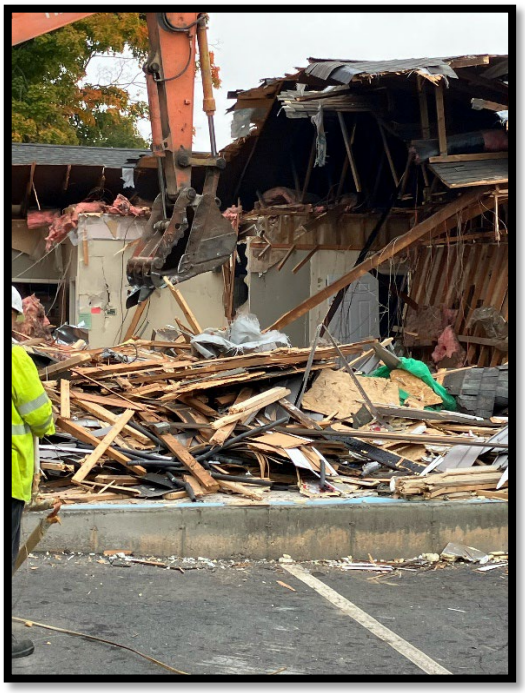
Keene Housing

Keene Housing
Board of Commissioners Meeting
October 20, 2022



Demolition of 105 Castle Street
Harper Acres

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

Keene Housing

Board of Commissioners Meeting
Thursday, October 20, 2022
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Keene Housing

BOARD OF COMMISSIONERS MEETING
THURSDAY, OCTOBER 20, 2022
12:00 P.M.
STONE ARCH VILLAGE SENIOR
835 COURT STREET, KEENE, NH

AGENDA

I. Call to Order

II. Roll Call

III. Approval of the September 22, 2022 Keene Housing 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 of Annual Independent Audit Report for Keene Housing (Resolution No. 737)

c. Approval of Executive Director Travel (Resolution No. 738)

d. Approval for the Purchase of Cottage Street Apartments by Monadnock Affordable Housing Corporation and Authorization to Sign Management Agreement (Resolution No. 739)

e. Review of Annual Conflict of Interest Statements

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, September 22, 2022

Vice Chairperson Elliott called the Keene Housing Board of Commissioners meeting to order at 12:08 p.m. Roll was taken and Vice Chairperson Elliott declared a quorum present.

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

Absent:
Pam Slack, Commissioner

Also in attendance:
Joshua Meehan, Secretary
Linda Griffin, Director of Finance
Sandy Clark, Director of Facilities and Assets
Dee Pratt, Director of Housing and Services
Amy Wright, Director of Administration
Jen Hudson, Property Manager
Kelly Griffin, Resident Service Coordinator
A resident of Central Square Terrace
Ron Worden, Otis Atwell
Sean Hutchinson, Otis Atwell

MINUTES:

Vice Chairperson Elliott called for approval of the August 18, 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 attended the Public Housing Authorities Directors Association (PHADA) Legislative Forum last week and met with a new member of Congresswoman Annie Kuster's staff.

On the appropriations side, it is unlikely the federal budget will pass until a new Congress is elected and seated. A Continuing Resolution (CR) would extend federal funding at current levels and any funding increases would be retroactive to the start of the federal fiscal year.

Secretary Meehan stated the 105 Castle Street rehabilitation project will begin once the City of Keene approves a demolition permit. Keene Housing is going back to the insurance company for additional funds to cover increased costs associated with required code upgrades. Secretary Meehan is also looking into Community Development Block Grant (CDBG) gap funds that may also be available from Community Development Finance Authority (CDFA).

Keene Housing recently joined Nonprofit Staff Vote, a public campaign that aims to encourage nonprofit employers to offer employees paid time off to vote on or before Election Day. Keene Housing already adopted an Election Day Voting Policy which gives employees paid leave to vote in primary and general elections.

MANAGEMENT REPORT:

No discussion items presented.

FINANCE REPORT:

No discussion items presented.

NEW BUSINESS:

Presentation of Keene Housing's audited financials by Otis Atwell

Otis Atwell audits the financial statements of Keene Housing and its affiliate partnerships. Ron Worden, Senior Manager of Otis Atwell, presented a summary of Keene Housing's audited 2021 financial statements. The Agency has a very strong balance sheet, and the financial statements are presented in accordance with generally accepted accounting principles.

Resolution No. 735 – Approval of Fiscal Year 2023 Annual Moving to Work Plan

The Keene Housing Board of Commissioners approves and adopts Keene Housing's Fiscal Year 2023 Annual Moving to Work (MTW) Plan, and further authorizes the Executive Director to make any technical corrections necessary pursuant to the memorandum dated September 1, 2022 from Denise Pratt, Director of Housing and Services to Joshua Meehan, Executive Director. Commissioner Bianco moved the motion to approve the resolution. Commissioner Shaw seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 736 – Approval of Amendment to the Employee Handbook

The Keene Housing Board of Commissioners approves an amendment to the Employee Handbook pursuant to the September 14, 2022 memorandum from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director. Commissioner Shaw moved the motion to approve the resolution. Commissioner Bianco seconded the motion, which upon being put to vote, was passed unanimously.

Community Connections Dashboard Report

No discussion items presented.

OLD BUSINESS:

No topics were presented.

PUBLIC COMMENT:

No discussion items presented.

There being no further business, Vice Chairperson Elliott adjourned the Board meeting at 12:55 p.m.

Joshua Meehan, Secretary of Keene Housing Board of Commissioners

9/26/22
Date

Keene Housing

Resolution No. 737

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item: Approval of Annual Independent Audit Report for Keene Housing.

2. Date of Board Meeting: 10/20/2022

3. Proposed Board Resolution:

Resolved, that the Keene Housing Board of Commissioners herby accepts the Financial Statements and Annual Independent Audit Report and Management Letter for Keene Housing's 2021 fiscal year, as presented by Otis Atwell at the Board meeting held on September 22, 2022.

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: 10/5/2022

7. Executive Director Approval Signature _____ Date: 10/5/2022

Keene Housing

Resolution No. 738

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item:

   Approval of Executive Director Travel

2. Date of Board Meeting: October 20, 2022

3. Proposed Board Resolution:

   That the Keene Housing Board of Commissioners authorizes the Executive Director to travel to Lake Buena Vista, Florida for the 2023 Public Housing Authorities Directors Association (PHADA) Commissioners Conference, which runs from January 8, 2023 – January 11, 2023, pursuant to the October 5, 2022 memorandum from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director.

4. All Backup Attached? Yes X No ☐

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

5. Department Head Approval Signature Amy Wright Date: 10/5/2022

6. Statement of availability of funds by Director of Finance

   Funds Budgeted and Available Yes ☐ No ☐ Source _____

   Account #_____

   Director of Finance Approval Signature _____ Date: _____

7. Executive Director Approval Signature _____ Date: 10/5/22

Keene Housing

MEMORANDUM

To: Joshua Meehan, Executive Director
From: Amy Wright, Director of Administration
Subject: Executive Director Travel
Date: October 5, 2022

This memorandum recommends that the Keene Housing Board of Commissioners authorize Executive Director Meehan to travel to San Diego, CA for the 2022 Public Housing Authorities Directors Association (PHADA) Commissioners Conference, which runs from January 8, 2023 – January 11, 2023.

This forum will provide Executive Director Meehan the opportunity to learn more about the Biden Administration's proposed voucher program expansion, cybersecurity protections for housing authorities, disaster planning and modifications to workplace policies in light of pandemic-necessitated changes.

Although no arrangements have been made, pending Board approval, the total cost for travel and accommodations is not expected to exceed $2,000.00.

RECOMMENDATION

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

> Resolution: That the Keene Housing Keene Board of Commissioners authorizes the Executive Director to travel to Lake Buena Vista, Florida for the 2023 Public Housing Authorities Directors Association (PHADA) Commissioners Conference, which runs from January 8, 2023 – January 11, 2023, pursuant to the October 5, 2022 memorandum from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director.

Keene Housing

Resolution No. 739

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item:

   Approval for the purchase of Cottage Street Apartments by Monadnock Affordable Housing Corporation and authorization to sign Management Agreement.

2. Date of Board Meeting: October 20, 2022

3. Proposed Board Resolution:

   That the Keene Housing Board of Commissioners approves the purchase of Cottage Street Apartments by Monadnock Affordable Housing Corporation from Monadnock Community Service Center, Inc., and authorizes the Executive Director to enter into a Management Agreement with MAHC pursuant to the memorandum dated October 11, 2022, from Linda Mangones, Special Adviser for Planning and Development, to Joshua Meehan, Executive Director.

4. All Backup Attached? Yes ☑ No ☐

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

5. Department Head Approval Signature _____ Date: 10/11/22

6. Statement of availability of funds by Director of Finance

   Funds Budgeted and Available Yes ☐ No ☐ Source _____

   Account #_____

   Director of Finance Approval Signature _____ Date: _____

7. Executive Director Approval Signature _____ Date: 10/11/2022

Keene Housing

MEMORANDUM

To: Joshua Meehan
From: Linda Mangones, Special Adviser for Planning and Development
Subject: **Proposed Purchase and Financing of Cottage Street Apartments by MAHC**
Date: **October 11, 2022**

This memorandum is provided to request the approval of the Keene Housing Board of Commissioners for the following actions:

(1) Approve the purchase of Cottage Street Apartments by Monadnock Affordable Housing Corporation (MAHC); and
(2) Authorize the Executive Director to execute a Management Agreement between Keene Housing and MAHC for the management of Cottage Street Apartments.

In 2000, Monadnock Family Services (MFS) purchased a 2.3 acre lot on Cottage Street in Keene with the intention of developing housing for its clients. It then obtained several approvals from the Keene City Council and Planning Board. Keene Housing was not involved at this stage.

In 2003, Keene Housing assisted MFS in obtaining a CDBG grant for $150,000 to help fund the development of three apartments. MFS had also obtained approval for a $450,000 HOME loan from New Hampshire Housing Finance Authority (NHHFA) for the same purpose. In their role as CDBG Administrator, Keene Housing staff assisted MFS staff throughout the development process. MFS transferred the property to Monadnock Community Services Center (MCSC), an MFS subsidiary, prior to development.

Cottage Street Apartments was established to provide housing to "chronically mentally ill" persons. It has a Memorandum of Understanding (MOU) with Monadnock Family Services (MFS) to seek residents who meet the property's eligibility requirements and provide services to them. Cottage Street Apartments has three apartments intended for families. Keene Housing has been the management agent for the property from the beginning.

Summary of proposed Purchase and Sales Agreement:

Price:	Balance of current NHHFA mortgage to MCSC in the amount of $443,843 plus balance of Cheshire County CDBG mortgage in the amount of $20,250 for a total cost of $464,093. (The CDBG mortgage is forgiven at the rate of 5% per year and will be reduced to $13,500 on December 31, 2022.)
Includes:	Two 2-bedroom apartments and one 3-bedroom apartment Located at 71-73-75 Cottage Street Apartments on a 2.53 acre lot All associated cash accounts and reserves (about $25,000)
Closing costs:	Seller and Buyer each to pay own costs
Possession:	Through its role as Property Manager, KH effectively has possession of both the property and the financial assets.

Subject to: Confirmation by the City of Keene to have the property added to MAHC's current Payment in Lieu of Taxes (PILOT),

Permission by NHHFA to assume the balance of the loan on the property and to change two High HOME rents to Low HOME rents, and

Permission from Cheshire County to assume the balance of the CDBG mortgage.

Closing date: Proposed for December 30, 2022. Closing on this date would eliminate the need for duplicate audits by the two organizations.

Following the purchase, MAHC would contract with Keene Housing for management and maintenance of Cottage Street Apartments. The current MOU with MFS would be terminated, but MFS clients could still apply for apartments at Cottage Street along with other eligible families.

As the Commissioners know, several other small organizations have transferred properties to MAHC, as it is becoming more difficult for small organizations to retain the leadership necessary to operate the properties.

Cottage Street differs from recent MAHC acquisitions in several respects:

1. Its debt is significantly higher than its value. It is assessed at $261,000 and is probably worth about $300,000. Its CDBG mortgage will be forgiven within a few years and may be disregarded in this respect. However, the NHHFA mortgage of about $444,000 must be repaid over time. Development costs are typically significantly higher than the value of the property immediately after completion, and this was true for all of MAHC's recent acquisitions. However, the others had substantial equity at the time of MAHC's acquisition, and many were free of debt.

2. Cottage Street has a required mortgage payment which is 25% of "surplus funds" available at the end of each year. In the past 18 years, it has been able to pay off only about $6,000 of the $450,000 mortgage. At the current rate, it would take centuries to pay off the debt. At the end of its current term in 2033, the NHHFA mortgage can be rolled over by 5-year increments, with a requirement to make mortgage payments of 50% of surplus funds.

3. Cottage Street has about $12,500 in replacement reserves. However, it will soon reach its 20th anniversary at which point major systems, including roofs and heating systems, typically must be replaced. Its current level of reserves and schedule of contributions to replacement reserves are not adequate to fund the capital expenditures which will be needed in the next 10 years.

4. In short, Cottage Street is not currently a failing property, but it is likely to fail unless corrective actions are taken soon.

A transfer to Keene Housing/MAHC appears to be the only way that the long-term financial problems of Cottage Street could be solved, as explained below:

1. Keene Housing is currently providing rent subsidies to all three apartments. NHHFA has verbally agreed to change the two "High HOME" apartments to "Low HOME" Apartments. This change would allow Keene Housing to increase the annual rent roll from about $40,000 to about $48,000 without any impact on the residents. Much of that increase would be used to increase contributions to the replacement reserves.

2. MAHC has a Payment in Lieu of Taxes (PILOT) Agreement with the City of Keene for a very advantageous tax rate. This property can be added to the PILOT Agreement which would result in an annual tax savings of about $3,000.

3. The resulting increase of income and reduction of expense would allow the property to make upcoming capital improvements and put the property on a path to success.

4. However, it would still take far too long to repay the NHHFA loan. MAHC should consider one or both of the following options to pay off the loan within a more reasonable time frame: renegotiating the terms of payoff and/or making additional principal payments not required by the terms of the loan. Keene Housing may ask NHHFA to change the terms to allow faster pay down of mortgage principal, but this will not be a condition of acquisition.

Cottage Street Apartments would make a small attractive addition to MAHC's portfolio. Its financial difficulties can be solved and are not at a level which would cause difficulty for MAHC or Keene Housing. In addition, it would cost at least as much, and probably more, for MAHC to develop three similar apartments.

RECOMMENDATION

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

That the Keene Housing Board of Commissioners approves the purchase of Cottage Street Apartments by Monadnock Affordable Housing Corporation from Monadnock Community Service Center, Inc., and authorizes the Executive Director to enter into a Management Agreement with MAHC pursuant to the memorandum dated October 11, 2022, from Linda Mangones, Special Adviser for Planning and Development, to Joshua Meehan, Executive Director.

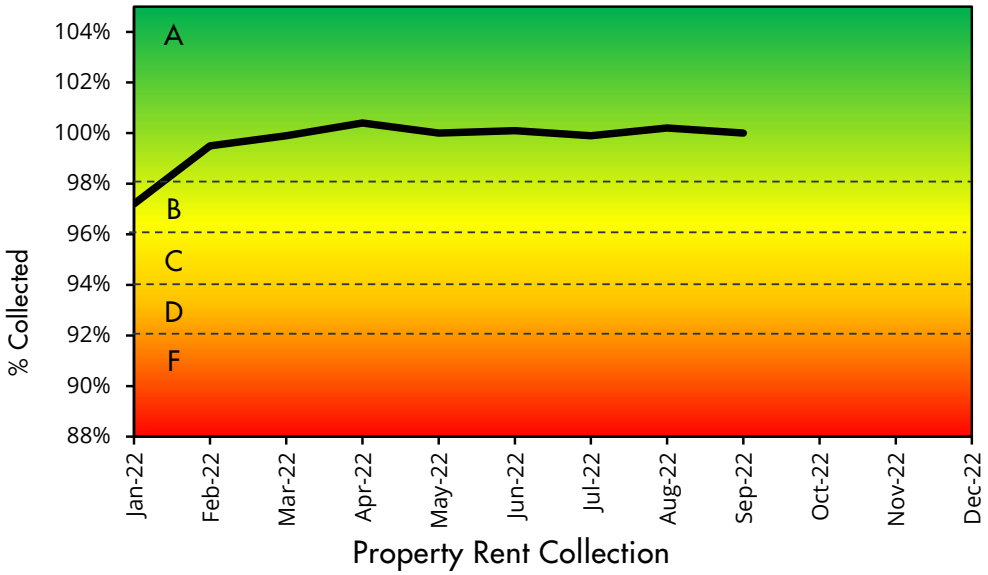
Keene Housing

MANAGEMENT REPORT
SEPTEMBER 2022

Residential Property Rent Collection Report
September 2022

Community	Month Billed	Month Collected	% Collected	Monthly Grade	YTD Billed	YTD Collected	% YTD Collected	YTD Grade
Ash Brook Apartments	$10,067	$9,910	98.4%	**A**	$82,352	$82,239	99.9%	**A**
Bennett Block	$5,850	$5,212	89.1%	**F**	$51,250	$51,427	100.3%	**A**
Brookbend East	$20,037	$19,472	97.2%	**B**	$156,816	$155,538	99.2%	**A**
Brookbend West	$17,285	$14,265	82.5%	**F**	$147,900	$147,610	99.8%	**A**
Central Square Terrace	$31,650	$31,977	101.0%	**A**	$277,358	$279,299	100.7%	**A**
Cottage Street	$500	$500	100.0%	**A**	$4,237	$4,247	100.2%	**A**
Evergreen Knoll LP	$15,626	$16,084	102.9%	**A**	$129,368	$131,066	101.3%	**A**
Forest View	$26,257	$24,680	94.0%	**C**	$205,371	$203,418	99.0%	**A**
Hampshire House	$5,771	$5,742	99.5%	**A**	$49,012	$48,907	99.8%	**A**
Harper Acres	$48,229	$47,122	97.7%	**B**	$413,902	$412,994	99.8%	**A**
Meadow Road Apartments	$7,677	$7,660	99.8%	**A**	$68,007	$67,990	100.0%	**A**
North and Gilsum	$19,155	$20,294	105.9%	**A**	$164,729	$165,995	100.8%	**A**
Riverbend Apartments	$12,519	$14,218	113.6%	**A**	$115,587	$115,641	100.0%	**A**
Scattered Sites	$10,953	$12,784	116.7%	**A**	$90,800	$91,722	101.0%	**A**
Scattered Sites 2	$17,275	$16,004	92.6%	**D**	$133,366	$131,411	98.5%	**A**
Stone Arch Village Family	$13,481	$13,092	97.1%	**B**	$115,760	$115,739	100.0%	**A**
Stone Arch Village Senior	$14,501	$14,500	100.0%	**A**	$115,771	$116,066	100.3%	**A**
Totals	$276,833	$273,516	98.8%	A	$2,321,586	$2,321,309	100.0%	A

Active Households Only

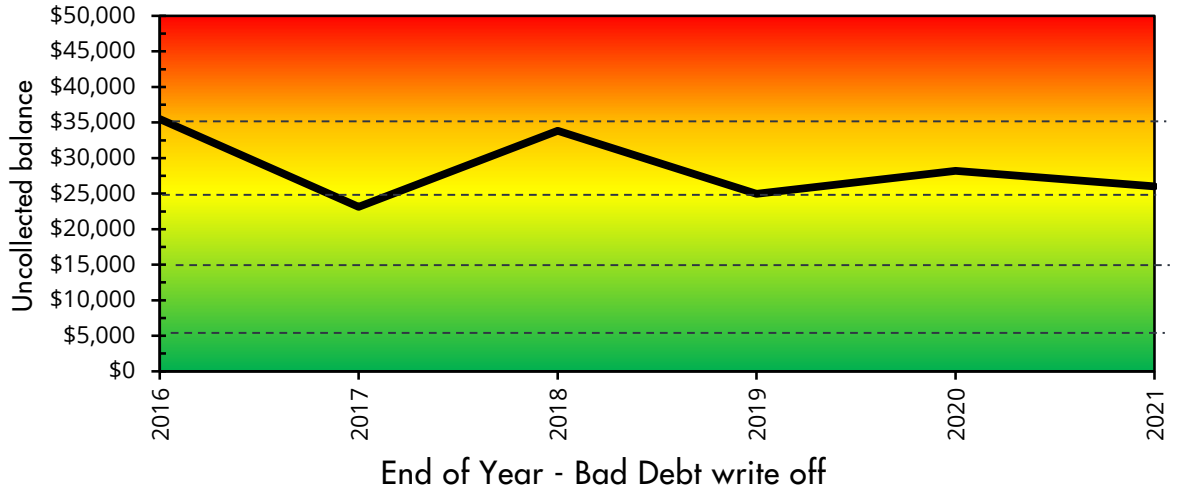


This report compares current tenant's rent billed to rent collected. The percent collected can exceed 100% when back rent is collected. Our goal is to collect at least 98% of rent billed.

Residential Property Uncollected Accounts - Inactive Tenants - Report
September 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	$0	$0	$899	$899
Brookbend West	3	$0	$0	$0	$1,636	$2,298	$3,934
Central Square Terrace	4	($27)	$0	$4,788	$1,674	$2,871	$9,306
Cottage Street	0	$0	$0	$0	$0	$0	$0
Emerald Street	0	$0	$0	$0	$0	$0	$0
Evergreen Knoll LP	2	$185	$10	$355	$25	$592	$1,167
Forest View	4	$0	$0	$1,185	$0	$3,961	$5,146
Hampshire House	1	$0	$0	$0	$0	$12	$12
Harper Acres	3	($2,127)	$0	$955	$1,091	$381	$300
Meadow Road Apartments	1	$0	$0	$0	$0	$10,571	$10,571
North and Gilsum	3	$0	$0	$0	$0	$3,750	$3,750
Riverbend Apartments	2	$0	$580	$20	$164	$937	$1,701
Scattered Sites	1	$0	$0	$0	$0	$69	$69
Scattered Sites 2	0	$0	$0	$0	$0	$0	$0
Stone Arch Village Family	2	$0	$0	$0	$0	$2,683	$2,683
Stone Arch Village Senior	1	$0	$0	$0	$0	$4	$4
Totals	30	($1,969)	$590	$7,303	$4,590	$29,177	$39,691

Inactive Households Only

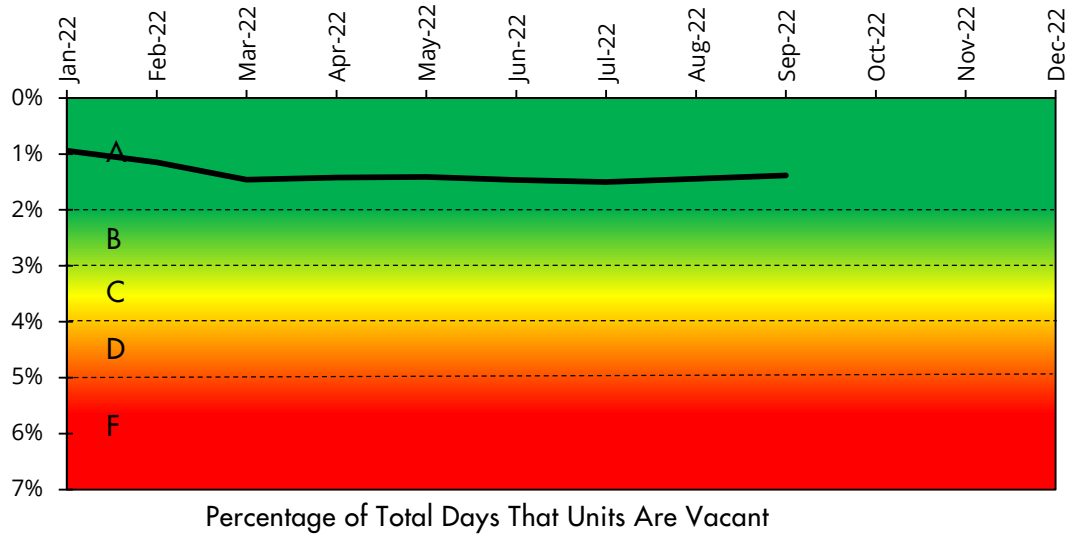


This report tracks the balance that is owed to KH and what remains upaid. Most of these tenants have moved from a KH property and are considered Inactive Tenants.

Monthly Vacancy Report

September 2022

Community	Units Available	Available Days	Vacant Days	Monthly Vacancy Percentage	Monthly Grade	YTD Vacancy Percentage	YTD Grade
Ash Brook Apartments	24	720	22	3.1%	**C**	1.4%	**A**
Bennett Block	14	420	0	0.0%	**A**	0.0%	**A**
Brookbend East	40	1200	49	4.1%	**D**	1.5%	**A**
Brookbend West	35	1050	0	0.0%	**A**	1.7%	**A**
Central Square Terrace	90	2700	0	0.0%	**A**	0.8%	**A**
Evergreen Knoll LP	32	960	0	0.0%	**A**	2.8%	**B**
Forest View	38	1140	0	0.0%	**A**	0.7%	**A**
Hampshire House	18	540	0	0.0%	**A**	2.2%	**B**
Harper Acres	112	3360	30	0.9%	**A**	1.2%	**A**
Meadow Road Apartments	18	540	0	0.0%	**A**	1.8%	**A**
North and Gilsum	29	870	18	2.1%	**B**	1.8%	**A**
Riverbend Apartments	24	720	18	2.5%	**B**	1.0%	**A**
Scattered Sites	18	540	0	0.0%	**A**	0.3%	**A**
Scattered Sites 2	30	900	8	0.9%	**A**	0.7%	**A**
Stone Arch Village Family	24	720	15	2.1%	**B**	2.3%	**B**
Stone Arch Village Senior	33	990	0	0.0%	**A**	2.8%	**B**
Report Totals:	579	17,370	160	0.9%	A	1.4%	A

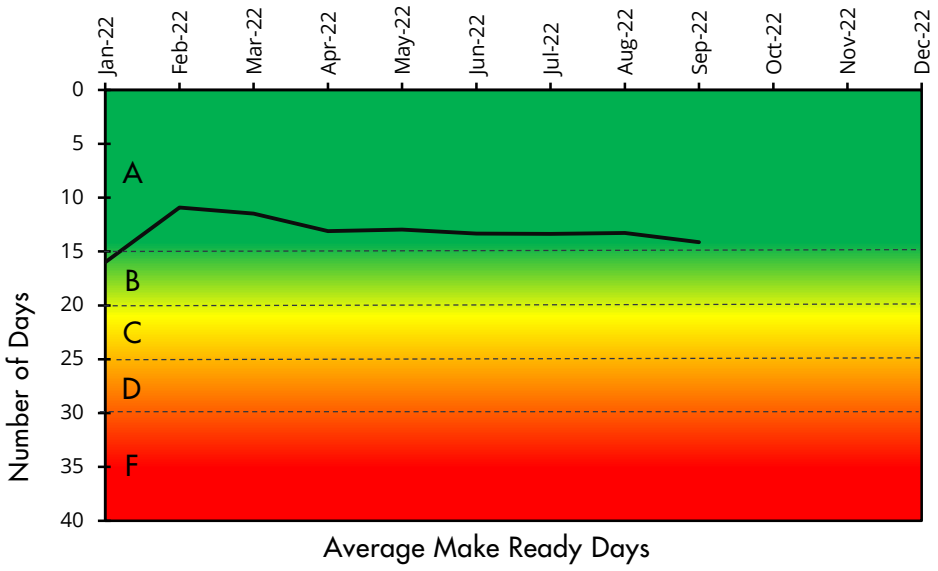


Percentage of Total Days That Units Are Vacant

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
September 2022

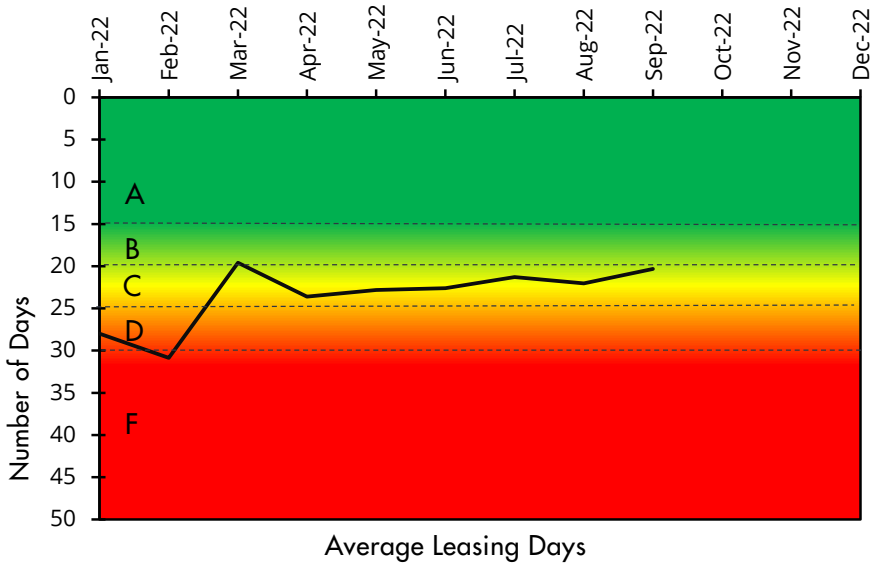
Community	Number of Units Made Ready	Avg. Make Ready Days	YTD Number of Units Made Ready	YTD Avg. Make Ready Days	YTD Grade
Ash Brook Apartments	1	18	3	27	**D**
Bennett Block	0	-	0	-	**NONE**
Brookbend East	2	18	6	15	**B**
Brookbend West	0	-	5	11	**A**
Central Square Terrace	0	-	6	6	**A**
Evergreen Knoll LP	0	-	4	15	**A**
Forest View	0	-	5	14	**A**
Hampshire House	0	-	4	15	**A**
Harper Acres	0	-	6	7	**A**
Meadow Road Apartments	0	-	3	16	**B**
North and Gilsum	1	18	7	18	**B**
Riverbend Apartments	1	39	2	25	**C**
Scattered Sites	0	-	1	1	**A**
Scattered Sites 2	1	23	3	19	**B**
Stone Arch Village Family	1	14	2	13	**A**
Stone Arch Village Senior	0	-	5	15	**B**
Report Totals:	7	21	62	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
September 2022

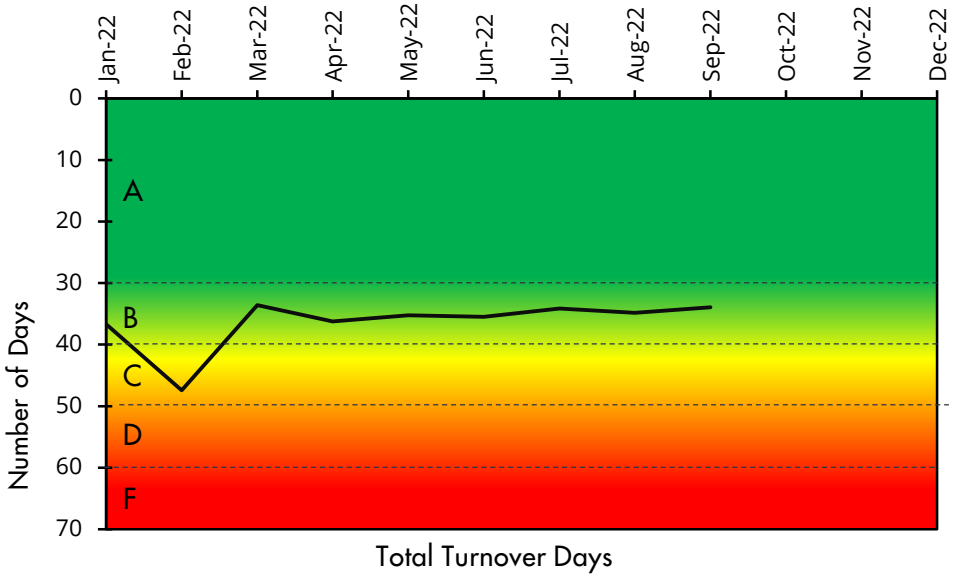
Community	Number of Units Leased	Average Leasing Days	YTD Number of Units Leased	YTD Avg Leasing Days	YTD Grade
Ash Brook Apartments	1	9	3	6	**A**
Bennett Block	0	-	0	-	**NONE**
Brookbend East	2	10	6	13	**A**
Brookbend West	0	-	5	22	**C**
Central Square Terrace	0	-	6	28	**D**
Evergreen Knoll LP	0	-	4	46	**F**
Forest View	0	-	5	3	**A**
Hampshire House	0	-	5	25	**C**
Harper Acres	0	-	5	24	**C**
Meadow Road Apartments	0	-	3	15	**A**
North and Gilsum	1	5	7	5	**A**
Riverbend Apartments	1	5	2	7	**A**
Scattered Sites	0	-	1	15	**A**
Scattered Sites 2	1	3	3	3	**A**
Stone Arch Village Family	1	4	3	44	**F**
Stone Arch Village Senior	0	-	6	39	**F**
Report Totals:	7	7	64	20	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
September 2022

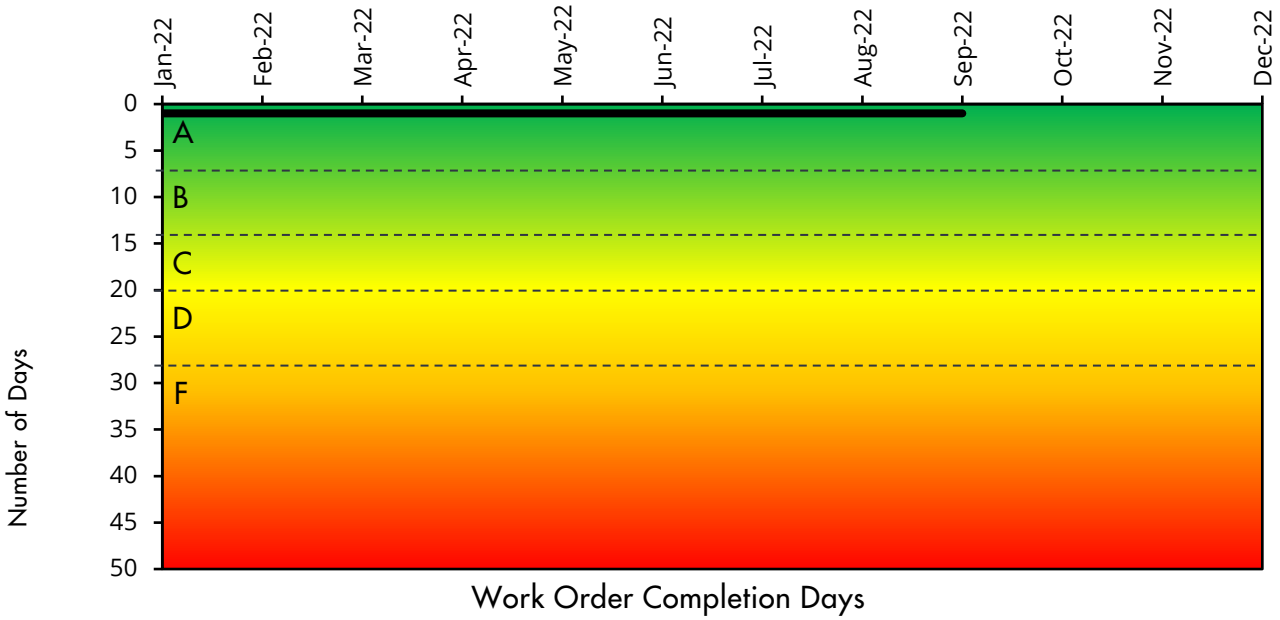
Community	Number of Units Turned in Month	Average Turnover Days	YTD Number of Units Turned	YTD Avg Turnover Days	YTD Grade
Ash Brook Apartments	1	26	3	32	**B**
Bennett Block	0	-	0	-	**NONE**
Brookbend East	2	27	6	27	**A**
Brookbend West	0	-	5	32	**B**
Central Square Terrace	0	-	6	34	**B**
Evergreen Knoll LP	0	-	4	60	**D**
Forest View	0	-	5	16	**A**
Hampshire House	0	-	5	38	**B**
Harper Acres	0	-	5	31	**B**
Meadow Road Apartments	0	-	3	29	**A**
North and Gilsum	1	22	7	21	**A**
Riverbend Apartments	1	43	2	31	**B**
Scattered Sites	0	-	1	15	**A**
Scattered Sites 2	1	25	3	21	**A**
Stone Arch Village Family	1	17	3	59	**D**
Stone Arch Village Senior	0	-	6	55	**D**
Report Totals:	7	27	64	34	B



This report tracks the number of days it takes to refill a vacant unit, including F&A making the unit ready and H&S leasing it to an eligible household. The faster we turn units over, the lower the vacancy rate. Our goal is to complete turnovers in 30 days or less.

Residential Property Non-Emergency Work Order Completion Days
September 2022

Community	Number of Work Orders	Avg Days to Complete	Monthly Grade	YTD Number of Work Orders	YTD Avg Days to Complete	YTD Grade
Ash Brook Apartments	15	1	A	139	1	A
Bennett Block	6	1	A	54	1	A
Brookbend East	16	1	A	177	1	A
Brookbend West	9	0	A	127	1	A
Central Square Terrace	43	0	A	395	1	A
Cottage Street	-	-	NONE	22	1	A
Emerald Street House	8	1	A	90	1	A
Evergreen Knoll LP	8	1	A	92	1	A
Forest View	19	1	A	197	1	A
Hampshire House	3	3	A	42	1	A
Harper Acres	76	1	A	453	1	A
Keene Housing Main Office	6	1	A	32	1	A
Meadow Road	15	1	A	74	1	A
North and Gilsum	19	1	A	149	1	A
Riverbend Apartments	9	0	A	89	1	A
Scattered Sites	9	0	A	72	1	A
Scattered Sites 2	6	1	A	79	1	A
Stone Arch Village Family	14	0	A	106	1	A
Stone Arch Village Senior	33	1	A	267	1	A
Report Totals:	314	1	A	2,656	1	A



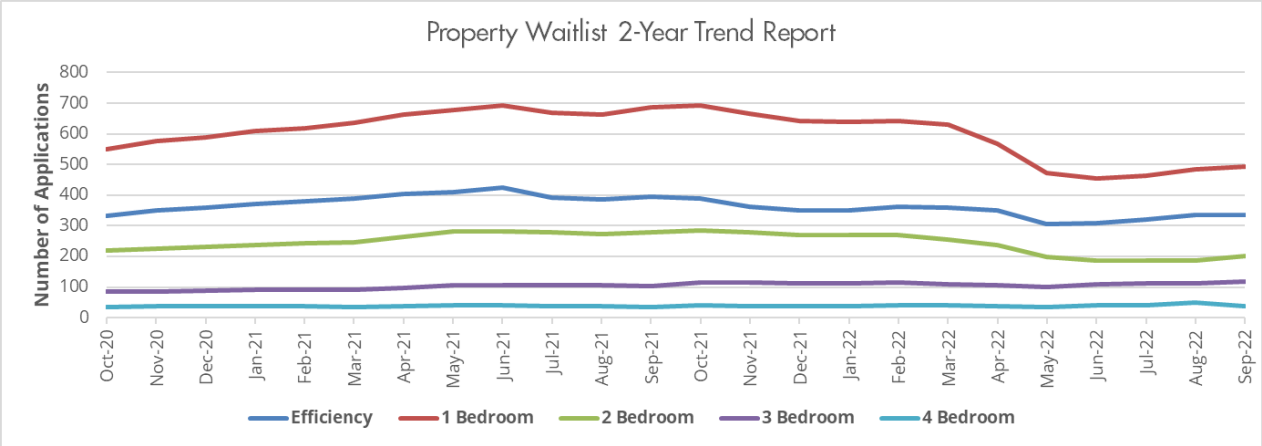
This report tracks the number of days it takes the Facilities and Assets team to complete non-emergency work orders. Our goal is to complete non-emergency work orders in 5 days or less.

Residential Property Emergency Work Order Completion Days
September 2022

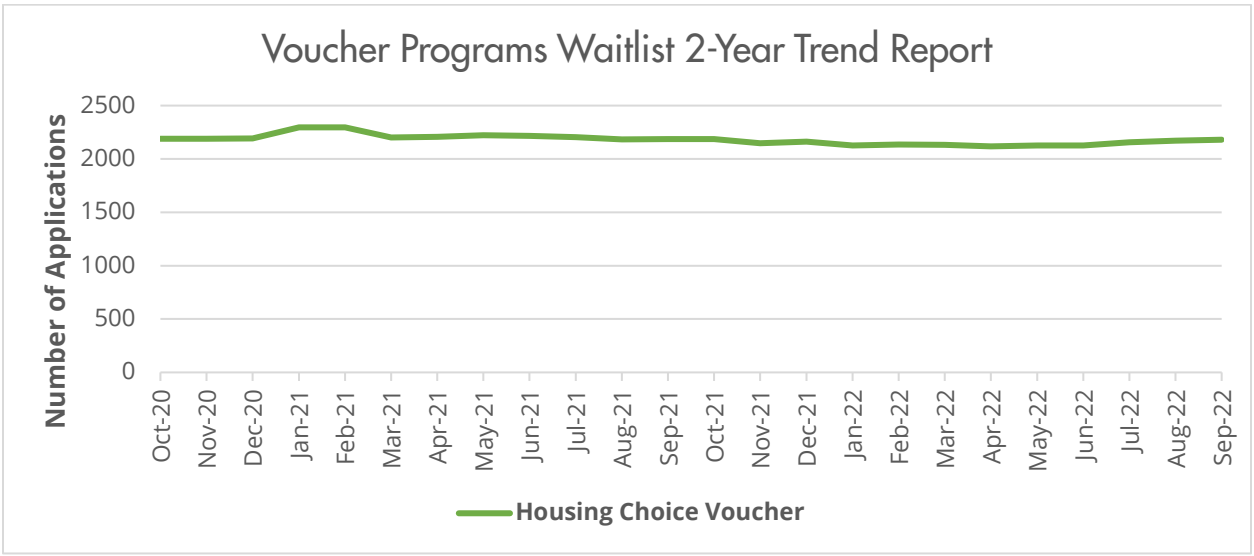
Community	Number of Work Orders	Average Days To Complete	Monthly Grade	YTD Number of Work Orders	YTD Average Days To Complete	YTD Grade
Ash Brook Apartments	1	0	P	15	0	P
Bennett Block	1	0	P	8	0	P
Brookbend East	-	-	NONE	9	0	P
Brookbend West	1	0	P	5	0	P
Central Square Terrace	2	0	P	37	0	P
Cottage Street	-	-	NONE	-	-	NONE
Emerald Street House	-	-	NONE	3	0	P
Evergreen Knoll LP	-	-	NONE	7	0	P
Forest View	3	0	P	15	0	P
Hampshire House	1	0	P	1	0	P
Harper Acres	4	0	P	50	0	P
Keene Housing Main Office	-	-	NONE	-	-	NONE
Meadow Road	2	0	P	10	0	P
North and Gilsum	-	-	NONE	6	0	P
Riverbend Apartments	2	0	P	7	0	P
Scattered Sites	-	-	NONE	3	0	P
Scattered Sites 2	1	0	P	8	0	P
Stone Arch Village Family	3	0	P	13	0	P
Stone Arch Village Senior	2	0	P	22	0	P
Report Totals:	23	0	P	219	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
September 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	$466,394	$325,756	70%	629	$518	107%	587	$510	$140,638
September	$466,394	$323,545	69%	621	$521	105%	592	$1,588	$142,849
October									
November									
December									
Total	$4,197,548	$2,928,927	70%	5540	$529	105%	5,288	$8,960	$1,268,621

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	$466,394	$311,677	67%	503	$620	86%	587	$510	$154,717
September	$466,394	$336,030	72%	500	$672	84%	592	$1,588	$130,364
October									
November									
December									
Total	$4,197,548	$2,852,077	68%	4568	$624	86%	5,288	$8,960	$1,345,471

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	$4,232	$16,549	391%	18	$919	100%	18	$0	($12,317)
September	$12,883	$16,549	128%	18	$919	100%	18	$0	($3,666)
October									
November									
December									
Total	$100,581	$126,041	144%	156	$805	96%	162	$0	($25,460)

Non-Elderly Disabled (NED)

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$58,917	$59,910	102%	96	$624	96%	100	$0	($993)
February	$64,247	$56,722	88%	92	$617	92%	100	$0	$7,525
March	$57,138	$58,343	102%	92	$634	92%	100	$0	($1,205)
April	$61,842	$58,332	94%	92	$634	92%	100	$0	$3,510
May	$52,053	$59,454	114%	93	$639	93%	100	$0	($7,401)
June	$57,856	$58,144	100%	92	$632	92%	100	$0	($288)
July	$77,651	$57,814	74%	90	$642	90%	100	$0	$19,837
August	$39,938	$59,561	149%	90	$662	90%	100	$0	($19,623)
September	$49,724	$60,012	121%	89	$674	89%	100	$0	($10,288)
October									
November									
December									
Total	$519,366	$528,292	105%	826	$640	92%	900	$0	($8,926)

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	$41,006	$47,284	100%	76	$622	76%	100	$0	($6,278)
September	$72,209	$46,114	100%	77	$599	77%	100	$0	$26,095
October									
November									
December									
Total	$312,731	$380,731	103%	640	$594	71%	900	$98	($68,000)

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%	3	$0	$0
February	$0	$0	0%	0	$0	0%	3	$0	$0
March	$0	$0	0%	0	$0	0%	3	$0	$0
April	$0	$0	0%	1	$0	33%	3	$0	$0
May	$0	$0	0%	1	$0	33%	3	$0	$0
June	$644	$644	100%	1	$644	33%	3	$0	$0
July	$644	$644	100%	1	$644	33%	3	$0	$0
August	$644	$644	100%	1	$644	33%	3	$0	$0
September	$644	$644	100%	1	$644	33%	3	$0	$0
October									
November									
December									
Total	$2,576	$2,576	44%	6	$286	22%	27	$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	26%	3	$988	100%	3	$0	8,286.00
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	$758	$3,604	113%	4	$901	133%	3	$0	(424.00)
September	$758	$4,476	141%	5	$895	167%	3	$0	(1,296.00)
October									
November									
December									
Total	$17,633	$29,467	105%	30	$992	111%	27	$0	$5,346

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
SEPTEMBER 2022

Keene Housing	KEENE HOUSING Consolidated			
	BALANCE SHEET - summary			
	Ending balance as of September 30, 2022	Ending balance as of December 31, 2021	$ Variance Incr / (Decr)	% Variance
ASSETS				
Total Current Assets	26,673,571	25,666,561	1,007,010	4%
Total Fixed Assets	57,842,330	57,460,305	382,025	1%
Total Other Assets	1,474,100	1,474,100	0	0%
Total Assets	**$85,990,002**	**$84,600,967**	**$1,389,035**	**2%**
LIABILITIES and EQUITY				
Total Current Liabilities	1,407,585	1,459,292	(51,707)	-4%
Total Long Term Liabilities	32,436,808	32,722,011	(285,202)	-1%
Total Liabilities	**$33,844,393**	**$34,181,302**	**($336,909)**	**-1%**
Total Equity	**$52,145,608**	**$50,419,664**	**$1,725,944**	**3%**
Total Liabilities & Equity	**$85,990,002**	**$84,600,967**	**$1,389,035**	**2%**

KEENE HOUSING AND COMPONENT UNIT ENTITIES			
Debt Current Ratio	14.69%	12.54%	

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

KEENE HOUSING Consolidated				
	INCOME STATEMENT			
	Actual	Budget	Variance	
	YTD Activity as of September 30, 2022	YTD Activity as of September 30, 2022	$ Variance (under) / over	% Variance
Total Operating Revenue	14,773,382	14,450,336	323,046	2%
Total Operating Expenses	10,822,194	12,067,473	(1,245,279)	-12%
NET OPERATING INCOME	**$3,951,188**	**$2,382,863**	**1,568,325**	**40%**

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

Non-Operating Expense	Actual	Budget	Variance	
Total Depreciation Expense	$1,842,728	$1,675,666	$167,063	9%

Keene Housing	KEENE HOUSING			
	INCOME STATEMENT CONSOLIDATED SUMMARY			
	Actual	Budget	Variance	
	YTD Activity as of September 30, 2022	YTD Activity as of September 30, 2022	$ Variance (under) / over	% Variance
REVENUE				
Rents/HAP/Subsidy Income	11,943,756	12,501,958	(558,202)	-5%
Vacancy Loss	(63,302)	(84,557)	21,255	-34%
Admin Fee Income	864,126	833,877	30,249	4%
Managmeent Fees	485,008	505,980	(20,972)	-4%
Interest Income	36,028	32,330	3,698	10%
Partnership/Incentive Fees	437,087	385,000	52,087	12%
Other Income	1,028,474	236,070	792,404	77%
Misc Tenant Income	42,206	39,678	2,527	6%
Total Revenue	$ 14,773,382	$ 14,450,336	$ 323,046	2%
EXPENSES				
Administrative	714,834	867,709	(152,875)	-21%
Operational	394,013	400,521	(6,508)	-2%
Payroll	2,325,962	2,512,156	(186,194)	-8%
Utilities	838,281	804,289	33,992	4%
Maintenance	973,613	934,366	39,246	4%
Taxes & Insurance	821,283	887,477	(66,194)	-8%
Interest	603,797	605,390	(1,593)	0%
Amortization of Finance Costs	-	5,396	(5,396)	0%
Tenant Programs	162,678	244,790	(82,112)	-50%
HAP	3,987,734	4,805,379	(817,645)	-21%
Total Operating Expenses	$ 10,822,194	$ 12,067,473	$ (1,245,279)	-12%
NET OPERATING INCOME	**$ 3,951,188**	**$ 2,382,863**	**$ 1,568,325**	**40%**

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 $3.9m, over budget by $1.6m.

OPERATING REVENUES are $14.8m a net increase of $.3m as compared to the budget of $14.5m.

OPERATING EXPENSES are $10.8m a decrease of $1.2m as compared to the budget of $12.1m.

REVENUE	VARIANCES for Revenue categories (Less)/Higher than Budget	
Rent/HAP/Subsidy Income	(907,032)	The income is under budget. The voucher programs are under utilized and voucher subsidy needs are less than budget. The remaining balance will be utilized for Non-HAP expenses and if there is any unspent balance it will be held at HUD until 2023.
MTW Non-HAP Income	348,830	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 $1.4m.
Vacancy Loss	21,255	The Vacancy Loss is a reduction to revenue and the actuals are lower than the budget so this is a increase to revenue.
Admin Fee Income	30,249	HUD Admin Fee are under budget. The Section 8 admin fees are under budget by $7k, actuals are based on the actual admin expensed. MS in over budget by $35k and we received the additional admin award of $50k that HUD had approved. Special Purpose Voucher admin fee are on budget.
Interest Income	3,698	
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	(20,972)	Slightly under budget.
Other Income	792,404	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	2,527	on budget.
Total Operating Revenue	323,046	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	(159,383)	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	(186,194)	Benefit Expenses are under budget by $124k. This variance is expected to remain for the year and possibly continue to increase slightly. Salaries are under budget by $70k, we have had no vacant positions during 2022.
Utilities	33,992	Fuel Expense is over budget by $9k. Water & Sewer is over budget by $30k. Electric is under budget by $5k. Timing.
Maintenance	39,246	Most of the maintenance line items are over budget by $110k due to the rising cost of materials and repairs. There are a few maintenance line Items under budget by $70k.
Taxes & Insurance	(66,194)	Property Tax is under budget by $70k. KH will now be paying the city less property taxes than the prior year and current year 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	(6,989)	Timing.
Tenant Programs	(82,112)	Tenant programs are under budget by $27k, 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 $55k.
HAP	(817,645)	HAP disbursements are under budget in MTW by $681k and MS by $129k. NEDs expenses are under budget by $11k.
Total Operating Expenses	(1,245,279)	Lower than Budget
Net Variance for Net Income	**$1,568,325**	**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)	36,219	337,773	(345,530) Lower Revenue	(43,977) Lower Expenses	
Monadnock Affordable (MAHC)	411,281	(25,385)	379,711 Higher Revenue	(56,955) Lower Expenses	
Keene Affordable (KAHP)	1,233,761	449,093	666,758 Higher Revenue	(117,909) Lower Expenses	
Meadow Road	43,940	23,438	(17,913) Lower Revenue	(38,415) Lower Expenses	
Ash Brook Apartment	30,375	70,497	(20,779) Lower Revenue	19,344 Higher Expenses	
Emerald Street	12,626	4,849	17,455 Higher Revenue	9,677 Higher Expenses	
Hampshire House	29,929	17,339	1,292 Higher Revenue	(3,516) Lower Expenses	
Section 8 Voucher Program (MTW)	1,236,400	524,175	(92,576) Lower Revenue	(804,801) Lower Expenses	
Mainstream Voucher Program	(66,909)	(35,073)	(163,153) Lower Revenue	(131,317) Lower Expenses	
Special Purpose Vouchers (NEDs, AHPP,FYI	(57,047)	(30,402)	(43,225) Lower Revenue	(16,580) Lower Expenses	
Riverbend (and LIHTC)	95,954	101,529	(18,583) Lower Revenue	(13,008) Lower Expenses	
TOTALS	$3,006,528	$1,437,833	$363,457 Higher Revenue	($1,197,456) Lower Expenses	
PARTNERSHIPS AND MANAGED ENTITIES					
Low Income Tax Credits Properties (LIHTC)					
Evergreen Knoll	69,160	101,366	(23,345) Lower Revenue	8,860 Higher Expenses	
Brookbend West	233,713	181,120	8,933 Higher Revenue	(43,660) Lower Expenses	
Stone Arch Family	66,383	75,031	(30,666) Lower Revenue	(22,018) Lower Expenses	
Stone Arch Senior	27,354	61,782	(25,588) Lower Revenue	8,840 Higher Expenses	
LIHTC with 10/31 year ends					
Brookbend East	357,669	296,073	6,209 Higher Revenue	(55,387) Lower Expenses .	
Central Square (multifamily)	187,948	216,314	31,645 Higher Revenue	60,011 Higher Expenses	
Non-Owned/Managed Properties					
Cottage Street	2,432	13,344	(7,600) Lower Revenue	3,312 Higher Expenses	
TOTALS	944,660	$945,030	($40,411) Lower Revenue	($40,041) Lower Expenses	

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

Capital Purchases/Renovations details 2022

9/30/2022

Description	Location	energy related	APPROVED BUDGET 2022	APPROVED REVISION 2021	Committed/ projected	FUNDING STATUS:
KAHP-Harper Acres	Unplanned Life/Safety or RA (ramps)		$20,000		$20,000	MTW funding
KAHP-Harper Acres	Tub roll-in (5 units at $4000)		$20,000		$0	MTW funding
KAHP-Harper Acres	Handicapped Ramp (109 Ashelout St)		$60,000		$45,497	MTW funding
KAHP-Harper Acres	Brick work and wood trim work (Mill Building)		$112,109		$131,081	MTW funding
KAHP-105 Castle St	Warrenstreet Arch Fees, pre-construction		$25,000		$5,285	Cash
KAHP-Forest View	Exterior Doors - large Entry Door(FAC)		$2,881		$3,481	MTW funding
KAHP-Forest View	Snow guards			$60,000	cancelled	
KAHP-N&G	Snow guards			$18,000	cancelled	
KAHP-N&G	Heat Pump Project w/engineerin and design fees	yes	$800,000		$26,137	deferred
KAHP-Bennett	Remediation Of Ground Soil		$10,000		$5,075	MTW funding
KAHP-Bennett	Flooring/Furniture for Community Room/offices (and unfinished contract)		$40,000	$18,100	$91,903	MTW funding
Scattered Sites	Rehabilation Damon, Water, Roxbury Court (Outside and Heat Pumps) w/eng fees	yes	$350,000		$573,909	MTW funding, Rebates
Scattered Sites	Exterior Door - Farmstead commons		$3,389		$3,389	MTW funding
Scattered Sites 2	Misc renovations		$50,000		$23,031	MTW funding
Scattered Sites 2	Eng fees for Marlboro St site work		$0		$30,000	MTW funding
KAHP-17-19 Roxbury Ct	Kitchen upgrade 1 Apt (Cabinets, Appliance on turn, flooring.)		$17,150		$15,834	MTW funding
KAHP-Damon St	DWH - Indirect gas water heater tank, ~80 gal Boiler Room (6units)	yes	$18,000		$24,437	MTW funding
KAHP-Damon St	Roof replacement (4300units)		$75,000		$46,664	MTW funding
KAHP various properties	Security Camera project			$15,000	$15,000	MTW funding
KAHP various properties	Asphalt/Concrete Project with Engineering (warrenstreet) carry over 2021		$77,166	$100,899	$192,943	MTW funding
Riverbend Apartments	Security Camera System expand (with setup of connection)		$15,000		deferred	
Riverbend Apartments	Bathroom/office Build (remain balancd) w/furniture for PM $10k		$100,000		$105,078	MTW funding
Meadow rd	Kitchen/stairs/Bathroom (unit 7&8)		$13,000		$31,947	MTW funding
Meadow rd	New Bathrooms (2 @ $3500)		$7,000		$0	
Meadow rd	Security Camera		$27,405		deferred	
Ash Brook Apt	Boilers (2)	yes	$100,000		$175,919	MTW Funding
Ash Brook Apt	Security Camera		$7,000		deferred	
Ash Brook Apt	Asphalt/railing			$20,500	$21,173	MTW funding
SAV Family	Shutter Replacement		$15,000		$20,243	Reserves
SAV Family	Roof replacement with Fees $8k		$200,000		$164,139	MAHC loan $170k
SAV Family	fencing in front of units		$6,000		$0	Cash
SAV Family	Security Cameras			$13,476	$36,382	Reserves
SAV Senior	Pumps		$9,000		$0	
SAV Senior	Dumpster Pad		$120,000		deferred	
SAV Senior	Hot Water Boilers, 750 kBtuh Capacity	yes	$20,000		$0	
SAV Senior	Roof Replacement with Fees $8k		$200,000		$145,349	Reserves $100k /MAHC loan $50k
SAV Senior	Security Cameras			$12,054	$12,054	operating cash
Locals	Vehicles (2) w/trade of Escape		$62,000		$62,025	Cash
Locals	Security Camera		$8,000		deferred	Cash
Locals	Public Art		$10,000		$10,000	Cash
MAHC-SAV office	Roof Replacement with Fees $5k		$100,000		$78,863	Cash
MAHC-SAV office	Door-outside employee entrance		$9,000		$9,000	Cash
MAHC-SAV office	Land (use block grant funds)		$10,000		$0	Cash
Evergreen Knoll	DHW: storage tanks (4)		$13,000		$12,957	Reserves
Evergreen Knoll	Paving vehicular: asphalt entrance		$25,000		$0	none
Evergreen Knoll	Roof replacement with Fees $6k		$200,000		$255,905	Reserves $150k /MAHC loan $105k
Brookbend East	Landscaping (rock removal)		$5,000		$5,000	Reserves
Brookbend West	Landscaping (rock removal)		$5,000		$5,000	Reserves
CST	Security Camera expansion		$25,000	$25,000	$22,495	Reserves
	TOTAL costs		$2,992,100	$283,029	$2,427,194	

Capital Purchases/Renovations details 2022

9/30/2022

Description	Location	energy related	APPROVED BUDGET 2022	APPROVED REVISION 2021	Committed/ projected	FUNDING STATUS:
Funding Sources:				REVISION		
MTW Funding carry over from 2021			$900,000	-$54,878	$845,122	confirmed
MTW Funding expected in 2022			$479,274	$337,907	$1,409,339	projection as of 9/30/2022
KH and MAHC Cash on hand			$350,826		$159,888	Cash for non-eligible MTW
MAHC financing for Roof replacement SAVF,SAVS,EK			$0		$555,000	confirmed
Loan-Mascoma Bank (AB)			$0		$0	confirmed
Eversource Rebate (for N&G heal pump project, based on estimate from Dana)			$600,000		$0	moved to 2024
Eversource Rebate (for Scattered Site project, based on estimate from Dana)			$200,000		$0	no rebates
Replacement Reserves (BBE/BBW, CST, AB, SAVS, EK)			$462,000		$389,131	confirmed
	Available funds unspent/(funds needed)		$0	$0	$931,286	**funding carried over to 2023**

PROJECT 2022-2023			APPROVED 2022	APPROVED REVISION	Committed/ projected	FUNDING STATUS:
105 Castle St	Rehabilitation of Building		$2,275,974	$990,026	$3,266,000	Insurance, CDBG, Rebates, Cash
	TOTAL cost of project					
Funding Sources:						
Insurance recovery (105 Castle St)			$1,126,814	$250,000	$1,376,814	confirmed an increase
CDBG (105 Castle ST)			$500,000	-$28,000	$472,000	Asking for increase $400k
Eversource Rebate (for 105 Castle St project)			$315,000	-$315,000	$0	not available
Contribution from Monadnock Collaborative (105 Castle St)			$183,000	$38,000	$221,000	confirmed
MAHC Cash on hand (105 Castle St)			$151,160	$1,045,026	$1,196,186	approved by board
	Available funds unspent/(funds needed)		$0	$0	$0	
	TOTAL costs APPROVED BY BOARD		$5,268,074	$1,273,055	$5,693,194	

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						
Printing/Binding	Silver Direct	11/1/20-10/31/22	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: 0	RFP Pending	$68,550
Lawn Care	AGM Landscaping	04/01/19 -11/30/20	11/30/2022	remaining renewal options: 0	RFP Pending	$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
Document Management Software	PiF Technology	08/31/22 - 08/31/23	8/31/2023	remaining renewal options: 0 (renewed annually)		$6,875
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	
Snow Removal	AGM Landscaping	10/01/22- 05/01/24	5/1/2024	remaining renewal options: 3 (2024, 2025, 2026)	BBE, BBW, AB & MR, BB, DC, West, HH, Pine, Elm	$81,400
Snow Removal	Arlen Landscaping	10/01/22-05/01/24	5/1/2024	remaining renewal options: 3 (2024, 2025, 2026)	Marlboro Properties, Marlboro St, Water, ES & Dover, Cottage, RC	$22,600
Snow Removal	Connecticut Valley Yard Works	10/01/22-05/01/24	5/1/2024	remaining renewal options: 3 (2024, 2025, 2026)	Forestview & North & Gilsum	$55,800
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		

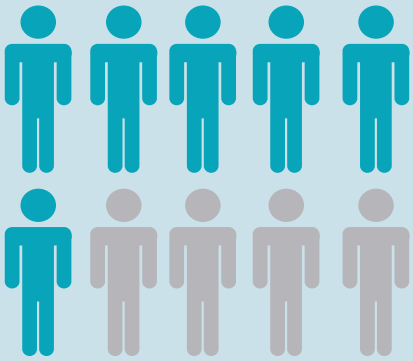
Who We Serve: **Elderly and Disabled Residents**

Of the 616 Elderly and Disabled Households KH Serves

63% are over 62

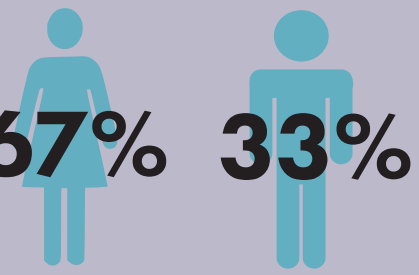
37% are under 62 and disabled

What we know: **Their day to day lives**



6 in 10 live alone

Primarily female



67% **33%**

How they live: **Their economic outlook**

Live on an annual median income of **$16,442**

75% Rely on Social Security or SSDI alone

20% have a savings or retirement fund

Heard it Through the GRAPEVINE

FALL 2022

POINTS OF INTEREST

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Work Orders

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

Keene Housing

The Executive Director's Corner

Well summer sure went by fast! Luckily for us New Englanders the end of summer welcomes the most beautiful season of all...fall. With autumn's arrival we see an acceleration of our construction projects. Contractors begin sprinting to the finish line to make sure outdoor projects are wrapped-up before the snow and ice start flying. That means the exterior and energy efficiency projects at Damon Court, Water Street and Roxbury Court will be nearing completion in the coming weeks. We've been posting pictures of those projects on Facebook and if you haven't seen them, I'd encourage you to check them out; it's fun to see pictures of the projects as they barrel towards completion.

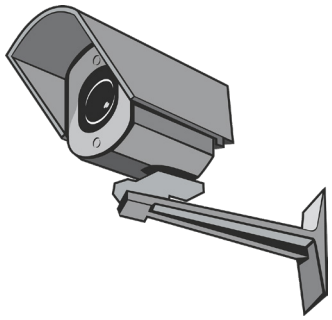
I'm very happy to share that Cheshire Builders was awarded the contract to rebuild 105 Castle Street at Harper Acres. Although the original plan was to take the roof off the existing building, gut the interior, and put a new roof on before winter comes, we found out it will be less expensive and faster to tear the building down and build the new building on top of the existing foundation, which was not damaged by the fire. Cheshire Builders has already begun preparing the site, and demolition will start as soon as they receive the permit from the City of Keene to begin the demolition. Although we are getting started a little later than planned, the new approach should allow us to complete the project by next summer, as planned.

Fall is also the time we say goodbye to summer interns as they head back to school. We were incredibly lucky this summer to have Kelley Shanahan work with Lea Kablik, KH's Community Garden Coordinator and the kids at Forest View. Kelley spent the summer teaching the kids how to garden from preparing the beds all the way to harvesting and of course, eating! We are very

Continued on Page 8

PROPERTY NEWS

Surveillance Cameras



Over the last year, Keene Housing installed video surveillance cameras in the common areas of many of our properties to enhance security and property management capacity. To clarify some questions that have been raised, Keene Housing will provide copies of recording(s) in response to a request from law enforcement, a court order, or in compliance with applicable laws. Tenants may not view video recordings without a proper request which complies with applicable laws except when a video recording is being used as evidence against that tenant related to a lease violation. If you have any questions, please contact your Property Manager.

Air Conditioner Reminder

All air conditioners must be removed by October 1, 2022. If you have any questions regarding our Air Conditioner Policy including removal, please contact your Property Manager.

Energy Conservation

Keene Housing has made it a mission and goal to reduce energy costs and make KH properties as energy efficient as possible. The more money we save on gas and electric bills, the more we have to invest back into our properties. You can help in those efforts by making little changes that can add up quickly. There are a lot of things that you have complete control over in helping to further KH's conservation efforts. Give some of these little things a try:

- Turn off lights when you leave a room.
- Turn off outside porch and patio lights during the day.
- Take shorter showers. A five-minute shower uses about half as much water as a bath.
- Report leaking faucets and toilets, or appliances that don't work to us immediately so that we can fix them.
- Turn faucets all the way off. Just one drip of water can waste up to 105 gallons of water a month.
- Use a fan instead of an air conditioner. Or use a fan to allow a higher setting on the air conditioner. Remember though, the air that fans produce cool people, not rooms, so please turn off the fan when you leave the room.
- Lay down rugs on bare floors for more insulation during the winter. Take them up during the summer to help keep cooler.

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

Keene Housing manages nearly 600 units of housing located in Keene, Marlborough, and Swanzey. We also administer over 800 vouchers scattered around the Monadnock region, the majority of which are in Keene.

We welcomed fifty-three new families into our portfolio since the beginning of the year. If you are a new tenant, please take the time to review the materials in your packet that your Property Manager gave you when you signed your lease. You can find answers to most questions in the materials. New tenants also receive a Welcome Bag with information about Community Connections or the Resident Self Reliance Program. The bag also contains information about youth programming through Keene Housing Kids Collaborative.

Twenty new voucher holders leased up in the private market since January. Tight housing market conditions made looking for affordable housing a challenge to say the least. Keene Housing offers housing search services for applicants who request help locating a suitable unit.

Whether a new tenant or voucher holder, KH staff are dedicated to making your experience with us positive and informative. Give us a call any time with your questions, comments, or concerns. We're here to serve you and are happy to help. You can reach us at info@keenehousing.org or 603-352-6161.

On-site COVID-19 Booster and Flu Shot Clinics

We are excited to announce Genoa Pharmacy is offering Influenza vaccinations and COVID-19 boosters for Keene Housing residents. On-site clinic dates/times are listed below:

- Central Square Terrace (CST): 9:00am - 12:00pm on Thursday, October 20th
- Stone Arch Village Senior, 835 Court Street, Keene: 2:00pm - 4:00pm on Thursday, October 20th
- Harper Acres Mill Building, 168 Castle Street, Keene: 9:00am - 12:00pm on Wednesday, October 26th

Keene Housing residents from other properties are invited to join the vaccination clinics at Stone Arch Senior or the Harper Acres Mill building. Please bring your insurance card and your vaccination card if you wish to have it updated by the pharmacist.

Pre-registration is requested for each clinic. To register or if you have any questions, please contact Keene Housing's Community Connections Manager, Karen Graveline, at 603-352-6161 or by email at kgraveline@keenehousing.org.

HOUSING AND SERVICES NEWS

Resident Self-Reliance (RSR) Program News

Continued from Page 3

Keene Housing is interested in your RSR program feedback! A survey is sent every few years, and you will receive a text or email with a link to this year's survey. Please complete the survey so that we can continue making improvements to our program. We want it to work for you!

New Hampshire Federal Credit Union Financial Coaches are a great FREE resource. Call 603-224-7731 to schedule your personal appointment. Appointments are held via Zoom, phone, and in person. Your RSCs will continue talking with you about your finances and offer assistance with budgeting. This is especially important now with rising costs of living.

Another great and much needed resource is Southwestern Community Services' (SCS) fuel and electrical assistance. While you may not be eligible for this on some Keene Housing properties, you should check with your Property Manager or with SCS directly. Income limits are listed on SCS' website: www.scshelps.org/

You may receive emails from your RSC about job opportunities or resources in the community. Please let us know if you are aware of any great resources that may help others. One resource we found is Masiello; they are more than a "Temp Agency"! Many of the positions they list are permanent positions, and they will help you with your resume and interview preparation. If you are seeking employment, please call 603-358-1000 or visit https://masemp.com/.

And the usual reminder - you must attend your RSR meeting AND provide all required documentation. Please send it in advance or come to the meeting with all of your documentation. This includes, at minimum, a pay stub from every employed adult, bank account balances, credit score, and total debt. It is a much more productive meeting when we have what we need- we can talk about any issues you are dealing with, issue Rent Credits, or make referrals for you. You must also demonstrate reasonable progress towards your goals. As always, you can reach your RSC by phone or email. To contact Melody, please call 603-283-5452 or email mblanchette@keenehousing.org. Kelly can be reached at 603-283-5454 or email kgriffin@keenehousing.org.

COMMUNITY CONNECTIONS PHOTO GALLERY

Bennett Block

Stone Arch Village Senior

Central Square Terrace

COMMUNITY CONNECTIONS CORNER

A Note From Karen Graveline

Community Connections is excited to announce a brand-new program from our friends at UNH Cooperative Extension focused on Brain Health, "Boost Your Brain and Memory." The evidence-based program, developed by the Mather LifeWays Institute on Aging, is designed to help you learn and practice the most promising strategies for keeping your brain healthy as you age. The program uses a unique approach to brain fitness, providing you with healthy practices that can help you remember things better, be more organized, pay closer attention, and reduce your stress and risk of dementia. The four-part series will be held at Central Square Terrace (CST) from 10:00am - 12:00pm on October 28th, November 4th, November 14th and November 18th. Session topics include an introduction to Brain Health, Emotional Health, Nutrition, and Social Engagement. Participants should commit to attend all four sessions in the series. Pre-registration is required by contacting Karen Graveline at 603-352-6161 or email kgraveline@keenehousing.org. The series is open first to CST residents although residents from other properties should contact Karen to see if space is available or to be added to a contact list for a future workshop.

Community Connections is offering virtual workshops this fall through Dartmouth Hitchcock Aging Resource Center:

- "Identity Theft" will be on November 21st from 2:00pm - 3:30pm in the Harper Acres Mill Building. The workshop will be an overview of identity theft, how it occurs, and tips on how to protect yourself.
- "Ready, Steady, Balance: How to Prevent Falls" will be on December 1st from 1:00pm - 2:00pm in the Community Room at Stone Arch Village Senior. Slips and falls can have serious consequences for people who are getting older and staying active can be difficult. The workshop will include tips and ideas for improving your balance and preventing falls.

To register for either of these workshops, please contact Karen at 603-352-6161 or email kgraveline@keenehousing.org.

Community Connections Office Hours

Need help connecting to resources or help applying for or recertifying benefits? Stop by and see Karen in the Community Connections office.

Harper Acres: Mondays 2:00 - 4:30PM (Mill Building)
Central Square Terrace (CST): Tuesdays 1:00 - 4:30PM
Stone Arch Village Senior (SAVS): Wednesdays 1:30 - 3:30PM
Bennett Block: Thursdays 2:00 - 4:00PM

Keene Housing COMMUNITY GARDENS Plant Grow YUM!

CULTIVATING COMMUNITY

FROM THE GARDEN

Days are getting shorter, and leaves are changing; fall is officially here, and the gardening season is wrapping up! During garden meetings you may have seen Lea collect some samples for soil testing, but what exactly is she testing for? Here is a brief overview of what we are looking for in the soil!

pH- pH is shorthand for "potential hydrogen," which measures how acidic something is. Most vegetables need soil with a pH between 5.5 and 7; a pH level outside of those parameters will make it impossible for plants to absorb the nutrients in the soil.

Nitrogen- Nitrogen is what helps make your plants green. This nutrient is vital for the development of healthy leaves; too little and your plant's growth will be stunted.

Phosphorus- Phosphorus is necessary for plants to develop flower buds that result in fruit. Phosphorus deficiency can result in purplish leaves and fruit dropping before it is mature.

Potassium- Also referred to as potash, potassium contributes to a plant's overall health. Potash increases a plant's overall growth, disease resistance, and quality of the fruit produced.

Adding compost to a garden bed is often enough to restore the nutrients in the soil, however, if our soil tests indicate there are deficiencies, we may add extra nutrients as we put our gardens to bed. If you have any questions about soil testing or putting the gardens to bed, please contact Lea at 603-283-5440 or lkablik@keenehousing.org.

Important Garden Information

- **November 7th** - Your garden should be put to bed if you do not have any cold season plants.
- All weekly garden meetings will continue as long as we have gardens that are still producing. Meetings at all other sites will be scheduled with gardeners as we keep an eye on the weather and start to clean up for the season.

Cooking Matters Workshop

Garden Activity Kit - Paperwhites

Bring some greenery into your home this winter with these easy to grow Paperwhites! For a kit that includes all the supplies you will need and step by step instructions to grow Paperwhites from bulb, contact Lea at 603-283-5440 or lkablik@keenehousing.org. There are a limited number of kits available, so first come first serve!

Keene Housing Kids COLLABORATIVE

FALL 2022 FREE YOUTH ACTIVITIES

Are you a Keene Housing or Southwestern Community Services Resident?

As a resident of Keene Housing, Housing Choice voucher program or SCS (Keene Highlands, CitySide, and Swanzey Township) your child can participate in many activities in the community **at no cost to you.** Get started today! Just give us a call! Interested in a program not on the list? Give us a call and we will see what we can do! **KHKC covers 100% of the tuition fees for all of these programs.** Registration processes vary. When you're ready to signup email Anna at **info@khkc.org**

603-352-0109 | **KH & SCS Kids Collaborative Family Group** | **5 Harmony Lane, Keene**

Arts

Grand Monadnock Youth Choirs - Grades K – 12
Monadnock Violin Studio - Violin Lessons Ages 6 – 18 years
The Music Kit - Piano, Guitar, Ukulele, Fiddle, and Harmonica Lessons Ages 5 – 18 years
Jacob Matthews Music Program - Scholarship for equipment & lessons Ages 13 - 19 years
MoCo Arts - Dance & Theater Classes 18 months to 18 years
New Hampshire Dance Institute (NHDI) - Year-long in-school dance program
Wakadoodles Art Studio - Art Classes Grades 1 - 8

Athletics

American School of Gymnastics - Ages 18 months – 18 years
Boy Scouts of America - Grades K – 12
Freedom Reins Therapeutic Riding Center - Ages 4 – 18 years
Keene Parks & Recreation - Sport Leagues, Intramurals & Rec Passes Grades 1 - 8
Kickboxing Keene - Ages 16 – 18 years
Monadnock Brazilian Jiujitsu - Ages 5 – 18 years
Northern Lights Athletics - Ages 3 -18 years
Steve Demasco's Shaolin Studios - Shaolin Kempo, traditional Kung Fu Classes Ages 3 – 18 years
White Crane Martial Arts - Karate Lessons Ages 7 – 18 years
Keene Family YMCA - Youth Classes 18 months - 18 years
Keene ICE - Learn to Skate Ages 6 - 18
Swanzey Recreation Department - Seasonal Sport Leagues Ages 4 - 12
The Fieldhouse at Homestead Mills - Intramural Sports Leagues Ages 8 - 18

Academics

Cheshire Children's Museum - FREE DAY PASSES
First Book - FREE eBooks for all grade levels
Imagination Library - FREE BOOKS TO YOUR DOOR EVERY MONTH (Ages 0 – 5 years)
Beyond the Bell – Monadnock Regional School District afterschool program
Cheshire Career Center - Preschool Program Ages 3 - 5 years
Project KEEP - Keene School District afterschool program
Sophia's Hearth – Joyful Beginnings Playgroups Babies & Toddlers

khkc.org/youth-activities

EXECUTIVE DIRECTOR'S CORNER (CONT.)

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Josh, Kelley and Dee

grateful to Kelley for everything she did for the Forest View Youth Gardeners, and we hope she'll check-in on them once in a while as she continues her undergraduate studies at Keene State College.

Lastly, while COVID-19 certainly seems to be on the downtick, it's important that we keep it on the ropes by getting our boosters. To make it as easy as possible for you we're hosting COVID-19 booster and flu clinics this fall for all Keene Housing residents as well as all of our staff. Please check out the details on page 3.

I hope everyone has a safe and wonderful fall!

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

October 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2 CST Coloring Group	3	4	5 CST Bingo	6	7	8
9 CST Coloring Group	10 CST Cooking Group	11 CST Card Making	12 CST Bingo	13	14	15
16 CST Coloring Group	17	18 CST Craft Group	19 CST Bingo	20 Board of Commissioners Meeting	21	22
23 CST Coloring Group	24	25	26 CST Bingo	27 Frisky Cow Gelato Social	28	29
30 CST Coloring Group	31					

Keene Housing

November 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 CST Bingo	3	4	5
6 CST Coloring Group	7	8	9 Staff Annual Strategic Plan Review CST Bingo	10	11 Office Closed Veterans Day	12
13 CST Coloring Group	14	15	16 CST Bingo	17 Board of Commissioners Meeting	18	19
20 CST Coloring Group	21	22	23 CST Bingo	24 Office Closed Thanksgiving	25 Office Closed Day after Thanksgiving	26
27 CST Coloring Group	28	29	30 CST Bingo			

Keene Housing