Keene Housing

Keene Housing
Board of Commissioners Meeting
February 16, 2023

Central Square Terrace Community Garden
Pickling Workshop

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

Keene Housing

Board of Commissioners Meeting
Thursday, February 16, 2023
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Keene Housing

BOARD OF COMMISSIONERS MEETING
THURSDAY, FEBRUARY 16, 2023
12:00 P.M.
HARPER ACRES MILL BUILDING
168 CASTLE STREET, KEENE, NH

AGENDA

I. Call to Order

II. Roll Call

III. Approval of the January 19, 2023 Keene Housing Board Meeting Minutes

IV. Approval of the January 25, 2023 Keene Housing Special Board Meeting Minutes

V. Executive Director's Report

VI. Management Report

VII. Finance Report

VIII. Old Business

IX. New Business

a. Approval of Contract for Capital Improvements at 657 Marlborough Street (Resolution No. 749)

b. Informational Memo: Safety/Risk Management Report

X. Public Comment

XI. 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).

XII. Adjournment

Minutes of the Keene Housing Board of Commissioners Meeting
Thursday, January 19, 2023

Chairperson Coates called the Keene Housing Board of Commissioners meeting to order at 12:06 p.m. Roll was taken and Chairperson Coates declared a quorum present.

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

Also in attendance:
- Joshua Meehan, Secretary
- Linda Griffin, Director of Finance
- Sandy Clark, Director of Facilities and Assets
- Amy Wright, Director of Administration
- Denise Pratt, Director of Housing and Services
- Rhoda Jurkowski, Property Manager
- Lea Kablik, Community Garden Coordinator

MINUTES:

Chairperson Coates called for approval of the December 15, 2022 Board of Commissioners meeting minutes. Commissioner Bianco made a motion to approve the minutes. Commissioner Slack seconded the motion, which upon being put to vote, the minutes passed unanimously.

EXECUTIVE DIRECTOR'S REPORT:

Secretary Meehan stated the 2023 federal budget was approved. Funding levels are favorable including a voucher administrative fee proration at 91% and Housing Assistance Payment (HAP) proration at 99%.

Keene Housing applied twice for a NH Low-Moderate Income Solar Grant and was denied because of the Department of Energy's extremely narrow reading of a related statute concerning the definition of a utility "customer". Secretary Meehan worked last week with a state legislator and a member of Department of Energy's staff to craft legislative language that will allow Keene Housing and other affordable housing providers who pay for their residents' energy to be eligible to participate in the grant program.

Secretary Meehan shared that the Inflation Reduction Act included a change to the Clean Energy Investment Tax Credit (ITC) Program that makes LIHTC and HUD PBRA properties eligible for the credits. This change opens another funding source for future solar projects. Taken together, the potential change in state law and the ITC eligibility will help KH reach its goal of carbon neutrality by 2034. KH is waiting for the passage of the former before further considering a solar farm at Evergreen Knoll in 2024.

Keene Housing is waiting for HUD to approve its fiscal year 2023 Moving to Work (MTW) Administrative Plan which includes the Homes for School initiative. The Homes for School program is a Housing First program that will provide housing subsidy to unsheltered households with students at Franklin and Symonds Elementary Schools referred by Keene School District staff. Karen Graveline, Keene Housing's Community Connections Manager will coordinate with school staff and participating households.

Secretary Meehan stated he received unofficial notice that Keene Housing's $400,000 Community Development Block Grant (CDBG) gap funding was approved for the 105 Castle Street rehabilitation project. Staff is hoping to hear official confirmation soon.

Secretary Meehan invited Ms. Clark to give an update on Keene Housing's capital projects. Ms. Clark stated the 105 Castle Street construction project is underway. Cheshire Builders is installing the roof trusses in hopes of finishing before the impending snowstorm. Requests for Qualifications (RFQs) are out to bid for stairlifts and roll-in showers at Harper Acres and window cleaning at Stone Arch Village Senior. Projects planned for 2023 include Pine Street exterior repair and paint, 657 Marlborough Road site work, continuation of security camera installations, Central Square Terrace elevator car interior rehabilitation and improvements to the acoustics in the Stone Arch Village Senior Community Room.

MANAGEMENT REPORT:

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

FINANCE REPORT:

The Year End Finance Report will be presented at the February Board meeting.

NEW BUSINESS:

Informational Memo: 2020 – 2025 Strategic Plan (2022 Progress Report)

Secretary Meehan reviewed the 2020 – 2025 Strategic Plan (2022 Progress Report) as outlined in the Informational Memo dated January 3, 2023.

Informational Memo: Biannual Community Gardens Board Report

Ms. Kablik reviewed the Biannual Community Gardens Board Report as outlined in the Informational Memo dated January 11, 2023.

Keene Housing Garden Survey 2022 Responses

No discussion items presented.

OLD BUSINESS:

No topics were presented.

PUBLIC COMMENT:

No members of the public were present.

NON-PUBLIC SESSION:

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

Chairperson Coates suspended the Public Session at 12:42 p.m. on Thursday, January 19, 2023, to convene a Non-Public Session.

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

PUBLIC SESSION RECONVENED:

Chairperson Coates reconvened the Public Session on Thursday, January 19, 2023, at 1:08 p.m. Chairperson Coates stated the Board of Commissioners voted during non-public session to seal the minutes of that session.

Commissioner Slack made a motion to adjourn the Keene Housing Board of Commissioners meeting. Commissioner Shaw seconded the motion, which upon being put to vote, was passed unanimously. There being no further business, Chairperson Coates adjourned the Board meeting at 1:09 p.m.

Joshua Meehan, Secretary of Keene Housing Board of Commissioners

1/24/2023
Date

Minutes of the Keene Housing Special Board of Commissioners Meeting
Wednesday, January 25, 2023

Chairperson Coates called the Keene Housing Board of Commissioners meeting to order at 3:30 p.m. Roll was taken and Chairperson Coates declared a quorum present.

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

Also in attendance:
- Joshua Meehan, Secretary
- Linda Griffin, Director of Finance
- Linda Mangones, Special Advisor for Planning and Development

Absent:
- Susan Shaw, Commissioner

NEW BUSINESS:

Resolution No. 748 – Approval of Funds for Potential Land Acquisition

The Keene Housing Board of Commissioners authorizes the Director of Finance to transfer to Monadnock Affordable Housing Corporation (MAHC) up to $1.1 million in non-HAP Moving to Work funds for the purchase of 438 Washington Street, also known as the Roosevelt School, contingent upon MAHC confirming that the site is suitable for the construction of affordable housing to be supported, in part, with operating subsidy provided through Keene Housing's Project Based Voucher (PBV) program. Commissioner Slack moved the motion to approve the resolution. Vice Chairperson Elliott seconded the motion, which upon being put to vote, was passed unanimously.

PUBLIC COMMENT:

No members of the public were present.

Commissioner Bianco made a motion to adjourn the Keene Housing Board of Commissioners meeting. Vice Chairperson Elliott seconded the motion, which upon being put to vote, was passed unanimously. There being no further business, Chairperson Coates adjourned the Board meeting at 4:15 p.m.

Joshua Meehan, Secretary of Keene Housing Board of Commissioners

1/30/2023
Date

Keene Housing

Resolution No. 749

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item:

   Approval of Contract for Capital Improvement 657 Marlborough Street

2. Date of Board Meeting: 02/16/2023

3. Proposed Board Resolution:

   That the Keene Housing Board of Commissioners authorizes the 2023, 657 Marlborough Street project be awarded to All Seasons Construction and its funding not to exceed $225,000.00 pursuant to the February 8, 2023 Memorandum from Sandy Clark, Director of Facilities and Assets to Josh Meehan, Executive Director.

4. All Backup Attached?

   Yes XX No ☐

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

5. Department Head Approval Signature Sandra L Clark Date: 2/8/2023

6. Statement of availability of funds by Finance Director

   Funds Budgeted and Available Yes XX No __ Source _____

   Account #_____

   Finance Director Approval Signature _____ Date: _____

7. Executive Director Approval Signature _____ Date: 2/9/23

Keene Housing

MEMORANDUM

To: Joshua R. Meehan, Executive Director
From: Sandy Clark, Facilities and Asset Director
Subject: Approval of project/contract
Date: February 8, 2023

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

Location: 657 Marlborough Street Keene

Project Name: Site Drainage and Foundation Repairs

- The scope of work for this project includes Erosion control, demo and remove existing porch foundation wall and replace with new, replace existing stockade fencing
- The original budget approved by the Board for 2021: $225,000
- Any additional funding needed? No
- An open invitation was added to the: KH web page, Facebook page, direct invitations to local firms, Construction Summary, Dodge Reports.
- The Request for Proposals were distributed to contractors on: January 5, 2023 and bids were due on February 8, 2023
- Number of contractors requesting RFP packets: Fourteen
- Formal bid packets received by KH: one (when one bid is received for large projects the offeror submits additional information as described in 2/6B in Procurement Policy, see attached).
- Lowest or winning bid with alternates: $ 207,697.00
- Winning bid criteria if not price: price
- Board approval is being requested to award contract to: All Seasons Construction

Additional comments:

Marlborough Rd Drainage Project
Project#

SCHEDULE OF VALUES
2/13/2023

DESCRIPTION	
GENERAL CONDITIONS	$38,912.00
DEMOLITION	$809.00
SITE WORK	$94,628.00
CONCRETE	$22,713.00
MASONRY	$20,439.00
METALS	$12,108.00
WOOD & PLASTICS	$6,250.00
THERMAL & MOISTURE PROTECTION	$582.00
DOORS & WINDOWS	$5,050.00
FINISHES	$1,133.00
MECHANICAL	$1,294.00
TOTAL	$203,918.00

Keene Housing

INFORMATIONAL MEMORANDUM

To: Joshua Meehan, Executive Director
From: Amy Wright, Director of Administration AW
Subject: Safety/Risk Management Report
Date: January 27, 2023

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.

Safety Summary

Date	Employee Injuries Reported	Department	Medical Treatment	Lost Time from Work
8/19/2022	An employee was putting in a countertop and cut right index and pinky fingers on the sink drain.	Maintenance	No	No
12/27/2023	An employee was sanding a handrail and got a piece of wood stuck in left ring finger.	Maintenance	Yes	No

Date	Property	Resident Injury/Property Claim Reported	Claim Filed with Insurance Company
12/14/2022	Central Square Terrace	A man came into the breezeway and stole residents' chairs, broke maintenance salt bucket, kicked doors, stole signage, and damaged the garden hose bin.	Notice only, police report filed
12/24/2022	Brookbend West	A resident with a previous medical condition stepped with wrong foot from the parking lot to the sidewalk and fell. Facial lacerations and bruising.	Claim filed

1/19/2023	Harper Acres	A resident slipped on snow/ice while taking trash to the dumpster. Broke right arm.	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.

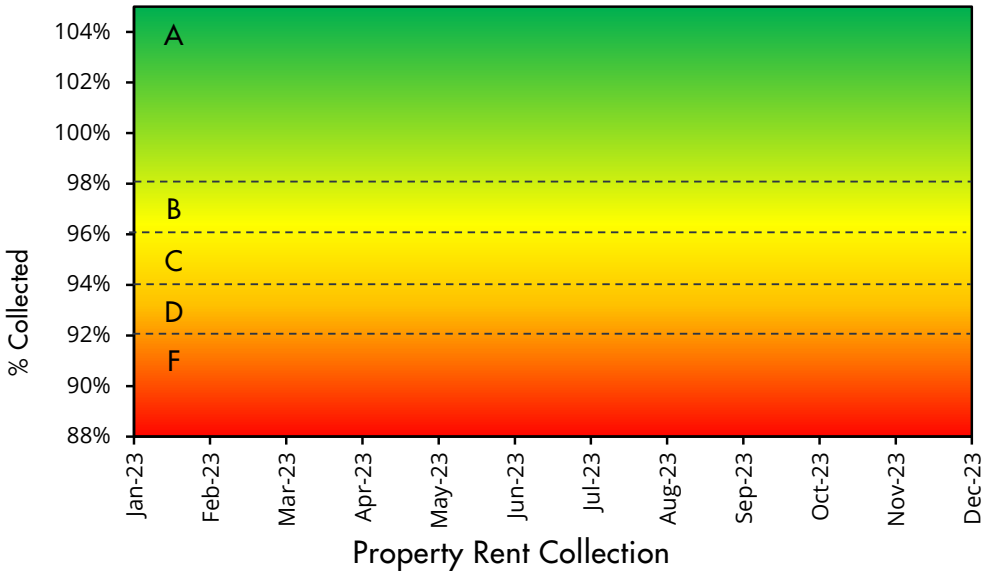
Keene Housing

MANAGEMENT REPORT
JANUARY 2023

Residential Property Rent Collection Report
January 2023

Community	Month Billed	Month Collected	% Collected	Monthly Grade	YTD Billed	YTD Collected	% YTD Collected	YTD Grade
Ash Brook Apartments	$9,409	$9,361	99.5%	**A**	$9,409	$9,361	99.5%	**A**
Bennett Block	$6,856	$5,657	82.5%	**F**	$6,856	$5,657	82.5%	**F**
Brookbend East	$22,339	$20,668	92.5%	**D**	$22,339	$20,668	92.5%	**D**
Brookbend West	$17,610	$18,107	102.8%	**A**	$17,610	$18,107	102.8%	**A**
Central Square Terrace	$31,748	$31,784	100.1%	**A**	$31,748	$31,784	100.1%	**A**
Cottage Street	$65	$65	100.0%	**A**	$65	$65	100.0%	**A**
Evergreen Knoll LP	$16,562	$16,425	99.2%	**A**	$16,562	$16,425	99.2%	**A**
Forest View	$26,503	$24,588	92.8%	**C**	$26,503	$24,588	92.8%	**D**
Hampshire House	$5,621	$5,475	97.4%	**B**	$5,621	$5,475	97.4%	**B**
Harper Acres	$48,228	$47,582	98.7%	**A**	$48,228	$47,582	98.7%	**A**
Meadow Road Apartments	$7,573	$7,577	100.1%	**A**	$7,573	$7,577	100.1%	**A**
North and Gilsum	$20,951	$20,136	96.1%	**B**	$20,951	$20,136	96.1%	**B**
Riverbend Apartments	$13,428	$12,977	96.6%	**B**	$13,428	$12,977	96.6%	**B**
Scattered Sites	$10,848	$11,027	101.7%	**A**	$10,848	$11,027	101.7%	**A**
Scattered Sites 2	$17,306	$17,103	98.8%	**F**	$17,306	$17,103	98.8%	**A**
Stone Arch Village Family	$14,112	$13,208	93.6%	**D**	$14,112	$13,208	93.6%	**D**
Stone Arch Village Senior	$14,941	$14,941	100.0%	**A**	$14,941	$14,941	100.0%	**A**
Totals	$284,100	$276,681	97.4%	B	$284,100	$276,681	97.4%	B

Active Households Only

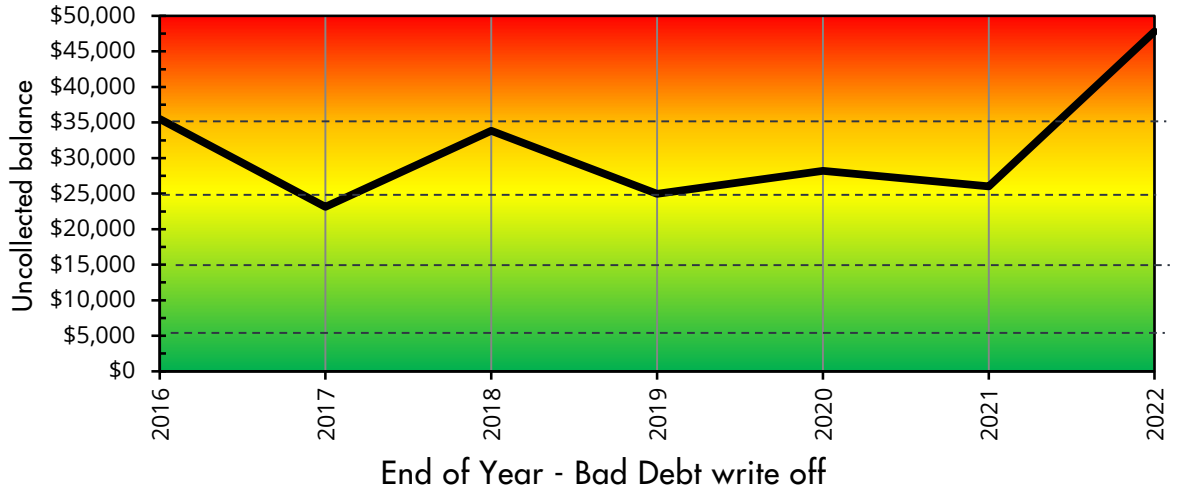


This report compares current tenant's rent billed to rent collected. The percent collected can exceed 100% when back rent is collected. Our goal is to collect at least 98% of rent billed.

Residential Property Uncollected Accounts - Inactive Tenants - Report
January 2023

Community	# of Households	Current	30 days	60 days	90 days	120 days and over	total
Ash Brook Apartments	1	$0	($92)	$0	$0	$0	($92)
Bennett Block	1	$0	$0	$0	$0	$150	$150
Brookbend East	0	$0	$0	$0	$0	$0	$0
Brookbend West	2	$0	$0	$0	$245	($8)	$237
Central Square Terrace	1	$297	$20	$50	$15	$27	$409
Cottage Street	1	$571	$0	$0	$0	$0	$571
Emerald Street	0	$0	$0	$0	$0	$0	$0
Evergreen Knoll LP	0	$0	$0	$193	$10	$977	$1,180
Forest View	3	$590	($613)	$0	$0	$276	$253
Hampshire House	0	$0	$0	$0	$0	$0	$0
Harper Acres	2	($203)	$0	$0	$0	($735)	($938)
Meadow Road Apartments	0	$0	$0	$0	$0	$0	$0
North and Gilsum	0	$0	$0	$0	$0	$0	$0
Riverbend Apartments	0	$0	$0	$0	$0	$0	$0
Scattered Sites	0	$0	$0	$0	$0	$0	$0
Scattered Sites 2	1	$0	$2,000	$0	$633	$1,724	$4,357
Stone Arch Village Family	0	$0	$0	$0	$0	$0	$0
Stone Arch Village Senior	0	$0	$0	$0	$0	$0	$0
Totals	12	$1,255	$1,315	$243	$903	$2,411	$6,127

Inactive Households Only

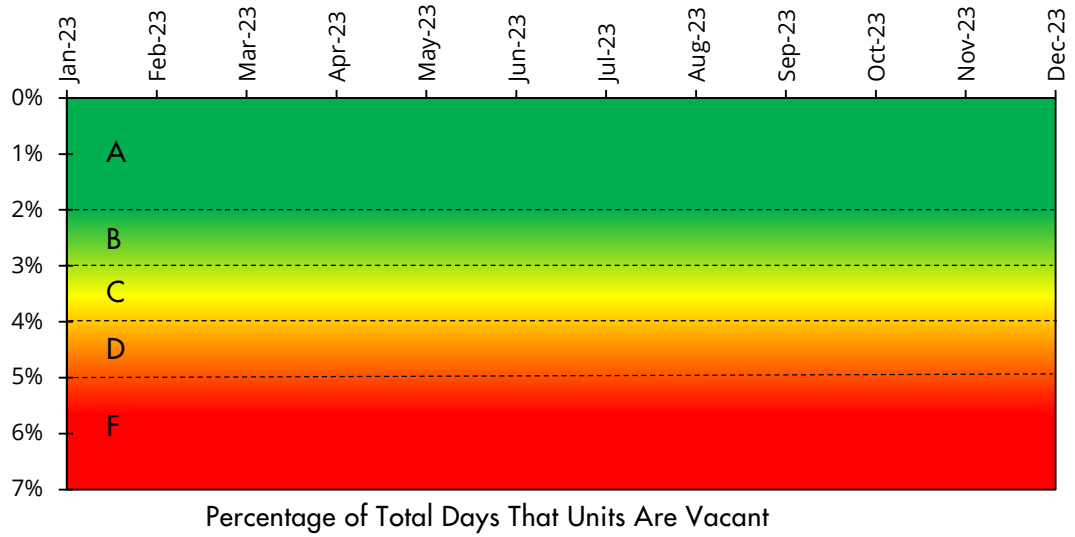


This report tracks the balance that is owed to KH and what remains upaid. Most of these tenants have moved from a KH property and are considered Inactive Tenants.

Monthly Vacancy Report

January 2023

Community	Units Available	Available Days	Vacant Days	Monthly Vacancy Percentage	Monthly Grade	YTD Vacancy Percentage	YTD Grade
Ash Brook Apartments	24	744	19	2.6%	**B**	2.6%	**B**
Bennett Block	14	434	0	0.0%	**A**	0.0%	**A**
Brookbend East	40	1240	22	1.8%	**A**	1.8%	**A**
Brookbend West	35	1085	0	0.0%	**A**	0.0%	**A**
Central Square Terrace	90	2790	4	0.1%	**A**	0.1%	**A**
Evergreen Knoll LP	32	992	0	0.0%	**A**	0.0%	**A**
Forest View	38	1178	31	2.6%	**B**	2.6%	**B**
Hampshire House	18	558	2	0.4%	**A**	0.4%	**A**
Harper Acres	112	3472	38	1.1%	**A**	1.1%	**A**
Meadow Road Apartments	18	558	0	0.0%	**A**	0.0%	**A**
North and Gilsum	29	899	19	2.1%	**B**	2.1%	**B**
Riverbend Apartments	24	744	0	0.0%	**A**	0.0%	**A**
Scattered Sites	18	558	12	2.2%	**B**	2.2%	**B**
Scattered Sites 2	30	930	0	0.0%	**A**	0.0%	**A**
Stone Arch Village Family	24	744	2	0.3%	**A**	0.3%	**A**
Stone Arch Village Senior	33	1023	0	0.0%	**A**	0.0%	**A**
Report Totals:	579	17,949	149	0.8%	A	0.8%	A

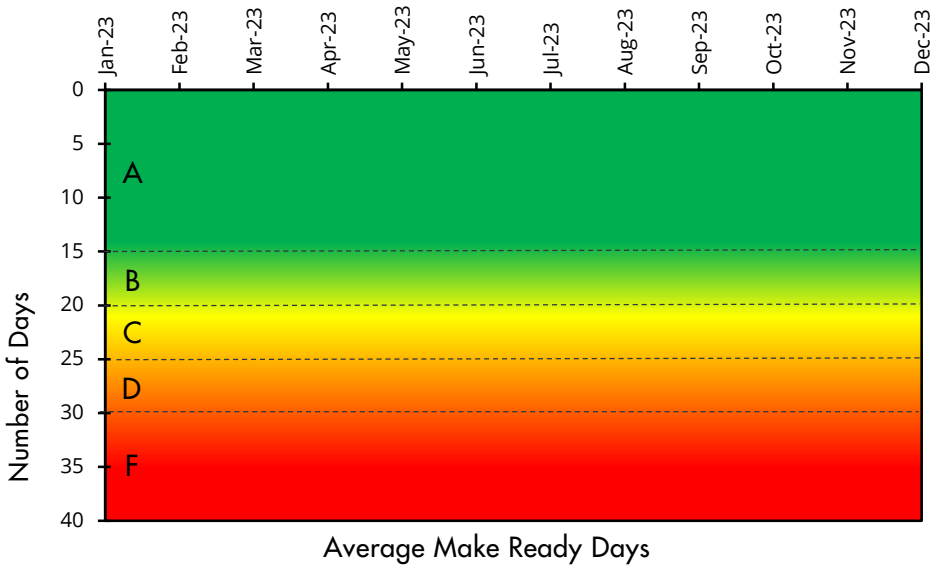


Percentage of Total Days That Units Are Vacant

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
January 2023

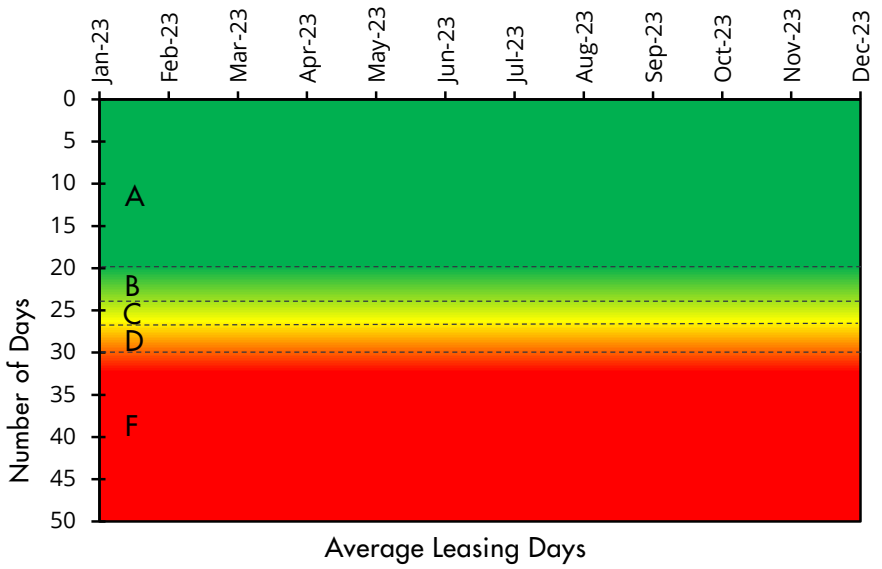
Community	Number of Units Made Ready	Avg. Make Ready Days	YTD Number of Units Made Ready	YTD Avg. Make Ready Days	YTD Grade
Ash Brook Apartments	0	-	0	-	**NONE**
Bennett Block	0	-	0	-	**NONE**
Brookbend East	1	16	1	16	**B**
Brookbend West	0	-	0	-	**NONE**
Central Square Terrace	0	-	0	-	**NONE**
Evergreen Knoll LP	0	-	0	-	**NONE**
Forest View	2	26	2	26	**D**
Hampshire House	0	-	0	-	**NONE**
Harper Acres	0	-	0	-	**NONE**
Meadow Road Apartments	0	-	0	-	**NONE**
North and Gilsum	1	15	1	15	**A**
Riverbend Apartments	0	-	0	-	**NONE**
Scattered Sites	0	-	0	-	**NONE**
Scattered Sites 2	0	-	0	-	**NONE**
Stone Arch Village Family	0	-	0	-	**NONE**
Stone Arch Village Senior	0	-	0	-	**NONE**
Report Totals:	4	21	4	21	C



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
January 2023

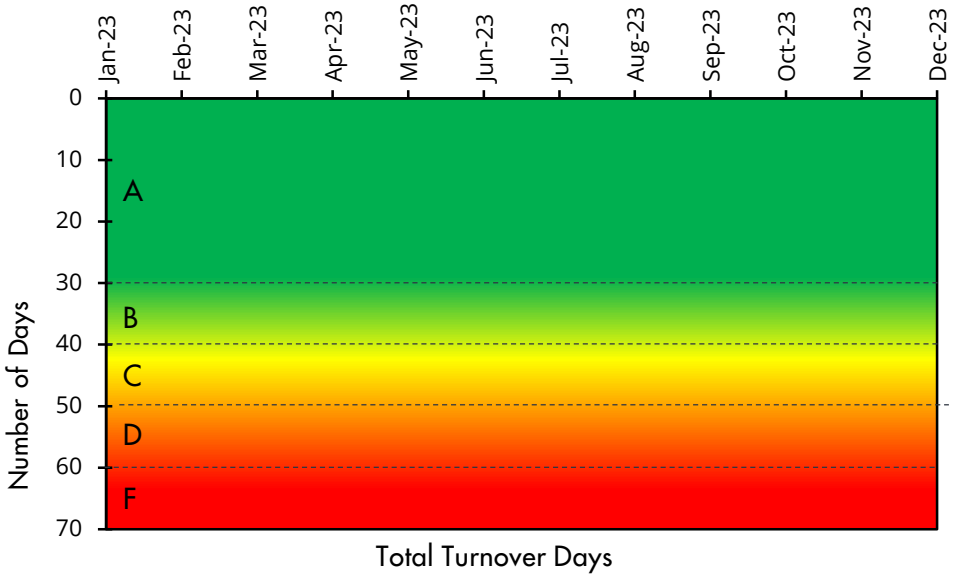
Community	Number of Units Leased	Average Leasing Days	YTD Number of Units Leased	YTD Avg Leasing Days	YTD Grade
Ash Brook Apartments	1	23	1	23	**B**
Bennett Block	0	-	0	-	**NONE**
Brookbend East	1	21	1	21	**B**
Brookbend West	0	-	0	-	**NONE**
Central Square Terrace	0	-	0	-	**NONE**
Evergreen Knoll LP	0	-	0	-	**NONE**
Forest View	2	4	2	4	**A**
Hampshire House	1	27	1	27	**C**
Harper Acres	0	-	0	-	**NONE**
Meadow Road Apartments	0	-	0	-	**NONE**
North and Gilsum	0	-	0	-	**NONE**
Riverbend Apartments	0	-	0	-	**NONE**
Scattered Sites	0	-	0	-	**NONE**
Scattered Sites 2	0	-	0	-	**NONE**
Stone Arch Village Family	1	6	1	6	**A**
Stone Arch Village Senior	0	-	0	-	**NONE**
Report Totals:	6	14	6	14	A



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
January 2023

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	32	1	32	**B**
Bennett Block	0	-	0	-	**NONE**
Brookbend East	1	36	1	36	**B**
Brookbend West	0	-	0	-	**NONE**
Central Square Terrace	0	-	0	-	**NONE**
Evergreen Knoll LP	0	-	0	-	**NONE**
Forest View	2	28	2	28	**A**
Hampshire House	1	30	1	30	**A**
Harper Acres	0	-	0	-	**NONE**
Meadow Road Apartments	0	-	0	-	**NONE**
North and Gilsum	0	-	0	-	**NONE**
Riverbend Apartments	0	-	0	-	**NONE**
Scattered Sites	0	-	0	-	**NONE**
Scattered Sites 2	0	-	0	-	**NONE**
Stone Arch Village Family	1	16	1	16	**A**
Stone Arch Village Senior	0	-	0	-	**NONE**
Report Totals:	6	28	6	28	A

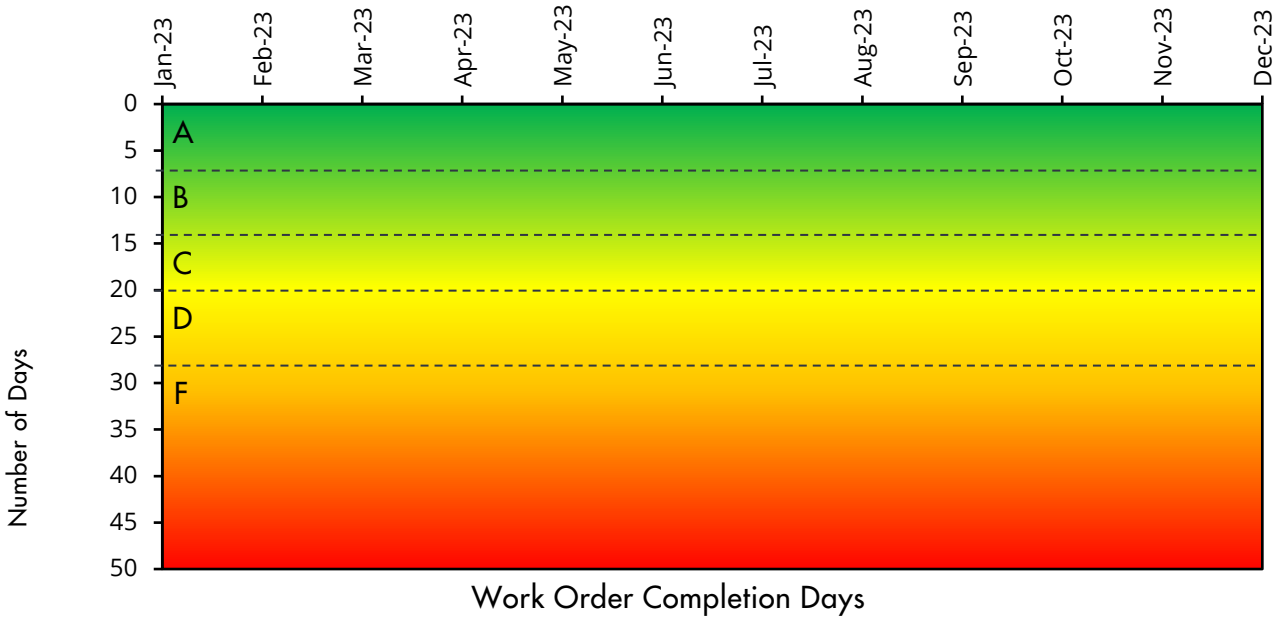


This report tracks the number of days it takes to refill a vacant unit, including F&A making the unit ready and H&S leasing it to an eligible household. The faster we turn units over, the lower the vacancy rate. Our goal is to complete turnovers in 30 days or less.

Residential Property Non-Emergency Work Order Completion Days

January 2023

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	7	1	A	7	1	A
Bennett Block	10	0	A	10	0	A
Brookbend East	18	1	A	18	1	A
Brookbend West	8	1	A	8	1	A
Central Square Terrace	38	0	A	38	0	A
Cottage Street	4	0	A	4	0	A
Emerald Street House	4	2	A	4	2	A
Evergreen Knoll LP	9	1	A	9	1	A
Forest View	25	1	A	25	1	A
Hampshire House	5	1	A	5	1	A
Harper Acres	28	1	A	28	1	A
Keene Housing Main Office	-	-	NONE	-	-	NONE
Meadow Road	5	0	A	5	0	A
North and Gilsum	16	1	A	16	1	A
Riverbend Apartments	4	0	A	4	0	A
Scattered Sites	8	1	A	8	1	A
Scattered Sites 2	3	0	A	3	0	A
Stone Arch Village Family	6	0	A	6	0	A
Stone Arch Village Senior	32	1	A	32	1	A
Report Totals:	230	1	A	230	1	A



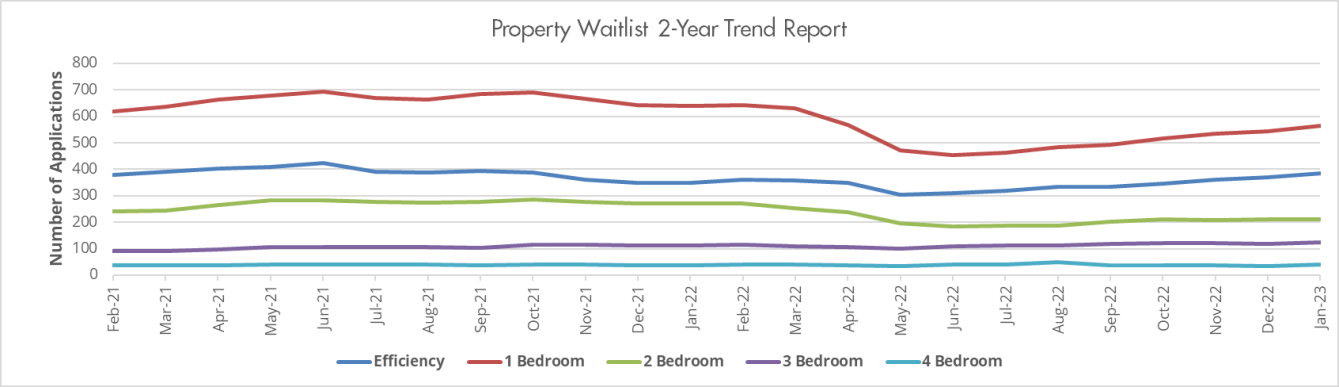
This report tracks the number of days it takes the Facilities and Assets team to complete non-emergency work orders. Our goal is to complete non-emergency work orders in 5 days or less.

Residential Property Emergency Work Order Completion Days
January 2023

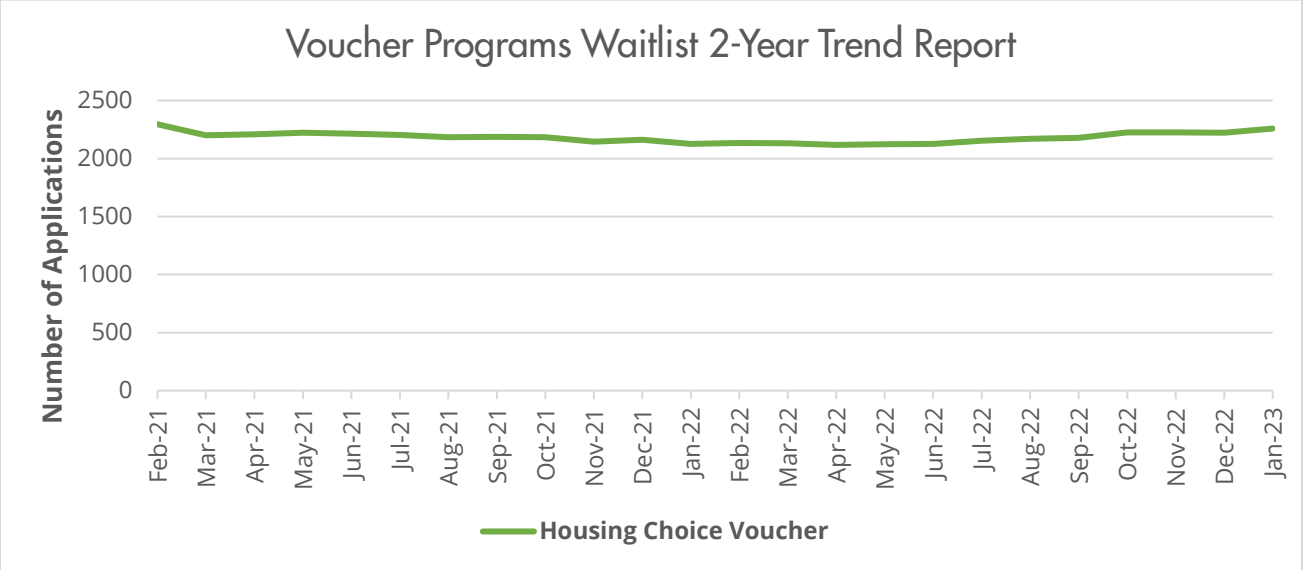
Community	Number of Work Orders	Average Days To Complete	Monthly Grade	YTD Number of Work Orders	YTD Average Days To Complete	YTD Grade
Ash Brook Apartments	-	-	NONE	-	-	NONE
Bennett Block	1	0	P	1	0	P
Brookbend East	-	-	NONE	-	-	NONE
Brookbend West	-	-	NONE	-	-	NONE
Central Square Terrace	8	0	P	8	0	P
Cottage Street	-	-	NONE	-	-	NONE
Emerald Street House	-	-	NONE	-	-	NONE
Evergreen Knoll LP	-	-	NONE	-	-	NONE
Forest View	-	-	NONE	-	-	NONE
Hampshire House	1	0	P	1	0	P
Harper Acres	4	0	P	4	0	P
Keene Housing Main Office	-	-	NONE	-	-	NONE
Meadow Road	3	0	P	3	0	P
North and Gilsum	-	-	NONE	-	-	NONE
Riverbend Apartments	-	-	NONE	-	-	NONE
Scattered Sites	2	0	P	2	0	P
Scattered Sites 2	1	0	P	1	0	P
Stone Arch Village Family	2	0	P	2	0	P
Stone Arch Village Senior	3	0	P	3	0	P
Report Totals:	25	0	P	25	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
January 2023



*Waitlist purge completed in June 2022



Housing and Services FY 2023 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	$466,394	$350,639	75%	630	$557	106%	592	$385	$115,755
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$466,394	$350,639	75%	630	$557	106%	592	$385	$115,755

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	$466,394	$334,904	72%	502	$667	85%	592	$385	$131,490
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$466,394	$334,904	72%	502	$667	85%	592	$385	$131,490

Affordable Housing Preservation Program (AHPP)

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$16,880	$17,140	102%	18	$952	100%	18	$0	($260)
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$16,880	$17,140	102%	18	$952	100%	18	$0	($260)

Non-Elderly Disabled (NED)

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$61,212	$59,910	98%	84	$713	84%	100	$0	$1,302
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$61,212	$59,910	98%	84	$713	84%	100	$0	$1,302

Mainstream (MS)

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$47,036	$49,769	106%	77	$646	77%	100		($2,733)
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$47,036	$49,769	106%	77	$646	77%	100	$0	($2,733)

Pathways

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$1,133	$1,133	0%	2	$567	67%	3	$0	$0
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$1,133	$1,133	0%	2	$567	67%	3	$0	0%

Foster Youth to Independence

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$1,659	$4,476	98%	5	$895	167%	3	$0	$89
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$1,659	$4,476	98%	5	$895	167%	3	$0	$89

FY23 utilization targets are 98% in NEDs, 98% in AHPP, 93% in MTW without THASP, 103% with THASP, and MS 80%.

2022 Summary			
Program	UMA	UML	% UML
MTW	6472	6759	104%
NED	1100	1003	91%
AHPP	198	192	97%
Mainst	1100	794	72%

Keene Housing

FINANCE REPORT
JANUARY 2023

Keene Housing	KEENE HOUSING Consolidated			
	BALANCE SHEET - summary			
	Ending balance as of December 31, 2022	Ending balance as of December 31, 2021	$ Variance Incr / (Decr)	% Variance
ASSETS				
Total Current Assets	26,242,738	25,666,561	576,177	2%
Total Fixed Assets	57,896,569	57,446,472	450,097	1%
Total Other Assets	1,573,576	1,591,583	(18,007)	-1%
Total Assets	**$85,712,883**	**$84,704,617**	**$1,008,267**	**1%**
LIABILITIES and EQUITY				
Total Current Liabilities	1,304,080	1,459,292	(155,212)	-12%
Total Long Term Liabilities	32,318,052	32,722,011	(403,959)	-1%
Total Liabilities	**$33,622,132**	**$34,181,302**	**($559,171)**	**-2%**
Total Equity	**$52,090,752**	**$50,523,314**	**$1,567,437**	**3%**
Total Liabilities & Equity	**$85,712,883**	**$84,704,617**	**$1,008,267**	**1%**

KEENE HOUSING AND COMPONENT UNIT ENTITIES			
Debt Current Ratio	15.72%	12.54%	

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 December 31, 2022	YTD Activity as of December 31, 2022	$ Variance (under)/over	% Variance
Total Operating Revenue	19,010,511	18,589,511	421,000	2%
Total Operating Expenses	14,524,751	15,754,321	(1,229,570)	-8%
NET OPERATING INCOME	**$4,485,760**	**$2,835,190**	**1,650,570**	**37%**

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

Non-Operating Expense	Actual	Budget	Variance	
Total Depreciation Expense	$2,523,602	$2,145,749	$377,853	15%

Keene Housing

KEENE HOUSING

INCOME STATEMENT CONSOLIDATED SUMMARY

	Actual	Budget	Variance	
	YTD Activity as of December 31, 2022	YTD Activity as of December 31, 2022	$ Variance (under) / over	% Variance
REVENUE				
Rents/HAP/Subsidy Income	15,605,028	16,115,056	(510,028)	-3%
Vacancy Loss	(81,955)	(105,654)	23,699	-29%
Admin Fee Income	1,112,917	1,111,836	1,081	0%
Managmeent Fees	651,982	674,640	(22,658)	-3%
Interest Income	112,895	42,330	70,566	63%
Partnership/Incentive Fees	437,087	385,000	52,087	12%
Other Income	1,117,942	314,674	803,268	72%
Misc Tenant Income	54,615	51,629	2,986	5%
Total Revenue	$ 19,010,511	$ 18,589,511	$ 421,000	2%
EXPENSES				
Administrative	917,928	1,119,189	(201,260)	-22%
Operational	573,488	523,687	49,801	9%
Payroll	3,118,313	3,274,568	(156,255)	-5%
Utilities	1,130,025	1,063,159	66,866	6%
Maintenance	1,410,109	1,218,751	191,358	14%
Taxes & Insurance	1,045,399	1,094,973	(49,574)	-5%
Interest	718,146	721,362	(3,216)	0%
Amortization of Finance Costs	11,103	6,497	4,606	41%
Tenant Programs	205,062	324,963	(119,901)	-58%
HAP	5,395,177	6,407,172	(1,011,995)	-19%
Total Operating Expenses	$ 14,524,751	$ 15,754,321	$ (1,229,570)	-8%
NET OPERATING INCOME	**$ 4,485,760**	**$ 2,835,190**	**$ 1,650,570**	**37%**

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 $4.5m, over budget by $1.7m.

OPERATING REVENUES are $19.0m a net increase of $.4m as compared to the budget of $18.6m.

OPERATING EXPENSES are $14.5m a decrease of $1.2m as compared to the budget of $15.8m.

REVENUE	VARIANCES for Revenue categories (Less)/Higher than Budget	
Rent/HAP/Subsidy Income	(871,126)	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	361,098	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 $1.7m.
Vacancy Loss	23,699	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	1,081	HUD Admin Fee are over budget. The Section 8 admin fees are under budget by $39k, actuals are based on the actual admin expensed. MS in over budget by $34k and we received the additional admin award of $50k that HUD had approved. Special Purpose Voucher admin fee are on over budget by $6k.
Interest Income	70,566	
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	(22,658)	Slightly under budget.
Other Income	803,268	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	2,986	on budget.
Total Operating Revenue	421,000	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	(151,459)	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 fully engaged at this time.
Payroll/Benefits	(156,255)	Benefit Expenses are under budget by $141k. This variance is expected to remain for the year and possibly continue to increase slightly. Salaries are under budget by $20k, we have had no vacant positions during 2022.
Utilities	66,866	Fuel Expense is over budget by $22k. Water & Sewer is over budget by $20k. Electric is over budget by $19k. Timing.
Maintenance	191,358	Most of the maintenance line items are over budget by $233k due to the rising cost of materials and repairs. There are a few maintenance line Items under budget by $47k.
Taxes & Insurance	(49,574)	Property Tax is under budget by $115k. 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. Insurance is over budget by $60k due to mid-year renewal increase.
Interest/Partnership Taxes/Amortiz	1,390	Timing.
Tenant Programs	(119,901)	Tenant programs are under budget by $47k, related to lack of activities: resident BBQ, RSR grants to residents. The internet assistance program is under utilized at this time and under budget by $72k.
HAP	(1,011,995)	HAP disbursements are under budget in MTW by $992k and MS by $57k. NEDs expenses are on budget.
Total Operating Expenses	(1,229,570)	Lower than Budget
Net Variance for Net Income	**$1,650,570**	**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)	80,910	322,030	(315,401) Lower Revenue	(74,281) Lower Expenses	
Monadnock Affordable (MAHC)	429,163	(34,977)	392,928 Higher Revenue	(71,213) Lower Expenses	
Keene Affordable (KAHP)	1,206,562	562,599	646,120 Higher Revenue	2,157 Higher Expenses	
Meadow Road	57,124	26,717	(6,791) Lower Revenue	(37,198) Lower Expenses	
Ash Brook Apartment	28,870	90,731	(26,591) Lower Revenue	35,269 Higher Expenses	
Emerald Street	13,755	5,173	21,892 Higher Revenue	13,310 Higher Expenses	
Hampshire House	37,447	21,720	3,210 Higher Revenue	(4,171) Lower Expenses	
Section 8 Voucher Program (MTW)	1,604,022	693,488	(81,445) Lower Revenue	(991,979) Lower Expenses	
Mainstream Voucher Program	(82,865)	(47,688)	(192,952) Lower Revenue	(157,775) Lower Expenses	
Special Purpose Vouchers (NEDs, AHPP,FYI	(33,809)	(40,975)	6,322 Higher Revenue	(844) Lower Expenses	
Riverbend (and LIHTC)	95,461	132,565	(30,992) Lower Revenue	6,112 Higher Expenses	
TOTALS	$3,436,639	$1,731,383	$416,298 Higher Revenue	($1,280,612) Lower Expenses	
PARTNERSHIPS AND MANAGED ENTITIES					
Low Income Tax Credits Properties (LIHTC)					
Evergreen Knoll	60,218	129,485	(30,704) Lower Revenue	38,563 Higher Expenses	
Brookbend West	289,026	218,164	70,465 Higher Revenue	(397) Lower Expenses	
Stone Arch Family	72,053	96,651	(39,207) Lower Revenue	(14,610) Lower Expenses	
Stone Arch Senior	42,176	78,193	(31,943) Lower Revenue	4,074 Higher Expenses	
LIHTC with 10/31 year ends					
Brookbend East	370,235	323,668	6,250 Higher Revenue	(40,317) Lower Expenses .	
Central Square (multifamily)	209,062	240,851	34,078 Higher Revenue	65,867 Higher Expenses	
Non-Owned/Managed Properties					
Cottage Street	6,351	16,795	(4,237) Lower Revenue	6,207 Higher Expenses	
TOTALS	1,049,121	$1,103,807	$4,701 Higher Revenue	$59,388 Lower Expenses	

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

Capital Purchases/Renovations details 2022

12/31/2022

Description	Location	energy related	APPROVED BUDGET 2022	APPROVED REVISION 2021	Total Spent	FUNDING STATUS:
KAHP-Harper Acres	Unplanned Life/Safety or RA (ramps)		$20,000		$5,050	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		$45,202	MTW funding
KAHP-Harper Acres	Brick work and wood trim work (Mill Building)		$112,109		$149,175	MTW funding
KAHP-105 Castle St	Warrenstreet Arch Fees, pre-construction		$25,000		$0	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		$5,063	MTW funding
KAHP-Bennett	Flooring/Furniture for Community Room/offices (and unfinished contract)		$40,000	$18,100	$89,638	MTW funding
Scattered Sites	Rehabilation Damon, Water, Roxbury Court (Outside and Heat Pumps) w/eng fees20-01	yes	$350,000		$666,877	MTW funding, Rebates
Scattered Sites	Exterior Door - Farmstead commons		$3,389		$0	MTW funding
Scattered Sites 2	Misc renovations		$50,000		$28,632	MTW funding
Scattered Sites 2	Eng fees for Marlboro St site work 22-028		$0		$28,984	MTW funding
KAHP-17-19 Roxbury Ct	Kitchen upgrade 1 Apt (Cabinets, Appliance on turn, flooring.)		$17,150		$17,148	MTW funding
KAHP-17-19 Roxbury Ct	Porch ceiling		$0		$7,679	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		$175,918	MTW funding
Ash Brook Apt	Security Camera		$7,000		deferred	
Ash Brook Apt	Asphalt/railing			$20,500	$21,173	MTW funding
Emerald St	fencing around parking/yard		$0		$10,510	Reserves
SAV Family	Shutter Replacement		$15,000		$20,243	Reserves
SAV Family	Roof replacement with Fees $8k		$200,000		$162,455	MAHC loan $170k
SAV Family	fencing in front of units		$6,000		$0	Cash
SAV Family	Security Cameras			$13,476	$1,528	Cash
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		$143,665	Reserves $100k /MAHC loan $50k
SAV Senior	Security Cameras			$12,054	$2,850	Cash
Locals	Vehicles (2) w/trade of Escape		$62,000		$69,666	Cash
Locals	Snowplow replacment		$0		$4,845	Cash
Locals	Bobcat / Spreader for sidewalks		$0		$92,399	Cash
Locals	Security Camera		$8,000		$0	Cash
Locals	Public Art		$10,000		$10,000	Cash
Locals	Datto IT equipment		$0		$5,443	Cash
MAHC-SAV office	Roof Replacement with Fees $5k		$100,000		$54,911	Cash
MAHC-SAV office	Door-outside employee entrance		$9,000		$8,784	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	Cash
Evergreen Knoll	Roof replacement with Fees $6k		$200,000		$254,759	Reserves $150k /MAHC loan $105k
Evergreen Knoll	Hydrant		$0		$9,100	Cash
Evergreen Knoll	Pump replacment (emergency)		$0		$5,802	Cash
Brookbend East	Landscaping (rock removal)		$5,000		$0	Reserves
Brookbend West	Landscaping (rock removal)		$5,000		$0	Reserves
CST	Security Camera expansion		$25,000	$25,000	$22,495	Reserves
CST	Door replacment (automatic)		$0	$0	$7,330	Cash
CST	Roof Replacment/Repair		$0	$0	$4,995	Cash
	TOTAL costs		$2,992,100	$283,029	$2,590,963	
Funding Sources:				REVISION		
MTW Funding carry over from 2021			$900,000			
MTW Funding expected in 2022			$479,274	$337,907	$1,668,081	confirmed
KH and MAHC Cash on hand			$350,826		$0	Cash for non-eligible MTW
MAHC financing for Roof replacement SAVF,SAVS,EK			$0		$325,000	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		$55,465	Received
Replacement Reserves (BBE/BBW, CST, AB, SAVS, EK, EH)			$462,000		$316,205	confirmed
Operating Cash					$277,653	confirmed
	Available funds unspent/(funds needed)		$0	$54,878	$0	

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
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)		
Lawn Care	AGM Landscaping	04/01/23-11/30/23	11/30/2023	remaining renewal options: 2 (2024,2026)	FV, NG, DC, Rox Ct, Elm, Pine, Bassett, HH, RB, EK, SAV	$105,525
Lawn Care	Arlen Landscaping	04/01/23-11/30/23	11/30/2023	remaining renewal options: 2 (2024,2026)	West, Water, Winchester, Dover, Marlboro, School, Mckinley, ES, Cottage	$23,100
	Homegrown Lawn Garden & Landscaping	04/01/23-11/30/23	11/30/2023	remaining renewal options: 2 (2024,2026)	HA, AB, MR, BBE, BBW	$63,960
Environmental Services	LE-Environmental	01/01/22 - 12/31/23	12/31/2023	remaining renewal options: 1 (2023-2025)	<$50,000.00	
Technical Assistance	Edgemere Consulting	02/01/19 - 1/31/22	1/31/2024	remaining renewal options: 0	<$50,000.00	
Graphic Design	Silver Direct	02/01/19 - 1/31/24	1/31/2024	remaining renewal options: 0	< $15,000.00	
Snow Removal	AGM Landscaping	10/01/22- 05/01/24	5/1/2024	remaining renewal options: 3 (2024, 2025, 2026)	BBE, BBW, AB & MR	$59,750
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	$18,500
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
Capital Needs Assessment	GDS Associates	12/18/19- 12/17/22	12/17/2024	remaining renewal options: 1 (2024)		

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
Energy Consulting Services	Nova Consulting Group	2/20/20 - 2/20/21	2/20/2025	remaining renewal options: 1 (2023,2025)	<$50,000.00	
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
Legal - RE Law & Federal Reg	Ballard Spahr	11/01/22-11/30/25	10/31/2025	remaining renewal options: 2 (2026, 2027)	as needed	
Printing/Binding	Silver Direct	11/1/22-/31/25	10/31/2025	remaining renewal options: 2 (2026, 2027)	as needed	
Legal - RE & Landlord/Tenant Law	Bragdon, Dowd & Kossayda	11/01/22 - 10/31/25	10/31/2025	remaining renewal options: 2 (2026, 2027)	as needed	
Legal - RE Law & Federal Reg	Reno Cavanaugh	11/01/22 - 10/31/25	10/31/2025	remaining renewal options: 2 (2026, 2027)	as needed	
Legal - RE Law & Federal Reg	Sheehan Phinney Bass & Green	11/01/22 - 10/31/25	10/31/2025	remaining renewal options: 2 (2026, 2027)	as needed	
Legal - Labor & Employment Law	Sheehan Phinney Bass & Green	11/01/22 - 10/31/25	10/31/2025	remaining renewal options: 2 (2026, 2027)	as needed	
Legal - RE Law & Federal Reg	Hawkins Delafield & Wood	11/01/22 - 11/30/25	10/31/2025	remaining renewal options: 2 (2026, 2027)	as needed	
Legal - RE Law & Federal Reg	PretiFlaherty	11/01/22-11/30/25	10/31/2025	remaining renewal options: 2 (2026, 2027)	as needed	
Interpert Support	DT Interperting	3/10/21-3/10/26	3/10/2026	remaining renewal options: 0		
IT Support	True North Networks	1/1/21-12/31/26	12/31/2026	remaining renewal options: 0		
Laundry Service	CSC Service Works	2/16/22-2/16/27	2/16/2027	remaining renewal options: 0		

The Wait Lists

A household with children may wait up to

2 years

for a 2-bedroom at Forest View Apartments

An elderly household may wait up to

8 years

for a 1-bedroom at Stone Arch Village Senior

1 in **5** households on the voucher wait list are elderly or disabled

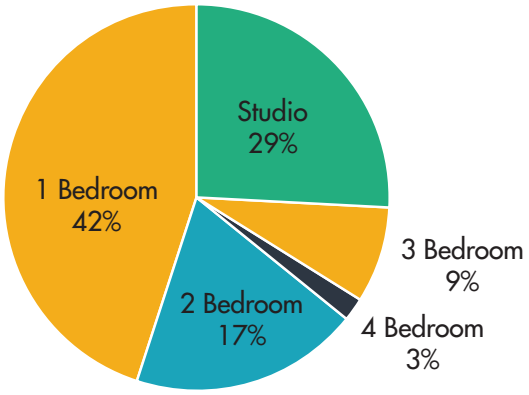
Current Wait Time for New Applicants (in years)

Family Housing		Elderly/Disabled Housing	
Studio	2.5	Studio	2.5
1-Bedroom	5	1-Bedroom	2.5
2-Bedroom	2-3	2-Bedroom	4
3+ Bedroom	1.5	Mainstream-5	3
MTW HCV	4		

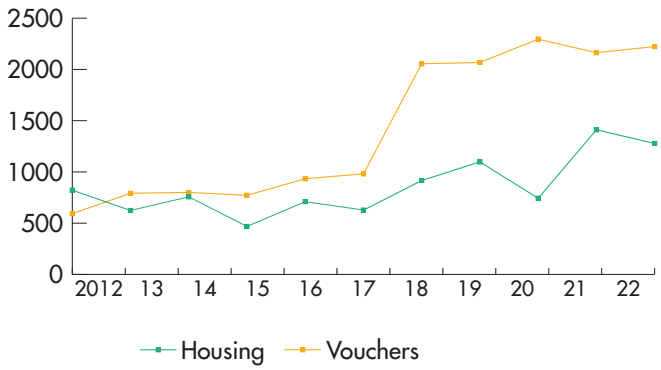
2,994

Households currently on the wait lists

Wait List Demand by Bedroom Size



Total Wait List Applicants by Program (Duplicated)



The decrease in the housing waiting lists is attributable to a waiting list purge in 2022. The MTW and Mainstream voucher waiting lists were combined in 2020.

FEBRUARY 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 CST Bingo	2 CST & Ash Brook Garden Meetings Bennett Block Craft Group	3	4
5	6 SAVS Bingo Harper Planning Meeting and Craft Group CST Cooking Group	7 CST Craft Group SAVS Garden Workshop	8 CST Bingo SAVS Planning Meeting and Craft Group	9	10	11
12	13 2/13- 2/17 Otis Atwell Audit Brookbend/Meadow Road Garden Workshop	14 CST Planning Meeting SAVS Garden Workshop	15 CST Bingo	16 Board of Commissioners Meeting Bennett Block Planning Meeting	17	18
19	20 Office Closed Presidents' Day SAVS Bingo	21 CST Origami Workshop SAVS Garden Workshop	22 CST Bingo Quarterly Staff Training	23	24	25
26	27 SAVS Bingo Brookbend/Meadow Road Garden Workshop	28 SAVS Garden Workshop				

Keene Housing

March 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 CST Bingo	2	3	4
5	6 SAVS Bingo	7	8 CST Bingo	9	10	11
12	13 SAVS Bingo	14	15 3/15 - 3/17 Otis Atwell Audit CST Bingo	16	17	18
19	20 SAVS Bingo	21	22 CST Bingo	23 Board of Commissioners Meeting	24	25
26	27 SAVS Bingo	28	29 CST Bingo	30	31	

Keene Housing