Keene Housing

Keene Housing
Board of Commissioners Meeting
November 16, 2023

Central Square Terrace Halloween Party

Meeting Location:

Forest View Family Activity Center
5 Harmony Lane
Keene, NH 03431

Keene Housing

Board of Commissioners Meeting
Thursday, November 16, 2023
Table of Contents

Agenda……1

October 19, 2023 Keene Housing Board Meeting Minutes……2

Approval of 2024 Board of Commissioners Meeting Schedule……6

Informational Memo: Annual Adjustment of Keene Housing's Living Wage……8

Informational Memo: Draft Operating Budget Fiscal Year 2024……9

Informational Memo: Draft Capital Planning Budget Fiscal Year 2024……16

Management Report……19

Finance Report……32

Active Contract List……39

Keene Housing Calendar of Events……41

Keene Housing

BOARD OF COMMISSIONERS MEETING
THURSDAY, NOVEMBER 16, 2023
12:00 P.M.
FOREST VIEW FAMILY ACTIVITY CENTER
5 HARMONY LANE, KEENE, NH

AGENDA

I. Call to Order

II. Roll Call

III. Approval of the October 19, 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 2024 Board of Commissioners Meeting Schedule (Resolution No. 761)

b. Informational Memo: Annual Adjustment of Keene Housing's Living Wage

c. Informational Memo: Draft Operating Budget Fiscal Year 2024

d. Informational Memo: Draft Capital Planning Budget Fiscal Year 2024

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, October 19, 2023

Chairperson Coates called the Keene Housing Board of Commissioners meeting to order at 12:07 p.m. Roll was taken and Chairperson Coates declared a quorum present.

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

Absent:
- Bob Elliott, Vice Chairperson
- Pam Slack, Commissioner

Also in attendance:
- Joshua Meehan, Secretary
- Linda Griffin, Director of Finance
- Amy Wright, Director of Administration
- Sandy Clark, Director of Facilities and Assets
- Denise Pratt, Director of Housing and Services
- Linda Mangones, Special Advisor for Planning and Development
- Cheryl Bemis, Property Manager

MINUTES:

Chairperson Coates called for approval of the September 21, 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.

EXECUTIVE DIRECTOR'S REPORT:

Secretary Meehan stated a last-minute deal averted a government shutdown and it will continue operating until November 17, 2023. The position of United States Speaker of the House is vacant, and negotiations cannot proceed until a new Speaker is appointed.

Secretary Meehan discussed the latest developments related to the Roosevelt School project. The 9% Low Income Housing Tax Credit application was submitted to New Hampshire Housing Finance Authority on September 29th. He stated it is a very competitive round and if Roosevelt School East is not awarded the tax credits, the Agency will still purchase the property and reapply next year. The Northern Borders Regional Commission (NBRC) environmental process is a potential hurdle to being able to accept their $500,000 award due to NBRC's difficult environmental review process. Keene Housing applied for a Community Development Block Grant (CDBG) award and should hear about the award in November.

Keene Housing is holding onsite vaccination clinics for residents and staff today at Harper Acres, Central Square Terrace, and Stone Arch Village Senior. In addition to flu shots, Genoa Healthcare has a limited supply of the new COVID booster.

Secretary Meehan invited Ms. Clark to give an update on Keene Housing's capital projects. Ms. Clark reported that construction of 105 Castle Street is progressing with an estimated completion date of December 2023. The grand opening is delayed due to a backordered meter stack. A transformer failed at Central Square Terrace on Friday resulting in a power

outage for several hours. Eversource resolved the issue, but the transformer went down again last night. Power has since been restored to the building. Keene Housing is researching possible solutions for future power outages at the property. All Seasons Construction installed acoustic tiles in the Stone Arch Village Senior Community Room. The Facilities and Assets team is wrapping up summer projects and preparing for the winter.

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. 758 - Approval of 2023 Debt Write Offs for Brookbend East and CST Housing

The Keene Housing Board of Commissioners authorizes the Finance Department to write-off tenant's old accounts receivable for Brookbend East Housing Associates, LP for $3,902.45 and CST Housing Associates, LP for $2,009.45 as uncollectible bad debt for the fiscal year ending October 31, 2023 pursuant to the October 19, 2023 memorandum from Linda Griffin, Finance Director to Joshua R. Meehan, Executive Director. Commissioner Bianco moved the motion to approve the resolution. Commissioner Shaw seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 759 – Approval of Executive Director Travel

The Keene Housing Board of Commissioners authorizes the Executive Director to travel to San Diego, CA for the 2024 Public Housing Authorities Directors Association (PHADA) Commissioners Conference, which runs from January 7, 2024 – January 10, 2024, pursuant to the October 10, 2023 memorandum from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director. Commissioner Bianco moved the motion to approve the resolution. Commissioner Shaw seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 760 – Approval to Contract for Various Solar Projects

The Keene Housing Board of Commissioners authorizes the Executive Director to execute any and all contracts with ReVision Energy to pursue funding for, and to develop photovoltaic arrays at several properties pursuant to the memorandum dated October 12, 2023 from Joshua Meehan, Executive Director to the Board of Commissioners. Commissioner Bianco moved the motion to approve the resolution. Commissioner Shaw seconded the motion, which upon being put to vote, was passed unanimously.

Informational Memo: Quarter 3 2023 Voucher Activity Report

Ms. Pratt reviewed the Quarter 3 2023 Voucher Activity Report outlined in the Informational Memo dated October 13, 2023.

Moving to Work (MTW) Housing Choice Voucher (HCV) Quarterly Dashboard Report

Ms. Pratt reviewed the Moving to Work (MTW) Housing Choice Voucher (HCV) Quarterly Dashboard Report.

Review of Annual Conflict of Interest Statements

The Keene Housing Board of Commissioners reviewed the Annual Conflict of Interest Statements, and no potential conflicts were disclosed.

OLD BUSINESS:

No topics were presented.

PUBLIC COMMENT:

No discussion items were presented.

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 12:50 p.m. on Thursday, October 19, 2023, to convene a Non-Public Session.

Commissioner Bianco made a motion to reconvene 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, October 19, 2023, at 1:14 p.m. Chairperson Coates stated the Board of Commissioners voted during non-public session to seal the minutes of that session.

Commissioner Shaw made a motion to adjourn the meeting. Commissioner Bianco seconded the motion, which upon being put to vote, was passed unanimously. There being no further business, Chairperson Coates adjourned the Board meeting at 1:15 p.m.

Joshua Meehan, Secretary of Keene Housing Board of Commissioners

10/23/23
Date

Keene Housing

Resolution No. 761

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item:

   Approval of 2024 Board of Commissioners Meeting Schedule

2. Date of Board Meeting: November 16, 2023

3. Proposed Board Resolution:

   That the Keene Housing Board of Commissioners adopts the schedule for its 2024 meetings pursuant to the November 1, 2023 memorandum from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director.

4. All Backup Attached? Yes X No ☐

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

5. Department Head Approval Signature Amy Wright Date: 11/1/2023

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: 11/8/23

Keene Housing

MEMORANDUM

To: Joshua Meehan, Executive Director
From: Amy Wright, Director of Administration
Subject: 2024 Board of Commissioners Meeting Schedule
Date: November 1, 2023

This memorandum recommends a schedule for the Keene Housing Board of Commissioners' regular meetings for calendar year 2024. The meetings are scheduled for the third Thursday of each month (or the fourth when there are five Thursdays in a month). Please note, the November Board meeting is scheduled a week early due to the Thanksgiving holiday.

This meeting schedule provides staff, residents, participants and members of the community significant notice of the Board's meeting schedule. Residents will be notified when the Board meetings are held at their property and encouraged to attend.

As outlined in the bylaws, the Annual Meeting is scheduled for the fourth Thursday in May at 5:30 p.m.

RECOMMENDATION

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

Resolution:

That the Keene Housing Board of Commissioners adopts the following schedule for its 2024 meetings pursuant to the November 1, 2023 memorandum from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director:

Thursday, January 18th, 12:00 PM at Bennett Block

Thursday, February 22nd, 12:00 PM at Harper Acres Mill Building

Thursday, March 21st, 12:00 PM at Central Square Terrace

Thursday, April 18th, 12:00 PM at Stone Arch Village Senior

Thursday, May 23rd, 5:30 PM Annual Meeting at Keene Housing's Central Office

Thursday, June 20th, 12:00 PM at Forest View Family Activity Center

Thursday, July 18th, 12:00 PM at North & Gilsum Family Activity Center

Thursday, August 22nd, 12:00 PM at Harper Acres Mill Building

Thursday, September 19th, 12:00 PM at Central Square Terrace

Thursday, October 24th, 12:00 PM at Stone Arch Village Senior

Thursday, November 21st, 12:00 PM at Forest View Family Activity Center

Thursday, December 19th, 12:00 PM at Keene Housing's Central Office

Keene Housing

INFORMATIONAL MEMORANDUM

To: Joshua Meehan, Executive Director
From: Amy Wright, Director of Administration
Subject: Annual Adjustment of Keene Housing's Living Wage
Date: November 13, 2023

In May 2016, Keene Housing joined the efforts of several area businesses and pledged to pay all regular, full-time staff a living wage of at least $15.00 per hour. The pledge was part of an initiative launched by the Monadnock Living Wage Work Group, a collection of 15 businesses and other organizations dedicated to raising average wages throughout the Monadnock Region.

On July 31, 2019, the Keene Housing Board of Commissioners approved an annual adjustment of Keene Housing's living wage based on the annual variation rate of the Consumer Price Index (CPI). This memorandum recommends the 2023 CPI increase of 3.7% increase to Keene Housing's living wage.

Year	Inflation Adjustment	New Living Wage Rate
2023	3.7%	$18.50
2022	5%	$17.85
2021	5.4%	$17.00
2020	1.3%	$16.13
2019	2.0%	$15.92
2018	1.9%	$15.61
2017	2.1%	$15.32

Keene Housing

INFORMATIONAL MEMORANDUM

To: Joshua R. Meehan, Executive Director
From: Linda Griffin, Finance Director
Subject: DRAFT Operating Budget FY 2024
Date: November 7, 2023

This memorandum provides a summary of the draft 2024 consolidated financial operations budget compared to the 2023 projected actuals for Keene Housing (inclusive of properties owned by KH and its affiliates). The intent of this draft budget is to provide explanations for assumptions used in the budget for the Board of Commissioners to discuss at their November meeting. A final budget proposal will be presented to the Commissioners for their adoption at the December 2023 meeting.

Attached are three financial reports 1) consolidated operating income statement comparing the projected actual 2023 revenues and expenses to the proposed 2024 by category of revenues and expenses 2) income statements for individual property/program budgets for 2024 and 3) cashflow projections.

SUMMARY

The net income (before depreciation):
2024 Budget = $3.8M
2023 Projected = $5.4m
2023 Budget = $3.9m

Revenue

2024 Operating Budget is $21.8m, an increase of $.5m (2%) compared to 2023 projection.

Expense

2024 Operating Budget is $18.1m, an increase of $2.0m (12%) compared to 2023 projection.

Below is a narrative of significant changes from 2023 (projected actuals) to the proposed 2024 budget.

REVENUE Changes

The Rents/Subsidy revenue budget has not changed from 2023. This revenue line item has three components.

- HUD voucher funding - it is assumed that Congress will fund the voucher programs in 2024 at the 2023 levels. The Non-Elderly Disabled (NED) and Mainstream (MS) voucher programs funding is re-benchmarked using prior period actual costs each year in January and the funding is adjusted by HUD.
- KH received additional vouchers in the past couple years in our MS program which brings the total number of authorized vouchers to 100. There are 76 vouchers currently being

leased and with MS leasing continuing to be sluggish even with the Landlord incentives, the assumption is that 80 vouchers will be leased by the end of 2024.

- The KH voucher payment standards (VPS) – the VPS determine rents paid to property owners (including many of the KH owned properties). KH increased the VPS in 2023 and will not be increasing them again in 2024.
- Tenant rent - The assumption is that tenant rents will stay at current levels.

The Commercial Rents received are expected to increase by $20k or 8%. The assumption includes an average increase in all other commercial rent of 3%, and that commercial spaces will be fully leased in 2024 at Central Square Terrace.

The Administrative Fee (admin fee) income is earned by administering HUD voucher programs (MTW Housing Choice Voucher, Non-Elderly Disabled (NED) and Mainstream programs).

- KH's MTW Housing Choice Voucher program funding is calculated under the terms of the MTW Agreement with HUD, and the admin fee is embedded in the Housing Assistant Payment funding. The advantage of the embedded admin fee is that it protects KH from likely additional pro-ration of admin fee funding. The 2024 budget internally allocates approximately 13% of the MTW Housing Choice Voucher funding for the administrative budget. This percentage aligns well with administrative costs at other Public Housing Authorities.

- HUD determines the admin fee earned for the NEDs and MS programs by formula and it is assumed they will remain pro-rated at 98% for 2024. Both programs' admin fees are pro-rated at the same rate as other non-MTW PHAs'. Further, both programs may have a funding shortfall in 2024 due to insufficient admin fee funding from Congress. The assumption is that MTW funds will once again be used to offset any admin fee shortfall in 2024. The MS program received a one-time additional admin fee in 2023 that may help offset some of the projected 2024 shortfall.

Other Income budget is expected to increase by $469k or 69%. The increase is related to 1) the Family Self Sufficiency (FSS) grant is decreasing by $42k, 2) KH received $804k from the insurance claim on the 105 Castle Street building fire in 2022 and expected to receive the remaining insurance funds of $572k in 2023. The balance of the payment was postponed to 2024 when construction will be completed.

The Development Fee revenue budget for 2024 assumes there is one new development, Roosevelt Housing East. A portion of the development fee will be earned income in 2024.

Management Fee revenue budget remains at the same level as the 2023 projection. Fee Revenue is earned by KH (Locals) and are paid by the property/units managed. Most of these fees are based on rent collected and rents are remaining at current levels. Some fees are set by HUD and some are approved by the New Hampshire Housing Finance Authority.

Partnership/Incentive Fee budget is reduced from 2023. These fees are a source of income for KH and Monadnock Affordable Housing Corporation as the Managing General Partner in our Low-Income Housing Tax Credit (LIHTC) developments. The 2024 budget is assuming income of $409k in Fee Revenue coming from five properties: Stone Arch Village Family/Senior, Brookbend West/East and Central Square Terrace that generally have surplus cash at year end. In 2023, there was $481k received by KH/MAHC.

The Budget for Vacancy Loss (a reduction in revenue) is difficult to predict. The vacancies for 2023 is $73k and will be reduced to $47k in 2024 budget. The vacancies are reducing over time due to the high demand for apartments and our improved turnover time.

EXPENSE Changes

The Administrative expense budget increases by $78k or 5% from the 2023 projection. There are three expenses that account for most of the increase.

- Management Fees are paid by the property owner to KH/Locals based on rent collected.
- Development Consulting is related to consulting costs to support pre-development work for KH's next affordable housing project.
- Energy Consulting is increasing related to evaluating additional solar opportunities and development cost modeling.

The Employee Payroll/Fringe expense budget increased by $622k or 19% from the 2023 projection. There are currently no staff vacancies. We anticipate adding 3 FTE positions at the beginning of 2024, to account for recent and expected future growth. There are also annual employee salary increases (inclusive of a CPI adjustment along with merit increases). There is a mid-year increase in benefits renewals. There is also a decrease in FSS staff salary related to a decrease in grant funding.

The overall Utilities budget for 2024 is increasing from the 2023 budget by $150k or 12%.

- KH has fixed the cost of electricity for 2024 through Power Purchase Agreements for all our properties.
- KH is taking over the electricity costs at Ash Brook and Stone Arch Village Family properties. The change will result in an increase in energy costs and a commensurate increase in rental income as tenant rents will increase to reflect the change in electricity provision.
- KH is purchasing the solar equipment at Harper Acres which will result in a decrease in electric costs there.
- It is also assumed that we will continue seeing energy savings from improvements made at Forest View, CST and North & Gilsum.
- KH has a fixed price for propane supply for the first half of 2024 with costs reducing slightly for the second half of 2024. Our energy consultant has been tracking usage at most properties and that history is part of the budget assumption.
- Water and Sewer are increased by 2% in the 2024 budget.

Maintenance expense budget is increasing by $113k or 8% from the 2023 projection. We have been experiencing an increased need for flooring replacements and appliances at most properties. KH has continued to experience increases in materials/service costs as the maintenance industries are experiencing employment shortages and cost increases. Several other expenses were increased by 3-5% in response to increased pricing for materials, repairs, and appliances.

Property Tax budget is increased by $5k or 1% from the 2023 projection. Many of our properties have a Payment in Lieu of Taxation (PILOT) agreement or are eligible for the alternative Low Income Housing Tax Credit tax calculation method which is based on 10% of net revenues. We do not expect revenue to increase significantly during the year.

Property/Liability Insurance expenses increased significantly in 2023. The assumption includes premium increases that occurred 2023 and anticipate another increase in 2024. The 2024 budget is increasing by $23k or 4% from 2023 projection.

Interest expense budget is decreasing by $36k or 5%.

HAP expense budget is increased by $995k or 16% from the 2023 projection. The MTW Housing Choice Voucher utilization was severally depressed again in 2023, and the 2024 budget assumes a return to pre-2023 utilization rates of 95% by year's end. Mainstream vouchers, which have been particularly difficult to lease, will increase during 2024.

The Tenant Programs (youth programming, development grants, rent credits, resident activities, community gardens) budget is increased by $7k or 3%. The landlord incentives started in 2023 will continue in 2024, and the broadband utility allowance will be expanding in 2024. There is a 3% increase to Keene Housing Kids Collaborative fees by property (KAHP, the Brookbends, Meadow Road, and Stone Arch Village Family).

NON-OPERATING Income and Expenses:

Partnership/Incentive Fee are fees calculated and paid from LIHTC partnerships to KH and the Limited Partners as a distribution from surplus cash at year end. The properties: Stone Arch Village Family/Senior, Evergreen Knoll and Brookbend East/West have had these payouts in past years. CST will begin making distributions for the first time in 2024.

The MTW transfers are funds used towards non-Housing Assistant Payment eligible MTW expenses, estimated to be $1.2m in 2024. These funds will be used to provide funding to Keene Housing Kids Collaborative, Resident Programs and capital improvements/development as detailed in the Capital Planning Budget.

KEENE HOUSING - CONSOLIDATED BUDGET 2024

	Totals 2023 Projection	Totals 2024 Budget	(decr)/Incr from 2023 projection to 2024 budget		NOTES:
INCOME					
Rents, Tenants/Subsidy	$18,113,052	**$18,113,053**	0.0%	$0	The HAP funding from HUD assumes inflation of 0% at 100% proration from 2023 funding levels. The Voucher Payment Standard for PBV is not changing in 2024.
Rents, Commercial	$231,049	**$250,247**	8.3%	$19,198	There are annual increases for all commerical tenants.
Admin Fee Income	$1,157,179	**$1,157,179**	0.0%	$0	Admin Fee not expected to change with funding levels remaining at current levels.
Other Income	$674,716	**$1,143,848**	69.5%	$469,132	There was an insurance claim on 105 Castle St received in 2022 of $804k, $0 received in 2023 and $572K expected in 2024.
Development Fees	$0	**$50,000**	0.0%	$50,000	Estimated new Development Fees of $50k being earned in 2024 for Roosevelt Development.
Management Fee Earned	$709,463	**$709,463**	0.0%	($0)	no change in fees.
Partnership Fees	$481,446	**$409,500**	-14.9%	($71,946)	Estimated incentive fees : SAV F, SAV S, BBE, BBW, EK, RB. Based on projected net income for 2023.
Misc Tenant Income	$50,611	**$50,611**	0.0%	$0	no change in fees.
LESS: Vacancy Loss	($73,088)	**-$47,400**	-35.1%	$25,688	Vacancies are reducing over time due to demand for apartments and improved turnover time.
TOTAL OPERATING INCOME	$21,344,428	**$21,836,500**	**2.3%**	**$492,072**	

	Totals 2023 Projection	Totals 2024 Budget	(decr)/Incr from 2023 projection to 2024 budget		NOTES:
EXPENSES					
Administrative	$1,702,015	**$1,779,947**	4.6%	$77,933	Continued Development and Energy Consulting fees related to potential new development projects.
Payroll and Fringe	$3,203,757	**$3,826,207**	19.4%	$622,450	Assumes annual pay increases and benefit costs to increase based on actual costs in 2023 and a mid year renewal increase of 10%. In 2024 it is assumed that KH is fully staffed and three new positions expected to be added early 2024.
Utilities	$1,292,760	**$1,442,373**	11.6%	$149,613	Slight increases in Fuel cost and Water/Sewer cost are expected. The electricity cost should remain steady due to current Purchase Power Agreement expires 12/2024. However, two properties are changing from tenant paid at Ash Brook and SAV Family to property paid.
Maintenance	$1,457,662	**$1,571,156**	7.8%	$113,494	Maint Materials/Service contracts have continued to increase at a rate of 10%. We are assuming other items to increase 3-5%.
Misc Equipment (not captial)	$97,750	**$103,616**	6.0%	$5,866	These items are ongoing appliance replacments and minor renovations, increased based on 2023 actuals and request from property managers.
Property Taxes	$627,245	**$632,774**	0.9%	$5,529	no change.
Property/Liability Insurance	$539,319	**$562,466**	4.3%	$23,147	Assumes a 10% increase in all premiums renewals in Sept, 2024 based on 2023 projections which averaged 30% increases.
Interest Expense	$743,945	**$707,041**	-5.0%	($36,904)	Based on amortization schedules.
HAP disbursements	$6,116,653	**$7,111,916**	16.3%	$995,263	Increase expected based on increasing voucher utilization from 87% in 2023 to 95% in 2024.
Investor Fees	$36,509	**$36,509**	0.0%	$0	Estimated investor service fees : SAV F, SAV S, BBE, BBW, EK, RB.
Tenant Programs	$274,800	**$282,193**	2.7%	$7,393	All of this expense is funded by MTW funds.
TOTAL OPERATING EXPENSES	$16,092,416	**$18,056,199**	**12.2%**	**$1,963,783**	

NET INCOME operating	$5,252,012	**$3,780,301**

Keene Housing - by Property

Account Number	Totals 2023 budget	Totals 2023 projection	Totals 2024 budget	PROGRAMS					PROPERTIES												
				Locals	MAHC	MTW-Section 8	Mainstream Voucher	Non-Elderly/ Disb	KAHP	Ashbrook Apt	Emerald Street	Hampshire House	Meadow Road	CST	Evergreen Knoll	Riverbend	Stone Arch Family	Stone Arch Senior	Brook Bend East	Brook Bend West	Cottage Street
INCOME																					
Rents, Tenants/Subsidy	$17,002,895	$18,113,052	$18,113,053	$0	$0	$6,617,575	$695,040	$1,288,752	$3,574,182	$368,736	$111,576	$141,936	$325,596	$1,519,792	$533,436	$361,356	$461,071	$462,551	$851,327	$744,748	$55,380
Rental, Commercial	$197,556	$231,049	$250,247	$0	$123,000	$0	$0	$0	$46,043	$0	$0	$0	$0	$81,204	$0	$0	$0	$0	$0	$0	$0
Admin Fee Income - HUD	$1,159,210	$1,157,179	$1,157,179	$0	$0	$921,049	$99,339	$136,791	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Other Income /Grants	$1,187,352	$674,716	$1,143,848	$71,119	$19,821	$238,281	$0	$2,133	$696,945	-$631	$3,045	$1,037	$12,954	$354	$41,505	$28,386	$1,699	$9,730	$893	$9,829	$6,750
Development Fee Income	$0	$0	$50,000	$0	$50,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Management Fee Earned	$663,818	$709,463	$709,463	$709,463	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Incentive Management Fee	$411,289	$481,446	$409,500	$56,000	$353,500	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Misc Tenant Income	$51,233	$50,611	$50,611	$0	$0	$0	$0	$0	$15,736	$559	$48	$1,684	$13	$6,248	$15,190	$1,932	$4,396	$1,985	$1,473	$1,347	$0
LESS: Vacancy Loss	($55,000)	($73,088)	($47,400)	$0	$0	$0	$0	$0	($20,000)	$0	($2,000)	$0	$0	($14,400)	($2,000)	$0	$0	($1,000)	($3,000)	($5,000)	$0
TOTAL INCOME	**$20,618,354**	**$21,344,428**	**$21,836,500**	**$836,582**	**$546,321**	**$7,776,905**	**$794,379**	**$1,427,676**	**$4,312,906**	**$368,665**	**$112,669**	**$144,657**	**$338,563**	**$1,593,198**	**$588,131**	**$391,674**	**$467,166**	**$473,265**	**$850,692**	**$750,924**	**$62,130**
EXPENSES																					
Administrative Exp	$1,701,661	$1,702,015	$1,779,947	$169,077	$141,892	$296,930	$27,586	$36,257	$492,029	$55,470	$12,165	$25,550	$43,581	$114,183	$70,184	$48,820	$53,318	$56,593	$64,214	$59,622	$12,476
Salaries and Fringe	$3,569,657	$3,203,757	$3,826,207	$552,978	$0	$860,700	$130,786	$159,319	$877,751	$80,266	$28,444	$46,001	$68,142	$322,625	$112,692	$90,284	$80,266	$88,850	$172,423	$150,420	$4,261
Utilities	$1,274,531	$1,292,760	$1,442,373	$0	$23,505	$0	$0	$0	$718,057	$34,500	$16,516	$23,296	$24,225	$193,043	$88,913	$34,110	$85,146	$68,214	$69,305	$55,334	$8,209
Maintenance Expenses	$1,601,772	$1,555,412	$1,674,772	$9,587	$29,598	$0	$0	$0	$710,348	$73,087	$20,271	$34,380	$83,285	$130,943	$115,040	$89,384	$75,879	$75,088	$114,844	$97,580	$15,458
Property Taxes	$670,714	$627,245	$632,774	$0	$33,851	$0	$0	$0	$112,971	$9,580	$6,283	$5,610	$25,831	$197,343	$45,206	$32,548	$0	$34,599	$69,502	$57,452	$2,000
Insurance Expense	$435,807	$539,319	$562,466	$62,324	$21,740	$3,841	$0	$0	$177,002	$25,543	$10,870	$9,319	$19,515	$78,516	$24,717	$18,538	$18,538	$25,489	$32,123	$32,074	$2,317
Interest Expense	$749,419	$780,454	$743,550	$0	$15,645	$0	$0	$0	$165,014	$31,742	$1,713	$0	$3,909	$380,975	$66,630	$14,625	$8,779	$13,622	$14,911	$25,987	$0
HAPS Disbursed	$6,361,550	$6,116,653	$7,111,916	$0	$0	$5,128,124	$695,040	$1,288,752	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Tenant Programs	$336,054	$274,800	$282,193	$4,640	$37,000	$106,167	$0	$0	$101,199	$1,480	$350	$0	$8,415	$2,700	$1,960	$1,640	$10,367	$2,846	$1,774	$1,356	$300
TOTAL EXPENSES	**$16,701,165**	**$16,092,416**	**$18,056,199**	**$798,607**	**$303,230**	**$6,395,762**	**$853,412**	**$1,484,328**	**$3,354,372**	**$311,667**	**$96,612**	**$144,155**	**$276,902**	**$1,420,328**	**$525,341**	**$329,949**	**$332,291**	**$365,302**	**$539,095**	**$479,824**	**$45,021**
NET INCOME Before depreciation	**$3,917,188**	**$5,252,012**	**$3,780,301**	**$37,975**	**$243,090**	**$1,381,142**	**($59,033)**	**($56,652)**	**$958,534**	**$56,997**	**$16,056**	**$502**	**$61,661**	**$172,870**	**$62,789**	**$61,725**	**$134,874**	**$107,963**	**$311,597**	**$271,100**	**$17,109**

CASHFLOW PROJECTION	Totals	Locals	MAHC	MTW-Block Grant	MTW-Section 8	Main stream Voucher	Non-Elderly/Disb	KAHP	Ashbrook Apt	Emerald Street	Hampshire House	Meadow Road	CST	Evergreen Knoll	Riverbend	Stone Arch Family	Stone Arch Senior	Brook Bend East	Brook Bend West	Cottage Street
2024																				
Replacement Reserves Balance																				
Beginning Balance 10/2023	**$2,444,038**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$1,185,636**	**$158,758**	**$34,809**	**$6,921**	**$36,127**	**$192,612**	**$90,698**	**$153,539**	**$49,274**	**$84,290**	**$294,472**	**$149,854**	**$7,048**
Deposit to Reserves 2024	$200,324	$0	$0	$0	$0	$0	$0	$8,415	$9,641	$4,239	$7,632	$3,337	$49,489	$31,728	$14,832	$12,298	$16,871	$25,497	$13,797	$2,546
Withdrawls from Reserves 2024	($123,500)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	($96,000)	($20,000)	$0	($7,500)	$0	$0	$0	$0
Ending Balance 12/2024	**$2,520,862**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$1,194,051**	**$168,399**	**$39,048**	**$14,553**	**$39,464**	**$146,101**	**$102,426**	**$168,371**	**$54,072**	**$101,161**	**$319,969**	**$163,651**	**$9,594**
Cash Balance																				
Beginning Balance 10/2023	**$6,567,051**	**$3,352,427**	**$1,359,261**	**$0**	**$0**	**$0**	**$0**	**$588,646**	**$158,758**	**$3,437**	**$33,623**	**$90,921**	**$212,140**	**$90,698**	**$34,734**	**$99,200**	**$55,512**	**$247,400**	**$230,432**	**$9,862**
INCOMING CASH:																				
Operating Surplus/(Deficit) 2024	$3,808,601	$37,975	$243,090	$0	$1,385,142	($59,033)	($56,652)	$958,534	$56,997	$30,056	$502	$61,661	$172,870	$73,089	$61,725	$134,874	$107,963	$311,597	$271,100	$17,109
Cash from Reserves	$123,500	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$96,000	$20,000	$0	$7,500	$0	$0	$0	$0
Reimbursed design work for Roosevelt	$393,434	$0	$393,434	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
MTW funding 2024 for NON-HAP available	($22,000)	$0	$136,858	$0	($1,385,450)	$59,033	$58,785	$805,375	$20,000	$15,000	$10,000	$218,400	$0	$0	$35,000	$0	$0	$0	$0	$5,000
Development Fee Received CST/Roosevelt	$0	$0	$100,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	($100,000)	$0	$0	$0	$0	$0	$0	$0
OUTGOING CASH:																				
CASH outlay 2024(principal)	($687,350)	$0	($19,485)	$0	$0	$0	$0	($255,916)	($19,176)	($17,694)	$0	($30,571)	($95,680)	($20,001)	($33,836)	($11,187)	($14,925)	($20,040)	($146,839)	($2,000)
CASH paid to GP/LP from Surplus Cash	($380,000)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	($20,000)	($10,000)	($250,000)	($100,000)	$0
CASH Loaned to other properties	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
CASH to pre-Development new site	($1,080,000)	$0	($1,080,000)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
CASH/financing to finish 105 Castle	($534,956)	$0	$0	$0	$0	$0	$0	($534,956)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Capital Improvements 2024 proposed	**($1,593,525)**	**$0**	**($212,000)**	**$0**	**$0**	**$0**	**$0**	**($805,375)**	**($20,000)**	**($15,000)**	**($10,000)**	**($218,400)**	**($96,000)**	**($57,250)**	**($35,000)**	**($7,500)**	**($112,000)**	**$0**	**$0**	**($5,000)**
Cash to Reserves deposits	($200,324)	$0	$0	$0	$0	$0	$0	($8,415)	($9,641)	($4,239)	($7,632)	($3,337)	($49,489)	($31,728)	($14,832)	($12,298)	($16,871)	($25,497)	($13,797)	($2,546)
Ending Balance 12/2023	**$6,394,432**	**$3,390,402**	**$921,158**	**$0**	**($308)**	**$0**	**$2,133**	**$747,893**	**$186,938**	**$11,560**	**$26,493**	**$118,674**	**$139,841**	**$74,808**	**$47,791**	**$190,589**	**$9,678**	**$263,461**	**$240,897**	**$22,424**

Keene Housing

INFORMATIONAL MEMORANDUM

To: Joshua R. Meehan, Executive Director
From: Linda Griffin, Finance Director
Cc: Sandy Clark, Director of Facilities and Assets
Subject: DRAFT Capital Planning Budget FY 2024
Date: November 7, 2023

This memorandum provides a draft 2024 capital budget for Keene Housing (inclusive of properties owned by KH and its affiliates). The intent of this draft budget is to provide a summary of capital improvement work that is proposed for 2024. Attached is the list of capital improvements by property for the Board of Commissioners to discuss at their November meeting. A final budget proposal will be presented to the Commissioners for their adoption at the December 2023 meeting.

In summary, the 2024 draft capital improvement project budget totals $1.6m. Compared to the 2023 expected cost of $2.8m. The 2023 budget is higher because it does includes the acquisition of Roosevelt Property of $1.1m and some pre-development design work of $.8m. In addition, the rebuild project at 105 Castle St is not included in this project list/costs and will be tracked separately. The detailed items on the attached reports were produced by reviewing the current property Capital Needs Assessment (C.N.A.) with the Director of Facilities and Assets, the Property Managers, and the Executive Director. Most of the items for 2024 have been recently quoted and current estimates are used in the proposed budget when available.

Most of our projects are eligible for non-HAP MTW funds. It is estimated that there will be $1.1m of MTW funds available from 2024 operations for the capital improvements listed in this 2024 project list.

In 2024, replacement reserve funds estimated at $273k will fund projects at Brookbend East/West, Central Square Terrace, Evergreen Knoll, and Stone Arch Village Family Senior. In addition, there will be cash from KH/MAHC needed for items not eligible for MTW funds, estimated at $212k. We expect that the NH Saves program will be able to fund some of the energy savings projects we have on our list in the amount of $95k in 2024.

CAPTIAL IMPROVEMENT PLAN 2024

Line #	Property	Energy Items	Description	Resilient Building Group	2024 BUDGET	funding source
100	KAHP-Harper Acres		Unplanned		$10,000	MTW funds
102	KAHP-Harper Acres		Tub roll-in (5 units at $5500)		$27,500	MTW funds
110	KAHP-Harper Acres	yes	Hot Water Heaters (2@40 gal per buildings (4)= $16k)	$16,000		RBG rebates
112	KAHP-Harper Acres	yes	Ceiling insulation in crawlspace Bldg 109	$2,200		RBG rebates
113	KAHP-Harper Acres		Door replacment (automatic 2) interior		$7,000	MTW funds
114	KAHP-Harper Acres		HC lift seats for stairs (5 each year @ 2 years		$30,000	MTW funds
122	KAHP-Harper Acres		Solar system BuyOut		$137,000	MTW funds
154	KAHP-Harper Acres		asphalt dumpster pad repairs		$1,575	MTW funds
164	KAHP-Harper Acres		Front Porch concrete slab repairs and railings		$50,000	MTW funds
156	KAHP-Harper Acres		vinyl siding, all buildings repairs		$6,300	MTW funds
218	KAHP-Forest View		Stockade Fencing at retaining wall/property line (replace chain link)		$60,000	MTW funds
254	KAHP-North & Gilsum	yes	Insulation/foam basements (6 bldg @ $5000)	$30,000		RBG rebates
256	KAHP-North & Gilsum		Exhaust Fan Bath (29units)	$4,350		RBG rebates
264	KAHP-North & Gilsum	yes	Central Air To FAC	$8,000		RBG rebates
272	KAHP-North & Gilsum	yes	DWH standalone tank, electric, 40 gallon, Rheem 4500 kW	$30,000		RBG rebates
310	KAHP-North & Gilsum		Tubs (2)		$7,500	MTW funds
364	Scattered Sites		Landscaping		$25,000	MTW funds
384	KAHP-17-19 Roxbury Ct		Kitchen Upgrade (1 unit at turnover)		$15,000	MTW funds
426	KAHP-Damon Ct		Countertops - plastic laminate Kitchen (150units)		$7,500	MTW funds
557	SS2 -no details yet		Landscaping		$25,000	MTW funds
	School St		Asphalt for driveway		$50,000	MTW funds
558	10 Bassett		Basement (dirt)		$2,000	MTW funds
570	228 Winchester		Windows (14)		$14,000	MTW funds
571	25 McKinley & Bassett		Exterior Project A&E (scope of work to be done in 2025)		$80,000	MTW funds
586	25 Pine		Exterior Paint/repair/landscape (S&A $90k)		$250,000	MTW funds
			KAHP	**$90,550**	**$805,375**	
644	Hampshire House		Asphalt walkway extension		$10,000	MTW funds
654	Cottage St		Dumpster Pad/fence surround		$5,000	MTW funds
672	Meadow rd		Landscaping w/Sod (3 bldg @ 1905)		$6,000	MTW funds
674	Meadow rd		Kitchen/Stairs/Bathroom (2 units at turnover)		$30,000	MTW funds
676	Meadow rd		Bathroom (2 units at turnover)		$15,000	MTW funds
680	Meadow Rd		Cabinets Kitchen (2 units at turnover)		$38,400	MTW funds
682	Meadow Rd		Laminate Counter Kitchen (2 units at turnover)		$24,000	MTW funds
684	Meadow Rd		Asphalt Parking lot/sidewalks		$105,000	MTW funds
726	Riverbend Apartments		landscaping		$5,000	MTW funds

CAPTIAL IMPROVEMENT PLAN 2024

Line #	Property	Energy Items	Description	Resilient Building Group	2024 BUDGET	funding source
732	Riverbend Apartments		Kitchen/Bathroom replace (2 units at turnover)		$30,000	MTW funds
768	Ash Brook		Bathroom Vanity/Tubs		$20,000	MTW funds
778	Emerald		Rear entrance/HC ramp railings		$15,000	MTW funds
780	Emerald	yes	2nd Fl. Ceiling Plane/Thermal boundary	$4,660		RBG rebates
			total KAHP/MAHC	**$95,210**	**$1,108,775**	
792	Evergreen knoll		DHW: storage tanks		$5,250	Cash/Reserves
810	Evergreen knoll		Accessibility Compliance unti 1 and 15		$2,000	Cash/Reserves
814	Evergreen knoll		Paving vehicular: asphalt pavement		$50,000	Cash/Reserves
864	SAV Family		Concrete Dumpster Pad/Fence		$7,500	Cash/Reserves
900	SAV Senior		Concrete Dumpster Pad/Fence		$12,000	Cash/Reserves
902	SAV Senior		Asphalt parking lot, sidewalks and dumpster corrale		$100,000	Cash/Reserves
940	CST		Door replacment (automatic 2) interior		$16,000	Cash/Reserves
946	CST		Generator		$50,000	Cash/Reserves
950	CST		Windows		$20,000	Cash/Reserves
951	CST		Bench		$10,000	Cash/Reserves
960	Brookbend WEST					
1006	Brookbend EAST					
1040	Locals					
1060	MAHC-SAV office		Rear entry, door with ground work at entrance		$10,000	Cash
1062	MAHC-SAV office		Dumpster Pad		$2,000	Cash
1068	MAHC-SAV office		Asphalt sidewalks/parking/entrance		$200,000	Cash
			total capital purchases/renovations	**$95,210**	**$1,593,525**	

MTW	2024 needed (available estimated $1,249,311)		($1,108,775)
SAV Senior, EK,CST,BBE/BBW	Replacement Reserves		($272,750)
Energy Rebates	NH Saves	($95,210)	
MAHC	Cash		($212,000)
		$0	$0

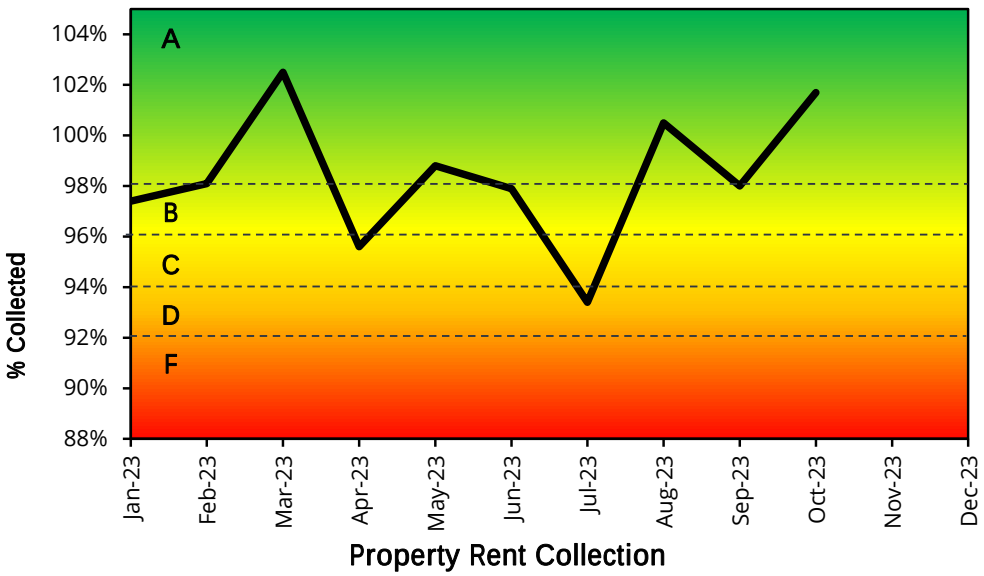
Keene Housing

MANAGEMENT REPORT
OCTOBER 2023

Residential Property Rent Collection Report
October 2023

Community	Month Billed	Month Collected	% Collected	Monthly Grade	YTD Billed	YTD Collected	% YTD Collected	YTD Grade
Ash Brook Apartments	$9,930	$9,914	99.8%	A	$100,950	$101,254	100.3%	A
Bennett Block	$4,815	$4,724	98.1%	A	$51,930	$51,972	100.1%	A
Brookbend East	$19,365	$19,253	99.4%	A	$206,973	$208,189	100.6%	A
Brookbend West	$19,195	$19,276	100.4%	A	$164,983	$163,867	99.3%	A
Central Square Terrace	$33,849	$34,029	100.5%	A	$315,237	$314,114	99.6%	A
Cottage Street	$1,167	$1,152	98.7%	A	$10,714	$10,714	100.0%	A
Evergreen Knoll LP	$18,010	$18,000	99.9%	A	$137,320	$137,750	100.3%	A
Forest View	$30,113	$32,631	108.4%	A	$283,697	$276,698	97.5%	B
Hampshire House	$6,087	$6,055	99.5%	A	$52,176	$52,023	99.7%	A
Harper Acres	$46,804	$49,182	105.1%	A	$451,427	$451,381	100.0%	A
Meadow Road Apartments	$7,408	$7,439	100.4%	A	$69,686	$70,114	100.6%	A
North and Gilsum	$23,709	$25,182	106.2%	A	$201,316	$200,682	99.7%	A
Riverbend Apartments	$11,305	$11,433	101.1%	A	$106,070	$106,424	100.3%	A
Scattered Sites	$10,826	$11,247	103.9%	A	$108,712	$108,201	99.5%	A
Scattered Sites 2	$19,345	$17,873	92.4%	D	$158,271	$154,226	97.4%	B
Stone Arch Village Family	$15,118	$14,737	97.5%	B	$144,374	$140,650	97.4%	B
Stone Arch Village Senior	$15,112	$15,112	100.0%	A	$144,215	$144,131	99.9%	A
Totals	**$292,158**	**$297,240**	**101.7%**	A	**$2,708,051**	**$2,692,390**	**99.4%**	A

Active Households Only

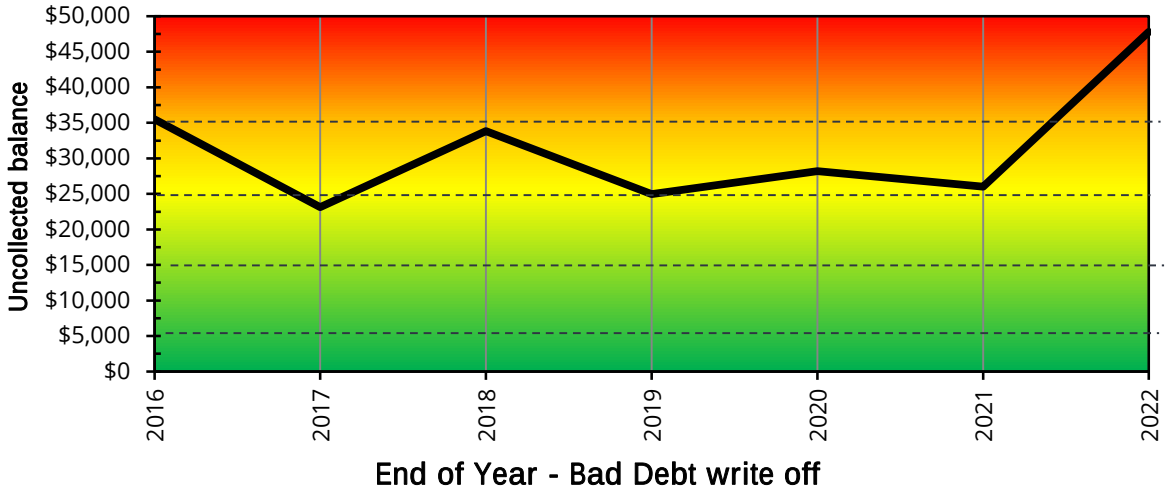


This report compares current tenant's rent billed to rent collected. The percent collected can exceed 100% when back rent is collected. Our goal is to collect at least 98% of rent billed.

Residential Property Uncollected Accounts - Inactive Tenants - Report
October 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	0	$0	$0	$0	$0	$0	$0
Brookbend West	3	$648	$1,211	$25	$1,041	$1,242	$4,167
Central Square Terrace	1	($250)	$0	$0	$0	$0	($250)
Cottage Street	1	$0	$0	$0	$0	$513	$513
Emerald Street	0	$0	$0	$0	$0	$0	$0
Evergreen Knoll LP	7	$10,112	$1,112	$35	$8,627	$7,316	$27,202
Forest View	5	$0	$0	($142)	$0	$1,835	$1,693
Hampshire House	1	$48	$63	$0	$0	$0	$111
Harper Acres	6	$568	$750	$20	$75	$2,855	$4,268
Meadow Road Apartments	0	$0	$0	$0	$0	$0	$0
North and Gilsum	3	$0	$2,015	$1,295	$2,677	$8,272	$14,259
Riverbend Apartments	1	$0	$0	$1,254	$0	$1,152	$2,406
Scattered Sites	1	$0	$0	$2	$0	$0	$2
Scattered Sites 2	4	$561	$877	$0	$654	$7,098	$9,190
Stone Arch Village Family	1	$0	$213	$30	$533	$258	$1,034
Stone Arch Village Senior	0	$0	$0	$0	$0	$0	$0
Totals	**36**	**$11,687**	**$6,241**	**$2,519**	**$13,608**	**$34,350**	**$68,405**

Inactive Households Only

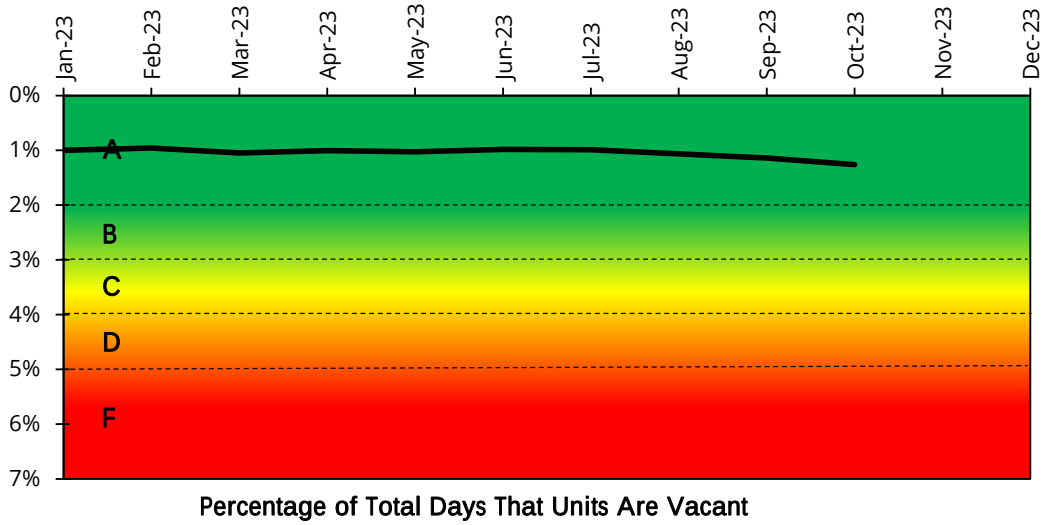


This report tracks the balance that is owed to KH and what remains upaid. Most of these tenants have moved from a KH property and are considered Inactive Tenants.

Monthly Vacancy Report

October 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**	0.5%	**A**
Bennett Block	14	434	31	7.1%	**F**	1.4%	**A**
Brookbend East	40	1240	0	0.0%	**A**	0.7%	**A**
Brookbend West	35	1085	18	1.7%	**A**	1.1%	**A**
Central Square Terrace	90	2790	40	1.4%	**A**	1.3%	**A**
Cottage Street	3	93	0	0.0%	**A**	4.8%	**D**
Evergreen Knoll LP	32	974	118	12.1%	**F**	2.3%	**B**
Forest View	38	1178	0	0.0%	**A**	0.6%	**A**
Hampshire House	18	558	48	8.6%	**F**	1.9%	**A**
Harper Acres	112	3472	64	1.8%	**A**	1.6%	**A**
Meadow Road Apartments	18	540	0	0.0%	**A**	0.0%	**A**
North and Gilsum	29	899	31	3.4%	**C**	1.2%	**A**
Riverbend Apartments	24	744	0	0.0%	**A**	1.0%	**A**
Scattered Sites	18	558	16	2.9%	**B**	0.8%	**A**
Scattered Sites 2	30	930	23	2.5%	**B**	1.8%	**A**
Stone Arch Village Family	24	744	31	4.2%	**D**	1.9%	**A**
Stone Arch Village Senior	33	1023	0	0.0%	**A**	0.8%	**A**
Report Totals:	**582**	**18,006**	**420**	**2.3%**	**B**	**1.3%**	**A**

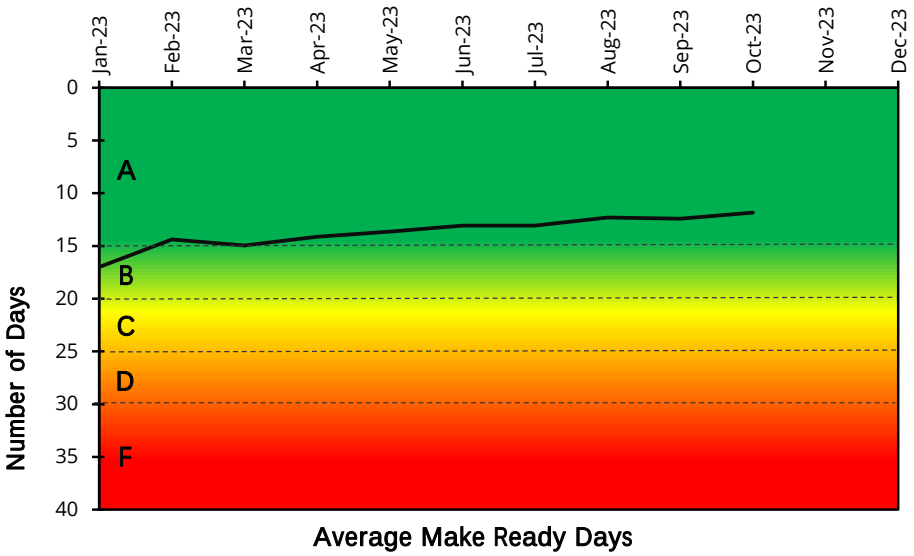


Percentage of Total Days That Units Are Vacant

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

Unit Make Ready Days
October 2023

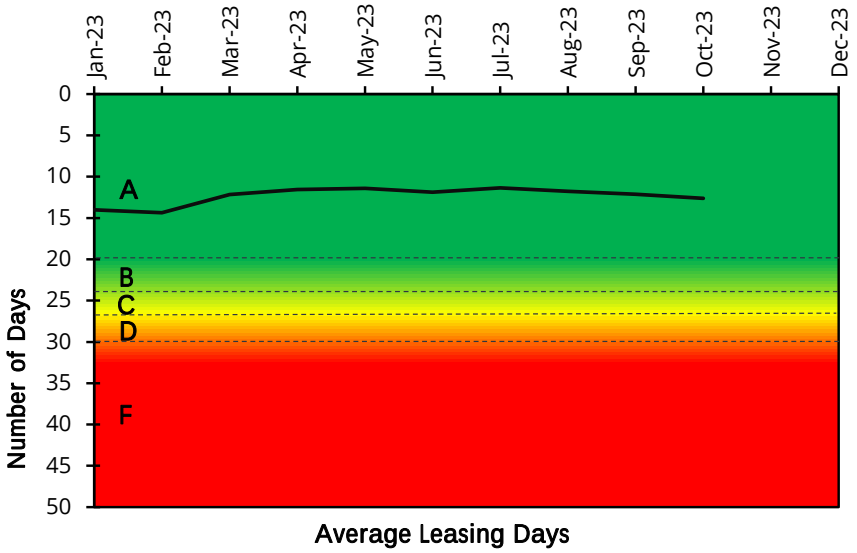
Community	Number of Units Made Ready	Avg. Make Ready Days	YTD Number of Units Made Ready	YTD Avg. Make Ready Days	YTD Grade
Ash Brook Apartments	0	-	1	9	**A**
Bennett Block	0	-	2	7	**A**
Brookbend East	0	-	3	15	**B**
Brookbend West	0	-	2	8	**A**
Central Square Terrace	2	4	14	7	**A**
Cottage Street	0	-	2	2	**A**
Evergreen Knoll LP	4	13	7	13	**A**
Forest View	0	-	4	19	**B**
Hampshire House	2	6	5	5	**A**
Harper Acres	3	10	15	12	**A**
Meadow Road Apartments	0	-	0	-	**NONE**
North and Gilsum	0	-	4	16	**B**
Riverbend Apartments	0	-	3	15	**B**
Scattered Sites	1	4	3	17	**B**
Scattered Sites 2	0	-	5	19	**B**
Stone Arch Village Family	0	-	3	18	**B**
Stone Arch Village Senior	0	-	2	12	**A**
Report Totals:	**12**	**9**	**75**	**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
October 2023

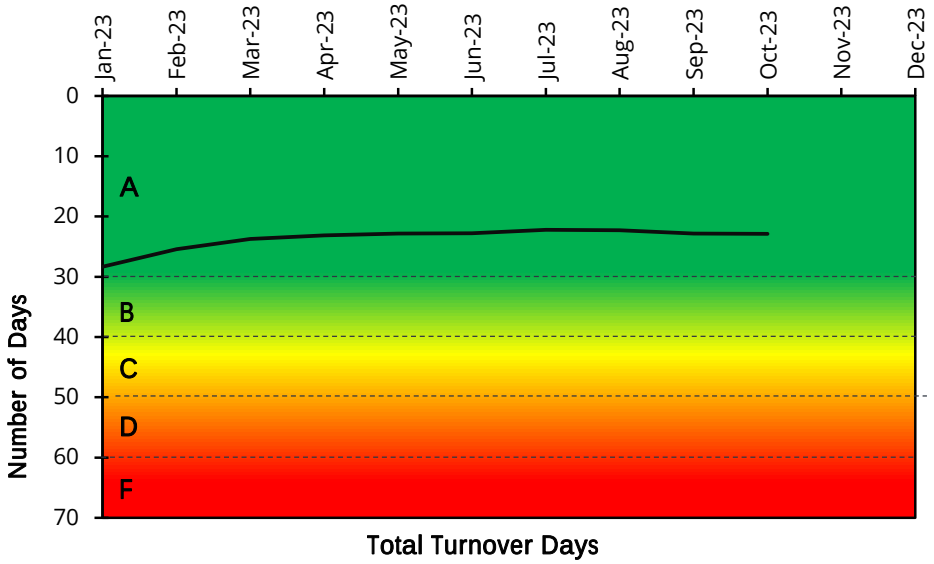
Community	Number of Units Leased	Average Leasing Days	YTD Number of Units Leased	YTD Avg Leasing Days	YTD Grade
Ash Brook Apartments	0	-	2	15	**A**
Bennett Block	0	-	1	3	**A**
Brookbend East	0	-	3	18	**A**
Brookbend West	1	35	2	51	**F**
Central Square Terrace	2	25	13	17	**A**
Cottage Street	0	-	2	19	**A**
Evergreen Knoll LP	1	4	5	10	**A**
Forest View	0	-	4	5	**A**
Hampshire House	2	20	5	19	**A**
Harper Acres	3	4	15	6	**A**
Meadow Road Apartments	1	1	1	1	**A**
North and Gilsum	0	-	4	4	**A**
Riverbend Apartments	0	-	3	7	**A**
Scattered Sites	0	-	1	6	**A**
Scattered Sites 2	1	29	5	11	**A**
Stone Arch Village Family	0	-	3	14	**A**
Stone Arch Village Senior	0	-	2	33	**F**
Report Totals:	**11**	**15**	**71**	**13**	**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
October 2023

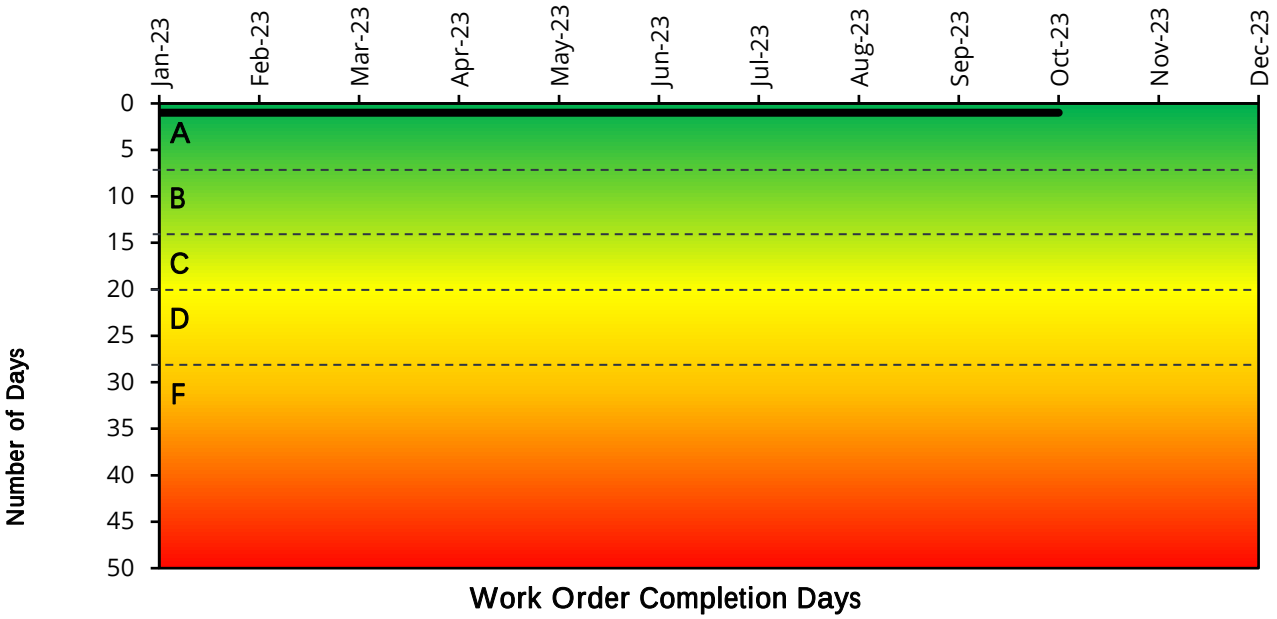
Community	Number of Units Turned in Month	Average Turnover Days	YTD Number of Units Turned	YTD Avg Turnover Days	YTD Grade
Ash Brook Apartments	0	-	2	24	**A**
Bennett Block	0	-	1	12	**A**
Brookbend East	0	-	3	32	**B**
Brookbend West	1	45	2	58	**D**
Central Square Terrace	2	26	13	22	**A**
Cottage Street	0	-	2	20	**A**
Evergreen Knoll LP	1	12	5	19	**A**
Forest View	0	-	4	23	**A**
Hampshire House	2	26	5	24	**A**
Harper Acres	3	13	15	17	**A**
Meadow Road Apartments	1	1	1	1	**A**
North and Gilsum	0	-	4	18	**A**
Riverbend Apartments	0	-	3	22	**A**
Scattered Sites	0	-	2	13	**A**
Scattered Sites 2	1	58	5	29	**A**
Stone Arch Village Family	0	-	3	32	**B**
Stone Arch Village Senior	0	-	2	44	**C**
Report Totals:	**11**	**23**	**72**	**23**	**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
October 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	19	1	A	127	1	A
Bennett Block	7	1	A	95	1	A
Brookbend East	31	0	A	207	1	A
Brookbend West	19	1	A	175	1	A
Central Square Terrace	56	0	A	421	1	A
Cottage Street	1	7	A	26	2	A
Emerald Street House	10	1	A	61	1	A
Evergreen Knoll LP	18	1	A	146	1	A
Forest View	29	1	A	271	1	A
Hampshire House	8	1	A	50	1	A
Harper Acres	115	1	A	623	1	A
Keene Housing Main Office	4	1	A	34	1	A
Meadow Road	13	1	A	80	1	A
North and Gilsum	8	0	A	169	1	A
Riverbend Apartments	12	0	A	110	1	A
Scattered Sites	11	1	A	77	1	A
Scattered Sites 2	12	0	A	119	1	A
Stone Arch Village Family	14	0	A	118	1	A
Stone Arch Village Senior	49	1	A	328	1	A
Report Totals:	**436**	**1**	**A**	**3,237**	**1**	**A**



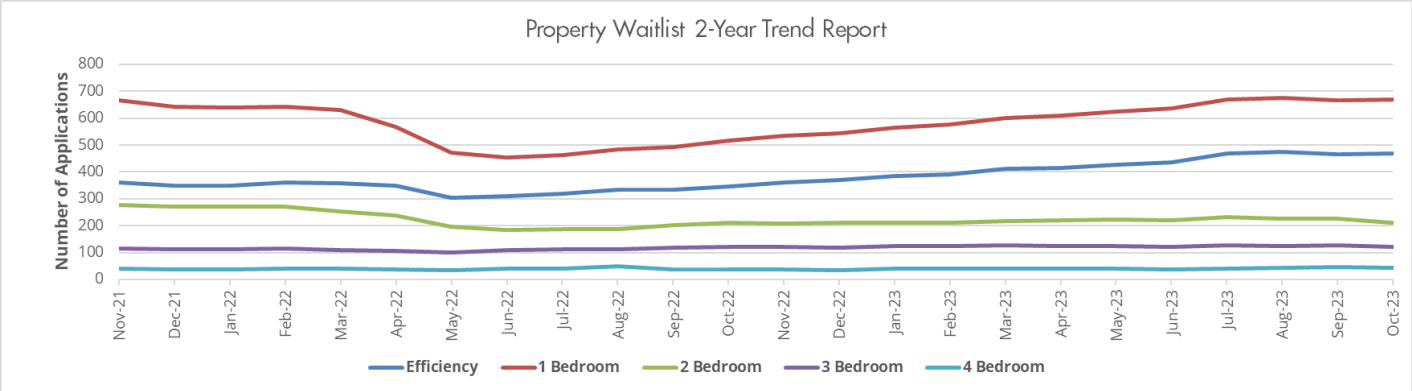
This report tracks the number of days it takes the Facilities and Assets team to complete non-emergency work orders. Our goal is to complete non-emergency work orders in 5 days or less.

Residential Property Emergency Work Order Completion Days
October 2023

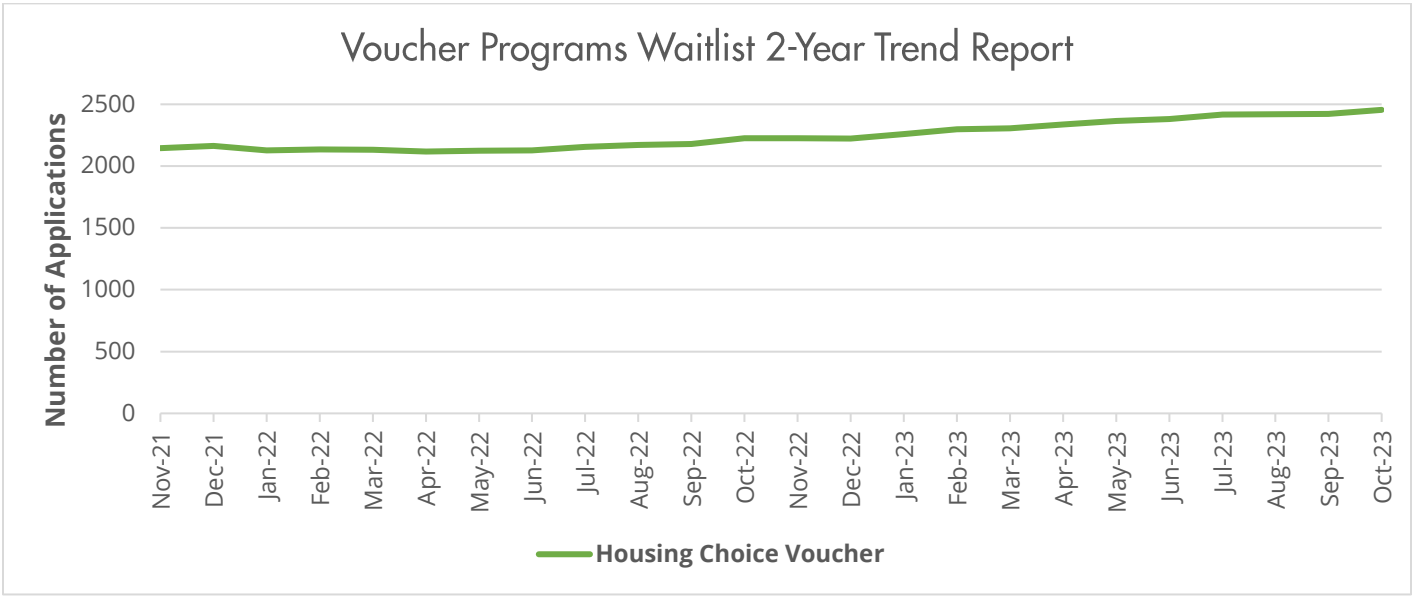
Community	Number of Work Orders	Average Days To Complete	Monthly Grade	YTD Number of Work Orders	YTD Average Days To Complete	YTD Grade
Ash Brook Apartments	2	0	P	15	0	P
Bennett Block	-	-	NONE	16	0	P
Brookbend East	-	-	NONE	13	0	P
Brookbend West	1	0	P	4	0	P
Central Square Terrace	9	0	P	57	0	P
Cottage Street	-	-	NONE	-	-	NONE
Emerald Street House	-	-	NONE	-	-	NONE
Evergreen Knoll LP	-	-	NONE	12	0	P
Forest View	3	0	P	18	0	P
Hampshire House	-	-	NONE	1	0	P
Harper Acres	3	0	P	52	0	P
Keene Housing Main Office	-	-	NONE	-	-	NONE
Meadow Road	-	-	NONE	9	0	P
North and Gilsum	-	-	NONE	8	0	P
Riverbend Apartments	1	0	P	10	0	P
Scattered Sites	-	-	NONE	8	0	P
Scattered Sites 2	2	0	P	14	0	P
Stone Arch Village Family	1	0	P	7	0	P
Stone Arch Village Senior	1	0	P	19	0	P
Report Totals:	**23**	**0**	**P**	**263**	**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
October 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	$542,414	$386,471	71%	605	$639	102%	592	$312	$155,943
October	$542,414	$388,536	72%	584	$665	99%	592	$147	$153,878
November									
December									
Total	$5,424,141	$3,693,017	70%	6258	$592	106%	5,920	$3,089	$1,731,124

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	$542,414	$396,688	73%	519	$764	88%	592	$312	$145,726
October	$542,414	$380,179	70%	517	$735	87%	592	$147	$162,235
November									
December									
Total	$5,424,141	$3,590,887	68%	5143	$698	87%	5,920	$3,089	$1,833,254

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	$55,498	$26,672	48%	27	$988	100%	27	$0	$28,826
September	$23,506	$25,721	109%	27	$953	100%	27	$0	($2,215)
October	$23,506	$25,298	108%	27	$937	100%	27	$0	($1,792)
November									
December									
Total	$222,345	$226,328	250%	243	$934	100%	243	$0	($3,983)

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	$64,228	$66,113	103%	89	$743	89%	100	$0	($1,885)
September	$65,190	$68,926	106%	89	$774	89%	100	$0	($3,736)
October	$65,190	$68,865	106%	89	$774	89%	100	$0	($3,675)
November									
December									
Total	$635,126	$642,537	101%	873	$736	87%	1,000	$0	($7,411)

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	$56,090	$58,594	104%	77	$761	77%	100	$0	($2,504)
October	$56,090	$55,793	99%	76	$734	76%	100	$0	$297
November									
December									
Total	$524,915	$548,870	105%	779	$705	78%	1000	$0	($23,955)

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	$9,218	$9,218	0%	2	$4,609	67%	3	$0	$0
October	$8,847	$8,847	0%	3	$2,949	100%	3	$0	$0
November									
December									
Total	$59,738	$59,738	0%	29	$2,054	97%	30	$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	$4,109	$5,991	131%	6	$999	100%	6	$0	($1,425)
October	$4,109	$5,991	131%	6	$999	100%	6	$0	($1,425)
November									
December									
Total	$41,089	$50,656	72%	51	$1,000	113%	49	$0	$2,784

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
OCTOBER 2023

Keene Housing	KEENE HOUSING Consolidated			
	BALANCE SHEET - summary			
	Ending balance as of October 31, 2023	Ending balance as of December 31, 2022	$ Variance Incr / (Decr)	% Variance
ASSETS				
Total Current Assets	26,664,592	26,402,730	261,863	1%
Total Fixed Assets	58,586,895	57,244,131	1,342,764	2%
Total Other Assets	1,556,259	1,557,759	(1,500)	0%
Total Assets	**$86,807,747**	**$85,204,620**	**$1,603,127**	**2%**
LIABILITIES and EQUITY				
Total Current Liabilities	1,519,640	1,425,617	94,023	6%
Total Long Term Liabilities	32,311,749	32,317,424	(5,675)	0%
Total Liabilities	**$33,831,389**	**$33,743,041**	**$88,348**	**0%**
Total Equity	**$52,976,358**	**$51,461,579**	**$1,514,779**	**3%**
Total Liabilities & Equity	**$86,807,747**	**$85,204,620**	**$1,603,127**	**2%**

KEENE HOUSING AND COMPONENT UNIT ENTITIES			
Debt Current Ratio	7.87%	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 October 31, 2023	YTD Activity as of October 31, 2023	$ Variance (under) / over	% Variance
Total Operating Revenue	18,293,011	17,586,922	706,089	4%
Total Operating Expenses	13,588,026	14,153,032	(565,006)	-4%
NET OPERATING INCOME	**$4,704,985**	**$3,433,890**	**1,271,095**	**27%**

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

Non-Operating Expense	Actual	Budget	Variance	
Total Depreciation Expense	$2,231,879	$2,442,691	($210,812)	-9%

Keene Housing

KEENE HOUSING

INCOME STATEMENT CONSOLIDATED SUMMARY

	Actual	Budget	Variance	
	YTD Activity as of October 31, 2023	YTD Activity as of October 31, 2023	$ Variance (under)/over	% Variance
REVENUE				
Rents/HAP/Subsidy Income	13,299,759	13,189,427	110,331	1%
MTW Non-HAP Income	2,297,179	1,530,201	766,978	33%
Vacancy Loss	(72,789)	(59,400)	(13,389)	18%
Admin Fee Income	976,752	966,008	10,744	1%
Managmeent Fees	589,666	553,182	36,484	6%
Interest Income	115,309	44,089	71,220	62%
Partnership/Incentive Fees	481,446	411,289	70,157	15%
Other Income	554,330	912,472	(358,143)	-65%
Misc Tenant Income	51,360	39,653	11,707	23%
Total Revenue	$ 18,293,011	$ 17,586,922	$ 706,089	4%
EXPENSES				
Administrative	983,506	959,082	24,424	2%
Operational	492,983	498,621	(5,637)	-1%
Payroll	2,704,933	3,035,658	(330,724)	-12%
Utilities	1,130,403	1,055,643	74,760	7%
Maintenance	1,281,866	1,371,636	(89,770)	-7%
Taxes & Insurance	950,987	979,771	(28,784)	-3%
Interest	733,971	664,688	69,283	9%
Amortization of Finance Costs	-	5,902	(5,902)	0%
Tenant Programs	184,335	280,740	(96,405)	-52%
HAP	5,125,041	5,301,292	(176,251)	-3%
Total Operating Expenses	$ 13,588,026	$ 14,153,032	$ (565,006)	-4%
NET OPERATING INCOME	**$ 4,704,985**	**$ 3,433,890**	**$ 1,271,095**	**27%**

KEENE HOUSING Consolidated

INCOME STATEMENT - variances

Actuals compared to Budget

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

NET INCOME (before depreciation) is $4.7m, over budget by $1.3m.

OPERATING REVENUES are $18.3m a net increase of $706k as compared to the budget of $17.6m.

OPERATING EXPENSES are $13.6m a decrease of $565k as compared to the budget of $14.2m.

REVENUE	VARIANCES for Revenue categories (Less)/Higher than Budget	
Rent/HAP/Subsidy Income	110,331	The income across all programs is close to the budget. We do not expect to to have any unspent funds with the MTW voucher program that will be held at HUD at the end of 2023.
MTW Non-HAP Income	766,978	This budget is the portion of MTW funds that is internally allocated to fund the budget for capital improvements, resident services and youth services. The increase in available funds compared to the budget is related to the inflation rate that HUD applied to 2023 funding after our budget was set. KH has requested reimbursement from HUD for the eligible projects that have been completed. KH has requested to date $2.4m, which includes the $1.1m to fund the purchase of Roosevelt.
Vacancy Loss	(13,389)	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	10,744	HUD Admin Fees are over budget. The Section 8 admin fees are under budget by $20k, actuals are based on the actual admin expensed. MS admin fee is over budget by $16k and Special Purpose Voucher admin fee is over budget by $14k.
Interest Income	71,220	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	36,484	Over budget slightly across all properties.
Other Income	(358,143)	Other Income is lower than budget, There is a budget for an insurance claim payment of $476k but will not be received by year end.
Misc Tenant Income	11,707	on budget.
Total Operating Revenue	706,089	Higher than Budget

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

EXPENSES	VARIANCES for Expense categories (Less)/Higher than Budget	
Administrative/Operational	18,787	A number of expenses are on budget.
Payroll/Benefits	(330,724)	Benefit Expenses are under budget by $200k and expected to continue throughout the year. Salaries are under budget by $141k. There has been 5 vacancies and hires since 1/2023 .
Utilities	74,760	Fuel Expense is over budget by $13k (KAHP). Water & Sewer is over budget by $25k. Electric is over budget by $30k (KAHP).
Maintenance	(89,770)	There are maintenance line items that are over budget by $117k. There are also a few maintenance line Items under budget by $217k.
Taxes & Insurance	(28,784)	Property Tax is under budget by $37k and Insurance are over budget by $9k, and will continue to increase due to premium increases.
Interest/Partnership Taxes/Amortiz	63,381	Timing.
Tenant Programs	(96,405)	Tenant programs are under budget by $49k, related to lack of activities. In addition, the internet assistance program is under utilized at this time and under budget by $52k. The landlord incentive program is currently over budget by $4k.
HAP	(176,251)	HAP disbursements are under budget in the MTW voucher program by $213k and MS vouchers are over budget by $50k. NEDs vouchers are under budget by $15k.
Total Operating Expenses	(565,006)	Lower than Budget
Net Variance for Net Income	**$1,271,095**	**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)	110,373	9,299	74,086 Higher Revenue	(26,989) Lower Expenses	
Monadnock Affordable (MAHC)	426,506	260,232	181,243 Higher Revenue	14,970 Higher Expenses	
Keene Affordable (KAHP)	503,579	824,256	(303,718) Lower Revenue	16,959 Higher Expenses	
Meadow Road	124,631	29,628	70,698 Higher Revenue	(24,304) Lower Expenses	
Ash Brook Apartment	94,059	18,421	4,585 Higher Revenue	(71,053) Lower Expenses	
Emerald Street	27,581	3,072	4,029 Higher Revenue	(20,479) Lower Expenses	
Hampshire House	10,631	10,487	7,354 Higher Revenue	(27,358) Lower Expenses	
Cottage St Apartments	7,983	11,596	(3,787) Lower Revenue	(174) Lower Expenses	
Section 8 Voucher Program (MTW)	2,406,739	1,593,182	413,899 Higher Revenue	(399,657) Lower Expenses	
Mainstream Voucher Program	(22,581)	(32,125)	43,477 Higher Revenue	33,933 Higher Expenses	
Special Purpose Vouchers (NEDs, AHPP,FYI	(16,945)	(42,751)	(9,561) Lower Revenue	(35,367) Lower Expenses	
Riverbend (and LIHTC)	91,169	52,673	22,565 Higher Revenue	(15,932) Lower Expenses	
TOTALS	$3,763,724	$2,737,971	$504,869 Higher Revenue	($555,452) Lower Expenses	
PARTNERSHIPS					
Low Income Tax Credits Properties (LIHTC)					
Evergreen Knoll	50,289	15,412	61,030 Higher Revenue	26,153 Higher Expenses	
Brookbend West	263,265	200,365	45,760 Higher Revenue	(17,141) Lower Expenses	
Stone Arch Family	17,625	44,952	19,152 Higher Revenue	46,479 Higher Expenses	
Stone Arch Senior	42,639	9,839	25,946 Higher Revenue	(6,854) Lower Expenses	
LIHTC with 10/31 year ends					
Brookbend East	335,720	291,984	17,181 Higher Revenue	(26,556) Lower Expenses .	
Central Square (multifamily)	231,722	133,367	32,150 Higher Revenue	(66,204) Lower Expenses	
TOTALS	941,261	$695,919	$201,220 Higher Revenue	($44,122) Lower Expenses	
GRAND TOTALS	**4,704,985**	**3,433,890**	**706,089 Higher Revenue**	**(599,574) 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
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	
Audit Services	Otis Atwell	10/06/21-9/30/23	9/30/2024	remaining renewal options: 3 (2024,2025,2026)		
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	
Lawn Care	AGM Landscaping	04/01/23-11/30/23	11/30/2025	remaining renewal options: 1 (2025)	FV, NG, DC, Rox Ct, Elm, Pine, Bassett, HH, RB, EK, SAV	$105,525
Lawn Care	Arlen Landscaping	04/01/23-11/30/23	11/30/2025	remaining renewal options: 1 (2025)	West, Water, Winchester, Dover, Marlboro, School, Mckinley, ES, Cottage	$23,100
Lawn Care	Homegrown Lawn Garden & Landscaping	04/01/23-11/30/23	11/30/2025	remaining renewal options: 1 (2025)	HA, AB, MR, BBE, BBW	$63,960
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	
Environmental Services	LE-Environmental	01/01/22 - 12/31/23	12/31/2026	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		

November 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 CST Bingo	2 CST and Ash Brook Garden Meetings	3 CST Game Night Bennett Block Garden Meeting	4
5	6 SAVS Bingo Meadow Road and Brookbend Garden Meetings	7 SAVS Garden Meeting	8 CST Bingo Annual Staff Review of Strategic Plan	9 CST and Ash Brook Garden Meetings Bennett Block Craft Group	10 Office Closed Veterans Day (Observed) CST Game Night	11
12	13 SAVS Bingo Meadow Road and Brookbend Garden Meetings	14 SAVS Garden Meeting CST Craft Group	15 CST Bingo SAVS Craft Group	16 Board of Commissioners Meeting	17 CST Game Night Bennett Block Garden Meeting	18
19	20 SAVS Bingo	21	22	23 Office Closed Thanksgiving	24 Office Closed Day after Thanksgiving CST Game Night	25 CST Holiday Decorating
26	27 SAVS Bingo Meadow Road and Brookbend Garden Meetings	28 SAVS Garden Meeting Wicked Glass Art Craft Croup	29 CST Bingo	30 CST and Ash Brook Garden Meetings		

Keene Housing

DECEMBER 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 SAVS Bingo	5 CST Card Making	6 CST Bingo and Holiday Party	7 Bennett Block Card Making	8	9
10	11 SAVS Bingo CST Cooking Group	12	13 CST Bingo	14 Staff Holiday Party at Papagallos	15 CST Pretzel Dipping	16
17	18 SAVS Bingo	19	20 CST Bingo	21 Board of Commissioners Meeting	22	23
24	25 Office Closed Christmas	26	27 CST Bingo	28	29	30
31						

Keene Housing