Keene Housing

Keene Housing
Board of Commissioners Meeting
April 21, 2022

Bennett Block Community Room

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

Online Access: www.zoom.us/join
Enter Meeting ID: 837 5680 6541 Password: 695465
To Access by Phone: 1-646-558-8656

Keene Housing

Board of Commissioners Meeting
Thursday, April 21, 2022
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Keene Housing

BOARD OF COMMISSIONERS MEETING
THURSDAY, APRIL 21, 2022
12:00 P.M.
STONE ARCH VILLAGE SENIOR
835 COURT STREET, KEENE, NH
Online Access: www.zoom.us/join
Enter Meeting ID: 837 5680 6541 Password: 695465
To Access by Phone: 1-646-558-8656

AGENDA

I. Call to Order

II. Roll Call

III. Approval of the March 24, 2022 Keene Housing Board Meeting Minutes

IV. Executive Director's Report

V. Management Report

VI. Finance Report

VII. Old Business

VIII. New Business

a. Approval of Amended Violence Against Women Act Policy (Resolution No. 726)

b. Approval of Contract for As Needed Electrical Services (Resolution No. 727)

c. Approval of Scattered Sites Building Rehabilitation Project (Resolution No. 728)

IX. Public Comment

X. 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).

XI. Adjournment

Minutes of the Keene Housing Board of Commissioners Meeting
Thursday, March 24, 2022

Chairperson Coates called the Keene Housing Board of Commissioners meeting to order at 12:00 p.m. Roll was taken and Chairperson Coates declared a quorum present.

Commissioners in attendance:
- Chris Coates, Chairperson
- Susan Shaw, Commissioner
- Pam Slack, Commissioner
- Steve Bianco, Commissioner

Absent:
- Bob Elliott, Vice Chairperson

Also in attendance:
- Joshua Meehan, Secretary
- Linda Griffin, Director of Finance
- Amy Wright, Director of Administration
- Kelly Griffin, Resident Service Coordinator
- Karen Graveline, Resident Service Coordinator
- Sally Malay, Keene Housing Kids Collaborative Executive Director

MINUTES:

Chairperson Coates called for approval of the February 17, 2022 Board of Commissioners meeting minutes. Commissioner Slack made a motion to approve the minutes. Commissioner Shaw seconded the motion, which upon being put to vote, the minutes passed with four affirmatives and one abstention (Commissioner Bianco).

EXECUTIVE DIRECTOR'S REPORT:

Secretary Meehan stated funding for the NHSaves energy efficiency program was restored at 2021 funding levels. However, questions about new administrative rules and the timing of funding require that the North and Gilsum heat pump project be put on hold until at least 2023.

President Biden signed the 2022 Consolidated Appropriations Act which includes an increase in Housing Choice Voucher Housing Assistance Payment (HAP) funding and Administrative Fees.

Secretary Meehan reviewed Keene Housing's COVID office safety protocols. On March 9th, Keene Housing resumed pre-COVID business operations and opened Central Office to the public. The wearing of face masks is optional unless requested by a staff member, applicant, tenant, voucher holder or member of the public. The management team continues to monitor COVID data from Cheshire Medical Center and the positivity rates amongst staff and staff family members. Keene Housing will reinstate safety protocols if Cheshire Medical Center reports test positivity rates exceeding 10%.

MANAGEMENT REPORT:

Mr. Meehan reviewed the management report and commented on the vacancies, rent collection, and leasing days.

KEENE HOUSING KIDS COLLABORATIVE (KHKC) UPDATE

Sally Malay, Executive Director of KHKC, reviewed the KHKC 2021 Annual Report. She announced 205 children participated in 482 community activities. Participation numbers were down from previous years due to COVID, but KHKC is seeing an upward trend in 2022 summer camp registrations. KHKC is working through the logistics of launching a Transportation Pilot Program for Keene Housing kids to attend community activities. Ms. Malay announced Paragon is giving away $5,000 in web design services to a local non-profit to celebrate Paragon's 10th anniversary. She asked the Commissioners to vote for KHKC and share with their network of family and friends.

FINANCE REPORT:

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

NEW BUSINESS:

Resolution No. 720 - Approval of the Revised Employee Handbook

The Keene Housing Board of Commissioners adopts the revised Employee Handbook pursuant to the February 14, 2022 memorandum from Amy Wright, Director of Administration to Joshua Meehan, Executive Director. Commissioner Bianco moved the motion to approve the resolution. Commissioner Slack seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 721 – Approval of the 2021 Moving to Work (MTW) Annual Report

The Keene Housing Board of Commissioners approves adoption of the FY 2021 Moving to Work Annual Report; authorizes any technical corrections and changes to the document; and authorizes the submission of the final report to HUD pursuant to the March 8, 2022 memorandum from Denise Pratt, Director of Housing and Services to Joshua R. Meehan, Executive Director. Commissioner Slack moved the motion to approve the resolution. Commissioner Shaw seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 722 – Approval of Trash and Recycle Services

The Keene Housing Board of Commissioners authorizes the 2022 Trash and Recycle services award to Waste Management pursuant to the March 3, 2022 memorandum from Sandy Clark, Director of Facilities and Assets to Josh Meehan. Executive Director. Commissioner Bianco moved the motion to approve the resolution. Commissioner Shaw seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 723 – Approval of the Information Security and Privacy Policy

The Keene Housing Board of Commissioners approves the updated Information Security and Privacy Policy and authorizes the Executive Director or his designee to make any necessary technical corrections to the document pursuant to the March 8, 2022 memorandum from Denise Pratt, Director of Housing and Services to Joshua R. Meehan, Executive Director. Commissioner Slack moved the motion to approve the resolution. Commissioner Shaw seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 724 – Approval of Executive Director Travel

The Keene Housing Board of Commissioners authorizes Executive Director Meehan to travel to San Antonio, TX for the Public Housing Authorities Directors Association (PHADA) 2022 Annual Convention & Exhibition, which runs from May 19, 2022 - May 22, 2022, pursuant to the memorandum dated March 14, 2022 from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director. Commissioner Slack moved the motion to approve the resolution. Commissioner Shaw seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 725 – Approval of Contract for Capital Improvement Multi Site Roof Projects

The Keene Housing Board of Commissioners authorizes the 2022 Multi Site Roofing project contract be awarded to A.L. Johnson and Sons and its funding not to exceed $700,000 pursuant to the March 16, 2022 Memorandum from Sandy Clark, Director of Facilities and Assets to Josh Meehan, Executive Director. Commissioner Bianco moved the motion to approve the resolution. Commissioner Slack seconded the motion, which upon being put to vote, was passed unanimously.

Informational Memorandum: Monadnock Affordable Housing Corp. (MAHC) to Provide Financing to Stone Arch Village Family and Senior Apartments and Evergreen Knoll Apartments

Ms. Griffin reviewed the financing of roof projects at Stone Arch Village Senior, Stone Arch Village Family and Evergreen Knoll as outlined in the Informational Memo dated March 16, 2022.

Informational Memorandum: 2022 Employee Satisfaction Survey Results

Ms. Wright reviewed the 2022 Employee Satisfaction Survey Results as outlined in the Informational Memo dated February 28, 2022.

Community Connections Dashboard Report

Ms. Graveline reviewed the September 1, 2021 – February 28, 2022 Community Connections Dashboard Report.

OLD BUSINESS:

No topics were presented.

PUBLIC COMMENT:

No members of the public were present.

NON-PUBLIC SESSION:

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

Chairperson Coates suspended the Public Session at 12:55 p.m. on Thursday, March 24, 2022, to convene a Non-Public Session.

Commissioner Slack made a motion to reconvene Public Session. Commissioner Shaw seconded the motion, which upon being put to vote, the motion to reconvene Public Session passed unanimously.

PUBLIC SESSION RECONVENED:

Chairperson Coates reconvened the Public Session on Thursday, March 24, 2022, at 1:06 p.m. Chairperson Coates stated the Board of Commissioners voted during non-public session to seal the minutes of that session.

Commissioner Slack made a motion to adjourn the meeting. Commissioner Bianco seconded the motion, which upon being put to vote, was passed unanimously. There being no further business, Chairperson Coates adjourned the Board meeting at 1:07 p.m.

Joshua Meehan, Secretary of Keene Housing Board of Commissioners

3/25/2022
Date

Keene Housing

Resolution No. 726

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

   Approval of Amended Violence Against Women Act Policy

2. Date of Board Meeting: April 21, 2022

3. Proposed Board Resolution:

   That the Keene Housing Board of Commissioners approves the updated Violence Against Women Act Policy and authorizes the Executive Director or his designee to make any necessary technical corrections to the document pursuant to the April 1, 2022 memorandum from Denise Pratt, Director of Housing and Services to Joshua R. Meehan, Executive Director.

4. All Backup Attached?

   Yes X No ☐

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

5. Department Head Approval Signature Denise Pratt Date: 4-14-2022

6. Statement of availability of funds by Finance Manager

   Funds Budgeted and Available Yes ☐ No ☐ Source _____

   Account # _____

   Finance Manager Approval Signature _____ Date: _____

7. Executive Director Approval Signature _____ Date: 4/14/2022

Keene Housing

MEMORANDUM

To: Joshua R. Meehan, Executive Director
From: Denise Pratt, Director of Housing and Services
Subject: Approval of the Updated Violence Against Women Act (VAWA) Policy
Date: April 1, 2022

This memorandum recommends that the Board of Commissioners approve Keene Housing's updated Violence Against Women Act (VAWA) Policy.

BACKGROUND

Approved in 2013 and updated in 2014 and 2019, Keene Housing's Violence Against Women Act (VAWA) Policy provides guidance to staff in cases of domestic violence, dating violence, sexual assault, and stalking.

Periodically, KH revisits its policies to ensure regulatory compliance. Upon review, the Violence Against Women Act policy required updating to comply with the intention of the Act and applicable laws.

PROPOSED CHANGES

The proposed changes include the addition of several sections and subsections.

Added sections *B. Eligibility, G. Lease Bifurcations, H. Adverse Factors., I. Conflicting Evidence*

Added subsections to *E. Certification and Confidentiality* and *L. Notice to Applicants and Participant Households*

Added *Actual and Imminent Threat to D. Definitions*

RECOMMENDATION

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

> **Resolution:** Pursuant to the April 1, 2022 memorandum from the Director of Housing and Services, Denise Pratt to Executive Director Joshua R. Meehan, the Keene Housing Board of Commissioners approves the updated Information Security and Privacy Policy and authorizes the Executive Director or his designee to make any necessary technical corrections to the document.

Keene Housing

Resolution No. 727

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item:

   Approval of Contract for As Needed Electrical Services

2. Date of Board Meeting: 4/21/2022

3. Proposed Board Resolution:

   That the Keene Housing Board of Commissioners authorizes the 2022 As Needed Electrical Services Contract be awarded to Elm City Electric pursuant to the April 12, 2022 Memorandum from Sandy Clark, Director of Facilities and Assets to Josh Meehan, Executive Director.

4. All Backup Attached?

   Yes XX No ☐

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

5. Department Head Approval Signature Sandra L Clark Date: 4-12-2022

6. Statement of availability of funds by Finance Director

   Funds Budgeted and Available Yes XX No __ Source _____

   Account # _____

   Finance Director Approval Signature _____ Date: 4/12/2022

7. Executive Director Approval Signature _____ Date: 4/12/2022

Keene Housing

MEMORANDUM

To: Joshua R. Meehan, Executive Director
From: Sandy Clark, Facilities and Asset Director
Subject: Approval of contract
Date: April 12, 2022

This memorandum summarizes the procurement process and requests Board approval to contract for the following project:

Location: All KH Owned and Managed Properties

Project Name: Electrical Services Contract

- The scope of work for this contract includes Providing and maintaining all forms of electrical wiring, equipment for residential, commercial, and industrial applications consisting of, but not limited to, single and three phase distribution systems, fire alarm & security systems, lighting and control systems, generators/motors, telecommunications systems etc.
- The original budget approved by the Board for 2022: The budget is part of operating expense as routine maint repairs at each property. There are also capital projects that have electrical cost associated and are listed on the capital budget.
- Any additional funding needed?
- An open invitation was added to the: KH web page, Facebook page, direct invitations to local firms,
- The Request for Proposals were distributed to contractors on: March 15, 2022 and bids were due on April 12, 2022
- Number of contractors requesting RFP packets: one
- Formal bid packets received by KH: one
- Lowest or winning bid with alternates: $ as needed
- Winning bid criteria if not price: price
- Board approval is being requested to award contract to: Elm City Electric

Additional comments: Only one proposal received but KH has been using Elm City Electric for all it's Electrical needs for the past 5 years and has been very satisfied with their services and response to all KH needs. They go over and above.

Keene Housing

Resolution No. 728

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item:

   Approval of Contract for Scattered Sites Rehab Project

2. Date of Board Meeting: 04/21/2022

3. Proposed Board Resolution:

   That the Keene Housing Board of Commissioners authorizes the Scattered Sites Rehab project be awarded to Cheshire Builders and its funding not to exceed $600,000 pursuant to the April 19, 2022 Memorandum from Sandy Clark, Director of Facilities and Assets to Josh Meehan, Executive Director.

4. All Backup Attached?

   Yes XX No ☐

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

5. Department Head Approval Signature Sandra F. Clark Date: 4-19-2022

6. Statement of availability of funds by Finance Director

   Funds Budgeted and Available Yes XX No __ Source _____

   Account # _____

   Finance Director Approval Signature _____ Date: 4/19/2022

7. Executive Director Approval Signature _____ Date: 4/19/2022

Keene Housing

MEMORANDUM

To: Joshua R. Meehan, Executive Director
From: Sandy Clark, Facilities and Asset Director SLC
Subject: Approval of project/contract
Date: April 19, 2022

This memorandum summarizes the procurement process and requests Board approval to contract for the following project:

Location: 309 Water St. 17-19 Roxbury Ct., 45 Damon Ct

Project Name: Scattered Sites Rehab Project

- The scope of work for this project includes Replacing siding, windows, adding insulation, bath fans, LED lighting and Heat Pumps in Water and Roxbury.
- The original budget approved by the Board for 2022: $350,000
- Any additional funding needed? KH has been working with Resilient Building Group to apply for the NH Saves/Eversource Rebate program and we are waiting for confirmation on the rebate for heat pumps. If KH get the rebates it will reduce the amou nt of funds needed. However, there are MTW available this year to provide the additional funding of $250,000 should it be needed.
- An open invitation was added to the: KH web page, Facebook page, direct invitations to local firms, Construction Summary, Dodge Reports.
- The Request for Proposals were distributed to contractors on: February 28, 2022 and bids were due on April 19, 2022
- Number of contractors requesting RFP packets: Three
- Formal bid packets received by KH: Two
- Lowest or winning bid with alternates: $ 572,109.00, contract/change orders not to exceed $600,000.
- Winning bid criteria if not price: price
- Board approval is being requested to award contract to: Cheshire Builders

Additional comments: two bids received, one backed out a few days before due date.

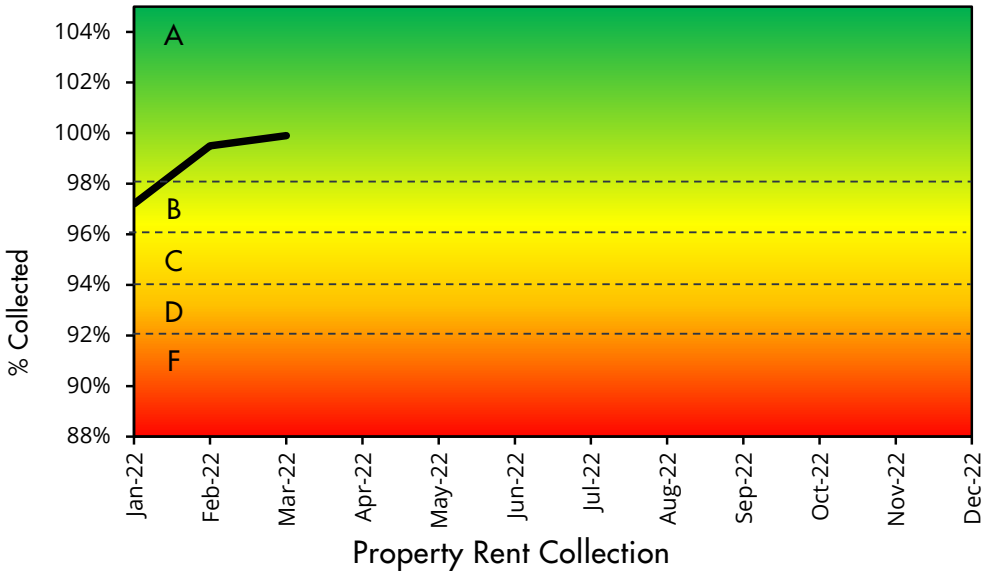
Keene Housing

MANAGEMENT REPORT
MARCH 2022

Residential Property Rent Collection Report
March 2022

Community	Month Billed	Month Collected	% Collected	Monthly Grade	YTD Billed	YTD Collected	% YTD Collected	YTD Grade
Ash Brook Apartments	$9,384	$9,352	99.7%	**A**	$27,493	$27,449	99.8%	**A**
Bennett Block	$5,500	$5,702	103.7%	**A**	$16,500	$17,267	104.6%	**A**
Brookbend East	$18,423	$18,514	100.5%	**A**	$57,203	$56,928	99.5%	**A**
Brookbend West	$17,638	$22,073	125.1%	**A**	$50,243	$54,034	107.5%	**A**
Central Square Terrace	$31,373	$32,115	102.4%	**A**	$91,721	$93,044	101.4%	**A**
Cottage Street	$454	$853	188.0%	**A**	$1,266	$1,276	100.8%	**A**
Evergreen Knoll LP	$16,032	$15,908	99.2%	**A**	$48,021	$48,947	101.9%	**A**
Forest View	$23,497	$22,783	97.0%	**B**	$68,214	$68,077	99.8%	**A**
Hampshire House	$5,595	$5,514	98.6%	**A**	$16,193	$16,082	99.3%	**A**
Harper Acres	$44,772	$43,012	96.1%	**B**	$133,808	$131,609	98.4%	**A**
Meadow Road Apartments	$8,069	$7,071	87.6%	**F**	$24,817	$23,819	96.0%	**C**
North and Gilsum	$19,067	$17,747	93.1%	**D**	$54,476	$51,245	94.1%	**C**
Riverbend Apartments	$13,235	$13,228	99.9%	**A**	$39,705	$39,749	100.1%	**A**
Scattered Sites	$9,276	$9,600	103.5%	**A**	$27,371	$28,293	103.4%	**A**
Scattered Sites 2	$14,686	$14,864	101.2%	**A**	$42,836	$42,674	99.6%	**A**
Stone Arch Village Family	$14,493	$14,801	102.1%	**A**	$42,713	$41,584	97.4%	**B**
Stone Arch Village Senior	$12,825	$12,476	97.3%	**B**	$36,924	$36,488	98.8%	**A**
Totals	$264,319	$265,613	100.5%	A	$779,504	$778,566	99.9%	A

Active Households Only

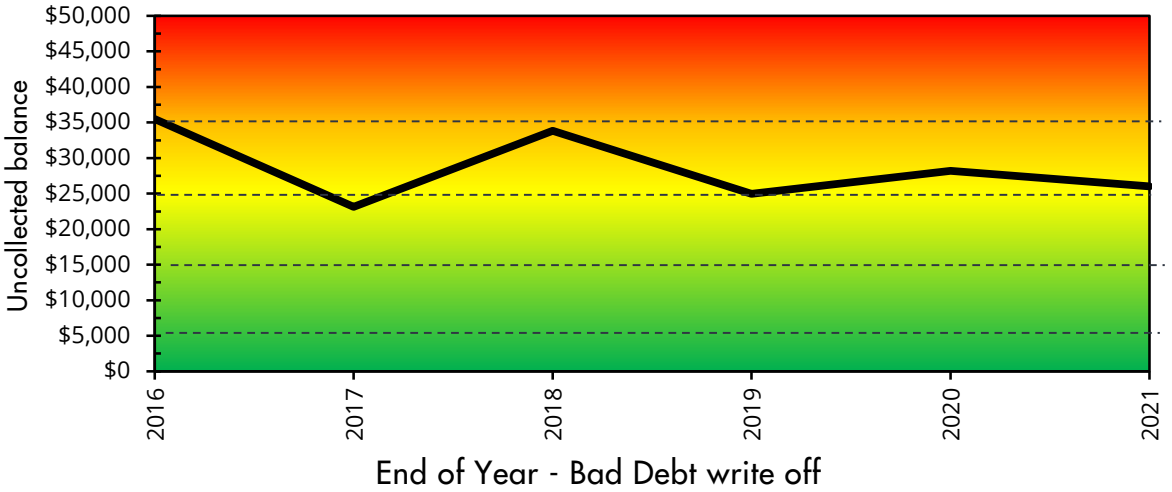


This report compares current tenant's rent billed to rent collected. The percent collected can exceed 100% when back rent is collected. Our goal is to collect at least 98% of rent billed.

Residential Property Uncollected Accounts - Inactive Tenants - Report
March 2022

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	$354	$354
Brookbend West	0	$0	$0	$0	$0	$0	$0
Central Square Terrace	1	$0	$207	$0	$0	$0	$207
Cottage Street	1	$0	$0	$0	$0	$170	$170
Emerald Street	1	$0	$0	$0	$0	($90)	($90)
Evergreen Knoll LP	0	$0	$0	$0	$0	$0	$0
Forest View	3	$224	$0	$0	$0	$276	$500
Hampshire House	1	$12	$0	$0	$0	$0	$12
Harper Acres	2	$250	$300	$0	$0	$0	$550
Meadow Road Apartments	1	$790	$1,196	$1,318	$1,827	$5,440	$10,571
North and Gilsum	4	$1,481	$694	$671	$478	$151	$3,475
Riverbend Apartments	1	$0	$0	$0	$0	$663	$663
Scattered Sites	1	$0	$0	$0	$0	$69	$69
Scattered Sites 2	2	$130	$1	$0	$0	$0	$130
Stone Arch Village Family	2	$0	$0	$0	$555	$2,128	$2,683
Stone Arch Village Senior	2	$1,476	$0	$0	$0	$0	$1,476
Totals	24	$4,363	$2,397	$1,989	$2,859	$9,311	$20,919

Inactive Households Only

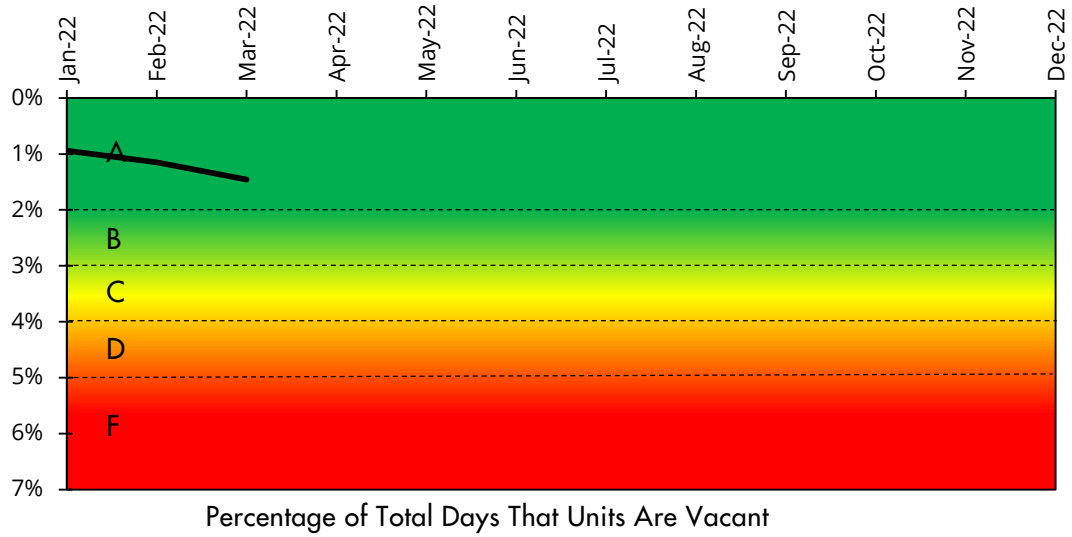


This report tracks the balance that is owed to KH and what remains upaid. Most of these tenants have moved from a KH property and are considered Inactive Tenants.

Monthly Vacancy Report

March 2022

Community	Units Available	Available Days	Vacant Days	Monthly Vacancy Percentage	Monthly Grade	YTD Vacancy Percentage	YTD Grade
Ash Brook Apartments	24	744	15	2.0%	**B**	3.2%	**C**
Bennett Block	14	434	0	0.0%	**A**	0.0%	**A**
Brookbend East	40	1240	2	0.2%	**A**	0.3%	**A**
Brookbend West	35	1085	1	0.1%	**A**	1.3%	**A**
Central Square Terrace	90	2790	62	2.2%	**B**	1.2%	**A**
Evergreen Knoll LP	32	992	0	0.0%	**A**	0.0%	**A**
Forest View	38	1178	21	1.8%	**A**	0.6%	**A**
Hampshire House	18	558	30	5.4%	**F**	4.9%	**D**
Harper Acres	112	3472	80	2.3%	**B**	1.5%	**A**
Meadow Road Apartments	18	547	20	3.7%	**C**	1.6%	**A**
North and Gilsum	29	899	28	3.1%	**C**	1.8%	**A**
Riverbend Apartments	24	744	0	0.0%	**A**	0.0%	**A**
Scattered Sites	18	540	13	2.4%	**B**	0.8%	**A**
Scattered Sites 2	30	930	22	2.4%	**B**	0.8%	**A**
Stone Arch Village Family	24	744	31	4.2%	**D**	4.2%	**D**
Stone Arch Village Senior	33	1023	41	4.0%	**D**	2.8%	**B**
Report Totals:	579	17,920	366	2.0%	B	1.5%	A

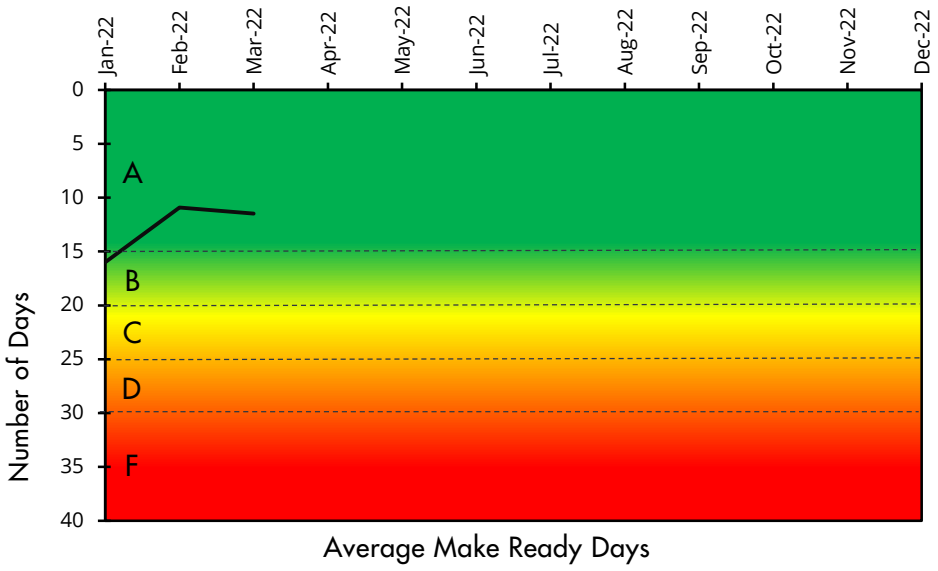


Percentage of Total Days That Units Are Vacant

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
March 2022

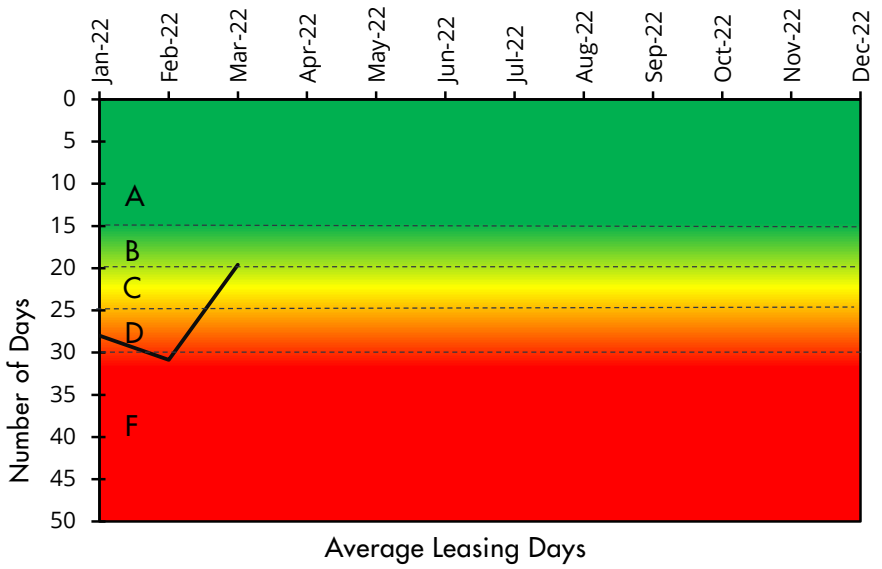
Community	Number of Units Made Ready	Avg. Make Ready Days	YTD Number of Units Made Ready	YTD Avg. Make Ready Days	YTD Grade
Ash Brook Apartments	1	40	2	32	**F**
Bennett Block	0	-	0	-	**NONE**
Brookbend East	0	-	1	4	**A**
Brookbend West	0	-	2	5	**A**
Central Square Terrace	2	3	4	4	**A**
Evergreen Knoll LP	0	-	0	-	**NONE**
Forest View	2	9	2	9	**A**
Hampshire House	1	7	2	24	**C**
Harper Acres	0	-	4	6	**A**
Meadow Road Apartments	1	24	1	24	**C**
North and Gilsum	0	-	1	20	**B**
Riverbend Apartments	0	-	0	-	**NONE**
Scattered Sites	1	1	1	1	**A**
Scattered Sites 2	1	11	1	11	**A**
Stone Arch Village Family	0	-	0	-	**NONE**
Stone Arch Village Senior	2	13	2	13	**A**
Report Totals:	11	12	23	11	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
March 2022

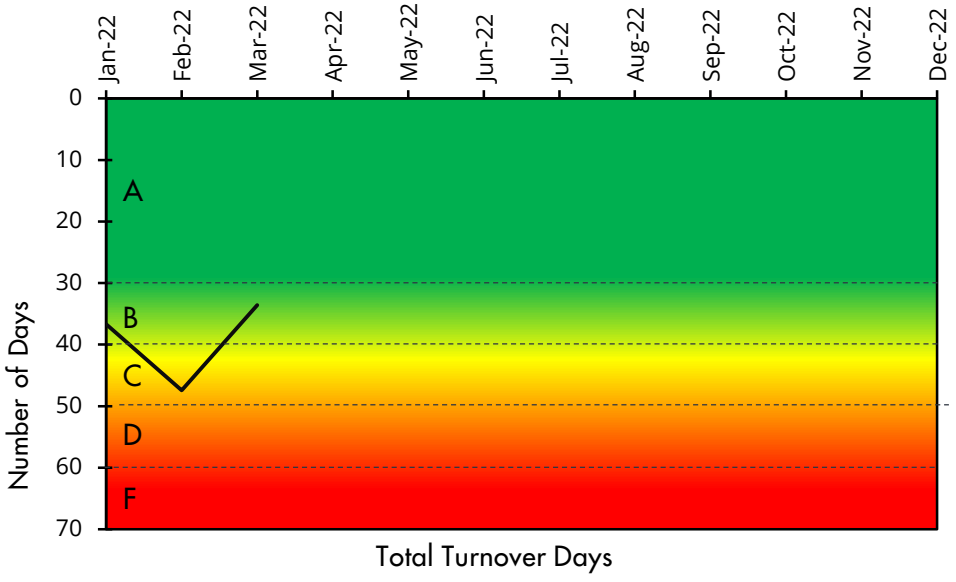
Community	Number of Units Leased	Average Leasing Days	YTD Number of Units Leased	YTD Avg Leasing Days	YTD Grade
Ash Brook Apartments	1	6	2	5	**A**
Bennett Block	0	-	0	-	**NONE**
Brookbend East	1	7	1	7	**A**
Brookbend West	1	29	2	17	**B**
Central Square Terrace	1	24	2	25	**C**
Evergreen Knoll LP	0	-	0	-	**NONE**
Forest View	2	4	2	4	**A**
Hampshire House	0	-	2	37	**F**
Harper Acres	1	37	2	28	**D**
Meadow Road Apartments	1	1	1	1	**A**
North and Gilsum	1	2	1	2	**A**
Riverbend Apartments	0	-	0	-	**NONE**
Scattered Sites	0	-	0	-	**NONE**
Scattered Sites 2	1	4	1	4	**A**
Stone Arch Village Family	0	-	0	-	**NONE**
Stone Arch Village Senior	0	-	1	88	**F**
Report Totals:	10	12	17	20	B



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
March 2022

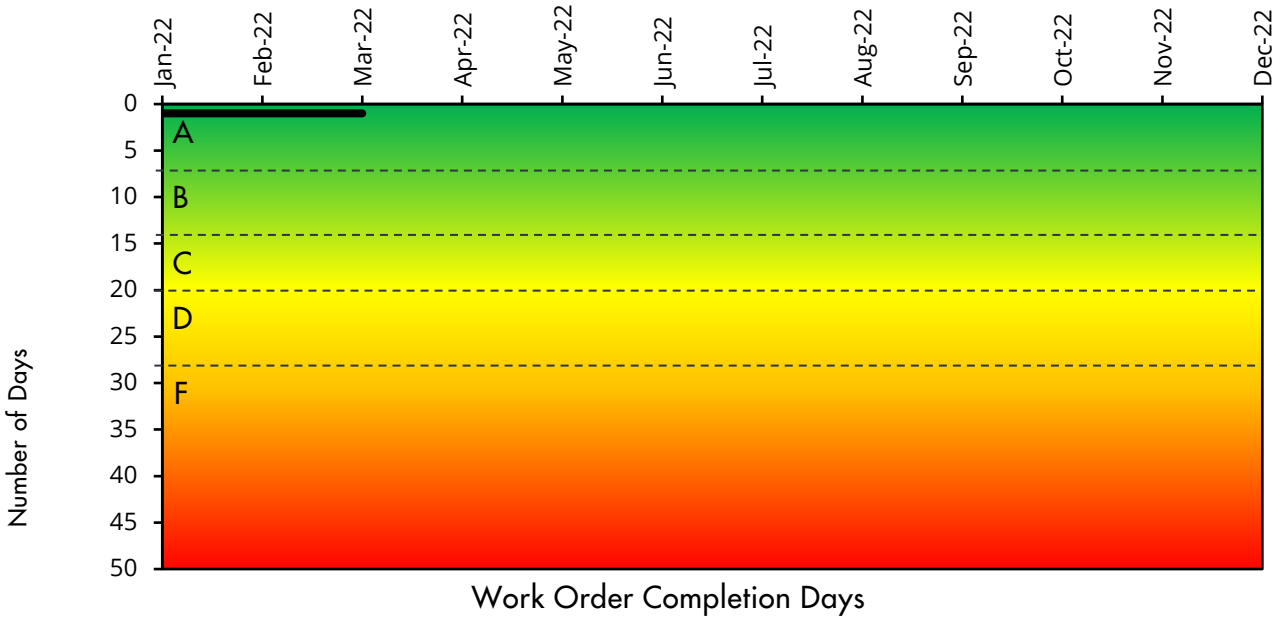
Community	Number of Units Turned in Month	Average Turnover Days	YTD Number of Units Turned	YTD Avg Turnover Days	YTD Grade
Ash Brook Apartments	1	45	2	36	**B**
Bennett Block	0	-	0	-	**NONE**
Brookbend East	1	10	1	10	**A**
Brookbend West	1	30	2	21	**A**
Central Square Terrace	1	25	2	29	**A**
Evergreen Knoll LP	0	-	0	-	**NONE**
Forest View	2	12	2	12	**A**
Hampshire House	0	-	2	63	**F**
Harper Acres	1	47	2	37	**B**
Meadow Road Apartments	1	24	1	24	**A**
North and Gilsum	1	21	1	21	**A**
Riverbend Apartments	0	-	0	-	**NONE**
Scattered Sites	0	-	0	-	**NONE**
Scattered Sites 2	1	14	1	14	**A**
Stone Arch Village Family	0	-	0	-	**NONE**
Stone Arch Village Senior	0	-	1	110	**F**
Report Totals:	10	24	17	34	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
March 2022

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	15	1	A	33	1	A
Bennett Block	4	0	A	24	1	A
Brookbend East	10	1	A	75	1	A
Brookbend West	8	0	A	29	1	A
Central Square Terrace	72	0	A	136	1	A
Cottage Street	2	0	A	5	1	A
Emerald Street House	11	1	A	25	1	A
Evergreen Knoll LP	8	0	A	27	1	A
Forest View	24	1	A	47	1	A
Hampshire House	6	1	A	15	1	A
Harper Acres	43	1	A	95	1	A
Keene Housing Main Office	2	3	A	9	1	A
Meadow Road	5	1	A	10	1	A
North and Gilsum	9	0	A	32	1	A
Riverbend Apartments	6	1	A	16	1	A
Scattered Sites	6	1	A	24	1	A
Scattered Sites 2	21	0	A	43	1	A
Stone Arch Village Family	16	1	A	36	1	A
Stone Arch Village Senior	30	1	A	81	1	A
Report Totals:	298	1	A	762	1	A



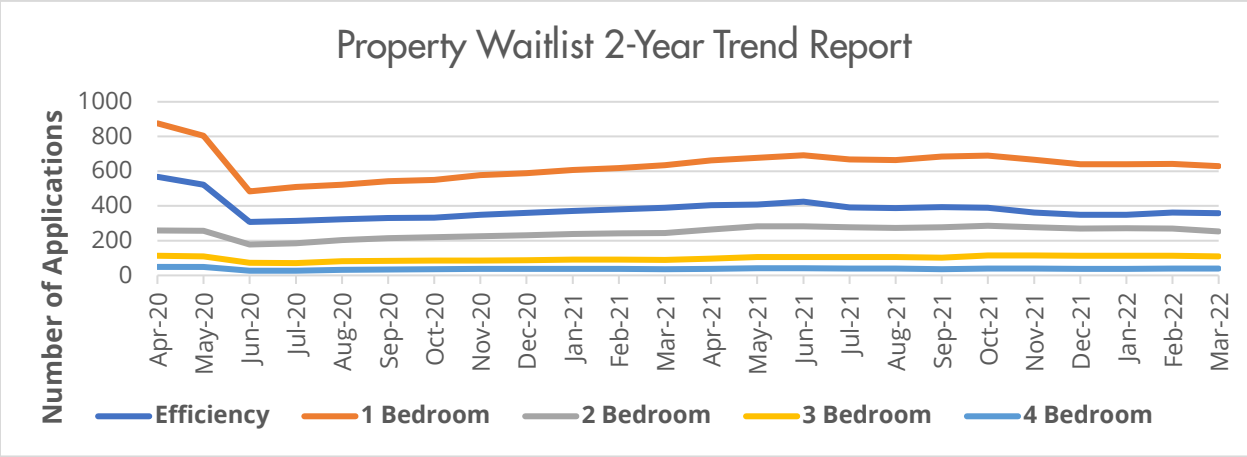
This report tracks the number of days it takes the Facilities and Assets team to complete non-emergency work orders. Our goal is to complete non-emergency work orders in 5 days or less.

Residential Property Emergency Work Order Completion Days
March 2022

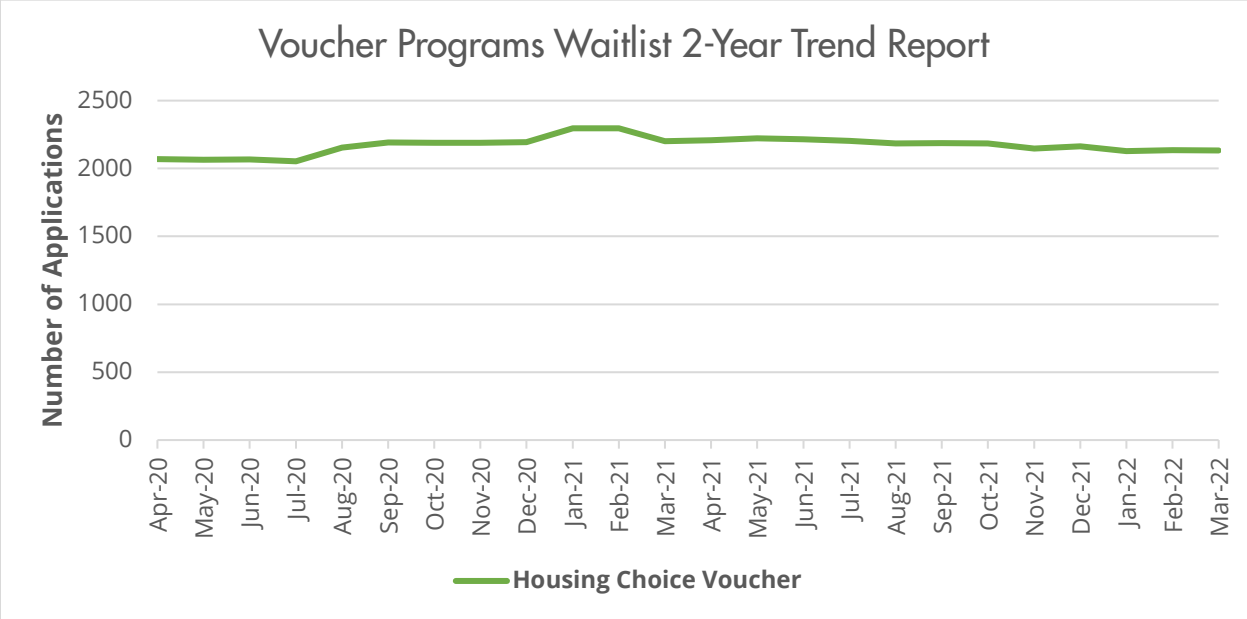
Community	Number of Work Orders	Average Days To Complete	Monthly Grade	YTD Number of Work Orders	YTD Average Days To Complete	YTD Grade
Ash Brook Apartments	2	0	P	4	0	P
Bennett Block	1	0	P	5	0	P
Brookbend East	-	-	NONE	3	0	P
Brookbend West	1	0	P	1	0	P
Central Square Terrace	5	0	P	16	0	P
Cottage Street	-	-	NONE	-	-	NONE
Emerald Street House	-	-	NONE	-	-	NONE
Evergreen Knoll LP	1	0	P	1	0	P
Forest View	6	0	P	9	0	P
Hampshire House	-	-	NONE	-	-	NONE
Harper Acres	8	0	P	17	0	P
Keene Housing Main Office	-	-	NONE	-	-	NONE
Meadow Road	-	-	NONE	2	0	P
North and Gilsum	-	-	NONE	1	0	P
Riverbend Apartments	2	0	P	3	0	P
Scattered Sites	-	-	NONE	2	0	P
Scattered Sites 2	2	0	P	3	0	P
Stone Arch Village Family	4	0	P	8	0	P
Stone Arch Village Senior	5	0	P	10	0	P
Report Totals:	37	0	P	85	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
March 2022



*Waitlist purge completed in June 2020



Housing and Services FY 2022 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	$452,108	$326,606	72%	597	$547	102%	587	$167	$125,502
February	$452,108	$320,341	71%	593	$540	101%	587	$192	$131,767
March	$452,108	$326,139	72%	611	$534	104%	587	$632	$125,969
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$1,356,324	$973,086	72%	1801	$540	102%	1,761	$990	$383,238

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	$452,108	$317,621	70%	513	$619	87%	587	$167	$134,487
February	$452,108	$311,616	69%	511	$610	87%	587	$192	$140,492
March	$452,108	$316,529	70%	510	$621	87%	587	$632	$135,579
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$1,356,324	$945,766	70%	1534	$617	87%	1,761	$990	$410,558

Affordable Housing Preservation Program (AHPP)

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$12,203	$11,421	94%	17	$672	94%	18	$0	$782
February	$11,690	$12,031	103%	17	$708	94%	18	$0	($341)
March	$11,690	$12,031	103%	17	$708	94%	18	$0	($341)
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$35,583	$35,483	100%	51	$696	94%	54	$0	$100

Non-Elderly Disabled (NED)

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$58,917	$59,910	102%	96	$624	96%	100	$0	($993)
February	$64,247	$57,213	89%	92	$622	92%	100	$0	$7,034
March	$57,138	$58,343	102%	92	$634	92%	100	$0	($1,205)
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$180,302	$175,466	98%	280	$627	93%	300	$0	$4,836

Mainstream (MS)

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$34,166	$35,875	105%	67	$535	67%	100	$46	($1,709)
February	$37,078	$37,580	101%	67	$561	67%	100	$45	($502)
March	$36,969	$38,281	104%	69	$555	69%	100	$7	($1,312)
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$108,213	$111,736	103%	203	$550	68%	300	$98	($3,523)

Pathways

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January									
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$0	$0	0%	0	$0	0%	0	$0	$0

Foster Youth to Independence

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$4,360	$2,964	17%	3	$988	100%	3	$0	$14,475
February	$4,360	$2,964	296400%	3	$988	100%	3	$0	-$2,963
March	$4,360	$3,118	133%	3	$1,039	100%	3	$0	-$767
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$13,080	$9,046	98850%	9	$1,005	100%	9	$0	$10,745

FY22 utilization targets are 98% in NEDs, 98% in AHPP, 93% in MTW without THASP, 103% with THASP, MS5 98% and 2017 MS 98%.

2021 Summary			
Program	UMA	UML	% UML
MTW	7044	6885	98%
NED	1200	1176	98%
AHPP	216	209	97%
MS5	600	526	88%
2017 MS	600	262	44%

Keene Housing

FINANCE REPORT
MARCH 2022

Keene Housing	KEENE HOUSING Consolidated			
	BALANCE SHEET - summary			
	Ending balance as of March 31, 2022	Ending balance as of December 31, 2021	$ Variance Incr / (Decr)	% Variance
ASSETS				
Total Current Assets	26,689,519	25,544,581	1,144,939	4%
Total Fixed Assets	54,713,624	54,922,886	(209,262)	0%
Total Other Assets	1,483,873	1,483,873	0	0%
Total Assets	**$82,887,016**	**$81,951,340**	**$935,676**	**1%**
LIABILITIES and EQUITY				
Total Current Liabilities	1,952,891	1,451,979	500,912	26%
Total Long Term Liabilities	32,603,844	32,723,791	(119,947)	0%
Total Liabilities	**$34,556,735**	**$34,175,770**	**$380,965**	**1%**
Total Equity	**$48,330,281**	**$47,775,570**	**$554,711**	**1%**
Total Liabilities & Equity	**$82,887,016**	**$81,951,340**	**$935,676**	**1%**

KEENE HOUSING AND COMPONENT UNIT ENTITIES			
Debt Current Ratio	8.34%	12.66%	

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

Keene Housing	KEENE HOUSING AND COMPONENT UNIT ENTITIES				PARTNERSHIPS AND MANAGED ENTITIES			
	BALANCE SHEET - summary				BALANCE SHEET - summary			
	Ending balance as of March 31, 2022	Ending balance as of December 31, 2021	$ Variance Incr / (Decr)	% Variance	Ending balance as of March 31, 2022	Ending balance as of December 31, 2021	$ Variance Incr / (Decr)	% Variance
ASSETS								
Current Assets								
Cash and Cash Equivalents	8,961,701	8,082,056	879,645	10%	3,260,700	3,374,368	(113,669)	-3%
Accounts Receivables, Net	1,361,364	1,177,803	183,562	13%	50,236	-	50,236	100%
Loan Reveivables	12,814,750	12,818,993	(4,243)	0%	-	-	-	0%
Prepaid Expenses	195,124	68,025	127,100	65%	45,645	23,336	22,309	49%
Other Assets	-	-	-	0%	-	-	-	0%
Total Current Assets	$23,332,939	$22,146,876	$1,186,063	5%	$3,356,580	$3,397,704	($41,124)	-1%
Long-Term Assets								
Fixed Assets	36,962,297	36,863,548	98,749	0%	40,613,445	40,591,818	21,627	0%
Construction In Process	489,702	264,707	224,995	46%	8,349	-	8,349	-100%
Accumulated Depreciation	(13,489,990)	(13,195,272)	(294,719)	2%	(9,870,178)	(9,601,914)	(268,264)	3%
Total Fixed Assets	$23,962,008	$23,932,983	$29,025	0%	$30,751,616	$30,989,904	($238,288)	-1%
Other Assets								
Deferred Fees	14,230	14,230	-	0%	563,261	563,261	-	0%
Investment LP - Riverbend	1,032,302	1,032,302	-	0%	-	-	-	0%
Invesetment - CST	-	-	-	0%	-	-	-	0%
Investment - Riverbend	21,433	21,433	-	0%	-	-	-	0%
CST Rehab	-	-	-	0%	-	-	-	0%
Amortization - Lease Comm	(3,494)	(3,494)	-	0%	(143,859)	(143,859)	-	0%
Total Other Assets	$1,064,471	$1,064,471	$0	0%	$419,402	$419,402	$0	0%
Total Assets	**$48,359,418**	**$47,144,330**	**$1,215,088**	**3%**	**$34,527,599**	**$34,807,010**	**($279,412)**	**-1%**
LIABILITIES								
Current Liabilities								
Accounts Payable	698,631	337,041	361,590	52%	73,233	44,047	29,186	40%
Accrued Expenses	376,305	301,507	74,798	20%	804,723	769,385	35,339	4%
Total Current Liabilities	$1,074,935	$638,547	$436,388	41%	$877,956	$813,432	$64,524	7%
Long Term Liabilities			-	0%			-	0%
Notes Payable	18,213,698	18,301,316	(87,618)	0%	14,388,681	14,421,009	(32,329)	0%
Other	1,466	1,466	-	0%	-	-	-	0%
Total Long Term Liabilities	$18,215,164	$18,302,782	($87,618)	0%	$14,388,681	$14,421,009	($32,329)	0%
Total Liabilities	**$19,290,099**	**$18,941,329**	**$348,770**	**2%**	**$15,266,636**	**$15,234,441**	**$32,196**	**0%**
EQUITY								
Capital Investments, Net of Distributior	17,332,301	17,332,301	-	0%	23,222,858	23,517,159	(294,301)	-1%
Retained Earnings	10,870,700	8,967,831	1,902,869	18%	(3,914,160)	(3,720,507)	(193,653)	5%
Total Equity	**$28,203,001**	**$26,300,132**	**$1,902,869**	**7%**	**$19,308,698**	**$19,796,652**	**($487,954)**	**-3%**
Current Year's Net Income	$866,319	$1,902,869	($1,036,551)		($47,736)	($224,082)	$176,346	
Total Liabilities & Owner's Equity	**$48,359,418**	**$47,144,330**	**$1,215,088**	**3%**	**$34,527,599**	**$34,807,010**	**($279,412)**	**-1%**

Keene Housing	KEENE HOUSING Consolidated			
	INCOME STATEMENT			
	Actual	Budget	Variance	
	YTD Activity as of March 31, 2022	YTD Activity as of March 31, 2022	$ Variance (under) / over	% Variance
Total Operating Revenue	4,514,245	5,089,576	(575,331)	-13%
Total Operating Expenses	3,837,869	4,291,280	(453,412)	-12%
NET OPERATING INCOME	**$676,377**	**$798,296**	**(121,919)**	**-18%**

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

Non-Operating Expense	Actual	Budget	Variance	
Total Depreciation Expense	$653,936	$594,550	$59,386	9%

Keene Housing	KEENE HOUSING			
	INCOME STATEMENT CONSOLIDATED SUMMARY			
	Actual	Budget	Variance	
	YTD Activity as of March 31, 2022	YTD Activity as of March 31, 2022	$ Variance (under) / over	% Variance
REVENUE				
Rents/HAP/Subsidy Income	3,811,421	4,569,426	(758,005)	-20%
Vacancy Loss	(18,830)	(31,717)	12,887	-68%
Admin Fee Income	207,813	277,959	(70,146)	-34%
Managmeent Fees	160,056	168,660	(8,604)	-5%
Interest Income	11,254	11,720	(466)	-4%
Partnership/Incentive Fees	282,263	-	282,263	100%
Other Income	48,604	78,690	(30,086)	-62%
Misc Tenant Income	11,665	14,838	(3,173)	-27%
Total Revenue	$ 4,514,245	$ 5,089,576	$ (575,331)	-13%
EXPENSES				
Administrative	257,570	304,573	(47,003)	-18%
Operational	138,169	139,551	(1,382)	-1%
Payroll	806,249	877,396	(71,147)	-9%
Utilities	389,797	365,456	24,341	6%
Maintenance	333,605	325,079	8,525	3%
Taxes & Insurance	311,657	347,153	(35,496)	-11%
Interest	242,773	245,954	(3,181)	-1%
Amortization of Finance Costs	-	2,360	(2,360)	0%
Tenant Programs	53,753	81,965	(28,212)	-52%
HAP	1,304,296	1,601,793	(297,497)	-23%
Total Operating Expenses	$ 3,837,869	$ 4,291,280	$ (453,412)	-12%
NET OPERATING INCOME	**$ 676,377**	**$ 798,296**	**$ (121,919)**	**-18%**

KEENE HOUSING Consolidated

INCOME STATEMENT - variances

Actuals compared to Budget

This report provides a summary on the consolidated financial operations and variances to budget for Keene Housing and managed properties.

NET INCOME (before depreciation) is $676k, under budget at $122k.

OPERATING REVENUES are $4.5m a net decrease of $575k as compared to the budget of $5.1m.

OPERATING EXPENSES are $3.8m an increase of $453k as compared to the budget of $4.3m.

REVENUE	VARIANCES for Revenue categories (Less)/Higher than Budget	
Rent/HAP/Subsidy Income	(758,005)	The income is less than budget due to the demand for voucher subsidy was less than budget. The remaining balance can be held at HUD and/or used for Non-HAP expenses.
MTW Non-HAP Income	(49,508)	The actuals are lower than budget. This budget is the portion of MTW funds that is internally allocated to fund the budget for capital improvements, resident services and youth services. KH has requested reimbursement from HUD for the eligible projects that have been completed. KH has requested to date $286k.
Vacancy Loss	12,887	The Vacancy Loss is a reduction to revenue and the actuals are slightly higher than the budget so this is a reduction to revenue.
Admin Fee Income	(70,146)	HUD Admin Fee are under budget. The Section 8 admin fees are under budget by $63k, actuals are based on the actual admin expensed. MS in under budget at $7k and related to new vouchers awarded but not leased at this time. SPV are on budget.
Interest Income	(466)	
Partnership/Incentive Fees	282,263	Partnership fees and distributions, paid to Keene Housing or MAHC from surplus cash for 2021 on LIHTC properties managed. The YTD budget is $0, $282k has been received to date.
Management Fees	(8,604)	Slightly under budget.
Other Income	(30,086)	Other Income is less than budget. Related to Miscellanous income under budget.
Misc Tenant Income	(3,173)	Less than budget.
Total Operating Revenue	(575,331)	Lower than Budget

Keene Housing	KEENE HOUSING Consolidated INCOME STATEMENT - variances Actuals compared to Budget

EXPENSES	VARIANCES for Expense categories (Less)/Higher than Budget	
Administrative/Operational	(48,385)	Expenses are generally all under budget.
Payroll	(71,147)	Benefit Expenses are under budget by $30k. This variance is expected to remain for the year and possibly continue to increase slightly. Salaries are over budget by $13k, we have had no vacant positions during 2022. The additional work for maintenance staff related to the snow/ice removal has been significant for the first two months of this year.
Utilities	24,341	Fuel Expense is over budget by $12k. Water & Sewer is over budget by $3k. Electric is under budget by $14k. Timing.
Maintenance	8,525	Most of the maintenance line items are over budget by $54k due to the rising cost of materials and repairs and includes the cost of security at CST by $20k. There are a few maintenance line Items under budget by $46k.
Taxes & Insurance	(35,496)	All timing related.
Interest/Partnership Taxes/Amortiz	(5,541)	Timing.
Tenant Programs	(28,212)	Tenant programs are under budget by $16k, related to lack of activities: garden, resident BBQ, RSR grants to residents this time of year.
HAP	(297,497)	HAP disbursements are under budget in MTW by $227k and MS by $58k. NEDs expenses are under budget by $12k.
Total Operating Expenses	(453,412)	Lower than Budget
Net Variance for Net Income	**($121,919)**	**Lower than Budget**

*All entities have year end as of 12/31 except CST and BBE are 10/31 year ends.

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

KEENE HOUSING

INCOME STATEMENT - SUMMARY BY ENTITY

	ACTUALS	BUDGET	Changes Compared to Approved Budget		
	Operational Surplus/ (Deficit)	Operational Surplus/ (Deficit)	Revenue (Less)/Higher than budget	Expenses (Less)/Higher than budget	Notes on variances
KEENE HOUSING AND COMPONENT UNIT ENTITIES					
Central Office (Locals)	(8,581)	(15,743)	2,215 Higher Revenue	(4,947) Lower Expenses	
Monadnock Affordable (MAHC)	280,246	(8,242)	266,418 Higher Revenue	(22,070) Lower Expenses	
Keene Affordable (KAHP)	93,361	112,000	(49,823) Lower Revenue	(31,184) Lower Expenses	
Meadow Road	18,255	(8,899)	(8,990) Lower Revenue	(36,143) Lower Expenses	
Ash Brook Apartment	(2,695)	22,864	(10,282) Lower Revenue	15,276 Higher Expenses	
Emerald Street	5,143	1,107	4,975 Higher Revenue	939 Higher Expenses	
Hampshire House	9,184	4,929	(246) Lower Revenue	(3,800) Lower Expenses	
Section 8 Voucher Program (MTW)	(30,286)	337,475	(643,172) Lower Revenue	(275,411) Lower Expenses	
Mainstream Voucher Program	(21,452)	(11,691)	(69,237) Lower Revenue	(59,476) Lower Expenses	
Special Purpose Vouchers (NEDs, AHPP,FYI	7,846	(10,134)	2,894 Higher Revenue	(15,086) Lower Expenses	
Riverbend (and LIHTC)	23,269	34,411	(14,212) Lower Revenue	(3,070) Lower Expenses	
TOTALS	$374,289	$458,078	($519,460) Lower Revenue	($434,971) Lower Expenses	
PARTNERSHIPS AND MANAGED ENTITIES					
Low Income Tax Credits Properties (LIHTC)					
Evergreen Knoll	25,018	32,258	(5,474) Lower Revenue	1,766 Higher Expenses	
Brookbend West	67,605	60,816	(13,494) Lower Revenue	(20,283) Lower Expenses	
Stone Arch Family	26,669	24,003	(11,972) Lower Revenue	(14,638) Lower Expenses	
Stone Arch Senior	14,115	19,185	(10,476) Lower Revenue	(5,405) Lower Expenses	
LIHTC with 10/31 year ends					
Brookbend East	137,791	125,796	(12,164) Lower Revenue	(24,159) Lower Expenses .	
Central Square (multifamily)	31,897	74,314	153 Higher Revenue	42,570 Higher Expenses	
Non-Owned/Managed Properties					
Cottage Street	(1,007)	3,846	(2,444) Lower Revenue	2,409 Higher Expenses	
TOTALS	302,088	$340,218	($55,871) Lower Revenue	($17,740) Lower Expenses	

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

Capital Purchases/Renovations details 2022

Description	Location	Committed/ projected	FUNDING STATUS:
KAHP-Harper Acres	Unplanned Life/Safety or RA	$20,000	MTW funding
KAHP-Harper Acres	Tub roll-in (5 units at $4000)	$20,000	MTW funding
KAHP-Harper Acres	Handicapped Ramp (109 Ashelout St)	$60,000	MTW funding
KAHP-Harper Acres	Brick work and wood trim work (Mill Building)	$100,297	MTW funding
KAHP-105 Castle St	Rehabilitation of Building	$2,275,974	Insurance, CDBG, Rebates, Cash
KAHP-105 Castle St	Rehabilitation of Building (increase in arch fee)	$24,000	increase in fee
KAHP-105 Castle St	Warrenstreet Arch Fees, pre-construction	$5,285	Cash
KAHP-Forest View	Exterior Doors - large Entry Door(FAC)	$3,481	MTW funding
KAHP-Forest View	Snow guards	cancelled	MTW funding
KAHP-N&G	Snow guards	cancelled	MTW funding
KAHP-N&G	Heat Pump Project w/fees	deferred	MTW funding, Rebates
KAHP-Bennett	Remediation Of Ground Soil	$10,000	MTW funding
KAHP-Bennett	Flooring/Furniture for Community Room/offices (and unfinished contract)	$58,100	MTW funding
Scattered Sites	Rehabilation Damon, Water, Roxbury Court (Outside and Heat Pumps) w/eng fees	$500,000	MTW funding, Rebates
Scattered Sites	Exterior Door - Farmstead commons	$3,389	MTW funding
Scattered Sites 2	Misc renovations	$50,000	MTW funding
KAHP-17-19 Roxbury Ct	Kitchen upgrade 1 Apt (Cabinets, Appliance on turn, flooring.)	$17,075	MTW funding
KAHP-Damon St	DWH - Indirect gas water heater tank, ~80 gal Boiler Room (6units)	$24,437	MTW funding
KAHP-Damon St	Roof replacement (4300units)	$47,555	MTW funding
KAHP various properties	Security Camera project	$15,000	MTW funding
KAHP various properties	Asphalt/Concrete Project with Engineering (warrenstreet) carry over 2021	$178,065	MTW funding
Riverbend Apartments	Security Camera System expand (with setup of connection)	on hold	MTW funding
Riverbend Apartments	Bathroom/office Build (remain balancd) w/furniture for PM $10k	$100,000	MTW funding
Meadow rd	Kitchen/stairs/Bathroom (unit 7&8)	$32,500	MTW funding
Meadow rd	New Bathrooms (2 @ $3500)	$0	MTW funding
Meadow rd	Security Camera	on hold	MTW funding
Ash Brook Apt	Boilers (2)	$175,000	MTW Funding/Mascoma $125k
Ash Brook Apt	Security Camera	on hold	MTW funding
Ash Brook Apt	Asphalt/railing	$20,500	MTW funding
SAV Family	Shutter Replacement	$15,000	Reserves
SAV Family	Roof replacement with Fees $8k	$164,139	Reserves $0 /MAHC loan $170k
SAV Family	fencing in front of units	$6,000	MTW funding
SAV Family	Security Cameras	$13,476	Reserves
SAV Senior	Pumps	$9,000	MTW funding
SAV Senior	Dumpster Pad	on hold	MTW funding
SAV Senior	Hot Water Boilers, 750 kBtuh Capacity	$20,000	MTW funding
SAV Senior	Roof Replacement with Fees $8k	$145,349	Reserves $100k /MAHC loan $50k
SAV Senior	Security Cameras	$12,054	Reserves
Locals	Vehicles (2) w/trade of Escape	$62,025	Cash
Locals	Security Camera	on hold	Cash
Locals	Public Art	$10,000	Cash
MAHC-SAV office	Roof Replacement with Fees $5k	$78,863	Cash
MAHC-SAV office	Door-outside employee entrance	$9,000	Cash
MAHC-SAV office	Land (use block grant funds)	$10,000	Cash
Evergreen Knoll	DHW: storage tanks (4)	$12,957	Reserves
Evergreen Knoll	Paving vehicular: asphalt entrance	$25,000	Reserves
Evergreen Knoll	Roof replacement with Fees $6k	$255,905	Reserves $150k /MAHC loan $105k
Brookbend East	Landscaping (rock removal)	$5,000	Reserves
Brookbend West	Landscaping (rock removal)	$5,000	Reserves
CST	Security Camera expansion	$22,495	Reserves
	TOTAL Keene Housing costs	$4,621,921	
MTW Funding carry over from 2021		$872,219	confirmed
MTW Funding expected in 2022		$1,154,315	projection as of 4/14/2022

Capital Purchases/Renovations details 2022

Description	Location	Committed/ projected	FUNDING STATUS:
KH and MAHC Cash on hand		**$202,388**	Cash for non-eligible MTW
MAHC financing for Roof replacement SAVF,SAVS,EK		**$325,000**	confirmed
Loan-Mascoma Bank (AB)		**$125,000**	confirmed
Eversource Rebate (for N&G heal pump project, based on estimate from Dana)		**$0**	moved to 2023
Eversource Rebate (for Scattered Site project, based on estimate from Dana)		**$0**	no rebates
Replacement Reserves (BBE/BBW, CST, AB, SAVS, EK)		**$360,982**	projected
Insurance recovery (105 Castle St)		**$1,126,814**	confirmed
CDBG (105 Castle ST)		**$472,000**	confirmed
Eversource Rebate (for 105 Castle St project)		**$315,000**	not confirmed
Contribution from Monadnock Collaborative (105 Castle St)		**$221,000**	not confirmed
MAHC Cash on hand (105 Castle St)		**$165,160**	not confirmed
	Available funds unspent/(funds needed)	**$717,957**	

Type of Services	Vendor	Original Contract Dates	Current Expiration Date	Renewal Options	2022 ANNUAL Contract Limits	2022 ANNUAL Contract Specific Amounts
Keene Housing-Active Contracts						
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		$51,090
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	
Legal - RE Law & Federal Reg	Hawkins Delafield & Wood	12/01/17 - 11/30/20	11/30/2022	remaining renewal options: 0	as needed	
Lawn Care	AGM Landscaping	01/01/18 -11/30/19	11/30/2022	remaining renewal options: 1(2023)		$68,550
Lawn Care	AGM Landscaping	04/01/19 -11/30/20	11/30/2022	remaining renewal options: 1 (2023)		$72,800
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	
Graphic Design	Silver Direct	02/01/19 - 1/31/24	1/31/2023	remaining renewal options: 1 (2024)	< $15,000.00	

Type of Services	Vendor	Original Contract Dates	Current Expiration Date	Renewal Options	2022 ANNUAL Contract Limits	2022 ANNUAL Contract Specific Amounts
Keene Housing-Active Contracts						
Energy Consulting Services	Nova Consulting Group	2/20/20 - 2/20/21	2/20/2023	remaining renewal options: 2 (2023,2025)	<$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)	10/01/21 - 09/30/23	8/31/2023	remaining renewal options: 1 (2023-2025)	<$50,000.00	
Architect/Engineering Services	JA Saccoccio Workshop PLLC	09/03/21-09/03/23	9/3/2023	remaining renewal options: 1 (2023)		
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: 1 (2023)	as needed	
Audit Services	Otis Atwell	10/06/21-9/30/23	9/30/2023	remaining renewal options: 1 (2023)		
Environmental Services	LE-Environmental	01/01/22 - 12/31/23	12/31/2023	remaining renewal options: 1 (2023-2025)	<$50,000.00	
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
Trash Removal	Waste Management	05/01/22 - 04/30/25	4/30/2025	remaining renewal options: 2 (2026,2027)		
Interpert Support	DT Interperting	3/10/21-3/10/26	3/10/2026	remaining renewal options: 0		
IT Support	True North Networks	1/1/21-12/31/26	12/31/2026	remaining renewal options: 0		
Laundry Service	CSC Service Works	2/16/22-2/16/27	2/16/2027	remaining renewal options: 0		

Keene Housing

MTW HCV Quarterly
Dashboard Report

Excludes Mainstream, NED,
HOVO and Shelters; also
excludes RCT NO Services

Submitted April 13, 2022

$0 HAP Households

Status	Program	Household ID#	$0 HAP Effective	EOP Date	Resident Service Coordinator
Inactive	HCV	48138	01/01/2022	03/03/2022	Kelly Griffin
Active	PBV	40449	03/01/2022	08/31/2022	Melody Blanchette

TANF Stepped Subsidy Households

Program	Household ID#	MTW Step
PBV	48659	2
PBV	48739	2
PBV	48790	1
PBV	48819	1

RSR Compliance

Households with No Assessment	4	New participants, some included in strike data	
Households with No Strikes	37		
Households with 1 Strike	27		
Households with 2 Strikes	27		
Households with 3 Strikes	15		
Total Households:	106	***Unduplicated count**	

Rent Burden for Stepped Subsidy Households (Excludes STRIKES and Zero Income Households)

30% and Under Rent Burden	66
31%-45% Rent Burden	13
Over 45% Rent Burden	9

Safety Net Overview

	MONTHLY HAP	SAFETY NET HAP	HAP DIFFERENCE	APPROVED APPS	DENIED APPS	WITHDRAWN APPS	TOTAL APPS
PBV Subtotal	$1,300	$2,407	$1,107	2	0	0	2
HCV Subtotal	$650	$1,282	$632	1	0	0	1
Quarter Total	**$1,950**	**$3,689**	**$1,739**	**3**	**0**	**0**	**3**

City Assistance	**$1,618**
SCS COVID-19 Assistance	**$69,594**

Gross Income Change Overtime (Includes Active and Inactive Households)

2021 Q-1	
Average	$28,061.00
Median	$29,785.00
Number Households	118

2022 Q-1	
Average	$31,666.00
Median	$33,415.00
Number Households	102

Notes:

Total Households may differ due to some participants not attending mandatory meetings, therefore there is no data.

Heard it Through the GRAPEVINE

SPRING 2022

POINTS OF INTEREST

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Property News.....2

Housing and Services News.....4

Community Connections Corner.....5

Community Gardens.....6

Work Orders

Did you know you can submit a non-emergency work order through KH's website? If you need something fixed in your apartment or see something broken on property, please visit www.keenehousing.org and click "Submit a Work Order" and follow the prompts.

Keene Housing

The Executive Director's Corner

Happy Spring! Let me start by thanking everyone for cooperating with our snow removal operations this winter. For the second year in a row, we didn't get nearly as much snow as we're used to, but we certainly got our fill of ice and freezing rain. Keeping the parking lots and walkways safe after ice storms can be much harder and time consuming than snow removal, and I want to recognize our crew and AGM for all the time and effort they put into the work this winter – including on Christmas Day!

With spring comes the beginning of our construction season and while cost increases and supply chain disruptions continue to affect our planning, we will be replacing the roofs at Stone Arch Senior, Stone Arch Family, Evergreen Knoll, and our Central Office on Court Street. We are working with local artists to design a mural at Central Square Terrace and they expect to be painting by May. We also expect to rollout additional security camera systems at the larger properties. We are also hoping to make a series of energy efficiency improvements at Water Street, Damon Court and Roxbury Court, but as of this writing it's unclear whether or not those projects will get started this year or will need to be deferred to 2023.

Finally, the big project for this year is the rehabilitation of 105 Castle Street, which we lost to fire just over a year ago. Thanks in part to a $500,000 Community Development Block Grant through Cheshire County and the New Hampshire Community Development Finance Authority, work at 105 Castle Street should begin in the fall and be completed by early summer 2023.

As always, there's a lot more I could talk about, but I'm out of space, so I'll just end by wishing everyone a safe and sunny spring!

Property Reminders From the Property Management Team

Welcome Spring! With the change of seasons, the Property Management Team would like to take this opportunity to list some of the seasonal property reminders.

Speed Safety

Please watch your speed throughout our communities and neighborhoods. The warm, sunny days draw more people outdoors to enjoy many activities such as biking, walking and playing. Please keep your speed at 5MPH or under while driving through our communities and neighborhoods.

Window Safety

If you have small children, please be careful when your windows are open. We encourage residents not to put anything in front of the windows that children can climb on to get to the windowsills. The screens can easily pop out or rip causing harm to a child. Keene Housing will install window guards upon request.

Air Conditioners

Air conditioning season is fast approaching! Anyone who has not paid in full for last year's usage must do so prior to installing an air conditioner this season. If you have any questions regarding your balance, please contact your Property Manager. In addition, the AC Contract that will be mailed to you soon must be filled out and returned to the office prior to the installation of your AC.

Pets

Residents who wish to have a pet must review and abide by the Animal Policy which was provided as part of your lease packet and is available online at www.keenehousing.org. All residents must obtain written permission from KH prior to bringing a pet on property. If you have a dog, the policy states when you are out walking your dog on the property you must pick up your dog's waste and throw it away in the trash barrels and/or dumpsters provided. Please note, residents are not allowed to have visiting animals or to pet sit on property.

Laundry Rooms

When a laundry facility is provided on-site it is for the exclusive use of residents. Allowing a non-resident to use the laundry is a violation of your lease. Please clean up after yourselves in the laundry rooms and remove the lint from the dryers after each use. Promptly remove your laundry from the machine once it is completed so it is available for the next person.

HOUSING AND SERVICES NEWS

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

Did you know the Housing and Services department is the largest department at Keene Housing with 17 employees including me? Department staff are responsible for managing the waitlist, eligibility, property management, voucher administration, regulatory program compliance, grievances, and resident services.

Here are some of the most common questions (and answers) we get from tenants.

Q. Can we get a puppy?

A. All pet requests must be submitted to your Property Manager. Many of our properties do not permit dogs unless it's through a Reasonable Accommodation. Your Property Manager will explain the process to you. All residents must obtain written permission from KH before bringing a pet to any property.

Q. How can I receive a copy of my recertification letter?

A. Sometimes voucher participants will need a second copy of the recertification letter for other agencies. We will either mail or email a copy of the recertification letter to you on the same day we receive the request.

Q. Can I have a friend/family member stay with me while I recover from surgery?

A. There is a 14-night restriction per 12 months for an individual to stay at your apartment.

Continued on Page 8

Pay Your Rent Online or from Your Phone!

RentPayment from MRI Software

Skip the paper checks! Stop looking for stamps! Quit hunting for envelopes! We partnered with RentPayment.com so that you can pay rent (and fees) directly through our website or from RentPayment's phone app.

1. Go to the top of www.keenehousing.org and click on Make a Rent Payment to get setup or download the RentPayment app from the App Store or Google Play.
2. Select New to RentPayment to set up your account.
3. Add your preferred payment method and that's it – you're all set!

With RentPayment, you can securely pay from anywhere:

Credit Card	Via the RentPayment Call Center
Debit Card	Auto-withdrawl
eCheck	Via the Mobile App

Please contact your Property Manager to learn more or for help getting set up!

HOUSING AND SERVICES NEWS

Resident Self-Reliance (RSR) Program News

Happy Spring! We are excited to see the grass and experience some warmer weather. We have enjoyed seeing some of you in person and know we all find the flexibility of Zoom to be helpful- this will continue. Please remember that the scheduled meetings are mandatory, whether by phone, Zoom, or in person, as is the documentation we require. You are responsible for remembering your meeting, and getting us your documentation. If we can help out with anything between scheduled meetings, please reach out!

If you are in the process of, or actually receiving, assistance from KH for your internet bill, you must turn in a COMPLETE bill every quarter when you meet with your RSC. It's taking some time to get rolling, but now it's up and running. Once a month, KH will cut checks to participants who qualify.

Remember, Melody and Kelly are available to help you out with your household budgeting. This can really make a difference with your day-to-day finances. In addition, New Hampshire Federal Credit Union and other agencies offer this service. Don't be afraid (or ashamed) to take the leap and ask for help.

Its been a long 2 years! When you see Kelly or Melody, please let us know some of your achievements/accomplishments/etc. We miss hearing all that you are doing, and know that it has been (and may continue to be) a hard time for many of us.

Kelly Griffin can be reached at 283-5454 or email kgriffin@keenehousing.org. Melody Blanchette can be reached at 283-5452 , by cell at 313-9289 or email mblanchette@keenehousing.org.

New Property Manager at Evergreen Knoll and Riverbend

We are excited to announce Rhoda Jurkowski is the new Property Manager of Evergreen Knoll and Riverbend. Amy Crocker was promoted and is dedicating her time to housing compliance matters. Rhoda can be reached at 603-352-6161 ext. 305 or by email at rjurkowski@keenehousing.org. Please introduce yourself when you see her at your property!

COMMUNITY CONNECTIONS PHOTO GALLERY

Harper Acres

Stone Arch Village Senior

Central Square Terrace

COMMUNITY CONNECTIONS CORNER

A Note From Karen Graveline

The community room at Bennett Block is nearing completion and Community Connections Resident Service Coordinator, Karen Graveline, will start having office hours there soon. Community Connections focuses on connecting Keene Housing residents who are elderly or disabled to services and resources in the community. Bennett Block residents will also benefit from working with Karen to plan group activities such as crafts and games. Watch for flyers for a grand opening of the community room and for office hour times!

Community Connections COVID restrictions have been lifted and masks are no longer required during activities and groups are no longer capped at twelve residents. We hope to see some of those residents who found wearing a mask at groups constrictive come back to the groups again soon. For those who enjoy virtual resources and opportunities, check out Dartmouth-Hitchcock's Aging Resource Center (ARC). ARC provides high-quality education and support programs to improve the minds, bodies, and spirits of older adults and their families. Virtual programs include topics in the categories of healthy aging, planning ahead, technology, dementia education, mind and spirit, arts, and spiritual care. ARC's Virtual "Ready, Steady, Balance: How to Prevent Falls" workshop will be streamed at Central Square Terrace (CST) on May 19th at 10:00am. For more information in joining the workshop at CST contact Karen Graveline at 603-283-5465. To view all the community programs and events ARC offers, visit their website at https://www.dartmouth-hitchcock.org/aging-resource-center.

Community Connections Calendar:

Harper Acres (Mill Building)

- April 18 at 2:30PM - Group Activities Planning Meeting
- April 4 at 2:30PM - Craft Group

Central Square Terrace (CST)

- April 19 at 10:00AM - Group Activities Planning Meeting
- April 4 at 10:30AM - Craft Group
- April 12 at 1:00PM - Card Making
- Wednesdays at 1:30PM - BINGO

Stone Arch Village Senior

- April 20 at 2:00PM - Group Activities Planning Meeting
- April 6 at 2:00PM - Craft Group

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

Days are longer, birds are singing, and the sun is out: Spring is here! Most Keene Housing properties have had at least one garden meeting by now; if your property hasn't had a meeting and you are interested in gardening let Lea know! While you are waiting for the next meeting, this would be a good time to start planning your garden in earnest. The two most important aspects of garden planning are understanding how much space you are working with, and how much room a plant will occupy. Most of the Keene Housing garden beds are 4'X8', 3'X8', or 2'X6'. Larger plants like summer squash may take up to 3 square feet, whereas small plants like carrots may only use up a few inches. Garden Supply, The Almanac, and Community Garden Connections have garden planning tools and layout ideas to give you a jump start in planning out your gardens.

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 Keene Housing, you can contact Lea at 603-283-5440 or lkablik@keenehousing.org.

Community Garden News:

All Community Garden plant orders are due to KH's Community Garden Coordinator, Lea Kablik, by April 25th.

As we approach the growing/planting season, Lea will schedule regular onsite garden meetings. Keep an eye out for flyers!

Please contact Lea as soon as possible if you would like to garden and have not yet registered. Call Lea at 603-283-5440 or email lkablik@keenehousing.org.

COMMUNITY GARDENS PHOTO GALLERY

Microgreen Starts at Brookbend

Catnip seeds at CST

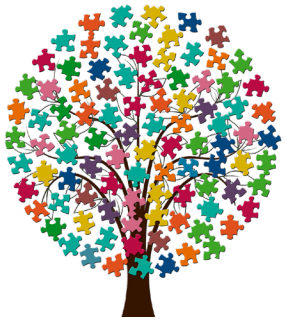
Nutrition Connections at CST

WHAT WILL YOU GROW?

TIPS AND TRICKS - WATERING

Every plant needs water, but did you know that how you water your plant can affect its overall health? Proper watering techniques can ensure that your plant is getting just enough water, prevent disease, and save you from extra work! A plant has different watering needs at every stage in its life, so let's start from the beginning. Seeds need warm, moist, and humid conditions to help them sprout. Use the mist setting on the spray nozzle and gently water your seeds until the soil looks wet but there is no standing water. Once seeds sprout, seedlings still need to be watered carefully as to not disturb their fragile roots. Use a light setting on your hose nozzle such as shower, sweep across your seedlings back and forth until the soil is soaked through, stop when water starts to form on the surface. Once your plant has grown a few inches and matures, spread some mulch at the base of the plant and water at the base of the plant to avoid getting the leaves wet. Both steps will help retain water in the soil, avoid spreading disease, and avoid sunburning your plants.

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 603-352-5440 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!

Garden Activity Kit - Bean in a Bag

Watch a bean sprout grow out of a plastic bag! Bean in a bag is a chance to watch a seed sprout and grow in front of your eyes rather than underground. Use the guide that comes in the kit to identify the different parts of the seed, can you name every part?

For a kit that includes all the supplies you need and step by step instructions, contact Lea at 603-283-5440 or lkablik@keenehousing.org. There are a limited number of kits available, so first come first serve!

HOUSING AND SERVICES NEWS (CONT.)

Continued from Page 3

However, in a situation such as this, and on a case-by-case basis, KH may waive in writing the 14 overnight limit.

Q. Why do I have to participate in the Resident Self Reliance (RSR) Program?

A. Some non-elderly/non-disabled households must participate in the RSR program. The focus of this program is to help participants be as self-reliant as possible, we know that varies from person to person. Meetings with your Resident Services Coordinator are mandatory, and we do our best to work with your schedule.

Q. Can we get a kiddy pool?

A. Sorry, kiddy pools (and trampolines) are not allowed on Keene Housing's properties due to liability and safety reasons.

Q. How much will the Community Gardens Program cost me?

A. The Community Gardens Program is no cost to residents. KH provides all supplies and tools.

We're here to help and answer your questions. If you have questions/comments for the Housing and Services department, you can contact us at info@keenehousing.org or by calling our main office at 603-352-6161. We hope you have a wonderful Spring!

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

April 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Otis Atwell Audit	2
3	4 Harper Craft Group North & Gilsum Garden Meeting	5 CST Craft Group SAVS Tree Pruning	6 CST Bingo SAVS Craft Group Riverbend Garden Meeting	7 CST Garden Meeting	8 Brookbend and Meadow Road Garden Meeting	9
10	11 Forest View Garden Meeting	12 CST Card Making SAVS & Evergreen Knoll Garden Meetings	13 CST Bingo Riverbend Garden Meeting	14 CST and North & Gilsum Garden Meeting McKinley Circle Garden Meeting	15 Water Street Garden Composting	16
17	18 Harper Group Activities Meeting Brookbend and Meadow Road Garden Meeting	19 CST Group Activities Meeting SAVS & Evergreen Knoll Garden Meetings	20 CST Bingo SAVS Group Activities Meeting	21 Board of Commissioners Meeting CST Garden Meeting	22	23
24	25	26	27 CST Bingo	28 CST Garden Meeting	29	30

Keene Housing

May 2022

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

Keene Housing