Keene Housing

Keene Housing
Board of Commissioners Meeting
January 18, 2024

Central Square Terrace Holiday Party

Meeting Location:

Bennett Block
32 Washington Street
Keene, NH 03431

Keene Housing

Board of Commissioners Meeting
Thursday, January 18, 2024
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Keene Housing

BOARD OF COMMISSIONERS MEETING
THURSDAY, JANUARY 18, 2024
12:00 P.M.
BENNETT BLOCK
32 WASHINGTON STREET, KEENE, NH

AGENDA

I. Call to Order

II. Roll Call

III. Approval of the December 21, 2023 Keene Housing Board Meeting Minutes

IV. Executive Director's Report

V. Management Report

VI. Finance Report

VII. Old Business

VIII. New Business

a. Informational Memo: 2020 – 2025 Strategic Plan (2023 Progress Report)

b. Informational Memo: Biannual Community Gardens Board Report

c. Keene Housing Garden Survey 2023 Responses

d. Quarter 4 2023 Voucher Activity Report

IX. Public Comment

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

XI. Adjournment

Minutes of the Keene Housing Board of Commissioners Meeting
Thursday, December 21, 2023

Vice Chairperson Elliott called the Keene Housing Board of Commissioners meeting to order at 12:05 p.m. Roll was taken and Vice Chairperson Elliott declared a quorum present.

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

Absent:
Chris Coates, Chairperson
Pam Slack, Commissioner

Also in attendance:
Joshua Meehan, Secretary
Linda Griffin, Director of Finance
Amy Wright, Director of Administration
Sally Malay, Executive Director of Keene Housing Kids Collaborative
A member of the public (left the meeting at 12:08 p.m.)

MINUTES:

Vice Chairperson Elliott called for approval of the November 16, 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 announced Keene Housing has successfully secured all funding necessary for Phase I the Roosevelt School Project. If there are Fiscal Year 2024 federal appropriations, Keene Housing should receive $1,000,000 in Congressionally Directed Funds from Congresswoman Annie Kuster's office. These funds are not currently being carried in any project budget or proforma because of the uncertainty surrounding the passage of federal appropriations.

Secretary Meehan stated the Roosevelt School closing date of January 31, 2024 may be delayed due to water damage which was discovered in December 2023. Once the current owner remediates the water damage to Keene Housing's satisfaction, the closing will be scheduled.

Keene Housing is hoping to add solar panels to the project, and is preparing to include a solar component in the bid packet. A total development cost (TDC) waiver from New Hampshire Housing Finance Authority (NHHFA) will be required along with Solar Investment Tax Credits from the Internal Revenue Service to move forward with panels as their cost would put the project over budget .

Secretary Meehan thanked Vice Chairperson Elliott for his service and dedication to Keene Housing and wished him well in his future endeavors.

MANAGEMENT REPORT:

No discussion.

FINANCE REPORT:

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

NEW BUSINESS:

Keene Housing Kids Collaborative (KHKC) Update

KHKC executive director Sally Malay stated KHKC finalized its 2024 -2026 Strategic Plan. She announced Secretary Meehan is rejoining the KHKC board in January 2024. KHKC held 3 holiday bazaars and 150 Keene Housing and select Southwestern Community Services (SCS) kids were able to secure gifts for their families. In addition, Brewbakers Café in Keene had a Giving Tree, and 160 kids' wishes were filled. Ms. Malay stated participation in KHKC activities increased by 9% from January to October 2023 compared to the same period the previous year. This equates to 25,000 activity hours for Keene Housing and eligible SCS kids.

Resolution No. 762 - Approval of Bad Debt Write-offs for 2023

The Keene Housing Board of Commissioners authorizes the Finance Department to write-off tenant's old accounts receivable for approximately $51,082 as uncollectible bad debt for the fiscal year ending December 31, 2023 pursuant to the December 1, 2023 memorandum from Linda Griffin, Finance Director to Joshua Meehan, Executive Director. Commissioner Bianco moved the motion to approve the resolution. Commissioner Shaw seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 763 – Approval of the 2024 Operating and Capital Budget

The Keene Housing Board of Commissioners authorizes the adoption of the proposed consolidated Keene Housing 2024 Operating and Capital Budget as presented, and further authorizes the Director of Finance to make any necessary line item adjustments at the discretion of the Executive Director, not to exceed a 10% increase over the approved budgets or an aggregate total not to exceed $100,000, pursuant to the December 1, 2023 memorandum from Linda Griffin, Finance Director to Joshua Meehan, Executive Director. Commissioner Shaw moved the motion to approve the resolution. Commissioner Bianco seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 764 – Approval of 2024 Tenant Selection and Occupancy Plan (TSOP)

The Keene Housing Board of Commissioners approve and adopt the revised TSOP; and further authorize the Executive Director to make any technical corrections necessary pursuant to the memorandum dated December 8, 2023 from Denise Pratt, Director of

Housing and Services, 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. 765 – Approval of 2024 Moving to Work (MTW) Administrative Plan

The Keene Housing Board of Commissioners approve and adopt the updated 2024 MTW Administrative Plan; and further authorize the Executive Director to make any technical corrections necessary pursuant to the memorandum dated December 8, 2023 from Denise Pratt, Director of Housing and Services, 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.

Informational Memo: Safety/Risk Management Report

Ms. Wright reviewed the Safety/Risk Management Report outlined in the Informational Memo dated December 8, 2023.

OLD BUSINESS:

No topics were presented.

PUBLIC COMMENT:

No discussion items were presented.

NON-PUBLIC SESSION:

No motion was made to move to Non-Public Session.

Commissioner Bianco 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, Vice Chairperson Elliott adjourned the Board meeting at 12:57 p.m.

Joshua Meehan, Secretary of Keene Housing Board of Commissioners

1/5/24
Date

Keene Housing

INFORMATIONAL MEMORANDUM

To: Joshua Meehan, Executive Director
From: Amy Wright, Director of Administration
Subject: 2020 – 2025 Strategic Plan (2023 Progress Report)
Date: January 3, 2024

This Informational Memorandum provides an update regarding Keene Housing 2020 – 2025 Strategic Plan.

The 2020 - 2025 Strategic Plan was developed with active engagement and feedback from Keene Housing's Board of Commissioners, staff, residents, voucher holders, landlords and community partners. Keene Housing's Board of Commissioners and staff review the Strategic Plan each year to check our progress and make adjustments, when needed.

On November 8, 2023, all Keene Housing staff reviewed the Plan and discussed the status of each priority project together. Senior staff and the Board of Commissioners then met on December 5, 2022 to review the Plan, review staff feedback, and review the status of each project. The annual review process ensures Keene Housing achieves its goals and remains focused on achieving its mission. The attached Plan is amended to reflect the status of each project.

2020-2025

Keene Housing

STRATEGIC PLAN

“Progress is not in enhancing what is, but in advancing toward what will be.”

Khalil Gibran

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INTRODUCTION

This Strategic Plan provides Keene Housing's Board of Commissioners, our staff, the people we serve, and our partners – local, regional and national – with a road map that identifies the strategic goals Keene Housing will strive to achieve by 2025. This plan was developed with active engagement and feedback from our Board of Commissioners, staff, residents, voucher holders, landlords, and community partners from as nearby as City Hall and as far away as Washington, DC.

This strategic plan finds us at a very different place organizationally than we were at when the last strategic plan was developed, in 2015. In 2015 much of Keene Housing's senior staff and several Board Commissioners were relatively new to the organization, having only worked together for a few years. We were in the early stages of developing a strategy for addressing the portfolio's long-term capital needs, and we were just beginning to understand the portfolio's energy costs and opportunities for savings. Similarly, in 2015 we started to think differently about how we could better help the young people we house become successful adults, and about what more we could do to help the elderly and disabled neighbors we serve live healthier, happier, more independent lives.

By early 2019, when work on this Strategic Plan began, we were encouraged that we'd achieved many of the goals we'd set for ourselves in 2015. We'd spent the last five years aggressively addressing the portfolio's most pressing capital needs, including a massive rehabilitation project at Central Square Terrace, our 90-unit historic building in the heart of downtown Keene. Our understanding of the portfolio's energy performance and strategies for improvements had also come into focus. By 2019 we'd made significant strides towards decreasing our energy needs and had already made great progress towards reaching our goal of relying 100% on renewable energy by 2035.

Since providing it with seed funding in December 2014, the Keene Housing Kids Collaborative (KHKC) has grown from a small start-up nonprofit serving a few children, to one of the city's most recognized service organizations, serving hundreds of Keene Housing kids each year. We are also pleased that goals related to our elderly and disabled residents' quality of life were largely achieved, in great part due to the addition of a dedicated Elderly/Disabled Resident Service Coordinator in 2016. Thanks to her hard work, our elderly and disabled residents had many more opportunities to participate in activities that helped maintain their mental and physical health, social connections and sense of belonging. Similarly, our Community Garden program took off with over 35 dedicated Community Gardeners maintaining over 60 raised beds across our real estate portfolio.

Even with all of these accomplishments, there is still much work to be done, and this Strategic Plan is the guide we will use to identify and track our progress over the coming five years.

2023 Progress Report

Goal 1: Preserve, Improve and Expand Affordable Housing Stock

- Preventive maintenance plan, with focus on reducing energy consumption ◎
- Landscape and grounds improvement and maintenance plan ◎
- Implement annual and five year Capital Plans ◎
- Update Capital Needs Assessments on a five-year cycle ◎
- Rehabilitation of Bennett Block ✓
- Recapitalization plans for Stone Arch Village and Evergreen Knoll ✓
- Rehabilitation of 105 Castle Street ✓
- Identify and undertake at least one additional development project ✓

Goal 2: Promote Energy Conservation and Sustainability

- Implement Energy Strategic Plan in coordination with Capital Plan ◎
- Maintain and update Energy Strategic Plan ◎
- Replace Electric Thermal Storage units with high efficiency HVAC systems ◎
- Water conservation plan for community gardens ◎
- Monitor utility consumption ◎
- Educate residents about energy conservation benefits ◎

Goal 3: Prudently Manage and Oversee Agency Finances

- Annual update of the agency-wide Financial Management Plan ◎
- ~~Opportunities for residents to contribute to curb appeals~~ (REMOVED 2022)
- Annual review of rent and management fees ◎
- Monitor vacancy loss ◎
- Regularly renew and update cost allocation methodology ◎
- Conduct analysis of benefits and health insurance costs ◎
- Conduct analysis of property insurance costs ◎
- Identify and secure additional revenue ◎
- ~~Revenue opportunities for community rooms~~ (REMOVED 2022)

Goal 4: Achieve Excellence in Management

- Achieve annual voucher program utilization goals ◎
- Achieve annual property management and maintenance goals ◎
- Annual update of TSOP and MTW Administrative Plan ◎
- Software platform conversion for voucher, property management and finace operations ◎
- Identify areas of risk and implement quality controls where needed ◎
- Streamline housing and voucher administrative processes and systems ◎
- Receive accreditation from the Affordable Housing Accreditation Board ✓

Completed ✓ Underway ◎ Not Started ○

Goal 5: Promote Wellness and Independence Among Seniors and Residents with Disabilities

- Opportunities for additional resident services through recurring federal and state resources ◎
- Implement strategies to ensure successful housing search and tenancy ◎
- Expand partnerships providing on-site quality of life programs and services ◎

Goal 6: Support Resident Economic Development

- Develop, implement and evaluate Rent Reform RCT Study ◎
- Look for additional THASP partners and other sponsor-based subsidy programs ◎
- Increase the use of FACs by local service providers and residents ✓

Goal 7: Support Youth Development Through Collaboration with KHKC

- Improve communications between KHKC and KH BOC ◎
- Reduce MTW contribution toward KHKC operating costs ◎
- Introduce KHKC leadership to additional affordable housing partners ✓

Goal 8: Build Board and Staff Capacity and Skills

- Continue bonus program that recognizes extraordinary performance ◎
- Continue conducting employee satisfaction/feedback surveys ◎
- Annually update Board training materials and schedule ◎
- Increase training opportunities for Board members and to engage with KH staff ✓
- Continue developing strategies to attract and retain quality staff ◎
- ~~Implement interdepartmental cross training initiatives~~ (REMOVED 2022)
- Implement interdepartmental "Shadow Days" ✓

Goal 9: Enhance Customer Service and Operational Efficiency

- Develop and implement a plan to improve the website ✓
- Develop and implement a security plan ◎
- Assess and implement enhancements to KH's hardware, software and IT network ◎
- Use technology to improve communications ◎
- Solicit input from residents and stakeholders on KH programs and initiatives ◎
- Develop a disaster response plan to recover quickly from a natural disaster ◎
- Evaluate and deploy technological tools to assist residents and applicants ◎

Goal 10: Be a Strong and Effective Advocate for Innovation in Affordable Housing and Supportive Service Programs

- Actively participate in and support the MTW Collaborative ✓
- ~~Actively participate in and support AHAB~~ (REMOVED 2022)
- Actively participate in and support the New Hampshire Housing Authority Corp. ✓
- Actively participate in and support PHADA ✓
- Actively support the advocacy efforts of Housing Action New Hampshire ✓
- Staff hold leadership positions with local, state and federal organizations ✓
- Continue advocating for low and moderate-income people to elected officials ✓

Completed ✓ Underway ◎ Not Started ○

A ROADMAP TO 2025

As was the case with our previous five-year strategic plan, this plan is organized by goal, with each goal broken down into a series of related objectives and projects that will help ensure that we stay grounded and focused on our way to 2025. We will also continue the practice of reviewing and when needed, revising, the Strategic Plan each year.

These annual reviews give the Board of Commissioners and staff opportunities to check on our progress towards the goals, objectives and projects articulated in this plan. These check-ins also give us opportunities to make revisions when circumstances "on the ground" change. If it is to be a useful tool, the strategic plan must be a living document; we must be able to adjust and revise it in response to emerging opportunities and threats.

As we look ahead to 2025, we are excited by what is to come. We look forward to completing the portfolio's remaining rehabilitation projects and turning our attention to creating new affordable housing for our neighbors who need it. We look forward to continuing to be leaders in the areas of energy efficiency and solar energy production. We are excited to find new ways to support the health and well-being of our frailest residents and helping our working families achieve greater economic independence. And, as always, we are grateful that, thanks to our designation as a U.S. Department of Housing and Urban Development Moving to Work (MTW) Agency, we have the flexibility to respond to emerging opportunities and threats in ways that most other Public Housing Authorities cannot. Much of what we have accomplished, and what we hope to achieve in the years ahead is largely possible because of our MTW designation.

Finally, we look forward to working with all of our partners; as we try to meet our shared challenges over the next five years. This Strategic Plan is being printed at a time when business leaders, politicians and policy makers of all political and philosophical stripes are beginning to recognize the effect the affordable housing shortage is having on our communities' social, physical and economic health. While we wish it didn't take as long as it has for the housing crisis to be recognized for what it is, we are grateful that from Keene to Concord to Washington, decision makers are starting to work on solutions. We look forward to doing our part to help.

MISSION STATEMENT

"Keene Housing provides and advocates for affordable housing and supportive services that strengthen and empower low and moderate-income households in the Monadnock region."

GOAL 1:

Preserve, Improve and Expand Affordable Housing Stock

KH's existing real estate portfolio is a critical component of the region's affordable housing stock. Maintaining and improving the portfolio for future generations is amongst KH's primary responsibilities. This goal captures a broad range of initiatives that help ensure the portfolio's long-term viability including capital improvements, landscaping and other activities to improve "curb appeal", preventive maintenance and, when appropriate, recapitalization.

We also recognize that our current portfolio will never be large enough to meet the growing demand for high quality affordable housing in the Monadnock region. Therefore, this goal also encompasses efforts to address broader regional affordable housing needs through a combination of preservation and development activities.

OBJECTIVES:

- **Address the portfolio's capital needs**
- **Restructure/recapitalize portfolio financing where needed to ensure viability and long-term affordability**
- **Identify and secure new funding to support capital needs including continuing use of MTW funds**
- **Maintain exceptional "curb appeal"**
- **Leverage Project Based Vouchers and the Transitional Housing Assistance Subsidy Program as regional affordable housing preservation and expansion tools**
- **Pursue development opportunities that respond to identified, quantifiable regional housing needs**

PRIORITY PROJECTS:

- **Update annually and implement portfolio-wide preventive maintenance plan, with a focus on activities that reduce energy consumption Underway**
- **Update annually and implement portfolio-wide landscape/grounds improvement and maintenance plan Underway**
- **Implement annual and five-year Capital Plans with a focus on priority needs such as life safety improvements, energy efficiency and accessibility projects (including those that support "aging in place"), in a manner that keeps residents informed, and minimizes disruption to their lives Underway**
- **Update Capital Needs Assessments on a five-year cycle Underway**
- **Develop and implement plan for the rehabilitation of Bennett Block Completed**
- **Develop and implement recapitalization strategy, and related capital improvements, for projects nearing the end of the Low-Income Housing Tax Credit initial compliance period including Stone Arch Village and Evergreen Knoll Completed**

GOAL 1:

Preserve, Improve and Expand Affordable Housing Stock

PRIORITY PROJECTS, CONTINUED:

- **Develop a plan for the rehabilitation of 105 Castle Street, preserving its role as a community space for Harper Acres residents** **Completed**
- **Identify and undertake at least one additional development project by 2025** **Completed**

GOAL 2:

Promote Energy Conservation and Sustainability

With the exception of personnel expenses, energy is Keene Housing's largest operating cost. Recognizing the overriding importance of reducing energy consumption and costs, KH is an active participant in the Better Buildings Challenge established by the US Departments of Energy and Housing and Urban Development. Focusing on reducing utility consumption and incorporating energy efficient, sustainable materials into capital projects is the focus of the Better Buildings Challenge and this Strategic Plan goal.

OBJECTIVES:

- **Achieve carbon neutrality by 2035 (REVISED 2022)**
- **Achieve Better Buildings Challenge goals by 2025**
- **Continue executing energy conservation and investment strategies to lower costs and reduce carbon footprint**
- **Integrate conservation and sustainability into modernization and development planning**
- **Continue accessing available energy efficiency rebate and incentive programs**
- **Stay informed about and take advantage of emerging public policies that incentivize energy efficiency and generation projects**
- **Promote KH's energy efficiency achievements to partners, stakeholders and the general public**

PRIORITY PROJECTS:

- **Implement Energy Strategic Plan in coordination with execution of Capital Plan Underway**
- **Maintain and update Energy Strategic Plan Underway**
- **Replace all Electric Thermal Storage (ETS) units with air source heat pumps or similar high efficiency HVAC system Underway**
- **Develop and implement a water conservation plan for community gardens Underway**
- **Continue monitoring utility consumption to inform choices and quantify savings from energy-related retrofits, improvements, and solar projects Underway**
- **Inform and educate residents about energy conservation benefits at lease up and periodically during tenancy Underway**

GOAL 3:

Prudently Manage and Oversee Agency Finances

Scarce federal and state support for affordable housing severely constrains Keene Housing's ability to fully address capital, supportive service and other needs. Keene Housing must work diligently to maximize the resource leveraging impact of its available funds and seek new income sources, while simultaneously reducing operating costs by pursuing creative management and energy conservation strategies. KH's objectives in this area include diversifying funding sources, increasing non-federal financial reserves and containing operating costs.

OBJECTIVES:

- **Strengthen and expand financial analysis and reporting capabilities**
- **Contain and, whenever possible, reduce operating costs**
- **Expand and diversify funding sources to reduce reliance on HUD and USDA**
- **Increase non-federal operating reserves**
- **Maximize rent and management fee potential**
- **Minimize vacancy loss across the portfolio**
- **Maximize occupancy and rent potential for commercial spaces**

PRIORITY PROJECTS:

- **Annually update and implement the agency-wide Financial Management Plan Underway**
- ~~Explore opportunities for residents to contribute to curb appeal~~ **(REMOVED 2022)**
- **Conduct annual review of rent and management fees Underway**
- **Continually monitor vacancy loss Underway**
- **Regularly renew and update cost allocation methodology Underway**
- **Conduct annual review of benefits and health insurance costs, pursuing cost effective but equitable opportunities where feasible Underway**
- **Conduct annual review of property and casualty insurance costs, pursuing cost effective opportunities whenever feasible Underway**
- **Identify and secure additional revenue through grants, increased management fees, and other initiatives Underway**
- ~~Where permissible, repurpose and identify new revenue opportunities for underutilized community rooms in consultation with residents~~ **(REMOVED 2022)**

GOAL 4:

Achieve Excellence in Management

Providing high quality property management and maintenance services to all residents is a core value that is deeply ingrained into Keene Housing's organizational culture. This strategic goal focuses on achieving industry-leading performance outcomes in key performance indicators including occupancy, vacancy, unit turnaround time, rent collection and work order completion. In achieving its occupancy goals, KH is committed to fair and consistent lease enforcement, and to working closely with residents to minimize the need for evictions.

OBJECTIVES:

- **Maximize utilization of available voucher and housing resources**
- **Meet or exceed performance goals related to voucher utilization, property management and maintenance indicators**
- **Document, maintain, and implement best practices that meet or exceed applicable regulatory requirements**
- **Maximize operational efficiencies created by 2019 reorganization of voucher and property management functions**

PRIORITY PROJECTS:

- **Achieve annual voucher program utilization goals Underway**
- **Achieve annual property management and maintenance goals Underway**
- **Annually update and implement Tenant Selection and Occupancy Plan and MTW Administrative Plan Underway**
- **Convert to a single enterprise software platform for voucher, property management and finance operations Underway**
- **Identify areas of risk, develop and implement quality control protocols where needed Underway**
- **Streamline and wherever possible consolidate housing and voucher administrative processes and systems to maximize efficiencies and improve operational outcomes Underway**
- **Receive accreditation from the Affordable Housing Accreditation Board Completed**

GOAL 5:

Promote Wellness and Independence Among Seniors and Residents with Disabilities

Almost half of the households Keene Housing serves includes at least one member who is elderly or disabled. State and regional demographic data suggest that this trend will continue well into the future. This strategic goal recognizes this trend, and commits Keene Housing to facilitating aging in place, and to pursuing initiatives that enhance elderly and disabled residents' quality of life. Keene Housing will accomplish this goal by partnering with agencies that have the resources and expertise to help, and by integrating residents' physical needs into our capital planning process.

OBJECTIVES:

- **Leverage resources to secure new funding and services**
- **Integrate accessibility features and resident comfort into new and retrofit project designs**

PRIORITY PROJECTS:

- **Explore opportunities for additional resident services through recurring federal and state sources (REVISED 2022) Underway**
- **Implement strategies to ensure successful housing search and long-term tenancies for disabled residents and voucher holders, including educating residents on reasonable accommodations Underway**
- **Expand partnerships providing on-site quality of life programs and services Underway**

GOAL 6:

Support Resident Economic Development

As evidenced by our resident-centric approach to property management and robust resident services programming, helping residents and voucher holders seek well-paying jobs, improve their educations and increase their assets are important KH goals. This strategic goal takes full advantage of Keene Housing's MTW flexibility to develop rent reform and resident service initiatives specifically designed to help working families achieve greater economic independence.

OBJECTIVES:

- **Use MTW flexibility to explore resident service and rent models that provide incentives for employment and asset building**
- **Leverage internal and external resources to help residents and voucher holders build social connections and sense of community**
- **Focus on measurable outcomes and program evaluation**

PRIORITY PROJECTS:

- **Develop, implement and evaluate rent reform and services demonstration project, with support from third party private or academic researchers Underway**
- **Look for additional Transitional Housing Assistance Subsidy Program (THASP) partners and other sponsor-based subsidy programs (REVISED 2021) Underway**
- **Increase the use of the Family Activity Centers by local service providers and residents Completed**

GOAL 7:

Support Youth Development Through Collaboration with the Keene Housing Kids Collaborative

Keene Housing has been the driving force and primary financial supporter of the Keene Housing Kids Collaborative (KHKC), a non-profit organization established in 2014 to support the healthy development and educational success of KH youth. Working in collaboration with KH, the Keene School District and more than 30 partner agencies, KHKC is implementing an ambitious array of after school and summer programs that promote healthy youth development and support parents and children living in Keene Housing owned or assisted homes. During the Strategic Plan term, KH will support and collaborate with KHKC to increase its fund-raising capacity, and to help KHKC become a self-sustaining non-profit organization.

OBJECTIVES:

- **Continue supporting and collaborating with KHKC to expand and strengthen programs that focus on youth development from preschool through high school**
- **Help KHKC become a self-sustaining organization**

PRIORITY PROJECTS:

- **Improve communications between KHKC and KH BOC Underway**
- **Continue reducing MTW contribution towards KHKC operating costs Underway**
- **Introduce KHKC leadership to additional potential affordable housing partners Completed**

GOAL 8:

Build Board and Staff Capacity and Skills

An engaged, well-trained Board and staff are essential for Keene Housing to continue achieving excellence, fostering innovation and most importantly, addressing community needs. This goal incorporates ongoing efforts to increase the Board of Commissioner's engagement in, and advocacy on behalf of KH's strategic goals. It also encompasses supporting and building Board and staff capacity through continuing education, and initiatives that periodically solicit feedback from staff and the Board, especially when major organizational transitions are under consideration.

OBJECTIVES:

- **Recruit and retain a qualified, motivated workforce**
- **Provide staff with the training, including cross training, needed to excel at their jobs and grow within the organization**
- **Ensure that new and current Board members are fully informed of their roles and responsibilities, appropriately engaged in governance and policy matters, and fulfilling their obligation to advocate for KH and the households we serve**
- **Provide opportunities for local stakeholders, including students, to learn about KH's work**

PRIORITY PROJECTS:

- **Continue bonus program to recognize extraordinary performance** Underway
- **Continue conducting employee satisfaction/feedback surveys** Underway
- **Annually update Board training materials and schedule, including on-boarding packet, using the AHAB accreditation standards for Governance as a source for best practices** Underway
- **Increase opportunities for Board members to participate in relevant trainings and to engage with KH staff** Completed
- **Continue developing strategies that attract and retain quality staff at all organizational levels** Underway
- ~~Implement intradepartmental cross training initiatives~~ **(REMOVED 2022)**
- **Implement interdepartmenental "Shadow Days"** Completed

GOAL 9:

Enhance Customer Service and Operational Efficiency

Keene Housing is a service organization. Applicants, residents and voucher holders are our customers. KH is always focused on ways to streamline operations and improve customer service for applicants, residents and voucher holders. This strategic goal incorporates activities that leverage emerging technology, provide increasingly helpful and timely information to our customers and community, and minimize disruption to residents and operations in the event of a natural disaster or other unforeseen event.

OBJECTIVES:

- **Integrate new technologies that streamline work processing and improves public/ resident access to information**
- **Ensure that the providing high quality customer service, based in empathy and fairness, is a fundamental organizational principal**
- **Provide additional opportunities to easily receive and respond to public feedback**
- **Implement a disaster response and recovery plan**

PRIORITY PROJECTS:

- **Develop and implement a plan to improve the website Completed**
- **Develop and implement a security plan Underway**
- **Periodically assess and implement required enhancements to KH's hardware, software and telecommunications network Underway**
- **Use technology to improve the timeliness, accuracy and accessibility of information about KH plans and strategies for applicants, residents, voucher holders, community stakeholders and other target audiences (REVISED 2022) Underway**
- **Regularly solicit input from residents and stakeholders on KH programs and initiatives Underway**
- **Develop a disaster response plan that accounts for the safety of residents and staff as well as the need to recover quickly from a natural disaster Underway**
- **Evaluate and, where cost effective, deploy technological tools such as video updates, kiosks, computers and publicly available printers to assist residents and applicants Underway**

GOAL 10:

Be a Strong and Effective Advocate for Innovation in Affordable Housing and Supportive Service Programs

Keene Housing's organizational culture values and actively supports innovation and excellence in the administration of housing and supportive service programs for low- and moderate-income people. KH strongly believes that we achieve excellence by learning from, and sharing with others engaged in activities that benefit our customers. To that end, KH strives to play a prominent role in local, state and federal efforts to improve, promote and expand affordable housing programs and supportive services. Central to this effort is KH's leadership in the Moving to Work (MTW) program.

OBJECTIVES:

- **Support and participate in the growth of the MTW Collaborative and advocate for the permanent extension of current MTW Agreements**
- **Participate in local, state and national efforts to improve public policy affecting affordable housing development, management and administration**
- **Contribute to efforts to improve local, state and national renewable energy incentive programs and related public policies**
- **Contribute to efforts to improve local, state and national supportive service programs and policies**

PRIORITY PROJECTS:

- **Actively participate in and support the MTW Collaborative** **Completed**
- ~~Actively participate in and support the Affordable Housing Accreditation Board~~ **(REMOVED 2022)**
- **Actively participate in and support the New Hampshire Housing Authority Corporation** **Completed**
- **Actively participate in and support the Public Housing Authorities Directors Association** **Completed**
- **Actively support the advocacy efforts of Housing Action New Hampshire** **Completed**
- **Ensure that members of staff hold leadership positions with local, state and federal organizations, committees and councils (REVISED 2022)** **Completed**
- **Continue advocating for low- and moderate-income people to local, state and federally elected officials** **Completed**

Keene Housing

INFORMATIONAL MEMORANDUM

To: Keene Housing Board of Commissioners
From: Lea Kablik, Community Garden Coordinator
Subject: Biannual Community Gardens Board Report
Date: January 10, 2024

This year was another successful growing season for the Keene Housing Community Garden program. Below is a summation of the major undertakings in the gardens since the last report in July.

Gardens

This year, we added nine new garden beds across four properties (three at Emerald House, one at Hampshire House, three at Meadow Rd., one at Stone Arch Family, and one at Riverbend), increasing from ninety to ninety-nine garden beds across all the Keene Housing properties. We ended the year with a total of ninety-seven gardeners, thirty-eight of whom were new gardeners and twenty-one of whom were youth gardeners. This year I installed water gauges on the spigots at several of the properties to measure the water consumption in the gardens (Table 1). The data collected this year are a great starting point to measure water consumption in the gardens, however, we should measure water usage for another year before drawing any conclusions. The summer of 2023 was New Hampshire's wettest summer on record; we saw a total of twenty-one inches of rain over June, July, and August, eight inches more than average. Gardeners were likely watering their gardens less than they normally would during a drier summer. Notably, Ashbrook used the most water out of all the properties by a large margin. This may be due to some of the practices of some of the gardeners. I encourage the gardeners to check their garden before watering and not to water other's gardens, but I cannot monitor what they do when I am not there. Another possibility is that the hose was being used for something other than gardening, as the gardeners have reported a few instances in the past. I cannot recall any reports of misusing the hose this year, but there is still a chance. I will continue to inform the gardeners about responsible watering practices and think of new ways to cut down on individual water use. This summer we are going to install the water gauges again and monitor them more regularly throughout the season. In the meantime, we can continue to encourage good watering practices to try to conserve water.

All the new garden beds have done very well this year. Stone Arch Family had their first garden bed built this year, and two households worked together to successfully grow a garden. The two families have expressed interest in gardening again this upcoming year, so we will be building another garden bed. Meadow Rd. also had their first garden beds installed this year and all did very well. We will be installing one more garden at Meadow Rd. this year as more households have expressed interest, and we will be providing totes at the end of the garden beds for more growing space. Hampshire House had two very invested residents taking care of their new garden bed and they said they would like to garden again this

upcoming year. The three new garden beds at Emerald House also did very well with help from Emerald House staff. About halfway through the summer, we spread woodchips around the garden beds at Emerald House to minimize landscaping around the garden beds.

Riverbend gardeners also had a very successful year. Over the summer, we planted tomatoes for the first time since 2021 in the gardens. In 2021, we believe the tomatoes had early blight. Last year we abstained from planting tomatoes in the garden beds and hoped taking away the primary target would eradicate any blight left in the soil. Unfortunately, the tomatoes this year were sickly again and likely infected with blight exacerbated by the rain. This summer, I will recommend that the gardeners try planting the tomatoes with the biofertilizer, Trichoderma, as a preventative.

This was the second year that we ran the Youth Gardening Program, and it has been another successful year under the leadership of the community garden intern, Jenn Cloutier. Jenn hosted ten youth gardening groups at Forest View and eleven at North and Gilsum this summer. The groups had a similar structure to last year; the kids would have a snack and tend to the garden for the first part of the group, and then work on a garden related craft with Jenn. Attendance was low at North and Gilsum for the first half of the summer, however, once we changed the meeting time, attendance increased. We believe the kids were at camp in the morning but were still happy to come out to youth gardening when they were home for the afternoon. Jenn also worked with the adult gardeners at Forest View and North and Gilsum when they were available. The kids and adults who worked with Jenn had nothing but positive feedback for her, and she is very missed. The community garden intern is essential for the youth gardening program to run, we have been lucky to have hard workers who have made the program so strong.

After a lot of trial and error to get the system running, the hydroponics garden at Bennett Block has been successful. So far, we have successfully grown and harvested peas, green beans, cucumbers, and radishes. The benefit of having an indoor hydroponic garden is that we can garden year-round; we started some peas, cucumbers, and tomatoes from seeds that are currently growing in the buckets. While we have a reliable pump system to water the plants now, we still had a few challenges throughout the year. Spider mites are common pests for indoor plants, and unfortunately our plants were no exception. We were able to get them under control using a concentrate of neem oil, Azamax, however, we are due for another round of Azamax to keep them under control. Tomatoes are notoriously finicky plants, and so far, have been the most challenging to care for with hydroponics. Our first tomato plant did not receive nutrients for several weeks because we planted it while we were still troubleshooting the pump. This time, we have discovered that the nutrient solution's pH was too low, so the plant may as well not have been receiving any nutrients. All to say, this is still very much an experiment. It is an experiment that is going well, and we are continuing to learn as we go forward.

Events and Workshops

The garden program was able to host a few workshops outside of the normal garden meetings and will host more throughout the winter.

We continue to work with Christine Parshall from Nutrition Connects and that relationship still goes strong. In August, Christine hosted a youth cooking group with Jenn, and we made quesadillas with the youth gardeners. Christine also went to Bennett Block this summer for a microwave cooking series. Christine will be running workshop series at Central Square Terrace, Stone Arch Senior, and Harper Acres this winter. She will also host two workshops for parents at Forest View this spring with the hopes of expanding them into series depending on interest. Last year, I hosted several gardening workshops throughout the winter to go over basic gardening skills with residents, and I will be hosting similar workshops at some of the properties this year.

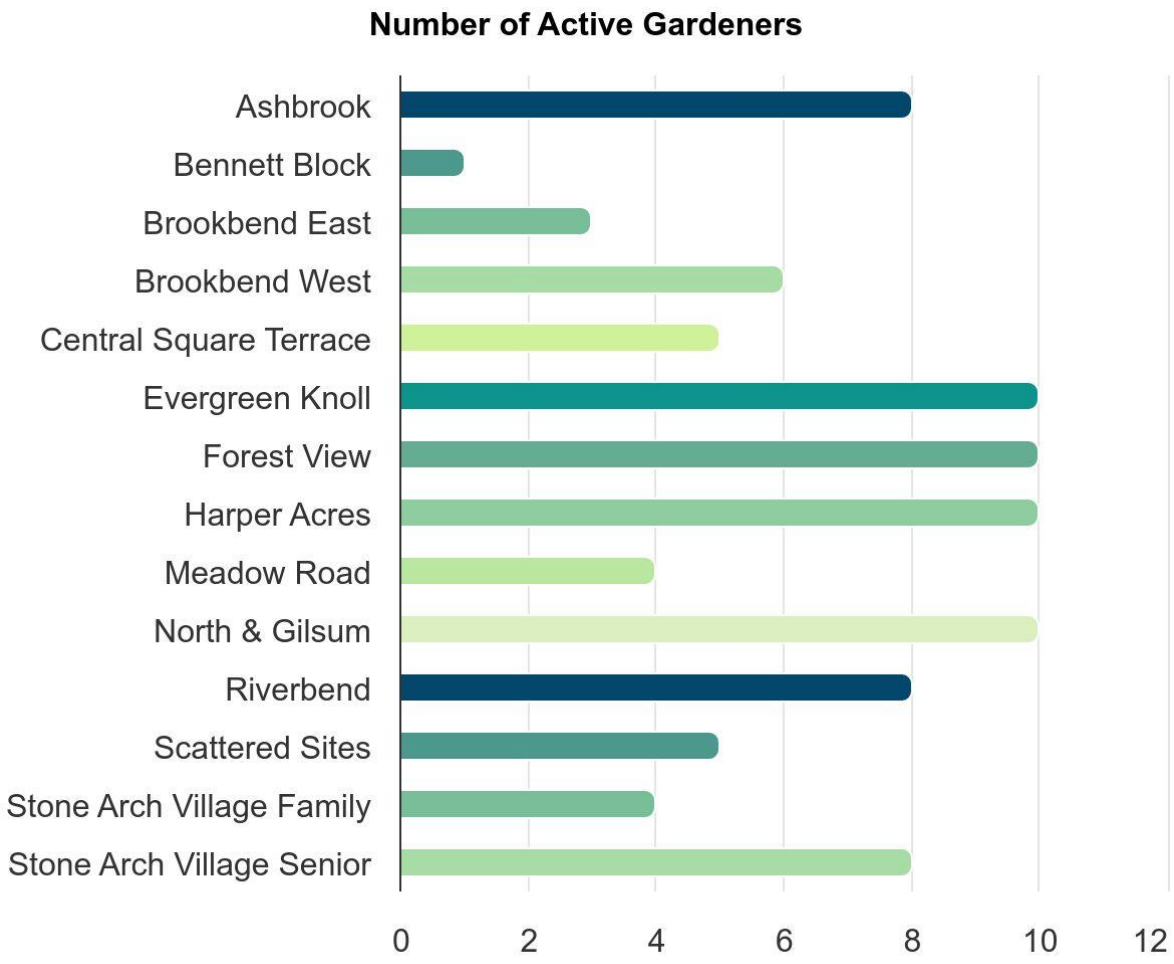
This November, I sent out the same end of season survey as last year to garner feedback on the garden program. I sent the survey to seventy-one households and received twenty-seven back. There were helpful suggestions for next year and overall positive feedback that is consistent with last year's results.

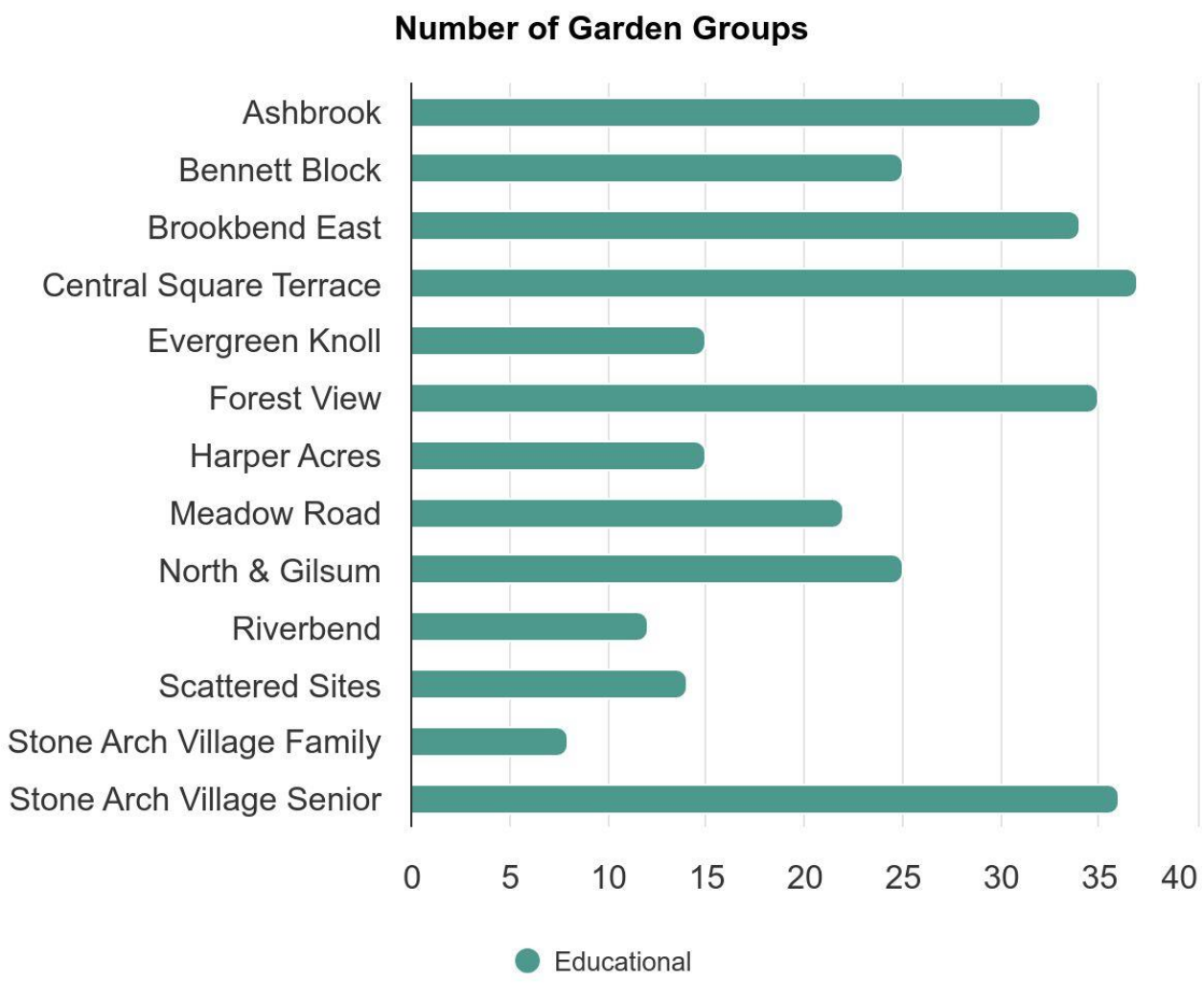
Table 1: Total water consumption in a sample of the Keene Housing Gardens

Property	Final Reading (Date and Gallons)
Harper Acres	7/21- 818.2*
Stone Arch Senior	10/18- 859.6
Meadow Rd.	10/19- 666
Ashbrook	10/19- 1928.9
Evergreen Knoll	10/24- 114.7**
Riverbend	10/24- 1002.5
Brookbend East and West	10/18- 611.8

*The water gauge was broken off the hose on the 21st and not replaced the rest of the season.

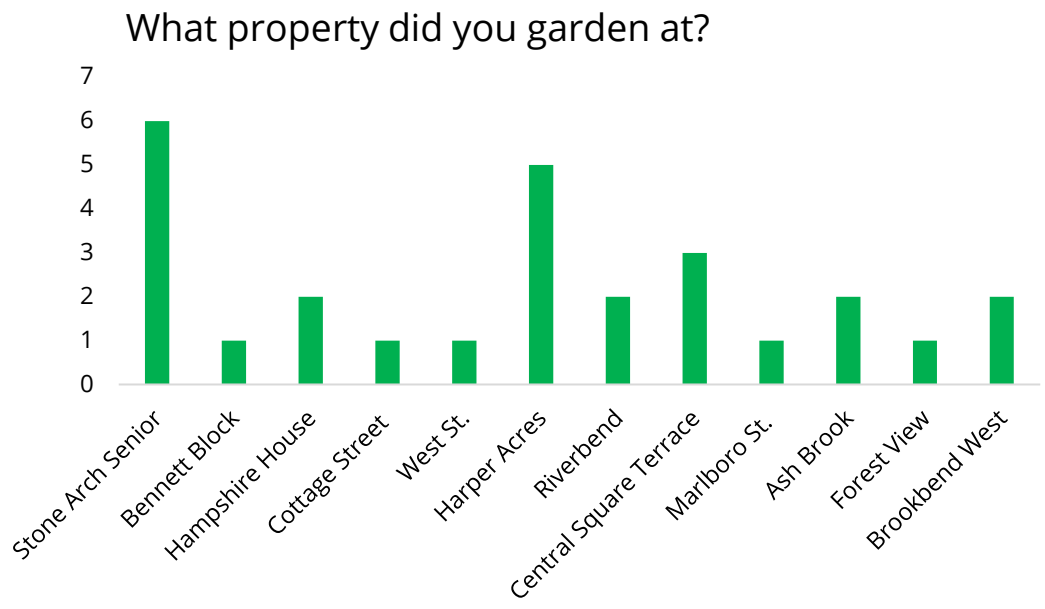
**It is likely that people accidentally reset the gauge several times throughout the season.


Number of Active Gardeners
Ashbrook
Bennett Block
Brookbend East
Brookbend West
Central Square Terrace
Evergreen Knoll
Forest View
Harper Acres
Meadow Road
North & Gilsum
Riverbend
Scattered Sites
Stone Arch Village Family
Stone Arch Village Senior
0
2
4
6
8
10
12


Number of Garden Groups
Ashbrook
Bennett Block
Brookbend East
Central Square Terrace
Evergreen Knoll
Forest View
Harper Acres
Meadow Road
North & Gilsum
Riverbend
Scattered Sites
Stone Arch Village Family
Stone Arch Village Senior
0
5
10
15
20
25
30
35
40
Educational

Keene Housing Garden Survey 2023 Responses

Received 27 responses out of 71 sent out- 38%



What did you find most enjoyable about your garden this year?

1. The spirit of the gardeners- the new folks have lots of enthusiasm & ideas.
2. Everything: The first time on an indoor garden and I love the new experience
3. Everything!
4. Therapeutic, rewarding- I love how we pre-plant-grow-eat it The garden was so beautiful, smelled so good
5. Decent rain, more manageable flower bed
6. Free seeds and quick delivery
7. Being with other people, watching things come to life and mature from a little seed, with help from our maker the lord- also, the ladies that work with us are really caring and helpful- and we all enjoy the meetings being together, and eating our own goodies from the gardens
8. Spending productive time outside and improving meal quality without paying for herbs and spices
9. Wide open opportunity and help
10. Tomatoes and the lettuce
11. Things I helped plant actually survived!
12. That it was "not" the same each gardening group class.
13. All of it!
14. Gatherings of neighbors

15. The harvest.
16. Talking to people in the garden, cleaning my garden bed and also I enjoyed having "Jen" in the garden, harvest days
17. The gardens did well this year. Except tomatoes
18. Meeting with others, spending time outside working in the garden
19. I planted an herb garden. I enjoyed all aspects of it... especially cooking with the herbs
20. Good crop
21. Fresh produce and getting to know people from the neighborhood
22. Flowers
23. Learning how to grow plants better
24. Eating it saving money
25. Everything, I garden already, I asked if we could try it this year, hopefully will have more tenants involved this spring/summer
26. Eating the vegetables

What did you find most frustrating about your garden this year?

1. The weather!
2. When the tomatoes did not produce anything
3. No frustration!
4. The over abundance of rain, other than that I <3 my garden-
5. People starting a garden then abandoning it
6. Its hard to grow certain herbs in containers
7. So much rain, certain things didn't do very well, but try again next year I pray-
8. I worked a lot of hours at my job during this part of the year and found it difficult to keep up with weeding, watering + pruning
9. Rainy weather
10. Too much rain
11. I find I cannot handle the hoses to water plants
12. The rain
13. Nothing
14. Lack of tomatoes I planted, broken garden bed
15. Watering the garden because the hose system was time consuming.
16. Not having communication between gardeners. Many times I was alone at the meetings with Lea, and also many pets, insects, also children in the garden made a mess many times that happened, taking the vegetables too.
17. Nothing was frustrating in my garden but because of physical limitations I was not able to help with community bed activities
18. Nothing was frustrating only very enjoyable!
19. Some stuff didn't grow well because of all the rain we got

20. Weather + veg garden growth
21. Bugs destroying plants and diseases
22. Growing tomatoes
23. Rain way too much!!
24. Didn’t grow well

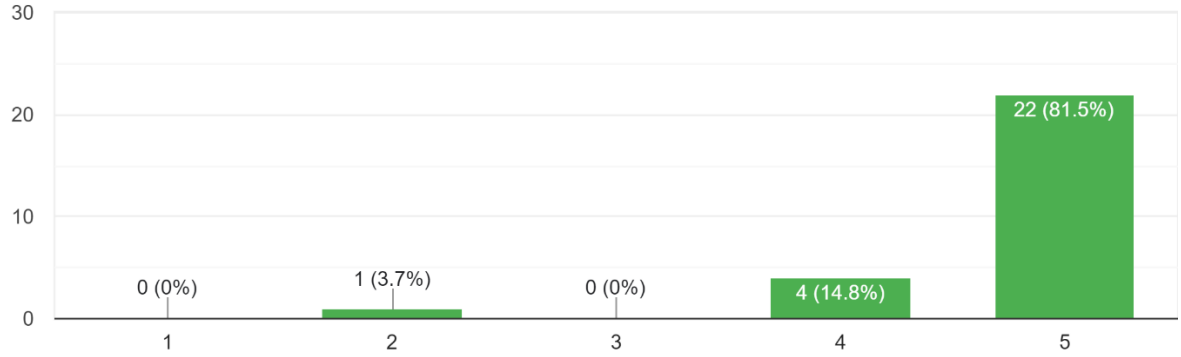
Did you have access to all of the tools you needed? If not, what did you need?

1. Yes
2. yes
3. I had access to everything that was made available to me.
4. Yes!
5. I had everything I needed.
6. yes, everything was there. But my problem is my bad back- 3 compound disk in my lower back, I didn't get to the garden and meetings as much- but with luck, get the back taken care of and then next year will be different, I pray, going to Lebanon Hosp to see a special on back problems.
7. More than enough. Super with advice when asked for.
8. There was not a [soil] knife (like Leah had) to cut out the huge mums at [CST]. We did manage in the cold weather + 2 plants were partially frozen in… we used trowels and English for removal.
9. I needed a trowel and I did not have a key
10. Tools were available when needed
11. Yes… it was great and Leah was wonderful!
12. Yes, resources were great
13. Yes there was trouble with lock on shed
14. Yes, we did, Leah was very good at meeting our needs- happy

The following statements were rated on a scale of 1-5, 1 being “strongly disagree” and 5 being “strongly agree.”

I received the support I needed in planning my garden.

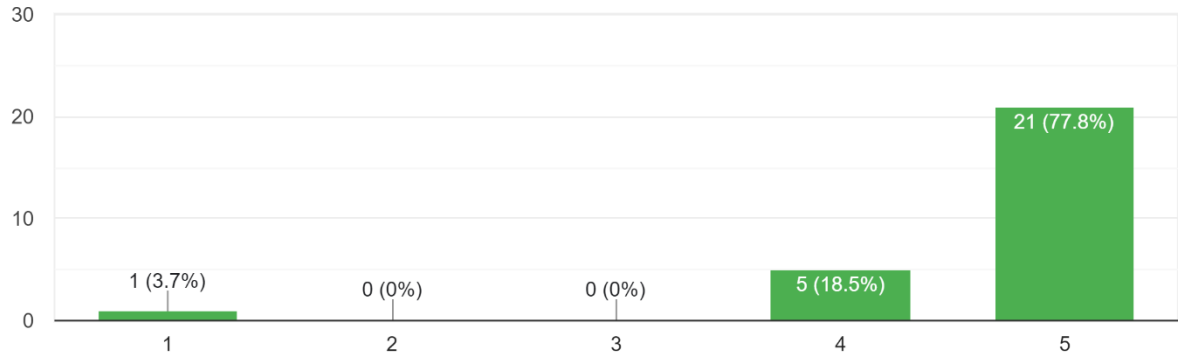
27 responses



2022 responses for comparison: 1- 3.8% 2- 0% 3- 3.8% 4- 0% 5- 92.3%

I received the help I needed in troubleshooting challenges that arose in the gardens.

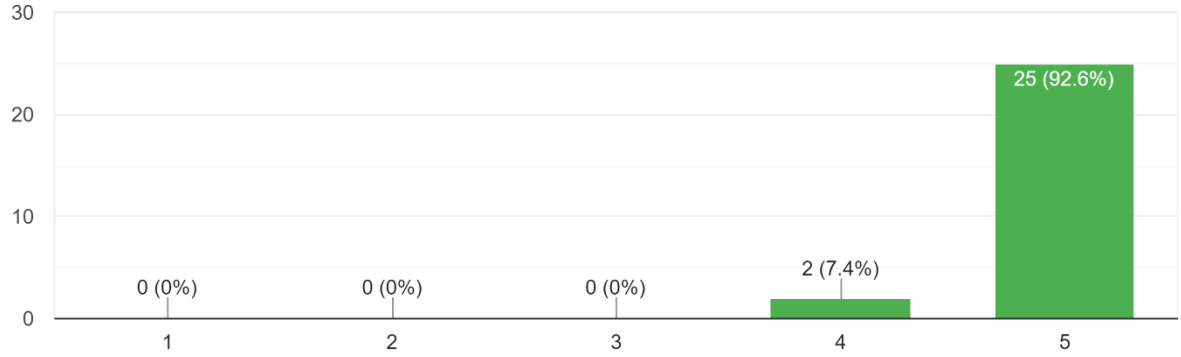
27 responses



2022 responses: 1- 3.8% 2- 0% 3- 11.5% 4- 3.8% 5- 80.8%

I understood the reasoning behind the garden coordinator's recommendations.

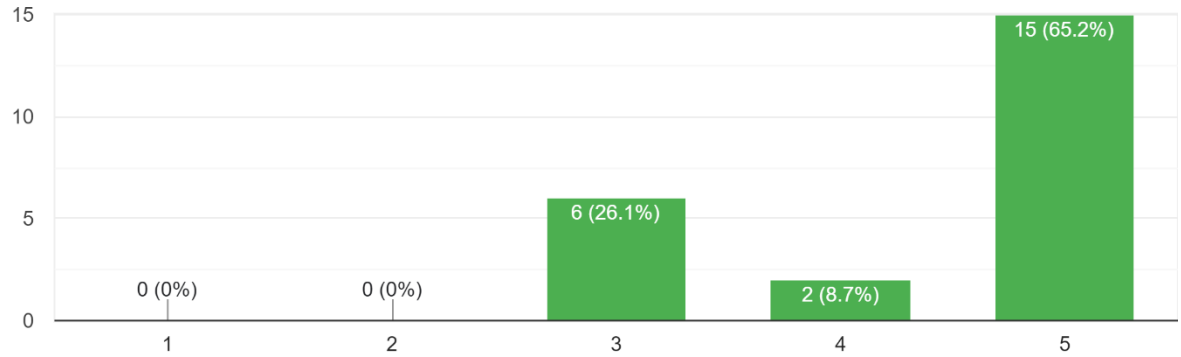
27 responses



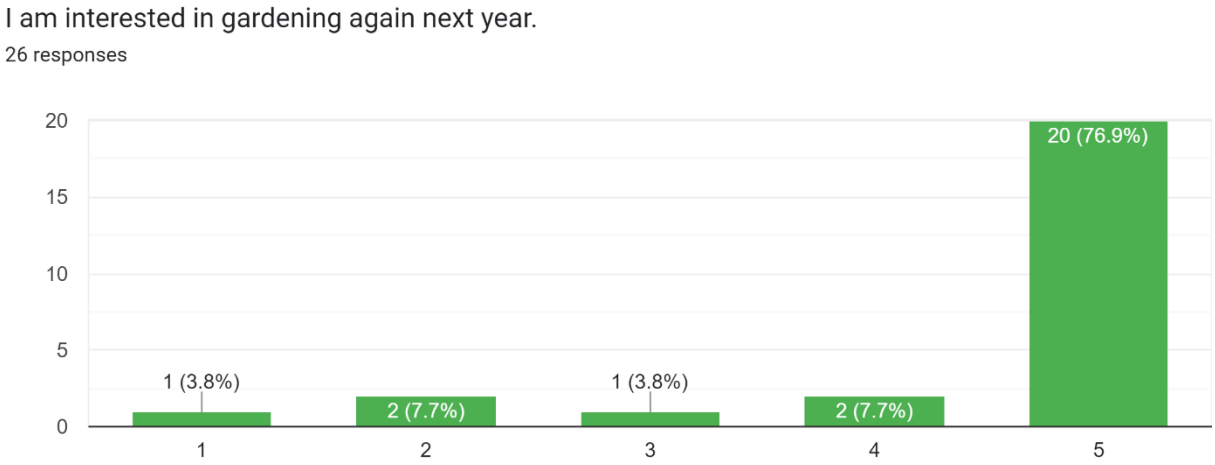
2022 responses: 1- 4% 2- 0% 3- 4% 4- 8% 5- 84%

I feel I am better at taking care of my garden than I was last year.

23 responses



2022 responses: 1- 8.3% 2- 0% 3- 33.3% 4- 12.5% 5- 45.8%



2022 responses: 1- 4% 2- 0% 3- 4% 4-8% 5- 77.3%

Is there anything else you would like to let us know about the garden program?

1. "[From an arrow pointing to question 8]- Physically, I am less able to do what I want. So although Lea has provided more great ideas, I'm getting ""old!"" [At the bottom of the page]- Love the mural on the electrical box!! <3 <3"
2. It was a good learning experience & Thank you
3. [At the bottom of the page]- The garden I grew was absolutely beautiful. I will always make sure if I have questions I ask my garden teacher. I <3 my garden
4. Coordinator is easily accessible, friendly, and personable
5. I appreciate the free seeds and soil and Leah's emails checking in with me.
6. "[Note next to 7]- We need their advice and help- [Note next to 8]- I felt sad I couldn't do all of meetings and taking care of my garden- its a wonderful outside activity for us all- [Note next to 9]- I'm looking forward to have a garden spot next year. I'm 92 years old. Can't tell what tomorrow brings, but god will end my visit to hospital will cure my hurt. Love gardening [Response to 10]- I think we have one of the best garden programs the meetings, our wonderful helpers that run the program, how can it get better? We have all we need- I pray the same people that help us, now, will still be here next year also. They make the program work see you next year I cannot say much to the fact help and words of advise to us, help us, enjoy what we are doing- please be there next year and I pray god I will be more active next year also- and be there- [Bottom of the page]- P.S. I had to sign this mess, so you will know who did this I love gardening to make things grow, I did it all my life and now my bad back makes me so sad- next year- pow."

7. "[Next to 8]- N/A did not garden last year [Response to 10]- Nothing at this time, thank you!"
8. "[Next to 5]- Time and effort with visual screen + flyers [Next to 6]- Some leaf disease and (squirrel?) [Next to 7]- Super with research. [Next to 8]- Not applicable- first year. Looking forward to 2024 [Next to 9]- Ahyup! [Response to 10] Keene Housings choice of garden overseer. Outstanding- Leah"
9. "[Next to 8]- I wasn't here last year, so perhaps if I'm still here next November I'll answer positively 5. [Response to 10]- I believe Keene Housing garden program offers its tenants many benefits the community of Keene, its Residents, + the visitors of Keene to see, attention payed to their surroundings, and eat fresh veggies... learn things + have fun, keeping [illegible] too. [Elaborating on 5]- I moved here in June, + it was July when I joined the garden club. Leah is a great friendly person and enjoys her work. I had no part in spring planning of this garden + it was sad that because of all the rain in 2023, slow was the order in our garden. However, Leah really did engage us to replant the bench beds + huge out front 5 pots after cold weather necessitated the removal of annuals, to plant cold weather plants. She even asked our opinions on what to plant + where. (we did however reap some veggies this year from our garden. They were delicious too.)"
10. It is a wonderful program <3
11. Better soil? Better plants?
12. Thank you.
13. Jen, the intern she was wonderful, help me a lot.
14. There were a couple people that rarely came down to their garden and a lot of produce was thrown away.
15. I look forward to the informative gardening meetings and the planning meetings.
16. Nothing
17. I feel the garden program is great program be it brings neighbors together. [Continues at bottom of page] Lea does an exceptional job in assisting me in learning how to grow things and helps me overcome great challenges when they arise. I pray the housing authority grants her more money to do further better the garden group.
18. Everything was awesome thank you very much. Can’t wait to start again

Keene Housing

INFORMATIONAL MEMORANDUM

To: Joshua Meehan, Executive Director
From: Ellen Wishart, Voucher Program Manager
Subject: Q4 2023 Voucher Activity Report
Date: January 11, 2024

Voucher Activity Quarter 4 2023

Program	Issued-OTC	Eligibility Scheduled	Goal
FYI	0	0	20
NED	1	5	13
MS	1	5	7
2017 MS	1	5	17 (incl. PBV)
Pathway Home	1	0	6
Homes for School	1	2	5
HCV	1	12	95% util.

Currently there are 6 households searching for units: 4 for 1-bedroom, and 2 for 3-bedroom.The value in the Goal column indicates the number of additional households necessary to meet our utilization goal. We must rely on referrals from other entities in the FYI, Pathway and Homes for School programs; if we don't have eligibility scheduled it's due to not receiving any referrals. We have 29 households in the Eligibility process.

9 new voucher holders leased up within Q4.

Landlord Incentive Data Q4 2023

October No new landlords, 3 lease-ups

November 5 new plus 2 existing

December 1 new plus 3 existing

Total landlord incentive disbursements Q4 2023 = $10,000

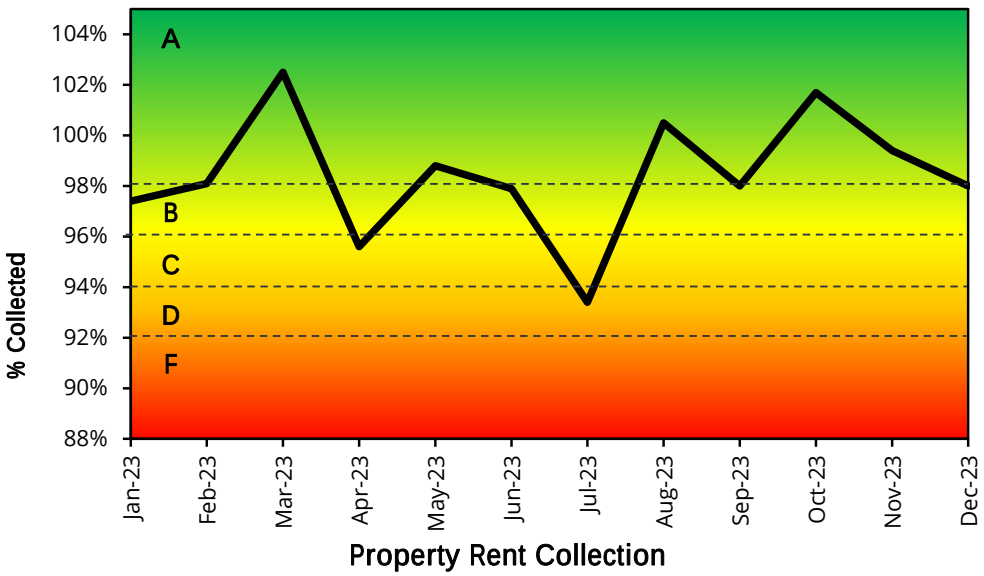
Keene Housing

MANAGEMENT REPORT
DECEMBER 2023

Residential Property Rent Collection Report
December 2023

Community	Month Billed	Month Collected	% Collected	Monthly Grade	YTD Billed	YTD Collected	% YTD Collected	YTD Grade
Ash Brook Apartments	$9,929	$9,259	93.3%	D	$120,905	$120,553	99.7%	A
Bennett Block	$5,950	$6,178	103.8%	A	$63,696	$63,221	99.3%	A
Brookbend East	$19,193	$18,569	96.7%	B	$245,914	$246,309	100.2%	A
Brookbend West	$17,889	$18,402	102.9%	A	$201,876	$199,999	99.1%	A
Central Square Terrace	$35,010	$35,209	100.6%	A	$384,852	$383,208	99.6%	A
Cottage Street	$994	$994	100.0%	A	$12,875	$12,875	100.0%	A
Evergreen Knoll LP	$19,725	$19,477	98.7%	A	$162,295	$162,518	100.1%	A
Forest View	$28,761	$25,175	87.5%	F	$325,023	$313,262	96.4%	B
Hampshire House	$5,710	$5,433	95.1%	C	$60,050	$59,584	99.2%	A
Harper Acres	$48,587	$51,827	106.7%	A	$544,766	$545,396	100.1%	A
Meadow Road Apartments	$7,658	$7,771	101.5%	A	$85,041	$85,411	100.4%	A
North and Gilsum	$22,262	$17,950	80.6%	F	$225,498	$219,806	97.5%	B
Riverbend Apartments	$11,168	$11,040	98.9%	A	$128,408	$128,634	100.2%	A
Scattered Sites	$12,269	$12,444	101.4%	A	$133,207	$133,014	99.9%	A
Scattered Sites 2	$18,241	$18,182	99.7%	A	$194,837	$192,455	98.8%	A
Stone Arch Village Family	$14,300	$13,856	96.9%	B	$163,251	$162,271	99.4%	A
Stone Arch Village Senior	$15,586	$15,477	99.3%	A	$174,926	$174,742	99.9%	A
Totals	**$293,232**	**$287,242**	**98.0%**	**B**	**$3,227,420**	**$3,203,257**	**99.3%**	**A**

Active Households Only

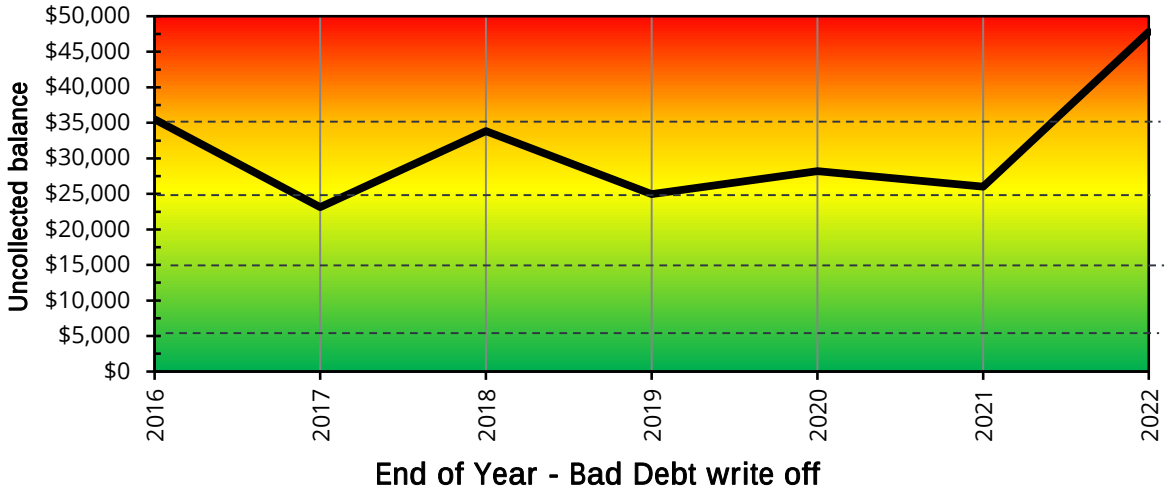


This report compares current tenant's rent billed to rent collected. The percent collected can exceed 100% when back rent is collected. Our goal is to collect at least 98% of rent billed.

Residential Property Uncollected Accounts - Inactive Tenants - Report
December 2023

Community	# of Households	Current	30 days	60 days	90 days	120 days and over	total
Ash Brook Apartments	1	($14)	$0	$0	$0	$0	($14)
Bennett Block	0	$0	$0	$0	$0	$0	$0
Brookbend East	0	$0	$0	$0	$0	$0	$0
Brookbend West	2	$0	$0	$0	$580	$60	$640
Central Square Terrace	1	$0	$3,589	$0	$0	$0	$3,589
Cottage Street	2	$0	($1)	$0	$0	$513	$512
Emerald Street	0	$0	$0	$0	$0	$0	$0
Evergreen Knoll LP	5	$376	$0	$10,112	$10	$1,102	$11,600
Forest View	4	$304	$315	$30	$15	$304	$968
Hampshire House	3	$651	$0	$40	$71	$0	$762
Harper Acres	4	$0	$542	$0	$682	($260)	$964
Meadow Road Apartments	0	$0	$0	$0	$0	$0	$0
North and Gilsum	1	$0	$6,586	$0	$30	$1,985	$8,601
Riverbend Apartments	0	$0	$0	$0	$0	$0	$0
Scattered Sites	0	$0	$0	$0	$0	$0	$0
Scattered Sites 2	1	$0	$420	$15	$221	$0	$656
Stone Arch Village Family	2	($91)	$0	$0	$0	$213	$122
Stone Arch Village Senior	0	$0	$0	$0	$0	$0	$0
Totals	**26**	**$1,226**	**$11,451**	**$10,197**	**$1,609**	**$3,917**	**$28,400**

Inactive Households Only

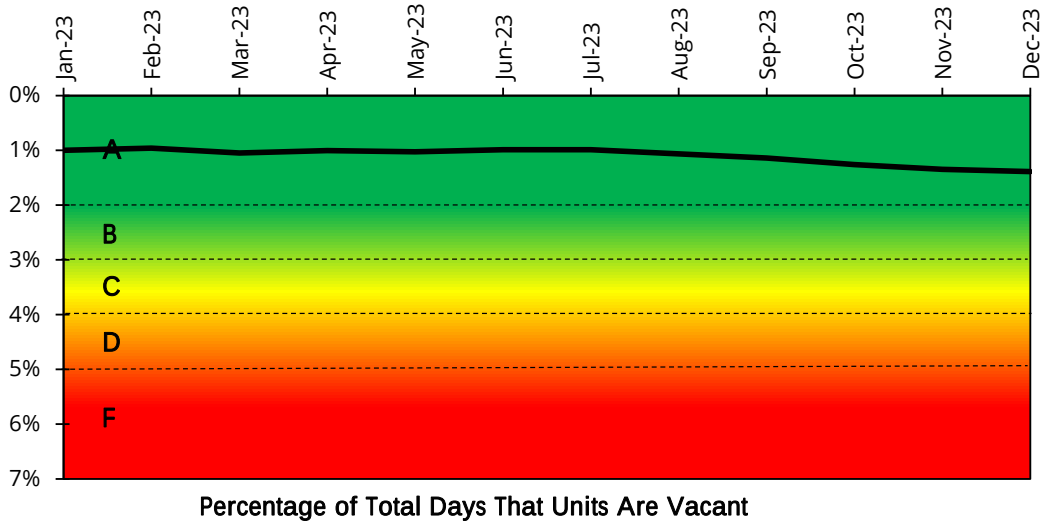


This report tracks the balance that is owed to KH and what remains upaid. Most of these tenants have moved from a KH property and are considered Inactive Tenants.

Monthly Vacancy Report

December 2023

Community	Units Available	Available Days	Vacant Days	Monthly Vacancy Percentage	Monthly Grade	YTD Vacancy Percentage	YTD Grade
Ash Brook Apartments	24	744	3	0.4%	**A**	0.4%	**A**
Bennett Block	14	434	0	0.0%	**A**	1.3%	**A**
Brookbend East	40	1240	28	2.3%	**B**	1.0%	**A**
Brookbend West	35	1085	0	0.0%	**A**	0.9%	**A**
Central Square Terrace	90	2790	31	1.1%	**A**	1.3%	**A**
Cottage Street	3	93	31	33.3%	**F**	7.7%	**F**
Evergreen Knoll LP	32	992	69	7.0%	**F**	3.4%	**C**
Forest View	38	1178	27	2.3%	**B**	0.7%	**A**
Hampshire House	18	558	24	4.3%	**D**	2.4%	**B**
Harper Acres	112	3472	45	1.3%	**A**	1.6%	**A**
Meadow Road Apartments	18	558	0	0.0%	**A**	0.0%	**A**
North and Gilsum	29	899	0	0.0%	**A**	1.2%	**A**
Riverbend Apartments	24	744	0	0.0%	**A**	0.8%	**A**
Scattered Sites	18	558	0	0.0%	**A**	0.7%	**A**
Scattered Sites 2	30	930	31	3.3%	**C**	2.1%	**B**
Stone Arch Village Family	24	744	24	3.2%	**C**	2.2%	**B**
Stone Arch Village Senior	33	1023	14	1.4%	**A**	1.1%	**A**
Report Totals:	**582**	**18,042**	**327**	**1.8%**	**A**	**1.4%**	**A**

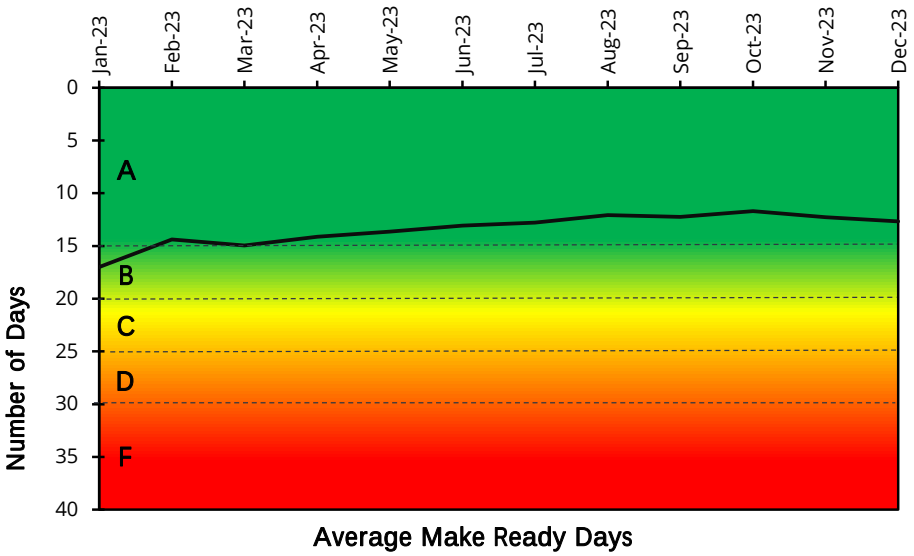


Percentage of Total Days That Units Are Vacant

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

Unit Make Ready Days
December 2023

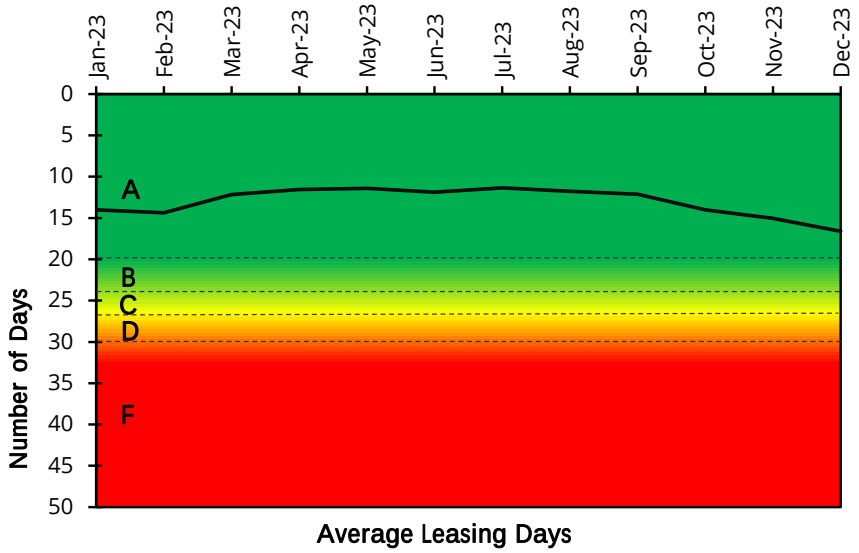
Community	Number of Units Made Ready	Avg. Make Ready Days	YTD Number of Units Made Ready	YTD Avg. Make Ready Days	YTD Grade
Ash Brook Apartments	0	-	1	9	**A**
Bennett Block	0	-	2	7	**A**
Brookbend East	0	-	4	15	**A**
Brookbend West	0	-	2	8	**A**
Central Square Terrace	0	-	15	8	**A**
Cottage Street	1	8	3	4	**A**
Evergreen Knoll LP	1	15	9	13	**A**
Forest View	1	17	5	19	**B**
Hampshire House	0	-	5	5	**A**
Harper Acres	1	13	18	12	**A**
Meadow Road Apartments	0	-	1	1	**A**
North and Gilsum	0	-	5	22	**C**
Riverbend Apartments	0	-	3	15	**B**
Scattered Sites	0	-	3	17	**B**
Scattered Sites 2	1	44	6	24	**C**
Stone Arch Village Family	0	-	3	18	**B**
Stone Arch Village Senior	0	-	3	13	**A**
Report Totals:	**5**	**19**	**88**	**13**	**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
December 2023

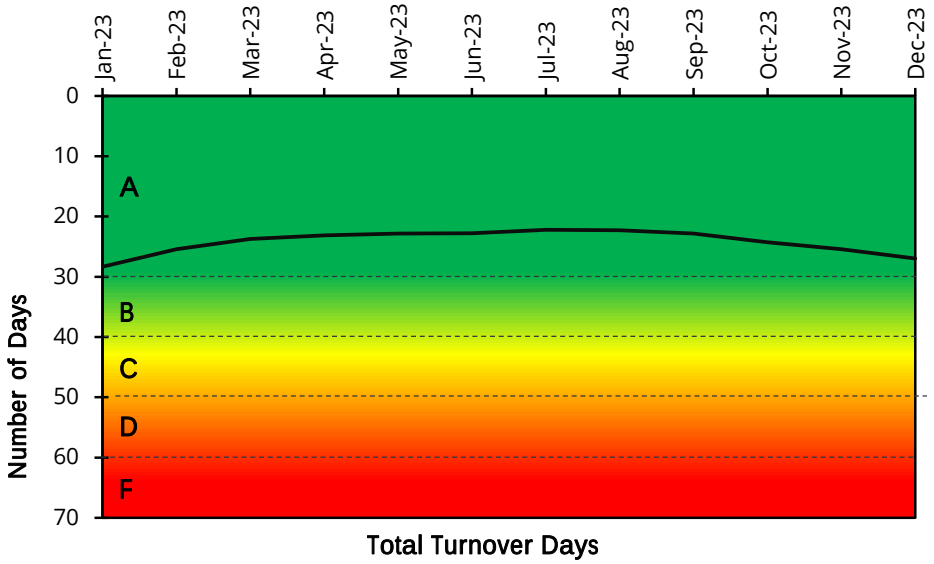
Community	Number of Units Leased	Average Leasing Days	YTD Number of Units Leased	YTD Avg Leasing Days	YTD Grade
Ash Brook Apartments	0	-	2	15	**A**
Bennett Block	0	-	2	26	**C**
Brookbend East	1	47	4	25	**C**
Brookbend West	0	-	2	51	**F**
Central Square Terrace	0	-	14	17	**A**
Cottage Street	0	-	2	19	**A**
Evergreen Knoll LP	1	11	10	18	**A**
Forest View	1	10	5	6	**A**
Hampshire House	1	63	6	26	**C**
Harper Acres	2	4	18	5	**A**
Meadow Road Apartments	0	-	1	100	**F**
North and Gilsum	0	-	5	3	**A**
Riverbend Apartments	0	-	3	7	**A**
Scattered Sites	0	-	2	10	**A**
Scattered Sites 2	0	-	5	11	**A**
Stone Arch Village Family	1	87	4	32	**F**
Stone Arch Village Senior	1	33	3	33	**F**
Report Totals:	**8**	**32**	**88**	**17**	**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
December 2023

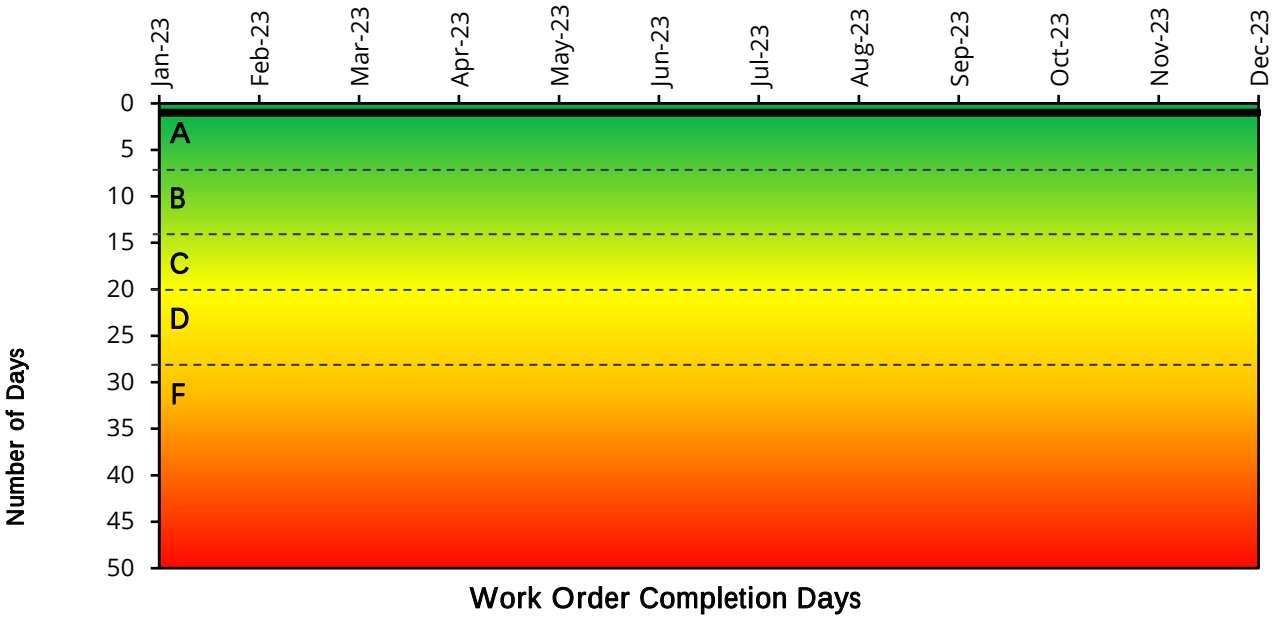
Community	Number of Units Turned in Month	Average Turnover Days	YTD Number of Units Turned	YTD Avg Turnover Days	YTD Grade
Ash Brook Apartments	0	-	2	24	**A**
Bennett Block	0	-	2	32	**B**
Brookbend East	1	59	4	39	**B**
Brookbend West	0	-	2	58	**D**
Central Square Terrace	0	-	14	23	**A**
Cottage Street	0	-	2	20	**A**
Evergreen Knoll LP	1	25	10	27	**A**
Forest View	1	26	5	23	**A**
Hampshire House	1	63	6	30	**B**
Harper Acres	2	14	18	16	**A**
Meadow Road Apartments	0	-	1	100	**F**
North and Gilsum	0	-	5	24	**A**
Riverbend Apartments	0	-	3	22	**A**
Scattered Sites	0	-	3	14	**A**
Scattered Sites 2	0	-	5	29	**A**
Stone Arch Village Family	1	94	4	48	**C**
Stone Arch Village Senior	1	46	3	44	**C**
Report Totals:	**8**	**43**	**89**	**27**	**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
December 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	11	1	A	153	1	A
Bennett Block	3	0	A	113	1	A
Brookbend East	10	0	A	229	1	A
Brookbend West	6	0	A	194	1	A
Central Square Terrace	41	1	A	494	1	A
Cottage Street	4	1	A	30	2	A
Emerald Street House	4	0	A	71	1	A
Evergreen Knoll LP	8	0	A	168	1	A
Forest View	21	1	A	314	1	A
Hampshire House	10	1	A	66	1	A
Harper Acres	33	1	A	698	1	A
Keene Housing Main Office	2	5	A	36	1	A
Meadow Road	9	0	A	97	1	A
North and Gilsum	20	1	A	219	1	A
Riverbend Apartments	11	1	A	124	1	A
Scattered Sites	3	1	A	86	1	A
Scattered Sites 2	9	0	A	134	1	A
Stone Arch Village Family	6	0	A	134	1	A
Stone Arch Village Senior	37	0	A	390	1	A
Report Totals:	**248**	**1**	**A**	**3,750**	**1**	**A**



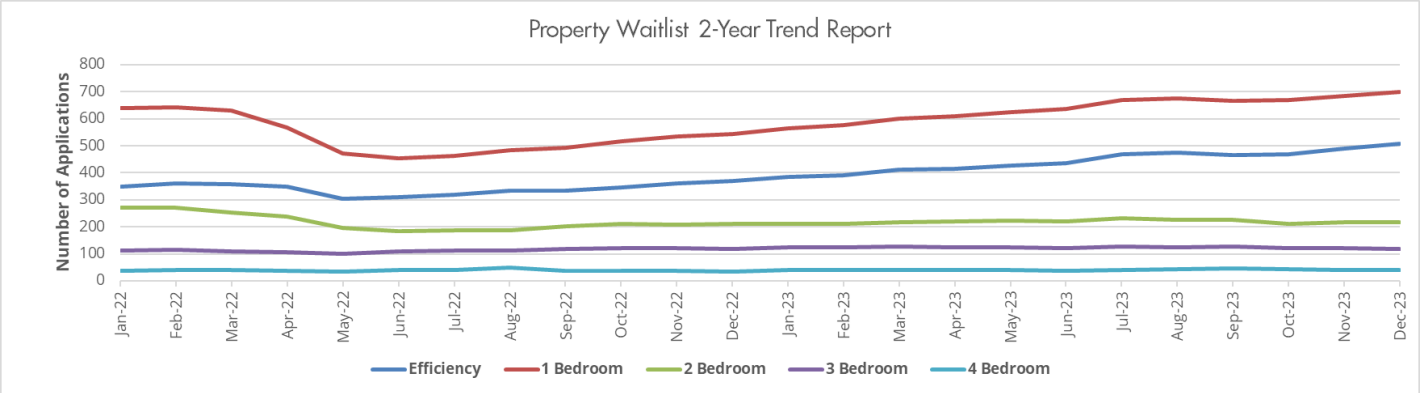
This report tracks the number of days it takes the Facilities and Assets team to complete non-emergency work orders. Our goal is to complete non-emergency work orders in 5 days or less.

Residential Property Emergency Work Order Completion Days
December 2023

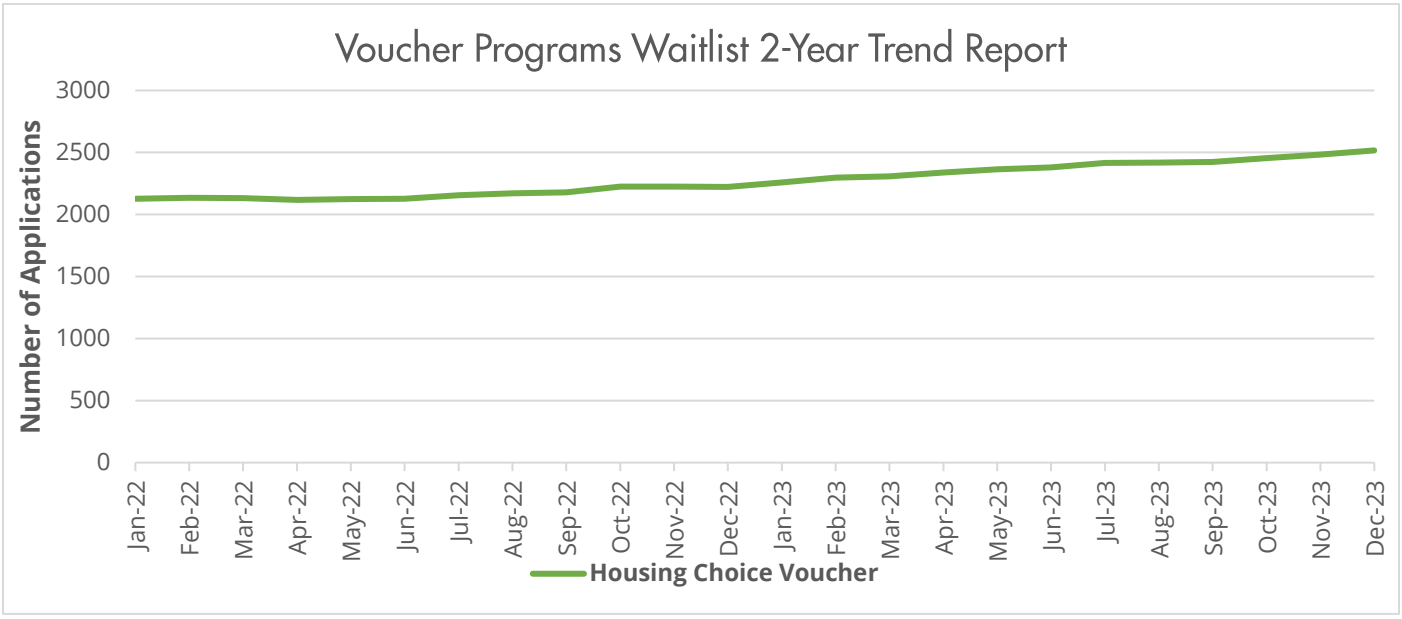
Community	Number of Work Orders	Average Days To Complete	Monthly Grade	YTD Number of Work Orders	YTD Average Days To Complete	YTD Grade
Ash Brook Apartments	1	0	P	18	0	P
Bennett Block	-	-	NONE	19	0	P
Brookbend East	1	0	P	14	0	P
Brookbend West	2	0	P	7	0	P
Central Square Terrace	3	0	P	63	0	P
Cottage Street	-	-	NONE	-	-	NONE
Emerald Street House	-	-	NONE	1	0	P
Evergreen Knoll LP	-	-	NONE	12	0	P
Forest View	2	0	P	21	0	P
Hampshire House	-	-	NONE	2	0	P
Harper Acres	3	0	P	56	0	P
Keene Housing Main Office	-	-	NONE	-	-	NONE
Meadow Road	3	0	P	13	0	P
North and Gilsum	1	0	P	12	0	P
Riverbend Apartments	2	0	P	10	0	P
Scattered Sites	-	-	NONE	10	0	P
Scattered Sites 2	-	-	NONE	14	0	P
Stone Arch Village Family	-	-	NONE	8	0	P
Stone Arch Village Senior	3	0	P	24	0	P
Report Totals:	**21**	**0**	**P**	**304**	**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
December 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	$389,634	72%	584	$667	99%	592	$147	$152,780
November	$542,414	$385,565	71%	569	$678	96%	592	$367	$156,849
December	$542,414	$402,712	74%	551	$731	93%	592	$380	$139,702
Total	$6,508,969	$4,482,392	70%	7378	$610	104%	7,104	$3,836	$2,026,577

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	$335,294	72%	501	$669	85%	592	$218	$131,100
March	$466,394	$344,915	74%	510	$676	86%	592	$486	$121,479
April	$466,394	$351,064	75%	517	$679	87%	592	$378	$115,330
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	$376,126	69%	519	$725	88%	592	$312	$166,288
October	$542,414	$381,277	70%	517	$737	87%	592	$147	$161,137
November	$542,414	$378,553	70%	522	$725	88%	592	$367	$163,861
December	$542,414	$398,922	74%	521	$766	88%	592	$380	$143,492
Total	$6,508,969	$4,346,078	68%	6186	$702	87%	7,104	$3,836	$2,162,891

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	$27,020	$24,495	91%	26	$942	96%	27	$0	$2,525
December	$27,020	$24,690	91%	26	$950	96%	27	$0	$2,330
Total	$276,385	$275,513	224%	295	$936	99%	297	$0	$872

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	$67,435	$67,929	101%	88	$772	88%	100	$82	($494)
December	$67,435	$67,276	100%	88	$765	88%	100	$82	$159
Total	$769,996	$777,742	101%	1049	$741	87%	1,200	$164	($7,746)

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	$57,289	$60,729	106%	79	$769	79%	100	$0	($3,440)
December	$50,944	$62,698	123%	79	$794	79%	100	$0	($11,754)
Total	$633,148	$672,297	106%	937	$717	78%	1200	$0	($39,149)

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	$2,033	$2,033	0%	3	$678	100%	3	$0	$0
April	$1,997	$1,997	0%	3	$666	100%	3	$0	$0
May	$1,997	$1,997	0%	3	$666	100%	3	$0	$0
June	$2,893	$2,893	0%	4	$723	100%	4	$0	$0
July	$2,893	$2,893	0%	4	$723	100%	4	$0	$0
August	$1,869	$1,869	0%	3	$623	100%	3	$0	$0
September	$1,905	$1,905	0%	3	$635	100%	3	$0	$0
October	$1,534	$1,534	0%	3	$511	100%	3	$0	$0
November	$1,534	$1,534	0%	3	$511	100%	3	$0	$0
December	$1,534	$1,534	0%	3	$511	100%	3	$0	$0
Total	$22,455	$22,455	0%	36	$615	100%	36	$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	$5,341	28%	5	$1,068	83%	6	$0	$13,719
September	$4,109	$5,341	87%	4	$1,335	67%	6	$0	$770
October	$4,109	$4,097	67%	4	$1,024	80%	5	$0	$2,014
November	$4,109	$5,251	96%	5	$1,050	100%	5	$0	$197
December	$4,109	$5,251	96%	5	$1,050	100%	5	$0	$197
Total	$49,307	$61,158	76%	61	$1,009	111%	59	$0	$3,178

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

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

Keene Housing

FINANCE REPORT
DECEMBER 2023

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

	CAPTIAL IMPROVEMENT PLAN													
		Energy			BUDGET	CNAs	CNAs	CNAs	CNAs	CNAs	CNAs	CNAs	CNAs	CNAs
Line #	**Property**	Items	**Description**		**2024**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**	**2032**	**2033**
100	KAHP-Harper Acres		Unplanned		$10,000	$10,000	$10,000	$10,000	$10,000	$10,000	$10,000	$10,000	$10,000	$10,000
102	KAHP-Harper Acres		Tub roll-in (10 units at $4000)		$27,500	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000
104	KAHP-Harper Acres		Wireless transformers (2) for fire panel (109/Mill bldg)	Site										
106	KAHP-Harper Acres		Handicapped Ramp	109 Castle St										
108	KAHP-Harper Acres		Brickwork/trim	Mill Buildings										
110	KAHP-Harper Acres	yes	Hot Water Heaters (2@40 gal per buildings (4)= $16k)	Buildings	$16,000	$16,000	$16,000							
112	KAHP-Harper Acres	yes	Ceiling insulation in crawlspace	Building 109 - Crawlspace	$2,200									
114	KAHP-Harper Acres		HC lift seats for stairs (5 each year @ 2 years	Buildings 10 remaining	$30,000		$30,000							
116	KAHP-Harper Acres		CFL Bathroom (224units)	Bathroom		$6,720								
118	KAHP-Harper Acres		Digital non-programmable thermostats Interior (112units	Interior		$4,480								
122	KAHP-Harper Acres		Solar system BuyOut	Roof	$137,000									
124	KAHP-Harper Acres		Refrigerator, ENERGY STAR Kitchen (16units)	Kitchen			$12,800							
126	KAHP-Harper Acres		Range hood Kitchen (112units)	Kitchen			$7,280							
130	KAHP-Harper Acres		Vinyl Tile Flooring (6720units)	Flooring				$13,440						
132	KAHP-Harper Acres		Cabinets Kitchen (112units)	Kitchen					$89,600					
134	KAHP-Harper Acres		Counter tops Kitchen (112units)	Kitchen					$11,200					
136	KAHP-Harper Acres		Painting Wall/Ceiling Painting (112units)	Wall/Ceiling Painting					$6,720					
138	KAHP-Harper Acres		Pull cord emergency call system	Interior					$22,400					
140	KAHP-Harper Acres		Fences, wood Grounds (240units)	Grounds						$5,760	$5,760	$5,760	$5,760	$5,760
142	KAHP-Harper Acres		RENOVATIONS at 105 Castle St Building w/fees $3.3m	2022 (17%) and 2023 (83%)										
144	KAHP-Harper Acres	yes	Electric baseboard 90% old Units and hallways (37units)	Units and hallways				$450,000						
146	KAHP-Harper Acres	yes	Electric baseboard old Units and hallways (37units)	Units and hallways				$450,000						
148	KAHP-Harper Acres	yes	Electric baseboard old Units and hallways (38units)	Units and hallways				$450,000						
150	KAHP-Harper Acres	yes	Gas furnace - York Buildings 168 and 172 (2units)	Buildings 168 and 172				$10,000						
152	KAHP-Harper Acres	yes	Gas furnace - York Buildings 168 and 172 (2units)	Buildings 168 and 172				$10,000						
154	Harper Acres		asphalt pad	Dumpster Pad	$1,575									
156	Harper Acres		vinyl siding, all buildings repairs	Building Siding	$6,300									
164	Harper Acres		Front Porch concrete slab repairs/railings	concrete Entrance Step	$50,000									
168	Harper Acres		Exterior finish repointing the brick	Historical Building		$30,000								
182	Harper Acres		Standard showerhead	Bathroom						$9,576				
186	Harper Acres		Light Posts	Grounds										$56,205
188														
190	KAHP-Forest View	yes	Insulation/foam basements (6 bldg @ $5000)											
192	KAHP-Forest View		Landscaping w/Sod (6 bldg @ $1775)											
194	KAHP-Forest View		Snow guards for Solar Panels-cancelled	Roof										
196	KAHP-Forest View		Exterior Doors - large Entry Door											
198	KAHP-Forest View		Repair,replace, stain pation fencing/gates (1000 ea)	yard										

	CAPTIAL IMPROVEMENT PLAN												
		Energy			BUDGET	CNAs	CNAs	CNAs	CNAs	CNAs	CNAs	CNAs	CNAs	CNAs
Line #	**Property**	Items	**Description**		**2024**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**	**2032**	**2033**
200	KAHP-Forest View		Solar system BuyOut	Roof		$375,252								
202	KAHP-Forest View		Toilet - 1.6 gpf Bathroom (38units)	Bathroom			$4,560							
204	KAHP-Forest View		Vinyl Flooring (30000units)	Flooring			$150,000							
206	KAHP-Forest View		Accessories and maintenance	Bathroom @ FAC			$3,800							
208	KAHP-Forest View	yes	Recirculating range hood , sink	Kitchen @ FAC				$9,500						
210	KAHP-Forest View	yes	DHW 40-60 gallon electric standalone (38 @ $1500)	units				$57,000						
212	KAHP-Forest View		Accessories and maintenance Bathrooms (38units)	Bathrooms				$3,800						
214	KAHP-Forest View		Sink Kitchen (38units)	Kitchen					$5,700					
216	KAHP-Forest View		Recirculating range hood Kitchen (38units)	Kitchen					$3,800					
218	KAHP-Forest View		Heat Pumps (replace 2019 installed 38 in 10 years)	heating						$950,300	$950,300	$950,300	$950,300	$950,300
228	KAHP-Forest View		Stockade fencing at retaining wall/property line	Grounds	$60,000									
250														
252	KAHP-North & Gilsum		Heat Pump project (with fees $80k)				$1,800,000							
254	KAHP-North & Gilsum		Landscaping w/Sod (6 bldg @ $2000)											
256	KAHP-North & Gilsum	yes	Insulation/foam basements (6 bldg @ $5000)		$30,000									
258	KAHP-North & Gilsum		Exhaust Fan Bath (29units)	Bath	$4,350									
260	KAHP-North & Gilsum		Siding	repairs										
262	KAHP-North & Gilsum		Repair,replace, stain patio, Shed, fencing/gates (1000 ec)	yard										
264	KAHP-North & Gilsum		Snow guards for Solar Panels	Roof										
266	KAHP-North & Gilsum	yes	Central Air To FAC			$8,000								
268	KAHP-North & Gilsum		Radiant heating panel Bath (29units)	Bath		$2,900								
272	KAHP-North & Gilsum		Glass radiant panels bedrooms Unit interiors (72units)	Unit interiors		$7,200								
276	KAHP-North & Gilsum		DWH standalone tank, electric, 40 gallon, Rheem 4500 kW	DWH		$30,000								
278	KAHP-North & Gilsum		Countertops Kitchen (29units)	Kitchen		$14,500								
280	KAHP-North & Gilsum		Vinyl tile Floors (27479units)	Floors		$137,395								
282	KAHP-North & Gilsum		Electric baseboards Unit interiors (29units)	Unit interiors		$330,397								
284	KAHP-North & Gilsum		Refrigerator Kitchen (29units)	Kitchen			$11,600							
286	KAHP-North & Gilsum		Toilet - 1.6 gpf Bath (29units)	Bath				$3,480						
288	KAHP-North & Gilsum		Cabinets Kitchen (29units)	Kitchen					$14,500					
290	KAHP-North & Gilsum		Asphalt Walkways (7647units)	Walkways										
292	KAHP-North & Gilsum		Double pane Windows (2040units)	Windows					$163,200					
294	KAHP-North & Gilsum		Lighting - T8 4' flourescent tube Kitchen (58units)	Kitchen						$3,480	$3,480	$3,480	$3,480	$3,480
296	KAHP-North & Gilsum		DWH standalone tank, electric, 50 gallon, Rheem 4500 kW	DWH						$27,000	$27,000	$27,000	$27,000	$27,000
298	North & Gilsum		Asphalt parking lot	Rear Parking Lot										
302	North & Gilsum		Concrete Stairs/rails	Walkways										
306	North & Gilsum		Wood retaining walls	Grounds		$9,375								
308	North & Gilsum		Crawl Space	6 buildings		$12,000								

	CAPTIAL IMPROVEMENT PLAN													
		Energy			BUDGET	CNAs	CNAs	CNAs	CNAs	CNAs	CNAs	CNAs	CNAs	CNAs
Line #	**Property**	Items	**Description**		**2024**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**	**2032**	**2033**
310	North & Gilsum		Wood split rail fencing	Walkways		$19,320								
332	North & Gilsum		Showers/tubs	Bath	$7,500	$7,500	$7,500	$7,500	$7,500					
334	North & Gilsum		Asphalt shingles	Roofs										$120,000
336	North & Gilsum		Storm/screen windows	Windows						$67,680				
338	North & Gilsum		Asphalt	Walkways										
342	North & Gilsum		Dumpster enclosure	Grounds										
344	North & Gilsum		Playground equipment	Grounds									$4,748	
346	North & Gilsum		Some repair needed	Siding										$6,750
350	North & Gilsum		Suspended acoustic panel	Ceiling										$38,100
352														
354	KAHP-Bennett		Remediation Of Ground Soil											
356	KAHP-Bennett		Renovations at Bennett Block - final payments/furniture											
358	KAHP-Bennett		security system		$5,506									
360														
362	Scattered Sites		Rehabilation Damon, Water, Roxbury Court (Outside and Heat Pumps) w/eng fees											
364	Scattered Sites		Exterior Door at Farmstead Commons											
366	Scattered Sites and SS2		Landscaping		$50,000									
368														
370	KAHP-17-19 Roxbury Ct	yes	Plastic in dirt basement (add)											
372	KAHP-17-19 Roxbury Ct		Kitchen upgrade 3 (Cabinets, Counters, Oven, Cooktop, Regrigerator, mirror, disposal,)											
374	KAHP-17-19 Roxbury Ct		Porch Ceiling											
376	KAHP-17-19 Roxbury Ct	yes	Seal Basement rim joist	Basement										
378	KAHP-17-19 Roxbury Ct		Vinyl - painting Siding (3300units)	Siding		$3,300								
380	KAHP-17-19 Roxbury Ct		DWH - 40 Gallon Electric Basement (3units)	Basement		$3,600								
382	KAHP-17-19 Roxbury Ct		Countertops Kitchen (20units)	Kitchen				$10,000						
384	KAHP-17-19 Roxbury Ct		Ceramic tiling Floors - Bathroom (240units)	Floors - Bathroom						$2,400	$2,400	$2,400	$2,400	$2,400
386	KAHP-17-19 Roxbury Ct		Kitchen Upgrade 1	Kitchen	$15,000									
398														
400	KAHP-Water St 309		Establish basement vents or improve thermal boundary E	Basement										
402	KAHP-Water St 309	yes	Spray foam at rim joist											
404	KAHP-Water St 309		Electric 50 gallon tank .90 EF. Water temp. 130 DWH (Dor	DWH (Domestic Water Heating)			$3,600							
406	KAHP-Water St 309		Metal Stair Rails, rusted Front/rear (12units)	Front/rear				$3,600						
408	KAHP-Water St 309		Countertops Kitchen (60units)	Kitchen					$2,400					
410	KAHP-Water St 309		Roof Asphalt shingles - 25% Roof (525units)	Roof						$2,100	$2,100	$2,100	$2,100	$2,100
420														
422	KAHP-Damon Ct		DWH - Indirect gas water heater tank, ~80 gal Boiler Room	Boiler Room										
424	KAHP-Damon Ct		Asphalt shingles Roof (4300units)	Roof										

	CAPTIAL IMPROVEMENT PLAN												
		Energy			BUDGET	CNAs	CNAs	CNAs	CNAs	CNAs	CNAs	CNAs	CNAs	CNAs
Line #	**Property**	Items	**Description**		**2024**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**	**2032**	**2033**
426	KAHP-Damon Ct		Heating unit replacments											
428	KAHP-Damon Ct		Countertops - plastic laminate Kitchen (150units)	Kitchen	$7,500	$7,500								
430	KAHP-Damon Ct		Wood posts along walkway paths Path fences (150units)	Path fences										
432	KAHP-Damon Ct		Cabinets - hardwood Kitchen (50units)	Kitchen										
434	KAHP-Damon Ct		playground	?		$30,000								
444	KAHP-Damon Ct		Refrigerator Kitchen (6units)	Kitchen						$4,800	$4,800	$4,800	$4,800	$4,800
452	KAHP-Damon Ct		Bollard lighting	Lighting			$6,750							
460	KAHP-Damon Ct		Granite curb	Parking lot										
462	KAHP-Damon Ct		Storage sheds	Grounds		$6,000								
464	KAHP-Damon Ct		Asphalt parking	Parking lot										
466	KAHP-Damon Ct		Wood fence, split rail	Fence					$7,590					
468	KAHP-Damon Ct		DWH - Indirect gas water heater tank, ~80 gal	Boiler Room					$27,000					
470	KAHP-Damon Ct		Gas boiler for space heating, 87.5% efficient, 61 kBtuh ou	Boiler Room					$27,784					
472	KAHP-Damon Ct		Asphalt ramps	Walkways										
486														
488	KAHP-West St		Roof Asphalt shingles replacement/solar	Roof		$100,000								
490	KAHP-West St	yes	Insulate and plastic floor)	Basement										
492	KAHP-West St		Rim/band joist Basement (250units)	Basement										
494	KAHP-West St		fencing											
496	KAHP-West St		CO Detector Interior (38units)	Interior		$2,280								
498	KAHP-West St		Vinyl Floor (2800units)	Floor			$8,400							
500	KAHP-West St		Vinyl Siding (2900units)	Siding			$11,600							
502	KAHP-West St		Stove Kitchen (4units)	Kitchen				$2,400						
504	KAHP-West St		2011 40 Gallon electric hot water tank Basement (2units)	Basement				$6,000						
506	KAHP-West St	yes	Heat Pumps (replace the 2017 installed 4)	Heating				$20,000						
508	KAHP-West St		Refrigerator Kitchen (4units)	Kitchen					$3,200					
510	KAHP-West St		Counters Kitchen (4units)	Kitchen					$3,200					
512	KAHP-West St		2012 40 Gallon electric hot water tank Basement (2units)	Basement					$6,000					
514	KAHP-West St		Smoke Detector Interior (38units)	Interior						$2,280	$2,280	$2,280	$2,280	$2,280
520	KAHP-West St		2011 40 Gallon electric hot water tank, Richmond	Basement			$2,250	$4,500						
524	KAHP-West St		2012 40 Gallon electric hot water tank, GE	Basement										
538	KAHP-West St		Asphalt pavement, good condition	Driveway/Parking Lot										
540														
542	KAHP-various sites		Security Camera systems	exterior HA	$11,453									
544	KAHP-various sites		Asphalt-various sites	exterior										
546			**TOTAL KAHP**		**$471,884**	**$1,193,719**	**$2,106,140**	**$1,541,220**	**$431,794**	**$1,105,376**	**$1,028,120**	**$1,028,120**	**$1,032,868**	**$1,249,175**
548														

	CAPTIAL IMPROVEMENT PLAN												
		Energy			BUDGET	CNAs	CNAs	CNAs	CNAs	CNAs	CNAs	CNAs	CNAs	CNAs
Line #	**Property**	Items	**Description**		**2024**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**	**2032**	**2033**
550	6 School		Kitchen	Counter tops Apt #1				$4,500						
552	6 School		Chimney	Repointing						$2,400	$2,400	$2,400	$2,400	$2,400
554	6 School		Building - stairwell & floor	Wood and hardwood						$2,000	$2,000	$2,000	$2,000	$2,000
556	6 School		Roof							$2,000	$2,000	$2,000	$2,000	$2,000
558	6 School		Driveway/Asphalt		$50,000									
560	10 Bassett		Basement	Dirt basement		$2,000								
562	10 Bassett		HVAC	Indirect DWH storage heater		$4,500								
564	10 Bassett		Main Building	Vinyl double hung windows						$26,600	$26,600	$26,600	$26,600	$26,600
566	10 Bassett		HVAC	Oil boiler						$14,200	$14,200	$14,200	$14,200	$14,200
568														
570	25 McKinley & Bassett		Rehabilation with (A&E Fees in 2024)	rehab	$80,000									
572	25 McKinley		Porch & trim	Paint needed; wood sills, steps and trim										
574	25 McKinley		Basement	Indirect DWH storage heater										
576														
578	135 Elm St		Kitchen	Bathtub		$3,200								
580	135 Elm St		Basement	Dirt & slab floor, stone & brick foundation			$2,000							
582	135 Elm St		HVAC	Oil boiler					$14,200					
584	135 Elm St		Basement	Indirect DHW storage tank						$4,500	$4,500	$4,500	$4,500	$4,500
586														
588	25 Pine		Entire Paint/repair/landscape	Wood siding- paint repair trim	$250,000		$2,800							
590	25 Pine		Basement	Domestic hot water heater electric 1 of 3			$3,600							
592	25 Pine		Kitchen	Refrigerator			$2,400							
594														
596	657 Marlboro		Foundation wall and drainage	Stone repointing										
598	657 Marlboro		Basement	Dirt basement										
600	657 Marlboro		Siding-wood	Clapboard refurbish		$6,000								
602	657 Marlboro		Basement	Indirect DWH storage heater						$4,500	$4,500	$4,500	$4,500	$4,500
604														
606	218 Winchester		Windows replacments		$14,000									
608	218 Winchester		Front Door replacment											
610	218 Winchester		Basement	Indirect DWH storage heater			$4,500							
612	228 Winchester		Basement	Dirt & slab floor, stone & brick foundation			$2,000							
614	228 Winchester		Foundation wall	Brick & concrete masonry unit repointing				$11,250						
616	228 Winchester		Basement	Indirect DWH storage tank					$9,000					
618	218 Winchester		Kitchen	Electric range/oven						$3,400	$3,400	$3,400	$3,400	$3,400
620														

	CAPTIAL IMPROVEMENT PLAN												
		Energy			BUDGET	CNAs	CNAs	CNAs	CNAs	CNAs	CNAs	CNAs	CNAs	CNAs
Line #	**Property**	Items	**Description**		**2024**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**	**2032**	**2033**
622	58 Dover		Heating unit replacment			$3,375								
624	58 Dover		Foundation wall	Brick repointing		$3,375								
626	58 Dover		Basement	Domestic hot water heater electric		$3,600								
628	62 Dover		Basement	Oil tanks		$3,200								
630	58 Dover		Basement	Dirt & slab floor, stone & brick foundation			$2,000							
632	62 Dover		Basement	Dirt & slab floor, stone & brick foundation			$2,000							
634	62 Dover		Basement	Domestic hot water heater - propane						$4,500	$4,500	$4,500	$4,500	$4,500
636	62 Dover		Stairs	exterior										
638														
640	Various locations		Misc reno											
642			**TOTAL SCATTERED SITE (2- from CHT)**		**$877,337**	**$29,250**	**$21,300**	**$15,750**	**$23,200**	**$64,100**	**$64,100**	**$64,100**	**$64,100**	**$64,100**
644														
646	Hampshire House		Asphalt walkway extension		$10,000									
648	Hampshire House		Laundry - 1st Floor	Washer / Dryer										
650	Hampshire House		Basement	Indirect DWH storage heater				$4,500						
652	Hampshire House		Building	Wood siding and trim					$5,700					
654														
656	Cottage St		Dumpster Pad/fence surround	Dumpster	$5,000									
658	Cottage St		Asphalt	Parking Lot				$375						
660	Cottage St		Storm/screen doors	Doors				$1,539						
662	Cottage St		Stone Curbing	Parking Lot					$1,225					
664	Cottage St		Building mounted lighting	Exterior							$1,913			
666	Cottage St		Bollard Lighting	Parking Lot								$2,250		
668	Cottage St		Resilient flooring	Flooring								$3,038		
670	Cottage St		Pole Light	Parking Lot										$1,000
	Cottage St		Roof Asphalt	roof			$200,000							
672														
674	Meadow rd		Landscaping w/Sod (3 bldg @ 1905)		$6,000									
676	Meadow rd		Kitchen/Stairs/Bathroom (2 units)		$30,000	$30,000	$30,000	$30,000						
678	Meadow rd		Bathroom (2 units)		$15,000									
680	Meadow rd		Security Camera systems			$10,000								
682	Meadow Rd		Cabinets	Kitchen	$38,400									
684	Meadow Rd		Laminate Counter	Kitchen	$24,000									
686	Meadow Rd		Asphalt	Parking Lot	$105,000									
688	Meadow Rd		Asphalt	Sidewalk										
690	Meadow Rd		Exhaust Fan	Bathroom		$2,800								
692	Meadow Rd		Interior Doors	Interior		$3,570								

	CAPTIAL IMPROVEMENT PLAN													
		Energy			BUDGET	CNAs	CNAs	CNAs	CNAs	CNAs	CNAs	CNAs	CNAs	CNAs
Line #	**Property**	Items	**Description**		**2024**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**	**2032**	**2033**
694	Meadow Rd		Baseboard Radiators	Interior			$1,260							
696	Meadow Rd		Light Fixtures	Interior			$12,000							
698	Meadow Rd		Ceiling Fixture	Kitchen			$3,000							
700	Meadow Rd		Trees in back of building	Behind Buildings					$950					
702	Meadow Rd		Manual Thermostats	LR, Bedroom					$5,400					
704	Meadow Rd		CO/Smoke Detectors	Interior					$3,600					
706	Meadow Rd		Range Hood	Kitchen					$4,500					
708	Meadow Rd		Grass areas	Parking Lot										
710	Meadow Rd		Hydronic heating pumps	Boiler Rooms						$16,000				
712	Meadow Rd		Exhaust Fan	Kitchen						$3,600				
714	Meadow Rd		Water Closets	Bathroom							$3,000			
716	Meadow Rd		Pole Lights	Parking Lot								$1,000		
718	Meadow Rd		Showers/Tubs	Bathroom										$18,000
720														
722	Riverbend Apartments		office											
724	Riverbend Apartments		security camera		$5,557									
726	Riverbend Apartments		playground											
728	Riverbend Apartments		landscaping		$5,000									
730	Riverbend		Mail Kiosk	Parking Lot										
732	Riverbend		Benches	Sidewalk										
734	Riverbend		Kitchen/Bathroom replace (2 units)	Kitchen	$30,000	$30,000	$30,000							
736	Riverbend		Light Fixtures	Entire Unit					$19,200					
738	Riverbend		Smoke/CO Sensors	Entire Unit					$1,500					
740	Riverbend		Stairwell: vinyl treads	Stairwell					$5,000					
742	Riverbend		Ceiling Fixture	Kitchen					$2,000					
744	Riverbend		Exhaust Fan	Kitchen					$4,800					
746	Riverbend		Hydronic heating pumps	Basement						$16,000				
748	Riverbend		Manual Thermostats	LR, Bedroom							$6,000			
750	Riverbend		Water Closets	Bathroom							$6,000			
752	Riverbend		Light Posts	Parking Lot								$6,500		
754	Riverbend		Showers/Tubs	Bathroom										$24,000
756														
758	Ash Brook		Boilers (2)											
760	Ash Brook		Ashpalt -final work from 2021											
762	Ash Brook		Security Camera		$8,304									
764	Ash Brook		Unit Doors	Replace Storm Door	$18,000									
766	Ash Brook		Unit Doors	Replace Doors		$9,000								

	CAPTIAL IMPROVEMENT PLAN													
		Energy			BUDGET	CNAs	CNAs	CNAs	CNAs	CNAs	CNAs	CNAs	CNAs	CNAs
Line #	**Property**	Items	**Description**		**2024**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**	**2032**	**2033**
768	Ash Brook		Utility Closet and Laundry Room Doors	Replace Doors		$12,200								
770	Ash Brook		Bathroom Vanity/Tubs	Replace bathroom vanity in remaining u	$20,000		$20,000		$20,000					
772	Ash Brook		Vinyl Siding	Replace Siding						$55,000				
774														
776	Emerald		Fencing	perimiter										
778	Emerald		Parking lot	Catch basin		$11,000								
780	Emerald		Rear entrance	Handicap ramp railings - Concrete Ram	$15,000									
782	Emerald		2nd Fl. Ceiling Plane	Thermal boundary between 2nd/3rd flo	$4,660									
784														
786	Evergreen knoll		DHW: storage tanks											
788	Evergreen knoll		Roof replacement											
790	Evergreen knoll		Hydrant											
792	Evergreen knoll		Pump replacment											
808	Evergreen knoll		DHW: storage tanks		$5,250									
810	Evergreen		Smoke and fire detection system: central panel	Fire alarm panel in good condition.		$6,500						$0	$0	$0
812	Evergreen		Accessibility Compliance unti 1 and 15	Modify kitchen cabinet layout and kitch	$2,000									
814	Evergreen		Paving vehicular: asphalt seal coat & stripe	Seal visible cracks in pavement and stri	$50,000									$3,875
816	Evergreen		Paving vehicular: asphalt pavement	Reclaim and replace all asphalt paving.										
818	Evergreen		Curbing: granite	Existing granite is moving and fracturing asphalt.										
820	Evergreen		Paving pedestrian: asphalt	3 inches of new asphalt pavement.										
822	Evergreen		Tot Lot: playground equipment			$5,045								
824	Evergreen		Mail Kiosk			$2,800								
826	Evergreen		Windows: vinyl				$140,650							
828	Evergreen		HVAC: hydronic/Water Circulating Pumps	(8) heating circulator pumps. Pumps are 3/4 HP.		$7,360								
830	Evergreen		Trash: dumpster enclosure, CMU	chain link dumpster enclosure and gates				$3,100						
832	Evergreen		Snowblower (2)					$3,420						
834	Evergreen		Doors: unit entry, door solid wood/metal clad	(32) front entry fiberglass doors.				$46,720						
836	Evergreen		Fencing: wood split rail								$13,176			
838	Evergreen		Fencing: PVC								$7,171			
840	Evergreen		Doors: french or atrium doors, wood/metal clad	(32) rear patio doors with new patio doors.							$59,200			
842	Evergreen		Doors: common exterior door, solid wood /metal clad	community laundry room exterior door.							$1,460			
844	Evergreen		Doors: bifold & sliding doors							$25,200				
846	Evergreen		Doors: interior, hollow core doors						$14,080	$14,080	$14,080			
848														
850	SAV Family		Shutter Replacement	Shutters										
852	SAV Family		Roof replacement	replacement										
854	SAV Family		fencing											

	CAPTIAL IMPROVEMENT PLAN													
		Energy			BUDGET	CNAs	CNAs	CNAs	CNAs	CNAs	CNAs	CNAs	CNAs	CNAs
Line #	**Property**	Items	**Description**		**2024**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**	**2032**	**2033**
856	SAV Family		security cameras											
858	SAV Family		Shutters	Exterior Walls										
860	SAV Family		Ceiling board	Ceiling										
862	SAV Family		Asphalt on parking lot and sidewalks	Parking Lot										
864	SAV Family		Granite curb	Sidewalk	$7,500									
866	SAV Family		Concrete Dumpster Pad/Fence	Parking Lot										
868	SAV Family		Baseboard Covers	Wall perimeter		$1,152								
870	SAV Family		Wooden Fence	Exterior		$10,800								
872	SAV Family		Lighting - 2L 4' T8 tube fluorescent with electronic ballasts	Kitchen		$6,000								
874	SAV Family		Lighting - CFL in hanging fixture	Kitchen		$600								
876	SAV Family		Lighting - 1L 2' T8 tube fluorescent with electronic ballast	Kitchen		$3,600								
878	SAV Family		Lighting - 2L 2' T8 tube fluorescent with electronic ballasts	Bathroom		$4,800								
880	SAV Family		Tub enclosure/wall	Bathroom			$2,500							
882	SAV Family		Unit Thermostats (Simple Comfort digital)	Thermostats				$2,700						
884	SAV Family		Weil-McLain Boiler	Mechanical Room					$42,780					
886	SAV Family		Interior Doors	Doors									$12,000	
888														
890	SAV Senior		Roof	Exterior										
892	SAV Senior		security cameras	Exterior										
894	SAV Senior		Hot Water Boilers, 750 kBtuh Capacity	Boiler Room										
896	SAV Senior		Pumps	Boiler Room										
898	SAV Senior		Acoustic tiles	commuity room										
900	SAV Senior		Front gutters	entrance										
902	SAV Senior		Concrete Dumpster Pad/Fence	parking lot	$12,000									
904	SAV Senior		Asphalt parking lot, sidewalks and dumpster corrale	Parking Lot	$100,000									
906	SAV Senior	yes	Thermal Solutions Boiler	Boiler Rm.		$103,500								
908	SAV Senior	yes	Circulation Pumps	Boiler Rm.		$6,000								
910	SAV Senior	yes	Lighting - 2L 4' T8 tube fluorescent with electronic ballasts	Kitchen		$8,000								
912	SAV Senior	yes	Lighting - 12" ceiling round w/ 2 pin cfl	Kitchen		$4,800								
914	SAV Senior	yes	Lighting - 1L 2' T8 tube fluorescent with electronic ballast	Kitchen		$4,800								
916	SAV Senior	yes	Lighting - CFL in stove hood	Kitchen		$800								
918	SAV Senior	yes	Lighting - 2L 2' T8 tube fluorescent with electronic ballasts	Bathroom		$6,400								
920	SAV Senior	yes	Lighting - 4 pin CFL on Occupancy Sensor	Bathroom		$4,800								
922	SAV Senior	yes	Carport and Photovoltaic	Parking Lot			$200,000							
924	SAV Senior		Flood Lighting	Lighting				$1,200						
926	SAV Senior		Windows, double hung, 72x65	Windows				$105,300						
928	SAV Senior		Windows, double hung, 36x65	Windows				$18,200						

	CAPTIAL IMPROVEMENT PLAN													
		Energy			BUDGET	CNAs	CNAs	CNAs	CNAs	CNAs	CNAs	CNAs	CNAs	CNAs
Line #	**Property**	Items	**Description**		**2024**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**	**2032**	**2033**
930	SAV Senior		Hardie board and Aluminum	Siding				$271,842						
932	SAV Senior		Air Handling Units	Mechanical Rm.				$21,000						
934	SAV Senior		AC Condensers	Exterior				$7,500						
936	SAV Senior		Recessed Cans w/ CFLs	Gazebo					$2,400					
938														
940	CST		security cameras		$4,585									
942	CST		Door replacment (automatic)		$16,000	$7,000	$7,000	$7,000	$7,000					
944	CST		Roof Replacement											
946	CST		Elevator Wall replacement											
948	CST		Generator	heating	$50,000									
950	CST		Heat Pumps (replace 2020 installed 90 in 10 years)	heating										
952	CST		Windows	Site Wide	$20,000	$25,000								
954	CST		Bench	entrance	$10,000									
	Brookbend West		security camera			$3,737								
956	Brookbend West		Landscaping											
958	Brookbend West		Community Room (50%)				$100,000							
960	Brookbend WEST		ADA Curb Ramp	Walkways										
962	Brookbend WEST		Handicap Ramps	Unit Exterior										
964	Brookbend WEST		Exterior Doors	Unit Exterior		$2,205								
966	Brookbend WEST		Dumpster Fencing	Dumpster		$1,200								
968	Brookbend WEST		Asphalt parking lot	Parking lot										
970	Brookbend WEST		Asphalt walkways	Walkways										
972	Brookbend WEST		Laminate Counters	Kitchen			$18,000							
974	Brookbend WEST		Indirect DHW	Mechanical Room					$8,400					
976	Brookbend WEST		Cooling System, Office	Exterior					$2,500					
978	Brookbend WEST		Lighting Fixtures	Interior						$10,000				
980	Brookbend WEST		Thermostat	Interior							$3,325			
982	Brookbend WEST		Interior Doors	Interior							$2,400			
984	Brookbend WEST		Exterior Doors	Interior								$7,800		
986	Brookbend WEST		Asphalt shingle	Roof										$155,400
988	Brookbend WEST		Weil-McLain Boiler	Mechanical Room										$85,560
990	Brookbend WEST		Heat Recovery Ventilator	Interior										$45,500
992	Brookbend WEST		Laminate Counters	Kitchen										$18,000
994	Brookbend WEST		HHW Pump	Mechanical Room										$7,200
996	Brookbend WEST		DHW Pump	Mechanical Room										$3,600
998	Brookbend WEST		Water Closets	Bathroom										$3,000

	CAPTIAL IMPROVEMENT PLAN													
		Energy			BUDGET	CNAs	CNAs	CNAs	CNAs	CNAs	CNAs	CNAs	CNAs	CNAs
Line #	**Property**	Items	**Description**		**2024**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**	**2032**	**2033**
1000														
1002	Brookbend East		security camera		$3,638									
1004	Brookbend East		Community Room (50%)				$100,000							
1006	Brookbend EAST		ADA curb ramp	Walkways										
1008	Brookbend EAST		Exterior Door Threshold	Interior	$500									
1010	Brookbend EAST		Exterior Doors	Unit Exterior		$2,205								
1012	Brookbend EAST		Dumpster Fencing	Dumpster		$1,200								
1014	Brookbend EAST		Asphalt parking lot	Parking lot										
1016	Brookbend EAST		Asphalt walkways	Walkways										
1018	Brookbend EAST		Indirect DHW	Mechanical Room					$8,400					
1020	Brookbend EAST		Lighting Fixtures	Interior							$12,000			
1022	Brookbend EAST		Thermostat	Interior								$3,325		
1024	Brookbend EAST		Interior Doors	Interior								$3,000		
1026	Brookbend EAST		Asphalt shingle	Roof										$181,300
1028	Brookbend EAST		Weil-McLain Boiler	Mechanical Room										$99,820
1030	Brookbend EAST		HHW Pump	Mechanical Room										$7,200
1032	Brookbend EAST		DHW Pump	Mechanical Room										$3,600
1034	Brookbend EAST		Heat Recovery Ventilator	Interior										$52,000
1036	Brookbend EAST		Laminate Counter	Kitchen										$30,000
1038	Brookbend EAST		Water Closets	Bathroom										$3,000
1040														
1042	Locals		Vehicles (1)			$65,000	$65,000	$65,000	$65,000	$65,000	$65,000	$65,000	$65,000	$65,000
1044	Locals		Salt Spreader (1) general use											
1046	Locals		Bobcat (HA) or Spreader											
1048	Locals		Security Camera											
1050	Locals		Public Art											
1052	Locals		Backup Datto equipment											
1054														
1056	MAHC-SAV office		Roof replacement											
1058	MAHC-SAV office		Outside -employee entrance											
1060	MAHC-SAV office		Land purchase											
1062	MAHC-SAV office		Rear entry, door	Parking Lot	$20,000									
1064	MAHC-SAV office		Dumpster Pad	Parking Lot	$2,000									
1066	MAHC-SAV office		Dumpster Fence	Dumpster										
1068	MAHC-SAV office		Concrete pad, entry	Front entrance										
1070	MAHC-SAV office		Asphalt sidewalks	Sidewalks										
1072	MAHC-SAV office		Asphalt Parking Lot	Parking Lot	$200,000									

	CAPTIAL IMPROVEMENT PLAN													
		Energy			BUDGET	CNAs	CNAs	CNAs	CNAs	CNAs	CNAs	CNAs	CNAs	CNAs
Line #	**Property**	Items	**Description**		**2024**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**	**2032**	**2033**
1074	MAHC-SAV office		Condensers	Exterior		$20,000								
1076	MAHC-SAV office		Windows	Windows										
1078	MAHC-SAV office		Lighting	Hallways					$4,000					
1080	MAHC-SAV office		Siding	Siding										$67,500
	MAHC-SAV office		Security Camera		$4,955									
1082														
1084	MAHC/New Development		Land purchase											
1086	MAHC/New Development		Design work (advance of financed project)											
1088														
1090			total capital purchases/renovations		$1,714,233	$1,646,843	$3,056,850	$2,146,366	$683,429	$1,364,356	$1,291,220	$1,182,058	$1,181,768	$2,187,830
	KAHP AB, MR, RB		MTW Funding (non-HAP) 2024		($1,157,594)									
	Energy Rebates		NH Saves		($57,210)									
	SAV Senior, EK,CST,BBE/BBW		Replacement Reserves		($284,709)									
	KAHP 105 Castle		Cash		($214,720)									
				Cash needed	$0	($1,646,843)	($3,056,850)	($2,146,366)	($683,429)	($1,364,356)	($1,291,220)	($1,182,058)	($1,181,768)	($2,187,830)

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		

Heard it Through the GRAPEVINE

WINTER 2024

POINTS OF INTEREST

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Community Gardens.....6

Keene Housing Kids Collaborative.....7

Work Orders

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

Keene Housing

The Executive Director's Corner

Happy New Year! I hope everyone is having a wonderful holiday season. It's hard to believe that 2023 is behind us and it is already 2024.

As we prepare for winter, and the inevitable first big snowstorm, I want to remind everyone to check the snow removal procedures at your property. Understanding how we get snow removed, especially the parking lots cleared, is key to maintaining the safety and accessibility of our communities during the winter months. Clear sidewalks and parking lots are not just a convenience, but also make sure that essential services can reach residents when they need them.

Please take a moment to review your property's snow removal procedures before the first storm hits. Your cooperation is crucial, and if you have any questions or need clarification, please check-in with your Property Manager.

Now, let's celebrate some exciting news! Keene Housing has successfully secured all the funding necessary for our first new affordable housing development in a decade—the construction of 30 new units at the Roosevelt School on Washington Street. This achievement is a testament to the dedication and collaboration of our staff, state and federal partners, and the wider Keene community. Many local organizations, community members, and public officials supported our funding and planning applications, and we are forever grateful to everyone for their support.

The construction of these new units is scheduled to begin in the summer of 2024, and should be completed by early 2026. This milestone represents a significant step forward in our efforts to help address our community's historic lack of affordable housing.

Continued on Page 8

Thank You From The Property Management Team

The Property Management team hopes you and yours had a very happy holiday season!

A big thank you to all who are keeping their windows securely closed when the temperature has fallen below 40 degrees Fahrenheit. Please keep in mind, any open windows in weather below 40 degrees is considered a maintenance emergency. Maintenance staff or your Property Manager will respond to an open window by knocking on your door to ask you to close the window, or by entering your apartment if no one is home to close the window. Either way, a $30.00 fee will be charged. If you have your heat turned down low and find that your baseboards are still heating up, please place a work order to have this checked out.

Thank you to our residents who make sure their trash bags have been securely placed in the dumpsters. Those who have not, please do so going forward. If a child is taking out the trash, please teach them the proper way to dispose of it.

Thank you to the dog owners who are picking up after their dogs. This is mandatory for all households with dogs. Animal waste must be disposed of in a designated trash receptacle. Households may be fined $30.00 for failing to promptly clean up after their dog.

Safety Reminders

- Parents/guardians, for safety reasons, please supervise your children when they are playing outside your apartment and at the playground.
- No appliances are to be used for heating, including space heaters.
- Please do not idle any vehicle on property for more than 5 minutes, and please do not rev the engine at any time.

Holiday Decoration Reminder

Outdoor holiday decorations are allowed 2 weeks prior to, and 2 weeks after the holiday but cannot be attached to the building. Please check with your Property Manager if you have any questions.

Wishing you all a very Happy New Year! May 2024 be filled with happiness and good health!

PHADA Scholarship Program

The application period for the 2024 Public Housing Authority Directors Association (PHADA) Scholarship Program is now open. Submissions are due to PHADA by January 26, 2024.

In order to encourage academic excellence and community responsibility among high school students, PHADA maintains a scholarship program for graduating seniors who are preparing to enter college.

Every year PHADA awards three scholarships to deserving youth residing in PHADA member agencies like Keene Housing. These include the Stephen J. Bollinger Memorial Scholarship; The Freedom & Civil Rights Scholarship; and the Nan McKay Pathway to Achievement Scholarship.

Scholarship money goes directly to the school that the student will be attending and may be used to pay for tuition, books, and activities directly related to the student's education.

For an informational brochure, please contact Melody Blanchette at mblanchette@keenehousing.org or 603-352-6161 ext. 315 or visit the website directly at www.phada.org/scholarship.

Staffing Announcement - Welcome Back Stefanie Worcester

Keene Housing is excited to announce the rehiring of Stefanie (Stef) Worcester as our new Occupancy Specialist. Stef is a seasoned professional having worked at KH for 17 years prior to her recent return.

Stef has extensive experience in property management and resident services with a keen focus on addressing the needs of applicants seeking housing. Her expertise will shine through in guiding individuals and families through the eligibility process, showcasing a dedicated approach to assisting applicants in securing housing while navigating the complex eligibility criteria. Her commitment to exceptional customer service, coupled with her experience and familiarity with local social service agencies, underscores her holistic support for individuals seeking housing solutions.

HOUSING AND SERVICES NEWS

Resident Self-Reliance (RSR) Program News

Resolutions & Goals - what's the difference? Many people use the approaching New Year as a time to evaluate their financial practices and set goals to do better in the next year. Making these objectives might be a fantastic strategy to attain your goals and position yourself for financial success. The bad news is that almost everyone gives up on their New Year's resolutions before the end of January. The trend is so obvious that January 19th has come to be known as "Quitter's Day."

However, what distinguishes those individuals who are successful in fulfilling their resolutions from other people? Why does it seem like everyone else struggles while they are able to meet their objectives and resolutions?

It's important to distinguish between a resolution and a goal while setting financial objectives.

Financial resolutions examples include:

- Saving more money.
- Paying off debt.
- Investing in your future.

In contrast, consider setting specific, measurable and achievable goals:

- Pay off $1,500 of credit card debt by December 2024.
- Save $1,500 for the family to go to Disney for summer vacation.
- Have $15,000 for a down payment on a House by my birthday.

A sound financial resolution ought to be something you can implement in your daily routine. Consider it a kind of "intentional lifestyle" centered around money, one that enables you to reach your goals!

It's important to set yourself up for success in the New Year. By differentiating between resolutions and goals, you'll be better equipped to make your financial vision a reality.

If you would like help with your financial resolutions and goals, Melody and Kelly are always available to help. To contact Melody, please call 603-313-9389 or email mblanchette@keenehousing.org. Kelly can be reached at 603-283-5454 or email kgriffin@keenehousing.org.

COMMUNITY CONNECTIONS PHOTO GALLERY

Central Square Terrace

Harper Acres

Bennett Block

COMMUNITY CONNECTIONS CORNER

A Note From Karen Graveline

Scams, targeting seniors and vulnerable populations, are on the rise again. In 2022, the Federal Bureau of Investigation Internet Crime Center received 88,262 complaints of fraud from people over the age of sixty, resulting in $3.1 billion in losses. This is an 82% increase in losses compared to 2021.

It is important to be vigilant to protect yourself from scammers and beware of common scams the FBI receives complaints about. Government impersonation scams are the most common and result in the highest losses (more than $724 million). Scammers call saying they are from the IRS, Social Security Administration, or Medicare and threaten arrest for unpaid taxes or to cut off benefits if the person does not provide the information they are requesting. Often the scammer demands payments in the form of a prepaid debit card or wire transfer. It is important to know the IRS, Social Security, and Medicare will never contact you by telephone. Lottery scams are when the scammer calls saying a person has won a lottery or a prize and to claim winnings the person must send money or gift cards to cover the taxes and processing fees. Robocall scams are when a person answers the phone and the robocall says "Can you hear me?" and the person answers "yes." The robocall has now recorded your voice and uses this voice signature to authorize unwanted changes on credit or bank accounts.

Scams can happen to anyone and there is nothing to be ashamed of if it happens to you. If you feel you are being scammed, contact the police, report online scams to the Federal Trade Commission, seek additional information and resources from Karen Graveline, Resident Service Coordinator. Karen can be reached at 352-6161 or email kgraveline@keenehousing.org. If you suspect a vulnerable or elderly adult is being scammed, contact Adult Protective Services by calling 271-7014.

Community Connections Calendar:

Harper Acres (Mill Building)

- 1/22, 1/29, 2/5 & 2/26 at 1:00pm - Nutrition Series
- 2/12 at 2:00pm - Craft Group

Central Square Terrace (CST)

- 1/4, 1/11, 1/18, 1/25 & 2/1 at 1:00pm - Nutrition Series
- 1/30 at 10:00am - Craft Group

Stone Arch Village Senior (SAVS)

- 1/31 at 1:30pm - Craft Group

Bennett Block

- 2/1 at 2:00pm - Craft Group

Community Connections Office Hours

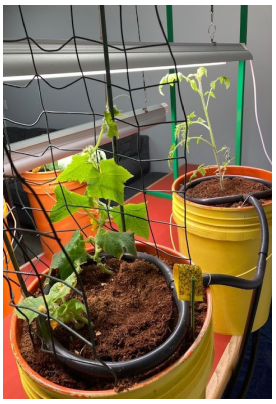
Need help connecting to resources or help applying for or recertifying benefits? Stop by and see Karen in the Community Connections office.

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

Keene Housing COMMUNITY GARDENS Plant Grow YUM!

CULTIVATING COMMUNITY

FROM THE GARDEN



Happy New Year from the Community Garden Program! While our outdoor gardens are still slumbering the winter away, the hydroponics garden at Bennett Block is thriving! Hydroponic gardening is gardening without soil; the nutrients a plant needs come from the water instead. Bennett Block does not have any suitable space for growing vegetables outdoors, so we have opted to try hydroponics. Hydroponics are not feasible at every location, but here a few logistics to consider.

System - There are several types of hydroponics set ups, what is best depends on what you would like to grow and the space available. Bennett Block wanted to grow big plants like tomatoes, so we opted for a drip system that is suitable for large plants.

Planting Medium - You aren't planting in soil, but the plants still need something to grow in. There are several options like coco coir, clay pellets, rock wool, or even letting the roots grow in open air! Make sure to use the medium recommended for the system you choose.

Nutrients - Normally plants get their nutrients from the soil, but in hydroponics you need to supply them through the water. There are several hydroponic nutrient kits available to purchase, it is important to use fertilizers that are made for hydroponics and follow the mixing instructions.

We grow hydroponic gardens at Bennett Block because they do not have suitable outdoor space for vegetables, but the other Keene Housing properties do! If you are interested in learning more about gardening at Keene Housing, you can contact Lea at 603-283-5440 or lkablik@keenehousing.org.

Looking Ahead

- 3/20 at 5:30PM - Join Christine Parshall from Nutrition Connects for a "Cooking Matters at the Store" workshop at the Forest View FAC. Learn about eating healthy on a budget.
- 3/22 - Please let Lea know if you are interested in gardening in 2024 by March 22nd. Contact Lea at 603-283-5440 or email lkablik@keenehousing.org.

Garden Activity Kit - Kratky Method Lettuce

The Kratky method is the most passive hydroponics method; you place a mason jar in a sunny window and watch it grow! For a kit that includes all the supplies you will need and step by step instructions to grow lettuce via the Kratky method, contact Lea at 603-283-5440 or lkablik@keenehousing.org. There are a limited number of kits available, so first come first serve!

Keene Housing Kids COLLABORATIVE

FREE YOUTH ACTIVITIES Ages 5-18

Participating in youth activities provides kids and teens with the opportunity to thrive. Developing their physical fitness, cognitive abilities, creativity and social emotional skills that can be applied in the classroom and in life. This provides our kids with tools to help them reach their limitless potential and become successful adults.

MoCo Arts: Grades 1st - 12th

Grand Monadnock Youth Choirs: Grades 4-12th

Wakadoodles Art Studio: Grades 1st - 8th

Monadnock Violin Studio: Violin Lessons 5 & up

The Music Kit: Music Lessons for Piano, Fiddle, Guitar 5 & Up

Civil Air Patrol: Age 12 - 18

American School of Gymnastics: Ages 1.5 to 18

Keene Ice: Learn to Skate Ages 3 & UP

Keene Parks & Recreation: Basketball, Esports, & Middle School Passes

Keene Family YMCA: 8 Week Class Sessions Ages: 18m - 18 & Teen Ages: Memberships 13 -18

Monadnock Brazilian Jiujitsu: Ages 4 & UP

Steve DeMasco's Shaolin Studios:: Ages 4 & UP

--------Complete list at KHKC.ORG-------

THE EXECUTIVE DIRECTOR'S CORNER (CONT.)

Continued from Page 1

We will be applying for funds for an additional 30 units of brand-new housing on the school grounds in 2024. If those efforts are successful, we'll begin construction of those new units in the summer of 2025, with completion sometime in early 2027, bringing a total of 60 new, deeply subsidized affordable units to Keene.

As we navigate the winter season and anticipate breaking ground on the Roosevelt School soon, let's continue working together to make Keene Housing's communities places we are all proud to call home!

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

JANUARY 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Office Closed New Year's Day SAVS Bingo	2	3 CST Bingo	4 CST Nutrition Group	5 Bennett Block Garden Meeting	6
7	8 SAVS Bingo CST Resident Cooking Group	9 CST Group Planning Meeting	10 CST Bingo SAVS Group Planning Meeting	11 CST Nutrition Group Bennett Block Group Planning Meeting	12 Bennett Block Garden Meeting	13
14	15 Office Closed Martin Luther King Jr. Day SAVS Bingo	16	17 CST Bingo	18 Board of Commissioners Meeting CST Nutrition Group	19 Bennett Block Garden Meeting	20
21	22 SAVS Bingo Harper Nutrition Group	23	24 CST Bingo SAVS Fertilizer Workshop	25 CST Nutrition Group	26 Bennett Block Garden Meeting	27
28	29 SAVS Bingo Harper Nutrition Group	30	31 CST Bingo SAVS Craft Group			

Keene Housing

FEBRUARY 2024

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

Keene Housing