Keene Housing

Keene Housing
Board of Commissioners
Meeting March 30, 2023

Central Square Terrace Community Connections
Slow Cooker Workshop

Meeting Location:
Central Square Terrace
5 Central Square
Keene, NH 03431

Keene Housing

Board of Commissioners Meeting
Thursday, March 30, 2023
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Keene Housing

BOARD OF COMMISSIONERS
MEETING THURSDAY, MARCH 30, 2023
12:00 P.M.
CENTRAL SQUARE TERRACE
5 CENTRAL SQUARE, KEENE, NH

AGENDA

I. Call to Order

II. Roll Call

III. Approval of the February 16, 2023 Keene Housing Board Meeting Minutes

IV. Executive Director's Report

V. Management Report

VI. Finance Report

VII. Old Business

VIII. New Business

a. Approval of Executive Director Travel (Resolution No. 750)

b. Approval of Fiscal Year 2022 Moving to Work Annual Report (Resolution No. 751)

c. Community Connections Dashboard Report

IX. Public Comment

X. Non-Public Session
Convene to Non-Public Session to discuss:
The acquisition, sale, or lease of land pursuant to RSA 91-A:3, II (d).

XI. Adjournment

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

Vice Chairperson Elliott called the Keene Housing Board of Commissioners meeting to order at 12:01 p.m. Roll was taken and Vice Chairperson Elliott declared a quorum present.

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

Absent:
- Pam Slack, Commissioner

Also in attendance:
- Joshua Meehan, Secretary
- Linda Griffin, Director of Finance
- Sandy Clark, Director of Facilities and Assets
- Amy Wright, Director of Administration
- Denise Pratt, Director of Housing and Services
- Linda Mangones, Special Advisor for Planning and Development
- Leslie Horne, Property Manager
- Karen Graveline, Community Connections Manger

MINUTES:

Vice Chairperson Elliott called for approval of the January 19, 2023 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.

Vice Chairperson Elliott called for approval of the January 25, 2023 Special Board of Commissioners meeting minutes. Commissioner Bianco made a motion to approve the minutes. Commissioner Shaw seconded the motion, which upon being put to vote, the minutes passed unanimously.

EXECUTIVE DIRECTOR'S REPORT:

Secretary Meehan stated Keene Housing applied twice for a NH Low-Moderate Income Solar Grant and was denied because of the Public Utilities Commission's interpretation of a utility "customer" in statute. Secretary Meehan recently testified at a Senate Commerce Committee in support of changing the relevant statute to allow affordable housing providers who pay for their residents' electricity 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. This change potentially opens another funding source for future solar projects which could help Keene Housing reach its goal of carbon neutrality by 2035.

Keene Housing executed an Option to Purchase agreement with the Community College System of New Hampshire to purchase the Roosevelt School located at 438 Washington

Street in Keene. The purchase is contingent upon the approval of 2 variances and 1 special exception by the Keene Zoning Board of Adjustment (ZBA), environmental clearance, and approval from Keene's Planning Board. Secretary Meehan encouraged the Commissioners to attend the ZBA meeting at 6:30 p.m. on March 6th. Keene Housing is holding a meeting for neighbors of the Roosevelt School to learn more about KH's redevelopment plans. The abutter meeting is being held at 7:00 p.m. on March 2nd at the Stone Arch Village Community Room.

Secretary Meehan received confirmation that $400,000 Community Development Block Grant (CDBG) gap funding was approved for the 105 Castle Street rehabilitation project.

Secretary Meehan invited Ms. Clark to give an update on Keene Housing's capital projects. Ms. Clark stated construction of 105 Castle Street is on time and below budget. Projects planned for 2023 include stairlifts and roll-in showers at Harper Acres, window cleaning at Stone Arch Village Senior, improvements to the acoustics in the Stone Arch Village Senior Community Room, exterior repair and paint at Pine Street, site work at 657 Marlborough Street, and the continuation of security camera installations.

MANAGEMENT REPORT:

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

FINANCE REPORT:

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

NEW BUSINESS:

Resolution No. 749 – Approval of Contract for Capital Improvements at 657 Marlborough Street

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 pursuant to the February 8, 2023 memorandum from Sandy Clark, Director of Facilities and Assets to Joshua R. Meehan, Executive Director. Commissioner Bianco moved the motion to approve the resolution. Vice Chairperson Elliott seconded the motion, which upon being put to vote, was passed unanimously.

Informational Memo: Safety/Risk Management Report

Ms. Wright reviewed the Safety/Risk Management Report as outlined in the Informational Memo dated January 27, 2023.

OLD BUSINESS:

No topics were presented.

PUBLIC COMMENT:

No members of the public were present.

NON-PUBLIC SESSION:

Chairperson Coates 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 12:48 p.m. on Thursday, February 16, 2023, to convene a Non-Public Session.

Commissioner Bianco made a motion to reconvene Public Session. Vice Chairperson Elliott 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, February 16, 2023, at 1:17 p.m. Chairperson Coates stated the Board of Commissioners voted during non-public session to seal the minutes of that session.

Vice Chairperson Elliott 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 1:18 p.m.

Joshua Meehan, Secretary of Keene Housing Board of Commissioners

2/24/23
Date

Keene Housing

Resolution No. 750

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item:

   Approval of Executive Director Travel

2. Date of Board Meeting: March 30, 2023

3. Proposed Board Resolution:
   That the Keene Housing Board of Commissioners authorizes Executive Director Meehan to travel to Denver, CO for the Public Housing Authorities Directors Association (PHADA) 2023 Annual Convention & Exhibition, which runs from May 21, 2023 – May 24, 2023, pursuant to the memorandum dated February 24, 2023 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: 2/24/23

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: 2/27/23

Keene Housing

MEMORANDUM

To: Joshua Meehan, Executive Director
From: Amy Wright, Director of Administration
Subject: Executive Director Travel
Date: February 24, 2023

This memorandum recommends that the Keene Housing Board of Commissioners authorizes Executive Director Meehan to travel to Denver, CO for the Public Housing Authorities Directors Association (PHADA) 2023 Annual Convention & Exhibition, which runs from May 21, 2023 – May 24, 2023.

The convention provides Executive Director Meehan the opportunity to learn the latest on implementation of the Build America, Buy America (BABA) rule, revised Violence Against Women Act (VAWA) procedures, the proposed Fiscal Year 2024 budget and related issues such as the congressional debt ceiling debate.

Although no arrangements have been made, pending Board approval, the total cost for travel and accommodations is not expected to exceed $3,000.

RECOMMENDATION

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

> **Resolution:** That the Keene Housing Board of Commissioners authorizes Executive Director Meehan to travel to Denver, CO for the Public Housing Authorities Directors Association (PHADA) 2023 Annual Convention & Exhibition, which runs from May 21, 2023 – May 24, 2023, pursuant to the memorandum dated February 24, 2023 from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director.

Keene Housing

Resolution No. 751

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

   Approval of the 2022 Moving to Work Annual Report

2. Date of Board Meeting: March 30, 2023

3. Proposed Board Resolution:

   That the Keene Housing Board of Commissioners approves adoption of the FY 2022 Moving to Work Annual Report; authorizes any technical corrections and changes to the document; and authorizes the submission of the final report to HUD pursuant to the March 17, 2023 memorandum from Denise Pratt, Director of Housing and Services 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 Denise Pratt Date: 3-17-23

6. Statement of availability of funds by Finance Manager

   Funds Budgeted and Available Yes ☐ No ☐ Source _____

   Account #_____

   Finance Manager Approval Signature _____ Date: _____

7. Executive Director Approval Signature _____ Date: 3/27/23

Keene Housing

MEMORANDUM

To: Joshua R. Meehan, Executive Director
From: Denise Pratt, Director of Housing and Services
Subject: Approval of the FY 2022 Moving to Work Annual Report
Date: March 13, 2023

This memorandum recommends that the Board of Commissioners approves the FY 2022 Moving to Work Annual Report.

The purpose of the Annual Report is to demonstrate that KH is meeting its statutory and contractual obligations as specified in the Amended and Restated Moving to Work (MTW) Agreement with the U.S. Department of Housing and Urban Development (HUD). KH accomplishes this by reporting the outcomes of each activity that KH has undertaken using the statutory waiver authority the Agreement grants us. HUD outlines the required components of the Report in Attachment B of our MTW Agreement.

While we have many small and large MTW initiatives ongoing at any time, the following are initial outcomes of the initiatives that were introduced in 2022:

The Broadband Utility Allowance activity provides an allowance to offset the cost of high-speed internet service. Keene Housing spent $7,600 to help 30 work-able households afford high-speed internet in 2022. The average income of the households served was $30,855, and 70% of them were employed full-time. The number of households participating in the program was considerably less than expected. Currently only Resident Self Reliance participants are eligible for the broadband utility allowance. Since the allowance is underutilized, and well below budget, staff is considering expanding the allowance to all MTW assisted households in FY2024.

The Owner Recruitment and Retention Program helped make 35 additional units of housing available to voucher holders. Through the activity, KH provides a “signing bonus” to owners who rent their units to voucher holders; $1000 to owners renting to a voucher holder for the first time and $500 to returning owners. KH recruited 9 new landlords in 2022 and spent a total of $23,000. KH was asked to join a New Hampshire Housing Finance committee examining the effectiveness, and potential scalability of owner incentives like the Owner Recruitment and Retention Program statewide.

Cheshire County Drug Court (CCDC) Pathway Home program is a partnership between KH and the Cheshire County Drug Court to provide housing subsidy to households participating in the CCDC alternative sentencing program. Two households referred by the CCDC were leased up in 2022. We’d hoped for additional participants in the program’s first year, but CCDC is being appropriately careful to only refer participants that they believe are ready to live in an unsupervised setting. County staff has reached out about the possibility

of expanding the program to individuals participating in other supervised programs. That conversation is expected to begin this spring.

RECOMMENDATION

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

> **Resolution:** Pursuant to the March 13, 2023 memorandum from the Director of Housing and Services, Denise Pratt to Executive Director Joshua R. Meehan, the Keene Housing Board of Commissioners approve adoption of the FY 2022 Moving to Work Annual Report; authorize any technical corrections to the document; and authorize the submission of the final Report to HUD.

Community Connections Dashboard Report

September 1, 2022 ~ February 28, 2023

Homes For School

Since receiving the approval from HUD in January, we received referrals for and met with seven families at Franklin or Symonds school. As of March 1, 2023, two families have been approved for the program. One of these families has found housing, the other one is currently looking at apartments. One family we found had been homeless at the beginning of the school year and later discovered the family has a lease had not updated the school to say they are no longer homeless. Two families have also come up to the top of KH property waitlist. One is moving to Evergreen Knoll and the other is being looked at for Stone Arch Family. They will not remain in the Homes For School program. Two more families are pending paperwork for eligibility.

Community Connections

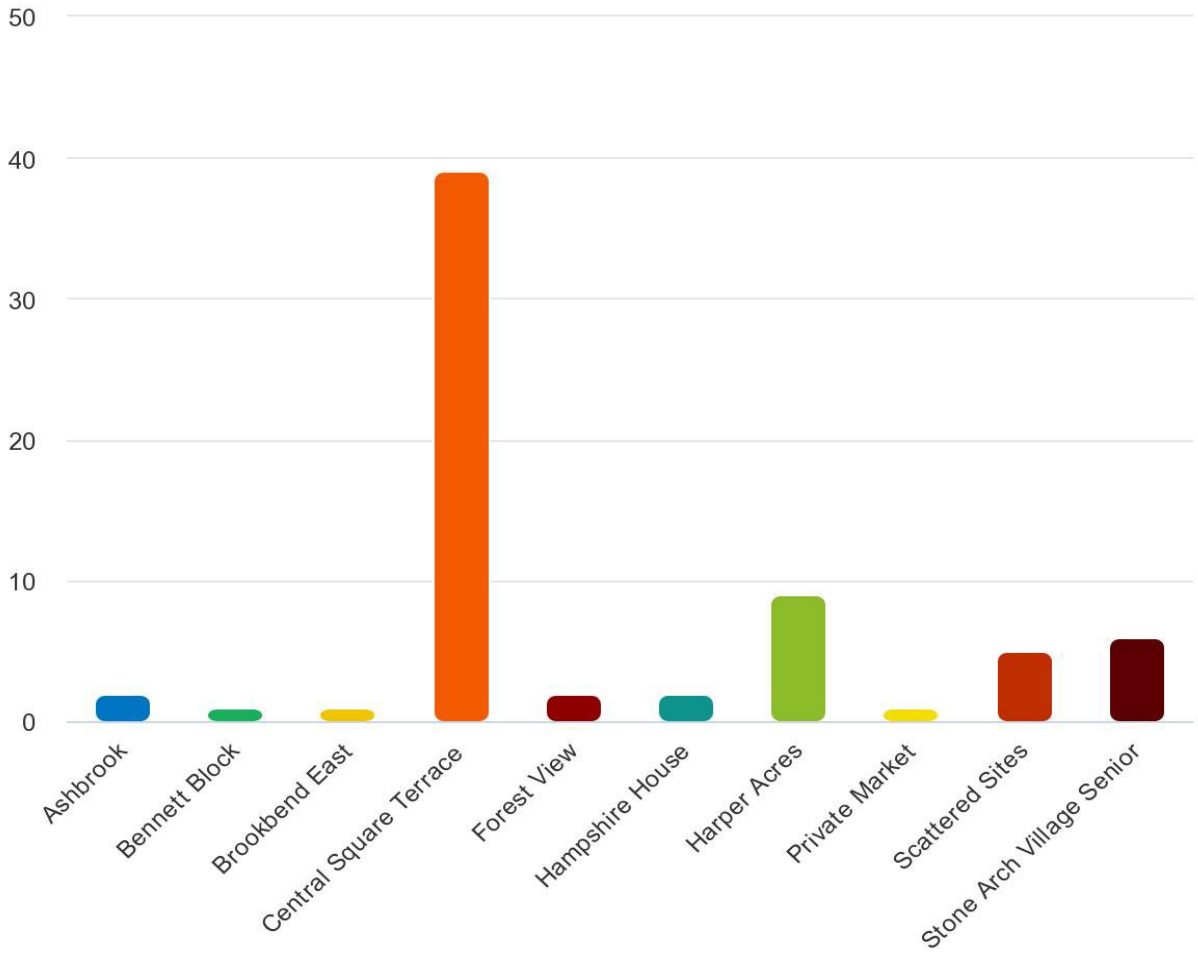
In October 2022, in partnership with Genoa Pharmacy, we held vaccine clinics at CST, Harper Acres and Stone Arch Village Senior. The clinics were available to any KH resident. Eighty-seven residents received either the influenza vaccine, newest Covid-19 booster, or both.

In an effort for more educational activities and increased partnerships with outside agencies, Central Square Terrace residents participated in a four-part workshop series focused on Brain Health. The series was a pilot taught by UNH Cooperative Extension and was well received by the attendees. Through Dartmouth Hitchcock Aging Resource Center's live stream workshops, Harper Acres residents attended a Fraud Prevention Workshop and Stone Arch Senior residents attended a falls prevention workshop called Ready, Steady, Balance. The Aging Resource Center also offers some fun educational craft classes and Central Square Terrace residents have been learning Origami through a virtual workshop.

Stone Arch Senior has seen an uptick in attendance to craft-type groups. They have also brought back Bingo on Monday afternoons. With a number of new residents who have moved in, the group has more attendees than in the past.
Central Square Terrace residents regularly attend Bingo and craft-type groups.

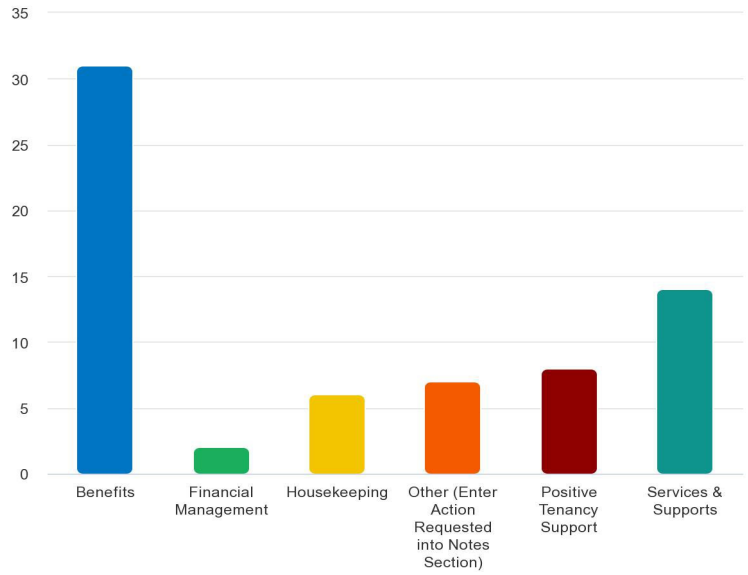
Harper Acres residents have not been attending many groups, when they do it's a handful of residents.
Bennett Block office hours and groups are slowly gaining some attendance. There are three residents who are consistently around during office hours and attending groups. They spend time in the community room on a regular basis working on puzzles, crafts or watching tv.
Residents at Central Square Terrace and at Bennett Block are working on large adult coloring pages that will be used as art in the community rooms.

Households Served by Property



Report shows usual trends in numbers. Central Square Terrace has the highest number of households served. There has been an uptick in households served from the Scattered Sites, which includes the "CHT" properties.

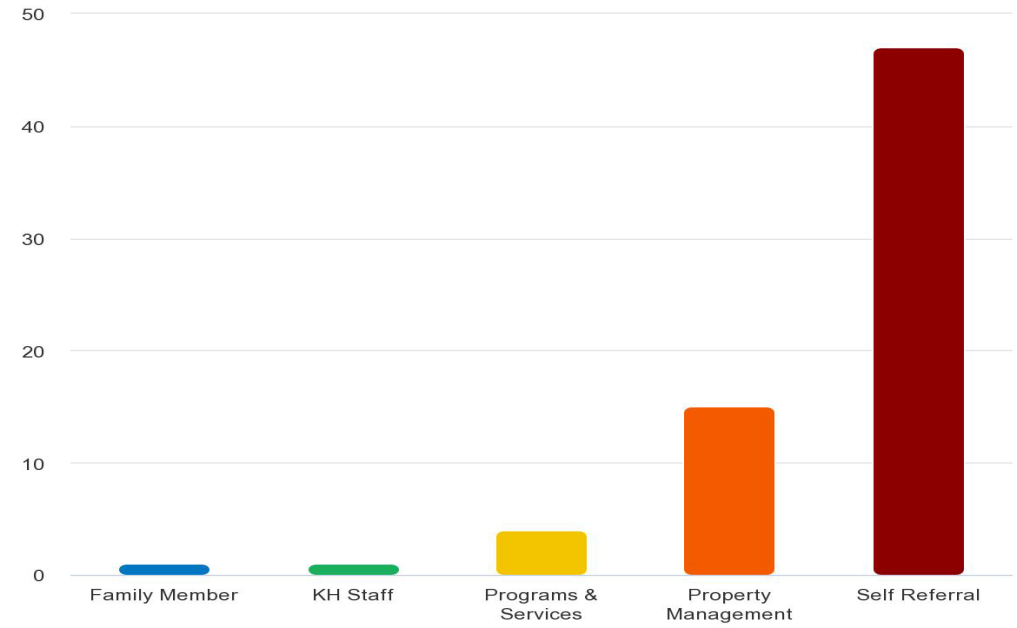
Number of Referrals by Referral Type



Includes all referrals for elderly/disabled for properties and private market. Referrals include, but are not limited to, help with benefits, connection to community agencies for additional supports, and housing search assistance to voucher holders.

Report shows usual trends. The highest number of referrals are for benefits assistance followed by community resources or supports.

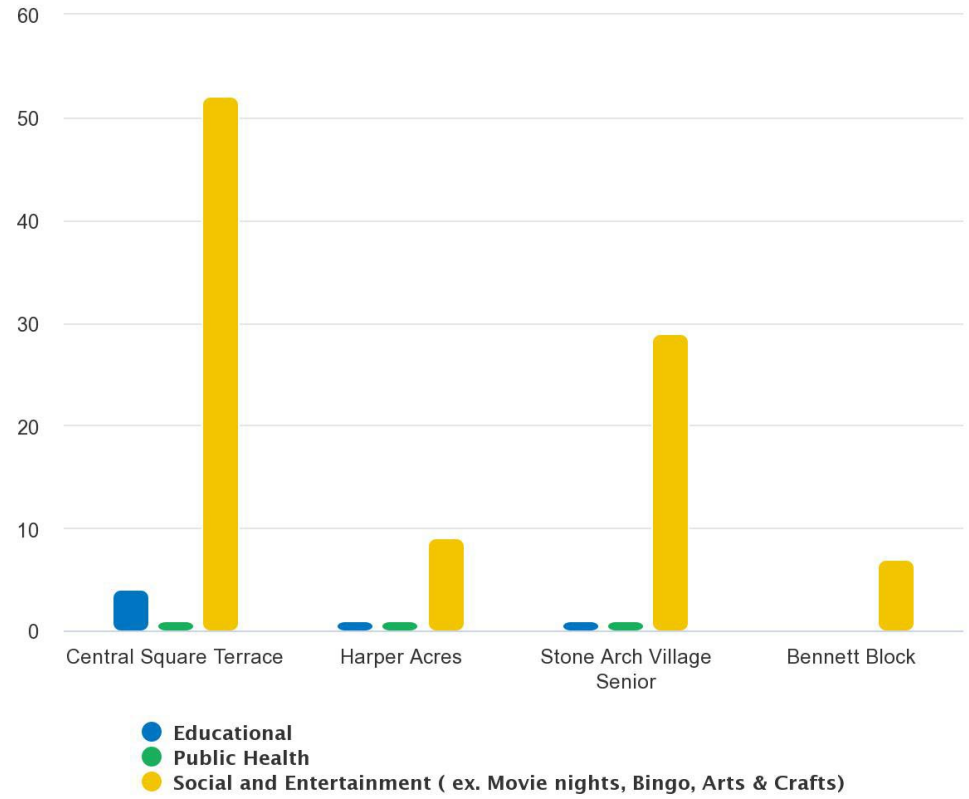
Referrals by Source



Includes all referrals from agencies, family, Keene Housing staff and self-referrals.

Report shows usual trends. Most referrals are self-referrals. Referrals from Property Mangers has been increasing, likely due to the weekly meeting with Resident Service Coordinators and Property Managers.

Types and Numbers of Events by Property



Report shows usual trends. Monthly group planning meetings are held with residents at Central Square Terrace, Stone Arch Senior, Harper Acres and Bennett Block and most often they wish to plan the social groups such as Bingo, crafts, etc.

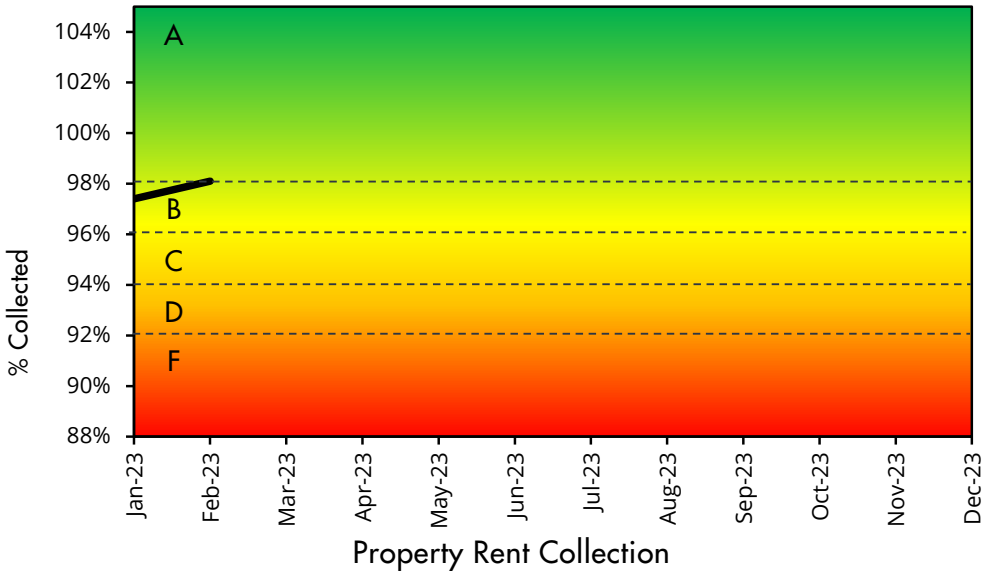
Keene Housing

MANAGEMENT REPORT
FEBRUARY 2023

Residential Property Rent Collection Report
February 2023

Community	Month Billed	Month Collected	% Collected	Monthly Grade	YTD Billed	YTD Collected	% YTD Collected	YTD Grade
Ash Brook Apartments	$10,784	$10,784	100.0%	**A**	$20,193	$20,145	99.8%	**A**
Bennett Block	$6,856	$6,662	97.2%	**B**	$13,712	$12,319	89.8%	**F**
Brookbend East	$22,469	$22,417	99.8%	**A**	$43,796	$43,085	98.4%	**A**
Brookbend West	$17,539	$16,563	94.4%	**C**	$35,149	$34,670	98.6%	**A**
Central Square Terrace	$35,092	$34,875	99.4%	**A**	$66,840	$66,659	99.7%	**A**
Cottage Street	$336	$336	100.0%	**A**	$401	$401	100.0%	**A**
Evergreen Knoll LP	$16,591	$16,738	100.9%	**A**	$33,153	$33,163	100.0%	**A**
Forest View	$27,355	$23,351	85.4%	**C**	$53,858	$47,939	89.0%	**F**
Hampshire House	$5,682	$5,453	96.0%	**C**	$11,303	$10,928	96.7%	**B**
Harper Acres	$48,414	$48,863	100.9%	**A**	$96,642	$96,445	99.8%	**A**
Meadow Road Apartments	$7,573	$7,573	100.0%	**A**	$15,146	$15,150	100.0%	**A**
North and Gilsum	$21,610	$20,938	96.9%	**B**	$42,561	$40,949	96.2%	**B**
Riverbend Apartments	$13,476	$14,307	106.2%	**A**	$26,904	$27,084	100.7%	**A**
Scattered Sites	$11,248	$11,863	105.5%	**A**	$22,096	$22,890	103.6%	**A**
Scattered Sites 2	$17,373	$16,377	94.3%	**F**	$34,679	$33,480	96.5%	**B**
Stone Arch Village Family	$13,690	$13,464	98.3%	**A**	$27,225	$26,095	95.8%	**C**
Stone Arch Village Senior	$14,517	$14,529	100.1%	**A**	$29,058	$29,070	100.0%	**A**
Totals	$290,605	$285,093	98.1%	A	$572,716	$560,472	97.9%	B

Active Households Only

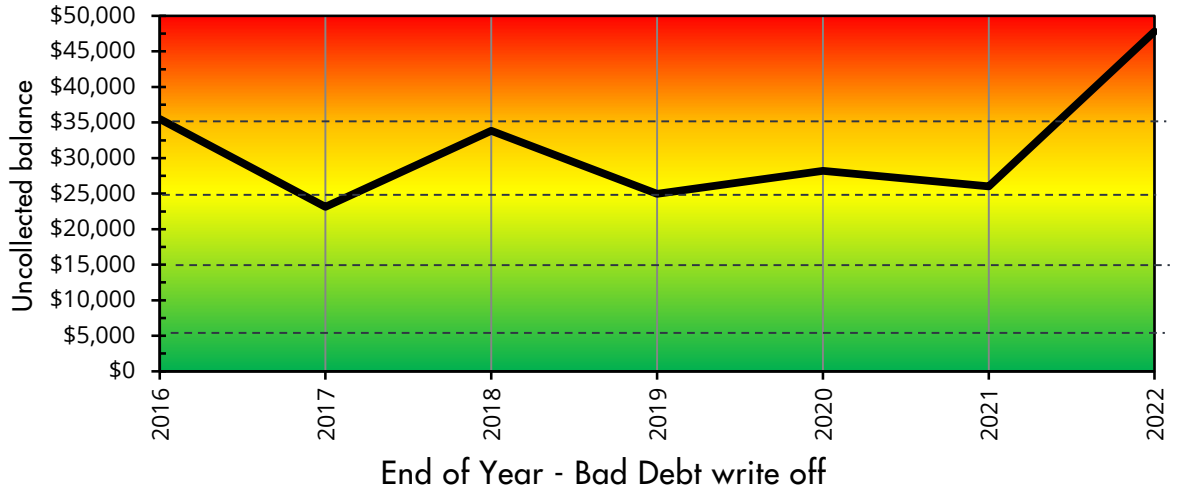


This report compares current tenant's rent billed to rent collected. The percent collected can exceed 100% when back rent is collected. Our goal is to collect at least 98% of rent billed.

Residential Property Uncollected Accounts - Inactive Tenants - Report
February 2023

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	1	$992	$1,047	$1,062	$710	$0	$3,811
Brookbend West	2	$0	$0	$0	$0	$237	$237
Central Square Terrace	1	$480	$35	$20	$50	$22	$607
Cottage Street	1	$0	$555	$0	$0	$0	$555
Emerald Street	0	$0	$0	$0	$0	$0	$0
Evergreen Knoll LP	1	$15	$15	$204	$30	$11	$275
Forest View	3	$0	$0	($23)	$0	$276	$253
Hampshire House	0	$0	$0	$0	$0	$0	$0
Harper Acres	2	$0	($203)	$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	$0	$2,000	$568	$1,789	$4,357
Stone Arch Village Family	2	($57)	$0	$0	$0	$0	($57)
Stone Arch Village Senior	0	$0	$0	$0	$0	$0	$0
Totals	15	$1,430	$1,449	$3,263	$1,358	$1,750	$9,251

Inactive Households Only

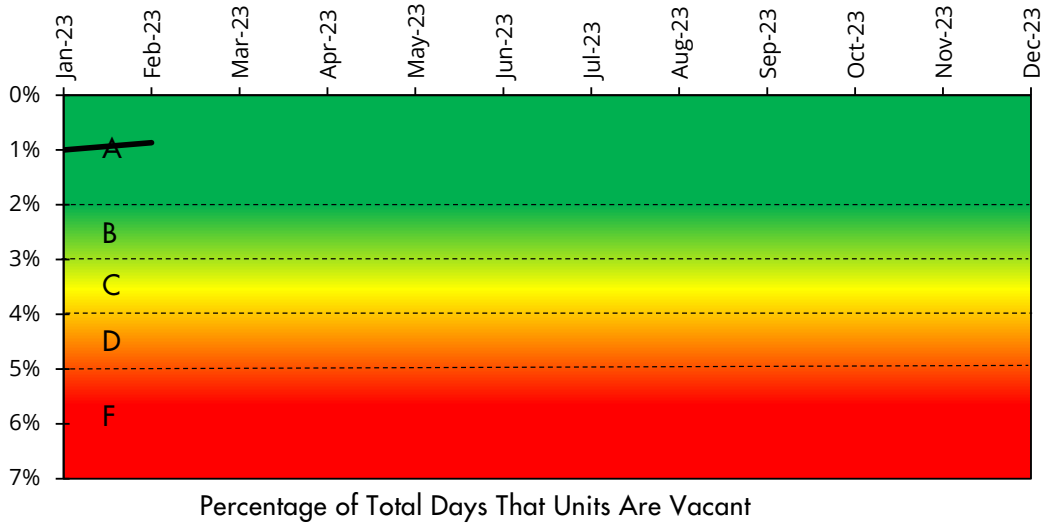


This report tracks the balance that is owed to KH and what remains upaid. Most of these tenants have moved from a KH property and are considered Inactive Tenants.

Monthly Vacancy Report

February 2023

Community	Units Available	Available Days	Vacant Days	Monthly Vacancy Percentage	Monthly Grade	YTD Vacancy Percentage	YTD Grade
Ash Brook Apartments	24	672	0	0.0%	**A**	1.3%	**A**
Bennett Block	14	392	0	0.0%	**A**	0.0%	**A**
Brookbend East	40	1120	4	0.4%	**A**	1.1%	**A**
Brookbend West	35	980	0	0.0%	**A**	0.0%	**A**
Central Square Terrace	90	2520	9	0.4%	**A**	0.2%	**A**
Cottage Street	3	56	8	14.3%	**F**	33.9%	**F**
Evergreen Knoll LP	32	896	0	0.0%	**A**	0.0%	**A**
Forest View	38	1064	0	0.0%	**A**	1.4%	**A**
Hampshire House	18	504	0	0.0%	**A**	0.2%	**A**
Harper Acres	112	3136	67	2.1%	**B**	1.6%	**A**
Meadow Road Apartments	18	504	0	0.0%	**A**	0.0%	**A**
North and Gilsum	29	812	0	0.0%	**A**	1.1%	**A**
Riverbend Apartments	24	672	0	0.0%	**A**	0.0%	**A**
Scattered Sites	18	504	9	1.8%	**A**	2.0%	**A**
Scattered Sites 2	30	840	0	0.0%	**A**	0.0%	**A**
Stone Arch Village Family	24	672	20	3.0%	**B**	1.6%	**A**
Stone Arch Village Senior	33	924	0	0.0%	**A**	0.0%	**A**
Report Totals:	582	16,268	117	0.7%	A	0.9%	A

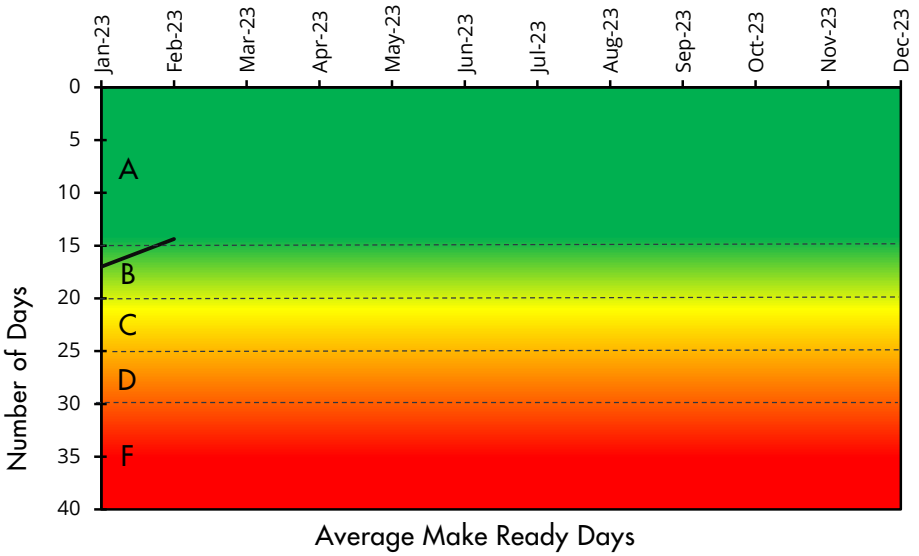


Percentage of Total Days That Units Are Vacant

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
February 2023

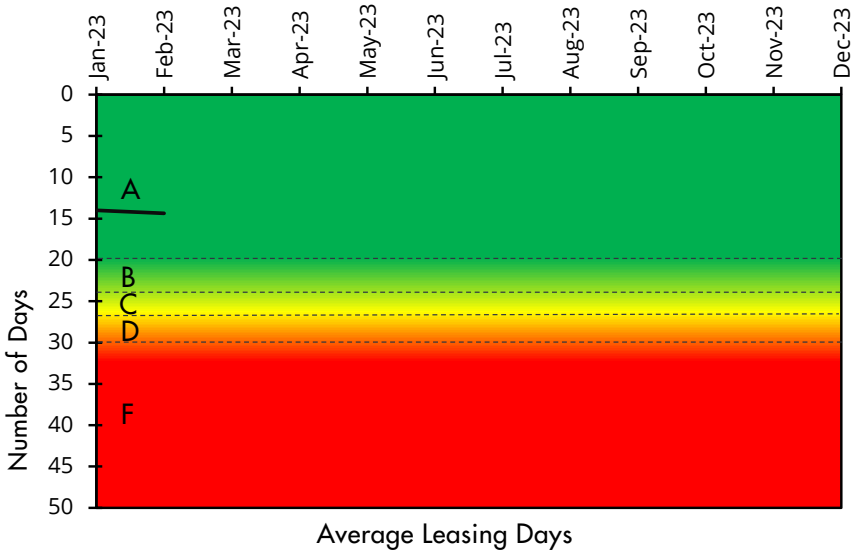
Community	Number of Units Made Ready	Avg. Make Ready Days	YTD Number of Units Made Ready	YTD Avg. Make Ready Days	YTD Grade
Ash Brook Apartments	0	-	0	-	**NONE**
Bennett Block	0	-	0	-	**NONE**
Brookbend East	0	-	1	16	**B**
Brookbend West	0	-	0	-	**NONE**
Central Square Terrace	1	8	1	8	**A**
Cottage Street	0	-	1	3	**A**
Evergreen Knoll LP	0	-	0	-	**NONE**
Forest View	0	-	2	26	**D**
Hampshire House	0	-	0	-	**NONE**
Harper Acres	2	11	2	11	**A**
Meadow Road Apartments	0	-	0	-	**NONE**
North and Gilsum	0	-	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:	3	10	8	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
February 2023

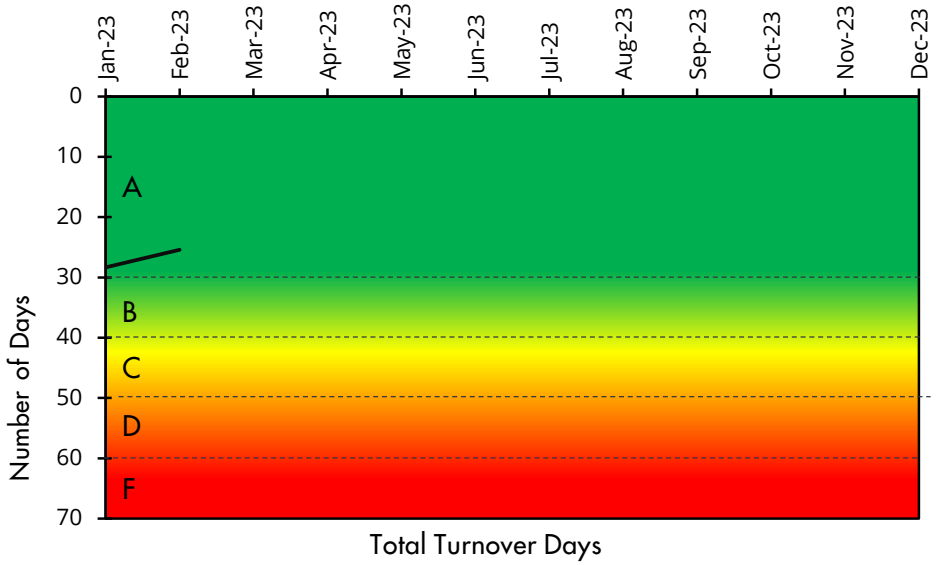
Community	Number of Units Leased	Average Leasing Days	YTD Number of Units Leased	YTD Avg Leasing Days	YTD Grade
Ash Brook Apartments	0	-	1	23	**B**
Bennett Block	0	-	0	-	**NONE**
Brookbend East	0	-	1	21	**B**
Brookbend West	0	-	0	-	**NONE**
Central Square Terrace	1	8	1	8	**A**
Cottage Street	1	36	1	36	**F**
Evergreen Knoll LP	0	-	0	-	**NONE**
Forest View	0	-	2	4	**A**
Hampshire House	0	-	1	27	**C**
Harper Acres	2	14	2	14	**A**
Meadow Road Apartments	0	-	0	-	**NONE**
North and Gilsum	1	2	1	2	**A**
Riverbend Apartments	0	-	0	-	**NONE**
Scattered Sites	0	-	0	-	**NONE**
Scattered Sites 2	0	-	0	-	**NONE**
Stone Arch Village Family	0	-	1	6	**A**
Stone Arch Village Senior	0	-	0	-	**NONE**
Report Totals:	5	15	11	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
February 2023

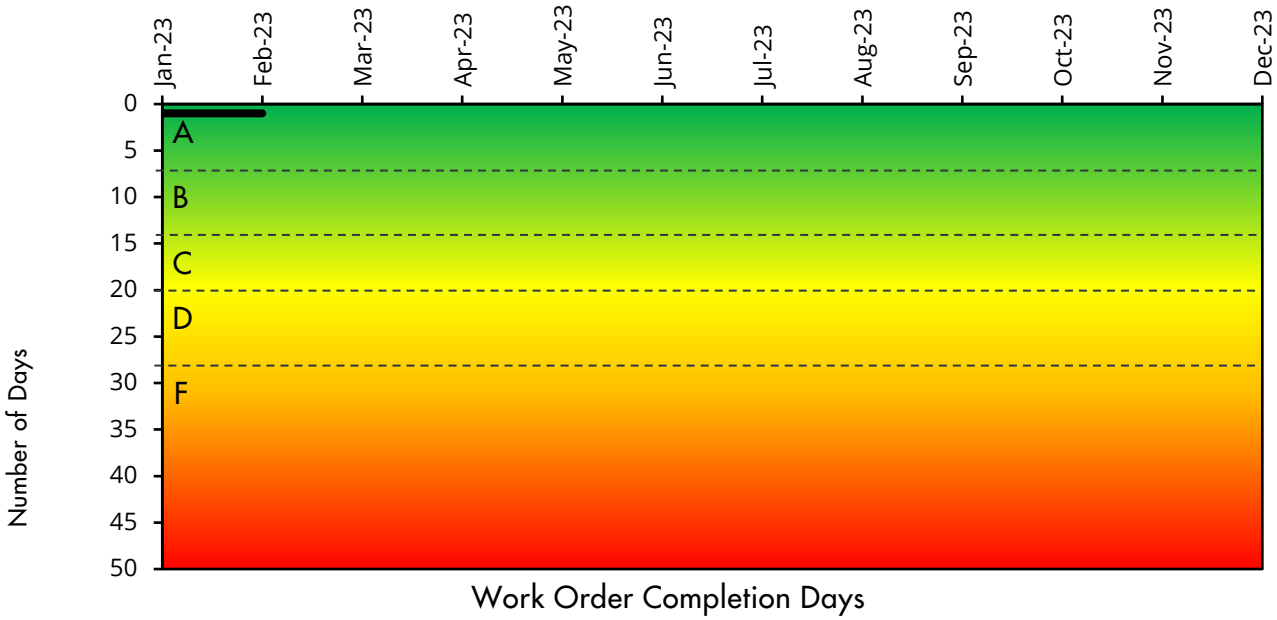
Community	Number of Units Turned in Month	Average Turnover Days	YTD Number of Units Turned	YTD Avg Turnover Days	YTD Grade
Ash Brook Apartments	0	-	1	32	**B**
Bennett Block	0	-	0	-	**NONE**
Brookbend East	0	-	1	36	**B**
Brookbend West	0	-	0	-	**NONE**
Central Square Terrace	1	15	1	15	**A**
Cottage Street	1	38	1	38	**B**
Evergreen Knoll LP	0	-	0	-	**NONE**
Forest View	0	-	2	28	**A**
Hampshire House	0	-	1	30	**A**
Harper Acres	2	24	2	24	**A**
Meadow Road Apartments	0	-	0	-	**NONE**
North and Gilsum	1	16	1	16	**A**
Riverbend Apartments	0	-	0	-	**NONE**
Scattered Sites	1	18	1	18	**A**
Scattered Sites 2	0	-	0	-	**NONE**
Stone Arch Village Family	0	-	1	16	**A**
Stone Arch Village Senior	0	-	0	-	**NONE**
Report Totals:	6	23	12	25	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
February 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	4	0	A	11	1	A
Bennett Block	3	3	A	13	1	A
Brookbend East	15	0	A	33	1	A
Brookbend West	7	1	A	15	1	A
Central Square Terrace	62	0	A	100	0	A
Cottage Street	1	1	A	5	1	A
Emerald Street House	8	0	A	12	1	A
Evergreen Knoll LP	12	0	A	21	1	A
Forest View	25	0	A	50	1	A
Hampshire House	2	0	A	7	1	A
Harper Acres	28	1	A	56	1	A
Keene Housing Main Office	1	0	A	1	0	A
Meadow Road	5	0	A	10	0	A
North and Gilsum	23	1	A	39	1	A
Riverbend Apartments	4	0	A	8	0	A
Scattered Sites	6	1	A	15	1	A
Scattered Sites 2	12	1	A	15	1	A
Stone Arch Village Family	27	1	A	33	1	A
Stone Arch Village Senior	32	0	A	64	1	A
Report Totals:	277	1	A	508	1	A



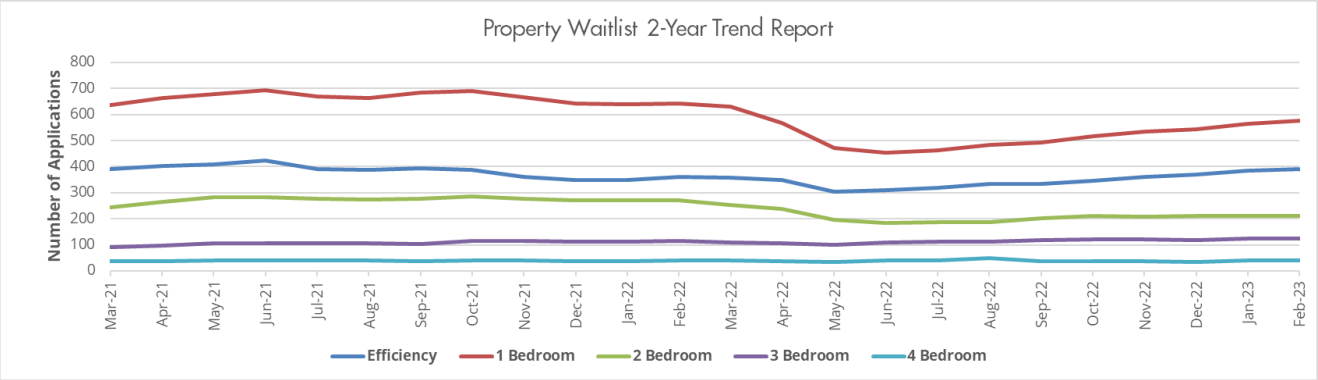
This report tracks the number of days it takes the Facilities and Assets team to complete non-emergency work orders. Our goal is to complete non-emergency work orders in 5 days or less.

Residential Property Emergency Work Order Completion Days
February 2023

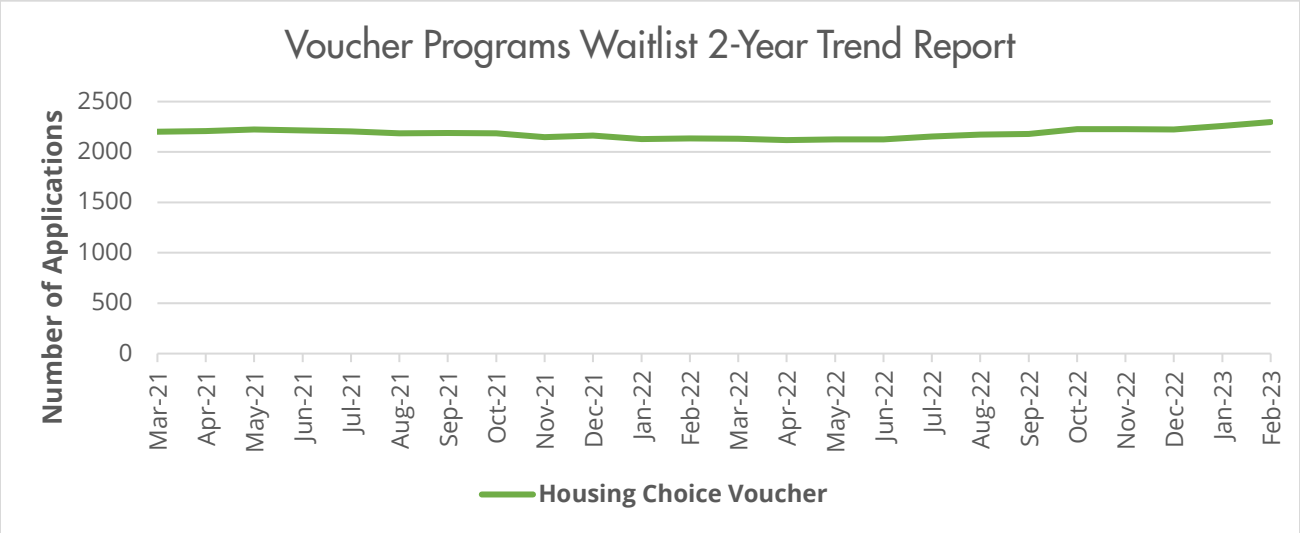
Community	Number of Work Orders	Average Days To Complete	Monthly Grade	YTD Number of Work Orders	YTD Average Days To Complete	YTD Grade
Ash Brook Apartments	1	0	P	1	0	P
Bennett Block	1	0	P	2	0	P
Brookbend East	2	0	P	2	0	P
Brookbend West	-	-	NONE	-	-	NONE
Central Square Terrace	8	0	P	16	0	P
Cottage Street	-	-	NONE	-	-	NONE
Emerald Street House	-	-	NONE	-	-	NONE
Evergreen Knoll LP	-	-	NONE	-	-	NONE
Forest View	4	0	P	4	0	P
Hampshire House	-	-	NONE	1	0	P
Harper Acres	5	0	P	9	0	P
Keene Housing Main Office	-	-	NONE	-	-	NONE
Meadow Road	1	0	P	4	0	P
North and Gilsum	4	0	P	4	0	P
Riverbend Apartments	1	0	P	1	0	P
Scattered Sites	1	0	P	3	0	P
Scattered Sites 2	4	0	P	5	0	P
Stone Arch Village Family	2	0	P	4	0	P
Stone Arch Village Senior	5	0	P	8	0	P
Report Totals:	39	0	P	64	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
February 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	$466,394	$349,931	75%	638	$548	108%	592	$218	$116,463
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$932,788	$700,570	75%	1268	$553	107%	1,184	$603	$232,218

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	$466,394	$338,294	73%	501	$675	85%	592	$218	$128,100
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$932,788	$673,198	72%	1003	$671	85%	1,184	$603	$259,590

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	$16,880	$17,140	102%	18	$952	100%	18	$0	($260)
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$33,760	$34,280	102%	36	$952	100%	36	$0	($520)

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	$61,212	$60,820	99%	85	$716	85%	100	$0	$392
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$122,424	$120,730	99%	169	$714	85%	200	$0	$1,694

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	$0	($2,733)
February	$47,036	$50,612	108%	76	$666	76%	100	$0	($3,576)
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$94,072	$100,381	107%	153	$656	77%	200	$0	($6,309)

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	$1,133	$1,133	0%	2	$567	67%	3	$0	$0
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$2,266	$2,266	0%	4	$567	67%	6	$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	$1,659	$4,476	98%	5	$895	167%	3	$0	$89
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$3,318	$8,952	98%	10	$895	167%	6	$0	$178

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
FEBRUARY 2023

Keene Housing	KEENE HOUSING Consolidated			
	BALANCE SHEET - summary			
	Ending balance as of February 28, 2023	Ending balance as of December 31, 2022	$ Variance Incr / (Decr)	% Variance
ASSETS				
Total Current Assets	26,421,286	25,962,142	459,145	2%
Total Fixed Assets	58,211,656	57,886,010	325,645	1%
Total Other Assets	1,568,489	1,568,489	0	0%
Total Assets	**$86,201,431**	**$85,416,641**	**$784,790**	**1%**
LIABILITIES and EQUITY				
Total Current Liabilities	1,663,820	1,303,818	360,002	22%
Total Long Term Liabilities	32,273,034	32,318,052	(45,018)	0%
Total Liabilities	**$33,936,854**	**$33,621,870**	**$314,984**	**1%**
Total Equity	**$52,264,578**	**$51,794,771**	**$469,806**	**1%**
Total Liabilities & Equity	**$86,201,431**	**$85,416,641**	**$784,790**	**1%**

KEENE HOUSING AND COMPONENT UNIT ENTITIES			
Debt Current Ratio	9.71%	15.73%	

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 February 28, 2023	YTD Activity as of February 28, 2023	$ Variance (under)/over	% Variance
Total Operating Revenue	3,569,792	3,729,061	(159,269)	-4%
Total Operating Expenses	2,891,846	3,118,259	(226,413)	-8%
NET OPERATING INCOME	**$677,946**	**$610,802**	**67,144**	**10%**

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

Non-Operating Expense	Actual	Budget	Variance	
Total Depreciation Expense	$485,620	$590,140	($104,521)	-22%

Keene Housing	KEENE HOUSING			
	INCOME STATEMENT CONSOLIDATED SUMMARY			
	Actual	Budget	Variance	
	YTD Activity as of February 28, 2023	YTD Activity as of February 28, 2023	$ Variance (under) / over	% Variance
REVENUE				
Rents/HAP/Subsidy Income	2,819,566	2,937,336	(117,770)	-4%
MTW Non-HAP Income	3,636	306,040	(302,404)	-8317%
Vacancy Loss	(12,590)	(14,147)	1,557	-12%
Admin Fee Income	146,243	193,202	(46,959)	-32%
Managmeent Fees	115,202	110,636	4,565	4%
Interest Income	18,497	8,897	9,600	52%
Partnership/Incentive Fees	302,788	-	302,788	100%
Other Income	168,917	178,117	(9,200)	-5%
Misc Tenant Income	7,534	8,980	(1,446)	-19%
Total Revenue	$ 3,569,792	$ 3,729,061	$ (159,269)	-4%
EXPENSES				
Administrative	199,701	210,529	(10,828)	-5%
Operational	104,994	104,388	606	1%
Payroll	604,094	664,828	(60,733)	-10%
Utilities	309,821	300,011	9,810	3%
Maintenance	281,219	296,124	(14,905)	-5%
Taxes & Insurance	236,191	241,141	(4,950)	-2%
Interest	154,695	182,968	(28,274)	-18%
Amortization of Finance Costs	-	1,293	(1,293)	0%
Tenant Programs	36,080	56,718	(20,638)	-57%
HAP	965,051	1,060,258	(95,208)	-10%
Total Operating Expenses	$ 2,891,846	$ 3,118,259	$ (226,413)	-8%
NET OPERATING INCOME	**$ 677,946**	**$ 610,802**	**$ 67,144**	**10%**

Keene Housing

KEENE HOUSING Consolidated

INCOME STATEMENT - variances

Actuals compared to Budget

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

NET INCOME (before depreciation) is $678k, uner budget by $67k.

OPERATING REVENUES are $3.6m a net decrease of $159k as compared to the budget of $3.7m.

OPERATING EXPENSES are $2.9m a decrease of $226k as compared to the budget of $3.1m.

REVENUE	VARIANCES for Revenue categories (Less)/Higher than Budget	
Rent/HAP/Subsidy Income	(117,770)	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 requested by KH.
MTW Non-HAP Income	(302,404)	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 $17k.
Vacancy Loss	1,557	The Vacancy Loss is a reduction to revenue (if the actuals are lower than the budget than this is a increase to revenue).
Admin Fee Income	(46,959)	HUD Admin Fee are over budget. The Section 8 admin fees are under budget by $49k, actuals are based on the actual admin expensed. MS on budget. Special Purpose Voucher admin fee are on over budget by $3k.
Interest Income	9,600	Slightly over budget.
Partnership/Incentive Fees	302,788	Partnership fees and distributions, paid to Keene Housing or MAHC from surplus cash for 2022 on LIHTC properties managed. The YTD budget is $407k, $303k has been received to date.
Management Fees	4,565	Slightly over budget.
Other Income	(9,200)	Other Income is lower than budget.
Misc Tenant Income	(1,446)	on budget.
Total Operating Revenue	(159,269)	Lower than Budget

Keene Housing	KEENE HOUSING Consolidated INCOME STATEMENT - variances Actuals compared to Budget

EXPENSES	VARIANCES for Expense categories (Less)/Higher than Budget	
Administrative/Operational	(10,222)	A number of expenses are on budget as we are into the fiscal year by two months. The variance is related to legal fees for the new development which have been hight\er for these two months but the annual budget still should be good.
Payroll/Benefits	(60,733)	Benefit Expenses are under budget by $36k. This variance is expected to remain for the year and possibly continue to increase slightly. Salaries are under budget by $26k.
Utilities	9,810	Fuel Expense is over budget by $6k. Water & Sewer is on budget. Electric is on budget.
Maintenance	(14,905)	There are maintenance line items that are over budget by $60k. There are also a few maintenance line Items under budget by $82k.
Taxes & Insurance	(4,950)	Property Tax is on budget. Insurance is on budget .
Interest/Partnership Taxes/Amortiz	(29,566)	Timing.
Tenant Programs	(20,638)	Tenant programs are under budget by $20k, related to lack of activities: RSR grants to residents. The internet assistance program is under utilized at this time and under budget by $13k.
HAP	(95,208)	HAP disbursements are under budget in MTW by $80k and MS is on budget. NEDs expenses are under budget by $16k.
Total Operating Expenses	(226,413)	Lower than Budget
Net Variance for Net Income	**$67,144**	**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

KEENE HOUSING

INCOME STATEMENT - SUMMARY BY ENTITY

	ACTUALS	BUDGET	Changes Compared to Approved Budget		
	Operational Surplus/ (Deficit)	Operational Surplus/ (Deficit)	Revenue (Less)/Higher than budget	Expenses (Less)/Higher than budget	Notes on variances
KEENE HOUSING AND COMPONENT UNIT ENTITIES					
Central Office (Locals)	(10,317)	(9,340)	10,105 Higher Revenue	11,081 Higher Expenses	
Monadnock Affordable (MAHC)	383,535	(18,971)	425,645 Higher Revenue	23,138 Higher Expenses	
Keene Affordable (KAHP)	36,609	133,690	(115,454) Lower Revenue	(18,373) Lower Expenses	
Meadow Road	13,757	4,718	756 Higher Revenue	(8,283) Lower Expenses	
Ash Brook Apartment	17,814	2,303	397 Higher Revenue	(15,114) Lower Expenses	
Emerald Street	4,902	6	1,098 Higher Revenue	(3,798) Lower Expenses	
Hampshire House	1,008	2,338	1,378 Higher Revenue	(4,326) Lower Expenses	
Section 8 Voucher Program (MTW)	(71,601)	318,636	(505,217) Lower Revenue	(114,980) Lower Expenses	
Mainstream Voucher Program	(11,297)	(6,425)	(6,140) Lower Revenue	(1,268) Lower Expenses	
Special Purpose Vouchers (NEDs, AHPP,FYI	(1,926)	(8,550)	(11,470) Lower Revenue	(18,094) Lower Expenses	
Riverbend (and LIHTC)	20,348	3,858	2,611 Higher Revenue	(13,880) Lower Expenses	
TOTALS	$382,834	$422,262	($196,293) Lower Revenue	($163,897) Lower Expenses	
PARTNERSHIPS AND MANAGED ENTITIES					
Low Income Tax Credits Properties (LIHTC)					
Evergreen Knoll	26,603	2,927	9,733 Higher Revenue	(13,943) Lower Expenses	
Brookbend West	54,620	40,657	7,142 Higher Revenue	(6,821) Lower Expenses	
Stone Arch Family	6,516	7,189	2,146 Higher Revenue	2,818 Higher Expenses	
Stone Arch Senior	8,689	2,001	2,278 Higher Revenue	(4,410) Lower Expenses	
LIHTC with 10/31 year ends					
Brookbend East	102,852	95,590	1,575 Higher Revenue	(5,687) Lower Expenses .	
Central Square (multifamily)	90,308	40,176	3,175 Higher Revenue	(46,956) Lower Expenses	
Non-Owned/Managed Properties					
Cottage Street	5,525	-	10,975 Higher Revenue	5,450 Higher Expenses	
TOTALS	295,113	$188,540	$37,024 Higher Revenue	($69,549) Lower Expenses	

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

Keene Housing-Active Contracts

Type of Services	Vendor	Original Contract Dates	Current Expiration Date	Renewal Options	2022 ANNUAL Contract Limits	2022 ANNUAL Contract Specific Amounts
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: 0	<$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		

March 2023

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

Keene Housing

April 2023

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

Keene Housing