Keene Housing

Keene Housing
Board of Commissioners Meeting
June 23, 2022

Central Square Terrace Mural

Meeting Location:
Forest View Family Activity Center
5 Harmony Lane
Keene, NH 03431

Online Access: www.zoom.us/join
Meeting ID: 876 6165 2635 Passcode: 596973
TO Access by Phone: 1-646-558-8656

Keene Housing

Board of Commissioners Meeting
Thursday, June 23, 2022
Table of Contents

Agenda……...1

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

Approval to Execute Power Purchase Agreement for Electricity……5

Informational Memo: Biannual Community Gardens Board Report……13

Informational Memo: Quarter 2 Voucher Activity Report……..…18

Housing Management Report…….……..19

Finance Report……..……..……..……..……..……..……..……..……32

Active Contract List……..……..……..……..……..……..……39

Keene Housing Calendar of Events……..……..……..……..……..……41

Keene Housing

BOARD OF COMMISSIONERS MEETING
THURSDAY, JUNE 23, 2022
12:00 P.M.
FOREST VIEW FAMILY ACTIVITY CENTER
5 HARMONY LANE, KEENE, NH
ONLINE ACCESS: www.zoom.us/join
MEETING ID: 876 6165 2635 PASSCODE: 596973
TO ACCESS BY PHONE: 1-646-558-8656

AGENDA

I. Call to Order

II. Roll Call

III. Approval of the May 19, 2022 Keene Housing Annual Board Meeting Minutes

IV. Executive Director's Report

V. Management Report

VI. Finance Report

VII. Old Business

VIII. New Business

a. Keene Housing Kids Collaborative Update

b. Approval to Execute Power Purchase Agreement for Electricity (Resolution No. 732)

c. Informational Memo: Biannual Community Gardens Board Report

d. Informational Memo: Quarter 2 Voucher Activity 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 Annual Meeting
Thursday, May 19, 2022

Chairperson Coates called the Keene Housing Annual Board of Commissioners meeting to order at 5:35 p.m. Roll was taken and Chairperson Coates declared a quorum present.

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

Absent:
- Joshua Meehan, Secretary

Also in attendance:
- Linda Griffin, Director of Finance
- Sandy Clark, Director of Facilities and Assets
- Denise Pratt, Director of Housing and Services
- Amy Wright, Director of Administration

MINUTES:

Chairperson Coates called for approval of the April 21, 2022 Board of Commissioners meeting minutes. Commissioner Slack made a motion to approve the minutes. Vice Chairperson Elliott seconded the motion, which upon being put to vote, the minutes passed unanimously.

EXECUTIVE DIRECTOR'S REPORT:

In the absence of Secretary Meehan, Linda Griffin gave the Executive Director's Report. President Biden introduced an initiative to encourage affordable housing development, especially for smaller projects. Much of the initiative requires Congress to act. Several bills that are part of the initiative were already introduced. Of note, the administration is encouraging states (with helpful rule making from Treasury) to redeploy leftover COVID housing related funds to housing development.

As discussed at the last board meeting, the State of New Hampshire finalized how it will distribute its $100M in American Rescue Plan Act (ARPA) housing funds. Most will be used to gap fund projects with permitting in hand. $30M will go to municipalities to fund smaller projects. It is unclear how these funds can be used in Low Income Housing Tax Credit (LIHTC) projects, but equity investment funds are trying to figure it out.

The waitlist purge is almost complete. Secretary Meehan will report on outcomes at the June board meeting.

Keene Housing is actively looking for development opportunities including scattered site acquisitions.

Keene Housing is completing the first lease-ups in the Drug Court program and the first beds are getting filled at Washington Wellness soon. Keene Housing is waiting for a

meeting with SAU29 leadership to the discuss Homes for School program for homeless students. SAU93 dropped out citing lack of internal bandwidth.

Ms. Griffin invited Sandy Clark to give a capital update. Ms. Clark stated the architects' plans for 105 Castle Street are 95% complete. Six contractors have expressed an interest in bidding on the rehabilitation project. New roofs are complete at Damon Court, Stone Arch Village Family, and Keene Housing's Central Office. New roofs are underway at Stone Arch Village Senior and Evergreen Knoll. New shutters are being installed at Stone Arch Village Family and boilers are being replaced at Ash Brook. 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. 729 - Approval to Adopt Slate of Officers

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. 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. 730 - Approval of Propane Gas Contract

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. Commissioner Bianco moved the motion to approve the resolution. Vice Chairperson Elliott seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 731 - Approval of Janitorial/Cleaning Master Contract

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. Commissioner Slack moved the motion to

approve the resolution. Commissioner Bianco seconded the motion, which upon being put to vote, was passed unanimously.

Informational Memo: Quarterly Safety/Risk Management Report

Ms. Wright reviewed the Quarterly Safety/Risk Management Report as outlined in the Informational Memo dated May 11, 2022.

OLD BUSINESS:

No topics were presented.

PUBLIC COMMENT:

No members of the public were present.

NON-PUBLIC SESSION:

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

Commissioner Slack made a motion to adjourn the meeting. 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 6:05 p.m.

Joshua Meehan, Secretary of Keene Housing Board of Commissioners

5/25/22
Date

Keene Housing

Resolution No. 732

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item: Approval to execute Power Purchase Agreement for electricity.

2. Date of Board Meeting: 6/23/2022

3. Proposed Board Resolution:

Pursuant to the June 17, 2022 memorandum from Joshua Meehan, Executive Director to the Keene Housing Board of Commissioners, that the Keene Housing Board of Commissioners authorizes Mr. Meehan to execute a 24-month Power Purchase Agreement with Engie at a rate not to exceed .13501 cents per kilowatt hour.

4. All Backup Attached?

Yes X No ☐

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

5. Department Head Approval Signature _____ Date: _____

6. Statement of availability of funds by Finance Manager

Funds Budgeted and Available Yes ☐ No X Source _____

Account #_____

Finance Manager Approval Signature _____ Date: _____

7. Executive Director Approval Signature _____ Date: 6/17/22

Keene Housing

MEMORANDUM

To: Board of Commissioners
From: Joshua Meehan, Executive Director
Subject: Approval to Execute Power Purchase Agreement
Date: June 17, 2022

This memorandum recommends that the Board of Commissioners approves a new Power Purchase Agreement (PPA) for electricity.

As part of Keene Housing's cost reduction strategies, we employ Competitive Energy Services (CES) to bid out our electricity purchasing to the deregulated energy market rather than purchase our electricity from Eversource at the default rate. As described in the attached memorandum from Larry Pignataro, CES's Director of Strategic Partnerships & Senior Energy Advisor, Keene Housing's 36-month Power Purchase Agreement (PPA) with Constellation Energy expires at the end of this calendar year.

TIMING AND SELECTING A PROVIDER

Based on his expertise, experience and trend data, Mr. Pignataro is recommending that we lock-in the next PPA now, rather than waiting until the current one is closer to its expiration date. He is seeing rates rising and expects this trend to continue as we get closer to the heating season. CES put our contract out for bid, and Engie Energy's prices were the most competitive of the bids received. Engie's bid was 0.13001 cents per kWh. However, the bids are only honored for a short time, and prices have already increased since they were received. However, Mr. Pignataro is confident that we will not see them increase by more than half a cent per kWh between the writing of this memorandum and the Board of Commissioners meeting on the 23rd of June. That negative and positive cushion is reflected in the Resolution.

PPA LENGTH

Due to the drivers of the dramatic rise in electricity prices - high demand abroad for US natural gas and the war in Ukraine - Mr. Pignataro is recommending that we not contract for 36-months again (or longer), but instead execute a PPA contract for 24-months. While there is no way to be certain, it is unlikely that prices will drop precipitously over the next 12 months, while we may see some normalization in 18-20 months, at which time we'd be putting our electricity purchase back out for bid.

BUDGET IMPACT

0.13001 cents per kWh is a 74% increase over our current rate, and if demand remains constant, will result in an increase in electricity costs of approximately $118,021 per year over the 24-month PPA term. Of note, we will be buying out the solar array at Harper Acres

during the term of this PPA, meaning that there will be some reduction in electricity costs for Keene Housing, although not enough to offset the increased PPA rate.

RECOMMENDATION

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

> **Resolution:** Pursuant to the June 17, 2022 memorandum from Joshua Meehan, Executive Director to the Keene Housing Board of Commissioners, that the Keene Housing Board of Commissioners authorizes Mr. Meehan to execute a 24-month Power Purchase Agreement with Engie at a rate not to exceed .13501 cents per kilowatt hour.

COMPETITIVE ENERGY SERVICES

MEMORANDUM
Energy Procurement Summary

TO: Keene Housing

FROM: Competitive Energy Services

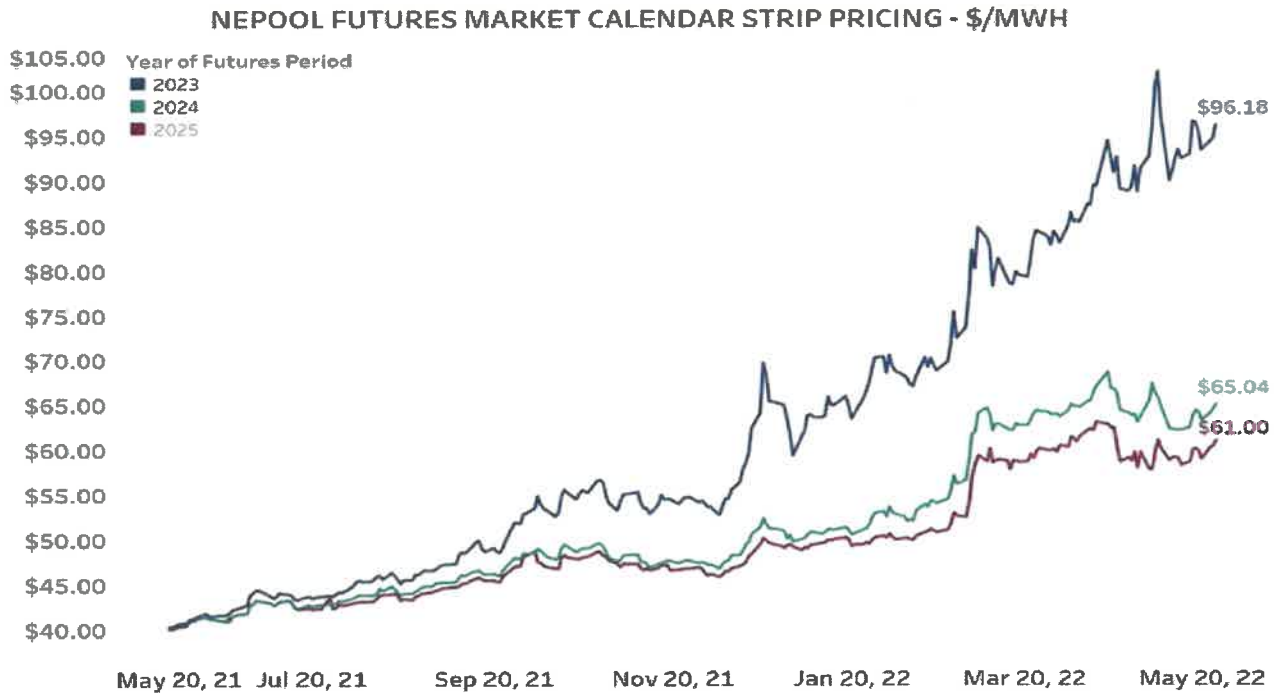
DATE: 6/16/2022

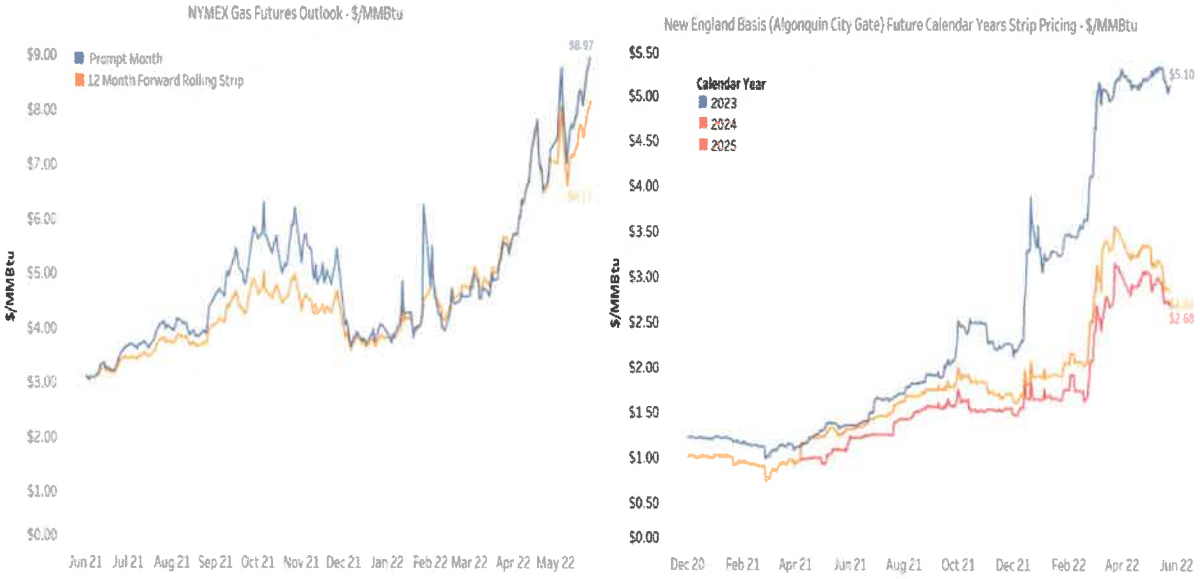
RE: **Energy Procurement Summary**

CES has undergone efforts to develop an electricity procurement strategy to provide 3rd party supply options at the conclusion of contracts expiring in December of 2022 for Keene Housing.

Electricity Procurement & Recommendations

Keene Housing is currently enrolled in a 36-month fixed all-inclusive contract with Constellation at $0.0747 per kWh that expires in December of 2022. Current market conditions are presenting significant challenges from a cost perspective as New England is experiencing a dramatic rise in both electricity and natural gas costs. Natural gas costs are a primary driver of electricity costs because of New England's reliance on natural gas fired electricity generation. This is mostly a winter problem for New England because of our lack of pipeline capacity. Because of our lower-than-normal inventory, record exports and unrest in the Ukraine, pricing has soared. The below charts show the dramatic increase in electricity costs through 2025 and current natural gas basis and NYMEX futures.





Because of this increase it is the recommendation of CES for Keene housing to execute a shorter-term contract for this renewal. The below chart represents low bidder pricing received as of 6/15/22, compared to Keene Housings current contract, with dollar impact.

Electricity Current-FIXED All Inclusive

Current Contract	Supplier	Price
36 Month Fixed	Constellation	0.07470

Bids Received

Term	Supplier	Price	$ Inc (Dec)	% Inc (Dec)
12 Month Fixed	Engie	0.14970	$ 160,035.75	100.4%
24 Month Fixed	Engie	0.13001	$ 118,021.03	74.0%
36 Month Fixed	Engie	0.12131	$ 99,456.88	62.4%
48 Month Fixed	Engie	0.11688	$ 90,004.11	56.5%

While shorter term contracts are more expensive, it is CES's view not to execute long term contracts in this high-cost environment. Based on everything above it is CES's recommendation to execute a 24-month contract with Engie. This strategy will spread out the increase over 2 years, stabilize the budget, and give Keene Housing a runway to strategize for the 2024 renewal as we anticipate this increase extending into 2023 and perhaps beyond. Ultimately this is a budget decision and how Keene Housing prefers to manage this increase. Additionally, we anticipate current pricing will be far better than the utility offering, which won't be published until later this year for the first half of 2023.

LATEST CONTRACT

Supplier	Product	Description	Pass-Through	Term	Start Date	End Date	Signed Date	Price ($/kWh)	Annual Cost ($/Year)
Constellation NewEnergy	All Inclusive	Fixed		36	12/01/2019	12/01/2022	07/17/2019	0.0747	159,396

BIDS RECEIVED

Bid #	Supplier	Product	Description	Pass Through	Regulatory Pass Through	Term	Bill Type	Price ($/kWh)	Annual Cost ($/Year)	Vs. Latest Contract ($/Year)	Credit
1	ENGIE Resources	All Inclusive	Fixed			12	Utility	0.1497	319,431	160,036	Pending
2	Constellation NewEnergy	All Inclusive	Fixed			12	Utility	0.16207	345,827	186,431	Approved
3	First Point Power	All Inclusive	Fixed			12	Utility	0.16209	345,869	186,474	Approved
4	ENGIE Resources	All Inclusive	Fixed			24	Utility	0.13001	277,417	118,021	Pending
5	Constellation NewEnergy	All Inclusive	Fixed			24	Utility	0.14078	300,398	141,002	Approved
6	First Point Power	All Inclusive	Fixed			24	Utility	0.14504	309,488	150,092	Approved
7	ENGIE Resources	All Inclusive	Fixed			36	Utility	0.12131	258,852	99,457	Pending
8	Constellation NewEnergy	All Inclusive	Fixed			36	Utility	0.13183	281,300	121,905	Approved
9	First Point Power	All Inclusive	Fixed			36	Utility	0.14491	309,210	149,815	Approved
10	ENGIE Resources	All Inclusive	Fixed			48	Utility	0.11688	249,400	90,004	Pending
11	Constellation NewEnergy	All Inclusive	Fixed			48	Utility	0.12755	272,167	112,772	Approved
12	First Point Power	All Inclusive	Fixed			48	Utility	0.1392	297,026	137,631	Approved
13	ENGIE Resources	All Inclusive	Fixed			60	Utility	0.11567	246,818	87,422	Pending
14	Constellation NewEnergy	All Inclusive	Fixed			60	Utility	0.12577	268,369	108,974	Approved
15	ENGIE Resources	Pass-Through	Fixed	FCM		12	Dual	0.14196	302,916		Pending
16	Constellation NewEnergy	Pass-Through	Fixed	FCM		12	Dual	0.15251	325,427		Approved
17	First Point Power	Pass-Through	Fixed	FCM		12	Dual	0.1547	330,100		Approved
18	ENGIE Resources	Pass-Through	Fixed	FCM		24	Dual	0.12293	262,309		Pending

Bid #	Supplier	Product	Description	Pass Through	Regulatory Pass Through	Term	Bill Type	Price ($/kWh)	Annual Cost ($/Year)	Vs. Latest Contract ($/Year)	Credit
19	Constellation NewEnergy	Pass-Through	Fixed	FCM		24	Dual	0.13237	282,452		Approved
20	First Point Power	Pass-Through	Fixed	FCM		24	Dual	0.13769	293,804		Approved
21	ENGIE Resources	Pass-Through	Fixed	FCM		36	Dual	0.11437	244,044		Pending
22	Constellation NewEnergy	Pass-Through	Fixed	FCM		36	Dual	0.12358	263,696		Approved
23	First Point Power	Pass-Through	Fixed	FCM		36	Dual	0.13507	288,214		Approved
24	ENGIE Resources	Pass-Through	Fixed	FCM		48	Dual	0.10957	233,802		Pending
25	Constellation NewEnergy	Pass-Through	Fixed	FCM		48	Dual	0.11874	253,369		Approved
26	First Point Power	Pass-Through	Fixed	FCM		48	Dual	0.12984	277,054		Approved
27	ENGIE Resources	Pass-Through	Fixed	FCM		60	Dual	0.10748	229,342		Pending
28	Constellation NewEnergy	Pass-Through	Fixed	FCM		60	Dual	0.11601	247,543		Approved

PASS THROUGH KEY: FCM = Forward Capacity Market, **LFR** = Locational Forward Reserve, **RMR** = Reliability Must Run, **ANC** = Ancillary Charges, **LOS** = Losses

REGULATORY PASS THROUGH KEY: RPS = Renewable, **FSC** = Fuel Security Cost, **CES** = Clean Energy Standard, **CPS** = Clean Peak Standard

"All Inclusive" means the price includes all components of what constitutes electricity.
"Pass Through" means the price includes all components of what constitutes electricity, except those components listed as pass through.
"Fixed" prices may be subject to adjustments per the terms of the supplier contract, including for such things as material changes, usage outside bandwidth limitations or change in law.

ALL PRICING IS SUBJECT TO SUPPLIER CONTRACT TERMS AND CONDITIONS.

SUPPLIER NOTES

Supplier	Note
MP2 Energy	100% MCV
Constellation NewEnergy	Unlimited Bandwidth/No MAC
First Point Power	Unlimited bandwidth

FORWARD CAPACITY COMPONENT ESTIMATES ($/KWH)

Supplier	12 Month	24 Month	36 Month	48 Month	60 Month
ENGIE Resources	0.00774	0.00708	0.00694	0.00731	0.00819
Constellation NewEnergy	0.00956	0.00841	0.00825	0.00881	0.00976
First Point Power	0.00739	0.00735	0.00984	0.00936	
Average	0.00823	0.00761	0.00834	0.00849	0.00897

Forward Capacity Component Estimates are the difference between each supplier's All Inclusive and Pass-Through bids by term. They should not be used for projecting costs.

Keene Housing

INFORMATIONAL MEMORANDUM

To: Keene Housing Board of Commissioners
From: Lea Kablik, Community Garden Coordinator
Subject: Biannual Community Gardens Board Report
Date: June 15, 2022

It has certainly been a busy year for the gardens! Since Keene Housing has taken on the Cheshire Housing Trust (CHT) properties last fall, several of those properties as well some of the original scattered sites that did not garden in 2021 have taken interest in gardening this year. The garden program continues to grow, and there are already inclinations that it will continue to grow in 2023.

Gardens

This year, we added eight new garden beds across four properties (four elevated beds at Ashbrook, two at Riverbend, one at McKinley Circle and one converted sandbox at Winchester St.), increasing from eighty-two to ninety garden beds. McKinley Circle and Winchester St. previously did not have any gardens, so the new garden spaces created new opportunities for the residents. Ashbrook and Riverbend received new garden beds to meet the demand for more garden space. As of now, we have a total of eighty-six gardeners, twenty-seven of which are gardening at Keene Housing for the first time.

At Stone Arch Senior, two of the three strawberry towers did not fair well over the winter despite our best efforts to properly insulate them from the snow. There is interest in building new, small beds for the strawberries, depending on what other projects take place over the summer these beds may or may not be built this year. We planted two new trees as a part of the orchard, one gala apple tree to pollinate the fuji apple tree that is present and one new peach tree (self-pollinating). While the trees sprouted lots of new leaves, we have not seen much fruit growth; one of our goals is to continue overhauling the trees to get a harvest. We also plan to plant the strip along the hill that was covered with black plastic with extra plants from the perennial bed, as well as with some large shrubs over the next few seasons.

We added two new garden beds at Riverbend to meet the demand for gardens, and this year there are enough for each gardener to have their own bed. Next year, we would like to add two more elevated Vegtrug elevated beds to accommodate various levels of mobility at Riverbend. Once those beds are in (pending budget approval), there are no further plans to expand the garden space at Riverbend. Last year, Riverbend tomatoes were hit hard with early blight, a fungus that lives in the soil and has the potential to reinfect plants multiple times over the season. The best practice to get rid of the fungus is to rotate crops, however, given the nature of the type of gardening at Riverbend this is a practice that is not a good fit for the property. This year, we purchased pots and plan on growing tomatoes on the gardener's patios. This will give the garden beds a chance to recover from the blight (they only affect tomatoes), and hopefully next year make it feasible to plant tomatoes in those

beds again. In the future, proper pruning, watering, and copper application are the best ways to prevent early blight.

In accordance with last year's plans, we installed four new elevated garden beds on the patio at Ashbrook. Gardeners planted in them as soon as they could, and those beds are thriving so far. As I write this report, I am picking up four fruit trees (two peach trees, one honey crisp, and one granny smith) this week and getting those planted on Thursday during our garden meeting. We had originally planned to plant some berry bushes this year; however, the fruit trees are more expensive than planned for last year, and we need to budget to maintain the garden beds before adding anything more. Midsummer we can reevaluate and possibly purchase berry bushes if available.

The Brookbends and Meadow Rd gardens have seen more gardeners this year. There are several who reached out in late May and early June, and we do not have any more available garden beds. To accommodate those who have reached out late and have continued to follow up with gardening, we are going to get them some pots for container gardening.

After minimal activity last year, gardening at Forest View has been reinvigorated. There are four adults who have been working in the two long garden beds behind the FAC center, and the kids are just as interested in gardening this year as they were last year. The rotted triangle garden beds have been removed and that area has been tilled, serving as the new youth garden. Our new intern, Kelley Shanahan, will be focusing her efforts on the Forest View gardens and launching an official youth gardening program: where once a week she meets with the kids who are interested to work on the garden space and work on a garden related activity/craft. Her first meet and greet on June 7th was a tremendous success with impromptu coloring and giving the kids a chance to decide on some plants for the garden.

Carol Jue, the volunteer garden coordinator at Harper Acres, has experienced a sudden and tragic loss in her family. The gardeners who were available each signed a card from the Garden of Eatin' for Carol with our condolences. This summer the CGC coordinator, Nikko, and I will be checking in regularly with the gardeners while Carol takes some much-needed time to herself.

A resident on West St. is interested in windowsill gardening this year. After much planning and deliberation, she made hangers to hang the planters provided from her windowsill. Last week we planted one of her herb boxes and she planted the rest on her own, and she is extremely excited for her herbs to grow.

Last November, Bennet Block opened for residents to move into their apartments. This spring, renovations were finished in the community space and an open house was held to welcome residents to the space. I had hoped to gauge gardening interest at the open house, however fewer residents than we had hoped for attended. Now that the gardens are beginning to settle down, I can begin marketing gardening at Bennett Block to gauge interest.

If there is an interest in gardening at Bennett Block, we will investigate options for hydroponics since light is limited in the outdoor space.

This year, we installed a new fence around the garden beds at North and Gilsum after several reports of nongardeners taking produce from the gardens. We believe it was mostly people who were walking through the neighborhood, and that installing the fence will deter people from taking the produce simply because it is no longer convenient. Some of the gardeners were extremely discouraged by the taken produce last year, so the fence is also a signal that we heard them and are acting upon their concerns. Once AGM catches up on their other work, they will be putting down landscaping fabric and woodchips to eliminate the need for mowing within the fenced area, and the same will be done at the Brookbend gardens.

Winchester St. and McKinley Cr. are new garden sites from the CHT properties, both have received new garden spaces this year. Gardeners at Winchester St. converted an old sandbox into a garden bed by removing the sand and AGM refilled it with a compost/loam mix. McKinley Cr. put together a cedar garden bed kit for their new garden bed, as building from scratch has become too expensive unless necessary to match other existing beds. Both garden beds are planted and doing well.

Emerald House is another new Keene Housing property and already has a garden bed established. Early June, Ray and I were able to meet to go over how gardening has been done in the past at Emerald House and what they would like for Keene Housing's involvement. We are in the process of scheduling a date to invite residents to come help weed the garden and get some plants in the ground. Jewel, the staff member who is primarily responsible for the garden, and I will also discuss the possibility for renovations for next year.

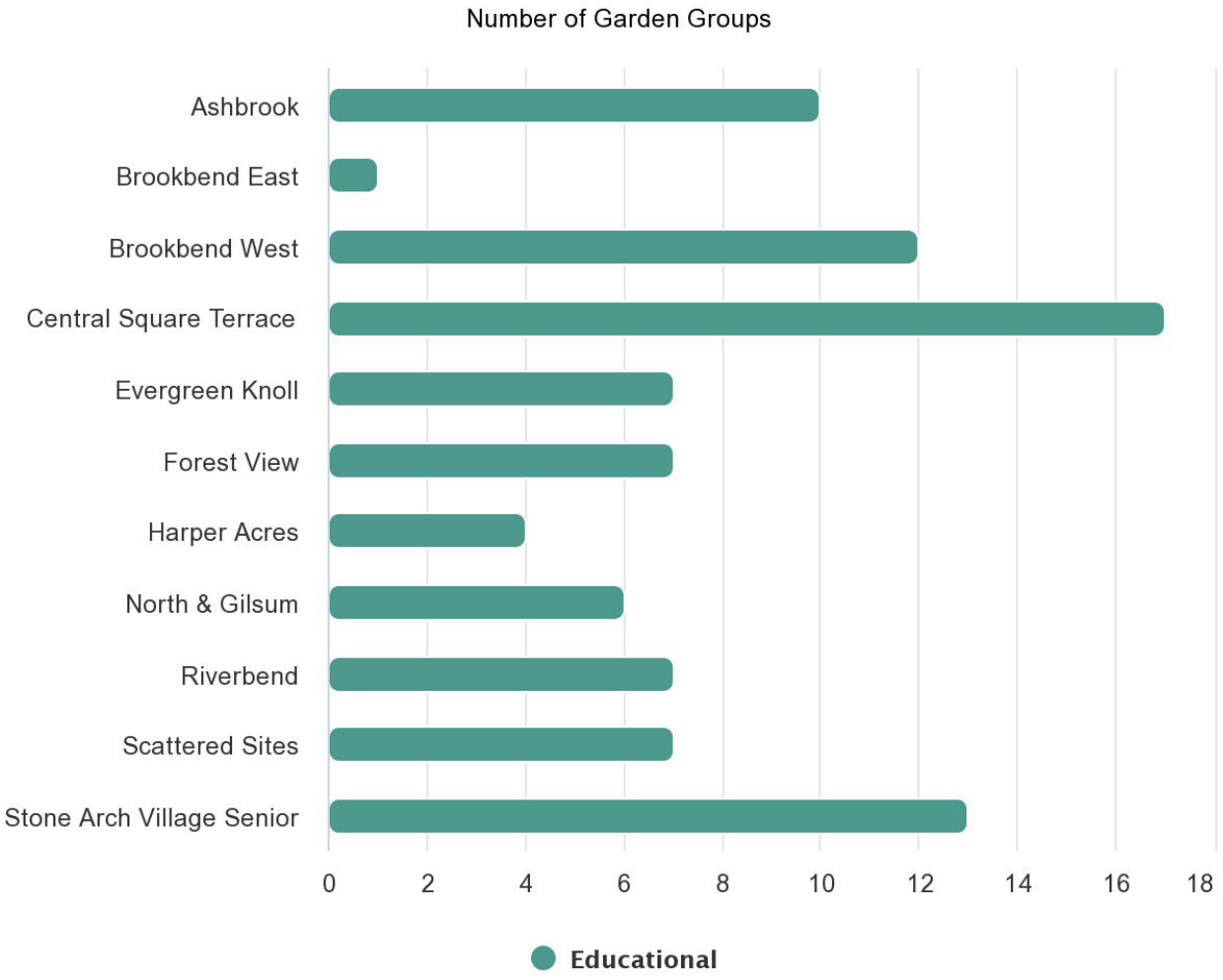
Events and Workshops

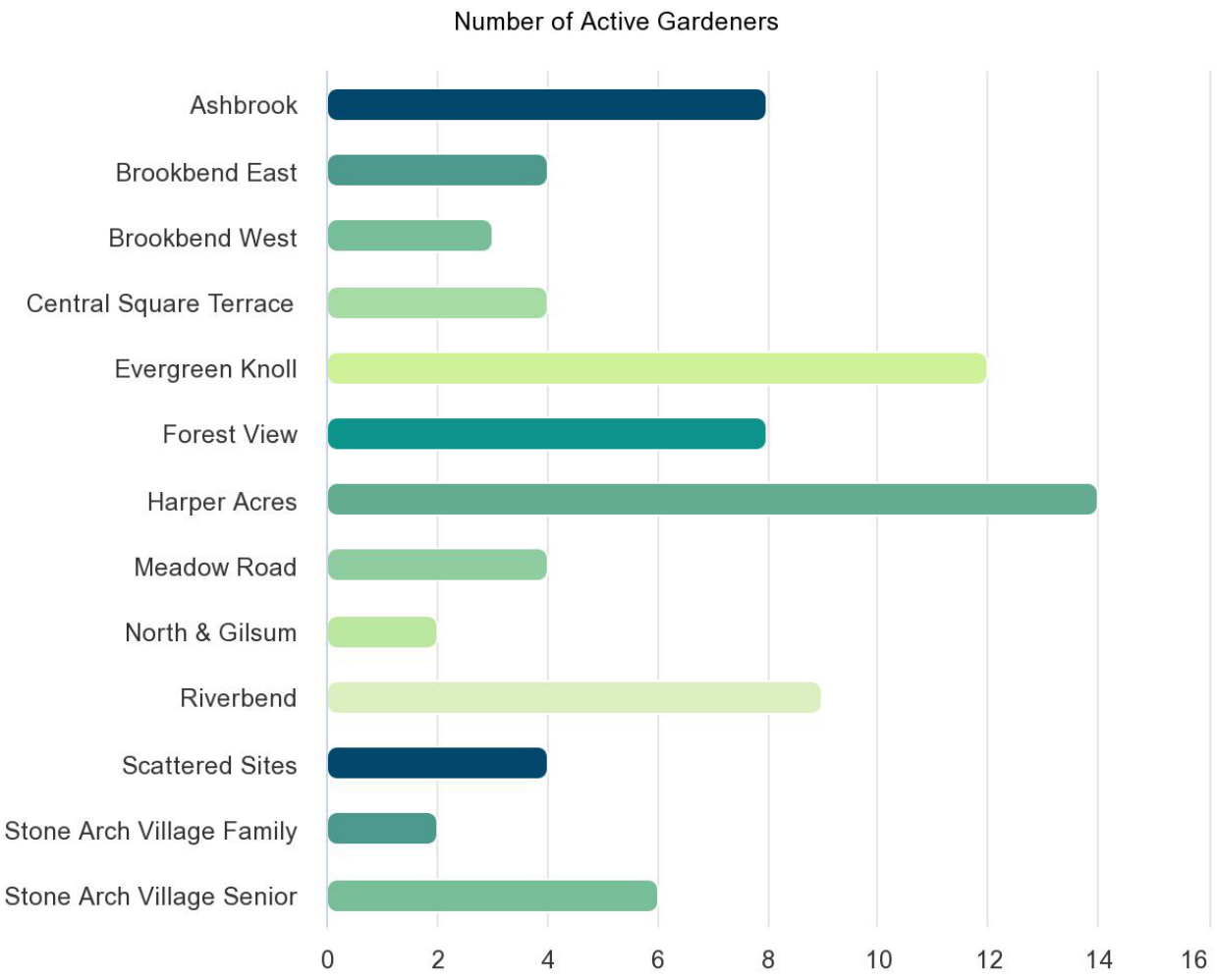
The focus of the spring has been garden planning and planting; however, we had a few other workshops and events since January.

Christine Parshall held a cooking series from Nutrition Connects called Create Better Health at CST. This was a demonstration of different ways to make healthy and tasty meals using recipe templates. While Christine cooked, there were often discussions about nutrition, food labels, and healthy eating on a budget.

I held three microgreen growing workshops from January through March. These workshops were intended to allow residents to continue growing indoors during the winter. The first was for Ashbrook, Meadow Rd., Brookbend East, and Brookbend West. One resident attended, I dropped off the supplies for another resident who was interested. The other two workshops were held at SAVS, one to plant the first round of microgreens and the second for another batch after the first round was harvested.

This spring, Karen and I attended and presented a workshop at the New England Residential Service Coordinators conference. Our workshop was called Head in the Sun, Hands in the Dirt: Building Community Through Gardening and it was an overview of gardening within affordable housing. We had fifty-three people register, about 30 to 40 people came (most likely due to the workshop taking place that Friday morning). The workshop went very well; people were engaged and holding large group discussions about the different ways to garden on property. We had just received feedback from the NERSC surveys, and our feedback was very positive.




Number of Active Gardeners
Ashbrook
Brookbend East
Brookbend West
Central Square Terrace
Evergreen Knoll
Forest View
Harper Acres
Meadow Road
North & Gilsum
Riverbend
Scattered Sites
Stone Arch Village Family
Stone Arch Village Senior
0
2
4
6
8
10
12
14
16

Keene Housing

INFORMATIONAL MEMORANDUM

To: Joshua Meehan, Executive Director
From: Ellen Wishart, Voucher Program Manager
Subject: Q2 Voucher Activity Report
Date: June 15, 2022

Voucher Activity Quarter 2 2022

Program	Issued-OTC	Eligibility Scheduled	Goal
FYI	2	0 referrals	Capacity 25
NED	3	3	8
MS	4	3	8
2107 MS	3	3	23 (incl. PBV)
Pathway Home	1	1 referral	Capacity 8
HCV	2	6 includes 1 PBV Mobility	93% util.

Of the above 15 households searching for units, 11 are single member households.

Landlord Incentive Data Quarter 2 2022

New Landlord = 2

Existing Landlord =7

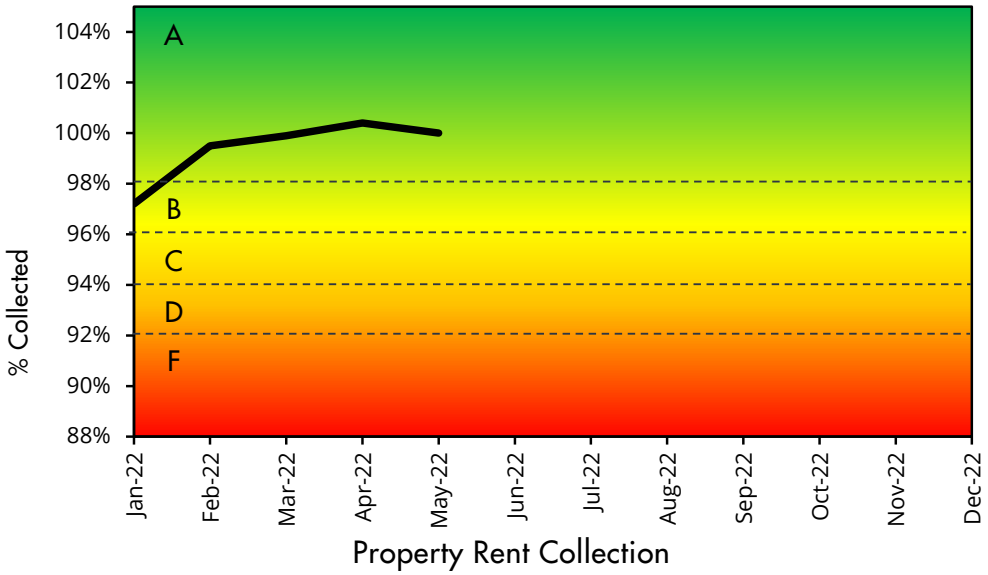
Keene Housing

MANAGEMENT REPORT
MAY 2022

Residential Property Rent Collection Report
May 2022

Community	Month Billed	Month Collected	% Collected	Monthly Grade	YTD Billed	YTD Collected	% YTD Collected	YTD Grade
Ash Brook Apartments	$9,504	$9,535	100.3%	**A**	$46,481	$46,468	100.0%	**A**
Bennett Block	$5,850	$4,794	81.9%	**F**	$27,850	$27,546	98.9%	**A**
Brookbend East	$17,967	$17,760	98.8%	**A**	$90,453	$90,434	100.0%	**A**
Brookbend West	$17,622	$18,475	104.8%	**A**	$83,246	$88,222	106.0%	**A**
Central Square Terrace	$32,165	$30,882	96.0%	**B**	$154,996	$154,954	100.0%	**A**
Cottage Street	$500	$471	94.2%	**C**	$2,237	$2,218	99.2%	**A**
Evergreen Knoll LP	$15,701	$14,023	89.3%	**F**	$77,260	$76,012	98.4%	**A**
Forest View	$25,225	$24,635	97.7%	**B**	$116,997	$112,597	96.2%	**B**
Hampshire House	$5,443	$5,401	99.2%	**A**	$26,118	$26,000	99.5%	**A**
Harper Acres	$46,707	$43,743	93.7%	**D**	$227,150	$224,754	98.9%	**A**
Meadow Road Apartments	$7,297	$7,288	99.9%	**A**	$37,299	$37,290	100.0%	**A**
North and Gilsum	$20,112	$21,286	105.8%	**A**	$93,088	$95,833	102.9%	**A**
Riverbend Apartments	$13,132	$13,146	100.1%	**A**	$66,072	$66,138	100.1%	**A**
Scattered Sites	$10,051	$10,082	100.3%	**A**	$47,439	$48,361	101.9%	**A**
Scattered Sites 2	$15,827	$15,695	99.2%	**A**	$74,357	$73,461	98.8%	**A**
Stone Arch Village Family	$14,761	$14,806	100.3%	**A**	$72,189	$72,512	100.4%	**A**
Stone Arch Village Senior	$13,125	$13,105	99.8%	**A**	$58,177	$58,410	100.4%	**A**
Totals	$270,989	$265,127	97.8%	B	$1,301,409	$1,301,210	100.0%	A

Active Households Only

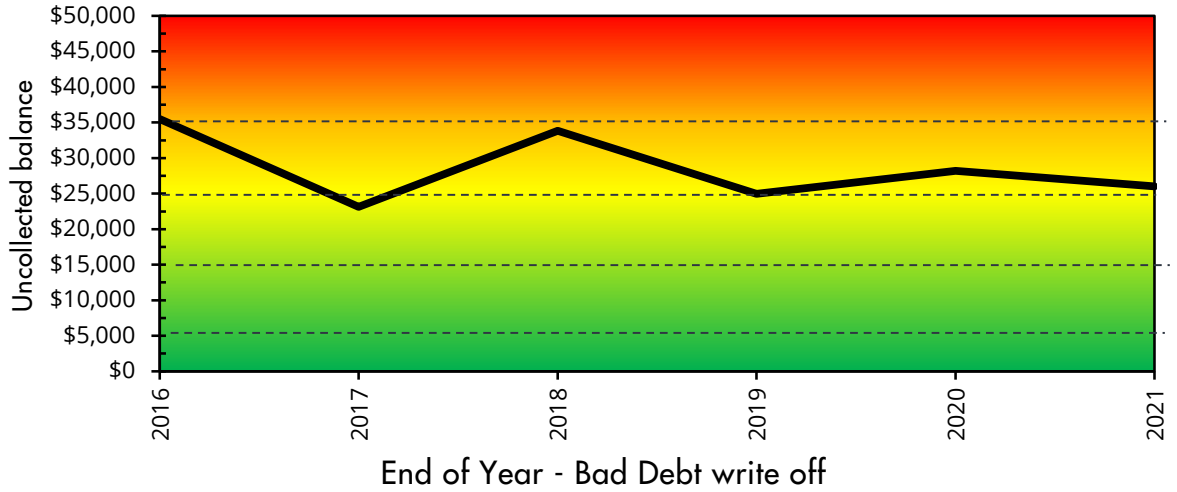


This report compares current tenant's rent billed to rent collected. The percent collected can exceed 100% when back rent is collected. Our goal is to collect at least 98% of rent billed.

Residential Property Uncollected Accounts - Inactive Tenants - Report
May 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	2	$545	$0	$0	$0	$354	$899
Brookbend West	3	$839	$577	$20	$1,134	($9)	$2,561
Central Square Terrace	2	($98)	$272	$20	$537	$10	$741
Cottage Street	1	$0	$0	$0	$0	$170	$170
Emerald Street	0	$0	$0	$0	$0	$0	$0
Evergreen Knoll LP	2	($8)	($48)	$0	$0	$0	($56)
Forest View	3	$0	$0	$224	$0	$276	$500
Hampshire House	2	$5	$92	$0	$12	$0	$109
Harper Acres	0	$0	$0	$0	$0	$0	$0
Meadow Road Apartments	1	$0	$0	$790	$1,196	$8,585	$10,571
North and Gilsum	3	$0	$820	$1,440	$238	$1,251	$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	2	($346)	($10)	$0	$4	$0	($352)
Totals	26	$937	$1,703	$2,494	$3,121	$14,202	$22,457

Inactive Households Only

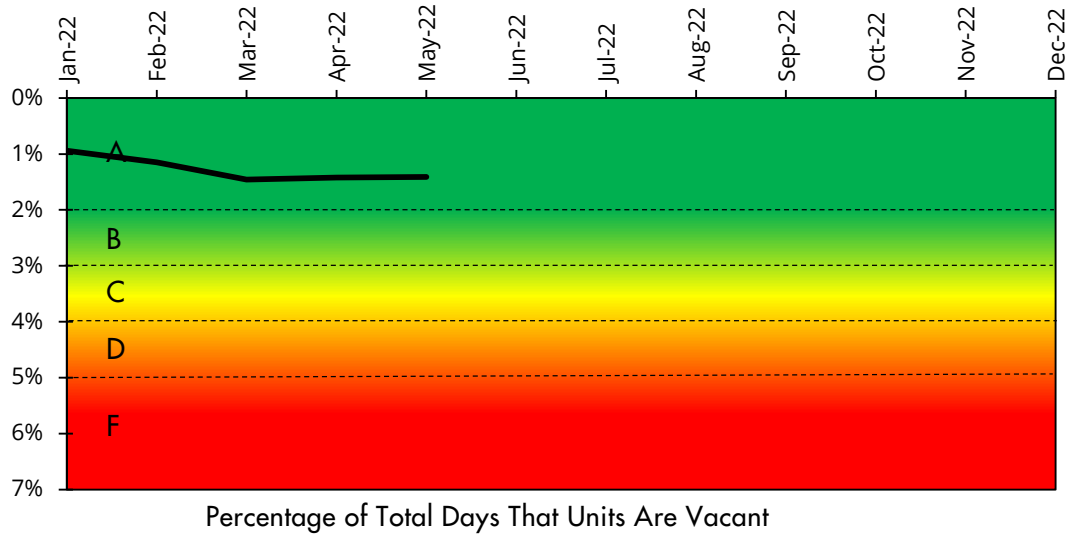


This report tracks the balance that is owed to KH and what remains upaid. Most of these tenants have moved from a KH property and are considered Inactive Tenants.

Monthly Vacancy Report

May 2022

Community	Units Available	Available Days	Vacant Days	Monthly Vacancy Percentage	Monthly Grade	YTD Vacancy Percentage	YTD Grade
Ash Brook Apartments	24	744	0	0.0%	**A**	1.9%	**A**
Bennett Block	14	434	0	0.0%	**A**	0.0%	**A**
Brookbend East	40	1240	46	3.7%	**C**	1.0%	**A**
Brookbend West	35	1085	12	1.1%	**A**	1.0%	**A**
Central Square Terrace	90	2790	11	0.4%	**A**	1.0%	**A**
Evergreen Knoll LP	32	992	47	4.7%	**D**	1.0%	**A**
Forest View	38	1178	0	0.0%	**A**	0.4%	**A**
Hampshire House	18	558	0	0.0%	**A**	3.4%	**C**
Harper Acres	112	3472	31	0.9%	**A**	1.3%	**A**
Meadow Road Apartments	18	547	34	6.2%	**F**	3.3%	**C**
North and Gilsum	29	899	0	0.0%	**A**	1.3%	**A**
Riverbend Apartments	24	744	0	0.0%	**A**	0.0%	**A**
Scattered Sites	18	558	0	0.0%	**A**	0.5%	**A**
Scattered Sites 2	30	930	0	0.0%	**A**	0.8%	**A**
Stone Arch Village Family	24	744	0	0.0%	**A**	2.8%	**B**
Stone Arch Village Senior	33	1023	63	6.2%	**F**	4.7%	**D**
Report Totals:	579	17,938	244	1.4%	A	1.4%	A

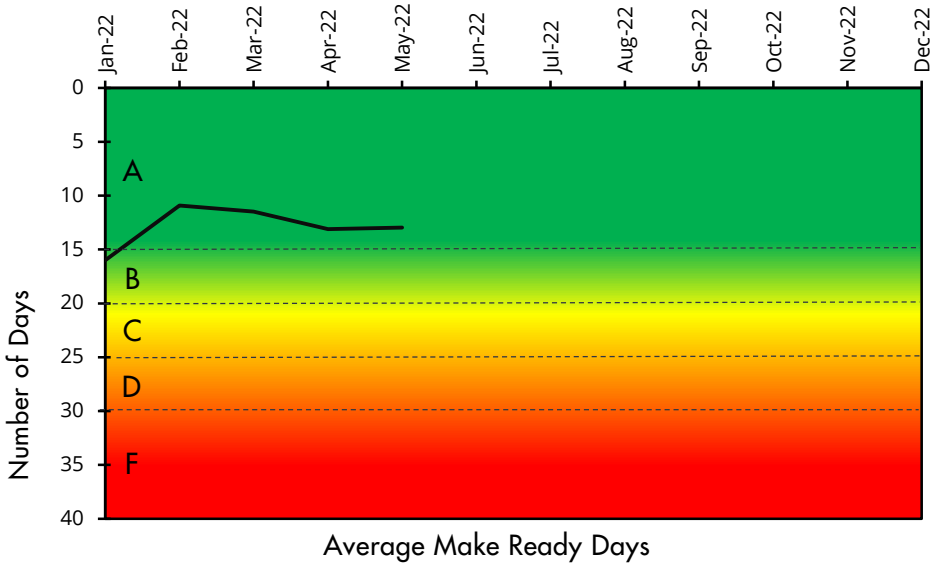


Percentage of Total Days That Units Are Vacant

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
May 2022

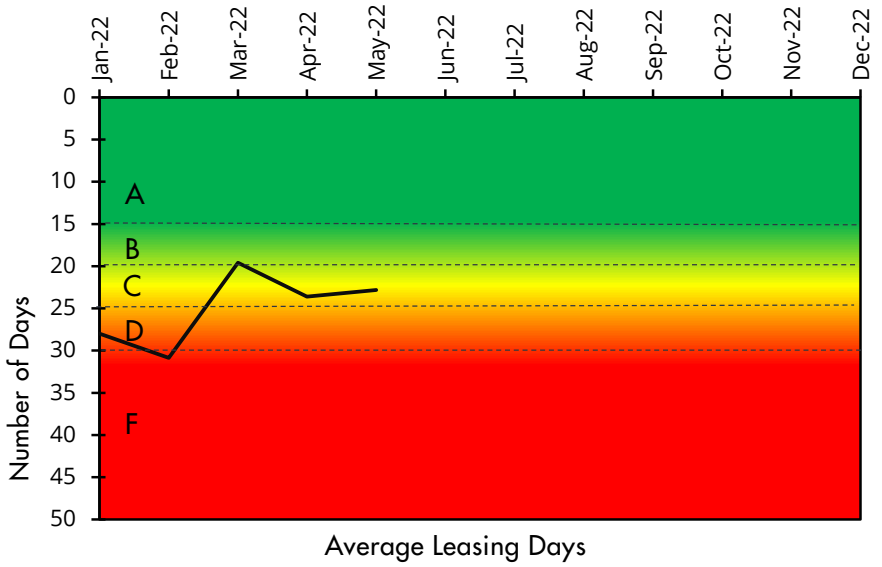
Community	Number of Units Made Ready	Avg. Make Ready Days	YTD Number of Units Made Ready	YTD Avg. Make Ready Days	YTD Grade
Ash Brook Apartments	0	-	2	32	**F**
Bennett Block	0	-	0	-	**NONE**
Brookbend East	1	13	2	9	**A**
Brookbend West	0	-	2	5	**A**
Central Square Terrace	0	-	4	4	**A**
Evergreen Knoll LP	1	17	1	17	**B**
Forest View	0	-	2	9	**A**
Hampshire House	0	-	3	16	**B**
Harper Acres	0	-	4	6	**A**
Meadow Road Apartments	1	1	3	16	**B**
North and Gilsum	0	-	2	28	**D**
Riverbend Apartments	0	-	0	-	**NONE**
Scattered Sites	0	-	1	1	**A**
Scattered Sites 2	0	-	2	17	**B**
Stone Arch Village Family	0	-	0	-	**NONE**
Stone Arch Village Senior	1	17	5	15	**B**
Report Totals:	4	12	33	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
May 2022

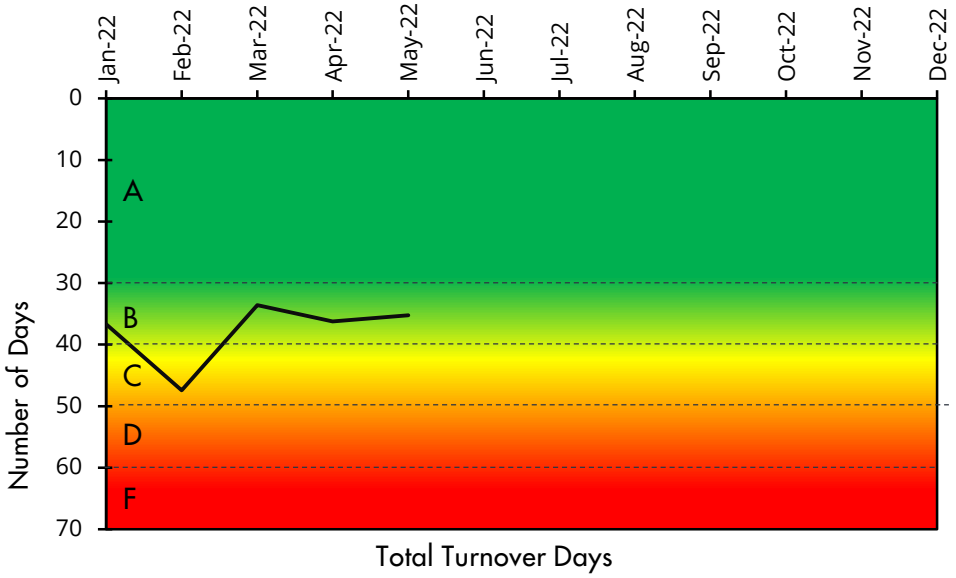
Community	Number of Units Leased	Average Leasing Days	YTD Number of Units Leased	YTD Avg Leasing Days	YTD Grade
Ash Brook Apartments	0	-	2	5	**A**
Bennett Block	0	-	0	-	**NONE**
Brookbend East	1	6	2	7	**A**
Brookbend West	0	-	2	17	**B**
Central Square Terrace	0	-	4	30	**D**
Evergreen Knoll LP	0	-	0	-	**NONE**
Forest View	0	-	2	4	**A**
Hampshire House	0	-	4	29	**D**
Harper Acres	0	-	3	33	**F**
Meadow Road Apartments	2	22	3	15	**A**
North and Gilsum	0	-	2	3	**A**
Riverbend Apartments	0	-	0	-	**NONE**
Scattered Sites	0	-	1	15	**A**
Scattered Sites 2	0	-	2	4	**A**
Stone Arch Village Family	0	-	1	106	**F**
Stone Arch Village Senior	1	20	4	39	**F**
Report Totals:	4	17	32	23	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
May 2022

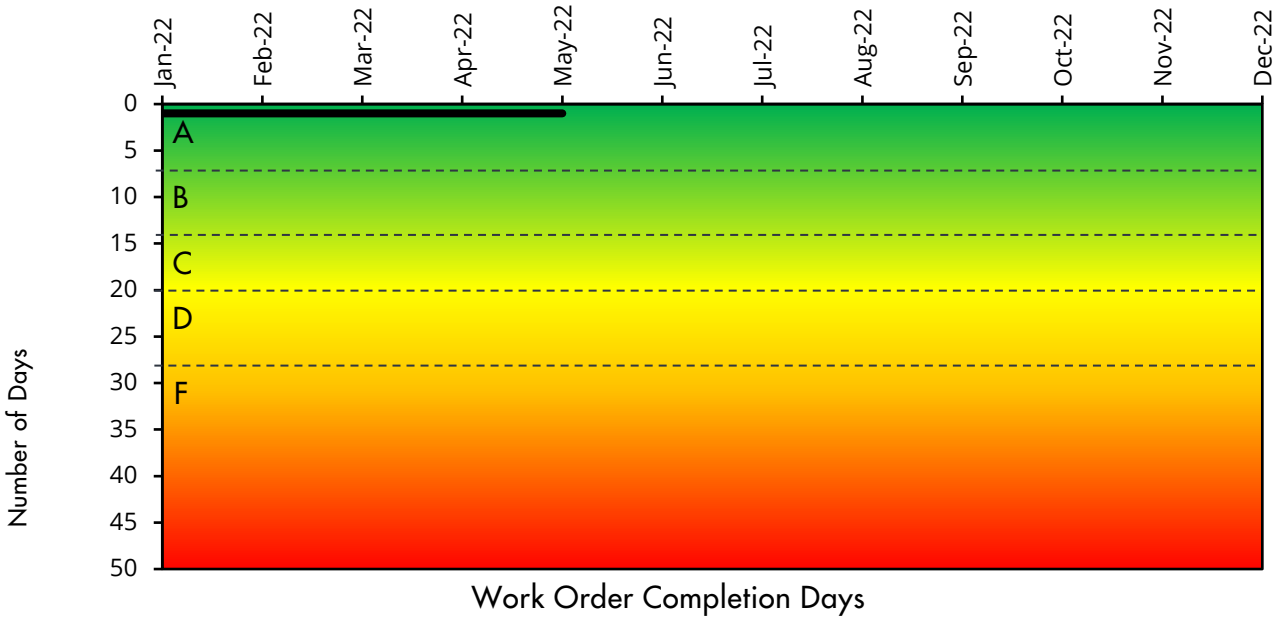
Community	Number of Units Turned in Month	Average Turnover Days	YTD Number of Units Turned	YTD Avg Turnover Days	YTD Grade
Ash Brook Apartments	0	-	2	36	**B**
Bennett Block	0	-	0	-	**NONE**
Brookbend East	1	18	2	14	**A**
Brookbend West	0	-	2	21	**A**
Central Square Terrace	0	-	4	32	**B**
Evergreen Knoll LP	0	-	0	-	**NONE**
Forest View	0	-	2	12	**A**
Hampshire House	0	-	4	43	**C**
Harper Acres	0	-	3	40	**C**
Meadow Road Apartments	2	32	3	29	**A**
North and Gilsum	0	-	2	30	**A**
Riverbend Apartments	0	-	0	-	**NONE**
Scattered Sites	0	-	1	15	**A**
Scattered Sites 2	0	-	2	20	**A**
Stone Arch Village Family	0	-	1	127	**F**
Stone Arch Village Senior	1	32	4	54	**D**
Report Totals:	4	29	32	35	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
May 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	28	1	A	80	1	A
Bennett Block	7	0	A	40	1	A
Brookbend East	39	1	A	130	1	A
Brookbend West	42	1	A	82	1	A
Central Square Terrace	45	1	A	219	1	A
Cottage Street	10	1	A	22	1	A
Emerald Street House	10	1	A	40	1	A
Evergreen Knoll LP	15	1	A	52	1	A
Forest View	56	1	A	118	1	A
Hampshire House	8	0	A	25	1	A
Harper Acres	108	1	A	235	1	A
Keene Housing Main Office	2	0	A	12	1	A
Meadow Road	10	1	A	25	1	A
North and Gilsum	9	1	A	54	1	A
Riverbend Apartments	5	0	A	34	1	A
Scattered Sites	12	1	A	44	1	A
Scattered Sites 2	6	1	A	58	1	A
Stone Arch Village Family	15	1	A	57	1	A
Stone Arch Village Senior	55	1	A	162	1	A
Report Totals:	482	1	A	1,489	1	A



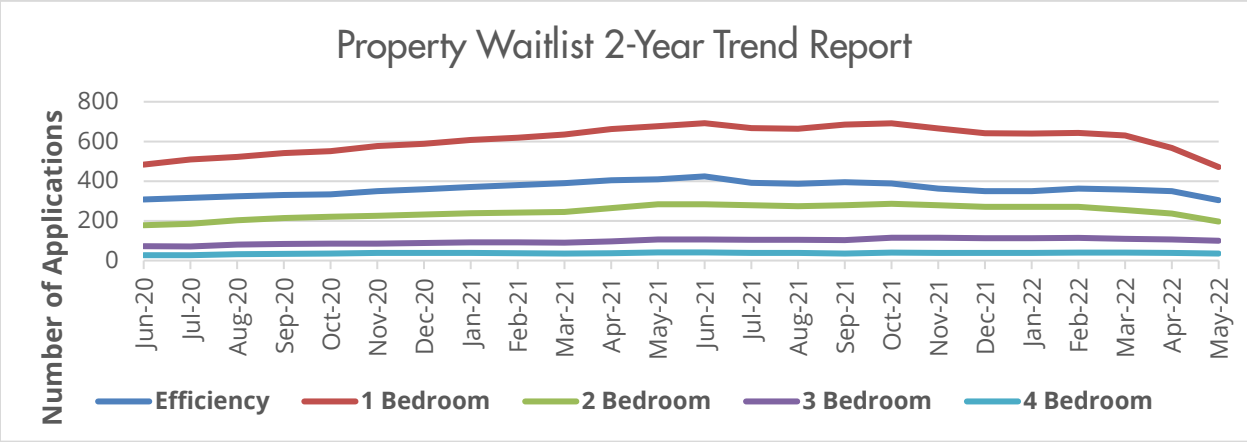
This report tracks the number of days it takes the Facilities and Assets team to complete non-emergency work orders. Our goal is to complete non-emergency work orders in 5 days or less.

Residential Property Emergency Work Order Completion Days
May 2022

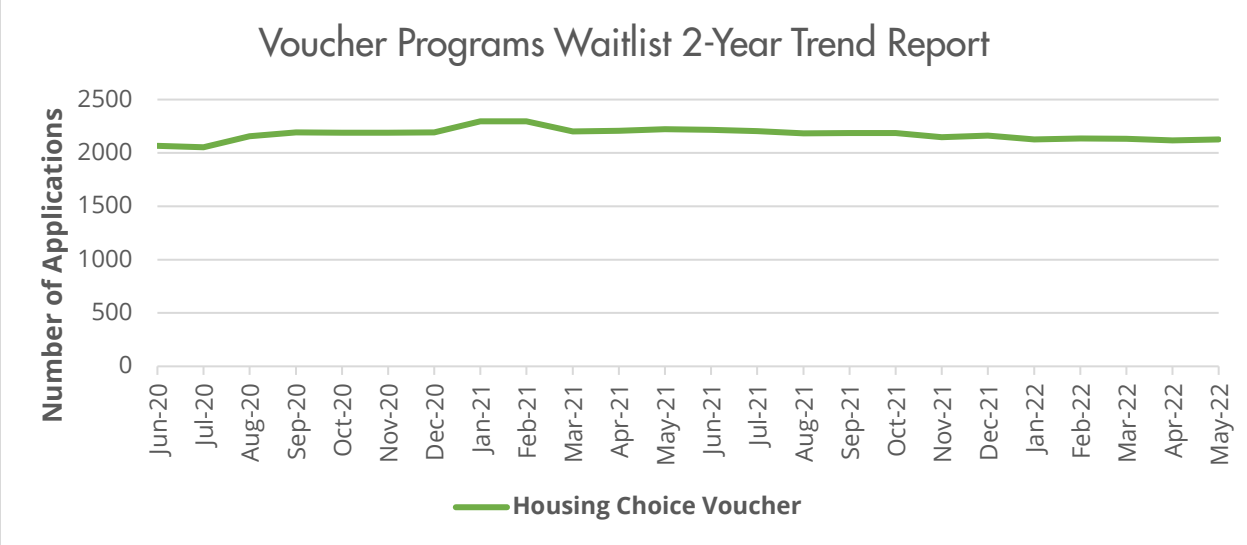
Community	Number of Work Orders	Average Days To Complete	Monthly Grade	YTD Number of Work Orders	YTD Average Days To Complete	YTD Grade
Ash Brook Apartments	2	0	P	7	0	P
Bennett Block	2	0	P	7	0	P
Brookbend East	1	0	P	6	0	P
Brookbend West	1	0	P	3	0	P
Central Square Terrace	4	0	P	29	0	P
Cottage Street	-	-	NONE	-	-	NONE
Emerald Street House	-	-	NONE	-	-	NONE
Evergreen Knoll LP	-	-	NONE	3	0	P
Forest View	1	0	P	12	0	P
Hampshire House	-	-	NONE	-	-	NONE
Harper Acres	7	0	P	31	0	P
Keene Housing Main Office	-	-	NONE	-	-	NONE
Meadow Road	2	0	P	5	0	P
North and Gilsum	2	0	P	5	0	P
Riverbend Apartments	-	-	NONE	5	0	P
Scattered Sites	-	-	NONE	2	0	P
Scattered Sites 2	1	0	P	4	0	P
Stone Arch Village Family	-	-	NONE	9	0	P
Stone Arch Village Senior	3	0	P	14	0	P
Report Totals:	26	0	P	142	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
May 2022



*Waitlist purge is currently in progress



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	$320,832	71%	593	$541	101%	587	$192	$131,276
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	$466,394	$325,809	70%	595	$548	101%	587	$4,647	$140,585
June									
July									
August									
September									
October									
November									
December									
Total	$2,331,972	$1,625,803	70%	3021	$538	103%	2,935	$6,506	$706,169

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	$315,337	70%	509	$620	87%	587	$870	$136,771
May	$466,394	$314,264	67%	506	$621	86%	587	$4,647	$152,130
June									
July									
August									
September									
October									
November									
December									
Total	$2,274,826	$1,575,367	69%	2549	$618	87%	2,935	$6,506	$699,459

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	$11,649	$12,630	108%	16	$789	89%	18	$0	($981)
June									
July									
August									
September									
October									
November									
December									
Total	$58,922	$59,816	102%	84	$713	93%	90	$0	($894)

Non-Elderly Disabled (NED)

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$57,677	$59,910	104%	96	$624	96%	100	$0	($2,233)
February	$61,561	$56,722	92%	92	$617	92%	100	$0	$4,839
March	$54,786	$58,343	106%	92	$634	92%	100	$0	($3,557)
April	$59,490	$58,332	98%	92	$634	92%	100	$0	$1,158
May	$60,683	$59,454	98%	93	$639	93%	100		$1,229
June									
July									
August									
September									
October									
November									
December									
Total	$294,197	$292,761	100%	465	$630	93%	500	$0	$1,436

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	$36,969	$40,989	111%	69	$594	69%	100	$0	($4,020)
June									
July									
August									
September									
October									
November									
December									
Total	$182,151	$192,927	106%	342	$564	68%	500	$98	($10,776)

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	16%	3	$988	100%	3	$0	$15,715
February	$4,360	$2,964	110%	3	$988	100%	3	$0	-$278
March	$4,360	$3,118	133%	3	$1,039	100%	3	$0	-$766
April	$763	$3,118	133%	3	$1,039	100%	3	$0	-$766
May	$758	$3,118	83%	3	$1,039	100%	3	$0	$649
June									
July									
August									
September									
October									
November									
December									
Total	$14,601	$15,282	95%	15	$1,019	100%	15	$0	$14,554

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
MAY 2022

Keene Housing	KEENE HOUSING Consolidated BALANCE SHEET - summary			
	Ending balance as of May 31, 2022	Ending balance as of December 31, 2021	$ Variance Incr / (Decr)	% Variance
ASSETS				
Total Current Assets	26,646,535	25,539,772	1,106,763	4%
Total Fixed Assets	54,878,661	54,922,886	(44,225)	0%
Total Other Assets	1,483,873	1,483,873	0	0%
Total Assets	**$83,009,069**	**$81,946,531**	**$1,062,538**	**1%**
LIABILITIES and EQUITY				
Total Current Liabilities	1,584,857	1,452,783	132,074	8%
Total Long Term Liabilities	32,625,514	32,723,791	(98,277)	0%
Total Liabilities	**$34,210,371**	**$34,176,574**	**$33,797**	**0%**
Total Equity	**$48,798,698**	**$47,769,957**	**$1,028,741**	**2%**
Total Liabilities & Equity	**$83,009,069**	**$81,946,531**	**$1,062,538**	**1%**

KEENE HOUSING AND COMPONENT UNIT ENTITIES			
Debt Current Ratio	12.17%	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 May 31, 2022	YTD Activity as of May 31, 2022	$ Variance (under) / over	% Variance
Total Operating Revenue	8,786,960	8,628,996	157,964	2%
Total Operating Expenses	6,176,532	6,981,770	(805,238)	-13%
NET OPERATING INCOME	**$2,610,427**	**$1,647,226**	**963,202**	**37%**

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

Non-Operating Expense	Actual	Budget	Variance	
Total Depreciation Expense	$1,049,399	$954,922	$94,478	9%

Keene Housing

KEENE HOUSING

INCOME STATEMENT CONSOLIDATED SUMMARY

	Actual	Budget	Variance	
	YTD Activity as of May 31, 2022	YTD Activity as of May 31, 2022	$ Variance (under) / over	% Variance
REVENUE				
Rents/HAP/Subsidy Income	6,691,916	7,376,104	(684,188)	-10%
Vacancy Loss	(36,917)	(49,330)	12,413	-34%
Admin Fee Income	434,063	463,265	(29,202)	-7%
Managmeent Fees	267,159	281,100	(13,941)	-5%
Interest Income	18,900	18,590	310	2%
Partnership/Incentive Fees	376,300	385,000	(8,700)	-2%
Other Income	1,012,876	131,150	881,726	87%
Misc Tenant Income	22,663	23,118	(455)	-2%
Total Revenue	$ 8,786,960	$ 8,628,996	$ 157,964	2%
EXPENSES				
Administrative	412,382	492,285	(79,903)	-19%
Operational	217,984	226,541	(8,557)	-4%
Payroll	1,295,095	1,422,316	(127,221)	-10%
Utilities	551,530	560,072	(8,542)	-2%
Maintenance	589,087	546,012	43,075	7%
Taxes & Insurance	483,883	527,261	(43,378)	-9%
Interest	363,512	365,766	(2,254)	-1%
Amortization of Finance Costs	-	3,372	(3,372)	0%
Tenant Programs	81,970	168,490	(86,520)	-106%
HAP	2,181,089	2,669,655	(488,566)	-22%
Total Operating Expenses	$ 6,176,532	$ 6,981,770	$ (805,238)	-13%
NET OPERATING INCOME	**$ 2,610,427**	**$ 1,647,226**	**$ 963,202**	**37%**

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 $2.6m, over budget at $963k.

OPERATING REVENUES are $8.8m a net increase of $.2m as compared to the budget of $8.6m.

OPERATING EXPENSES are $6.2m a decrease of $.8m as compared to the budget of $7.0m.

REVENUE	VARIANCES for Revenue categories (Less)/Higher than Budget	
Rent/HAP/Subsidy Income	(479,118)	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	(205,069)	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 $517k.
Vacancy Loss	12,413	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	(29,202)	HUD Admin Fee are under budget. The Section 8 admin fees are under budget by $18k, actuals are based on the actual admin expensed. MS in under budget at $12k and related to new vouchers awarded but not leased at this time. SPV are on budget.
Interest Income	310	
Partnership/Incentive Fees	(8,700)	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	(13,941)	Slightly under budget.
Other Income	881,726	Other Income is less than budget. Related to Miscellanous income under budget. KH received the Insurance Claim for the fire at 105 Castle St for $804k and CST for $13k.
Misc Tenant Income	(455)	Less than budget.
Total Operating Revenue	157,964	Higher 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	(88,460)	A number of expenses are starting to go over the year to date budget but not over the annual budget. In addition, there are a few line items that are under budget related to consultants (energy, development, capital needs assessments) that have not been engaged at this time.
Payroll/Benefits	(127,221)	Benefit Expenses are under budget by $59k. This variance is expected to remain for the year and possibly continue to increase slightly. Salaries are under budget by $63k, we have had no vacant positions during 2022.
Utilities	(8,542)	Fuel Expense is under budget by $15k. Water & Sewer is over budget by $17k. Electric is under budget by $15k. Timing.
Maintenance	43,075	Most of the maintenance line items are over budget by $105k due to the rising cost of materials and repairs and includes the cost of security at CST by $25k. There are a few maintenance line Items under budget by $61k.
Taxes & Insurance	(43,378)	All timing related.
Interest/Partnership Taxes/Amortiz	(5,626)	Timing.
Tenant Programs	(86,520)	Tenant programs are under budget by $16k, related to lack of activities: garden, resident BBQ, RSR grants to residents. The internet assistance program is under utilized at this time and under budget by $30k.
HAP	(488,566)	HAP disbursements are under budget in MTW by $380k and MS by $91k. NEDs expenses are under budget by $18k.
Total Operating Expenses	(805,238)	Lower than Budget
Net Variance for Net Income	**$963,202**	**Higher 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)	(159)	358,763	(387,201) Lower Revenue	(28,280) Lower Expenses	
Monadnock Affordable (MAHC)	404,982	(14,746)	381,673 Higher Revenue	(38,056) Lower Expenses	
Keene Affordable (KAHP)	1,016,502	197,572	733,771 Higher Revenue	(85,160) Lower Expenses	
Meadow Road	10,540	(6,048)	(15,549) Lower Revenue	(32,138) Lower Expenses	
Ash Brook Apartment	4,451	36,286	(13,938) Lower Revenue	17,896 Higher Expenses	
Emerald Street	7,594	1,515	9,882 Higher Revenue	3,803 Higher Expenses	
Hampshire House	17,651	8,380	(30) Lower Revenue	(3,600) Lower Expenses	
Section 8 Voucher Program (MTW)	662,984	529,958	(362,687) Lower Revenue	(495,713) Lower Expenses	
Mainstream Voucher Program	(39,396)	(19,485)	(113,089) Lower Revenue	(93,178) Lower Expenses	
Special Purpose Vouchers (NEDs, AHPP,FYI	2,523	(16,890)	(4,998) Lower Revenue	(24,411) Lower Expenses	
Riverbend (and LIHTC)	37,913	54,928	(23,693) Lower Revenue	(6,678) Lower Expenses	
TOTALS	$2,125,586	$1,130,232	$204,140 Higher Revenue	($785,513) Lower Expenses	
PARTNERSHIPS AND MANAGED ENTITIES					
Low Income Tax Credits Properties (LIHTC)					
Evergreen Knoll	43,514	51,557	(9,659) Lower Revenue	(1,616) Lower Expenses	
Brookbend West	132,355	98,250	8,335 Higher Revenue	(25,769) Lower Expenses	
Stone Arch Family	48,359	38,511	(18,618) Lower Revenue	(28,466) Lower Expenses	
Stone Arch Senior	3,110	30,665	(13,552) Lower Revenue	14,003 Higher Expenses	
LIHTC with 10/31 year ends					
Brookbend East	186,349	179,470	(23,570) Lower Revenue	(30,449) Lower Expenses .	
Central Square (multifamily)	72,063	112,534	15,014 Higher Revenue	55,485 Higher Expenses	
Non-Owned/Managed Properties					
Cottage Street	(908)	6,007	(4,126) Lower Revenue	2,789 Higher Expenses	
TOTALS	484,842	$516,994	($46,176) Lower Revenue	($14,024) Lower Expenses	

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

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						
Architect/Engineering Services	Warrenstreet Architects	07/01/19-06/30/22	6/30/2022	remaining renewal options: 2 (2023, 2025)	as needed	
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
Snow Removal	AGM Landscaping	10/01/17- 05/01/19	9/1/2022	remaining renewal options: 0		$30,025
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	
Janitorial	Jan-Pro Cleaning Systems	06/24/22- 06/23/23	6/23/2023	remaining renewal options: 2 (2023,2025)		$54,000
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	Warrenstreet Architects	07/01/19-06/30/22	6/30/2022	remaining renewal options: 2 (2023, 2025)	as needed	
Document Management Software	PiF Technology	08/31/19 - 08/31/20	8/31/2022	remaining renewal options: 0 (renewed annually)		$6,875
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	
Propane Gas Heating Services	L&G Propane	07/01/22 - 06/30/25	6/30/2025	remaining renewal options: 2 (2025, 2026)		Fixed Pricing 1.6675/gal
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		

JUNE 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 CST Bingo Riverbend Garden Planting	2 CST and Ash Brook Garden Meetings	3 Bennett Block Open House Harper and North & Gilsum Garden Planting	4
5	6 Brookbend/Meadow Road Garden Meeting West Street Garden Planting	7 CST Resident Cooking Group SAVS Garden Meeting	8 CST Bingo	9 CST and Ash Brook Garden Meetings CST Art Walk Group Stroll	10	11
12	13 Brookbend/Meadow Road Garden Meeting	14 CST Card Making SAVS Garden Meeting	15 CST Bingo	16 CST and Ash Brook Garden Meetings	17	18
19	20 Office Closed Juneteenth	21 CST Planning Meeting SAVS Garden Meeting Forest View Youth Garden Meeting	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 Harper Planning Meeting and Craft Group	28 CST Craft Group SAVS Garden Meeting Forest View Youth Garden Meeting	29 CST Bingo SAVS Planning Meeting and Craft Group	30 CST and Ash Brook Garden Meetings		

Keene Housing

July 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 Office Closed Independence Day	5 SAVS Garden Meeting Forest View Youth Garden Meeting	6 CST Bingo	7 CST and Ash Brook Garden Meetings	8	9
10	11 Brookbend/Meadow Road Garden Meeting	12 SAVS Garden Meeting Forest View Youth Garden Meeting	13 CST Bingo	14 CST and Ash Brook Garden Meetings	15	16
17	18 Brookbend/Meadow Road Garden Meeting	19 SAVS Garden Meeting Forest View Youth Garden Meeting	20 CST Bingo	21 Board of Commissioners Meeting	22	23
24	25 Brookbend/Meadow Road Garden Meeting	26 SAVS Garden Meeting Forest View Youth Garden Meeting	27 CST Bingo	28 CST and Ash Brook Garden Meetings	29	30
31						