Keene Housing

Keene Housing
Board of Commissioners
Annual Meeting May 19, 2022

Scattered Sites Property
537 – 539 West Street

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

Online Access: www.zoom.us/join
Enter Meeting ID: 852 6308 5597 Passcode: 660047
To Access by Phone: 1-646-558-8656

Keene Housing

Board of Commissioners Meeting
Thursday, May 19, 2022
Table of Contents

Agenda……...1

April 21, 2022 Keene Housing Board Meeting Minutes…..……..……2

Approval to Adopt Slate of Officers ……..……..5

Approval of Propane Gas Contract……..……..7

Approval of Janitorial/Cleaning Master Contract ……..……..…9

Informational Memo: Quarterly Safety/Risk Management Report……11

Housing Management Report……..……13

Finance Report……..……..……..……..……..……..……..……26

Active Contract List……..……..……..……..……33

Keene Housing Calendar of Events……..……..……..……..……35

Keene Housing

BOARD OF COMMISSIONERS ANNUAL MEETING
THURSDAY, MAY 19, 2022
5:30 P.M.
KEENE HOUSING
831 COURT STREET, KEENE, NH
ONLINE ACCESS: www.zoom.us/join
MEETING ID: 852 6308 5597 PASSCODE: 660047
TO ACCESS BY PHONE: 1-646-558-8656

AGENDA

I. Call to Order

II. Roll Call

III. Approval of the April 21, 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 to Adopt Slate of Officers (Resolution No. 729)

b. Approval of Propane Gas Contract (Resolution No. 730)

c. Approval of Janitorial/Cleaning Master Contract (Resolution No. 731)

d. Informational Memo: Quarterly Safety/Risk Management Report

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, April 21, 2022

Chairperson Coates called the Keene Housing Board of Commissioners meeting to order at 12:02 p.m. Roll was taken and Chairperson Coates declared a quorum present.

Commissioners in attendance:
- Chris Coates, Chairperson
- Bob Elliott, Vice Chairperson
- Susan Shaw, Commissioner
- Steve Bianco, Commissioner

Absent:
- Pam Slack, Commissioner

Also in attendance:
- Joshua Meehan, Secretary
- Linda Griffin, Director of Finance
- Sandy Clark, Director of Facilities and Assets
- Denise Pratt, Director of Housing and Services
- Amy Wright, Director of Administration
- Kelly Griffin, Resident Service Coordinator

MINUTES:

Chairperson Coates called for approval of the March 24, 2022 Board of Commissioners meeting minutes. Commissioner Bianco made a motion to approve the minutes. Commissioner Shaw seconded the motion, which upon being put to vote, the minutes passed unanimously.

EXECUTIVE DIRECTOR'S REPORT:

Secretary Meehan stated President Biden's Fiscal Year 2023 budget calls for a 3.9% increase in HUD's budget including 100% voucher program funding, 100% for administrative fee funding, additional funding for Tenant Protection Vouchers and 200,000 new vouchers. The budget also includes significant increases to the Community Development Block Grant (CDBG) Program and the HOME Investment Partnerships Program (HOME).

Secretary Meehan stated there has not been any progress in the real estate development opportunity previously discussed during non-public session.

Governor Sununu's InvestNH Housing Incentive Fund to rebuild and expand housing throughout the state was tabled by Executive Council. Details are currently not available.

Secretary Meehan stated the NHSaves Program seems to be getting back off the ground. Keene Housing is waiting for funding confirmation for the energy improvements included in the Scattered Sites Building Rehabilitation Project. The North and Gilsum heat pump project is on hold until at least 2023 due to funding uncertainty. An energy audit of the Cheshire Housing Trust (CHT) properties is being conducted next month in anticipation of a future energy improvement project in 2023 or 2024.

Keene Housing is in the early planning stage of a new Moving to Work (MTW) initiative called Homes for School. The program would provide housing assistance to homeless

students' families with housing search assistance. Keene Housing had preliminary conversations with SAU 29 and 93 and is seeking potential service partners.

Secretary Meehan circulated design plans for a mural at the Roxbury Street entrance of Central Square Terrace. Residents have been meeting regularly with the contracted artists and work on the mural will begin in May. Once complete, Keene Housing plans to replicate the process to create resident led art projects at other KH properties, possibly beginning with the transformers at Harper Acres.

Secretary Meehan invited Sandy Clark to give a capital update. Ms. Clark stated the Bennett Block community room will be complete in a few weeks. Exterior property improvement projects are underway, including new roofs at Damon Court, brick pointing at the Harper Acres Mill Building and façade painting at Central Square Terrace. New roofs are planned at Stone Arch Village and Evergreen Knoll and new shutters at Stone Arch Village Family. Ms. Clark stated the security camera installation build out is still delayed by supply chain delays.

MANAGEMENT REPORT:

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

FINANCE REPORT:

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

NEW BUSINESS:

Resolution No. 726 - Approval of Amended Violence Against Women Act Policy

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. 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. 727 – Approval of Contract for As Needed Electrical Services

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. Vice Chairperson Elliott moved the motion to approve the resolution.

Commissioner Shaw seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 728 – Approval of Scattered Sites Building Rehabilitation Project

The Keene Housing Board of Commissioners authorizes the Scattered Sites Rehabilitation 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. Vice Chairperson Elliott moved the motion to approve the resolution. Commissioner Bianco seconded the motion, which upon being put to vote, was passed unanimously.

OLD BUSINESS:

No topics were presented.

PUBLIC COMMENT:

No members of the public were present.

NON-PUBLIC SESSION:

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

Commissioner Shaw 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 12:42 p.m.

Joshua Meehan, Secretary of Keene Housing Board of Commissioners

4/21/2022
Date

Keene Housing

Resolution No. 729

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item:

   Approval to Adopt Slate of Officers

2. Date of Board Meeting: May 19, 2022

3. Proposed Board Resolution:

   That the Keene Housing Board of Commissioners adopts the slate of officers as presented, pursuant to the April 29, 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: 4/29/2022

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: 4/29/2022

Keene Housing

MEMORANDUM

To: Joshua Meehan, Executive Director
From: Amy Wright, Director of Administration
Subject: Approval to Adopt Slate of Officers
Date: April 29, 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 April 29, 2022 memorandum from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director.

Keene Housing

Resolution No. 730

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item:

   Approval of Contract for Propane Gas

2. Date of Board Meeting: 5/19/2022

3. Proposed Board Resolution:

   That the Keene Housing Board of Commissioners authorizes the 2022 Propane GAs Contract be awarded to L&G propane on an as needed basis pursuant to the May 11, 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: 5-11-22

6. Statement of availability of funds by Finance Director

   Funds Budgeted and Available Yes XX No __ Source _____

   Account # _____

   Finance Director Approval Signature Linda M Date: 5/12/22

7. Executive Director Approval Signature JM Date: 5/11/22

Keene Housing

MEMORANDUM

To: Joshua R. Meehan, Executive Director
From: Sandy Clark, Facilities and Asset Director SL
Subject: Approval of contract
Date: May 10, 2022

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

Location: Multiple KH Owned Properties

Project Name: LP Propane Gas Contract

- The scope of work for this contract includes Providing liquid propane gas
- The original budget approved by the Board for 2022: $170,000
- Any additional funding needed? No
- 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: April 11, 2022, and bids were due on May 10, 2022
- Number of contractors requesting RFP packets: two
- Formal bid packets received by KH: two
- Lowest or winning bid with alternates: $1.6675 (2023), $1.4475 (2024), $1.3175 (2025)
- Winning bid criteria if not price: price
- Board approval is being requested to award contract to: L&G Propane

Additional comments:

Keene Housing

Resolution No. 731

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item:

   Approval of Contract for Janitorial Cleaning Services

2. Date of Board Meeting: 05/19/2022

3. Proposed Board Resolution:

   That the Keene Housing Board of Commissioners authorizes the Janitorial Cleaning Services contract be awarded to Jan Pro Cleaning System Northeast and its funding to be $54,000 pursuant to the May 10, 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: 5/10/22

6. Statement of availability of funds by Finance Director

   Funds Budgeted and Available Yes XX No __ Source _____

   Account # _____

   Finance Director Approval Signature _____ Date: 5/10/2022

7. Executive Director Approval Signature _____ Date: 5/11/2022

Keene Housing

MEMORANDUM

To: Joshua R. Meehan, Executive Director
From: Sandy Clark, Facilities and Asset Director SLC
Subject: Approval of contract
Date: May 10, 2022

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

Location: Multiple KH Owned Properties

Project Name: Janitorial Services Contract

- The scope of work for this contract includes Providing janitorial services/duties to include bathroom cleaning, refill /restock bathrooms, vacuuming, dusting, emptying trash/recycles, mop, sweep, clean laundry machines
- The original budget approved by the Board for 2022: $61,292
- Any additional funding needed? No
- An open invitation was added to the: KH web page, Facebook page, direct invitations to local firms; Colls, Cheshire and Executive Cleaning – staffing issues
- The Request for Proposals were distributed to contractors on: April 11, 2022, and bids were due on May 10, 2022
- Number of contractors requesting RFP packets: one
- Formal bid packets received by KH: one
- Lowest or winning bid with alternates: $4,500 per month
- Winning bid criteria if not price: price
- Board approval is being requested to award contract to: Jan Pro Cleaning Systems Northeast

Additional comments: Only one proposal received but KH has been using Jan Pro for all it's cleaning 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

INFORMATIONAL MEMORANDUM

To: Joshua Meehan, Executive Director
From: Amy Wright, Director of Administration
Subject: Quarterly Safety/Risk Management Report
Date: May 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.

1st Quarter Safety Summary

Date	Employee Injuries Reported	Department	Medical Treatment	Lost Time from Work
1/18/2022	An employee was putting out the dumpsters at Harper Acres and slipped on ice and fell. Employee injured back and right shoulder.	Maintenance	Yes	No
1/24/2022	An employee walked off the pathway at North and Gilsum and injured right ankle.	Maintenance	Yes	No

Date	Property	Resident Injury/Property Claim Reported	Claim Filed with Insurance Company
1/7/2022	Stone Arch Village Senior	A resident lost her balance while walking her dog. The resident twisted her ankle, fell, dislocated her shoulder, and fractured her shoulder socket.	Claim filed.
1/12/2022	Central Square Terrace	A resident had a reasonable accommodation for an air conditioner and the cold air from outside caused the heat pipe to freeze and burst. Water damage and mitigation delayed due to unreported hoarding.	Claim filed.

2/4/2022	Riverbend	During snow removal, a maintenance employee backed into an apron of the parking lot and caught the back end of a parked vehicle with the plow. Bumper and trunk damage to resident's vehicle. No injuries reported.	Claim filed.
3/2/2022	Harper Acres	A resident slipped and fell on ice. Bumps and bruises reported.	Notice only.
3/10/2022	N/A	A maintenance employee rear ended a vehicle while checking for oncoming traffic at an intersection. No injuries reported.	Claim filed.

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.

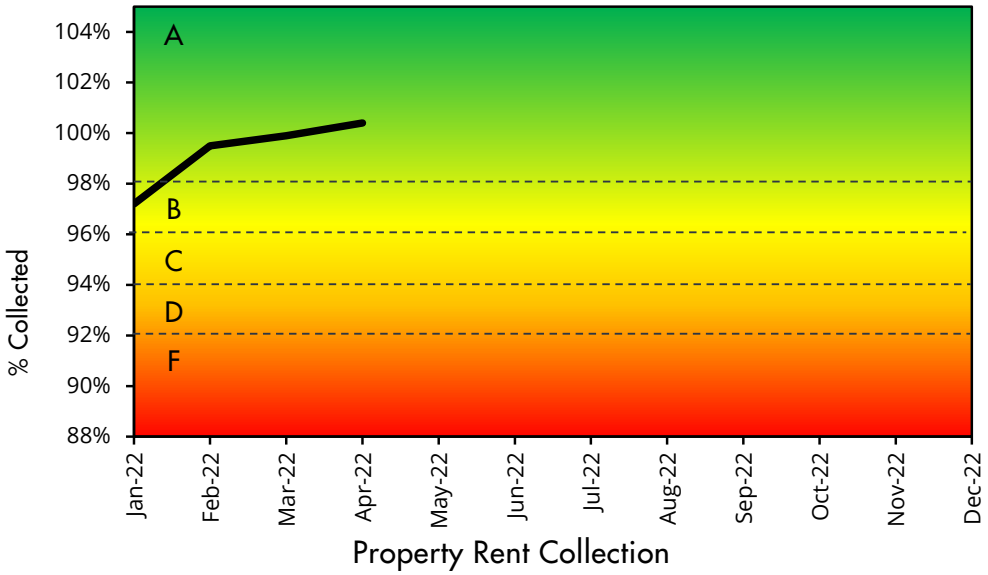
Keene Housing

MANAGEMENT REPORT
APRIL 2022

Residential Property Rent Collection Report
April 2022

Community	Month Billed	Month Collected	% Collected	Monthly Grade	YTD Billed	YTD Collected	% YTD Collected	YTD Grade
Ash Brook Apartments	$9,484	$9,484	100.0%	**A**	$36,977	$36,933	99.9%	**A**
Bennett Block	$5,500	$5,485	99.7%	**A**	$22,000	$22,752	103.4%	**A**
Brookbend East	$17,209	$17,672	102.7%	**A**	$72,486	$72,674	100.3%	**A**
Brookbend West	$17,824	$16,826	94.4%	**C**	$67,499	$70,513	104.5%	**A**
Central Square Terrace	$32,809	$33,707	102.7%	**A**	$125,992	$126,751	100.6%	**A**
Cottage Street	$471	$471	100.0%	**A**	$1,737	$1,747	100.6%	**A**
Evergreen Knoll LP	$16,319	$15,833	97.0%	**B**	$62,615	$63,055	100.7%	**A**
Forest View	$23,558	$19,885	84.4%	**F**	$91,772	$87,962	95.8%	**C**
Hampshire House	$5,670	$5,705	100.6%	**A**	$21,863	$21,787	99.7%	**A**
Harper Acres	$46,635	$49,402	105.9%	**A**	$180,443	$181,011	100.3%	**A**
Meadow Road Apartments	$7,348	$8,346	113.6%	**A**	$30,002	$30,002	100.0%	**A**
North and Gilsum	$18,500	$23,302	126.0%	**A**	$72,976	$74,547	102.2%	**A**
Riverbend Apartments	$13,235	$13,243	100.1%	**A**	$52,940	$52,992	100.1%	**A**
Scattered Sites	$10,017	$9,986	99.7%	**A**	$37,388	$38,279	102.4%	**A**
Scattered Sites 2	$15,694	$15,092	96.2%	**B**	$58,530	$57,766	98.7%	**A**
Stone Arch Village Family	$14,715	$16,122	109.6%	**A**	$57,428	$57,706	100.5%	**A**
Stone Arch Village Senior	$12,510	$12,526	100.1%	**A**	$46,436	$46,689	100.5%	**A**
Totals	$267,498	$273,086	102.1%	A	$1,039,084	$1,043,166	100.4%	A

Active Households Only

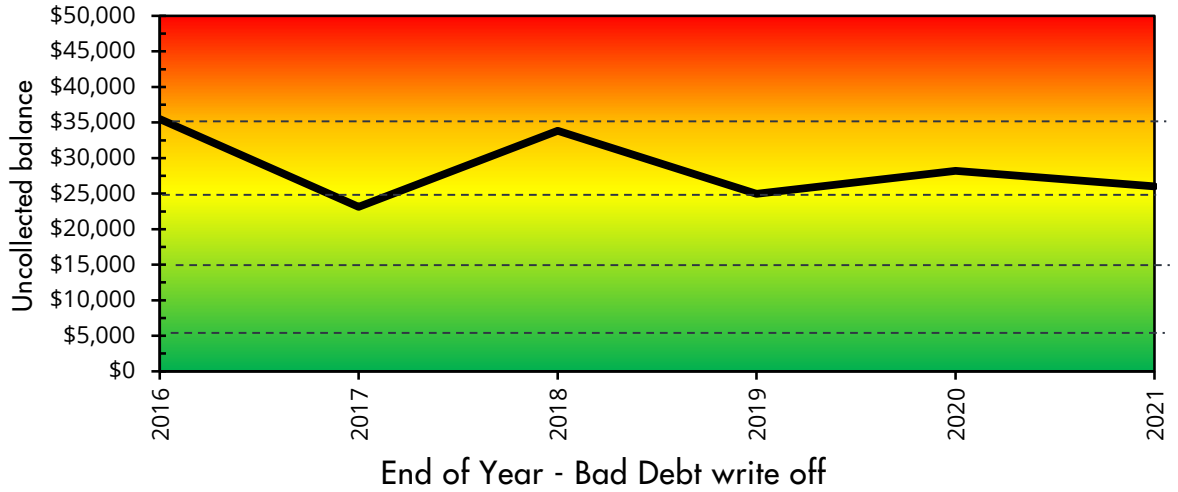


This report compares current tenant's rent billed to rent collected. The percent collected can exceed 100% when back rent is collected. Our goal is to collect at least 98% of rent billed.

Residential Property Uncollected Accounts - Inactive Tenants - Report
April 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	3	($15)	($2)	$0	$0	$354	$337
Brookbend West	1	$0	$0	$0	($4)	($4)	($8)
Central Square Terrace	1	$0	$0	$207	$0	$0	$207
Cottage Street	1	$0	$0	$0	$0	$170	$170
Emerald Street	0	$0	$0	$0	$0	$0	$0
Evergreen Knoll LP	1	($8)	$0	$0	$0	$0	($8)
Forest View	3	$0	$224	$0	$0	$276	$500
Hampshire House	1	$0	$12	$0	$0	$0	$12
Harper Acres	0	$0	$0	$0	$0	$0	$0
Meadow Road Apartments	1	$0	$790	$1,196	$1,318	$7,267	$10,571
North and Gilsum	3	$820	$1,481	$197	$671	$580	$3,750
Riverbend Apartments	1	$0	$0	$0	$0	$663	$663
Scattered Sites	1	$0	$0	$0	$0	$69	$69
Scattered Sites 2	0	$0	$0	$0	$0	$0	$0
Stone Arch Village Family	2	$0	$0	$0	$0	$2,683	$2,683
Stone Arch Village Senior	1	$0	$4	$0	$0	$0	$4
Totals	21	$797	$2,510	$1,600	$1,985	$12,207	$19,099

Inactive Households Only

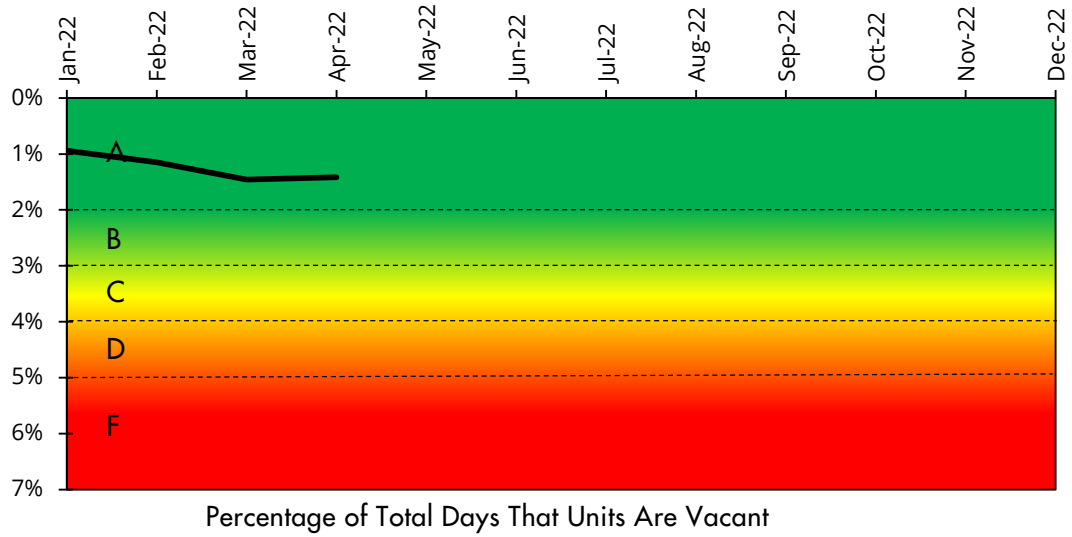


This report tracks the balance that is owed to KH and what remains upaid. Most of these tenants have moved from a KH property and are considered Inactive Tenants.

Monthly Vacancy Report

April 2022

Community	Units Available	Available Days	Vacant Days	Monthly Vacancy Percentage	Monthly Grade	YTD Vacancy Percentage	YTD Grade
Ash Brook Apartments	24	720	0	0.0%	**A**	2.4%	**B**
Bennett Block	14	420	0	0.0%	**A**	0.0%	**A**
Brookbend East	40	1200	2	0.2%	**A**	0.3%	**A**
Brookbend West	35	1050	0	0.0%	**A**	1.0%	**A**
Central Square Terrace	90	2700	28	1.0%	**A**	1.2%	**A**
Evergreen Knoll LP	32	960	0	0.0%	**A**	0.0%	**A**
Forest View	38	1140	0	0.0%	**A**	0.5%	**A**
Hampshire House	18	540	12	2.2%	**B**	4.3%	**D**
Harper Acres	112	3360	30	0.9%	**A**	1.4%	**A**
Meadow Road Apartments	18	510	29	5.7%	**F**	2.6%	**B**
North and Gilsum	29	870	10	1.1%	**A**	1.6%	**A**
Riverbend Apartments	24	720	0	0.0%	**A**	0.0%	**A**
Scattered Sites	18	540	0	0.0%	**A**	0.6%	**A**
Scattered Sites 2	30	900	14	1.6%	**A**	1.0%	**A**
Stone Arch Village Family	24	720	11	1.5%	**A**	3.5%	**C**
Stone Arch Village Senior	33	990	89	9.0%	**F**	4.3%	**D**
Report Totals:	579	17,340	225	1.3%	A	1.4%	A

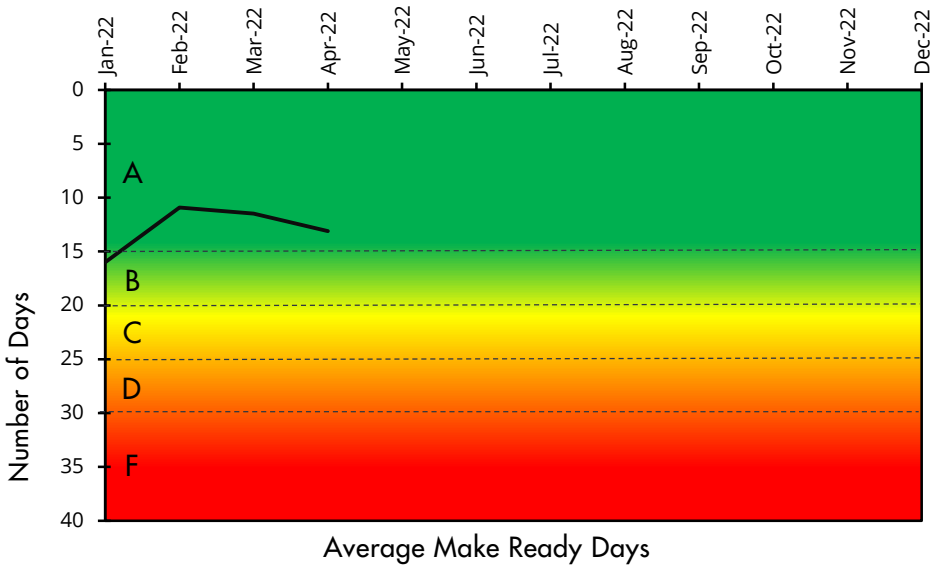


Percentage of Total Days That Units Are Vacant

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
April 2022

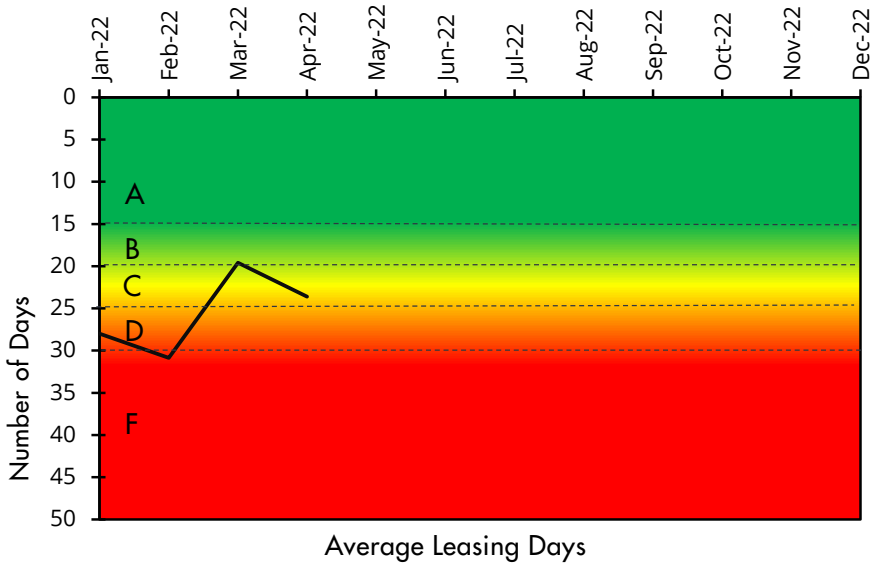
Community	Number of Units Made Ready	Avg. Make Ready Days	YTD Number of Units Made Ready	YTD Avg. Make Ready Days	YTD Grade
Ash Brook Apartments	0	-	2	32	**F**
Bennett Block	0	-	0	-	**NONE**
Brookbend East	0	-	1	4	**A**
Brookbend West	0	-	2	5	**A**
Central Square Terrace	0	-	4	4	**A**
Evergreen Knoll LP	0	-	0	-	**NONE**
Forest View	0	-	2	9	**A**
Hampshire House	1	1	3	16	**B**
Harper Acres	0	-	4	6	**A**
Meadow Road Apartments	1	22	2	23	**C**
North and Gilsum	1	36	2	28	**D**
Riverbend Apartments	0	-	0	-	**NONE**
Scattered Sites	0	-	1	1	**A**
Scattered Sites 2	1	23	2	17	**B**
Stone Arch Village Family	0	-	0	-	**NONE**
Stone Arch Village Senior	2	17	4	15	**A**
Report Totals:	6	19	29	13	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
April 2022

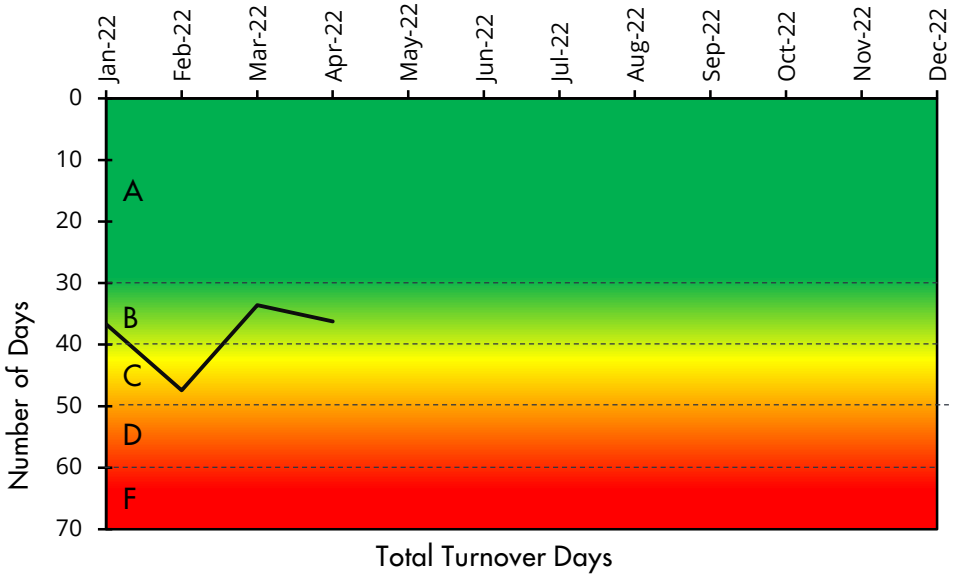
Community	Number of Units Leased	Average Leasing Days	YTD Number of Units Leased	YTD Avg Leasing Days	YTD Grade
Ash Brook Apartments	0	-	2	5	**A**
Bennett Block	0	-	0	-	**NONE**
Brookbend East	0	-	1	7	**A**
Brookbend West	0	-	2	17	**B**
Central Square Terrace	2	34	4	30	**D**
Evergreen Knoll LP	0	-	0	-	**NONE**
Forest View	0	-	2	4	**A**
Hampshire House	2	20	4	29	**D**
Harper Acres	1	44	3	33	**F**
Meadow Road Apartments	0	-	1	1	**A**
North and Gilsum	1	4	2	3	**A**
Riverbend Apartments	0	-	0	-	**NONE**
Scattered Sites	1	15	1	15	**A**
Scattered Sites 2	1	3	2	4	**A**
Stone Arch Village Family	1	106	1	106	**F**
Stone Arch Village Senior	2	24	3	45	**F**
Report Totals:	11	30	28	24	C



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
April 2022

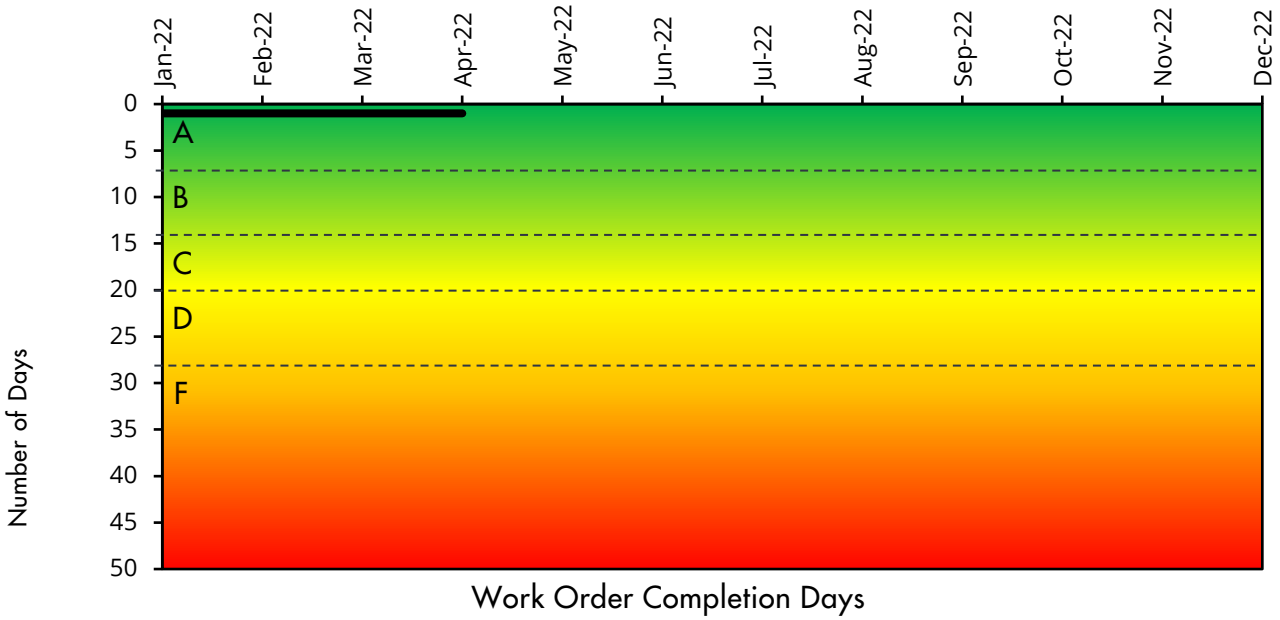
Community	Number of Units Turned in Month	Average Turnover Days	YTD Number of Units Turned	YTD Avg Turnover Days	YTD Grade
Ash Brook Apartments	0	-	2	36	**B**
Bennett Block	0	-	0	-	**NONE**
Brookbend East	0	-	1	10	**A**
Brookbend West	0	-	2	21	**A**
Central Square Terrace	2	36	4	32	**B**
Evergreen Knoll LP	0	-	0	-	**NONE**
Forest View	0	-	2	12	**A**
Hampshire House	2	23	4	43	**C**
Harper Acres	1	47	3	40	**C**
Meadow Road Apartments	0	-	1	24	**A**
North and Gilsum	1	39	2	30	**A**
Riverbend Apartments	0	-	0	-	**NONE**
Scattered Sites	1	15	1	15	**A**
Scattered Sites 2	1	25	2	20	**A**
Stone Arch Village Family	1	127	1	127	**F**
Stone Arch Village Senior	2	36	3	61	**F**
Report Totals:	11	40	28	36	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
April 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	19	1	A	52	1	A
Bennett Block	9	0	A	33	1	A
Brookbend East	18	0	A	93	1	A
Brookbend West	14	1	A	43	1	A
Central Square Terrace	38	1	A	174	1	A
Cottage Street	8	1	A	13	1	A
Emerald Street House	5	0	A	30	1	A
Evergreen Knoll LP	10	0	A	37	1	A
Forest View	14	1	A	62	1	A
Hampshire House	2	4	A	17	1	A
Harper Acres	33	0	A	128	1	A
Keene Housing Main Office	1	6	A	10	2	A
Meadow Road	5	2	A	15	1	A
North and Gilsum	13	1	A	45	1	A
Riverbend Apartments	13	0	A	29	1	A
Scattered Sites	8	1	A	32	1	A
Scattered Sites 2	9	1	A	52	1	A
Stone Arch Village Family	6	1	A	42	1	A
Stone Arch Village Senior	27	1	A	108	1	A
Report Totals:	252	1	A	1,015	1	A



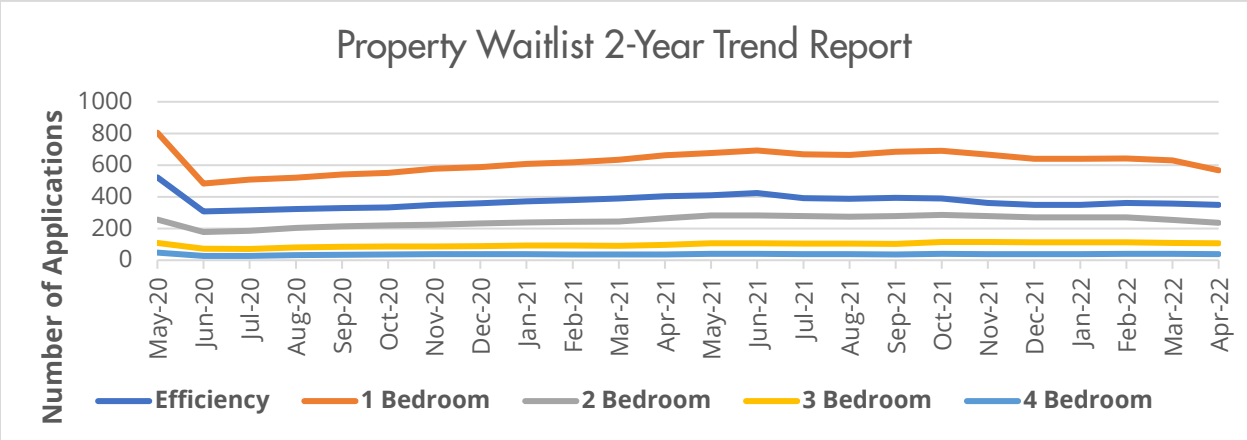
This report tracks the number of days it takes the Facilities and Assets team to complete non-emergency work orders. Our goal is to complete non-emergency work orders in 5 days or less.

Residential Property Emergency Work Order Completion Days
April 2022

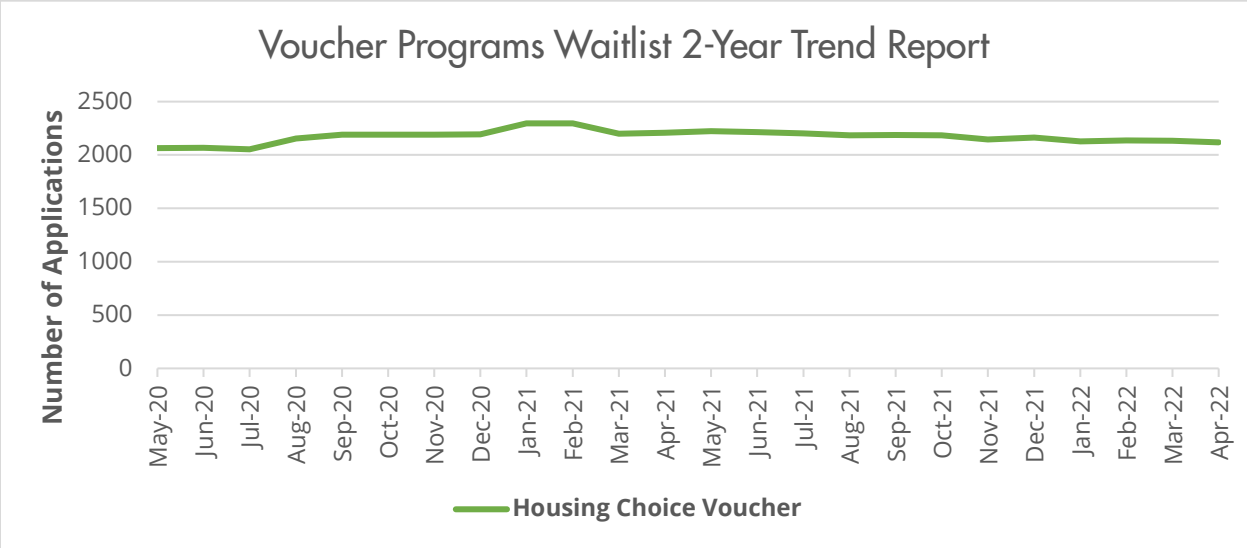
Community	Number of Work Orders	Average Days To Complete	Monthly Grade	YTD Number of Work Orders	YTD Average Days To Complete	YTD Grade
Ash Brook Apartments	1	0	P	5	0	P
Bennett Block	-	-	NONE	5	0	P
Brookbend East	2	0	P	5	0	P
Brookbend West	1	0	P	2	0	P
Central Square Terrace	9	0	P	25	0	P
Cottage Street	-	-	NONE	-	-	NONE
Emerald Street House	-	-	NONE	-	-	NONE
Evergreen Knoll LP	2	0	P	3	0	P
Forest View	2	0	P	11	0	P
Hampshire House	-	-	NONE	-	-	NONE
Harper Acres	7	0	P	24	0	P
Keene Housing Main Office	-	-	NONE	-	-	NONE
Meadow Road	1	0	P	3	0	P
North and Gilsum	2	0	P	3	0	P
Riverbend Apartments	2	0	P	5	0	P
Scattered Sites	-	-	NONE	2	0	P
Scattered Sites 2	-	-	NONE	3	0	P
Stone Arch Village Family	1	0	P	9	0	P
Stone Arch Village Senior	1	0	P	11	0	P
Report Totals:	31	0	P	116	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
April 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	$509,254	$326,417	64%	625	$522	106%	587	$870	$182,837
May									
June									
July									
August									
September									
October									
November									
December									
Total	$1,865,578	$1,299,503	70%	2426	$536	103%	2,348	$1,860	$566,075

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	$452,108	$337,497	75%	509	$663	87%	587	$870	$114,611
May									
June									
July									
August									
September									
October									
November									
December									
Total	$1,808,432	$1,283,263	71%	2043	$628	87%	2,348	$1,860	$525,169

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	$11,690	$11,703	100%	17	$688	94%	18	$0	($13)
May									
June									
July									
August									
September									
October									
November									
December									
Total	$47,273	$47,186	100%	68	$694	94%	72	$0	$87

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	$61,842	$58,332	94%	92	$634	92%	100	$0	$3,510
May									
June									
July									
August									
September									
October									
November									
December									
Total	$242,144	$233,798	97%	372	$629	93%	400	$0	$8,346

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	$36,969	$40,202	109%	70	$574	70%	100	$0	($3,233)
May									
June									
July									
August									
September									
October									
November									
December									
Total	$145,182	$151,938	105%	273	$556	68%	400	$98	($6,756)

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	311800%	3	$1,039	100%	3	$0	-$3,117
April	$763	$3,118	311800%	3	$1,039	100%	3	$0	-$3,117
May									
June									
July									
August									
September									
October									
November									
December									
Total	$13,843	$12,164	230004%	12	$1,014	100%	12	$0	$5,278

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
APRIL 2022

Keene Housing	KEENE HOUSING Consolidated			
	BALANCE SHEET - summary			
	Ending balance as of April 30, 2022	Ending balance as of December 31, 2021	$ Variance Incr / (Decr)	% Variance
ASSETS				
Total Current Assets	26,628,595	25,559,772	1,068,823	4%
Total Fixed Assets	54,641,723	54,922,886	(281,163)	-1%
Total Other Assets	1,483,873	1,483,873	0	0%
Total Assets	**$82,754,191**	**$81,966,531**	**$787,660**	**1%**
LIABILITIES and EQUITY				
Total Current Liabilities	1,951,737	1,452,783	498,954	26%
Total Long Term Liabilities	32,777,390	32,723,791	53,599	0%
Total Liabilities	**$34,729,127**	**$34,176,574**	**$552,553**	**2%**
Total Equity	**$48,025,064**	**$47,789,957**	**$235,107**	**0%**
Total Liabilities & Equity	**$82,754,191**	**$81,966,531**	**$787,660**	**1%**

KEENE HOUSING AND COMPONENT UNIT ENTITIES			
Debt Current Ratio	7.94%	12.64%	

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

Keene Housing	KEENE HOUSING Consolidated			
	INCOME STATEMENT			
	Actual	Budget	Variance	
	YTD Activity as of April 30, 2022	YTD Activity as of April 30, 2022	$ Variance (under) / over	% Variance
Total Operating Revenue	5,829,537	7,051,786	(1,222,249)	-21%
Total Operating Expenses	5,012,753	5,672,142	(659,389)	-13%
NET OPERATING INCOME	**$816,784**	**$1,379,644**	**(562,860)**	**-69%**

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

Non-Operating Expense	Actual	Budget	Variance	
Total Depreciation Expense	$857,717	$774,736	$82,981	10%

Keene Housing

KEENE HOUSING

INCOME STATEMENT CONSOLIDATED SUMMARY

	Actual	Budget	Variance	
	YTD Activity as of April 30, 2022	YTD Activity as of April 30, 2022	$ Variance (under) / over	% Variance
REVENUE				
Rents/HAP/Subsidy Income	4,983,494	5,972,765	(989,271)	-20%
Vacancy Loss	(28,741)	(40,524)	11,783	-41%
Admin Fee Income	277,980	370,612	(92,632)	-33%
Managmeent Fees	213,031	224,880	(11,849)	-6%
Interest Income	15,082	15,155	(73)	0%
Partnership/Incentive Fees	282,263	385,000	(102,737)	-36%
Other Income	71,075	104,920	(33,845)	-48%
Misc Tenant Income	15,353	18,978	(3,625)	-24%
Total Revenue	$ 5,829,537	$ 7,051,786	$ (1,222,249)	-21%
EXPENSES				
Administrative	331,225	398,429	(67,204)	-20%
Operational	180,777	183,046	(2,268)	-1%
Payroll	1,056,130	1,149,856	(93,726)	-9%
Utilities	467,756	485,042	(17,286)	-4%
Maintenance	459,078	439,134	19,943	4%
Taxes & Insurance	398,587	437,207	(38,620)	-10%
Interest	303,556	305,860	(2,304)	-1%
Amortization of Finance Costs	-	2,866	(2,866)	0%
Tenant Programs	72,194	134,978	(62,784)	-87%
HAP	1,743,450	2,135,724	(392,274)	-22%
Total Operating Expenses	$ 5,012,753	$ 5,672,142	$ (659,389)	-13%
NET OPERATING INCOME	**$ 816,784**	**$ 1,379,644**	**$ (562,860)**	**-69%**

Keene Housing

KEENE HOUSING Consolidated

INCOME STATEMENT - variances

Actuals compared to Budget

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

NET INCOME (before depreciation) is $826k, under budget at $580k.

OPERATING REVENUES are $5.8m a net decrease of $1.2m as compared to the budget of $7.1m.

OPERATING EXPENSES are $5.0m an increase of $642k as compared to the budget of $5.6m.

REVENUE	VARIANCES for Revenue categories (Less)/Higher than Budget	
Rent/HAP/Subsidy Income	(545,605)	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	(443,666)	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 $390k.
Vacancy Loss	11,783	The Vacancy Loss is a reduction to revenue and the actuals are slightly lower than the budget so this is a increase to revenue.
Admin Fee Income	(92,632)	HUD Admin Fee are under budget. The Section 8 admin fees are under budget by $83k, actuals are based on the actual admin expensed. MS in under budget at $10k and related to new vouchers awarded but not leased at this time. SPV are on budget.
Interest Income	(73)	
Partnership/Incentive Fees	(102,737)	Partnership fees and distributions, paid to Keene Housing or MAHC from surplus cash for 2021 on LIHTC properties managed. The YTD budget is $385k, $282k has been received to date but there is additional surplus expected in May.
Management Fees	(11,849)	Slightly under budget.
Other Income	(33,845)	Other Income is less than budget. Related to Miscellanous income under budget.
Misc Tenant Income	(3,625)	Less than budget.
Total Operating Revenue	(1,222,249)	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	(69,472)	Expenses are generally all slightly under budget.
Payroll/Benefits	(93,726)	Benefit Expenses are under budget by $63k. This variance is expected to remain for the year and possibly continue to increase slightly. Salaries are under budget by $39k, we have had no vacant positions during 2022.
Utilities	(17,286)	Fuel Expense is under budget by $12k. Water & Sewer is over budget by $7k. Electric is under budget by $13k. Timing.
Maintenance	19,943	Most of the maintenance line items are over budget by $78k due to the rising cost of materials and repairs and includes the cost of security at CST by $22k. There are a few maintenance line Items under budget by $58k.
Taxes & Insurance	(38,620)	All timing related.
Interest/Partnership Taxes/Amortiz	(5,170)	Timing.
Tenant Programs	(62,784)	Tenant programs are under budget by $16k, related to lack of activities: garden, resident BBQ, RSR grants to residents and the internet assistance program is under utilized at this time.
HAP	(392,274)	HAP disbursements are under budget in MTW by $307k and MS by $75k. NEDs expenses are under budget by $18k.
Total Operating Expenses	(659,389)	Lower than Budget
Net Variance for Net Income	**($562,860)**	**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)	(10,243)	364,010	(385,641) Lower Revenue	(11,387) Lower Expenses	
Monadnock Affordable (MAHC)	278,141	(11,724)	262,669 Higher Revenue	(27,196) Lower Expenses	
Keene Affordable (KAHP)	147,138	144,545	(60,770) Lower Revenue	(63,363) Lower Expenses	
Meadow Road	17,540	(10,527)	(12,329) Lower Revenue	(40,396) Lower Expenses	
Ash Brook Apartment	(3,332)	28,642	(12,033) Lower Revenue	19,942 Higher Expenses	
Emerald Street	7,630	958	6,887 Higher Revenue	215 Higher Expenses	
Hampshire House	13,052	6,360	(103) Lower Revenue	(5,798) Lower Expenses	
Section 8 Voucher Program (MTW)	(33,525)	423,967	(848,357) Lower Revenue	(390,866) Lower Expenses	
Mainstream Voucher Program	(30,897)	(15,588)	(91,163) Lower Revenue	(75,854) Lower Expenses	
Special Purpose Vouchers (NEDs, AHPP,FYI	3,067	(13,512)	(3,811) Lower Revenue	(20,390) Lower Expenses	
Riverbend (and LIHTC)	28,054	43,986	(18,830) Lower Revenue	(2,898) Lower Expenses	
TOTALS	$416,625	$961,118	($1,163,481) Lower Revenue	($617,991) Lower Expenses	
PARTNERSHIPS AND MANAGED ENTITIES					
Low Income Tax Credits Properties (LIHTC)					
Evergreen Knoll	36,710	40,543	(8,217) Lower Revenue	(4,384) Lower Expenses	
Brookbend West	103,804	78,613	670 Higher Revenue	(24,521) Lower Expenses	
Stone Arch Family	36,780	30,287	(16,041) Lower Revenue	(22,534) Lower Expenses	
Stone Arch Senior	13,601	23,879	(12,150) Lower Revenue	(1,872) Lower Expenses	
LIHTC with 10/31 year ends					
Brookbend East	164,785	151,509	(17,973) Lower Revenue	(31,249) Lower Expenses .	
Central Square (multifamily)	45,088	89,154	(1,808) Lower Revenue	42,259 Higher Expenses	
Non-Owned/Managed Properties					
Cottage Street	(609)	4,541	(3,250) Lower Revenue	1,900 Higher Expenses	
TOTALS	400,159	$418,526	($58,768) Lower Revenue	($40,401) Lower Expenses	

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

Keene Housing-Active Contracts

Type of Services	Vendor	Original Contract Dates	Current Expiration Date	Renewal Options	2022 ANNUAL Contract Limits	2022 ANNUAL Contract Specific Amounts
Snow Removal	AGM Landscaping	10/01/17- 05/01/19	5/1/2022	remaining renewal options: 0		$30,025
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	
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	

Type of Services	Vendor	Original Contract Dates	Current Expiration Date	Renewal Options	2022 ANNUAL Contract Limits	2022 ANNUAL Contract Specific Amounts
Snow Removal	AGM Landscaping	10/01/17- 05/01/19	5/1/2022	remaining renewal options: 0		$30,025
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)		
Electrical Services	Elm City Electric	05/15/22- 05/14/25	5/14/2025	remaining renewal options: 2 (2026, 2027)	as needed	
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		

May 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Brookbend/Meadow Road Garden Meeting	3 CST Resident Cooking Group Planning Meeting	4 CST Bingo NHHFA Management Review Brookbend East & Cottage Street	5 CST and Ash Brook Garden Meetings	6	7
8	9 Brookbend/Meadow Road Garden Meeting	10	11 CST Bingo	12 CST and Ash Brook Garden Meetings	13	14
15	16 Bennett Block Open House Brookbend/Meadow Road Garden Meeting	17 CST Craft Group Evergreen Knoll Garden Meeting	18 CST Bingo SAVS Genoa Pharmacy Visit Riverbend Garden Meeting	19 Annual Board of Commissioners Meeting CST and Ash Brook Garden Meetings	20	21
22	23 Brookbend/Meadow Road Garden Meeting Harper Planning Meeting	24 NHHFA Management Review Emerald House CST Planning Meeting and Card Making	25 CST Bingo NHHFA Management Review Brookbend West	26 CST and Ash Brook Garden Meetings	27	28
29	30 Office Closed Memorial Day	31				

Keene Housing

JUNE 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 CST Bingo	2 CST and Ash Brook Garden Meetings	3	4
5	6 Brookbend/Meadow Road Garden Meeting	7	8 CST Bingo	9 CST and Ash Brook Garden Meetings	10	11
12	13 Brookbend/Meadow Road Garden Meeting	14	15 CST Bingo	16 CST and Ash Brook Garden Meetings	17	18
19	20 Office Closed Juneteenth Independence Day	21	22 CST Bingo	23 Board of Commissioners Meeting CST and Ash Brook Garden Meetings	24 Quarterly Staff Training	25
26	27 Brookbend/Meadow Road Garden Meeting	28	29 CST Bingo	30 CST and Ash Brook Garden Meetings		

Keene Housing