Keene Housing

# Keene Housing
# Board of Commissioners Meeting
# August 18, 2022

Becky May, Keene Housing Resident
Special Olympics Bronze Medal Winner
3 vs. 3 All-Female Basketball Team

Meeting Location:
Harper Acres Mill Building
168 Castle Street
Keene, NH 03431

Online Access: www.zoom.us/join
Meeting ID: 837 8787 8655 Passcode: 092748
To Access by Phone: 1-646-558-8656

Keene Housing

Board of Commissioners Meeting
Thursday, August 18, 2022
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Keene Housing

BOARD OF COMMISSIONERS MEETING
THURSDAY, AUGUST 18, 2022
12:00 P.M.
HARPER ACRES MILL BUILDING
168 CASTLE STREET, KEENE, NH
ONLINE ACCESS: www.zoom.us/join
MEETING ID: 837 8787 8655 PASSCODE: 092748
TO ACCESS BY PHONE: 1-646-558-8656

AGENDA

I. Call to Order

II. Roll Call

III. Approval of the July 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 of Contract for 105 Castle Rehabilitation Project (Resolution No. 734)

b. 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, July 21, 2022

Commissioner Slack called the Keene Housing Board of Commissioners meeting to order at 12:03 p.m. Roll was taken and Commissioner Slack declared a quorum present.

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

Absent:
- Chris Coates, Chairperson
- Bob Elliott, Vice Chairperson

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

MINUTES:

Commissioner Slack called for approval of the June 23, 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 objectionable Moving to Work (MTW) language was removed from the Fiscal Year 2023 Transportation and Housing and Urban Development (THUD) bill. The House Appropriations Committee approved the bill and it is currently under review by the Senate. Secretary Meehan stated funding looks favorable for the voucher program.

The Central Square Terrace mural is complete. Secretary Meehan stated it was nice to see the residents come together and be active at the property noting that the resident gardens on Roxbury Street look great and that the residents also maintain the flowers around the city owned trees there.

Jeff Winslow, Affordable Housing Accreditation Board's (AHAB) Assistant Director of Accreditation conducted an onsite visit on June 6th and 7th. His visit focused on how effectively Keene Housing operates its housing inventory; including make ready and turnaround times, work order processing, tracking routine maintenance requirements, and unit condition. Mr. Winslow was particularly impressed with the condition of the property bulletin boards (up to date, clean, neat, and informative) and the level of management engagement at the organization. Keene Housing passed the onsite visit with flying colors.

Secretary Meehan announced he was in a car accident two weeks ago and totaled his vehicle. Chairperson Coates approved a temporary change to his employment contract to allow him to use the company vehicle for personal use while he waits for the insurance claim to be processed and complete the search for a replacement vehicle. Secretary Meehan will pay for any gas related to personal use, will pay for any damages to the car if

any occur while driving the car for personal use and, absent an emergency, will be the only member of his family to use the car.

Secretary Meehan invited Sandy Clark to give a capital update. Ms. Clark stated the bid opening for 105 Castle Street is postponed to August 3rd. The replacement shutters for Stone Arch Village Family should arrive soon and boilers are being replaced at Ash Brook. The energy improvement project at Damon Court, Water Street and Roxbury Court is underway and includes an array of building envelope and energy efficiency improvements. Sitework is underway at Forest View. Lastly, Keene Housing is addressing internet speed/connectivity issues related to the security camera installation at several properties.

MANAGEMENT REPORT:

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

FINANCE REPORT:

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

NEW BUSINESS:

Resolution No. 733 - Approval of Executive Director Travel

The Keene Housing Board of Commissioners authorizes the Executive Director to travel to Washington D.C. for the 2022 Public Housing Authorities Directors Association (PHADA) Legislative Forum, which runs from September 11, 2022 – September 13, 2022, pursuant to the July 13, 2022 memorandum from Amy Wright, Director of Administration 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.

Informational Memo: 2022 Property Waiting Lists Purge

Secretary Meehan reviewed the 2022 Property Waiting Lists Purge as outlined in the Informational Memo dated June 6, 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.

There being no further business, Commissioner Slack adjourned the Board meeting at 12:43 p.m.

Joshua Meehan, Secretary of Keene Housing Board of Commissioners

7/27/2022
Date

Keene Housing

Resolution No. 734

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item:

   Approval of Contract for 105 Castle Street Rehab Project

2. Date of Board Meeting: 8/18/2022

3. Proposed Board Resolution:

   That the Board of Directors approve the contract award for $2,935,351.00 to Cheshire Builders pursuant to the August 9, 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:* attached

5. Department Head Approval Signature Sandra L Clark Date: 8/9/22

6. Statement of availability of funds by Finance Director

   Funds Budgeted and Available Yes XX No __ Source _____

   Account # _____

   Finance Director Approval Signature _____ Date: 8/9/2022

7. Executive Director Approval Signature _____ Date: 8/12/22

Keene Housing

# MEMORANDUM

**To:** Joshua R. Meehan, Executive Director
**From:** Sandy Clark, Facilities and Asset Director
**Subject:** Approval of project/contract
**Date:** August 9, 2022

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

Location: **105 Castle Street Rehabilitation Project**

- The scope of work for this project includes Complete Rehabilitation of building
- The construction budget approved by the Board: $1,945,550
- Any additional funding needed? Yes. MAHC is committed to providing the additional funds for this project if the additional funds needed are not able to be secured. The funding options that are being pursued include: CDBG gap program, NH Saves rebate program, tenant/NH Cares contribution, and an insurance claim adjustment.
- An open invitation was added to the: Dodge Report, Keene Sentinel, Construction Summary, KH web page, Facebook page.
- The Request for Proposals were to be received by contractors on: 6/21/2022
- Number of contractors that showed up to the site visit: 6
- Formal bid packets received by KH: 5
- Lowest or winning bid: $ 2,935,351.00
- Winning bid criteria if not price: price
- Length of Contract: 9 months
- Board approval is being requested to award contract to: Cheshire Builders

Keene Housing

# INFORMATIONAL MEMORANDUM

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

**2nd Quarter Safety Summary**

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

| Date | Property | Resident Injury/Property Claim Reported | Claim Filed with Insurance Company |
|---|---|---|---|
| 5/5/2022 | Central Square Terrace. | A resident's unauthorized dog bit the Property Manager's hand when delivering inspection paperwork. No injury reported. | Notice only. |
| 6/8/2022 | Brookbend East | A teenage resident through a rock and hit a neighbor's child in the face. Medical treatment sought for nose laceration and swollen/bruised eye. | 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. In most cases, the Property Managers address any items related to safe tenancy and lease violations.

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.

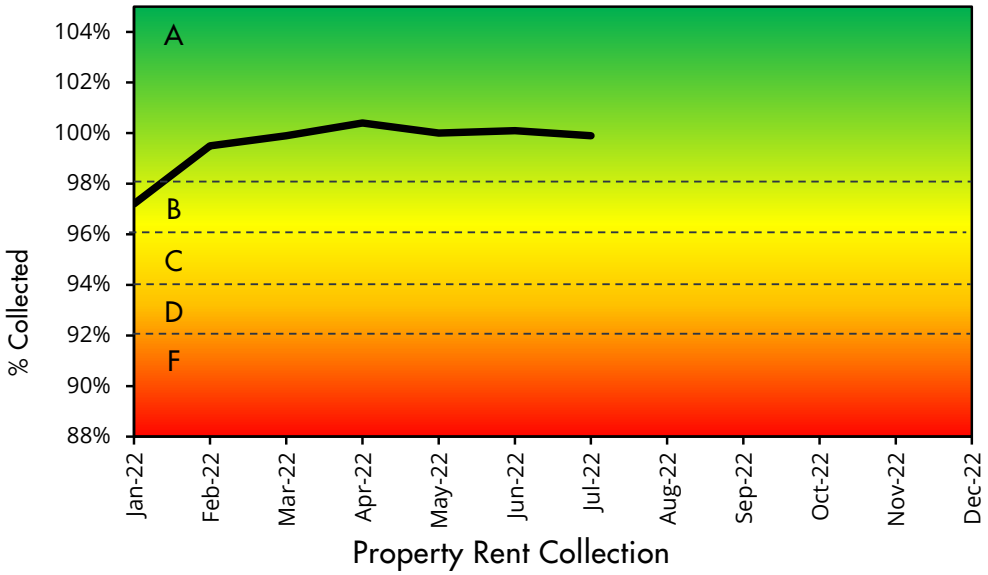
Keene Housing

# MANAGEMENT REPORT
# JULY 2022

Residential Property Rent Collection Report
July 2022

| Community | Month Billed | Month Collected | % Collected | Monthly Grade | YTD Billed | YTD Collected | % YTD Collected | YTD Grade |
|---|---|---|---|---|---|---|---|---|
| Ash Brook Apartments | $9,234 | $9,227 | 99.9% | **A** | $65,196 | $65,242 | 100.1% | **A** |
| Bennett Block | $5,850 | $5,452 | 93.2% | **D** | $39,550 | $37,542 | 94.9% | **C** |
| Brookbend East | $18,781 | $18,895 | 100.6% | **A** | $126,763 | $126,557 | 99.8% | **A** |
| Brookbend West | $18,004 | $17,627 | 97.9% | **B** | $112,725 | $115,749 | 102.7% | **A** |
| Central Square Terrace | $31,628 | $31,293 | 98.9% | **A** | $215,310 | $217,269 | 100.9% | **A** |
| Cottage Street | $500 | $500 | 100.0% | **A** | $3,237 | $3,247 | 100.3% | **A** |
| Evergreen Knoll LP | $15,713 | $16,012 | 101.9% | **A** | $107,225 | $108,658 | 101.3% | **A** |
| Forest View | $25,017 | $25,114 | 100.4% | **A** | $153,098 | $151,608 | 99.0% | **A** |
| Hampshire House | $5,752 | $6,088 | 105.8% | **A** | $37,470 | $37,483 | 100.0% | **A** |
| Harper Acres | $47,271 | $46,097 | 97.5% | **B** | $317,724 | $317,177 | 99.8% | **A** |
| Meadow Road Apartments | $7,677 | $7,669 | 99.9% | **A** | $52,653 | $52,645 | 100.0% | **A** |
| North and Gilsum | $18,648 | $17,185 | 92.2% | **D** | $126,830 | $127,167 | 100.3% | **A** |
| Riverbend Apartments | $12,750 | $11,989 | 94.0% | **C** | $90,526 | $89,797 | 99.2% | **A** |
| Scattered Sites | $10,894 | $9,191 | 84.4% | **F** | $68,932 | $68,046 | 98.7% | **A** |
| Scattered Sites 2 | $16,061 | $16,052 | 99.9% | **A** | $106,207 | $104,396 | 98.3% | **A** |
| Stone Arch Village Family | $13,790 | $13,218 | 95.9% | **C** | $94,300 | $93,944 | 99.6% | **A** |
| Stone Arch Village Senior | $14,583 | $14,614 | 100.2% | **A** | $86,834 | $87,072 | 100.3% | **A** |
| Totals | $272,153 | $266,223 | 97.8% | B | $1,804,580 | $1,803,599 | 99.9% | A |

***Active Households Only***

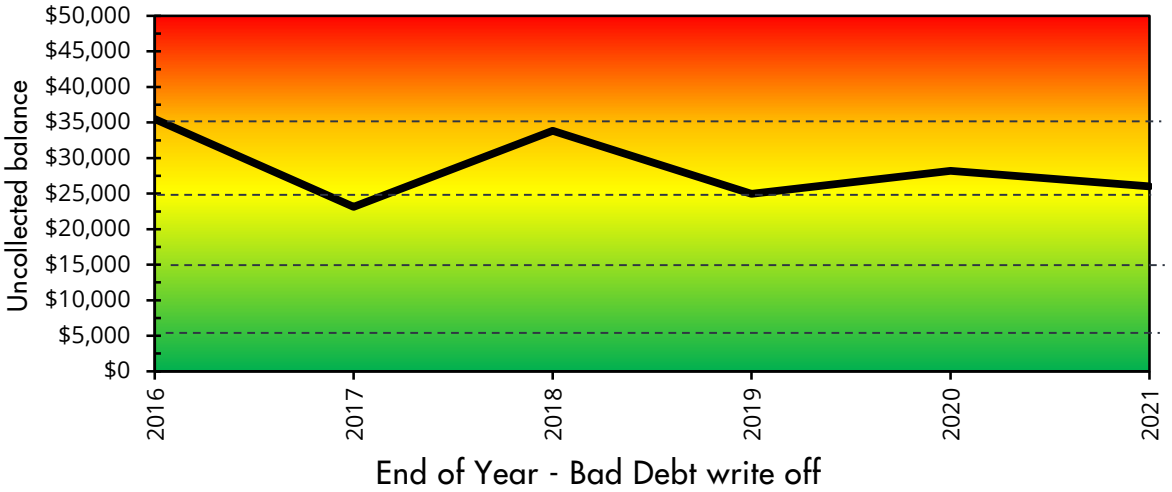



This report compares current tenant's rent billed to rent collected. The percent collected can exceed 100% when back rent is collected. Our goal is to collect at least 98% of rent billed.

Residential Property Uncollected Accounts - Inactive Tenants - Report
July 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 | $0 | $0 | $545 | $0 | $354 | $899 |
| Brookbend West | 3 | $0 | $1,636 | $5 | $1,077 | $1,216 | $3,934 |
| Central Square Terrace | 3 | $4,939 | $2,303 | $25 | $830 | $1,236 | $9,333 |
| Cottage Street | 1 | $0 | $0 | $0 | $0 | $170 | $170 |
| Emerald Street | 0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Evergreen Knoll LP | 1 | $345 | $27 | $0 | $160 | $0 | $532 |
| Forest View | 4 | $1,185 | $631 | $30 | $1,470 | $1,830 | $5,146 |
| Hampshire House | 1 | $0 | $0 | $0 | $0 | $12 | $12 |
| Harper Acres | 2 | $2,278 | $264 | $30 | $30 | $30 | $2,632 |
| Meadow Road Apartments | 1 | $0 | $0 | $0 | $0 | $10,571 | $10,571 |
| North and Gilsum | 5 | ($380) | $0 | $0 | $820 | $2,930 | $3,370 |
| Riverbend Apartments | 2 | $154 | $275 | $29 | $0 | $663 | $1,121 |
| Scattered Sites | 2 | $85 | $0 | $0 | $0 | $69 | $154 |
| Scattered Sites 2 | 0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Stone Arch Village Family | 3 | ($812) | $0 | $0 | $0 | $2,683 | $1,871 |
| Stone Arch Village Senior | 1 | $0 | $0 | $0 | $0 | $4 | $4 |
| Totals | 32 | $7,794 | $5,136 | $664 | $4,387 | $21,917 | $39,898 |

***Inactive Households Only***

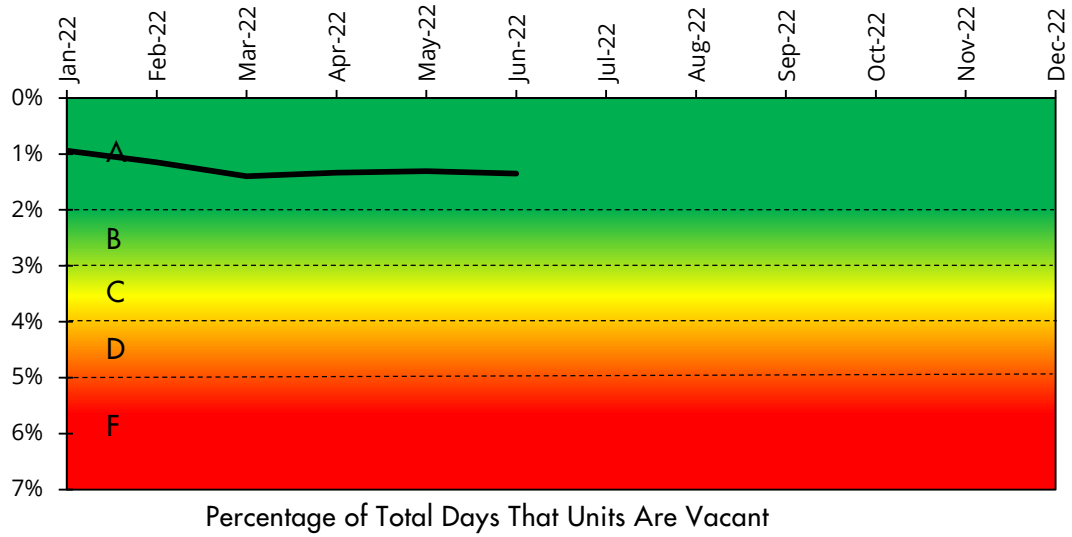



This report tracks the balance that is owed to KH and what remains upaid. Most of these tenants have moved from a KH property and are considered Inactive Tenants.

# Monthly Vacancy Report

June 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** | 1.6% | **A** |
| Bennett Block | 14 | 420 | 0 | 0.0% | **A** | 0.0% | **A** |
| Brookbend East | 40 | 1200 | 30 | 2.5% | **B** | 1.2% | **A** |
| Brookbend West | 35 | 1050 | 71 | 6.8% | **F** | 2.0% | **A** |
| Central Square Terrace | 90 | 2700 | 30 | 1.1% | **A** | 1.0% | **A** |
| Evergreen Knoll LP | 32 | 960 | 85 | 8.9% | **F** | 2.3% | **B** |
| Forest View | 38 | 1140 | 16 | 1.4% | **A** | 0.5% | **A** |
| Hampshire House | 18 | 540 | 14 | 2.6% | **B** | 3.4% | **C** |
| Harper Acres | 112 | 3360 | 2 | 0.1% | **A** | 0.6% | **A** |
| Meadow Road Apartments | 18 | 540 | 0 | 0.0% | **A** | 2.8% | **B** |
| North and Gilsum | 29 | 870 | 0 | 0.0% | **A** | 1.1% | **A** |
| Riverbend Apartments | 24 | 720 | 0 | 0.0% | **A** | 0.0% | **A** |
| Scattered Sites | 18 | 540 | 0 | 0.0% | **A** | 0.4% | **A** |
| Scattered Sites 2 | 30 | 900 | 0 | 0.0% | **A** | 0.7% | **A** |
| Stone Arch Village Family | 24 | 720 | 0 | 0.0% | **A** | 2.3% | **B** |
| Stone Arch Village Senior | 33 | 990 | 22 | 2.2% | **B** | 4.3% | **D** |
| Report Totals: | 579 | 17,370 | 270 | 1.6% | A | 1.3% | A |

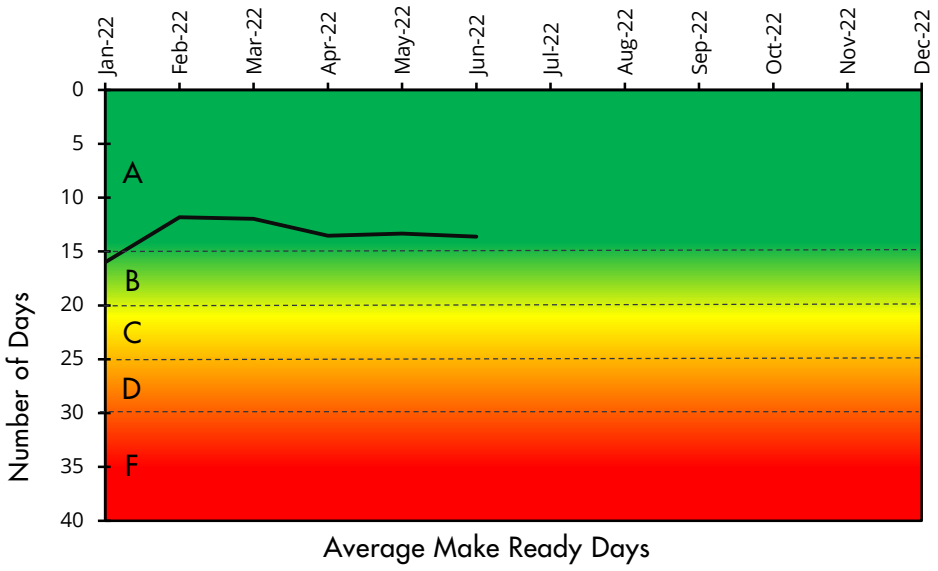



Percentage of Total Days That Units Are Vacant

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

# Unit Make Ready Days
June 2022

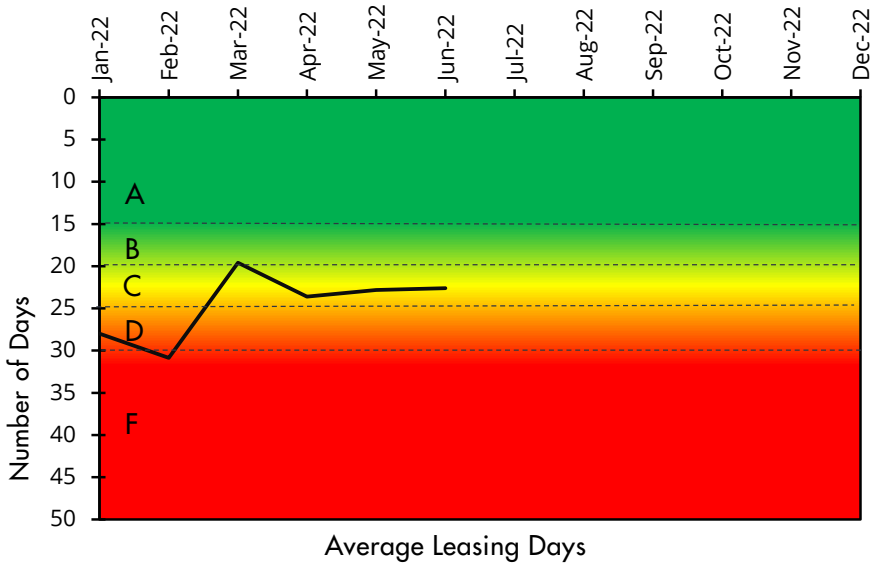
| Community | Number of Units Made Ready | Avg. Make Ready Days | YTD Number of Units Made Ready | YTD Avg. Make Ready Days | YTD Grade |
|---|---|---|---|---|---|
| Ash Brook Apartments | 0 | - | 2 | 32 | **F** |
| Bennett Block | 0 | - | 0 | - | **NONE** |
| Brookbend East | 1 | 32 | 3 | 16 | **B** |
| Brookbend West | 3 | 15 | 5 | 11 | **A** |
| Central Square Terrace | 1 | 8 | 5 | 5 | **A** |
| Evergreen Knoll LP | 3 | 14 | 4 | 15 | **A** |
| Forest View | 1 | 17 | 3 | 12 | **A** |
| Hampshire House | 1 | 11 | 4 | 15 | **A** |
| Harper Acres | 1 | 3 | 4 | 7 | **A** |
| Meadow Road Apartments | 0 | - | 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 | 0 | - | 5 | 15 | **B** |
| Report Totals: | 11 | 14 | 43 | 14 | A |




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

## Leasing Days
June 2022

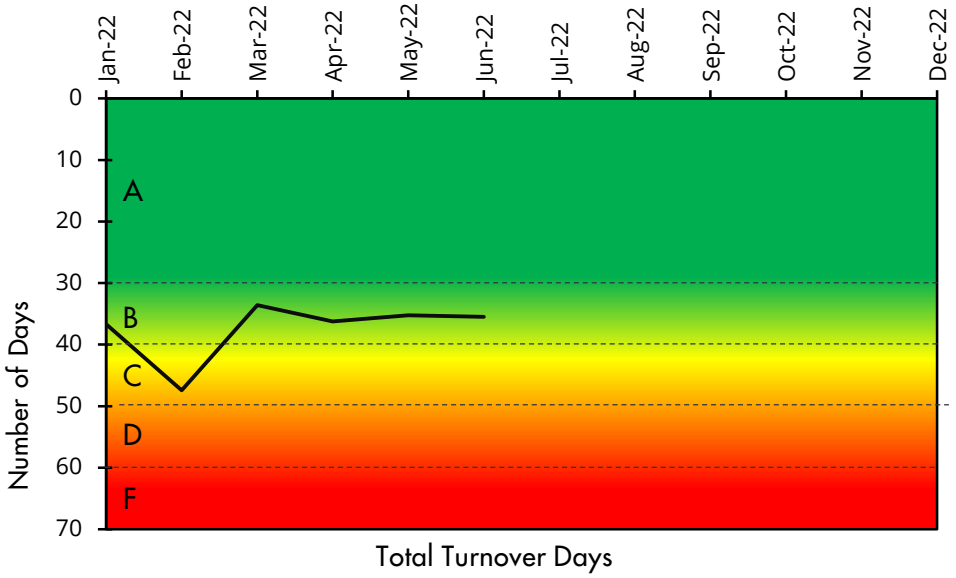
| Community | Number of Units Leased | Average Leasing Days | YTD Number of Units Leased | YTD Avg Leasing Days | YTD Grade |
|---|---|---|---|---|---|
| Ash Brook Apartments | 0 | - | 2 | 5 | **A** |
| Bennett Block | 0 | - | 0 | - | **NONE** |
| Brookbend East | 0 | - | 2 | 7 | **A** |
| Brookbend West | 1 | 21 | 3 | 18 | **B** |
| Central Square Terrace | 0 | - | 4 | 30 | **D** |
| Evergreen Knoll LP | 1 | 17 | 1 | 17 | **B** |
| Forest View | 1 | 2 | 3 | 3 | **A** |
| Hampshire House | 1 | 10 | 5 | 25 | **C** |
| Harper Acres | 0 | - | 3 | 33 | **F** |
| Meadow Road Apartments | 0 | - | 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 | 2 | 40 | 6 | 39 | **F** |
| Report Totals: | 6 | 22 | 38 | 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
June 2022

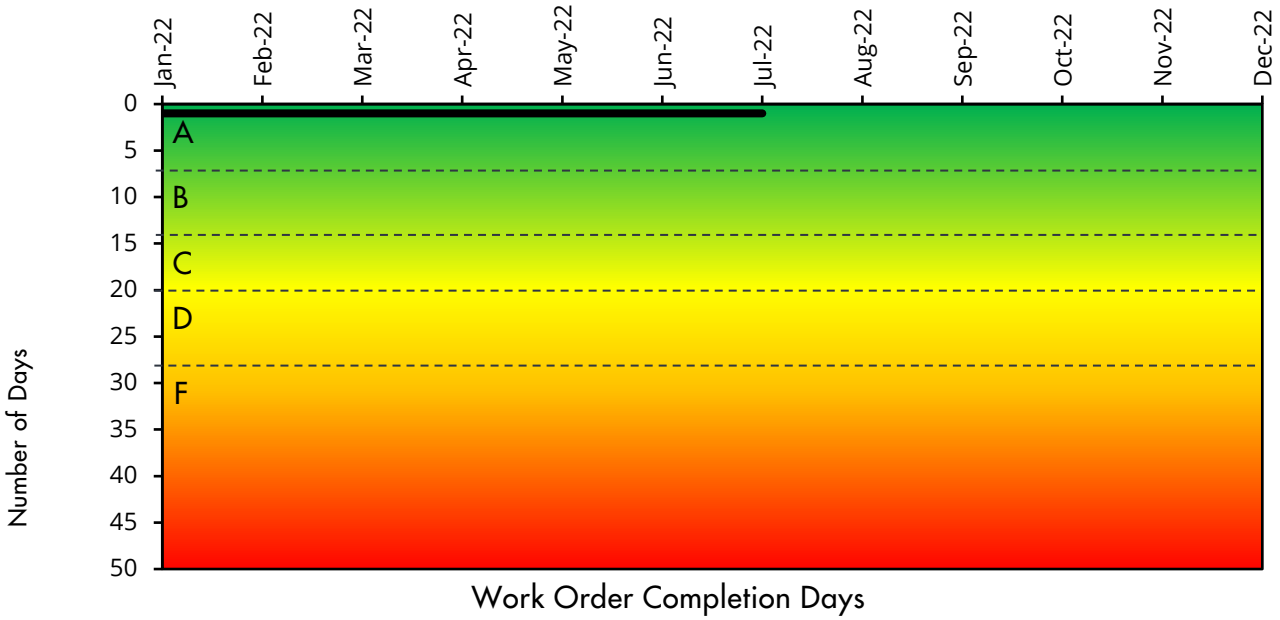
| Community | Number of Units Turned in Month | Average Turnover Days | YTD Number of Units Turned | YTD Avg Turnover Days | YTD Grade |
|---|---|---|---|---|---|
| Ash Brook Apartments | 0 | - | 2 | 36 | **B** |
| Bennett Block | 0 | - | 0 | - | **NONE** |
| Brookbend East | 0 | - | 2 | 14 | **A** |
| Brookbend West | 1 | 35 | 3 | 25 | **A** |
| Central Square Terrace | 0 | - | 4 | 32 | **B** |
| Evergreen Knoll LP | 1 | 33 | 1 | 33 | **B** |
| Forest View | 1 | 18 | 3 | 14 | **A** |
| Hampshire House | 1 | 20 | 5 | 38 | **B** |
| Harper Acres | 0 | - | 3 | 40 | **C** |
| Meadow Road Apartments | 0 | - | 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 | 2 | 58 | 6 | 55 | **D** |
| Report Totals: | 6 | 37 | 38 | 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
July 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 | 9 | 1 | A | 107 | 1 | A |
| Bennett Block | 3 | 1 | A | 45 | 1 | A |
| Brookbend East | 13 | 1 | A | 155 | 1 | A |
| Brookbend West | 6 | 1 | A | 99 | 1 | A |
| Central Square Terrace | 37 | 1 | A | 298 | 1 | A |
| Cottage Street | - | - | NONE | 22 | 1 | A |
| Emerald Street House | 11 | 0 | A | 71 | 1 | A |
| Evergreen Knoll LP | 11 | 1 | A | 76 | 1 | A |
| Forest View | 22 | 1 | A | 161 | 1 | A |
| Hampshire House | 3 | 0 | A | 33 | 1 | A |
| Harper Acres | 50 | 1 | A | 323 | 1 | A |
| Keene Housing Main Office | 7 | 1 | A | 23 | 1 | A |
| Meadow Road | 6 | 1 | A | 55 | 1 | A |
| North and Gilsum | 11 | 1 | A | 101 | 1 | A |
| Riverbend Apartments | 39 | 1 | A | 74 | 1 | A |
| Scattered Sites | 5 | 1 | A | 58 | 1 | A |
| Scattered Sites 2 | 7 | 1 | A | 69 | 1 | A |
| Stone Arch Village Family | 13 | 1 | A | 77 | 1 | A |
| Stone Arch Village Senior | 23 | 1 | A | 211 | 1 | A |
| Report Totals: | 276 | 1 | A | 2,058 | 1 | A |



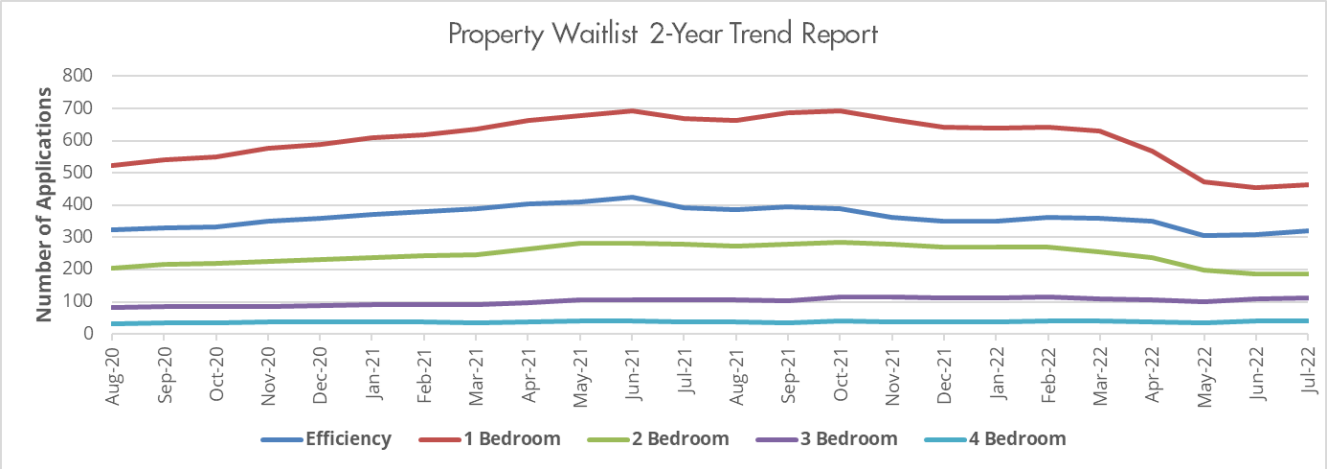

This report tracks the number of days it takes the Facilities and Assets team to complete non-emergency work orders. Our goal is to complete non-emergency work orders in 5 days or less.

Residential Property Emergency Work Order Completion Days
July 2022

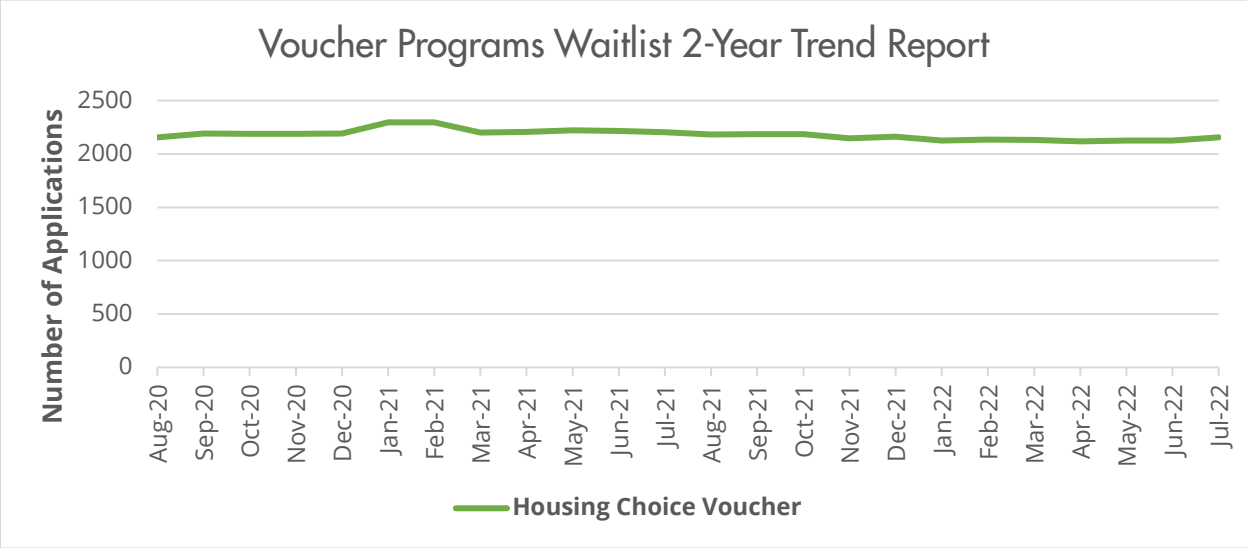
| Community | Number of Work Orders | Average Days To Complete | Monthly Grade | YTD Number of Work Orders | YTD Average Days To Complete | YTD Grade |
|---|---|---|---|---|---|---|
| Ash Brook Apartments | 2 | 0 | P | 13 | 0 | P |
| Bennett Block | - | - | NONE | 7 | 0 | P |
| Brookbend East | - | - | NONE | 8 | 0 | P |
| Brookbend West | - | - | NONE | 3 | 0 | P |
| Central Square Terrace | 2 | 0 | P | 31 | 0 | P |
| Cottage Street | - | - | NONE | - | - | NONE |
| Emerald Street House | 1 | 0 | P | 2 | 0 | P |
| Evergreen Knoll LP | 2 | 0 | P | 5 | 0 | P |
| Forest View | - | - | NONE | 12 | 0 | P |
| Hampshire House | - | - | NONE | - | - | NONE |
| Harper Acres | 10 | 0 | P | 44 | 0 | P |
| Keene Housing Main Office | - | - | NONE | - | - | NONE |
| Meadow Road | 1 | 0 | P | 7 | 0 | P |
| North and Gilsum | - | - | NONE | 6 | 0 | P |
| Riverbend Apartments | - | - | NONE | 5 | 0 | P |
| Scattered Sites | - | - | NONE | 3 | 0 | P |
| Scattered Sites 2 | 1 | 0 | P | 6 | 0 | P |
| Stone Arch Village Family | 1 | 0 | P | 10 | 0 | P |
| Stone Arch Village Senior | 3 | 0 | P | 17 | 0 | P |
| Report Totals: | 23 | 0 | P | 179 | 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
July 2022




*Waitlist purge completed in June 2022



# 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 | $466,394 | $323,165 | 69% | 642 | $503 | 109% | 587 | $210 | $143,229 |
| July | $466,394 | $330,658 | 71% | 627 | $527 | 107% | 587 | $145 | $135,736 |
| August | | | | | | | | | |
| September | | | | | | | | | |
| October | | | | | | | | | |
| November | | | | | | | | | |
| December | | | | | | | | | |
| Total | $3,264,760 | $2,279,626 | 70% | 4290 | $532 | 104% | 4,109 | $6,862 | $985,134 |

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 | $509,254 | $315,337 | 62% | 509 | $620 | 87% | 587 | $870 | $193,917 |
| May | $466,394 | $314,264 | 67% | 506 | $621 | 86% | 587 | $4,647 | $152,130 |
| June | $466,394 | $310,755 | 67% | 508 | $612 | 87% | 587 | $210 | $155,639 |
| July | $466,394 | $318,248 | 68% | 508 | $626 | 87% | 587 | $145 | $148,146 |
| August | | | | | | | | | |
| September | | | | | | | | | |
| October | | | | | | | | | |
| November | | | | | | | | | |
| December | | | | | | | | | |
| Total | $3,264,760 | $2,204,370 | 68% | 3565 | $618 | 87% | 4,109 | $6,862 | $1,060,390 |

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 | $12,272 | $16,578 | 135% | 18 | $921 | 100% | 18 | $0 | ($4,306) |
| July | $12,272 | $16,549 | 135% | 18 | $919 | 100% | 18 | $0 | ($4,277) |
| August | | | | | | | | | |
| September | | | | | | | | | |
| October | | | | | | | | | |
| November | | | | | | | | | |
| December | | | | | | | | | |
| Total | $83,466 | $92,943 | 111% | 120 | $772 | 95% | 126 | $0 | ($9,477) |

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 | $0 | $1,229 |
| June | $57,856 | $58,144 | 100% | 92 | $632 | 92% | 100 | $0 | ($288) |
| July | $57,856 | $57,004 | 99% | 90 | $633 | 90% | 100 | $0 | $852 |
| August | | | | | | | | | |
| September | | | | | | | | | |
| October | | | | | | | | | |
| November | | | | | | | | | |
| December | | | | | | | | | |
| Total | $409,909 | $407,909 | 100% | 647 | $630 | 92% | 700 | $0 | $2,000 |

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 | $1 | $50,296 | 100% | 71 | $708 | 71% | 100 | $0 | ($50,295) |
| July | $17,364 | $44,110 | 100% | 74 | $596 | 74% | 100 | $0 | ($26,746) |
| August | | | | | | | | | |
| September | | | | | | | | | |
| October | | | | | | | | | |
| November | | | | | | | | | |
| December | | | | | | | | | |
| Total | $199,516 | $287,333 | 104% | 487 | $589 | 70% | 700 | $98 | ($87,817) |

Pathways

| Month | Actual HAP Received | HAP Expense | HAP Utilization | UML | Avg. PUC | % Leased | UMA | HAP Recovery | Excess (Deficiency) |
|---|---|---|---|---|---|---|---|---|---|
| January | $0 | $0 | 0% | 0 | $0 | 0% | 0 | $0 | $0 |
| February | $0 | $0 | 0% | 0 | $0 | 0% | 0 | $0 | $0 |
| March | $0 | $0 | 0% | 0 | $0 | 0% | 0 | $0 | $0 |
| April | $0 | $0 | 0% | 0 | $0 | 0% | 0 | $0 | $0 |
| May | $0 | $0 | 0% | 0 | $0 | 0% | 0 | $0 | $0 |
| June | $644 | $644 | 100% | 1 | $644 | 100% | 1 | $0 | $0 |
| July | $644 | $644 | 100% | 1 | $644 | 100% | 1 | $0 | $0 |
| August | | | | | | | | | |
| September | | | | | | | | | |
| October | | | | | | | | | |
| November | | | | | | | | | |
| December | | | | | | | | | |
| Total | $1,288 | $1,288 | 0% | 2 | $0 | 0% | 2 | $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 | 15,715.00 |
| February | $4,360 | $2,964 | 110% | 3 | $988 | 100% | 3 | $0 | (278.00) |
| March | $4,360 | $3,118 | 133% | 3 | $1,039 | 100% | 3 | $0 | (766.00) |
| April | $763 | $3,118 | 133% | 3 | $1,039 | 100% | 3 | $0 | (766.00) |
| May | $758 | $3,118 | 83% | 3 | $1,039 | 100% | 3 | $0 | 649.00 |
| June | $758 | $2,579 | 85% | 3 | $860 | 100% | 3 | $0 | 444.00 |
| July | $758 | $3,526 | 117% | 3 | $1,175 | 100% | 3 | $0 | (503.00) |
| August | | | | | | | | | |
| September | | | | | | | | | |
| October | | | | | | | | | |
| November | | | | | | | | | |
| December | | | | | | | | | |
| Total | $16,117 | $21,387 | 97% | 21 | $1,018 | 100% | 21 | $0 | $14,495 |

***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
# JULY 2022

| Keene Housing | KEENE HOUSING Consolidated<br>BALANCE SHEET - summary | | | |
|---|---|---|---|---|
| | Ending balance as of July 31, 2022 | Ending balance as of December 31, 2021 | $ Variance Incr / (Decr) | % Variance |
| **ASSETS** | | | | |
| Total Current Assets | 26,803,939 | 25,662,132 | 1,141,807 | 4% |
| Total Fixed Assets | 55,296,067 | 54,922,583 | 373,484 | 1% |
| Total Other Assets | 1,483,873 | 1,483,873 | 0 | 0% |
| **Total Assets** | **$83,583,879** | **$82,068,588** | **$1,515,291** | **2%** |
| **LIABILITIES and EQUITY** | | | | |
| Total Current Liabilities | 1,858,585 | 1,504,916 | 353,669 | 19% |
| Total Long Term Liabilities | 32,540,757 | 32,722,011 | (181,254) | -1% |
| **Total Liabilities** | **$34,399,342** | **$34,226,926** | **$172,415** | **1%** |
| **Total Equity** | **$49,184,537** | **$47,841,662** | **$1,342,876** | **3%** |
| **Total Liabilities & Equity** | **$83,583,879** | **$82,068,588** | **$1,515,291** | **2%** |

| KEENE HOUSING AND COMPONENT UNIT ENTITIES | | | |
|---|---|---|---|
| Debt Current Ratio | 7.33% | 11.69% | |

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 July 31, 2022 | YTD Activity as of July 31, 2022 | $ Variance (under) / over | % Variance |
| Total Operating Revenue | 11,875,045 | 11,404,249 | 470,796 | 4% |
| Total Operating Expenses | 8,597,318 | 9,502,982 | (905,664) | -11% |
| **NET OPERATING INCOME** | **$3,277,728** | **$1,901,268** | **1,376,460** | **42%** |

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

| Non-Operating Expense | Actual | Budget | Variance | |
|---|---|---|---|---|
| Total Depreciation Expense | $1,436,815 | $1,315,294 | $121,522 | 8% |

| Keene Housing | KEENE HOUSING | | | |
|---|---|---|---|---|
| | INCOME STATEMENT CONSOLIDATED SUMMARY | | | |
| | Actual | Budget | Variance | |
| | YTD Activity as of July 31, 2022 | YTD Activity as of July 31, 2022 | $ Variance (under) / over | % Variance |
| **REVENUE** | | | | |
| Rents/HAP/Subsidy Income | 9,411,340 | 9,803,614 | (392,274) | -4% |
| Vacancy Loss | (53,064) | (66,944) | 13,880 | -26% |
| Admin Fee Income | 637,604 | 648,571 | (10,967) | -2% |
| Managmeent Fees | 377,647 | 393,540 | (15,893) | -4% |
| Interest Income | 27,166 | 25,460 | 1,706 | 6% |
| Partnership/Incentive Fees | 437,087 | 385,000 | 52,087 | 12% |
| Other Income | 1,001,442 | 183,610 | 817,832 | 82% |
| Misc Tenant Income | 35,822 | 31,398 | 4,424 | 12% |
| Total Revenue | $ 11,875,045 | $ 11,404,249 | $ 470,796 | 4% |
| **EXPENSES** | | | | |
| Administrative | 556,493 | 679,997 | (123,504) | -22% |
| Operational | 329,505 | 313,531 | 15,974 | 5% |
| Payroll | 1,875,976 | 1,967,236 | (91,260) | -5% |
| Utilities | 705,627 | 679,345 | 26,282 | 4% |
| Maintenance | 787,044 | 737,426 | 49,618 | 6% |
| Taxes & Insurance | 651,971 | 707,369 | (55,398) | -8% |
| Interest | 483,184 | 485,578 | (2,394) | 0% |
| Amortization of Finance Costs | - | 4,384 | (4,384) | 0% |
| Tenant Programs | 122,523 | 190,599 | (68,076) | -56% |
| HAP | 3,084,997 | 3,737,517 | (652,520) | -21% |
| Total Operating Expenses | $ 8,597,318 | $ 9,502,982 | $ (905,664) | -11% |
| | | | | |
| **NET OPERATING INCOME** | **$ 3,277,728** | **$ 1,901,268** | **$ 1,376,460** | **42%** |

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 $3.3m, over budget at $1.4m.

**OPERATING REVENUES** are $11.9m a net increase of $.5m as compared to the budget of $11.4m.

**OPERATING EXPENSES** are $8.6m a decrease of $.9m as compared to the budget of $9.5m.

| REVENUE | VARIANCES for Revenue categories (Less)/Higher than Budget | |
|---|---|---|
| Rent/HAP/Subsidy Income | 25,977 | 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 | (418,251) | 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 $986k. We have requested another $484k from HUD. |
| Vacancy Loss | 13,880 | 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 | (10,967) | HUD Admin Fee are under budget. The Section 8 admin fees are on budget, actuals are based on the actual admin expensed. MS in under budget at $16k but we have received an additional admin award that will be coming in 2022. Special Purpose Voucher admin fee are on budget. |
| Interest Income | 1,706 | |
| Partnership/Incentive Fees | 52,087 | Partnership fees and distributions, paid to Keene Housing or MAHC from surplus cash for 2021 on LIHTC properties managed. The YTD budget is $385k, $437k has been received to date. |
| Management Fees | (15,893) | Slightly under budget. |
| Other Income | 817,832 | Other Income is higher than budget. KH received the Insurance Claim for the fire at 105 Castle St for $804k and a claim at CST for $13k. |
| Misc Tenant Income | 4,424 | on budget. |
| Total Operating Revenue | 470,796 | Higher than Budget |

| Keene Housing | KEENE HOUSING Consolidated<br>INCOME STATEMENT - variances<br>Actuals compared to Budget |
|---|---|

| **EXPENSES** | VARIANCES for Expense categories (Less)/Higher than Budget | |
|---|---|---|
| Administrative/Operational | (107,530) | 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 | (91,260) | Benefit Expenses are under budget by $70k. This variance is expected to remain for the year and possibly continue to increase slightly. Salaries are under budget by $27k, we have had no vacant positions during 2022. |
| Utilities | 26,282 | Fuel Expense is over budget by $2k. Water & Sewer is over budget by $20k. Electric is over budget by $2k. Timing. |
| Maintenance | 49,618 | Most of the maintenance line items are over budget by $113k due to the rising cost of materials and repairs and includes the cost of security at CST by $23k. There are a few maintenance line Items under budget by $63k. |
| Taxes & Insurance | (55,398) | Property Tax is under budget by $55k. KH will now be paying the city less property taxes than the prior year's and budget. The new units that were purchased from CHT will now be added to the tax agreement (PILOT) on the KAHP portfolio, this is favorable to KH. |
| Interest/Partnership Taxes/Amortiz | (6,778) | Timing. |
| Tenant Programs | (68,076) | Tenant programs are under budget by $23k, 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 $45k. |
| HAP | (652,520) | HAP disbursements are under budget in MTW by $526k and MS by $109k. NEDs expenses are under budget by $17k. |
| Total Operating Expenses | (905,664) | Lower than Budget |
| **Net Variance for Net Income** | **$1,376,460** | **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) | 37,235 | 348,268 | (341,513) Lower Revenue | (30,480) Lower Expenses | |
| Monadnock Affordable (MAHC) | 413,480 | (19,926) | 387,787 Higher Revenue | (45,619) Lower Expenses | |
| Keene Affordable (KAHP) | 1,094,042 | 326,131 | 700,488 Higher Revenue | (67,422) Lower Expenses | |
| Meadow Road | 23,364 | 8,871 | (16,739) Lower Revenue | (31,232) Lower Expenses | |
| Ash Brook Apartment | 16,138 | 53,584 | (18,877) Lower Revenue | 18,569 Higher Expenses | |
| Emerald Street | 12,711 | 3,245 | 13,719 Higher Revenue | 4,253 Higher Expenses | |
| Hampshire House | 22,676 | 12,907 | 676 Higher Revenue | (6,061) Lower Expenses | |
| Section 8 Voucher Program (MTW) | 996,464 | 407,692 | (11,733) Lower Revenue | (600,506) Lower Expenses | |
| Mainstream Voucher Program | (133,173) | (27,279) | (213,102) Lower Revenue | (107,208) Lower Expenses | |
| Special Purpose Vouchers (NEDs, AHPP,FYI | 521 | (23,646) | 6,083 Higher Revenue | (18,084) Lower Expenses | |
| Riverbend (and LIHTC) | 78,030 | 78,407 | (9,944) Lower Revenue | (9,567) Lower Expenses | |
| **TOTALS** | $2,561,488 | $1,168,254 | $496,846 Higher Revenue | ($893,355) Lower Expenses | |
| **PARTNERSHIPS AND MANAGED ENTITIES** | | | | | |
| Low Income Tax Credits Properties (LIHTC) | | | | | |
| Evergreen Knoll | 53,279 | 76,931 | (18,155) Lower Revenue | 5,498 Higher Expenses | |
| Brookbend West | 175,603 | 139,972 | 7,447 Higher Revenue | (28,184) Lower Expenses | |
| Stone Arch Family | 62,624 | 56,977 | (25,181) Lower Revenue | (30,828) Lower Expenses | |
| Stone Arch Senior | 19,014 | 46,518 | (19,554) Lower Revenue | 7,949 Higher Expenses | |
| LIHTC with 10/31 year ends | | | | | |
| Brookbend East | 281,688 | 238,065 | 10,674 Higher Revenue | (32,950) Lower Expenses . | |
| Central Square (multifamily) | 124,277 | 164,811 | 24,584 Higher Revenue | 65,118 Higher Expenses | |
| Non-Owned/Managed Properties | | | | | |
| Cottage Street | (245) | 9,739 | (5,865) Lower Revenue | 4,119 Higher Expenses | |
| **TOTALS** | 716,240 | $733,013 | ($26,050) Lower Revenue | ($9,276) 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: Out for Bid | | $30,025 |
| 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: Ends | | $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: 2 ( 2023,2024) | | |
| 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: 4 (2024,2025,2026,2027) | | $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 | 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: 3 (2024,2025,2026) | as needed | |
| Audit Services | Otis Atwell | 10/06/21-9/30/23 | 9/30/2023 | remaining renewal options: 3 (2024,2025,2026) | | |
| 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 | |
| Architect/Engineering Services | Warrenstreet Architects | 07/01/19-06/30/22 | 6/30/2025 | remaining renewal options: 0 | as needed | |
| Propane Gas Heating Services | L&G Propane | 07/01/22 - 06/30/25 | 6/30/2025 | remaining renewal options: 2 (2026,2027) | | 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 | | |

# August 2022

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| | 1<br>Brookbend/Meadow Road Garden Meeting | 2<br>SAVS Garden Meeting<br>Forest View Youth Garden Meeting | 3<br>CST Bingo<br>Winchester Street Garden Meeting | 4<br>CST , McKinley Circle, and Ash Brook Garden Meetings | 5<br>CST Game Night | 6 |
| 7<br>CST Coloring Group | 8<br>Brookbend/Meadow Road Garden Meeting<br>Harper Coloring Group | 9<br>SAVS Garden Meeting<br>Forest View Youth Garden Meeting<br>CST Card Making | 10<br>CST Bingo | 11<br>CST and Ash Brook Garden Meetings | 12<br>CST Nutrition Class | 13 |
| 14<br>CST Coloring Group | 15<br>Brookbend/Meadow Road Garden Meeting<br>CST Cooking Group | 16<br>SAVS Garden Meeting<br>Forest View Youth Garden Meeting | 17<br>CST Bingo | 18<br>Board of Commissioners Meeting | 19<br>Staff Appreciation Picnic at 12pm<br>Water Street Garden Meeting | 20 |
| 21<br>CST Coloring Group | 22<br>Brookbend/Meadow Road Garden Meeting<br>Harper Planning Meeting & Craft Group | 23<br>SAVS Garden Meeting<br>Forest View Youth Garden Meeting<br>CST Planning Meeting & Craft Group | 24<br>CST Bingo<br>SAVS Planning Meeting & Craft Group | 25<br>CST and Ash Brook Garden Meetings<br>Bennett Block Planning Meeting & Craft Group | 26 | 27 |
| 28<br>CST Coloring Group | 29<br>Brookbend/Meadow Road Garden Meeting<br>Harper Game Night & Coloring Group | 30<br>SAVS and Evergreen Garden Meetings<br>Forest View Youth Garden Meeting | 31<br>CST Bingo | | | |

Keene Housing

# September 2022

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4<br>CST Coloring Group | 5<br>Office Closed<br>Labor Day | 6 | 7<br>CST Bingo | 8 | 9 | 10 |
| 11<br>CST Coloring Group | 12 | 13 | 14<br>CST Bingo | 15 | 16 | 17 |
| 18<br>CST Coloring Group | 19 | 20 | 21<br>CST Bingo | 22<br>Board of Commissioners Meeting | 23 | 24 |
| 25<br>CST Coloring Group | 26 | 27 | 28<br>CST Bingo | 29 | 30 | |