Keene Housing

Keene Housing
Board of Commissioners Meeting
September 21, 2023

Keene Housing's Staff Summer Picnic

Meeting Location:

Central Square Terrace
5 Central Square
Keene, NH 03431

Keene Housing

Board of Commissioners Meeting
Thursday, September 21, 2023
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Keene Housing

BOARD OF COMMISSIONERS MEETING
THURSDAY, SEPTEMBER 21, 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 August 24, 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 Annual Independent Audit Report for Keene Housing (Resolution No. 756)

b. Approval of Fiscal Year 2024 Moving to Work Annual Plan (Resolution No. 757)

c. Informational Memo: Safety/Risk Management Report

d. Community Connections Dashboard Report

IX. Public Comment

X. Non-Public Session
A personnel matter pursuant to RSA 91-A:3, II (a); and
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, August 24, 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
- Pam Slack, Commissioner
- Susan Shaw, Commissioner

Absent:
- Bob Elliott, Vice Chairperson
- Steve Bianco, Commissioner

Also in attendance:
- Joshua Meehan, Secretary
- Linda Griffin, Director of Finance
- Amy Wright, Director of Administration
- Leslie Horne, Housing Program Manager
- Dawn Smith, Property Manager
- Cheryl Bemis, Property Manager
- Ron Worden, Otis Atwell
- Sean Hutchinson, Otis Atwell

MINUTES:

Chairperson Coates called for approval of the July 25, 2023 Board of Commissioners meeting minutes. Commissioner Shaw 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 there is a significant gap between Senate and House numbers in the fiscal year 2024 Appropriations Bill. A Continuing Resolution (CR) is expected which would extend federal funding at current levels and any fiscal year 2024 funding increases would be provided to Keene Housing retroactively to October 1, 2023, the start of the federal fiscal year. The language to extend Keene Housing's Moving to Work (MTW) agreement for an additional fifteen years is in the Senate THUD bill.

The Inflation Reduction Act expanded the Solar Investment Tax Credit (ITC) program to include nonprofits and affordable housing providers. Keene Housing will pursue ITCs if possible. Keene Housing published a Request for Proposals (RFP) for a firm to install solar arrays on our remaining roofs where solar is feasible. The RFP asks responders to include the cost and effort to apply for any state or federal grants/tax credits for which Keene Housing or MAHC may be eligible for.

A public art project is underway at Stone Arch Village Senior to beautify a transformer box located on the property. A final mural design meeting was held last week with the artist, Craig Roach, and residents of Stone Arch Village Senior. Keene Housing plans to continue public art projects throughout its property portfolio.

Keene Housing is working on securing funding for the Roosevelt School project. Keene Housing is being awarded $500,000 from Northern Border Regional Commission (NBRC)

Catalyst Program to help with site work costs and Congresswoman Annie Kuster's office included $1,000,000 in Congressionally Directed Funds in the 2024 Appropriations Bill. Secretary Meehan stated Linda Mangones, Special Advisor for Planning and Development has never raised as much money in her career for one project as she has for the Roosevelt School. The Board of Commissioners recognized Ms. Mangones for all her efforts. Secretary Meehan stated the repair of the retaining wall is still being disputed between the City of Keene and the Community College.

Secretary Meehan invited the Commissioners to join Keene Housing's staff summer picnic at noon on Wednesday, August 30th. Ms. Wright will email details about the event to the Commissioners.

Secretary Meehan stated Ms. Pratt, Director of Housing and Services, is on medical leave for six weeks and plans are in place to ensure department needs are met during her absence.

MANAGEMENT REPORT:

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

FINANCE REPORT:

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

NEW BUSINESS:

Presentation of Keene Housing's audited financials by Otis Atwell

Otis Atwell audits the financial statements of Keene Housing and its affiliate partnerships. Sean Hutchinson and Ron Worden of Otis Atwell presented a summary of Keene Housing's audited 2022 financial statements. The Agency has a very strong balance sheet, and the financial statements are presented in accordance with generally accepted accounting principles. There were no findings.

Informational Memo: 2022 Annual Audit Summary

Ms. Griffin reviewed the 2022 Annual Audit Summary outlined in the Informational Memo dated August 18, 2023.

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 personnel matter pursuant to RSA 91 A:3, II (d). Commissioner Shaw seconded the motion, which upon being put to vote, the motion to suspend Public Session passed unanimously.

Chairperson Coates suspended the Public Session at 12:58 p.m. on Thursday, August 24, 2023, to convene a Non-Public Session.

Commissioner Slack made a motion to reconvene the Public Session. Commissioner Shaw 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, August 24, 2023, at 1:12 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 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 1:13 p.m.

Joshua Meehan, Secretary of Keene Housing Board of Commissioners

9/12/23
Date

Keene Housing

Resolution No. 756

REQUEST FOR BOARD AGENDA ITEM

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

2. Date of Board Meeting: 9/20/2023

3. Proposed Board Resolution:

Resolved, that the Keene Housing Board of Commissioners hereby accepts the Financial Statements and Annual Independent Audit Report and Management Letter for Keene Housing's 2022 fiscal year, as presented by Otis Atwell at the Board meeting held on August 24, 2023.

4. All Backup Attached?

Yes X No ☐

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

5. Department Head Approval Signature _____ Date: _____

6. Statement of availability of funds by Finance Manager

Funds Budgeted and Available Yes☐ No X Source _____

Account #_____

Finance Manager Approval Signature _____ Date: 9/14/2023

7. Executive Director Approval Signature _____ Date: 9/14/2023

Keene Housing

Resolution No. 757

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item: Approval of Fiscal Year 2024 Moving to Work Annual Plan

2. Date of Board Meeting: 9/22/2023

3. Proposed Board Resolution:

That the Keene Housing Board of Commissioners approves and adopts Keene Housing's Fiscal Year 2024 Annual Moving to Work Plan, and further authorizes the Executive Director to make any technical corrections necessary pursuant to the memorandum dated August 16, 2023, from Denise Pratt, Director of Housing and Services, to Joshua 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 N/A Date: —

6. Statement of availability of funds by Finance Manager

Funds Budgeted and Available Yes No Source _____

Account # _____

Finance Manager Approval Signature N/A Date: —

7. Executive Director Approval Signature _____ Date: 9/14/2023

Keene Housing

MEMORANDUM

To: Joshua Meehan, Executive Director
From: Denise Pratt, Director of Housing and Services
Subject: FY2024 Annual MTW Plan Approval
Date: August 16, 2023

This memorandum recommends that the Board of Commissioners resolve to adopt the Fiscal Year 2024 Annual Moving to Work (MTW) Plan.

BACKGROUND

Each year as required by our Moving to Work (MTW) Agreement with the Department of Housing and Urban Development (HUD) staff drafts and the Board of Commissioners adopts an annual plan that describes our new and ongoing MTW activities. The plan also describes any proposed changes to existing activities for the coming fiscal year.

MTW INITIATIVES AND ACTIVITIES

We are not proposing any new activities in our FY2024 MTW Plan. We are proposing changes to three activities and will be closing out four others.

Currently only households participating in the Resident Self-Reliance program are eligible for the Broadband Utility Allowance (2022.01.SS). In 2024 KH is renaming the activity the Digital Bridge Program and expanding it to all Homes for School, Foster Youth to Independence, Cheshire County Court Pathway Home, and elderly and disabled voucher holders, with the latter receiving an income deduction to offset broadband costs rather than a utility allowance. The program will be marketed to voucher holders during the lease up and/or voucher issuance process. Staff will send a mailing to existing households explaining the process and requirements for taking advantage of the utility allowance once HUD approval of the 2024 Plan is received.

We are removing the $100,000 asset threshold from the Eligibility Administration Guidelines activity (1999.01.HC) in anticipation of applying the asset thresholds established by HUD through the Housing Through Modernization Act (HOTMA). The activity sets the allowable income limit of 80% AMI and an asset cap of $100,000 in determining applicants' eligibility for KH's voucher programs. The HOTMA regulation renders the $100,000 asset threshold moot.

The Keene Housing – Cheshire County Drug Court Pathway Home program (2022.03.SS) is being renamed the Cheshire County Court Pathway Home program and, like the Broadband Utility Allowance activity, is expanding as well. The activity allows KH to provide a preference for housing assistance to applicants participating in the Drug Court program. We are expanding the program to include individuals participating in the Mental Health Court's Alternative Sentencing program. These are individuals convicted of crimes the court considers low-level and whom are not typically suffering from severe mental illness that requires intensive case management or supervision.

We are proposing to close out four MTW activities in 2024; 1999.03.CE Rent Reasonableness Neighborhood Analysis Discontinuance, 1999.07.HC Reasonable Rent Determination Discontinuance, 2014.02.CE Medical Deduction Threshold, and 2014.03.SS Asset Exclusion Threshold.

Until recently New Hampshire Housing Finance Authority (NHHFA) provided the tool we use to determine rent reasonability (RR) when certain households find units to rent with their vouchers in the private market, making it unnecessary for KH to purchase RR software. Earlier this year NHHFA notified us that they were purchasing new RR software and would no longer be sharing their RR tool with us. KH intends to purchase a similar, if not the same, RR software as NHHFA in 2024, making activities 1999.03.CE and 1999.07.HC obsolete.

HOTMA imposes new thresholds for medical deductions and sets limitations on assets when determining voucher participant eligibility. The new medical deduction threshold exceeds that which we established in our Medical Deduction Activity (2014.02.CE). Similarly, HOTMA's limitation on assets is the same as our Asset Exclusion Threshold activity (2014.03.SS). When staff implements the new medical deduction threshold and limitations on assets in 2024, activities 2014.02.CE and 2014.03.SS will also become obsolete.

Plan Timeline

Public Comment Period Opened: Tuesday, August 1st

Public Hearings: Wednesday, August 16th at noon and 5:30pm

Comment Period Closed: Wednesday, August 30st

Final FY2023 MTW Plan to Board for Approval: September 24th

Final FY2023 MTW Plan to HUD: no later than October 17, 2023

HUD Response to FY2024 MTW Annual Plan to Keene Housing: no later than December 31, 2023

Recommendation

Accordingly, I recommend that the Board of Commissioners consider this resolution, which states: That the Keene Housing Board of Commissioners approves and adopts Keene Housing's Fiscal Year 2024 Annual Moving to Work Plan, and further authorizes the Executive Director to make any technical corrections necessary pursuant to the memorandum dated August 16, 2023, from Denise Pratt, Director of Housing and Services, to Joshua Meehan, Executive Director.

Keene Housing

INFORMATIONAL MEMORANDUM

To: Joshua Meehan, Executive Director
From: Amy Wright, Director of Administration
Subject: Safety/Risk Management Report
Date: August 28, 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
6/9/2023	Employee fell backward while trying to unlock the employee entrance door. Fell down 3 cement stairs, scraped and bruised left arm.	Administration	Yes	No
8/7/2023	When releasing a bat from a wet vac, the bat flew in the employee's face causing the employee to fall and land on left arm/shoulder.	Maintenance	Yes	No

Date	Property	Resident Injury/Property Claim Reported	Claim Filed with Insurance Company
4/24/2023	Locals	Employee was driving a company vehicle and a car backed out of a driveway, hitting the back right quarter panel of the company vehicle. No injuries, vehicle damage only.	Claim filed with other drivers' insurance company
6/19/2023	Hampshire House	Two residents got into a physical altercation. Police were called and a resident	Notice only

		was treated at the hospital for a head laceration.	
7/9/2023	Meadow Road	A toilet filler leaked while a resident was on vacation. The apartment sustained significant water damage and the resident was relocated during remediation and repairs.	Claim filed
7/9/2023	Stone Arch Village Senior	A resident tripped on heaved sidewalk and got a bloody nose and black eye. Medical treatment received.	Claim filed
8/10/2023	Ash Brook	A resident tripped and fell while getting up from the picnic table. Scraped knee and elbow.	Notice only

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.

Community Connections Dashboard Report

March 1, 2023 ~ August 31, 2023

Homes for School

As of August 31, 2023, five families have been housed through the program which equates to 8 adults and 12 children. Three families have remained in Keene (SAU 29), one in Ashuelot (SAU94), and one in Troy (SAU 93). Four families had been living in hotels at the time of referral. One family, a single father, had been staying in his car or doubled up with a family member. The children were in foster care through DCYF, and part of the reunification plan was permanent housing. This family continues to need a lot of case management support, but the children started their first day of school from their home with their dad. Three of the families are stable and only require periodic check-ins. I received an email from one of the landlords recently that stated " X appears to be doing pretty well. So far she has been an excellent tenant." One family has not been able to hold steady jobs or keep up on bills and rent and needs a lot of case management support, however they are still housed. Finding suitable housing with landlords willing to give a family a chance, and furniture have been the biggest challenges. St. Vincent DePaul Society has been able to help with furnishings with four families who needed the assistance. They provided items such as new beds, frames, couches, a fridge, rugs, dressers, and desks for the children to do homework. Every family also receives a giant donation of food when they deliver the furniture. With school starting, referrals for the program should begin again soon.

Community Connections

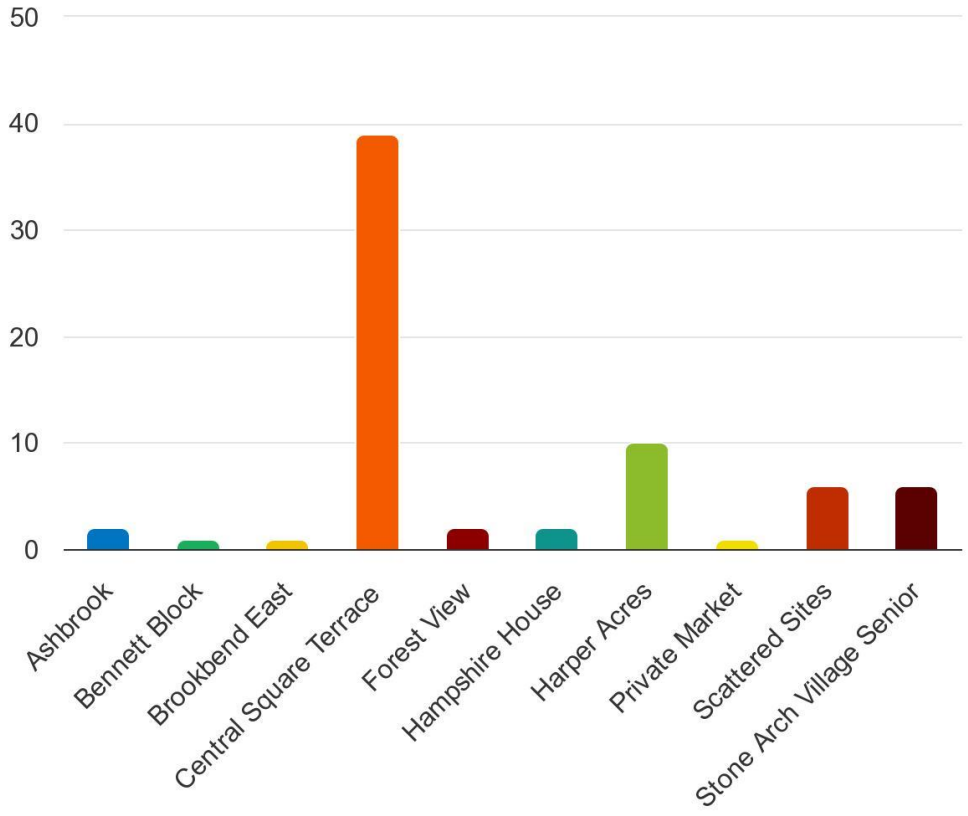
Central Square Terrace residents continue to be the most active at groups. Stone Arch Senior residents have fluctuated in their group participation and Harper Acres and Bennett Block have low attendance. Residents most often self-refer when needing help or to connect to community services. The highest demand for assistance is help with benefits (i.e. SNAP, ACP internet assistance, SafeLink, etc.). Many residents have expressed feeling hardship of the cost of groceries and the end of the pandemic SNAP benefits assistance. I have tried to get residents who often need help with their benefits, in the habit of seeking me out for assistance when they receive letters regarding DHHS. This is proving to be beneficial, and I can help with re-certification, so the benefits do not lapse.

Educational groups this reporting period included a healthy microwave cooking series put on by Christine Parshall at UNH Extension Nutrition Connects. The series was offered at Central Square Terrace, Harper Acres, Stone Arch Senior, and Bennett Block. Another program offered was presented by New Hampshire Legal Aid at Central Square Terrace and Stone Arch Senior focused common issues faced by aging adults and provide strategies to help age in place including how to avoid financial exploitation and preparing for a medical emergency.

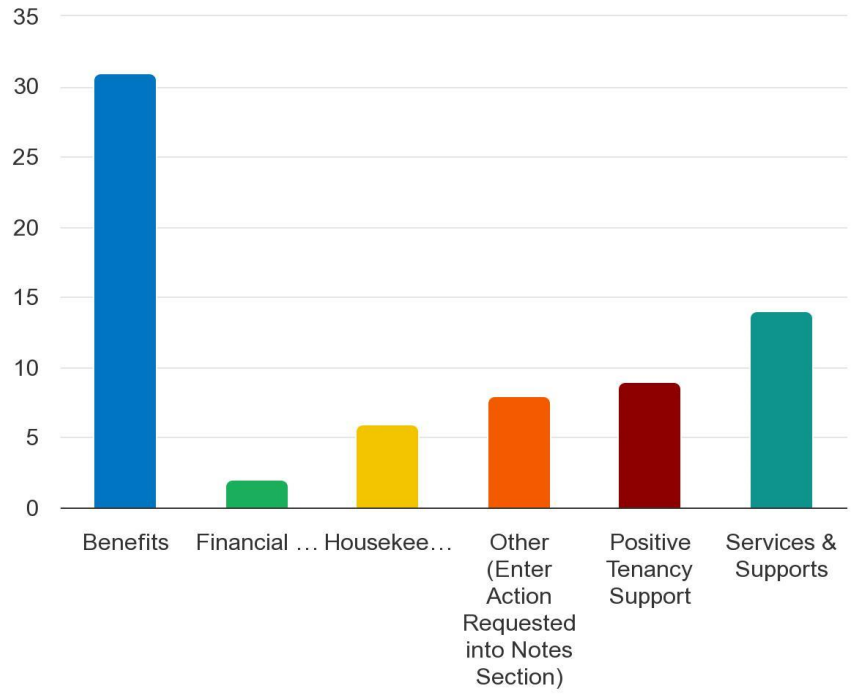
A small number of Stone Arch Senior residents met with local artist Craig Roach through the summer to help guide the art design to be painted onto the electrical box on property. The entire building had the opportunity to vote, and a final design has been selected. Soon residents will have the opportunity to help with the painting with Craig. I expect the project to be done by the end of September/early October.

As fall approaches quickly, I am working with Genoa Pharmacy to set up vaccine clinics for mid-October. Currently we are setting up clinics for the flu vaccine. Genoa is willing to schedule additional clinics for the COVID boosters once there is more guidance.

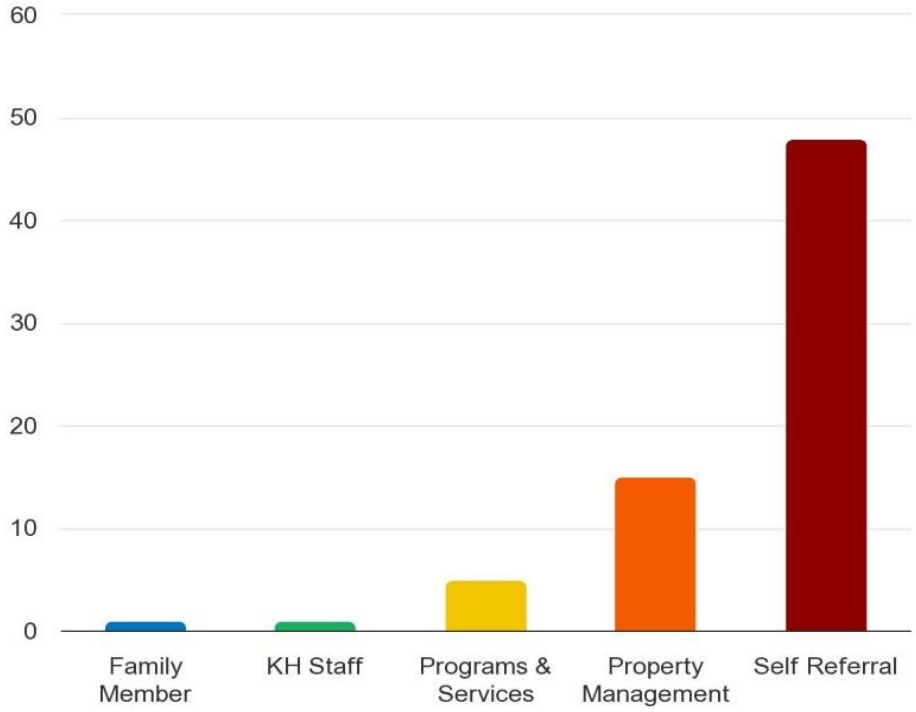
Number of Households Served by Property



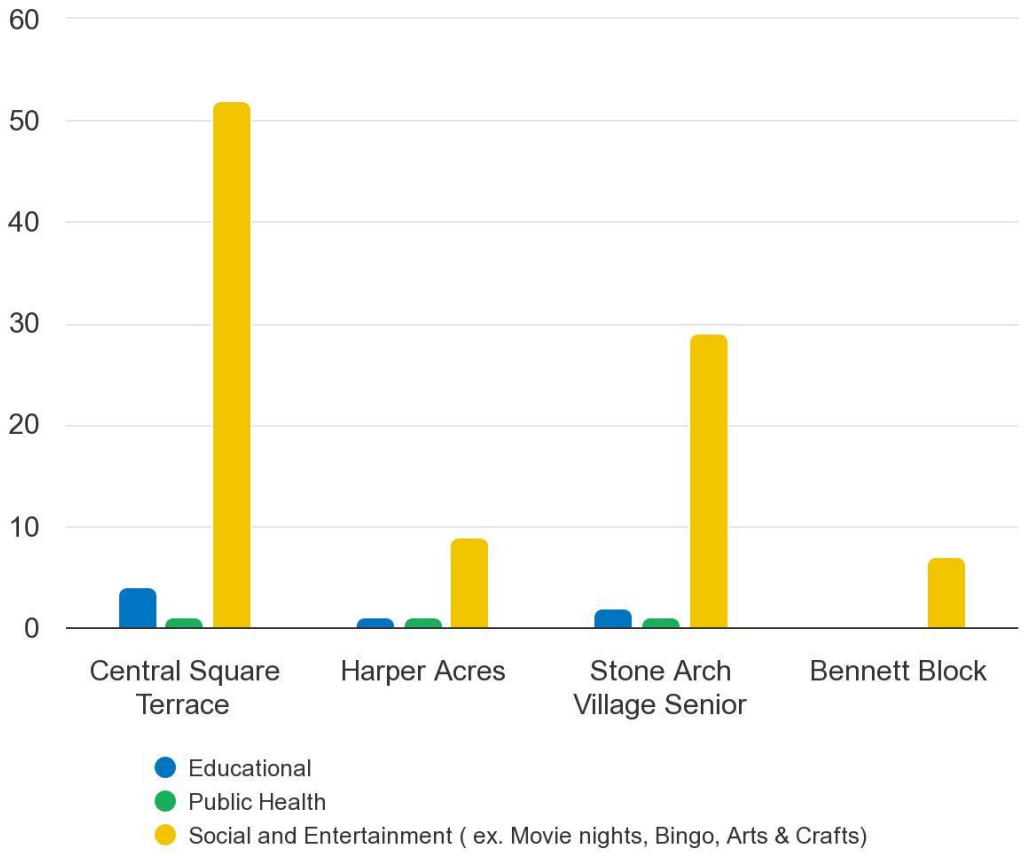
Number of Referrals by Referral Type



Number of Referrals by Source



Number and Types of Events by Property



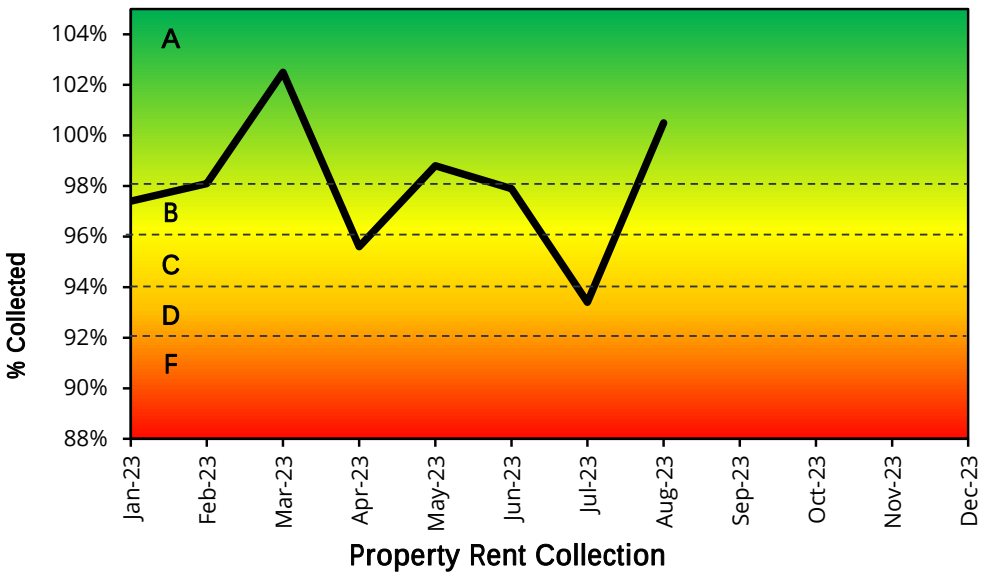
Keene Housing

MANAGEMENT REPORT
AUGUST 2023

Residential Property Rent Collection Report
August 2023

Community	Month Billed	Month Collected	% Collected	Monthly Grade	YTD Billed	YTD Collected	% YTD Collected	YTD Grade
Ash Brook Apartments	$10,149	$10,149	100.0%	A	$80,750	$81,070	100.4%	A
Bennett Block	$4,963	$4,963	100.0%	A	$42,221	$42,263	100.1%	A
Brookbend East	$21,522	$21,426	99.6%	A	$178,639	$178,585	100.0%	A
Brookbend West	$17,630	$16,378	92.9%	D	$138,789	$135,543	97.7%	B
Central Square Terrace	$35,286	$36,170	102.5%	A	$263,059	$262,808	99.9%	A
Cottage Street	$1,167	$1,182	101.3%	A	$8,380	$8,395	100.2%	A
Evergreen Knoll LP	$18,249	$15,936	87.3%	F	$127,118	$123,090	96.8%	B
Forest View	$29,521	$30,587	103.6%	A	$224,164	$217,459	97.0%	B
Hampshire House	$5,734	$5,762	100.5%	A	$44,285	$44,154	99.7%	A
Harper Acres	$47,172	$48,097	102.0%	A	$369,622	$370,323	100.2%	A
Meadow Road Apartments	$5,466	$5,552	101.6%	A	$51,803	$51,737	99.9%	A
North and Gilsum	$24,813	$26,954	108.6%	A	$167,879	$161,724	96.3%	B
Riverbend Apartments	$11,427	$11,756	102.9%	A	$83,058	$83,284	100.3%	A
Scattered Sites	$11,170	$10,888	97.5%	B	$87,582	$86,424	98.7%	A
Scattered Sites 2	$17,152	$17,079	99.6%	A	$123,156	$122,177	99.2%	A
Stone Arch Village Family	$16,512	$16,696	101.1%	A	$120,552	$115,706	96.0%	C
Stone Arch Village Senior	$15,349	$15,303	99.7%	A	$117,159	$117,055	99.9%	A
Totals	**$293,282**	**$294,878**	**100.5%**	A	**$2,228,216**	**$2,201,796**	**98.8%**	A

Active Households Only

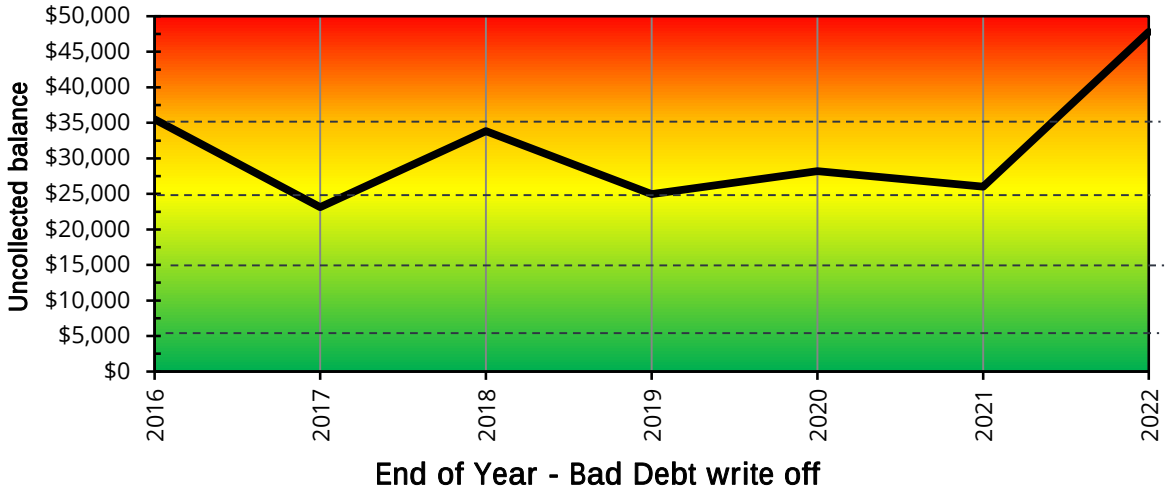


This report compares current tenant's rent billed to rent collected. The percent collected can exceed 100% when back rent is collected. Our goal is to collect at least 98% of rent billed.

Residential Property Uncollected Accounts - Inactive Tenants - Report
August 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	2	$0	$0	$0	$0	$3,808	$3,808
Brookbend East	1	$0	$0	$0	$0	$3,902	$3,902
Brookbend West	3	$0	$5	$395	$895	$242	$1,537
Central Square Terrace	2	$0	$0	$0	$3	$607	$610
Cottage Street	1	$0	$0	$0	$0	$513	$513
Emerald Street	0	$0	$0	$0	$0	$0	$0
Evergreen Knoll LP	5	$745	$7,029	$1,202	$1,708	$2,572	$13,257
Forest View	5	($142)	$0	$0	$0	$1,835	$1,693
Hampshire House	0	$0	$0	$0	$0	$0	$0
Harper Acres	4	($550)	$45	$341	$867	$1,734	$2,436
Meadow Road Apartments	0	$0	$0	$0	$0	$0	$0
North and Gilsum	2	$1,594	$378	$1,486	$1,920	$2,945	$8,323
Riverbend Apartments	1	$1,254	$0	$187	$965	$0	$2,406
Scattered Sites	1	$2	$0	$0	$0	$0	$2
Scattered Sites 2	3	$635	$15	$2,304	$94	$5,702	$8,750
Stone Arch Village Family	0	$0	$0	$0	$0	$0	$0
Stone Arch Village Senior	0	$0	$0	$0	$0	$0	$0
Totals	**30**	**$3,538**	**$7,472**	**$5,915**	**$6,452**	**$23,861**	**$47,240**

Inactive Households Only

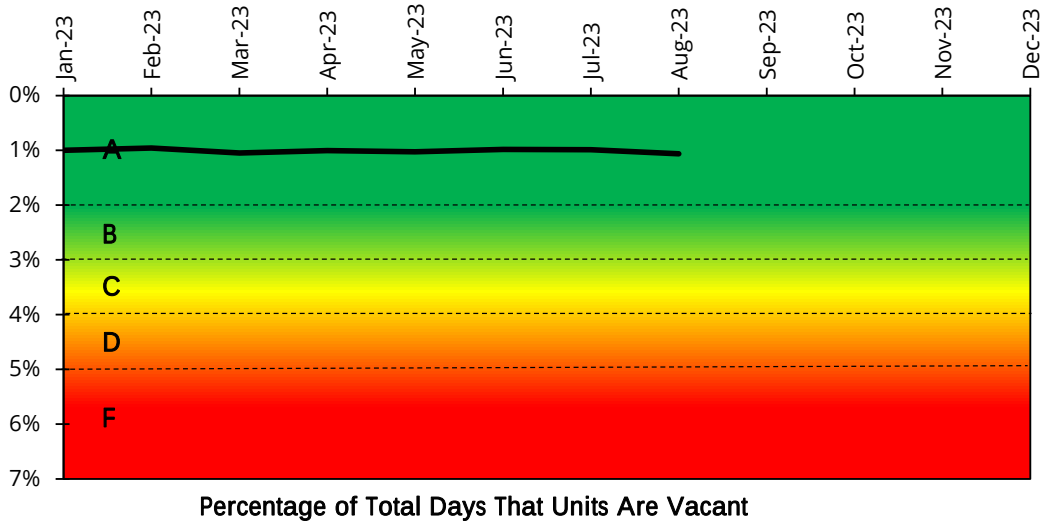


This report tracks the balance that is owed to KH and what remains upaid. Most of these tenants have moved from a KH property and are considered Inactive Tenants.

Monthly Vacancy Report

August 2023

Community	Units Available	Available Days	Vacant Days	Monthly Vacancy Percentage	Monthly Grade	YTD Vacancy Percentage	YTD Grade
Ash Brook Apartments	24	744	0	0.0%	**A**	0.6%	**A**
Bennett Block	14	434	0	0.0%	**A**	0.3%	**A**
Brookbend East	40	1240	3	0.2%	**A**	0.9%	**A**
Brookbend West	35	1085	31	2.9%	**B**	0.6%	**A**
Central Square Terrace	90	2790	31	1.1%	**A**	1.2%	**A**
Cottage Street	3	93	0	0.0%	**A**	6.1%	**F**
Evergreen Knoll LP	32	974	14	1.4%	**A**	0.8%	**A**
Forest View	38	1178	7	0.6%	**A**	0.6%	**A**
Hampshire House	18	558	24	4.3%	**D**	0.6%	**A**
Harper Acres	112	3472	82	2.4%	**B**	1.5%	**A**
Meadow Road Apartments	18	527	0	0.0%	**A**	0.0%	**A**
North and Gilsum	29	899	32	3.6%	**C**	1.1%	**A**
Riverbend Apartments	24	744	13	1.7%	**A**	1.2%	**A**
Scattered Sites	18	558	7	1.3%	**A**	0.6%	**A**
Scattered Sites 2	30	930	42	4.5%	**D**	1.3%	**A**
Stone Arch Village Family	24	744	0	0.0%	**A**	1.5%	**A**
Stone Arch Village Senior	33	1023	0	0.0%	**A**	1.0%	**A**
Report Totals:	**582**	**17,993**	**286**	**1.6%**	**A**	**1.1%**	**A**

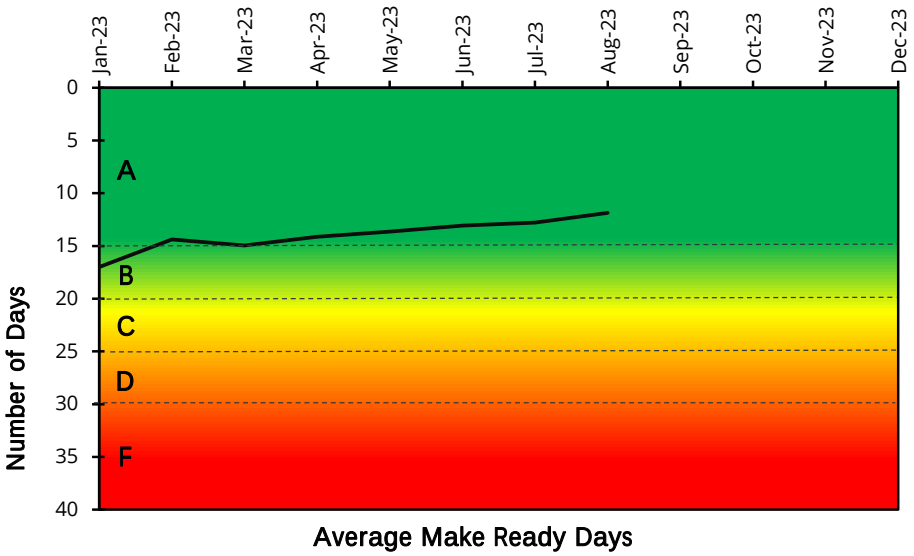


Percentage of Total Days That Units Are Vacant

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
August 2023

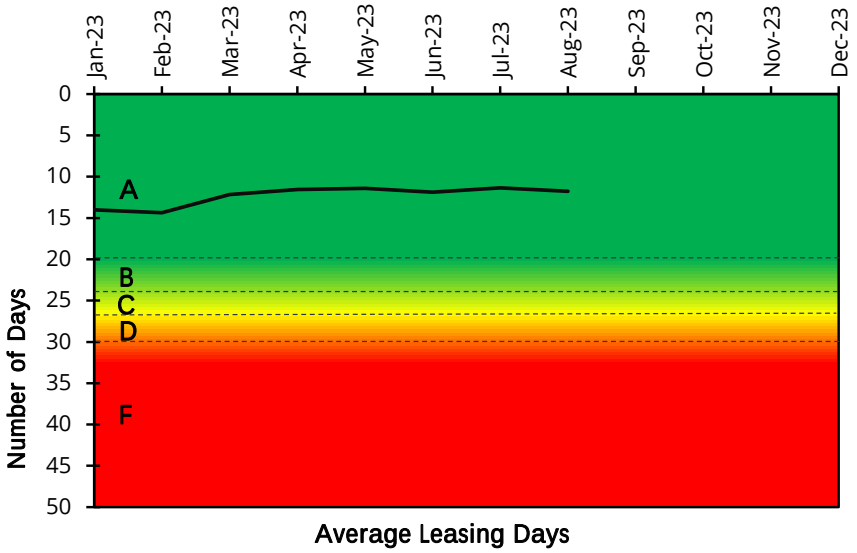
Community	Number of Units Made Ready	Avg. Make Ready Days	YTD Number of Units Made Ready	YTD Avg. Make Ready Days	YTD Grade
Ash Brook Apartments	0	-	1	9	**A**
Bennett Block	0	-	1	10	**A**
Brookbend East	0	-	3	15	**B**
Brookbend West	0	-	1	5	**A**
Central Square Terrace	1	4	11	8	**A**
Cottage Street	0	-	2	2	**A**
Evergreen Knoll LP	1	1	4	10	**A**
Forest View	0	-	3	22	**C**
Hampshire House	1	3	1	3	**A**
Harper Acres	1	3	8	10	**A**
Meadow Road Apartments	0	-	1	1	**A**
North and Gilsum	2	13	4	16	**B**
Riverbend Apartments	0	-	3	15	**B**
Scattered Sites	1	3	2	24	**C**
Scattered Sites 2	1	15	3	16	**B**
Stone Arch Village Family	0	-	2	23	**C**
Stone Arch Village Senior	0	-	2	12	**A**
Report Totals:	**8**	**7**	**52**	**12**	**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
August 2023

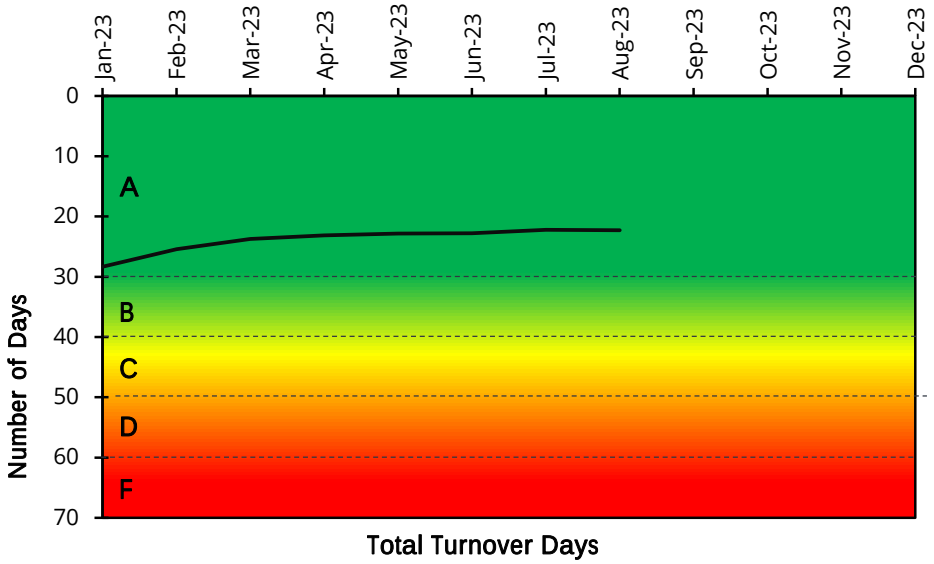
Community	Number of Units Leased	Average Leasing Days	YTD Number of Units Leased	YTD Avg Leasing Days	YTD Grade
Ash Brook Apartments	0	-	2	15	**A**
Bennett Block	0	-	1	3	**A**
Brookbend East	1	17	3	18	**A**
Brookbend West	0	-	0	-	**NONE**
Central Square Terrace	1	29	11	15	**A**
Cottage Street	0	-	2	19	**A**
Evergreen Knoll LP	0	-	3	6	**A**
Forest View	0	-	3	5	**A**
Hampshire House	1	24	2	26	**C**
Harper Acres	1	20	8	8	**A**
Meadow Road Apartments	0	-	0	-	**NONE**
North and Gilsum	2	5	4	4	**A**
Riverbend Apartments	1	15	3	7	**A**
Scattered Sites	1	6	1	6	**A**
Scattered Sites 2	1	2	3	5	**A**
Stone Arch Village Family	0	-	3	14	**A**
Stone Arch Village Senior	0	-	2	33	**F**
Report Totals:	**9**	**14**	**51**	**12**	**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
August 2023

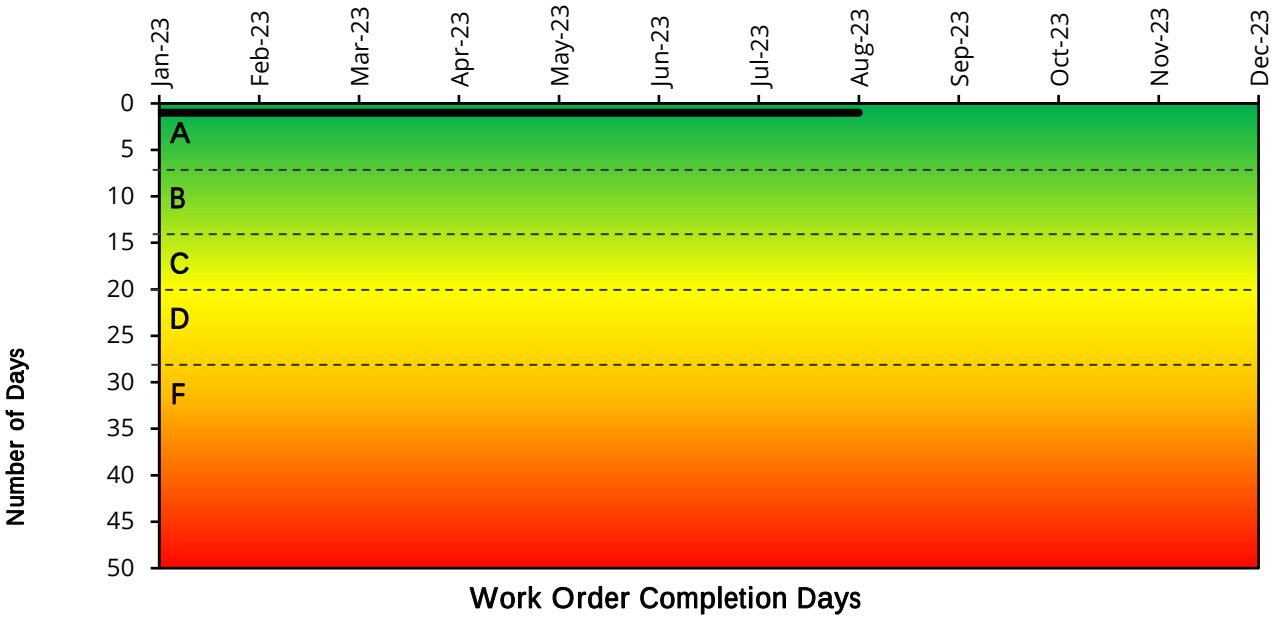
Community	Number of Units Turned in Month	Average Turnover Days	YTD Number of Units Turned	YTD Avg Turnover Days	YTD Grade
Ash Brook Apartments	0	-	2	24	**A**
Bennett Block	0	-	1	12	**A**
Brookbend East	1	31	3	32	**B**
Brookbend West	0	-	0	-	**NONE**
Central Square Terrace	1	32	11	22	**A**
Cottage Street	0	-	2	20	**A**
Evergreen Knoll LP	0	-	3	17	**A**
Forest View	0	-	3	26	**A**
Hampshire House	1	26	2	28	**A**
Harper Acres	1	22	8	17	**A**
Meadow Road Apartments	0	-	0	-	**NONE**
North and Gilsum	2	17	4	18	**A**
Riverbend Apartments	1	35	3	22	**A**
Scattered Sites	1	8	2	13	**A**
Scattered Sites 2	1	16	3	19	**A**
Stone Arch Village Family	0	-	3	32	**B**
Stone Arch Village Senior	0	-	2	44	**C**
Report Totals:	**9**	**23**	**52**	**22**	**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
August 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	8	1	A	96	1	A
Bennett Block	5	1	A	74	1	A
Brookbend East	17	1	A	156	1	A
Brookbend West	8	1	A	128	1	A
Central Square Terrace	30	1	A	324	1	A
Cottage Street	2	2	A	24	2	A
Emerald Street House	4	0	A	48	1	A
Evergreen Knoll LP	12	1	A	110	1	A
Forest View	28	1	A	225	1	A
Hampshire House	7	1	A	33	1	A
Harper Acres	39	0	A	467	1	A
Keene Housing Main Office	10	0	A	26	1	A
Meadow Road	4	1	A	63	1	A
North and Gilsum	21	1	A	140	1	A
Riverbend Apartments	4	0	A	87	1	A
Scattered Sites	14	1	A	63	1	A
Scattered Sites 2	17	1	A	101	1	A
Stone Arch Village Family	15	1	A	92	1	A
Stone Arch Village Senior	25	1	A	254	1	A
Report Totals:	**270**	**1**	**A**	**2,511**	**1**	**A**



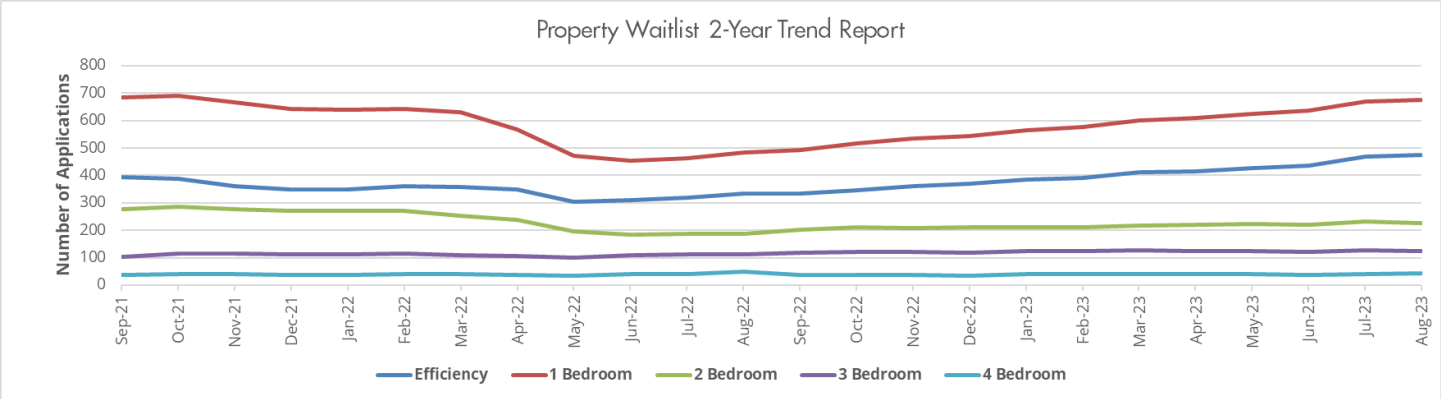
This report tracks the number of days it takes the Facilities and Assets team to complete non-emergency work orders. Our goal is to complete non-emergency work orders in 5 days or less.

Residential Property Emergency Work Order Completion Days
August 2023

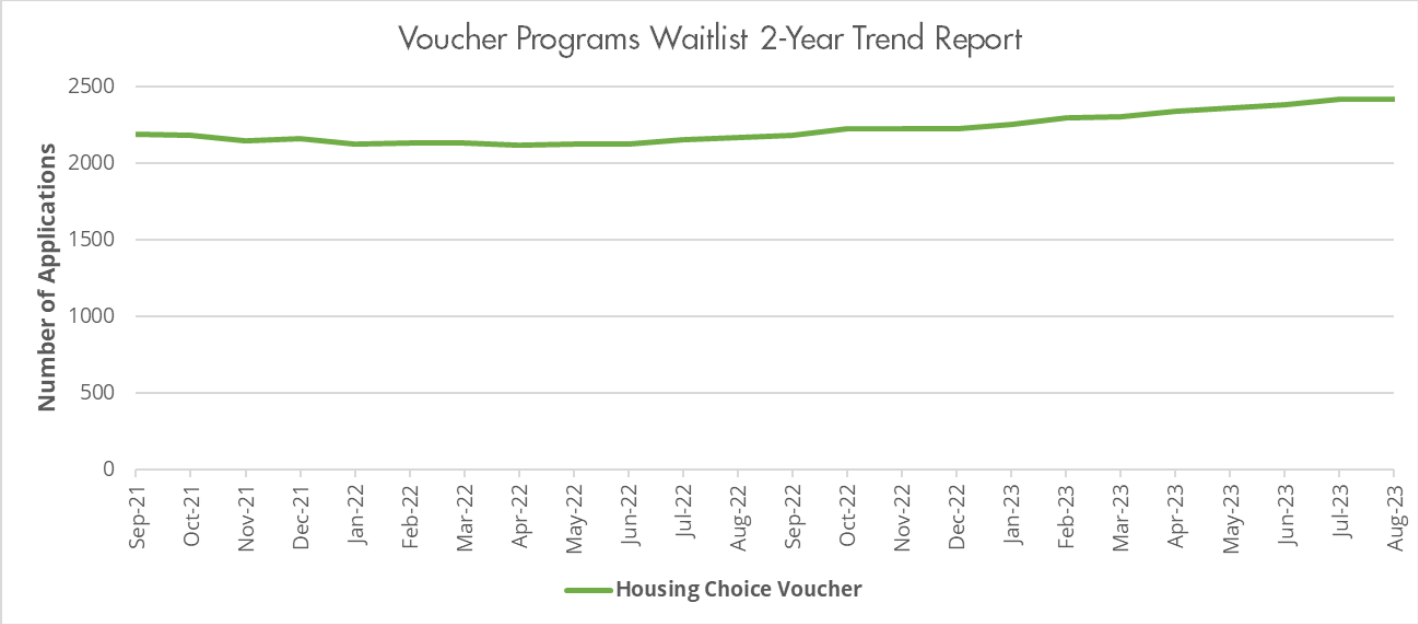
Community	Number of Work Orders	Average Days To Complete	Monthly Grade	YTD Number of Work Orders	YTD Average Days To Complete	YTD Grade
Ash Brook Apartments	1	0	P	12	0	P
Bennett Block	1	0	P	14	0	P
Brookbend East	3	0	P	9	0	P
Brookbend West	-	-	NONE	2	0	P
Central Square Terrace	2	0	P	44	0	P
Cottage Street	-	-	NONE	-	-	NONE
Emerald Street House	-	-	NONE	-	-	NONE
Evergreen Knoll LP	1	0	P	9	0	P
Forest View	2	0	P	14	0	P
Hampshire House	-	-	NONE	1	0	P
Harper Acres	7	0	P	48	0	P
Keene Housing Main Office	-	-	NONE	-	-	NONE
Meadow Road	-	-	NONE	8	0	P
North and Gilsum	1	0	P	7	0	P
Riverbend Apartments	-	-	NONE	5	0	P
Scattered Sites	-	-	NONE	8	0	P
Scattered Sites 2	2	0	P	12	0	P
Stone Arch Village Family	-	-	NONE	6	0	P
Stone Arch Village Senior	2	0	P	18	0	P
Report Totals:	**22**	**0**	**P**	**217**	**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
August 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	$466,394	$359,695	77%	640	$562	108%	592	$486	$106,699
April	$466,394	$364,309	78%	647	$563	109%	592	$378	$102,085
May	$846,495	$367,754	43%	656	$561	111%	592	$335	$478,741
June	$542,414	$370,716	68%	650	$570	110%	592	$264	$171,698
July	$542,414	$374,987	69%	611	$614	103%	592	$274	$167,427
August	$542,414	$379,979	70%	597	$636	101%	592	$290	$162,435
September									
October									
November									
December									
Total	$4,339,313	$2,918,010	70%	5069	$576	107%	4,736	$2,630	$1,421,303

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	$466,394	$344,915	74%	510	$676	86%	592	$486	$121,479
April	$466,394	$350,884	75%	517	$679	87%	592	$378	$115,510
May	$846,495	$353,760	42%	521	$679	88%	592	$335	$492,735
June	$542,414	$358,093	66%	519	$690	88%	592	$264	$184,321
July	$542,414	$363,408	67%	518	$702	88%	592	$274	$179,006
August	$542,414	$369,762	68%	519	$712	88%	592	$290	$172,652
September									
October									
November									
December									
Total	$4,339,313	$2,814,020	67%	4107	$685	87%	4,736	$2,630	$1,525,293

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	$16,880	$17,238	102%	18	$958	100%	18	$0	($358)
April	$22,148	$22,543	102%	27	$835	100%	27	$0	($395)
May	$1,445	$23,227	1607%	27	$860	100%	27	$0	($21,782)
June	$22,751	$25,766	113%	27	$954	100%	27	$0	($3,015)
July	$22,851	$25,583	112%	27	$948	100%	27	$0	($2,732)
August	$81,192	$26,672	33%	27	$988	100%	27	$0	$54,520
September									
October									
November									
December									
Total	$201,027	$175,309	284%	189	$931	100%	189	$0	$25,718

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	$61,974	$61,671	100%	86	$717	86%	100	$0	$303
April	$61,974	$63,037	102%	87	$725	87%	100	$0	($1,063)
May	$70,134	$63,912	91%	88	$726	88%	100	$0	$6,222
June	$61,108	$64,319	105%	88	$731	88%	100	$0	($3,211)
July	$62,904	$64,964	103%	88	$738	88%	100	$0	($2,060)
August	$62,926	$64,632	103%	89	$726	89%	100	$0	($1,706)
September									
October									
November									
December									
Total	$503,444	$503,265	100%	695	$724	87%	800	$0	$179

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	$48,661	$53,164	109%	79	$673	79%	100	$0	($4,503)
April	$49,765	$54,659	110%	79	$692	79%	100	$0	($4,894)
May	$57,109	$54,990	96%	79	$696	79%	100	$0	$2,119
June	$51,624	$56,166	109%	79	$711	79%	100	$0	($4,542)
July	$55,752	$57,219	103%	79	$724	79%	100	$0	($1,467)
August	$55,752	$57,904	104%	78	$742	78%	100	$0	($2,152)
September									
October									
November									
December									
Total	$412,735	$434,483	106%	626	$694	78%	800	$0	($21,748)

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	100%	2	$0	$0
February	$1,133	$1,133	0%	2	$567	100%	2	$0	$0
March	$3,759	$3,759	0%	3	$1,253	100%	3	$0	$0
April	$4,272	$4,272	0%	3	$1,424	100%	3	$0	$0
May	$6,403	$6,403	0%	3	$2,134	100%	3	$0	$0
June	$7,803	$7,803	0%	4	$1,951	100%	4	$0	$0
July	$7,637	$7,637	0%	4	$1,909	100%	4	$0	$0
August	$9,533	$9,533	0%	3	$3,178	100%	3	$0	$0
September									
October									
November									
December									
Total	$41,673	$41,673	0%	24	$1,623	100%	24	$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	$1,659	$4,476	98%	5	$895	167%	3	$0	$89
April	$1,659	$4,476	98%	5	$895	100%	5	$0	$89
May	$13,908	$5,991	-114%	6	$999	100%	6	$0	($11,225)
June	$4,109	$5,991	131%	6	$999	100%	6	$0	($1,425)
July	$4,109	$5,991	131%	6	$999	100%	6	$0	($1,425)
August	$4,109	$5,991	131%	6	$999	100%	6	$0	($1,425)
September									
October									
November									
December									
Total	$32,871	$41,218	71%	43	$956	123%	38	$0	$0

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
AUGUST 2023

Keene Housing	KEENE HOUSING Consolidated			
	BALANCE SHEET - summary			
	Ending balance as of August 31, 2023	Ending balance as of December 31, 2022	$ Variance Incr / (Decr)	% Variance
ASSETS				
Total Current Assets	25,982,405	26,402,730	(420,325)	-2%
Total Fixed Assets	58,692,517	57,244,131	1,448,387	2%
Total Other Assets	1,557,759	1,557,759	0	0%
Total Assets	**$86,232,682**	**$85,204,620**	**$1,028,062**	**1%**
LIABILITIES and EQUITY				
Total Current Liabilities	1,941,007	1,425,617	515,390	27%
Total Long Term Liabilities	32,219,291	32,317,424	(98,133)	0%
Total Liabilities	**$34,160,297**	**$33,743,041**	**$417,257**	**1%**
Total Equity	**$52,072,384**	**$51,461,579**	**$610,805**	**1%**
Total Liabilities & Equity	**$86,232,682**	**$85,204,620**	**$1,028,062**	**1%**

KEENE HOUSING AND COMPONENT UNIT ENTITIES			
Debt Current Ratio	5.59%	8.33%	

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 August 31, 2023	YTD Activity as of August 31, 2023	$ Variance (under) / over	% Variance
Total Operating Revenue	13,857,906	14,233,045	(375,139)	-3%
Total Operating Expenses	10,858,674	11,358,283	(499,609)	-5%
NET OPERATING INCOME	**$2,999,232**	**$2,874,762**	**124,470**	**4%**

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

Non-Operating Expense	Actual	Budget	Variance	
Total Depreciation Expense	$1,819,706	$1,980,132	($160,426)	-9%

Keene Housing

KEENE HOUSING

INCOME STATEMENT CONSOLIDATED SUMMARY

	Actual	Budget	Variance	
	YTD Activity as of August 31, 2023	YTD Activity as of August 31, 2023	$ Variance (under) / over	% Variance
REVENUE				
Rents/HAP/Subsidy Income	10,525,824	10,628,442	(102,618)	-1%
MTW Non-HAP Income	1,056,221	1,224,161	(167,940)	-16%
Vacancy Loss	(51,370)	(48,086)	(3,284)	6%
Admin Fee Income	790,829	772,807	18,022	2%
Managmeent Fees	472,861	442,545	30,315	6%
Interest Income	103,283	35,288	67,995	66%
Partnership/Incentive Fees	481,446	411,289	70,157	15%
Other Income	440,635	734,616	(293,981)	-67%
Misc Tenant Income	38,178	31,985	6,193	16%
Total Revenue	$ 13,857,906	$ 14,233,045	$ (375,139)	-3%
EXPENSES				
Administrative	770,580	771,759	(1,179)	0%
Operational	411,950	400,246	11,704	3%
Payroll	2,217,044	2,443,037	(225,994)	-10%
Utilities	949,769	862,185	87,584	9%
Maintenance	991,628	1,071,009	(79,381)	-8%
Taxes & Insurance	749,398	795,259	(45,861)	-6%
Interest	573,937	544,258	29,679	5%
Amortization of Finance Costs	-	4,750	(4,750)	0%
Tenant Programs	146,653	224,747	(78,094)	-53%
HAP	4,047,716	4,241,033	(193,317)	-5%
Total Operating Expenses	$ 10,858,674	$ 11,358,283	$ (499,609)	-5%
NET OPERATING INCOME	**$ 2,999,232**	**$ 2,874,762**	**$ 124,470**	**4%**

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 $3m, over budget by $124k.

OPERATING REVENUES are $13.9m a net decrease of $375k as compared to the budget of $14.2m.

OPERATING EXPENSES are $10.9m a decrease of $500k as compared to the budget of $11.4m.

REVENUE	VARIANCES for Revenue categories (Less)/Higher than Budget	
Rent/HAP/Subsidy Income	(102,618)	The income is under budget. The voucher programs are under utilized compared to budget but the income in various properties are higher than the budget. If there is any unspent funds with the MTW voucher program it will be held at HUD until requested by KH.
MTW Non-HAP Income	(167,940)	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 $1.1m.
Vacancy Loss	(3,284)	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	18,022	HUD Admin Fees are over budget. The Section 8 admin fees are under budget by $3k, actuals are based on the actual admin expensed. MS admin fee is over budget by $10k and Special Purpose Voucher admin fes is over budget by $10k.
Interest Income	67,995	Interest earned on operations and reserve balances.
Partnership/Incentive Fees	70,157	Partnership fees and distributions, paid to Keene Housing or MAHC from surplus cash for 2022 on LIHTC properties managed. The YTD budget is $411k, $481k has been received to date.
Management Fees	30,315	Over budget slightly across all properties.
Other Income	(293,981)	Other Income is lower than budget, There is a budget for an insurance claim payment of $250k that is expected by the year end.
Misc Tenant Income	6,193	on budget.
Total Operating Revenue	(375,139)	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	10,525	A number of expenses are on budget.
Payroll/Benefits	(225,994)	Benefit Expenses are under budget by $155k and expected to continue throughout the year. Salaries are under budget by $81k. There has only been two vacancies and hire since 1/2023 .
Utilities	87,584	Fuel Expense is over budget by $33k. Water & Sewer is over budget by $12k. Electric is over budget by $39k.
Maintenance	(79,381)	There are maintenance line items that are over budget by $73k. There are also a few maintenance line Items under budget by $160k.
Taxes & Insurance	(45,861)	Property Tax and Insurance are slightly under budget, timing.
Interest/Partnership Taxes/Amortiz	24,929	Timing.
Tenant Programs	(78,094)	Tenant programs are under budget by $40k, related to lack of activities. In addition, the internet assistance program is under utilized at this time and under budget by $43k. The landlord incentive program is currently over budget by $4k.
HAP	(193,317)	HAP disbursements are under budget in the MTW voucher program by $206k and MS vouchers are over budget by $37k. NEDs vouchers are under budget by $24k.
Total Operating Expenses	(499,609)	Lower than Budget
Net Variance for Net Income	**$124,470**	**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)	99,590	18,639	69,561 Higher Revenue	(11,390) Lower Expenses	
Monadnock Affordable (MAHC)	464,641	279,103	186,963 Higher Revenue	1,425 Higher Expenses	
Keene Affordable (KAHP)	418,394	680,985	(233,378) Lower Revenue	29,213 Higher Expenses	
Meadow Road	59,840	25,046	9,373 Higher Revenue	(25,421) Lower Expenses	
Ash Brook Apartment	77,735	17,459	5,592 Higher Revenue	(54,684) Lower Expenses	
Emerald Street	22,197	3,136	3,635 Higher Revenue	(15,426) Lower Expenses	
Hampshire House	9,412	9,837	6,363 Higher Revenue	(20,160) Lower Expenses	
Cottage St Apartments	(29,010)	9,426	(35,032) Lower Revenue	3,404 Higher Expenses	
Section 8 Voucher Program (MTW)	1,024,772	1,274,546	(574,511) Lower Revenue	(324,737) Lower Expenses	
Mainstream Voucher Program	(26,976)	(25,700)	24,866 Higher Revenue	26,142 Higher Expenses	
Special Purpose Vouchers (NEDs, AHPP,FYI	(12,742)	(34,200)	(12,567) Lower Revenue	(34,025) Lower Expenses	
Riverbend (and LIHTC)	69,201	46,984	18,432 Higher Revenue	(3,786) Lower Expenses	
TOTALS	$2,177,054	$2,305,261	($530,704) Lower Revenue	($429,445) Lower Expenses	
PARTNERSHIPS					
Low Income Tax Credits Properties (LIHTC)					
Evergreen Knoll	65,943	14,090	49,939 Higher Revenue	(1,914) Lower Expenses	
Brookbend West	216,085	159,432	35,060 Higher Revenue	(21,593) Lower Expenses	
Stone Arch Family	4,533	37,422	15,021 Higher Revenue	47,910 Higher Expenses	
Stone Arch Senior	30,113	9,971	19,862 Higher Revenue	(280) Lower Expenses	
LIHTC with 10/31 year ends					
Brookbend East	272,259	247,990	11,451 Higher Revenue	(12,818) Lower Expenses .	
Central Square (multifamily)	233,245	100,596	24,232 Higher Revenue	(108,416) Lower Expenses	
TOTALS	822,178	$569,501	$155,565 Higher Revenue	($97,112) Lower Expenses	
GRAND TOTALS	**2,999,232**	**2,874,762**	**(375,139) Lower Revenue**	**(526,557) Lower Expenses**	

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

Keene Housing-Active Contracts

Type of Service	Vendor	Original Contract Dates	Current Expiration Date	Renewal Options	2023 ANNUAL Contract Limits	2023 ANNUAL Contract Specific Amounts
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
Lawn Care	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: 2 (2025, 2026)	BBE, BBW, AB & MR	$59,750
Snow Removal	Arlen Landscaping	10/01/22-05/01/24	5/1/2024	remaining renewal options: 2 (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:2 (2025, 2026)	Forestview & North & Gilsum	$55,800
Janitorial	Jan-Pro Cleaning Systems	06/24/22- 06/23/23	6/23/2024	remaining renewal options: 3 (2025,2026,2027)		$54,000
Architect/Engineering Services	Stevens & Associates	07/01/19-06/30/22	6/30/2024	remaining renewal options: 0	as needed	
Document Management Software	PiF Technology	08/31/22 - 08/31/23	8/31/2024	remaining renewal options: 0 (renewed annually)		$6,875
Heating/AC/AH	Gary Jackson Heating	09/16/21 - 09/15/23	9/15/2024	remaining renewal options: 3 (2024,2025,2026)	as needed	
Copier/Printer Leases	SymQuest/Konica Minolta	10/25/19-10/25/24	10/25/2024	remaining renewal options: 0		$1,815/Month
Background Checks	Data Facts	11/8/29-11/04/24	11/8/2024	remaining renewal options: 0		
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
Elevator Service	Pine State Elevator	09/01/21- 08/31/23	9/11/2025	remaining renewal options: 0	monthly	
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		
Architect/Engineering Services	JA Saccoccio Workshop PLLC	09/03/21-09/03/23	9/3/2026	remaining renewal options: 0		
Development Consulting	TAG Associates	10/01/21- 9/30/23	9/30/2026	remaining renewal options: 0	<$50,000.00	
Development Consulting	Evernorth (Formerly NNEHIF)	10/01/21 - 09/30/23	9/30/2026	remaining renewal options: 0	<$50,000.00	
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		

SEPTEMBER 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Bennett Block Garden Meeting	2
3	4 Office Closed Labor Day	5 SAVS and Forest View Garden Meetings	6 CST Bingo Harper Acres Garden Meeting	7 CST and Ash Brook Garden Meetings	8 Bennett Block Garden Meeting CST Game Night	9
10	11 SAVS Bingo Meadow Road and Brookbend Garden Meetings	12 SAVS and Forest View Garden Meetings	13 CST Bingo FV Afterschool Garden Meeting	14 CST and Ash Brook Garden Meetings	15 Bennett Block Garden Meeting	16
17	18 SAVS Bingo Meadow Road and Brookbend Garden Meetings	19 SAVS and Forest View Garden Meetings CST Planning Meeting and Card Making	20 CST Bingo	21 Board of Commissioners Meeting	22 Bennett Block Garden Meeting	23
24	25 SAVS Bingo Meadow Road and Brookbend Garden Meetings	26 All Staff Fair Housing Training SAVS and Forest View Garden Meetings	27 CST Bingo FV Afterschool Garden Meeting SAVS Card Making	28 CST and Ash Brook Garden Meetings	29 Bennett Block Garden Meeting	30

Keene Housing

October 2023

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

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