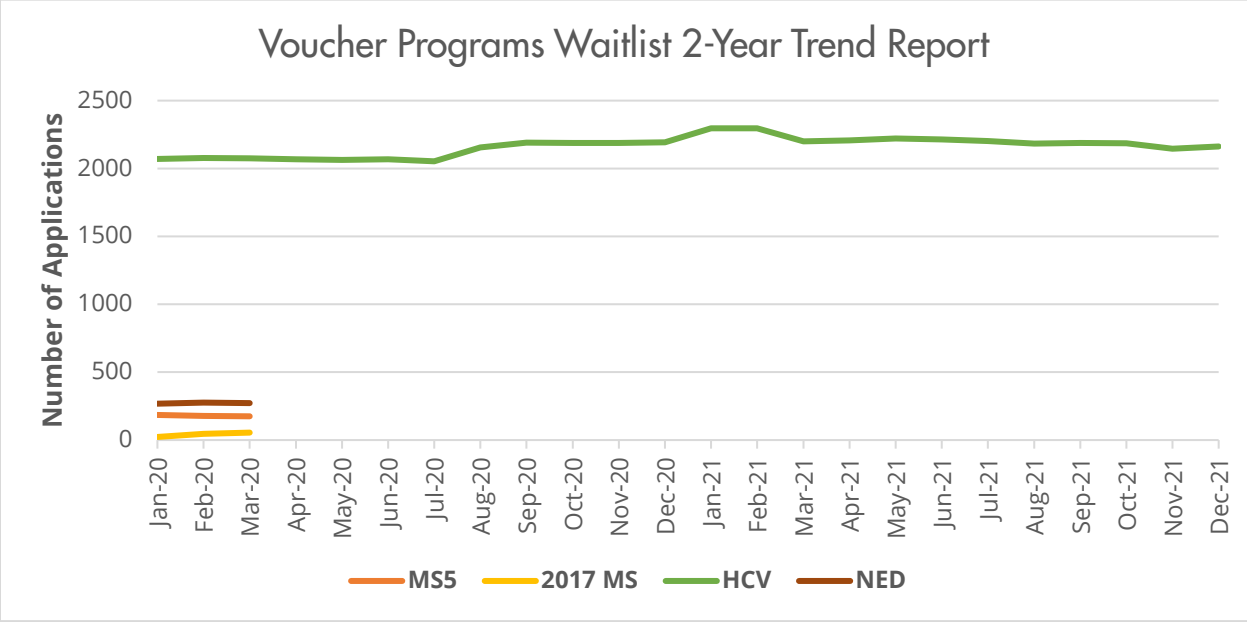
Community	Number of Work Orders	Average Days To Complete	Monthly Grade	YTD Number of Work Orders	YTD Average Days To Complete	YTD Grade
Ash Brook Apartments	1	0	P	9	0	P
Bennett Block	1	0	P	3	0	P
Brookbend East	1	0	P	11	0	P
Brookbend West	-	-	NONE	6	0	P
Central Square Terrace	2	0	P	35	0	P
Cottage Street	-	-	NONE	3	0	P
Emerald Street House	1	0	P	6	0	P
Evergreen Knoll LP	2	0	P	9	0	P
Forest View	-	-	NONE	26	0	P
Harper Acres	2	0	P	54	0	P
Keene Housing Main Office	-	-	NONE	-	-	NONE
Meadow Road	2	0	P	13	0	P
North and Gilsum	-	-	NONE	9	0	P
Riverbend Apartments	1	0	P	5	0	P
Scattered Sites	-	-	NONE	8	0	P
Stone Arch Village Family	1	0	P	7	0	P
Stone Arch Village Senior	1	0	P	13	0	P
Report Totals:	15	0	P	217	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
December 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	$319,525	71%	566	$565	96%	587	$440	$132,583
July	$452,108	$311,377	69%	568	$548	97%	587	$357	$140,731
August	$452,108	$336,748	74%	582	$579	99%	587	$384	$115,360
September	$452,108	$318,593	70%	553	$576	94%	587	$323	$133,515
October	$452,108	$316,148	70%	567	$558	97%	587	$92	$135,960
November	$452,108	$327,371	72%	589	$556	100%	587	$243	$124,737
December	$452,116	$325,561	72%	586	$556	100%	587	$192	$126,555
Total	$5,436,306	$3,880,573	72%	6885	$564	98%	7,044	$5,249	$1,555,733

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	$314,730	70%	508	$620	87%	587	$440	$137,378
July	$452,108	$306,722	68%	507	$605	86%	587	$357	$145,386
August	$452,108	$323,908	72%	514	$630	88%	587	$384	$128,200
September	$452,108	$312,878	69%	505	$620	86%	587	$323	$139,230
October	$452,108	$310,113	69%	504	$615	86%	587	$92	$141,995
November	$452,108	$321,336	71%	516	$623	88%	587	$243	$130,772
December	$452,116	$318,516	70%	520	$613	89%	587	$192	$133,600
Total	$5,436,306	$3,807,118	70%	6170	$617	88%	7,044	$5,249	$1,629,188

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%	18	$772	100%	18	$0	$1,370
June	$15,264	$12,364	81%	17	$727	94%	18	$0	$2,900
July	$15,533	$11,613	75%	17	$683	94%	18	$0	$3,920
August	$15,533	$11,519	74%	18	$640	100%	18	$0	$4,014
September	$14,172	$11,964	84%	17	$704	94%	18	$0	$2,208
October	$14,172	$11,461	81%	17	$674	94%	18	$0	$2,711
November	$12,123	$11,461	95%	17	$674	94%	18	$0	$662
December	$12,123	$11,421	94%	17	$672	94%	18	$0	$702
Total	$177,454	$156,346	88%	209	$747	97%	216	$0	$21,108

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	$44	$3,969
July	$59,231	$57,811	98%	97	$596	97%	100	$219	$1,420
August	$59,231	$60,161	102%	96	$627	96%	100	$0	($930)
September	$58,093	$56,546	97%	97	$583	97%	100	$219	$1,547
October	$58,093	$60,354	104%	100	$604	100%	100	$0	($2,261)
November	$59,336	$56,018	94%	97	$578	97%	100	$0	$3,318
December	$59,336	$59,493	100%	97	$613	97%	100	-$104	($157)
Total	$714,072	$690,476	97%	1176	$587	98%	1,200	$574	$23,596

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	$0	($1,031)
June	$7,673	$24,882	324%	46	$541	92%	50	$0	($17,209)
July	$25,426	$22,782	90%	46	$495	92%	50	$0	$2,644
August	$25,426	$23,544	93%	43	$548	86%	50	$0	$1,882
September	$26,223	$22,935	87%	42	$546	84%	50	$0	$3,288
October	$26,223	$22,190	85%	42	$528	84%	50	$0	$4,033
November	$23,238	$21,740	94%	41	$530	82%	50	$0	$1,498
December	$26,223	$22,162	85%	41	$541	82%	50	$0	$4,061
Total	$289,762	$284,876	112%	526	$542	88%	600	$0	$4,886

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	$553	$15,823
April	$13,158	$12,246	93%	21	$583	42%	50	$45	$912
May	$13,158	$12,146	92%	20	$607	40%	50	$46	$1,012
June	$3,896	$12,138	312%	21	$578	42%	50	$46	($8,242)
July	$12,491	$10,616	85%	20	$531	40%	50	$46	$1,875
August	$12,491	$13,114	105%	21	$624	42%	50	$46	($623)
September	$12,389	$10,561	85%	22	$480	44%	50	$40	$1,828
October	$12,389	$14,161	114%	24	$590	48%	50	$46	($1,772)
November	$10,828	$14,504	134%	25	$580	50%	50	$46	($3,676)
December	$7,843	$14,026	179%	25	$561	50%	50	$45	($6,183)
Total	$184,975	$150,986	111%	262	$577	44%	600	$956	$33,989

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	$1	$1,175	117500%	2	$588	67%	3	$0	($1,174)
August	$1	$1,216	121600%	2	$608	67%	3	$0	($1,215)
September	$1	$1,216	121600%	2	$608	67%	3	$0	($1,215)
October	$1	$2,633	263300%	3	$878	100%	3	$0	($2,632)
November	$1	$2,306	230600%	3	$769	100%	3	$0	($2,305)
December	$17,433	$3,693	21%	4	$923	133%	3	$0	$13,740
Total	$23,400	$19,297	81057%	28	$659	78%	36	$0	$4,103

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
DECEMBER 2021

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

Keene Housing - CAPTIAL IMPROVEMENT PLAN

Line #	Property	Energy Items	Description	Location	BUDGET 2022	planning 2023	planning 2024	planning 2025	planning 2026	planning 2027	planning 2028	planning 2029 AND BEYOND
100	KAHP-Harper Acres		Sidewalk/Curbs/Drainage/Electric wiring under road 2017 carryover									
102	KAHP-Harper Acres		Windows (538) 2017 carryover									
104	KAHP-Harper Acres	yes	Exterior Doors -Automatic large Entry Doors									
106	KAHP-Harper Acres	yes	Bathroom Exhaust Fans (112 install w/staff)									
108	KAHP-Harper Acres		Transformer Replacement (last one)									
110	KAHP-Harper Acres	yes	Thermostats (common hallways 14 bldg)									
112	KAHP-Harper Acres		Sunroom Furniture (14), picknic tables									
114	KAHP-Harper Acres		Roof supports for solar panels									
116	KAHP-Harper Acres		Door Operators									
118	KAHP-Harper Acres		Front/Back entry porch roof									
120	KAHP-Harper Acres		Unplanned		**$20,000**							
122	KAHP-Harper Acres		Brick work (10 Bldg @4000)									
124	KAHP-Harper Acres		Brick work (Mill Building)		**$112,109**							
126	KAHP-Harper Acres		Front Door (109 Asheulot St)									
128	KAHP-Harper Acres		Tub roll-in (10 units at $4000)		**$20,000**	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000
130	KAHP-Harper Acres		Key/locks (112 apt @ $45 ea)									
132	KAHP-Harper Acres		Metal Soffits (Replace With Pvc around property)									
134	KAHP-Harper Acres	yes	Hot Water Heaters (18 @ $8k)			$144,000						
136	KAHP-Harper Acres		Interior Fire Door (hallway and closet 6x18 bldg @ $1000 ea)									
138	KAHP-Harper Acres		Skylights (14 bldg @ 2500 each reroofing)									
140	KAHP-Harper Acres		Cement ramp (109 Ashelut)		**$60,000**							
142	KAHP-Harper Acres		security camera		**$8,700**							
144	KAHP-Harper Acres		security camera (109 Ashelut)		**$10,000**							
146	KAHP-Harper Acres		Ousdie Lights -poles only (30 at $1000)									
148	KAHP-Harper Acres		Canopies "doghouses"	All buildings								
150	KAHP-Harper Acres		Trim at entire property	Site								
152	KAHP-Harper Acres		Wireless transformers (2) for fire panel (109/Mill bldg)	Site								
154	KAHP-Harper Acres	yes	DWH standalone tank Propane, 40 gallon **??**	Buildings 168 and 172		$3,000						
156	KAHP-Harper Acres	yes	Ceiling insulation in crawlspace	Building 109 - Crawlspace		$2,177						
158	KAHP-Harper Acres		HC lift seats for stairs	3 Buildings		$6,000						
160	KAHP-Harper Acres		CFL Bathroom (224units)	Bathroom			$6,720					
162	KAHP-Harper Acres		Digital non-programmable thermostats Interior (112units)	Interior			$4,480					
164	KAHP-Harper Acres		Electric DWH 120 gallon storage heater in each building M	Mechanical Room			$56,000					
166	KAHP-Harper Acres		Refrigerator, ENERGY STAR Kitchen (16units)	Kitchen					$12,800			
168	KAHP-Harper Acres		Range hood Kitchen (112units)	Kitchen					$7,280			
170	KAHP-Harper Acres		Electric DWH 120 gallon storage heater in each building M	Mechanical Room					$56,000			
172	KAHP-Harper Acres		Vinyl Tile Flooring (6720units)	Flooring						$13,440		
174	KAHP-Harper Acres		Cabinets Kitchen (112units)	Kitchen							$89,600	

Keene Housing - CAPTIAL IMPROVEMENT PLAN

Line #	Property	Energy Items	Description	Location	BUDGET 2022	planning 2023	planning 2024	planning 2025	planning 2026	planning 2027	planning 2028	planning 2029 AND BEYOND
176	KAHP-Harper Acres		Counter tops Kitchen (112units)	Kitchen							$11,200	
178	KAHP-Harper Acres		Painting Wall/Ceiling Painting (112units)	Wall/Ceiling Painting							$6,720	
180	KAHP-Harper Acres		Pull cord emergency call system	Interior							$22,400	
182	KAHP-Harper Acres		Fences, wood Grounds (240units)	Grounds								$5,760
184	KAHP-Harper Acres		Clotheslines Grounds (6units)	Grounds								$600
186	KAHP-Harper Acres		Dumpster enclosure, wood Parking lot (18units)	Parking lot								$360
188	KAHP-Harper Acres		**RENOVATIONS at 105 Castle St Building w/fees**	Building 105	**$2,300,974**							
190	KAHP-Harper Acres	yes	**if HEAT PUMP PROJECT then line items to be removed?**									
192			Electric baseboard 90% old Units and hallways (37units)	Units and hallways			$407,000					
194			Gas furnace - York Buildings 168 and 172 (2units)	Buildings 168 and 172			$10,000					
196			Electric baseboard old Units and hallways (37units)	Units and hallways			$407,000					
198			Electric baseboard old Units and hallways (38units)	Units and hallways			$418,000					
200			Gas furnace - York Buildings 168 and 172 (2units)	Buildings 168 and 172			$10,000					
202	KAHP-various sites		Asphalt Project with Engineering		**$178,065**							
204	KAHP-various sites		Oversight for Security Cameras		**$10,300**							
206	KAHP-Forest View		Drainage w/fees									
208	KAHP-Forest View		Cement front/back stairs									
210	KAHP-Forest View		Property sign									
212	KAHP-Forest View		Gutter on Front Stairs									
214	KAHP-Forest View	yes	LED pole heads on existing poles									
216	KAHP-Forest View	yes	Heat Pump Project W/doors									
218	KAHP-Forest View		Building Roofs (5 buildings w/fees $9k)									
220	KAHP-Forest View		Dryer vents (2 buildings)									
222	KAHP-Forest View		Heat Pump Project-engineering fees									
224	KAHP-Forest View		Water Shut Offs Located In Crawl Spaces									
226	KAHP-Forest View		Unplanned Life/Safety or RA									
228	KAHP-Forest View		Front Steps with Railings									
230	KAHP-Forest View		Water spiget for outside water									
232	KAHP-Forest View		Walkway to Bldg #28 (asphalt or concrete?)									
234	KAHP-Forest View	yes	Insulation/foam basements (6 bldg @ $5000)			$30,000						
236	KAHP-Forest View		Landscaping w/Sod (6 bldg @ $1775)			$15,000						
238	KAHP-Forest View		Maintenance dumpsters/driveway and Asphalt curbing	Grounds (slanted curbs)								
240	KAHP-Forest View	yes	Metal doors w/doghouses (38 @ $400)	Doors								
242	KAHP-Forest View		Security Camera System upgrade									
244	KAHP-Forest View		Maintenance dumpsters and driveway Grounds (5400unit	Grounds								
246	KAHP-Forest View		Asphalt, some small cracks in surface and damage near cu	Sidewalks								
248	KAHP-Forest View		Snow guards for Solar Panels	Roof	**$60,000**							
250	KAHP-Forest View		Exterior Doors - large Entry Door		**$2,881**							
252	KAHP-Forest View		Shower head - standard 2.5 gpm Bathroom (38units)	Bathroom				$1,900				

Keene Housing - CAPTIAL IMPROVEMENT PLAN

Line #	Property	Energy Items	Description	Location	BUDGET 2022	planning 2023	planning 2024	planning 2025	planning 2026	planning 2027	planning 2028	planning 2029 AND BEYOND
254	KAHP-Forest View		Toilet - 1.6 gpf Bathroom (38units)	Bathroom					$4,560			
256	KAHP-Forest View		Vinyl Flooring (30000units)	Flooring					$150,000			
258	KAHP-Forest View		Lighting - CFL Interior (76units)	Interior					$1,520			
260	KAHP-Forest View		Accessories and maintenance	Bathroom @ FAC					$3,800			
262	KAHP-Forest View	yes	Recirculating range hood , sink	Kitchen @ FAC						$9,500		
264	KAHP-Forest View	yes	DHW 40-60 gallon electric standalone (38 @ $1500)	units						$57,000		
266	KAHP-Forest View		Accessories and maintenance Bathrooms (38units)	Bathrooms						$3,800		
268	KAHP-Forest View		Sink Aerator - 2.2 gpm Bathroom (38units)	Bathroom							$380	
270	KAHP-Forest View		Sink Kitchen (38units)	Kitchen							$5,700	
272	KAHP-Forest View		Recirculating range hood Kitchen (38units)	Kitchen							$3,800	
274	KAHP-Forest View		Metal Mailboxes (38units)	Mailboxes							$380	
276	KAHP-Forest View		Dumpster enclosures - wood fencing Parking lot (12units)	Parking lot								$1,200
278												
280	KAHP-North & Gilsum	yes	Windows, cement stairs, front doors and fees									
282	KAHP-North & Gilsum		unplanned									
286	KAHP-North & Gilsum		Roof replacement on all units									
288	KAHP-North & Gilsum		Heat Pump project (with fees $80lk)		**$800,000**							
290	KAHP-North & Gilsum		Landscaping w/Sod (6 bldg @ $2000)			$15,000						
292	KAHP-North & Gilsum	yes	Insulation/foam basements (6 bldg @ $5000)			$30,000						
294	KAHP-North & Gilsum		Walkways Front (6 bldg and 29 unit walkways-concret)									
296	KAHP-North & Gilsum		Asphalt, cracks and uneven Walkways (200units)	Walkways								
298	KAHP-North & Gilsum		Trees Grounds (3units)	Grounds		$900						
300	KAHP-North & Gilsum		Exhaust Fan Bath (29units)	Bath			$4,350					
302	KAHP-North & Gilsum	yes	Hot Water heaters (27*$1500)									
304	KAHP-North & Gilsum	yes	Heat Pump Project	all units			$420,000					
306	KAHP-North & Gilsum	yes	Doors (don't close right-5 @ $500)	Electrical Closets		$2,500						
308	KAHP-North & Gilsum		Siding	repairs		$8,000						
310	KAHP-North & Gilsum		Snow guards for Solar Panels	Roof	**$18,000**							
312	KAHP-North & Gilsum	yes	Central Air To FAC				$8,000					
314	KAHP-North & Gilsum		Security Camera System expand		**$35,000**							
316	KAHP-North & Gilsum		Crumbling in areas Curbs (165units)	Curbs								
318	KAHP-North & Gilsum		Radiant heating panel Bath (29units)	Bath			$2,900					
320	KAHP-North & Gilsum		Refill footings and paint Mail boxes (38units)	Mail boxes			$2,500					
322	KAHP-North & Gilsum		Glass radiant panels bedrooms Unit interiors (72units)	Unit interiors			$7,200					
324	KAHP-North & Gilsum		Range hood Kitchen (29units)	Kitchen		$7,250						
326	KAHP-North & Gilsum		Digital, non-programmable Thermostat (29units)	Thermostat			$1,160					
328	KAHP-North & Gilsum		Showerhead - 2.5 gpm, standard Bath (27units)	Bath			$1,350					
330	KAHP-North & Gilsum		DWH standalone tank, electric, 40 gallon, Rheem 4500 kW	DWH			$30,000					
332	KAHP-North & Gilsum		Countertops Kitchen (29units)	Kitchen				$14,500				

Keene Housing - CAPTIAL IMPROVEMENT PLAN

Line #	Property	Energy Items	Description	Location	BUDGET 2022	planning 2023	planning 2024	planning 2025	planning 2026	planning 2027	planning 2028	planning 2029 AND BEYOND
334	KAHP-North & Gilsum		Vinyl tile Floors (27479units)	Floors				$137,395				
336	KAHP-North & Gilsum		Electric baseboards Unit interiors (29units)	Unit interiors				$330,397				
338	KAHP-North & Gilsum		Lighting - 60W incandescent Exterior entranceways (29uni	Exterior entranceways					$580			
340	KAHP-North & Gilsum		Window air conditioner Family Activity Center (1units)	Family Activity Center					$200			
342	KAHP-North & Gilsum		Toilet 1.6 gpf Family Activity Center (1units)	Family Activity Center					$200			
344	KAHP-North & Gilsum		Refrigerator Kitchen (29units)	Kitchen					$11,600			
346	KAHP-North & Gilsum		Lighting - T8 2' Bath (29units)	Bath					$1,740			
348	KAHP-North & Gilsum		Toilet - 1.6 gpf Bath (29units)	Bath						$3,480		
350	KAHP-North & Gilsum		Cabinets Kitchen (29units)	Kitchen							$14,500	
352	KAHP-North & Gilsum		Asphalt Walkways (7647units)	Walkways							$15,294	
354	KAHP-North & Gilsum		Double pane Windows (2040units)	Windows							$163,200	
356	KAHP-North & Gilsum		Metal Rails Walkways (20units)	Walkways								$1,000
358	KAHP-North & Gilsum		Lighting - T8 Family Activity Center (30units)	Family Activity Center								$1,800
360	KAHP-North & Gilsum		Lighting - T8 4' flourescent tube Kitchen (58units)	Kitchen								$3,480
362	KAHP-North & Gilsum		DWH standalone tank, electric, 50 gallon, Rheem 4500 kW	DWH								$27,000
364	KAHP-North & Gilsum		Painting Wall/Ceiling Painting (50627units)	Wall/Ceiling Painting								
366												
368	KAHP-Bennett		Remediation Of Ground Soil		**$10,000**							
370	KAHP-Bennett		Flooring in community room/ furniture		**$40,000**							
372	KAHP-Bennett	yes	**Rehabilation Project (less funding from CDBG and loans)**		**$18,100**							
374												
376	Scattered Sites		**Rehabilation Damon, Water, Roxbury Court (Outside and Heat Pumps) w/eng fees**		**$350,000**							
378	Scattered Sites		Asphalt KAHP project		**$77,166**							
379	Scattered Sites		Exterior Door-Farmstead Commons		**$3,389**							
381	Scattered Sites		Unplanned Life/Safety or RA									
382												
384	KAHP-17-19 Roxbury Ct	yes	Plastic in dirt basement (add)			$2,000						
386	KAHP-17-19 Roxbury Ct		Kitchen upgrade 3 (Cabinets, Counters, Oven, Cooktop, Regrigerator, mirror, disposal,)		**$17,150**							
388	KAHP-17-19 Roxbury Ct	yes	Thermal pane windows	Windows all units								
390	KAHP-17-19 Roxbury Ct		Windows (6 attic louvers)									
392	KAHP-17-19 Roxbury Ct		Front side walk Front (16units)	Front								
394	KAHP-17-19 Roxbury Ct		Replace/repair front cement porch/stairs									
396	KAHP-17-19 Roxbury Ct	yes	Repair Roof Replacement slate w/asphalt on porch			$12,000						
398	KAHP-17-19 Roxbury Ct	yes	Lighting/outlet - all 4 units @ $6000	units		$24,000						
400	KAHP-17-19 Roxbury Ct	yes	Seal Basement rim joist	Basement		$20,000						
402	KAHP-17-19 Roxbury Ct		Lighting - T12 2' fluorescent Kitchen (4units)	Kitchen		$160						
404	KAHP-17-19 Roxbury Ct		CO detectors Stairwells (4units)	Stairwells		$240						
406	KAHP-17-19 Roxbury Ct		Electric Baseboard Interior (4units)	Interior		$800						
408	KAHP-17-19 Roxbury Ct		Vinyl - painting Siding (3300units)	Siding			$3,300					

Keene Housing - CAPTIAL IMPROVEMENT PLAN

Line #	Property	Energy Items	Description	Location	BUDGET 2022	planning 2023	planning 2024	planning 2025	planning 2026	planning 2027	planning 2028	planning 2029 AND BEYOND
410	KAHP-17-19 Roxbury Ct		Showerhead - 2.5 gpm Bathroom (4units)	Bathroom				$120				
412	KAHP-17-19 Roxbury Ct		Disposal Kitchen (4units)	Kitchen				$400				
414	KAHP-17-19 Roxbury Ct		Electric Thermal Storage (ETS) Living room (4units)	Living room				$800				
416	KAHP-17-19 Roxbury Ct		DWH - 40 Gallon Electric Basement (3units)	Basement				$3,600				
418	KAHP-17-19 Roxbury Ct		Exhaust Fans Bath (4units)	Bath					$240			
420	KAHP-17-19 Roxbury Ct		CO detectors Interior (8units)	Interior					$480			
422	KAHP-17-19 Roxbury Ct		Toilet - 1.6 gpf Bath (4units)	Bath					$480			
424	KAHP-17-19 Roxbury Ct		Countertops Kitchen (20units)	Kitchen						$10,000		
426	KAHP-17-19 Roxbury Ct		Sink Aerator - 1.5 gpm Kitchen (4units)	Kitchen							$40	
428	KAHP-17-19 Roxbury Ct		Smoke detectors Stairwells (4units)	Stairwells							$200	
430	KAHP-17-19 Roxbury Ct		Smoke detectors Interior (8units)	Interior							$400	
432	KAHP-17-19 Roxbury Ct		Lighting - T8 4' fluorescent Kitchen (8units)	Kitchen							$480	
434	KAHP-17-19 Roxbury Ct		Ceramic tiling Floors - Bathroom (240units)	Floors - Bathroom								$2,400
436												
438	KAHP-Water St 309	yes	Vinyl siding,wood trim, Windows w/basement vents	Basement								
440	KAHP-Water St 309		Brick walkway infront of building Walkway (10units)	Walkway								
442	KAHP-Water St 309		Concrete Stairs Stairs (1units)	Stairs								
444	KAHP-Water St 309		Establish basement vents or improve thermal boundary B	Basement		$3,000						
446	KAHP-Water St 309	yes	Spray foam at rim joist			$3,000						
448	KAHP-Water St 309		Wooden storage sheds Sheds (3units)	Sheds								
450	KAHP-Water St 309		Electric baseboard heating Space Heating (3units)	Space Heating		$1,800						
452	KAHP-Water St 309		Electric Thermal Storage Space Heating (3units)	Space Heating		$1,800						
454	KAHP-Water St 309		Electric range/oven Kitchen (3units)	Kitchen		$1,800						
456	KAHP-Water St 309		Rangehood Kitchen (3units)	Kitchen		$750						
458	KAHP-Water St 309		Toilet - 1.28 gpf (1), 1.6 gpf (2) Bathroom (3units)	Bathroom			$600					
460	KAHP-Water St 309		Metal Stair Rail Rear (1units)	Rear			$500					
462	KAHP-Water St 309		Weatherstripping Doors (6units)	Doors			$600					
464	KAHP-Water St 309		CO2 detectors Interior (3units)	Interior				$180				
466	KAHP-Water St 309		Screen doors Doors (6units)	Doors				$1,200				
468	KAHP-Water St 309		Sink Kitchen (3units)	Kitchen				$300				
470	KAHP-Water St 309		Smoke detectors Interior (9units)	Interior				$450				
472	KAHP-Water St 309		Building-mounted lights Exterior Light Fixtures (6units)	Exterior Light Fixtures					$240			
474	KAHP-Water St 309		Lighting - T8 4' fluorescent Kitchen (6units)	Kitchen					$360			
476	KAHP-Water St 309		Electric 50 gallon tank .90 EF. Water temp. 130 DWH (Dom	DWH (Domestic Water Heating)					$3,600			
478	KAHP-Water St 309		Top stair is wood ledge Stair landing (6units)	Stair landing						$1,200		
480	KAHP-Water St 309		Metal Stair Rails, rusted Front/rear (12units)	Front/rear						$3,600		
482	KAHP-Water St 309		Countertops Kitchen (60units)	Kitchen							$2,400	
484	KAHP-Water St 309		Asphalt shingles - 25% Roof (525units)	Roof								$2,100
486												

Keene Housing - CAPTIAL IMPROVEMENT PLAN

Line #	Property	Energy Items	Description	Location	BUDGET 2022	planning 2023	planning 2024	planning 2025	planning 2026	planning 2027	planning 2028	planning 2029 AND BEYOND
488	KAHP-Damon Ct	yes	Windows/Siding/Front & Back Doors/ Overhangs	outside								
490	KAHP-Damon Ct		Windows (2 attic)	outside								
492	KAHP-Damon Ct		DWH - Indirect gas water heater tank, ~80 gal Boiler Room	Boiler Room	**$18,000**							
494	KAHP-Damon Ct		Asphalt pavement leading to dumpster Parking lot (1000u	Parking lot								
496	KAHP-Damon Ct		Countertops - plastic laminate Kitchen (150units)	Kitchen		$7,500	$7,500	$7,500				
498	KAHP-Damon Ct		playground	?		$30,000						
500	KAHP-Damon Ct		Asphalt shingles Roof (4300units)	Roof	**$75,000**							
502	KAHP-Damon Ct		Wood Decks (6units)	Decks		$1,800						
504	KAHP-Damon Ct		Wood posts along walkway paths Path fences (150units)	Path fences		$2,250						
506	KAHP-Damon Ct		Cabinets - hardwood Kitchen (50units)	Kitchen		$20,000						
508	KAHP-Damon Ct		Vinyl Floor (6278units)	Floor			$25,112					
510	KAHP-Damon Ct		Screen doors Screen Doors (6units)	Screen Doors							$1,500	
512	KAHP-Damon Ct		Range/oven electric Kitchen (5units)	Kitchen							$3,000	
514	KAHP-Damon Ct		Wood fence Fence (140units)	Fence							$3,360	
516	KAHP-Damon Ct		Sheet vinyl flooring Bathrooms (6units)	Bathrooms							$3,600	
518	KAHP-Damon Ct		Electric panels Electric Breaker Panels (6units)	Electric Breaker Panels								$1,200
520	KAHP-Damon Ct		Refrigerator Kitchen (6units)	Kitchen								$4,800
522												
524	KAHP-West St		Steps (front) and railings									
526	KAHP-West St	yes	Insulate and plastic floor)	Basement		$3,000						
528	KAHP-West St		Basement Windows Windows (12units)	Windows		$1,080						
530	KAHP-West St		Rim/band joist Basement (250units)	Basement		$3,000						
532	KAHP-West St		Asphalt shingles replacement	Roof		$25,000						
534	KAHP-West St		security camera	Roof	**$5,000**							
536	KAHP-West St		fencing									
538	KAHP-West St		CO Detector Interior (38units)	Interior				$2,280				
540	KAHP-West St		Vinyl Floor (2800units)	Floor					$8,400			
542	KAHP-West St		Vinyl Siding (2900units)	Siding					$11,600			
544	KAHP-West St		1.6 gpf toilet Bathroom (3units)	Bathroom						$600		
546	KAHP-West St		Range hood Kitchen (4units)	Kitchen						$800		
548	KAHP-West St		Stove Kitchen (4units)	Kitchen						$2,400		
550	KAHP-West St		2011 40 Gallon electric hot water tank Basement (2units)	Basement						$6,000		
552	KAHP-West St		Refrigerator Kitchen (4units)	Kitchen							$3,200	
554	KAHP-West St		Counters Kitchen (4units)	Kitchen							$3,200	
556	KAHP-West St		2012 40 Gallon electric hot water tank Basement (2units)	Basement							$6,000	
558	KAHP-West St		Smoke Detector Interior (38units)	Interior								$2,280
			TOTAL KAHP		**$4,249,834**	$448,807	$1,854,272	$521,022	$295,680	$131,820	$380,554	$73,980
560	Scattered Sites 2		Miscellanous Renovation - unplanned		**$50,000**							

Keene Housing - CAPTIAL IMPROVEMENT PLAN

Line #	Property	Energy Items	Description	Location	BUDGET 2022	planning 2023	planning 2024	planning 2025	planning 2026	planning 2027	planning 2028	planning 2029 AND BEYOND
564	6 School		Pavement	Driveway asphalt								$1,350
566	6 School		Pavement	Roads are publicly owned								$750
568	6 School		Porch	Deck - composite								$1,920
570	6 School		Stairs	Stair Railings - wood								$1,875
572	6 School		Porch	Steps - composite								
574	6 School		Sidewalks	Concrete								$450
576	6 School		Foundation wall	Brick repointing			$1,875					
578	6 School		Main Building	Vinyl double hung windows								$900
580	6 School		Chimney	Repointing								$2,400
582	6 School		Roofs	Asphalt Shingle Roofs								$1,575
584	6 School		Doors	Wood								$1,200
586	6 School		Siding-wood	Clapboard								
588	6 School		Basement	Dirt & slab floor, stone & brick foundation					$0			
590	6 School		HVAC	Oil boiler							$0	
592	6 School		Basement	Indirect DHW storage tank								
594	6 School		Basement	Electric breaker panels								
596	6 School		Basement	Oil tanks								
598	6 School		Building - stairwell & floor	Wood and hardwood								$2,000
600	6 School		Kitchen	Counter tops Apt #1						$4,500		
602	6 School		Kitchen	Bathtub				$0				
604	6 School		Kitchen	Range hood								
606	6 School		Flooring	Vinyl Tile								
608	6 School		Wall/Ceiling Painting	Painting								
610	6 School		Kitchen	Cabinets								
612												
614	10 Bassett		Front steps	Concrete					$104			
616	10 Bassett		Pavement	Roads are publicly owned								
618	10 Bassett		Grounds	Fences, wood								
620	10 Bassett		Grounds	Storage shed								
622	10 Bassett		Driveway	Asphalt								
624	10 Bassett		Main Building	Picture Window		$456						
626	10 Bassett		Front/Side	Vinyl siding repairs			$1,000					
628	10 Bassett		Porch	Asphalt Shingle Roofs						$700		
630	10 Bassett		Main Building	Vinyl double hung windows								$26,600
632	10 Bassett		Doors	Entrance								
634	10 Bassett		Main Building	Vinyl siding								
636	10 Bassett		Basement	No frame floor insulation								
638	10 Bassett		Basement	Dirt basement		$2,000						

Keene Housing - CAPTIAL IMPROVEMENT PLAN

Line #	Property	Energy Items	Description	Location	BUDGET 2022	planning 2023	planning 2024	planning 2025	planning 2026	planning 2027	planning 2028	planning 2029 AND BEYOND
640	10 Bassett		HVAC	Indirect DWH storage heater		$4,500						
642	10 Bassett		HVAC	Oil boiler								$14,200
644	10 Bassett		HVAC	Baseboard								
646	10 Bassett		Basement	Inside wood frame door		$250						
648	10 Bassett		Floor/Stairs	Stair painting			$400					
650	10 Bassett		Kitchen	Refrigerator								
652	10 Bassett		Kitchen	Range hood								
654	10 Bassett		Flooring	Vinyl Tile								
656	10 Bassett		Wall/Ceiling Painting	Painting								
658	10 Bassett		Kitchen	Cabinets								
660	10 Bassett		Kitchen	Counter tops								
662												
664	25 McKinley		Deck steps	Wood								$344
666	25 McKinley		Stairs	Stair Railings								
668	25 McKinley		Porch steps	Concrete								
670	25 McKinley		Garage	Single pane window		$456						
672	25 McKinley		Basement	Foundation wall, holes		$450						
674	25 McKinley		Porch & trim	Paint needed; wood sills, steps and trim			$4,800					
676	25 McKinley		Siding- vinyl	siding repairs			$525					
678	25 McKinley		Foundation wall	Stone repointing								
680	25 McKinley		Deck	Wood								
682	25 McKinley		Roofs	Asphalt Shingle Roofs								
684	25 McKinley		Chimney	Repointing								
686	25 McKinley		All building - Windows	Vinyl double hung windows								
688	25 McKinley		Attic	Insullation - cellulose								
690	25 McKinley		Garage door	3' x 7'								
692	25 McKinley		Basement	Dirt basement		$2,000						
694	25 McKinley		Basement	Indirect DWH storage heater			$4,500					
696	25 McKinley		Basement	Oil tanks								
698	25 McKinley		Basement	Electric breaker panels								
700	25 McKinley		HVAC	Baseboard								
702	25 McKinley		HVAC	Oil Boiler								
704	25 McKinley		Floor/Stairs	Stair refinish -painting						$500		
706	25 McKinley		Garage	Unfinished w water stain wall								
708	25 McKinley		Kitchen	Refrigerator								
710	25 McKinley		Kitchen	Range hood								
712	25 McKinley		Flooring	Vinyl Tile								
714	25 McKinley		Wall/Ceiling Painting	Painting								
716	25 McKinley		Kitchen	Cabinets								

Keene Housing - CAPTIAL IMPROVEMENT PLAN

Line #	Property	Energy Items	Description	Location	BUDGET 2022	planning 2023	planning 2024	planning 2025	planning 2026	planning 2027	planning 2028	planning 2029 AND BEYOND
718	25 McKinley		Kitchen	Counter tops								
720	135 Elm St											
722	135 Elm St		Pavement	Driveway asphalt								
724	135 Elm St		Pavement	Roads are publicly owned								
726	135 Elm St		Porch	Deck - composite								
728	135 Elm St		Stairs	Stair Railings - wood								
730	135 Elm St		Porch	Steps - composite								
732	135 Elm St		Sidewalks	Concrete								
734	135 Elm St		Foundation wall	Brick repointing		$1,575						
736	135 Elm St		Main Building	Vinyl double hung windows								
738	135 Elm St		Chimney	Repointing								
740	135 Elm St		Roofs	Asphalt Shingle Roofs								
742	135 Elm St		Doors	Wood								
744	135 Elm St		Siding-wood	Clapboard								
746	135 Elm St		Basement	Dirt & slab floor, stone & brick foundation					$2,000			
748	135 Elm St		HVAC	Oil boiler							$14,200	
750	135 Elm St		Basement	Indirect DHW storage tank								$4,500
752	135 Elm St		Basement	Electric breaker panels								
754	135 Elm St		Basement	Oil tanks								
756	135 Elm St		Building - stairwell & floor	Wood and hardwood								
758	135 Elm St		Kitchen	Counter tops Apt #1						$1,600		
760	135 Elm St		Kitchen	Bathtub				$3,200				
762	135 Elm St		Kitchen	Range hood								
764	135 Elm St		Flooring	Vinyl Tile								
766	135 Elm St		Wall/Ceiling Painting	Painting								
768	135 Elm St		Kitchen	Cabinets								
770												
772	25 Pine		Porch	Deck - wood				$1,800				
774	25 Pine		Pavement	Driveway gravel								
776	25 Pine		Stairs	Stair railings-wood								
778	25 Pine		Porch	Steps-wood								
780	25 Pine		Pavement	Roads are publicly owned								
782	25 Pine		Building	Wood siding- paint repair trim		$2,800						
784	25 Pine		Foundation wall	Brick repointing						$1,575		
786	25 Pine		Main Building	Vinyl double hung windows								
788	25 Pine		Roofs	Asphalt Shingle Roofs								
790	25 Pine		Doors	Wood								
792	25 Pine		Basement	Domestic hot water heater electric 1 of 3					$3,600			
794	25 Pine		Exterior	Propane Tanks - 3								

Keene Housing - CAPTIAL IMPROVEMENT PLAN

Line #	Property	Energy Items	Description	Location	BUDGET 2022	planning 2023	planning 2024	planning 2025	planning 2026	planning 2027	planning 2028	planning 2029 AND BEYOND
796	25 Pine		HVAC	Propane Boiler								
798	25 Pine		HVAC	Baseboard								
800	25 Pine		Basement	Electric breaker panels								
802	25 Pine		Floor/Stairs	Stair painting						$500		
804	25 Pine		Flooring	Vinyl kitchen								
806	25 Pine		Kitchen	Electric range/oven								
808	25 Pine		Kitchen	Cabinets								
810	25 Pine		Kitchen	Counter tops								
812	25 Pine		Bathrooms	All								
814	25 Pine		Interior	Digital non-programmable thermostats								
816	25 Pine		Interior	Lever Handles or dead bolts								
818	25 Pine		Wall/Ceiling Painting	Painting								
820	25 Pine		Kitchen	Refrigerator					$2,400			
822	25 Pine		Floor/Stairs	Hardwood								
824												
826	657 Marlborough		All porch	Stair railings								
828	657 Marlborough		All porch	Steps -paint front and side stairs								
830	657 Marlborough		Deck	Balcony decking & footing								
832	657 Marlborough		Grounds	Fences, wood								
834	657 Marlborough		Sidewalks	Stone pavers								
836	657 Marlborough		Driveway	Concrete								
838	657 Marlborough		Siding-wood	Clapboard refurbish				$6,000				
840	657 Marlborough		Windows	Wood trim-paint				$525				
842	657 Marlborough		Foundation wall	Concrete masonry unit repointing								
844	657 Marlborough		Foundation wall	Stone repointing								$450
846	657 Marlborough		All doors	Entrance								
848	657 Marlborough		Roofs	Asphalt Shingle Roofs								
850	657 Marlborough		Attic	Insulation-cellulose								
852	657 Marlborough		Main Building	Vinyl double hung windows								
854	657 Marlborough		Roof	Slate								
856	657 Marlborough		Basement	Dirt basement		$2,000						
858	657 Marlborough		Basement	Indirect DWH storage heater								$4,500
860	657 Marlborough		Basement	Foundation wood piers, framing								
862	657 Marlborough		HVAC	Oil Boiler								
864	657 Marlborough		Basement	Oil tanks								
866	657 Marlborough		Basement	Electric breaker panels								
868	657 Marlborough		Kitchen	Refrigerator								
870	657 Marlborough		Kitchen	Range hood								
872	657 Marlborough		Flooring	Vinyl Tile								

Keene Housing - CAPTIAL IMPROVEMENT PLAN

Line #	Property	Energy Items	Description	Location	BUDGET 2022	planning 2023	planning 2024	planning 2025	planning 2026	planning 2027	planning 2028	planning 2029 AND BEYOND
874	657 Marlborough		Wall/Ceiling Painting	Painting								
876	657 Marlborough		Kitchen	Cabinets								
878	657 Marlborough		Kitchen	Counter tops								
880												
882	218 Winchester		Walkway	Brick								
884	218 Winchester		Sidewalk	Concrete								
886	218 Winchester		Pavement	Driveway asphalt								
888	218 Winchester		Grounds	Fences, wood								
890	218 Winchester		Side porch	Wood railings and steps								
892	218 Winchester		Pavement	Roads are publicly owned								
894	218 Winchester		Front Porch	Concrete steps								
896	218 Winchester		Siding near back	Vinyl siding repairs		$1,500						
898	218 Winchester		Porch Roofs	Asphalt roof								
900	218 Winchester		Main Building	Vinyl double hung								
902	218 Winchester		Building Roofs	Slate roof								
904	218 Winchester		Doors	Wood and steel								
906	218 Winchester		Back entrance	Door 3' x 7'								
908	218 Winchester		Foundation wall	Stone masonry								
910	218 Winchester		Basement	Indirect DWH storage heater					$4,500			
912	218 Winchester		HVAC	Gas boiler - propane								
914	218 Winchester		Exterior	Propane Tank								
916	218 Winchester		HVAC	Baseboard								
918	218 Winchester		Basement	Electric breaker panels								
920	218 Winchester		Building - stairwell & floor	Wood and hardwood								
922	218 Winchester		Kitchen	Electric range/oven								$3,400
924	218 Winchester		Kitchen	Refrigerator						$1,800		
926	218 Winchester		Kitchen	Range hood								
928	218 Winchester		Bathroom	Lighting - CFL								
930	218 Winchester		Flooring	Vinyl								
932	218 Winchester		Wall/Ceiling Painting	Painting								
934	218 Winchester		Kitchen	Cabinets								
936	218 Winchester		Kitchen	Counter tops								
938	218 Winchester		Interior	Doors - wood								
940	218 Winchester		Bathroom	Under renovation								
942	218 Winchester		Flooring	Hardwood								
944												
946	228 Winchester		Front Porch	Concrete step & wood - paint								
948	228 Winchester		Walkways	Front asphalt & concrete								
950	228 Winchester		Back porch	Wood railings and steps								

Keene Housing - CAPTIAL IMPROVEMENT PLAN

Line #	Property	Energy Items	Description	Location	BUDGET 2022	planning 2023	planning 2024	planning 2025	planning 2026	planning 2027	planning 2028	planning 2029 AND BEYOND
952	228 Winchester		Pavement	Driveway asphalt								
954	228 Winchester		Grounds	Fences, wood								
956	228 Winchester		Pavement	Roads are publicly owned								
958	228 Winchester		Side porch	Wood railings and steps								
960	228 Winchester		Grounds	Garage								
962	228 Winchester		Back porch gutter	Plastic		$300						
964	228 Winchester		Siding near back- vinyl	Vinyl siding repairs; lower front window					$750			
966	228 Winchester		Back porch roof decking	Wood paint underside						$600		
968	228 Winchester		Foundation wall	Brick & concrete masonry unit repointing						$11,250		
970	228 Winchester		Garage roof	Asphalt roof								
972	228 Winchester		Porch Roofs	Asphalt roof								
974	228 Winchester		Garage windows	Double hung - wood								
976	228 Winchester		Doors	Wood and steel								
978	228 Winchester		Chimney	Repointing								
980	228 Winchester		Main Building	Vinyl double hung windows								
982	228 Winchester		Garage door	Overhead								
984	228 Winchester		Basement	Dirt & slab floor, stone & brick foundation					$2,000			
986	228 Winchester		Basement	Indirect DWH relief valves		$500						
988	228 Winchester		Basement	Indirect DWH storage tank							$9,000	
990	228 Winchester		HVAC	Oil Boiler								
992	228 Winchester		HVAC	Baseboard								
994	228 Winchester		Basement	Oil tanks								
996	228 Winchester		Basement	Electric breaker panels								
998	228 Winchester		Building - stairwell & floor	Wood								
1000	228 Winchester		Kitchen	Refrigerator								
1002	228 Winchester		Kitchen	Range hood								
1004	228 Winchester		Flooring	Vinyl Tile								
1006	228 Winchester		Wall/Ceiling Painting	Painting								
1008	228 Winchester		Kitchen	Cabinets								
1010	228 Winchester		Kitchen	Counter tops								
1012												
1014	58 Dover		Front Porch	Wood railings and frame - paint needed		$375						
1016	58 Dover		Front Porch & side entrance	Roof - asphalt					$1,330			
1018	58 Dover		Driveway	Gravel-shared								
1020	58 Dover		Walkways	Front asphalt & concrete								
1022	58 Dover		Front Porch	Decking - wood								
1024	58 Dover		Pavement	Roads are publicly owned								
1026	58 Dover		Siding near back- vinyl	Vinyl siding repairs; front apt#1		$350						
1028	58 Dover		Foundation wall	Brick repointing				$3,375				

Keene Housing - CAPTIAL IMPROVEMENT PLAN

Line #	Property	Energy Items	Description	Location	BUDGET 2022	planning 2023	planning 2024	planning 2025	planning 2026	planning 2027	planning 2028	planning 2029 AND BEYOND
1030	58 Dover		Basement	Single pane window						$684		
1032	58 Dover		Chimney	Repointing								
1034	58 Dover		Doors	Wood								
1036	58 Dover		Building Roofs	Slate								
1038	58 Dover		Foundation wall	Stone repointing								
1040	58 Dover		Basement	Domestic hot water heater electric				$3,600				
1042	58 Dover		Basement	Dirt & slab floor, stone & brick foundation					$2,000			
1044	58 Dover		Basement	Sump pump								$450
1046	58 Dover		HVAC	Oil Boiler								
1048	58 Dover		Basement	Electric breaker panels								
1050	58 Dover		Basement	Oil tanks								
1052	58 Dover		Stairway	Stair painting							$1,200	
1054	58 Dover		Kitchen	Refrigerator		$900						
1056	58 Dover		Kitchen	Range hood		$1,700						
1058	58 Dover		Flooring	Vinyl Tile								
1060	58 Dover		Wall/Ceiling Painting	Painting								
1062	58 Dover		Kitchen	Cabinets								
1064	58 Dover		Kitchen	Counter tops								
1066												
1068	62 Dover		Front & side porch	Wood railings and deck - paint needed		$600						
1070	62 Dover		Front Porch	Roof - asphalt		$875						
1072	62 Dover		Driveway	Gravel-shared								
1074	62 Dover		Front Porch	Decking								
1076	62 Dover		Grounds	Fences, wood								
1078	62 Dover		Pavement	Roads are publicly owned								
1080	62 Dover		Walkways	Front concrete								
1082	62 Dover		Foundation wall	Concrete masonry unit & brick repointing			$1,800					
1084	62 Dover		Basement	Single pane window					$333			
1086	62 Dover		Porch Roofs	Asphalt roof								
1088	62 Dover		Main Building	Vinyl double hung windows								
1090	62 Dover		Building Roofs	Slate roof								
1092	62 Dover		Doors	Wood								
1094	62 Dover		Chimney	Repointing								
1096	62 Dover		Garage door	Overhead								
1098	62 Dover		Basement	Oil tanks				$3,200				
1100	62 Dover		Basement	Dirt & slab floor, stone & brick foundation					$2,000			
1102	62 Dover		Basement	Domestic hot water heater - propane								$4,500
1104	62 Dover		HVAC	Oil boiler								
1106	62 Dover		Basement	Electric breaker panels								

Keene Housing - CAPTIAL IMPROVEMENT PLAN

Line #	Property	Energy Items	Description	Location	BUDGET 2022	planning 2023	planning 2024	planning 2025	planning 2026	planning 2027	planning 2028	planning 2029 AND BEYOND
1108	62 Dover		HVAC	Propane boiler								
1110	62 Dover		Floor/Stairs	Stair painting						$788		
1112	62 Dover		Kitchen	Refrigerator		$1,800						
1114	62 Dover		Kitchen	Range hood		$3,400						
1116	62 Dover		Flooring	Vinyl Tile								
1118	62 Dover		Wall/Ceiling Painting	Painting								
1120	62 Dover		Kitchen	Cabinets								
1122	62 Dover		Kitchen	Counter tops								
1124												
1126	Hampshire House		Porch - back	Deck & steps - wood		$600						
1128	Hampshire House		Porch - back & front	Railings - metal								
1130	Hampshire House		Walkways	Concrete; some asphalt side								
1132	Hampshire House		Pavement	Roads are publicly owned								
1134	Hampshire House		Grounds	Fences - wood, composite								
1136	Hampshire House		Porch -Main side	Railings - wood								
1138	Hampshire House		Porch -Main side & front	Deck & steps - composite								
1140	Hampshire House		Driveway	Garage								
1142	Hampshire House		Back porch	Single pane aluminum window		$532						
1144	Hampshire House		Building	Wood siding and trim							$5,700	
1146	Hampshire House		Chimney	Repointing								
1148	Hampshire House		Doors	Wood								
1150	Hampshire House		Main Building	Vinyl double hung windows - some wood								
1152	Hampshire House		Building	Vinyl siding								
1154	Hampshire House		Building Roofs	Slate & composite roof								
1156	Hampshire House		Garage	Wood siding & doors; 2-car								
1158	Hampshire House		Foundation wall	Concrete, stone and brick								
1160	Hampshire House		Porch Roofs	Metal roof								
1162	Hampshire House		Basement	Indirect DWH storage heater						$4,500		
1164	Hampshire House		HVAC	Oil Tank								
1166	Hampshire House		HVAC	Oil boiler								
1168	Hampshire House		HVAC	Baseboard								
1170	Hampshire House		Basement	Electric breaker panels								
1172	Hampshire House		Floor/Stairs/Hallway	Wood								
1174	Hampshire House		Kitchen/bath	Wall/Ceiling Painting								
1176	Hampshire House		Bathrooms	All								
1178	Hampshire House		Kitchen	Vinyl flooring								
1180	Hampshire House		Kitchen	Electric range/oven								
1182	Hampshire House		Kitchen	Cabinets								
1184	Hampshire House		Kitchen	Counter tops								

Keene Housing - CAPTIAL IMPROVEMENT PLAN

Line #	Property	Energy Items	Description	Location	BUDGET 2022	planning 2023	planning 2024	planning 2025	planning 2026	planning 2027	planning 2028	planning 2029 AND BEYOND
1186	Hampshire House		Kitchen	Refrigerator								
1188	Hampshire House		Laundry - 1st Floor	Washer / Dryer		$8,500						
1192												
1194	Meadow rd		Sheds (18 rubbermaid)									
1196	Meadow rd		Shower replacements'			$4,800						
1198	Meadow rd		Wood Trim on all buildings									
1200	Meadow rd		Front/Back Doors (18x2 @$1400)									
1202	Meadow rd		Boiler Room Doors (9 @ $1400)									
1204	Meadow rd		Bathroom Fan/Light (18 @ $350)									
1206	Meadow rd		Bathroom Shower Value (16 @ $300)									
1207	Meadow rd		Stair replacement									
1208	Meadow rd		Bathroom Sink and Kitchen Sink Value (18x2 @ $250)									
1210	Meadow rd		New Bathrooms (2 @ $3500)		**$7,000**							
1211	Meadow rd		new Kitchen		**$13,000**							
1212	Meadow rd		security cameras		**$27,405**							
1214	Meadow rd		Landscaping w/Sod (3 bldg @ 1905)			$5,715						
1216												
1218	Riverbend Apartments		Property Sign									
1220	Riverbend Apartments		Asphalt Parking lot and sidewalks, sheds									
1222	Riverbend Apartments		Back door steps									
1224	Riverbend Apartments		Pavilion									
1226	Riverbend Apartments		Office w/fees		**$100,000**							
1228	Riverbend Apartments		security camera		**$15,000**							
1230	Riverbend Apartments		playground			$120,000						
1232												
1234	Ash Brook		Asphalt/Driveway and Fees		**$20,500**							
1236	Ash Brook		Security Camera		**$7,000**							
1238	Ash Brook		Boilers (2)		**$100,000**							
1240	Ash Brook		DHW tank	Replace tank		$2,000						
1242	Ash Brook		Heating Control	Replace Hydronic Heat Control Valve and Install Progr		$26,600						
1244	Ash Brook		Baseboard Heaters	Replace hydronic baseboards		$10,000						
1246	Ash Brook		Unit Doors	Replace Storm Door		$7,000						
1248	Ash Brook		Unit Doors	Replace Doors		$9,000						
1250	Ash Brook		Utility Closet and Laundry Room Doors	Replace Doors		$12,200						
1252	Ash Brook		Bathroom Vanity	Replace bathroom vanity in remaining units		$5,400						
1254	Ash Brook		Bathroom Tubs	Replace fiberglass tubs		$60,000						
1256	Ash Brook		Soffit Venting	Replace Soffits		$3,000						
1258	Ash Brook		Aluminum Gutters	Replace Gutters		$6,000						
1260	Ash Brook		Flooring	Replace carpets as needed		$55,000						

Keene Housing - CAPTIAL IMPROVEMENT PLAN

Line #	Property	Energy Items	Description	Location	BUDGET 2022	planning 2023	planning 2024	planning 2025	planning 2026	planning 2027	planning 2028	planning 2029 AND BEYOND
1262	Ash Brook		Vinyl Siding	Replace Siding		$55,000						
1264	Ash Brook		Roof w/fees									
1266	Ash Brook											
1268												
1270	Emerald		fencing									
1272	Emerald		Parking lot	Catch basin		$11,000						
1274	Emerald		Rear entrance	Handicap ramp railings - Concrete Ramp		$10,000						
1276	Emerald		2nd Fl. Ceiling Plane	Thermal boundary between 2nd/3rd floors.		$4,660						
1278	Emerald											
1280	Emerald											
1282												
1284	Evergreen knoll		Appliances									
1286	Evergreen knoll		Property Sign									
1288	Evergreen knoll		Light Alarm (for notification of boiler down)									
1290	Evergreen knoll		Dumpster Pad									
1292	Evergreen knoll		Septic Aerator Pump									
1294	Evergreen knoll		Asphalt (near Maint Shed and behind HC unit)									
1296	Evergreen knoll	yes	Unit Thermostats (32)									
1298	Evergreen knoll		Septic system: effluent pumps UPGRADE									
1300	Evergreen knoll		DHW: storage tanks		**$13,000**							
1302	Evergreen knoll		security cameras									
1304	Evergreen knoll		Floors: resilient tile or sheet floor (vinyl, linoleum)									
1306	Evergreen knoll		Paving vehicular: asphalt entrance		**$25,000**							
1308	Evergreen knoll		Screen Patio Doors sliders (32 units @1000)			$32,000						
1310	Evergreen knoll		Roof replacement		**$200,000**							
1312	Evergreen knoll		Tot Lot: playground equipment			$1,500						
1314	Evergreen knoll		Mail Kiosk			$2,500						
1316	Evergreen knoll		Trash: dumpster enclosure, CMU			$2,600						
1318	Evergreen knoll		Tot Lot: playground equipment			$3,500						
1320	Evergreen knoll		Bath/kitchen vent/exhaust fans			$8,000						
1322	Evergreen knoll		Fencing: Wood Split Rail			$10,800						
1324	Evergreen knoll		DHW: storage tanks				$5,250					
1326	Evergreen knoll		Snow Blower					$1,750				
1328	Evergreen knoll		Septic system: aeration pumps					$3,000				
1330	Evergreen knoll		Fencing: PVC					$6,264				
1332	Evergreen knoll		HVAC: hydronic/Water Circulating Pumps					$7,200				
1334	Evergreen knoll		Plumbing: toilets/bidets/urinals					$7,200				
1336	Evergreen knoll		Cabinets & vanities					$11,250				
1338	Evergreen knoll		Doors: bifold & sliding doors					$33,300				

Keene Housing - CAPTIAL IMPROVEMENT PLAN

Line #	Property	Energy Items	Description	Location	BUDGET 2022	planning 2023	planning 2024	planning 2025	planning 2026	planning 2027	planning 2028	planning 2029 AND BEYOND
1340	Evergreen knoll		Cabinets & vanities					$37,200	$37,200	$37,200	$37,200	
1342	Evergreen knoll		Plumbing: water Softener/Filtration						$16,800			
1344	Evergreen knoll		Detector: smoke or CO, dwelling unit							$4,224		
1346	Evergreen knoll		Appliances: refrigerator/freezer								$8,750	
1348	Evergreen knoll		Doors: bifold & sliding doors								$17,100	
1350												
1352	SAV Family		Hot Water Heater									
1354	SAV Family		Light Alarm (for notification of boiler down)			$5,000						
1356	SAV Family	yes	Exterior Front Doors (25)									
1358	SAV Family		Ventilation laundry room			$2,000						
1360	SAV Family		security cameras and light poles		**$13,476**							
1362	SAV Family		dumpster fence and pad			$20,400						
1364	SAV Family		Asphalt in Parking lot and sidewalks			$85,000						
1366	SAV Family		Playground				$20,000					
1368	SAV Family		Electric heaters on timers with fan for adjustable humidity	Bathroom			$9,600					
1370	SAV Family		Maintenance Shed Door	Exterior			$5,000					
1372	SAV Family		Playground	Exterior			$60,000					
1374	SAV Family		Smoke Sensors	Interior			$12,150					
1376	SAV Family		Countertops	Kitchen			$96,000					
1378	SAV Family		Shutter Replacement	Shutters	**$15,000**							
1380	SAV Family		Roof replacement	replacement	**$200,000**							
1382	SAV Family		fencing		**$6,000**							
1384	SAV Family		Lighting - 2L 2' T8 tube fluorescent with electronic ballasts	Bathroom						$4,800		
1386	SAV Family		Lighting - CFL in hanging fixture	Kitchen						$480		
1388	SAV Family		Lighting - 1L 2' T8 tube fluorescent with electronic ballast a	Kitchen						$3,600		
1390	SAV Family		Lighting - 2L 4' T8 tube fluorescent with electronic ballasts	Kitchen						$6,000		
1392	SAV Family		Lighting - 2L 4' T8 tube fluorescent with electronic ballasts	Laundry Room						$750		
1394	SAV Family		Vanities	Bathroom							$19,200	
1396	SAV Family		Oven/Range	Kitchen							$24,000	
1398	SAV Family		Refrigerator	Kitchen							$36,000	
1400	SAV Family		Cabinets	Kitchen							$120,000	
1402	SAV Family		Baseboard radiator covers	Laundry Room							$500	
1404	SAV Family		Interior room doors	Doors								$48,000
1406	SAV Family		Unit Thermostats (Simple Comfort digital)	Thermostats								$3,600
1408												
1410	SAV Senior		Fan Assembly for Boilers (2)									
1412	SAV Senior		Shutter Replacement	Shutters								
1414	SAV Senior		Flooring - vinyl tile	All common hallways		$15,000						
1416	SAV Senior		security camera		**$12,054**							

Keene Housing - CAPTIAL IMPROVEMENT PLAN

Line #	Property	Energy Items	Description	Location	BUDGET 2022	planning 2023	planning 2024	planning 2025	planning 2026	planning 2027	planning 2028	planning 2029 AND BEYOND
1418	SAV Senior		Parking Lot	Parking Lot	**$200,000**							
1420	SAV Senior		Pumps	Boiler Room	**$9,000**							
1422	SAV Senior		Dumpster Pad	Parking Lot	**$20,000**							
1424	SAV Senior		Hot Water Boilers, 750 kBtuh Capacity	Boiler Room	**$120,000**							
1426	SAV Senior		Carports & Photovoltaic				$200,000					
1428	SAV Senior		Electric heaters on timers with cfl pin	Bathroom				$33,000				
1430	SAV Senior		Electric heaters on timers with cfl pin	Bathroom				$33,000				
1432	SAV Senior		Showerhead	Bathroom					$2,640			
1434	SAV Senior		Heat Zoning	First Floor Offices					$10,000			
1436	SAV Senior		Lighting - 2L 2' T8 tube fluorescent with electronic ballasts	Exam Room Bathroom						$200		
1438	SAV Senior		Lighting - 2L 2' T8 tube fluorescent with electronic ballasts	First Floor HC Bathroom						$250		
1440	SAV Senior		Lighting - Hanging CFL Fixtures	Common Room						$450		
1442	SAV Senior		Lighting - 2L 4' T8 tube fluorescent with electronic ballasts	Exam Room						$500		
1444	SAV Senior		Lighting - CFL in stove hood	Kitchen						$660		
1446	SAV Senior		Lighting - 2L 4' T8 tube fluorescent with electronic ballasts	Laundry Room						$750		
1448	SAV Senior		Lighting - 2L 4' T8 tube fluorescent with electronic ballasts	Commercial Kitchen						$1,250		
1450	SAV Senior		Lighting - 12" ceiling round w/ 2 pin cfl	Laundry Room						$1,800		
1452	SAV Senior		Lighting - 12" ceiling round w/ 2 pin cfl	Common Rooms						$4,500		
1454	SAV Senior		Lighting - 12" ceiling round w/ 2 pin cfl	Kitchen						$4,950		
1456	SAV Senior		Lighting - 1L 2' T8 tube fluorescent with electronic ballast a	Kitchen						$4,950		
1458	SAV Senior		Lighting - 4 pin CFL on Occupancy Sensor	Bathroom						$4,950		
1460	SAV Senior		Lighting - 2L 2' T8 tube fluorescent with electronic ballasts	Bathroom						$6,600		
1462	SAV Senior		Lighting - 2L 4' T8 tube fluorescent with electronic ballasts	Kitchen						$8,250		
1464	SAV Senior		Refrigerator	Kitchen						$49,500		
1466	SAV Senior		Vanities	Bathroom							$26,400	
1468	SAV Senior		Oven/Range	Kitchen							$33,000	
1470	SAV Senior		Cabinets	Kitchen							$165,000	
1472	SAV Senior		Unit Thermostats (Honeywell dial)	Thermostats								$3,300
1474	SAV Senior		Interior room doors	Doors								$41,250
1476	SAV Senior		Countertops	Kitchen								$99,000
1478												
1480	CST	yes	Unplanned									
1482	CST		Rehabiliation Project 2019									
1484	CST		security cameras		**$25,000**							
1486												
1488	Brookbend West	yes	Boiler room ventilation/digital display									
1490	Brookbend West		Playground shade									
1492	Brookbend West		security cameras									
1494	Brookbend West		Light Alarm (for notification of boiler down)									

Keene Housing - CAPTIAL IMPROVEMENT PLAN

Line #	Property	Energy Items	Description	Location	BUDGET 2022	planning 2023	planning 2024	planning 2025	planning 2026	planning 2027	planning 2028	planning 2029 AND BEYOND
1496	Brookbend West		Landscaping		**$5,000**							
1498	Brookbend West		Community Room (50%)				$100,000					
1500												
1502	Brookbend East	yes	Boiler room ventilation/digital display									
1504	Brookbend East		Playground shade									
1506	Brookbend East		security camera									
1508	Brookbend East		Light Alarm (for notification of boiler down)									
1510	Brookbend East		Landscaping		**$5,000**							
1512	Brookbend East		Community Room (50%)				$100,000					
1514												
1516	Locals		Vehicles		**$62,000**	$45,000	$45,000	$45,000	$45,000	$45,000	$45,000	$45,000
1518	Locals		Skid Steer									
1520	Locals		IT Server for agency									
1522	Locals		Public Art		**$10,000**							
1524	locals		security camera		**$8,000**							
1526												
1528	MAHC-SAV office	yes	Exterior Basement Doors (2)									
1530	MAHC-SAV office		Roof replacement		**$100,000**							
1532	MAHC-SAV office		Outside -employee entrance		**$9,000**							
1533	MAHC-SAV office		Land (use block grant fuds)		**$10,000**							
1534	MAHC-SAV office		Roof replacement on flat portion of main office									
			total capital purchases/renovations		**$5,657,269**	**$1,127,901**	**$2,522,172**	**$760,886**	**$428,337**	**$352,431**	**$942,804**	**$387,494**
	KAHP		MTW Funding (non-HAP)		**-$1,756,653**							
	KAHP		Loan from Mascoma Bank 2017 carryover									
			CARES funding									
		2019	Rebates from Eversource/Insurance/CDBG		**-$1,115,000**							
		2019	Project at CST rehabilation -outside funding									
		2019	Project at Water St Shelter -outside financing									
		2020	Project at Bennett Block -outside financing/CDBG									
		2021	Project at 105 Castle St. new construction -outside funding		**-$1,781,814**							
				Cash/Reserves needed	**$1,003,802**	$1,127,901	$2,522,172	$760,886	$428,337	$352,431	$942,804	$387,494

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
Trash Removal	Waste Management	05/01/17 - 04/30/19	4/30/2022	remaining renewal options: 0		
Snow Removal	AGM Landscaping	10/01/17- 05/01/19	5/1/2022	remaining renewal options: 0		$30,025
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	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
Printing/Binding	Silver Direct	11/1/17-10/31/19	10/31/2022	remaining renewal options: 0	as needed	
Legal - RE & Landlord/Tenant Law	Bragdon, Dowd & Kossayda	11/01/17 - 10/31/20	10/31/2022	remaining renewal options: 0	as needed	
Legal - RE Law & Federal Reg	Ballard Spahr	11/01/17 - 10/31/20	10/31/2022	remaining renewal options: 0	as needed	
Legal - RE Law & Federal Reg	Reno Cavanaugh	11/01/17 - 10/31/20	10/31/2022	remaining renewal options: 0	as needed	
Legal - RE Law & Federal Reg	Drummond Woodsum	11/01/17 - 10/31/20	10/31/2022	remaining renewal options: 0	as needed	
Legal - Labor & Employment Law	Sheehan Phinney Bass & Green	11/01/17 - 10/31/20	10/31/2022	remaining renewal options: 0	as needed	
Lawn Care	AGM Landscaping	01/01/18 -11/30/19	11/30/2022	remaining renewal options: 0		$68,550
Lawn Care	AGM Landscaping	04/01/19 -11/30/20	11/30/2022	remaining renewal options: 1 (2023)		$72,800
Legal - RE Law & Federal Reg	Hawkins Delafield & Wood	12/01/17 - 11/30/20	11/30/2022	remaining renewal options: 0	as needed	
Capital Needs Assessment	GDS Associates	12/18/19- 12/17/22	12/17/2022	remaining renewal options: 0		
Technical Assistance	Edgemere Consulting	02/01/19 - 1/31/22	1/31/2023	remaining renewal options: 1 (2024)	<$50,000.00	

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
Energy Consulting Services	Nova Consulting Group	2/20/20 - 2/20/21	2/20/2023	remaining renewal options: 1 (2023)	<$50,000.00	
Development Consulting	TAG Associates	09/01/21- 08/31/23	8/31/2023	remaining renewal options: 3 (2022,2023, 2024)	<$50,000.00	
Development Consulting	Evernorth (Formerly NNEHIF)	10/01/16 - 09/30/19	8/31/2023	remaining renewal options: 0	<$50,000.00	
Elevator Service	Pine State Elevator	09/01/21- 08/31/23	9/11/2023	remaining renewal options: 2 (,2024, 2025)	monthly	
Heating/AC/AH	Gary Jackson Heating	09/16/21 - 09/15/23	9/15/2023	remaining renewal options: 3 (2024, 2025 2026)	as needed	
Audit Services	Otis Atwell	10/06/21-9/30/23	9/30/2023	remaining renewal options: 0		
Environmental Services	LE-Environmental	01/01/22 - 12/31/23	12/31/2023	remaining renewal options: 1 (2024)	<$50,000.00	
Graphic Design	Silver Direct	02/01/19 - 1/31/24	1/31/2023	remaining renewal options: 1 (2024)	< $15,000.00	
Architect/Engineering Services	Stevens & Associates	07/01/19-06/30/22	6/30/2024	remaining renewal options: 0	as needed	
Copier/Printer Leases	SymQuest/Konica Minolta	10/25/19-10/25/24	10/25/2024	remaining renewal options: 0		$1,815/Month
Operating Support from KH/MTW	Keene Housing Kids Collaborative	01/1/21 -12/31/24	12/31/2024	remaining renewal options: 0		
Admin Support from KH	Keene Housing Kids Collaborative	01/1/21 -12/31/24	12/31/2024	remaining renewal options: 0		7034.42/Month
Interpert Support	DT Interperting	3/10/21-3/10/26	3/10/2026	remaining renewal options: 0		
Laundry Service	CSC Service Works	2/16/22-2/16/27	2/16/2027	remaining renewal options: 0		
IT Support	True North Networks	4/30/2014 - no end	no end			

Heard it Through the GRAPEVINE

WINTER 2022

POINTS OF INTEREST

The Executive Director's Corner.....1

Property News.....2

Housing and Services News.....4

Community Connections Corner.....5

Community Gardens.....6

Winter Safety Tips

Winter storms and cold temperatures can be dangerous. Be ready for power outages by stocking up on food, batteries for flashlights and be sure cell phones are fully charged. Take necessary precautions outdoors by wearing appropriate clothing and take time to slow down.

Keene Housing

The Executive Director's Corner

Happy Winter! I hope everyone had great holidays and is ready to settle-in for the winter. Unfortunately, it looks like winter is bringing with it a terrible spike in COVID cases in our community. As of this writing, Cheshire County has the second highest COVID rate in New Hampshire, and New Hampshire has the highest COVID infection rate in the entire country. In other words, we're at ground zero in the fight against the pandemic.

As most of you know by now, the Keene City Council reinstated a modified version of the mask mandate that was in place when COVID first came to our region. The new mandate, which took effect on December 20th, is very similar to the first one; it requires that anyone living in an apartment building with more than three units wear a mask when in shared spaces like elevators, community rooms, hallways, and laundry rooms. We've tried to post notices at all affected properties, but if you're unsure if the new ordinance applies to you, please default to wearing a mask to protect your neighbors and yourself from getting or spreading the disease.

I know it seems like requirements and safety recommendations keep shifting as we respond to the latest science and variants. So, here's a reminder of our current safety protocols:

- Our Central Office remains closed to members of the public unless they have an appointment with us
- Everyone must wear masks when meeting indoors with KH staff, regardless of vaccination status
- Residents must wear masks when in common areas and should socially distance whenever possible
- Everyone must wear masks to participate in indoor Community

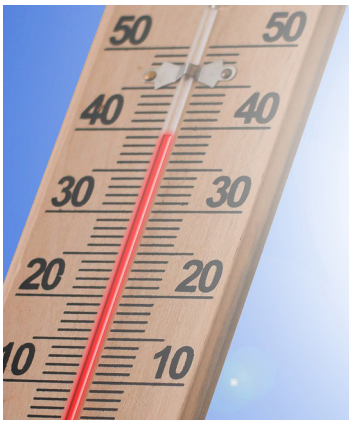
Continued on Page 8

PROPERTY NEWS

Bennett Block Rehab Project is Complete

Keene Housing purchased Bennett Block in 1993. The rehabilitation project focused on energy savings, resident quality of life and safety improvements. The $1.4 million project began in Spring 2021 and was completed at the end of October. The apartments are beautiful! We were thrilled to see the expressions and hear the excitement as our new residents moved in. Their appreciation and gratitude for their new homes was priceless. A big welcome to our residents at Bennett Block!

Window Reminders



Please keep all windows securely closed when temperatures are below forty degrees Fahrenheit. Any open windows in cold weather are considered a maintenance emergency. Either maintenance staff or the Property Manager will respond to an open window(s) by knocking on your door to tell you to close the window(s), or by entering your apartment if no one is home to close the open window(s). Please keep in mind that a $30.00 fee will be charged. If you have your heat turned way down and find that your baseboards are still heating up, please call our office to place a work order.

Snow Removal

Maintenance/contractors will plow the parking lots, common areas and the common sidewalks at the end of the snowfall. Generally, you will not have to move your car before 7:00 AM or after 7:00PM. They first plow only where there are not any vehicles parked. Please note, it is your responsibility to move your vehicle(s) immediately when the plow operator arrives on the property for final clean up. If you are unable to meet this responsibility (you are on vacation, out of town, in the hospital or sick) please make other arrangements by asking a neighbor, friend or relative to clean off and move your car. If a vehicle is not moved while the plow is on the property or interferes in anyway with plowing, it will be towed without notice at the owner's expense. Cars are towed by Emerson's Towing (603-357-1028). Please be mindful of the plow and move your vehicle to avoid the cost and hassle of towing.

The Property Management team hopes you and yours had a very happy holiday season! May 2022 be filled with happiness and good health for all! We look forward to another year together!

Resident Self Reliance Program

Keene Housing provides our residents with a variety of services that promote and develop job and life skills. We offer programs that help elderly and disabled residents stay active and healthy, others that help working families increase their income and education, and one that creates homeownership opportunities

Households participating in the Step Subsidy program are required to participate in the Resident Self-Reliance (RSR) program. The purpose of the program is to provide households with the knowledge, skills, and resources they need to achieve financial stability and, when possible, economic self-reliance.

Participating households work with a Resident Service Coordinator (RSC). RSCs provide support and guidance to households in setting up individualized Career Plans. The plans include developing a series of goals the household agrees to achieve over the next three years, the "3-Year Career Plan". Each goal within the plan relates to a set of skills or needs within five core areas: Household Stability, Wellness & Healthy Relationships, Education & Training, Financial Management, and Employment Stability.

Community Connections

Keene Housing Community Connections connects 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. Community Connections facilitates educational workshops, cooking workshops, crafts groups and game events. For more information about Community Connections, please contact Karen Graveline at 603-352-6161 or email kgraveline@keenehousing.org.

Keene Housing
COMMUNITY
CONNECTIONS

Keene Housing community gardens offer residents on 12 properties the option of growing their own food. All plants, seeds, and tools are provided. The Community Garden Coordinator sets a time to meet with gardeners weekly on-site to offer support, guidance, answer questions and to help with the work. These meetings are completely optional. The goals of the program are:

- To help residents grow their own organic food.
- To offset grocery budgets.
- To help encourage a healthy lifestyle.
- To help build a sense of community.

For more information about the Community Garden Program, please contact Lea Kablik at 603-283-5440 or lkablik@keenehousing.org.

HOUSING AND SERVICES NEWS

Resident Self-Reliance (RSR) Program News

Happy 2022! Keene Housing recently welcomed a new Resident Service Coordinator (RSC), Melody Blanchette. Many of you have already spoken to Melody and others will be meeting her for quarterly meetings beginning in January. She is setting up as many in-person meetings as possible so that you all can get to know each other. If Melody or Kelly have reached out to you to set up meetings, please get back with them as soon as possible.

As many of you have seen and heard, the housing market is tight, and prices to buy or rent in our area have risen in the last year. Based on the new Voucher Payment Standards and contract rent amounts, some of you may have noticed an increase in your portion of rent. If you are significantly impacted by the rent increases both on KH properties and on the private market, your RSC is here to help with budgeting and financial planning, along with referrals to other agencies that can provide guidance and assistance. Please reach out to your RSC if you need help - Kelly and Melody are here for you.

New Hampshire Federal Credit Union offers financial wellness classes and one-on-one confidential financial coaching. Many have already utilized them and found them to be very helpful.

We said this in the last newsletter and need to remind you all again: This is a friendly reminder that RSR participants must call/show up at their scheduled RSR goal meeting times. We reserve that time just for you and look forward to talking with you. Every quarter, RSR participants must submit a recent paystub for each working adult, bank account balances, credit score and total debt. Your RSC is required to report quarterly progress; it is impossible to enter data we do not have and we send STRIKE letters to anyone who does not submit their documentation or call/attend their scheduled meetings. It is our goal to help you succeed in meeting your goals and we look forward to speaking with you each quarter.

COMMUNITY CONNECTIONS PHOTO GALLERY

Harper Acres

Stone Arch Village Senior

Central Square Terrace

COMMUNITY CONNECTIONS CORNER

A Note From Karen Graveline

Winter is a wonderful time to take advantage of virtual learning and jump start new healthy habits! UNH Cooperative Extension offers a lot of virtual programs focused on nutrition, healthy habits, living with chronic pain and more to New Hampshire residents. "Take Charge of Your Health!" is a free, six-week series for persons living with a chronic health condition such as diabetes, asthma, arthritis, COPD, depression, or hypertension. The 2.5-hour sessions are on Zoom and co-lead by leaders trained in the evidence-based Stanford Chronic Disease Self-Management Program. Sessions will be on Tuesdays at 2:00pm beginning February 8, 2022, and registration is required by noon on February 7, 2022. "Living Well with Chronic Pain" is a free, six-week series that teaches ways to manage symptoms and meet health goals through weekly action plans. Participants will gain the confidence and real-life skills needed for living an active and fulfilling life with chronic pain. The 2.5-hour sessions are on Zoom on Wednesdays at 10:00am beginning January 26, 2022, and registration is required by noon on January 25, 2022. "Walk with Ease" is a free, six-week series created by the Arthritis Foundation and is for any person looking to begin or increase their movement or physical activity. The 1-hour Zoom sessions will be on Wednesdays at 11:00am beginning February 2, 2022, and registration is required by February 1, 2022.

Participants need access to the internet as well as Zoom from a smart phone, tablet or computer. For registration information or help with Zoom, please contact Karen Graveline at 603-352-6161 or email kgraveline@keenehousing.org.

Community Connections Calendar:

Harper Acres (Mill Building)

- January 24 at 2:00PM - Group Activities Planning Meeting
- January 24 at 2:30PM - Coloring Group

Central Square Terrace (CST)

- January 11 & 25 at 3:30PM - Mural Planning with the Artists
- January 18 at 1:00PM - Group Activities Planning Meeting
- January 18 at 1:30PM - Craft Group

Stone Arch Village Senior

- January 19 at 1:00PM - Group Activities Planning Meeting
- January 19 at 1:30PM - Food Focused Activity

Community Connections Office Hours

Need help connecting to resources or help applying for or recertifying benefits? Stop by and see Karen 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

We have seen snow, ice, and shorter days: winter is officially here. Even though the winter has settled upon us, it is never too early to start planning for the spring! We will start holding garden meetings late this month and into February, so keep an eye out for flyers at your property for the first garden meetings. The first few meetings will be held once a month to determine how each site would like to garden this year, then we will start planning garden spaces with more detail and move onto planting when the weather is right.

If you would like to garden but have never done it before, no worries! No experience is needed to join the garden club and all ages are welcome. Tools, seeds, plants, and any other support and information you may need will be provided. What will you grow? If you are interested in learning more about gardening at Kene Housing, you can contact Lea at 603-283-5440 or lkablik@keenehousing.org.

Community Garden Events:

- Indoor microgreen planting and growing
- Indoor catnip/herb planting and growing
- Nutrition Connects Workshops with Christine Parshall
- First garden club meetings

Exact dates are still to be determined, so keep an eye out for flyers and Facebook posts!

Garden Activity Kit - Do It Yourself (DIY) Chia Pet

Creating your very own chia buddy is a fun way to bring some greenery into your home for all ages! For a kit that includes all the supplies and step by step instructions, please contact Lea at 603-283-5440 or email lkablik@keenehousing.org. There are a limited number of kits available, so first come first serve!

Chia Pet

COMMUNITY GARDENS PHOTO GALLERY

Central Square Terrace Holiday Treats

Tea Made From Harvested Mint

Produce from Harper Acres

WHAT WILL YOU GROW?

TIPS AND TRICKS - GETTING STARTED

Interested in gardening but not sure where to begin? First, make a list of some different vegetables, herbs, and flowers that you either like or would like to try. Have your list ready for a garden meeting and Lea will be happy to go over the list with you and start planning out your garden space. If you can't attend a garden meeting once the date is set, still be sure to get in touch with Lea and she can still help you get going.

Another step in starting a garden can be seed starting. Some plants (like tomatoes and peppers) take a long time to grow and sprout; if you were to plant them outdoors in the spring they wouldn't have enough time to produce before the first frost! These are plants you can either buy as transplants in the spring or start growing them indoors starting in February or March. Growing them indoors is easier than you might think, all you need is a windowsill that gets sun! If you are interested in seed starting, contact Lea at 603-283-5440 or at lkablik@keenehousing.org.

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, plants that have grown well together, or anything else, we want to hear from you! If you have a tip you would like to share with your fellow gardeners, please reach out to Lea at 603-283-5440 or lkablik@keenehousing.org and your advice will be included in a future newsletter. In addition, if you have any gardening photos you would like to share, send those along as well!

Feeling Cooped Up?

Staying inside all winter can lead to the doldrums, however the cold weather doesn't need to stop you from enjoying the outdoors. Studies have shown that nature has restorative properties: even just sitting outdoors for just 10 minutes can leave you feeling refreshed. A hat, coat, and a brisk stroll outside may be just what you need to perk up on a drowsy winter day.

If you find yourself in a cold snap and it is truly too cold to get outside, you still have options! Take a few minutes to enjoy the scenery out a window, take care of indoor plants, or even decorate with fake plants. These are just a few ways to still enjoy a bit of nature during the winter.

EXECUTIVE DIRECTOR'S CORNER (CONT.)

Continued from Page 1

Connections activities

- All KH staff must wear masks when entering occupied apartments
- Except in emergencies, KH staff will not enter an apartment with an active COVID case until the later of 10 days after infection or no one in the apartment has COVID symptoms
- We urge families with unvaccinated children to make sure that those who are old enough to wear masks, wear them while playing with children from different households and that the children socially distance from one another while playing
- We strongly urge anyone who can but still hasn't gotten vaccinated to do so right away. Vaccines are readily available, free and the best and fastest way for us to get out of this. Please visit vaccines.nh.gov if you're unsure where to get your vaccine or booster.

As always, we continue following guidance from local, state, and federal health officials, and regularly revise our response as we learn more.

Thank you for doing everything you can to help keep you, your family, your neighbors and our staff safe. Happy Holidays! Mask up. Wash those hands. Get vaccinated.

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

JANUARY 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5 CST Bingo	6 CST Creating Better Health Workshop & Game Night	7	8
9	10	11 CST Mural Planning with the Artists	12 CST Bingo	13 CST Creating Better Health Workshop & Game Night	14	15
16	17 Office Closed Martin Luther King Jr. Day	18 CST Group Activities Meeting & Craft Group	19 CST Bingo SAVS Group Activities Meeting & Baking Group Activity	20 Board of Commissioners Meeting CST Game Night	21	22
23	24 Harper Group Activities Meeting & Baking Group Activty	25 CST Mural Planning with the Artists	26 CST Bingo	27 CST Creating Better Health Workshop & Game Night	28	29
30	31					

Keene Housing

FEBRUARY 2022

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

Keene Housing