Keene Housing

Keene Housing
Board of Commissioners Meeting
March 21, 2024

105 Castle Street Open House

Meeting Location:

Central Square Terrace
5 Central Square
Keene, NH 03431

Keene Housing

Board of Commissioners Meeting
Thursday, March 21, 2024
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Keene Housing

BOARD OF COMMISSIONERS MEETING
THURSDAY, MARCH 21, 2024
12:00 P.M.
CENTRAL SQUARE TERRACE
5 CENTRAL SQUARE, KEENE, NH

AGENDA

I. Call to Order

II. Roll Call

III. Approval of the February 22, 2024 Keene Housing Board Meeting Minutes

IV. Executive Director's Report

V. Management Report

VI. Finance Report

VII. Old Business

VIII. New Business

a. Keene Housing Kids Collaborative Update

b. Approval of 25 Pine Street Contract (Resolution No. 768)

c. Adoption of Revised Employee Handbook (Resolution No. 769)

d. Informational Memo: Safety/Risk Management Report

e. Community Connections Dashboard Report

IX. Public Comment

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

XI. Adjournment

Minutes of the Keene Housing Board of Commissioners Meeting
Thursday, February 22, 2024

Chairperson Coates called the Keene Housing Board of Commissioners meeting to order at 12:03 p.m. Roll was taken and Chairperson Coates declared a quorum present.

Commissioners in attendance:
- Chris Coates, Chairperson
- Steve Bianco, Commissioner
- Susan Shaw, Commissioner
- Cody Morrison, Commissioner (By phone, left at 12:49 p.m.)

Absent:
- Emily Benson, Commissioner

Also in attendance:
- Joshua Meehan, Secretary
- Linda Griffin, Director of Finance
- Amy Wright, Director of Administration
- Sandy Clark, Director of Facilities and Assets
- Ellen Wishart, Voucher Program Manager
- Kelly Griffin, Resident Service Coordinator

MINUTES:

Chairperson Coates called for approval of the January 18, 2024 Board of Commissioners meeting minutes. Commissioner Shaw made a motion to approve the minutes. Commissioner Bianco seconded the motion, which upon being put to vote, the minutes passed unanimously.

EXECUTIVE DIRECTOR'S REPORT:

Secretary Meehan stated the House and Senate reached an agreement on top line numbers for fiscal year (FY) 2024 Transportation, Housing and Urban Development (THUD) bill. 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 to help with construction costs at Roosevelt School East. Secretary Meehan stated a 15-year Moving to Work extension was also included in the Senate budget.

Secretary Meehan announced that he testified in front of the New Hampshire House Judiciary Committee yesterday regarding a bill that would require housing authorities to admit anyone who completed a drug rehabilitation program, regardless of any other federal statutory or regulatory eligibility criteria. If enacted, this bill would force housing authorities to choose between violating federal or state law when screening applicants for eligibility.

Chairperson Coates and Secretary Meehan met with Mayor Kahn and City Attorney Mullins to discuss board terms. City of Keene code allows individuals to serve a two term limit however State of New Hampshire code allows one term unless the term is not filled. Going forward, Commissioners will serve one five year term with no option to serve consecutive terms except that, per RSA 203:5, a Commissioner will continue serving until a successor has been appointed and has qualified.

Secretary Meehan stated remediation of water damage at the Roosevelt School has extended the Option to Purchase through March 8th. Keene Housing submitted a mixed

finance application to HUD and comments from HUD's architect are being reviewed by Keene Housing's. Keene Housing is exploring the InvestNH Municipal Demolition Grant Program, but it may not be feasible for Roosevelt School East.

Keene Housing received Inflation Reduction Act (IRA) solar tax credits to fund solar arrays at Ash Brook, Stone Arch Village Senior and Family, and Evergreen Knoll. If the projects move forward, they would be a significant step forward in our commitment to carbon neutrality by 2035.

Secretary Meehan stated invitations were mailed for the 105 Castle Street grand opening celebration being held at 2:00 p.m. – 4:00 p.m. on Wednesday, March 6th. He invited the Commissioners to join him for a tour after the board meeting.

Keene Housing is experiencing a lot of staffing changes resulting in constant training and onboarding. Keene Housing added three new positions, experienced some turnover, and two staff received promotions.

Secretary Meehan invited Ms. Clark to give an update on Keene Housing's capital projects. Ms. Clark reported that bids for Roosevelt School Housing East are due on February 26th and a non-mandatory site walk was held earlier this month. Security camera installations are underway at Keene Housing's Main Office, Central Square Terrace, Bennett Block, Harper Acres, Brookbend East and West, and Riverbend apartments.

Keene Housing is navigating the Build America Buy America Act and its cost implications for future construction projects.

MANAGEMENT REPORT:

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

FINANCE REPORT:

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

NEW BUSINESS:

Resolution No. 766 – Approval of Executive Director Travel

The Keene Housing Board of Commissioners authorizes Executive Director Meehan to travel to New Orleans, LA for the Public Housing Authorities Directors Association (PHADA) 2024 Annual Convention & Exhibition, which runs from June 2, 2024 – June 5, 2024, pursuant to the memorandum dated February 8, 2024 from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director. Commissioner Bianco moved the motion to approve the resolution. Commissioner Shaw seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 767 – Approval of Financial Management Plan

The Keene Housing Board of Commissioners approves the Financial Management Plan pursuant to the February 12, 2024 memorandum from Linda Griffin, Director of Finance 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.

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

Ms. Kelly Griffin reviewed the MTW HCV Quarterly Dashboard Report

OLD BUSINESS:

No topics were presented.

PUBLIC COMMENT:

No members of the public were present.

NON-PUBLIC SESSION:

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

Chairperson Coates suspended the Public Session at 12:56 p.m. on Thursday, February 22, 2024, to convene a Non-Public Session.

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

PUBLIC SESSION RECONVENED:

Chairperson Coates reconvened the Public Session on Thursday, February 22, 2024, at 1:32 p.m. Chairperson Coates stated the Board of Commissioners voted during non-public session to seal the minutes of that 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, Chairperson Coates adjourned the Board meeting at 1:33 p.m.

Joshua Meehan, Secretary of Keene Housing Board of Commissioners

2/20/24
Date

Keene Housing

Resolution No. 768

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item:

   Approval of Contract for Exterior Renovation of 25 Pine Street Keene

2. Date of Board Meeting: 03/21/2024

3. Proposed Board Resolution:

   That the Keene Housing Board of Commissioners authorizes the 2024 Exterior Renovation for 25 Pine Street Keene Project contract to be awarded to CK Landmark Construction Corporation and its funding not to exceed $ 360,000 pursuant to the March 11, 2024 Memorandum from Sandy Clark, Director of Facilities and Assets to Josh Meehan, Executive Director.

4. All Backup Attached? Yes X No ☐

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

5. Department Head Approval Signature Sandra L Clark Date: 3/11/24

6. Statement of availability of funds by Director of Finance

   Funds Budgeted and Available Yes ☐ No ☐ Source _____

   Director of Finance Approval Signature _____ Date: 3/11/2024

7. Executive Director Approval Signature _____ Date: 3/11/2024

Keene Housing

MEMORANDUM

To: Joshua R. Meehan, Executive Director
From: Sandy Clark, Facilities and Asset Director SLC
Subject: Approval of project/contract
Date: March 11, 2024

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

Location: 25 Pine Street Keene

Project Name: Exterior Improvements

- The scope of work for this project includes Repair and replace siding, insulation, doors, windows, repoint chimney, basement openings, all porches and exterior stairs to be replaced.
- The original budget approved by the Board for 2024: $ 250,000.00
- Any additional funding needed? Yes *
- An open invitation was added to the: KH web page, Facebook page, direct invitations to local firms (All Seasons, Cheshire Builders, GPI Construction, Schroeder, DEW Construction, Engelberth, Ingram Construction)
- The Request for Proposals were distributed to contractors on: January 22, 2024, and bids were due on February 15, 2024
- Number of contractors requesting RFP packets: Seven (7)
- Formal bid packets received by KH: Two (2)
- Lowest or winning bid with alternates: $ 354,049.80
- Winning bid criteria if not price: price
- Board approval is being requested to award contract to: CK Landmark Construction
    - Additional comments: Budget revised for this project by eliminating budget for other projects. See revised capital list.

Keene Housing

Resolution No. 769

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

   Adoption of Revised Employee Handbook

2. Date of Board Meeting: March 21, 2024

3. Proposed Board Resolution:

   That the Keene Housing Board of Commissioners adopts the revised Employee Handbook pursuant to the March 11, 2024 memorandum from Amy Wright, Director of Administration to Joshua Meehan, Executive Director.

4. All Backup Attached?

   Yes X No ☐

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

5. Department Head Approval Signature Amy Wright Date: 3/11/2024

6. Statement of availability of funds by Finance Manager

   Funds Budgeted and Available Yes ☐ No ☐ Source _____

   Director of Finance Approval Signature _____ Date: _____

7. Executive Director Approval Signature JM Date: 3/11/24

Keene Housing

MEMORANDUM

To: Joshua Meehan, Executive Director
From: Amy Wright, Director of Administration
Subject: Adoption of Revised Employee Handbook
Date: March 11, 2024

This memorandum recommends that the Keene Housing Board of Commissioners adopt the revised Employee Handbook.

It is the policy of Keene Housing to complete a comprehensive review of its Employee Handbook each year. Keene Housing's goal is to be compliant with constantly changing state and federal employment legislation and have clear policies in place for staff.

Below is a summary of the proposed revisions:

- Breastfeeding Mothers Policy: In compliance with 2022 federal PUMP Act.
- Introductory Period: During the 90 day introductory period, new hires are prohibited from applying for internal job postings unless approved by the Executive Director or Appointed Designee.
- Unplanned Office Closure: In the event the Executive Director or Appointed Designee announces an unplanned office closure, the full-time employees who are working at the time of closure are paid for the remainder of the workday.
- Personal Leave: New employees hired mid-quarter become eligible for personal days in the next quarter following completion of the 90 day introductory period.
- Floating Holiday: New employees are permitted to use the floating holiday at the end of the 90 day introductory period.
- Wellness Fund: Implemented in January 2024, added benefit summary to the Employee Handbook.
- Employee Microloan Program: Implemented in January 2024, added benefit summary to the Employee Handbook.
- Safety & Health Manual: Assigned backup floor sweeps in the event of an emergency.
- Generative Artificial Intelligence (AI) Chatbot Usage Policy: With the increasing popularity of generative AI chatbots such as OpenAI's ChatGPT and Google's Bard, it has become necessary to outline the proper use of such tools while working at Keene Housing.

RECOMMENDATION

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

> **Resolution:** That the Keene Housing Board of Commissioners adopts the revised Employee Handbook pursuant to the March 11, 2024 memorandum from Amy Wright, Director of Administration to Joshua Meehan, Executive Director.

Keene Housing

INFORMATIONAL MEMORANDUM

To: Joshua Meehan, Executive Director
From: Amy Wright, Director of Administration
Subject: Safety/Risk Management Report
Date: March 13, 2024

Keene Housing's Joint Loss Safety Committee's primary goal is to serve as a two-way channel of communication between Keene Housing management and staff to promote workplace safety. The Joint Loss Management Committee meets on a quarterly basis, and a standing agenda item is to review reported employee workplace injuries and property incidents/claims.

Quarterly Safety Summary

Date	Employee Injuries Reported	Department	Medical Treatment	Lost Time from Work
	No injuries reported			

Date	Property	Resident Injury/Property Claim Reported	Claim Filed with Insurance Company
1/16/2024	Brookbend East	A resident slipped on ice while walking on sidewalk and twisted ankle	Notice only

The Director of Administration receives all incident reports and addresses with the claimant things that could have been done to prevent the incident; including appropriate footwear, appropriate lifting techniques, etc. In most cases, the Property Managers address any items related to safe tenancy and lease violations.

Safety tips are also included in the Quarterly Human Resource Newsletter, the resident Grapevine Newsletter and posted to the employee intranet targeting high risk factors relevant to KH staff.

Community Connections Dashboard Report

September 1, 2023 ~ February 29, 2024

Community Connections

Central Square Terrace residents continue, month after month, to be the most active property for group activities. Group Activities Planning meetings take place each month at Bennett Block, Central Square Terrace, Harper Acres and Stone Arch Senior where I meet with residents who are interested in planning activities for their property. Central Square residents always have ideas and interests where other properties demonstrate lower interest in planning activities or attendance to groups. Although interest and attendance ebbs in flows, activities continue to be scheduled and planned each month. I have found even if one or two residents attend a group, they always report they are happy they have something to do.

Residents are often seeking me out for help on their own either during office hours on property or by calling to set up an appointment. Office hours prove to be the most often avenue used. Referrals from Property Management have increased. Weekly, the Property Managers and the Resident Service Coordinators meet to discuss any issues/concerns regarding residents. With new Property Managers learning the role of the Resident Service Coordinator, referrals, communication, and collaboration have increased. Residents most often seek help with benefits or community services and supports. Property Managers most often refer for housekeeping to collaborate after poor housekeeping inspections, as well as refer for community services and supports when there are concerns for resident's wellbeing or need for assistance.

Educational groups this reporting period were in collaboration with the Community Gardens Program and included a four-part Nutrition Group series at Central Square Terrace and Harper Acres called "Seniors Eating Well" put on by Christine Parshall of UNH Extension Nutrition Connects. The series will run at Stone Arch Senior in late Spring. Central Square Terrace residents also attended a virtual falls prevention workshop put on by the Aging Resource Center.

Stone Arch Senior residents have been participating in a four-part art workshop series with local artist Craig Roach. Craig is the artist who painted the mural at Central Square Terrace

and on the electrical box at Stone Arch Senior and approached me about doing some workshops for residents. Stone Arch Senior typically has a low attendance at group activities but had high interest and high attendance numbers to these ones.

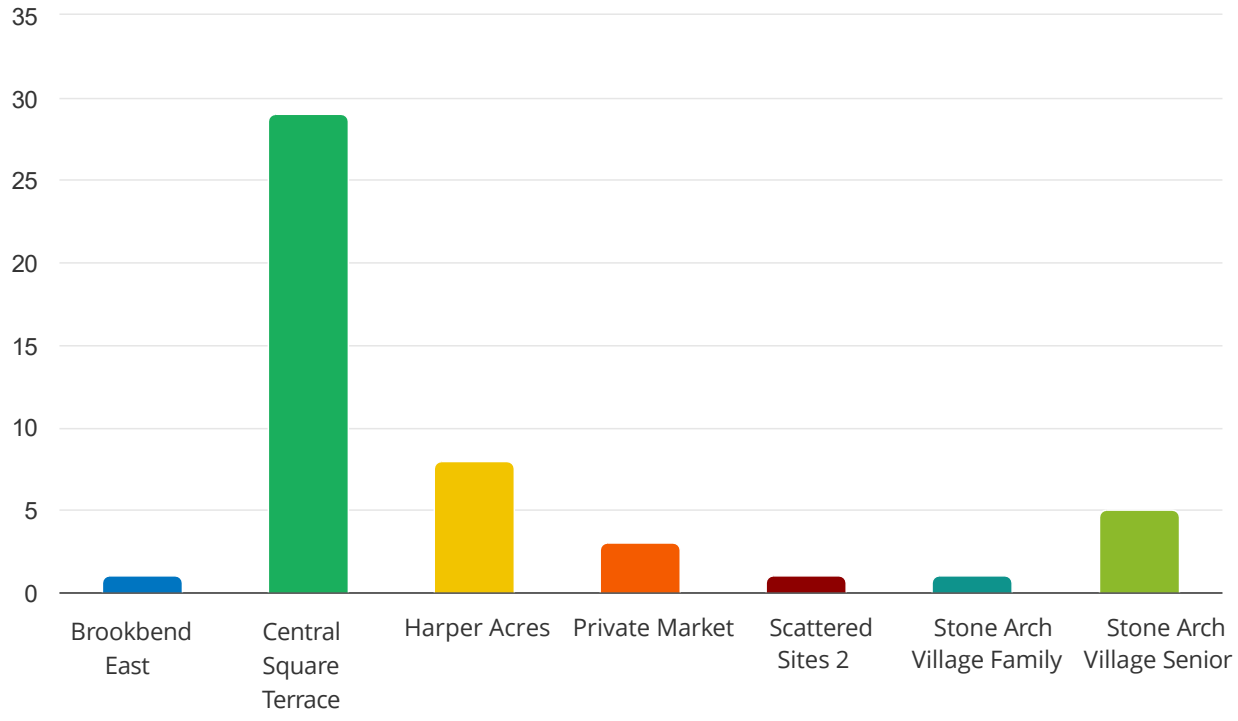
Homes for School

Kelly Griffin and I are working to build our case management software (Apricot) so we can collect the appropriate data to run reports to show number of families, rent burden, income levels, etc. (like the dashboard report for the RSR program). While we are working to build the reports and other information we need in our case management software, we are not there yet.

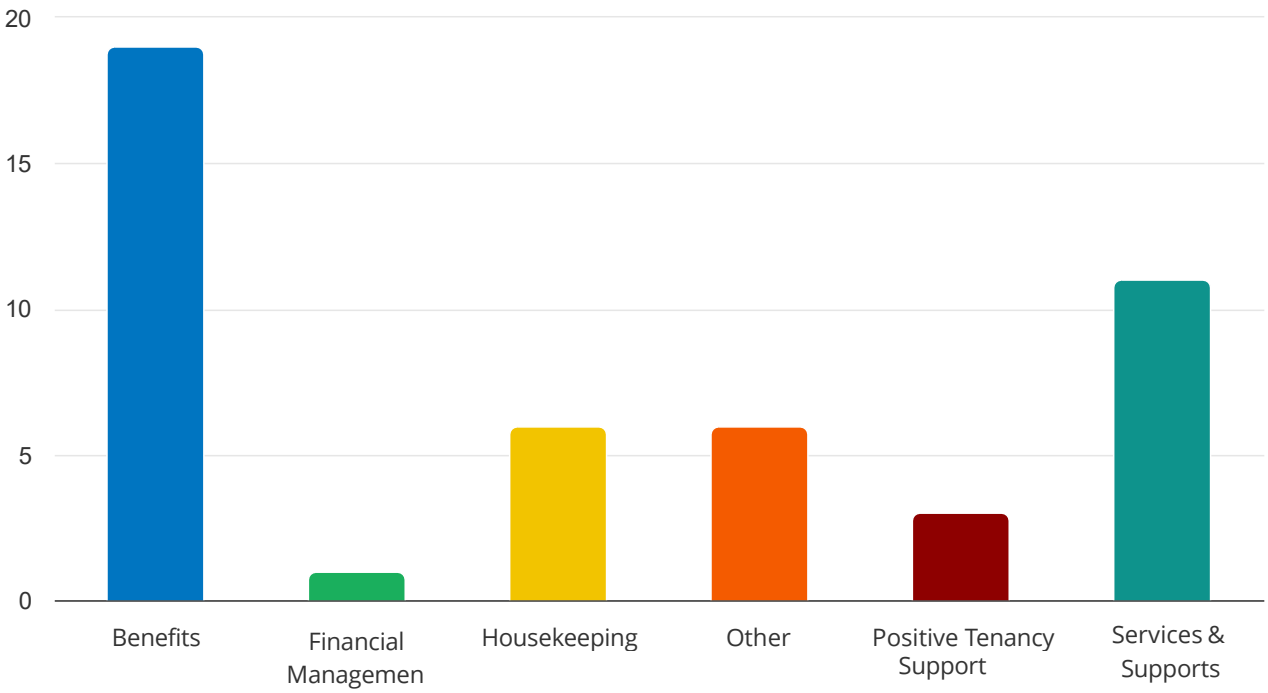
As of March 1, 2024, there are nine active and eligible families in the program and one family recently referred who will go through the eligibility process. Five of these families (7 adults, 12 children under 18) are housed. The other four of these families (7 adults, 17 children under 18) are in the housing search process. Many of the adults in the families are work able and have current employment. Three families have TANF as their only income. Of the first five families housed from last school year, four are still in housing and doing well. One family lost their housing but since they were not evicted by a court, are still on the program and looking for a new place to live. Housing search has proved to be difficult for the population being served. The biggest barrier is the size of the unit the families require. Currently three of the families searching need a minimum of a 3-bedroom unit, the other needs a minimum of a 4-bedroom unit.

Our biggest and most exciting program change has been hiring Amethyst Brasfield as our full time Housing Stabilization Case Manager. Over the last year, I have found the families in the program need a higher, more intensive level of support to be successful. This led to the decision for a full-time staff. Amethyst began working for Keene Housing in September 2023 working as a Tenant Assistance Specialist. She has a strong background in case management and was excited to take the opportunity to work one on one with families and provide more direct services. I am confident she will be able to support the families in their housing stability going forward.

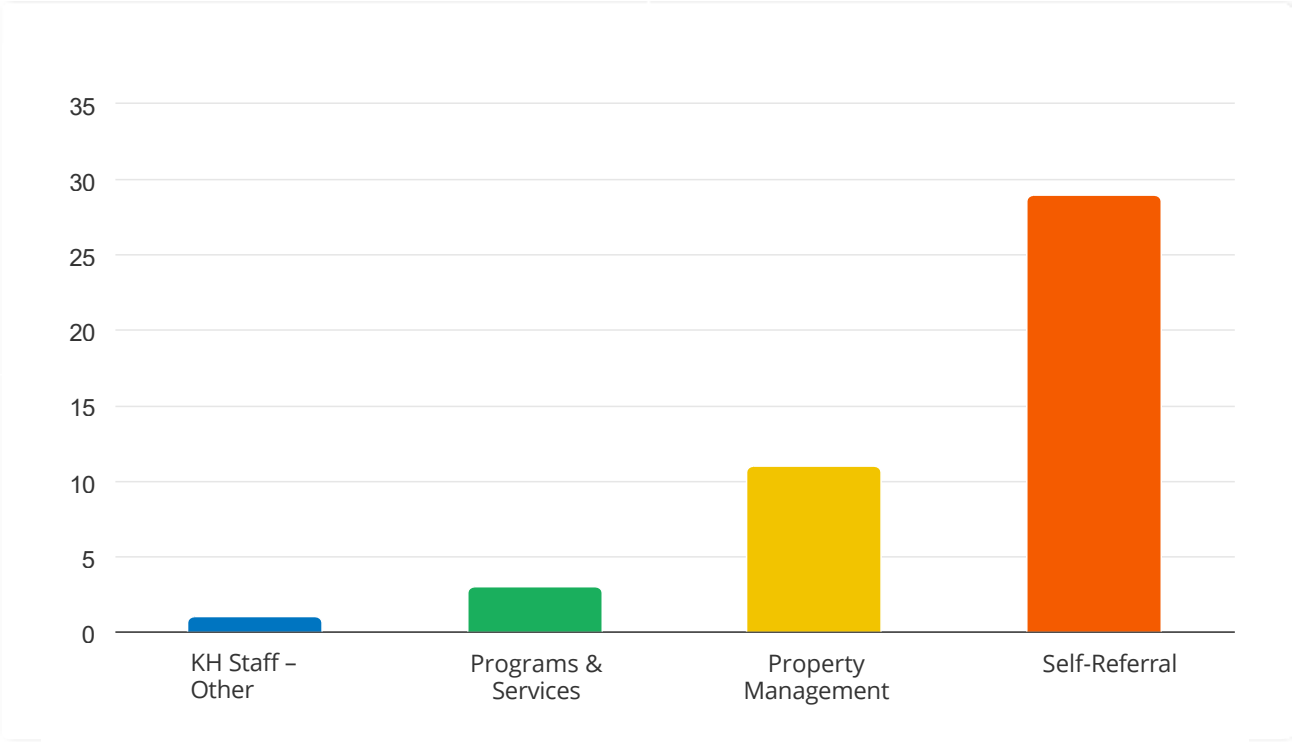
Number of Households Served by Property



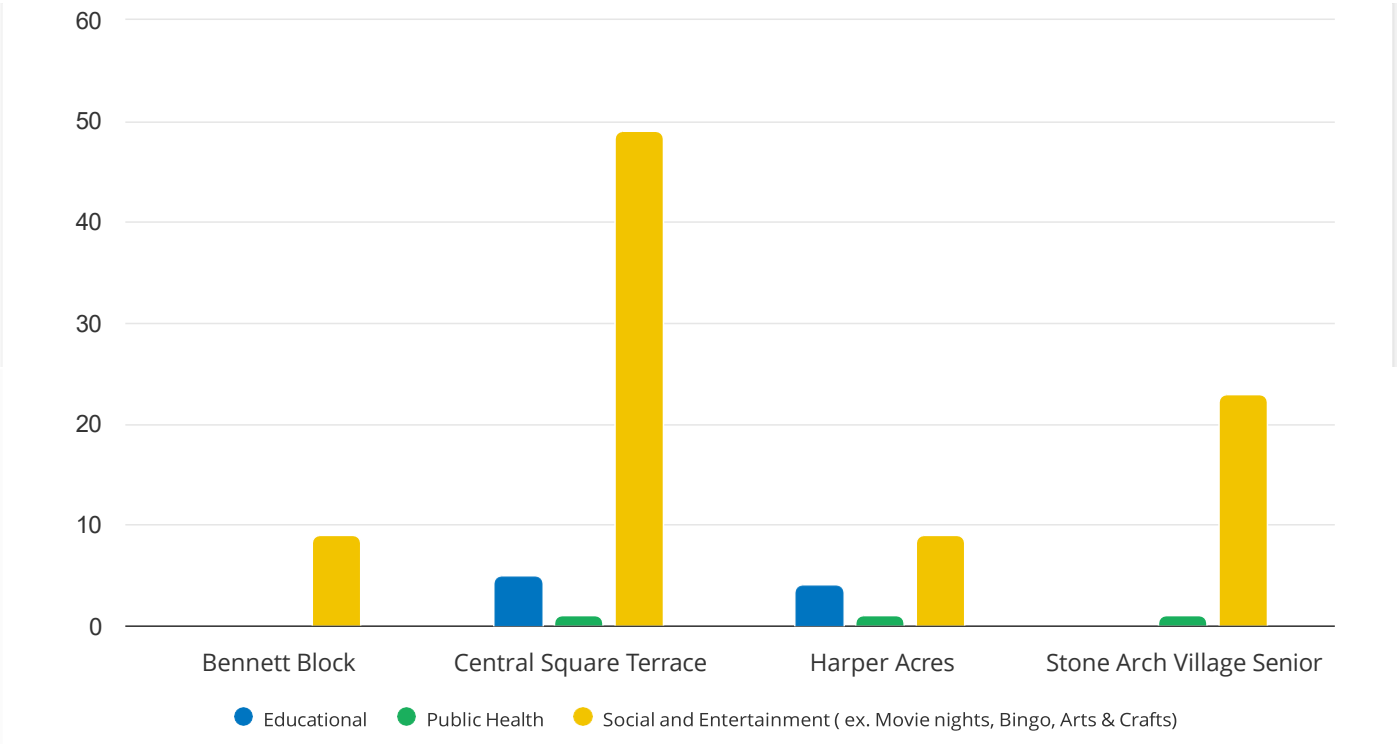
Number of Referrals by Referral Type



Number of Referrals by Source



Number of Events and Types by Property



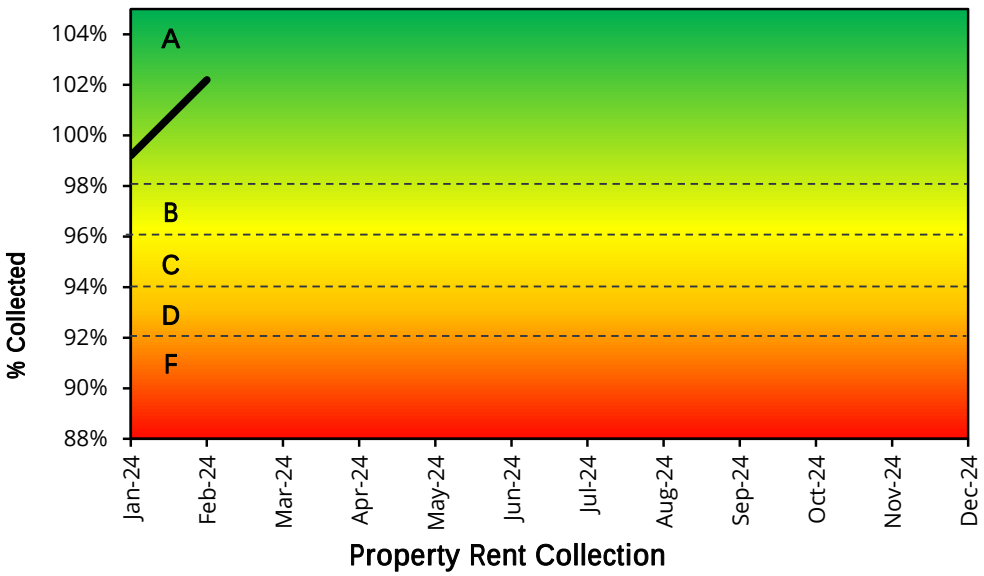
Keene Housing

MANAGEMENT REPORT
FEBRUARY 2024

Residential Property Rent Collection Report
February 2024

Community	Month Billed	Month Collected	% Collected	Monthly Grade	YTD Billed	YTD Collected	% YTD Collected	YTD Grade
Ash Brook Apartments	$11,475	$11,642	101.5%	A	$22,326	$22,475	100.7%	A
Bennett Block	$5,950	$6,638	111.6%	A	$11,900	$12,417	104.3%	A
Brookbend East	$19,867	$20,428	102.8%	A	$39,151	$38,893	99.3%	A
Brookbend West	$18,712	$18,795	100.4%	A	$37,413	$37,615	100.5%	A
Central Square Terrace	$36,459	$37,012	101.5%	A	$71,196	$72,651	102.0%	A
Cottage Street	$958	$951	99.3%	A	$1,952	$1,945	99.6%	A
Evergreen Knoll LP	$21,103	$21,773	103.2%	A	$41,159	$41,008	99.6%	A
Forest View	$28,946	$32,950	113.8%	A	$56,147	$63,073	112.3%	A
Hampshire House	$5,024	$5,052	100.6%	A	$10,252	$10,260	100.1%	A
Harper Acres	$48,804	$49,279	101.0%	A	$97,467	$97,526	100.1%	A
Meadow Road Apartments	$7,576	$7,576	100.0%	A	$14,655	$14,713	100.4%	A
North and Gilsum	$19,294	$19,291	100.0%	A	$38,937	$38,582	99.1%	A
Riverbend Apartments	$12,985	$13,057	100.6%	A	$25,238	$25,088	99.4%	A
Scattered Sites	$12,824	$13,655	106.5%	A	$25,002	$25,075	100.3%	A
Scattered Sites 2	$17,254	$14,509	84.1%	F	$34,501	$30,955	89.7%	F
Stone Arch Village Family	$17,912	$19,095	106.6%	A	$35,509	$36,074	101.6%	A
Stone Arch Village Senior	$15,872	$15,872	100.0%	A	$31,702	$31,862	100.5%	A
Totals	**$301,015**	**$307,575**	**102.2%**	A	**$594,507**	**$600,212**	**101.0%**	A

Active Households Only

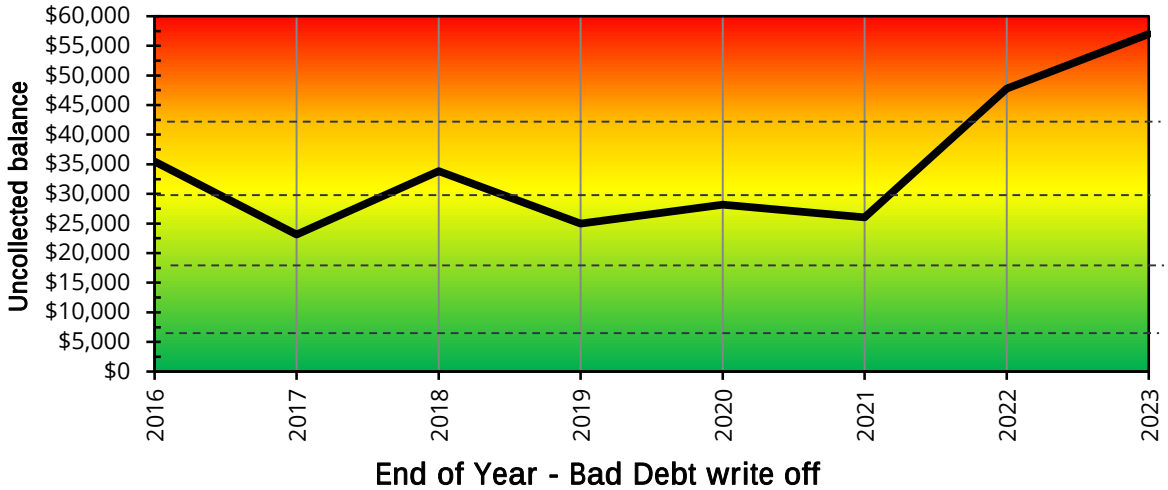


This report compares current tenant's rent billed to rent collected. The percent collected can exceed 100% when back rent is collected. Our goal is to collect at least 98% of rent billed.

Residential Property Uncollected Accounts - Inactive Tenants - Report
February 2024

Community	# of Households	Current	30 days	60 days	90 days	120 days and over	total
Ash Brook Apartments	0						$0
Bennett Block	0	$0	$0	$0	$0	$0	$0
Brookbend East	1	($899)	$0	$0	$0	$0	($899)
Brookbend West	2	$0	$0	$0	$0	$640	$640
Central Square Terrace	2	$0	($3)	$0	$2,879	$0	$2,876
Cottage Street	1	$0	$0	$0	$0	$513	$513
Emerald Street	0	$0	$0	$0	$0	$0	$0
Evergreen Knoll LP	6	($402)	$35	$89	$0	$11,214	$10,936
Forest View	5	$0	$600	$1,235	$1,013	$349	$3,198
Hampshire House	5	($6)	$374	$695	$0	$111	$1,174
Harper Acres	5	$6	$0	$0	$542	$525	$1,073
Meadow Road Apartments	0	$0	$0	$0	$0	$0	$0
North and Gilsum	2	$1,282	$1,795	$1,780	$8,396	$3,912	$17,165
Riverbend Apartments	0	$0	$0	$0	$0	$0	$0
Scattered Sites	4	$209	$1,143	$525	$429	$1,209	$3,515
Scattered Sites 2	0	$0	$0	$0	$0	$0	$0
Stone Arch Village Family	1	$0	$0	$0	$0	$213	$213
Stone Arch Village Senior	0	$0	$0	$0	$0	$0	$0
Totals	**34**	**$190**	**$3,944**	**$4,324**	**$13,260**	**$18,685**	**$40,403**

Inactive Households Only

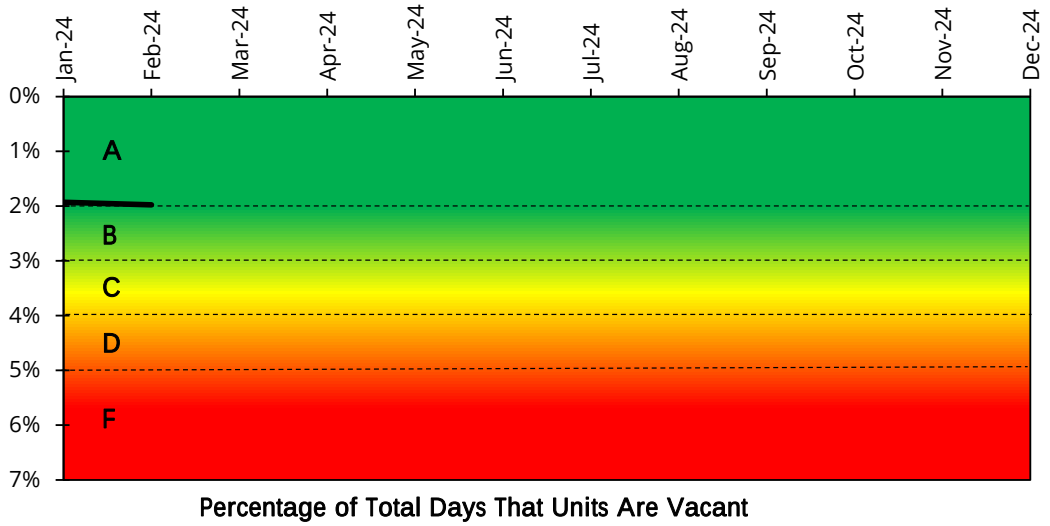


This report tracks the balance that is owed to KH and what remains upaid. Most of these tenants have moved from a KH property and are considered Inactive Tenants.

Monthly Vacancy Report

February 2024

Community	Units Available	Available Days	Vacant Days	Monthly Vacancy Percentage	Monthly Grade	YTD Vacancy Percentage	YTD Grade
Ash Brook Apartments	24	696	0	0.0%	**A**	1.3%	**A**
Bennett Block	14	406	0	0.0%	**A**	0.0%	**A**
Brookbend East	40	1160	22	1.9%	**A**	0.9%	**A**
Brookbend West	35	1015	0	0.0%	**A**	0.0%	**A**
Central Square Terrace	90	2610	29	1.1%	**A**	1.1%	**A**
Cottage Street	3	87	28	32.2%	**F**	32.8%	**F**
Evergreen Knoll LP	32	928	43	4.6%	**D**	5.5%	**F**
Forest View	38	1102	16	1.5%	**A**	2.2%	**B**
Hampshire House	18	522	85	16.3%	**F**	14.4%	**F**
Harper Acres	112	3248	59	1.8%	**A**	1.5%	**A**
Meadow Road Apartments	18	522	0	0.0%	**A**	0.0%	**A**
North and Gilsum	29	831	12	1.4%	**A**	2.5%	**B**
Riverbend Apartments	24	696	0	0.0%	**A**	0.0%	**A**
Scattered Sites	18	522	0	0.0%	**A**	0.0%	**A**
Scattered Sites 2	30	870	48	5.5%	**F**	2.7%	**B**
Stone Arch Village Family	24	696	0	0.0%	**A**	1.7%	**A**
Stone Arch Village Senior	33	957	0	0.0%	**A**	0.0%	**A**
Report Totals:	**582**	**16,868**	**342**	**2.0%**	**B**	**2.0%**	**A**

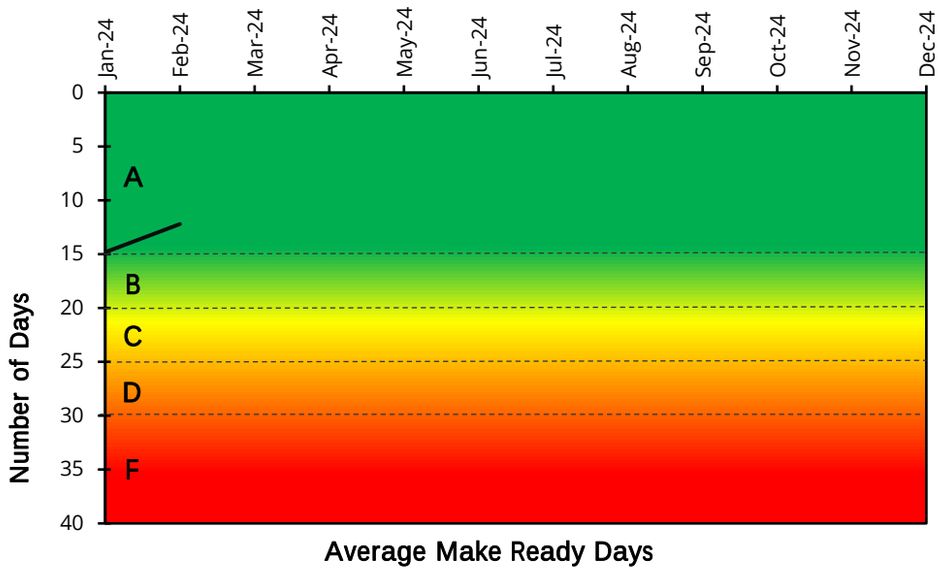


Percentage of Total Days That Units Are Vacant

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

Unit Make Ready Days
February 2024

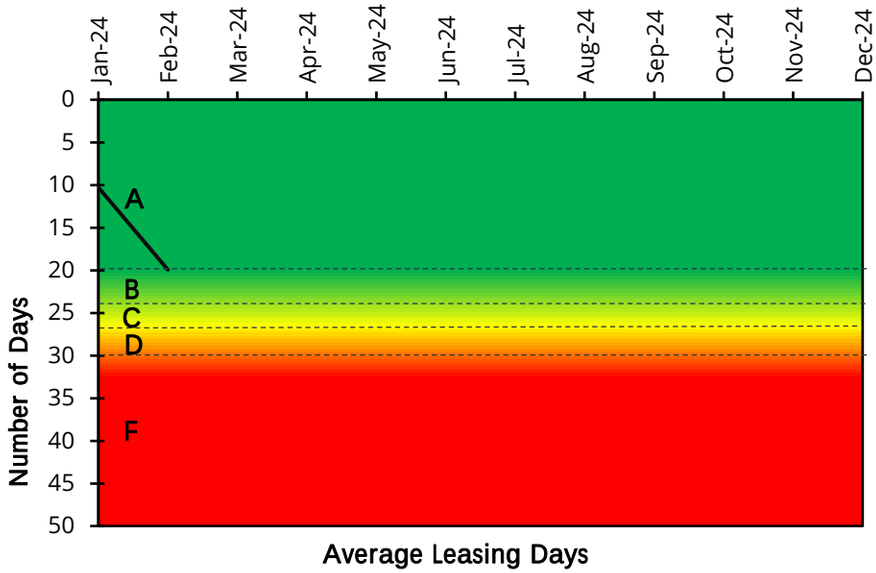
Community	Number of Units Made Ready	Avg. Make Ready Days	YTD Number of Units Made Ready	YTD Avg. Make Ready Days	YTD Grade
Ash Brook Apartments	0	-	1	17	**B**
Bennett Block	0	-	0	-	**NONE**
Brookbend East	1	10	1	10	**A**
Brookbend West	0	-	0	-	**NONE**
Central Square Terrace	0	-	0	-	**NONE**
Cottage Street	0	-	0	-	**NONE**
Evergreen Knoll LP	0	-	2	20	**B**
Forest View	1	16	3	16	**B**
Hampshire House	1	4	4	9	**A**
Harper Acres	2	10	3	10	**A**
Meadow Road Apartments	0	-	0	-	**NONE**
North and Gilsum	2	6	3	12	**A**
Riverbend Apartments	0	-	0	-	**NONE**
Scattered Sites	0	-	0	-	**NONE**
Scattered Sites 2	1	8	1	8	**A**
Stone Arch Village Family	0	-	1	9	**A**
Stone Arch Village Senior	0	-	0	-	**NONE**
Report Totals:	**8**	**9**	**19**	**12**	**A**



This report tracks the number of days Facilities & Assets (F&A) takes to prepare a newly vacated unit for the next tenancy; it measures the F&A start and end dates. Our goal is to make a unit ready in 15 days or less.

Leasing Days
February 2024

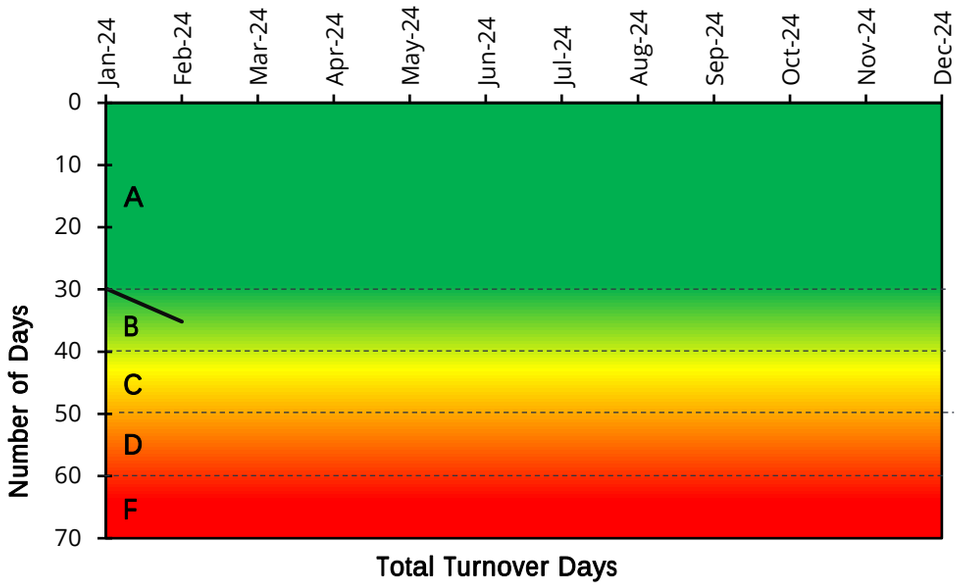
Community	Number of Units Leased	Average Leasing Days	YTD Number of Units Leased	YTD Avg Leasing Days	YTD Grade
Ash Brook Apartments	0	-	1	2	**A**
Bennett Block	0	-	0	-	**NONE**
Brookbend East	1	15	1	15	**A**
Brookbend West	0	-	0	-	**NONE**
Central Square Terrace	0	-	0	-	**NONE**
Cottage Street	1	81	1	81	**F**
Evergreen Knoll LP	1	123	2	62	**F**
Forest View	2	2	3	3	**A**
Hampshire House	1	30	2	24	**B**
Harper Acres	3	3	3	3	**A**
Meadow Road Apartments	0	-	0	-	**NONE**
North and Gilsum	1	6	2	4	**A**
Riverbend Apartments	0	-	0	-	**NONE**
Scattered Sites	0	-	0	-	**NONE**
Scattered Sites 2	0	-	1	29	**D**
Stone Arch Village Family	0	-	1	17	**A**
Stone Arch Village Senior	0	-	0	-	**NONE**
Report Totals:	**10**	**27**	**17**	**20**	**A**



This report tracks the number of days Housing & Services (H&S) takes to lease a vacant unit. The lease-up process begins as soon as the F&A team finishes prep of the unit and ends once the Property Manager completes resident move in. Our goal is to complete lease-ups in 20 days or less.

Unit Turnover
February 2024

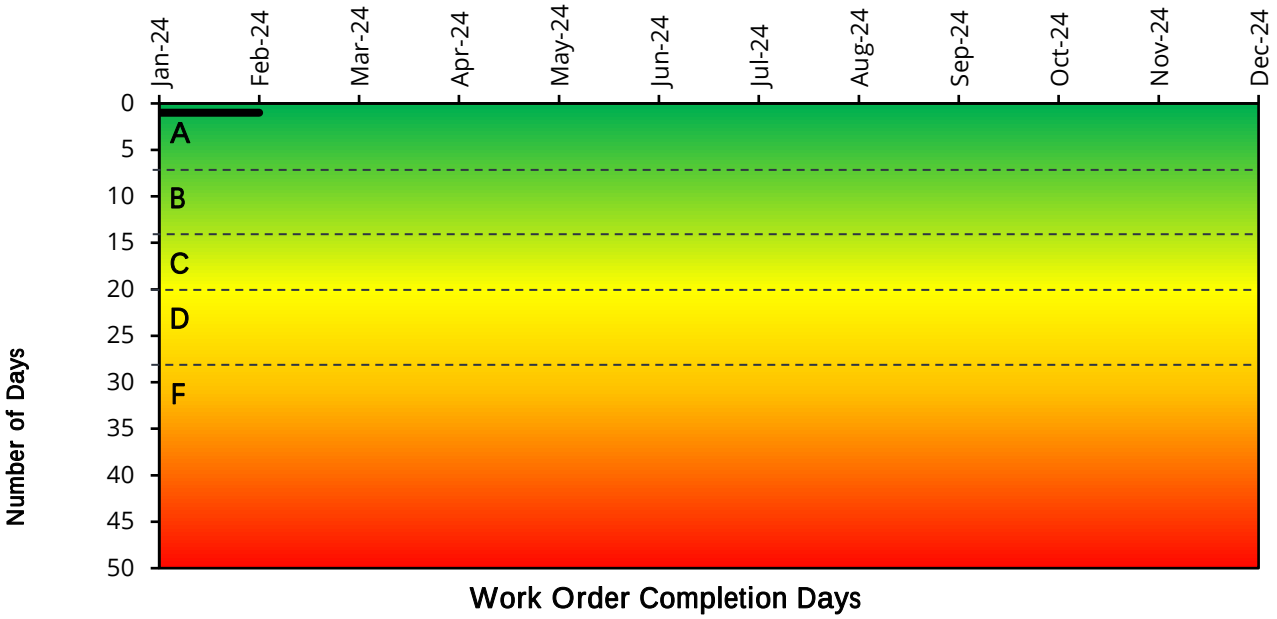
Community	Number of Units Turned in Month	Average Turnover Days	YTD Number of Units Turned	YTD Avg Turnover Days	YTD Grade
Ash Brook Apartments	0	-	1	18	**A**
Bennett Block	0	-	0	-	**NONE**
Brookbend East	1	24	1	24	**A**
Brookbend West	0	-	0	-	**NONE**
Central Square Terrace	0	-	0	-	**NONE**
Cottage Street	1	88	1	88	**F**
Evergreen Knoll LP	1	137	2	84	**F**
Forest View	2	20	3	18	**A**
Hampshire House	1	51	2	37	**B**
Harper Acres	3	11	3	11	**A**
Meadow Road Apartments	0	-	0	-	**NONE**
North and Gilsum	1	16	2	21	**A**
Riverbend Apartments	0	-	0	-	**NONE**
Scattered Sites	0	-	0	-	**NONE**
Scattered Sites 2	0	-	1	72	**F**
Stone Arch Village Family	0	-	1	25	**A**
Stone Arch Village Senior	0	-	0	-	**NONE**
Report Totals:	**10**	**39**	**17**	**35**	**B**



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

Residential Property Non-Emergency Work Order Completion Days
February 2024

Community	Number of Work Orders	Avg Days to Complete	Monthly Grade	YTD Number of Work Orders	YTD Avg Days to Complete	YTD Grade
Ash Brook Apartments	8	1	A	14	1	A
Bennett Block	9	1	A	16	1	A
Brookbend East	23	1	A	40	1	A
Brookbend West	10	1	A	26	1	A
Central Square Terrace	27	0	A	68	0	A
Cottage Street	1	4	A	3	2	A
Emerald Street House	8	1	A	14	1	A
Evergreen Knoll LP	15	0	A	27	0	A
Forest View	26	1	A	60	1	A
Hampshire House	8	1	A	14	2	A
Harper Acres	30	0	A	71	1	A
Keene Housing Main Office	4	0	A	8	1	A
Meadow Road	7	1	A	16	1	A
North and Gilsum	26	1	A	53	1	A
Riverbend Apartments	8	0	A	21	0	A
Scattered Sites	7	1	A	14	1	A
Scattered Sites 2	22	1	A	38	1	A
Stone Arch Village Family	15	1	A	29	1	A
Stone Arch Village Senior	29	1	A	55	1	A
Report Totals:	**283**	**1**	**A**	**587**	**1**	**A**



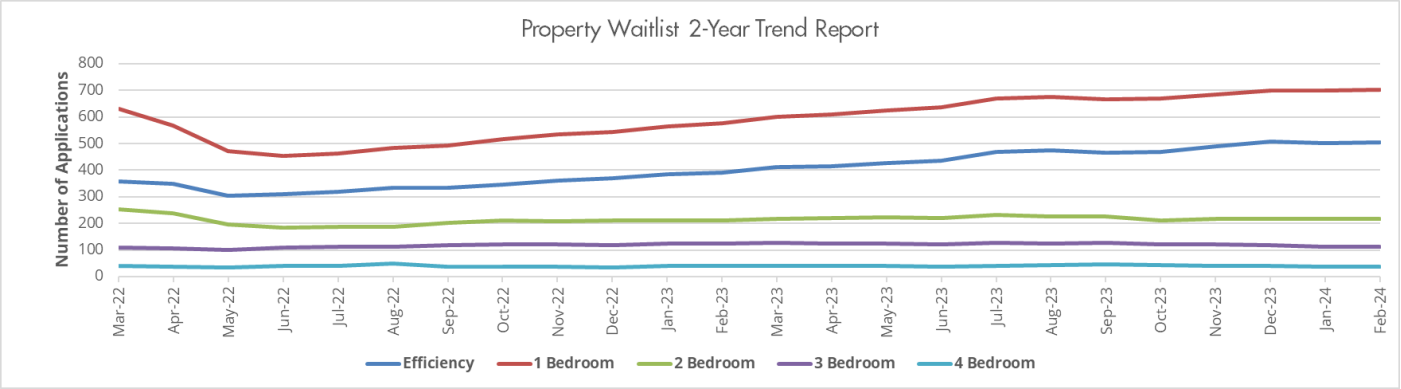
This report tracks the number of days it takes the Facilities and Assets team to complete non-emergency work orders. Our goal is to complete non-emergency work orders in 5 days or less.

Residential Property Emergency Work Order Completion Days
February 2024

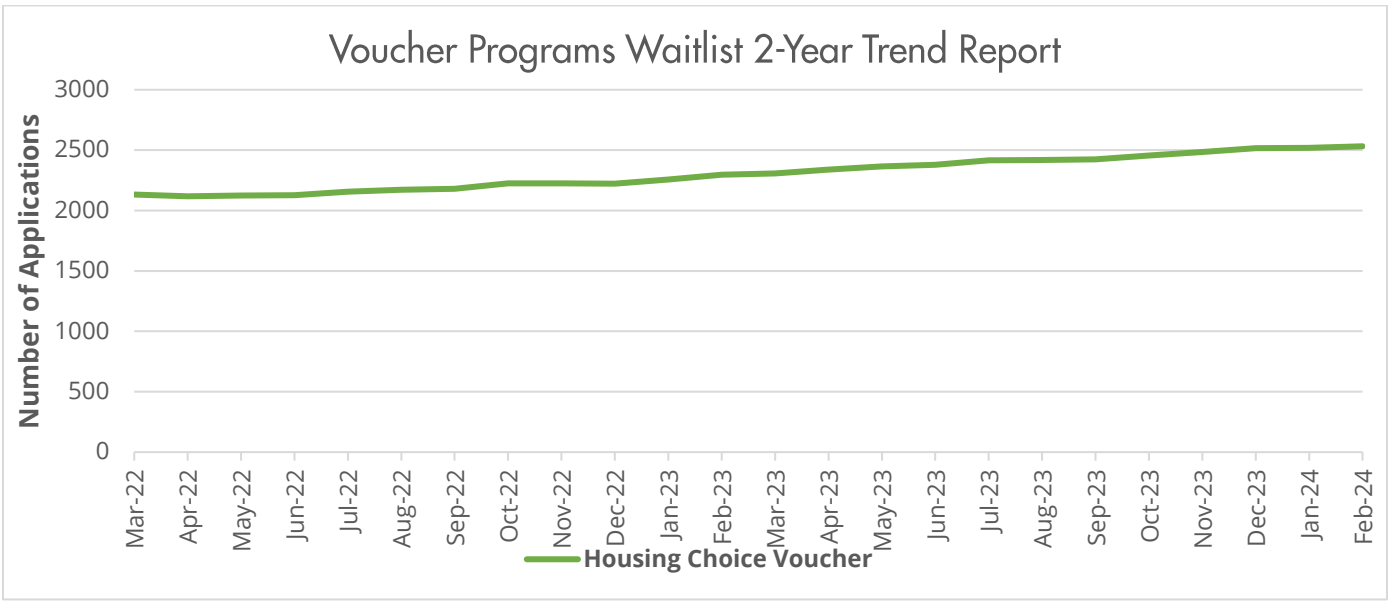
Community	Number of Work Orders	Average Days To Complete	Monthly Grade	YTD Number of Work Orders	YTD Average Days To Complete	YTD Grade
Ash Brook Apartments	-	-	NONE	1	0	P
Bennett Block	1	0	P	1	0	P
Brookbend East	-	-	NONE	-	-	NONE
Brookbend West	-	-	NONE	-	-	NONE
Central Square Terrace	4	0	P	5	0	P
Cottage Street	-	-	NONE	-	-	NONE
Emerald Street House	-	-	NONE	-	-	NONE
Evergreen Knoll LP	-	-	NONE	3	0	P
Forest View	1	0	P	2	0	P
Hampshire House	-	-	NONE	-	-	NONE
Harper Acres	3	0	P	6	0	P
Keene Housing Main Office	-	-	NONE	-	-	NONE
Meadow Road	1	0	P	3	0	P
North and Gilsum	3	0	P	6	0	P
Riverbend Apartments	4	0	P	5	0	P
Scattered Sites	2	0	P	3	0	P
Scattered Sites 2	4	0	P	8	0	P
Stone Arch Village Family	2	0	P	2	0	P
Stone Arch Village Senior	1	0	P	3	0	P
Report Totals:	**26**	**0**	**P**	**48**	**0**	**P**

This report tracks whether emergency work orders are completed within 24 hours. Emergency work orders are those which, if left unattended, would lead to significant KH and/or tenant property loss.

Waitlists Trend Report
February 2024



*Waitlist purge completed in June 2022



Housing and Services FY 2024 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	$546,814	$412,279	75%	590	$699	100%	592	$376	$134,535
February	$546,814	$417,975	76%	589	$710	99%	592	$875	$128,839
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$1,093,628	$830,254	76%	1179	$704	100%	1,184	$1,251	$263,374

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	$564,814	$401,345	71%	520	$772	88%	592	$376	$163,469
February	$546,814	$429,697	79%	522	$823	88%	592	$875	$117,117
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$1,111,628	$831,042	75%	1042	$797	88%	1,184	$1,251	$280,586

Affordable Housing Preservation Program (AHPP)

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$26,049	$26,047	100%	26	$1,002	96%	27	$0	$2
February	$26,049	$25,488	98%	27	$944	100%	27	$0	$561
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$52,098	$51,535	99%	53	$973	98%	54	$0	$563

Non-Elderly Disabled (NED)

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$70,305	$66,469	95%	87	$764	87%	100	$0	$3,836
February	$70,305	$66,101	94%	87	$760	87%	100	$0	$4,204
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$140,610	$132,570	94%	174	$762	87%	200	$0	$8,040

Mainstream (MS)

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$56,909	$63,186	111%	81	$780	81%	100	$0	($6,277)
February	$56,909	$63,726	112%	80	$797	80%	100	$2,100	($6,817)
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$113,818	$126,912	112%	161	$788	81%	200	$2,100	($13,094)

Pathways

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$1,534	$1,534	0%	3	$511	25%	12	$0	$0
February	$2,429	$2,429	0%	5	$486	42%	12	$0	$0
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$3,963	$3,963	0%	8	$499	33%	24	$0	$0

Foster Youth to Independence

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$4,109	$5,251	96%	5	$1,050	100%	5	$0	$197
February	$4,109	$5,251	96%	5	$1,050	100%	5	$0	$197
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$8,218	$10,502	96%	10	$1,050	100%	10	$0	$394

FY24 utilization targets are 98% in NEDs, 98% in AHPP, 95% in MTW without THASP, 103% with THASP, and MS 80%.

2023 Summary			
Program	**UMA**	**UML**	**% UML**
MTW	7104	7378	104%
NED	1200	1049	87%
AHPP	297	295	99%
Mainst	1200	937	78%

Keene Housing

FINANCE REPORT
FEBRUARY 2024

Keene Housing	KEENE HOUSING Consolidated			
	BALANCE SHEET - summary			
	Ending balance as of February 29, 2024	Ending balance as of December 31, 2023	$ Variance Incr / (Decr)	% Variance
ASSETS				
Total Current Assets	27,174,394	26,273,821	900,573	3%
Total Fixed Assets	58,759,266	59,021,337	(262,072)	0%
Total Other Assets	1,534,287	1,534,287	0	0%
Total Assets	**$87,467,947**	**$86,829,446**	**$638,501**	**1%**
LIABILITIES and EQUITY				
Total Current Liabilities	2,138,381	2,075,696	62,686	3%
Total Long Term Liabilities	32,143,886	32,228,936	(85,050)	0%
Total Liabilities	**$34,282,267**	**$34,304,632**	**($22,364)**	**0%**
Total Equity	**$53,185,680**	**$52,524,814**	**$660,866**	**1%**
Total Liabilities & Equity	**$87,467,947**	**$86,829,446**	**$638,501**	**1%**

KEENE HOUSING AND COMPONENT UNIT ENTITIES			
Debt Current Ratio	5.47%	5.63%	

Debt Current Ratio shows how many times an entity can cover current debt with cash and cash equivalents.

Keene Housing	KEENE HOUSING Consolidated			
	INCOME STATEMENT			
	Actual	Budget	Variance	
	YTD Activity as of February 29, 2024	YTD Activity as of February 29, 2024	$ Variance (under) / over	% Variance
Total Operating Revenue	3,548,945	3,991,509	(442,564)	-12%
Total Operating Expenses	3,124,001	3,323,164	(199,163)	-6%
NET OPERATING INCOME	**$424,944**	**$668,345**	**(243,401)**	**-57%**

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

Non-Operating Expense	Actual	Budget	Variance	
Total Depreciation Expense	$507,960	$561,743	($53,783)	-11%

Keene Housing

KEENE HOUSING

INCOME STATEMENT CONSOLIDATED SUMMARY

	Actual	Budget	Variance	
	YTD Activity as of February 29, 2024	YTD Activity as of February 29, 2024	$ Variance (under) / over	% Variance
REVENUE				
Rents/HAP/Subsidy Income	3,055,608	3,202,495	(146,887)	-5%
MTW Non-HAP Income	148,250	228,020	(79,770)	-54%
Vacancy Loss	(22,030)	(12,880)	(9,150)	42%
Admin Fee Income	173,728	195,752	(22,024)	-13%
Managmeent Fees	127,411	118,244	9,167	7%
Interest Income	21,296	19,787	1,509	7%
Partnership/Incentive Fees	-	51,583	(51,583)	0%
Other Income	31,743	180,212	(148,470)	-468%
Misc Tenant Income	12,939	8,296	4,644	36%
Total Revenue	$ 3,548,945	$ 3,991,509	$ (442,564)	-12%
EXPENSES				
Administrative	205,951	216,058	(10,107)	-5%
Operational	102,942	113,845	(10,903)	-11%
Payroll	614,197	704,874	(90,677)	-15%
Utilities	324,652	308,808	15,844	5%
Maintenance	282,799	307,400	(24,601)	-9%
Taxes & Insurance	230,804	258,142	(27,338)	-12%
Interest	186,139	180,215	5,925	3%
Amortization of Finance Costs	-	974	(974)	0%
Tenant Programs	38,115	47,529	(9,414)	-25%
HAP	1,138,403	1,185,319	(46,917)	-4%
Total Operating Expenses	$ 3,124,001	$ 3,323,164	$ (199,163)	-6%
NET OPERATING INCOME	**$ 424,944**	**$ 668,345**	**$ (243,401)**	**-57%**

KEENE HOUSING Consolidated

INCOME STATEMENT - variances

Actuals compared to Budget

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

NET INCOME (before depreciation) is $425k, under budget by $243k.

OPERATING REVENUES are $3.5m a net decrease of $443k as compared to the budget of $4.0m.

OPERATING EXPENSES are $3.1m a decrease of $199k as compared to the budget of $3.3m.

REVENUE	VARIANCES for Revenue categories (Less)/Higher than Budget	
Rent/HAP/Subsidy Income	(146,887)	This budget is related to tenant rents, voucher subsidy, commerical rental income and is tracking close to budget at this point.
MTW Non-HAP Income	(79,770)	This budget is the portion of MTW funds that is internally allocated to fund the budget for capital improvements, resident services and youth services. KH will request reimbursement from HUD for the eligible projects that have been completed. KH has requested $148k in 2024 at this point. The budget is $1,368k to transfer funds out.
Vacancy Loss	(9,150)	The Vacancy Loss is a reduction to revenue (if the actuals are lower than the budget than this is a increase to revenue).
Admin Fee Income	(22,024)	HUD Admin Fees are under budget. The Section 8 admin fees are under budget by $32k,(the actuals are based on the actual admin expensed each month). MS admin fee is over budget by $5k and Special Purpose Voucher admin fes is over budget by $5k.
Interest Income	1,509	Interest earned on operations and reserve balances.
Partnership/Incentive Fees	(51,583)	The actual distributions have not been approved by the final audit at this time, this variance is related to timing.
Management Fees	9,167	Over budget slightly across all properties.
Other Income	(148,470)	Other Income is lower than budget, There is a budget for an insurance claim payment of $476k and will be received in March 2024.
Misc Tenant Income	4,644	On budget.
Total Operating Revenue	(442,564)	Lower than Budget

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

EXPENSES	VARIANCES for Expense categories (Less)/Higher than Budget	
Administrative/Operational	(21,011)	A number of expenses are on budget.
Payroll/Benefits	(90,677)	Benefit Expenses are under budget by $44. Salaries are under budget by $51k. There has been 3 vacancies and hires since 1/2024.
Utilities	15,844	Fuel Expense and Water & Sewer are on budget. Electric is over budget by $19k (KAHP).
Maintenance	(24,601)	There are maintenance line items that are over budget by $56k . There are also a few maintenance line Items under budget by $87k.
Taxes & Insurance	(27,338)	Property Tax is under budget by $11k and Insurance are under budget by $17k.
Interest/Taxes/Amort/Investor Fee	4,950	
Tenant Programs	(9,414)	Tenant programs activities, internet assistance program and landlord incentive program.
HAP	(46,917)	HAP disbursements are under budget in the MTW voucher program by $25k and MS vouchers are over budget by $9k. NEDs vouchers are under budget by $30k.
Total Operating Expenses	(199,163)	Lower than Budget
Net Variance for Net Income	**($243,401)**	**Lower than Budget**

*All entities have year end as of 12/31 except CST and BBE are 10/31 year ends.

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

KEENE HOUSING

INCOME STATEMENT - SUMMARY BY ENTITY

	ACTUALS	BUDGET	Changes Compared to Approved Budget		
	Operational Surplus/ (Deficit)	Operational Surplus/ (Deficit)	Revenue (Less)/Higher than budget	Expenses (Less)/Higher than budget	Notes on variances
KEENE HOUSING AND COMPONENT UNIT ENTITIES					
Central Office (Locals)	21,101	11,283	(9,118) Lower Revenue	(18,937) Lower Expenses	
Monadnock Affordable (MAHC)	(12,176)	28,204	(55,632) Lower Revenue	(15,252) Lower Expenses	
Keene Affordable (KAHP)	52,047	158,504	(86,353) Lower Revenue	20,103 Higher Expenses	
Meadow Road	23,112	8,524	4,790 Higher Revenue	(9,798) Lower Expenses	
Ash Brook Apartment	24,426	9,712	2,440 Higher Revenue	(12,273) Lower Expenses	
Emerald Street	6,353	353	(108) Lower Revenue	(6,108) Lower Expenses	
Hampshire House	6,495	665	811 Higher Revenue	(11,136) Lower Expenses	
Cottage St Apartments	1,770	3,073	(3,411) Lower Revenue	(2,108) Lower Expenses	
Section 8 Voucher Program (MTW)	(29,198)	227,596	(311,645) Lower Revenue	(54,851) Lower Expenses	
Mainstream Voucher Program	(10,248)	(10,347)	3,378 Higher Revenue	3,278 Higher Expenses	
Special Purpose Vouchers (NEDs, AHPP,FYI	9,228	(10,842)	(16,515) Lower Revenue	(36,585) Lower Expenses	
Riverbend (and LIHTC)	16,597	12,207	(744) Lower Revenue	(5,135) Lower Expenses	
TOTALS	$109,506	$438,931	($472,109) Lower Revenue	($148,801) Lower Expenses	
PARTNERSHIPS					
Low Income Tax Credits Properties (LIHTC)					
Evergreen Knoll	19,402	12,326	(2,921) Lower Revenue	(9,997) Lower Expenses	
Brookbend West	55,636	40,657	16,550 Higher Revenue	1,572 Higher Expenses	
Stone Arch Family	29,697	17,699	588 Higher Revenue	(11,409) Lower Expenses	
Stone Arch Senior	18,382	17,387	(7,884) Lower Revenue	(8,879) Lower Expenses	
LIHTC with 10/31 year ends					
Brookbend East	119,119	100,249	11,300 Higher Revenue	(7,570) Lower Expenses .	
Central Square (multifamily)	73,202	41,096	11,912 Higher Revenue	(20,194) Lower Expenses	
TOTALS	315,437	$229,415	$29,545 Higher Revenue	($56,478) Lower Expenses	
GRAND TOTALS	**424,944**	**668,345**	**(442,564) Lower Revenue**	**(205,279) Lower Expenses**	

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

CAPTIAL IMPROVEMENT PLAN 2024

Property	Energy Items	Description	Funded by Resilient Building Group	APPROVED ORIGINAL BUDGET	REVISED BUDGET 2/2024	NOTES:	funding source
KAHP-Harper Acres		Unplanned		$10,000	$10,000		MTW funds
KAHP-Harper Acres		Tub roll-in (5 units at $5500)		$27,500	$27,500		MTW funds
KAHP-Harper Acres	yes	Hot Water Heaters (2@40 gal per buildings (4)	$16,000				RBG rebates
KAHP-Harper Acres	yes	Ceiling insulation in crawlspace Bldg 109	$2,200				RBG rebates
KAHP-Harper Acres		Door replacment (automatic 2) interior		$7,000	$7,000		MTW funds
KAHP-Harper Acres		HC lift seats for stairs (5 each year @ 2 years		$30,000	$30,000		MTW funds
KAHP-Harper Acres		Solar system BuyOut		$137,000	$137,000		MTW funds
KAHP-Harper Acres		asphalt dumpster pad repairs		$1,575	$1,575		MTW funds
KAHP-Harper Acres		Front Porch concrete slab repairs and railings		$50,000	$0	deferred to 2025	MTW funds
KAHP-Harper Acres		vinyl siding, all buildings repairs		$6,300	$6,300		MTW funds
KAHP-Harper Acres		Security Camera project		$11,453	$11,453		MTW funds
KAHP-Forest View		Stockade Fencing at retaining wall/property line (replace cha		$60,000	$0	deferred to 2025	MTW funds
KAHP-North & Gilsum	yes	Insulation/foam basements (6 bldg @ $5000)	$30,000				RBG rebates
KAHP-North & Gilsum	yes	Exhaust Fan Bath (29units)	$4,350				RBG rebates
KAHP-North & Gilsum		Tubs (2)		$7,500	$7,500		MTW funds
Scattered Sites		Landscaping		$25,000	$25,000		MTW funds
KAHP-17-19 Roxbury Ct		Kitchen Upgrade (1 unit at turnover)		$15,000	$15,000		MTW funds
KAHP-Damon Ct		Countertops - plastic laminate Kitchen (150units)		$7,500	$7,500		MTW funds
KAHP-Bennett		Security Camera project		$5,506	$5,506		MTW funds
SS2 -no details yet		Landscaping		$25,000	$25,000		MTW funds
School St		Asphalt for driveway		$50,000	$0	deferred to 2025	MTW funds
10 Bassett		Basement (dirt)		$2,000	$2,000		MTW funds
228 Winchester		Windows (14)		$14,000	$14,000		MTW funds
25 McKinley & Bassett		Exterior Project A&E (scope of work to be done in 2025)		$80,000	$80,000		MTW funds
25 Pine		Exterior Paint/repair/landscape (S&A $45k)		$250,000	$445,000	increased	MTW funds
		KAHP	**$52,550**	**$822,334**	**$857,334**		
Hampshire House		Asphalt walkway extension		$10,000	$10,000		MTW funds
Cottage St		Dumpster Pad/fence surround		$5,000	$5,000		MTW funds
Meadow rd		Landscaping w/Sod (3 bldg @ 1905)		$6,000	$6,000		MTW funds
Meadow rd		Kitchen/Stairs/Bathroom (2 units at turnover)		$30,000	$30,000		MTW funds
Meadow rd		Bathroom (2 units at turnover)		$15,000	$15,000		MTW funds
Meadow Rd		Cabinets Kitchen (2 units at turnover)		$38,400	$38,400		MTW funds
Meadow Rd		Laminate Counter Kitchen (2 units at turnover)		$24,000	$24,000		MTW funds
Meadow Rd		Asphalt Parking lot/sidewalks		$105,000	$55,000	reduced scope of work	MTW funds
Riverbend Apartments		landscaping		$5,000	$5,000		MTW funds
Riverbend Apartments		Kitchen/Bathroom replace (2 units at turnover)		$30,000	$30,000		MTW funds
Riverbend Apartments		Security Camera System		$5,557	$5,557		MTW funds

CAPTIAL IMPROVEMENT PLAN 2024

Property	Energy Items	Description	Funded by Resilient Building Group	APPROVED ORIGINAL BUDGET	REVISED BUDGET 2/2024	NOTES:	funding source
Ash Brook		Bathroom Vanity/Tubs		$20,000	$20,000		MTW funds
Ash Brook		Storm doors(replace)		$18,000	$18,000		MTW funds
Ash Brook Apt		Security Camera		$8,304	$8,304		MTW funds
Emerald		Rear entrance/HC ramp railings		$15,000	$15,000		MTW funds
Emerald	yes	2nd Fl. Ceiling Plane/Thermal boundary	$4,660				RBG rebates
		total KAHP/MAHC	**$57,210**	**$1,157,594**	**$1,142,594**		
Evergreen knoll		DHW: storage tanks		$5,250	$5,250		Cash/Reserves
Evergreen knoll		Accessibility Compliance unti 1 and 15		$2,000	$2,000		Cash/Reserves
Evergreen knoll		Paving vehicular: asphalt pavement		$50,000	$50,000		Cash/Reserves
SAV Family		Concrete Dumpster Pad/Fence		$7,500	$7,500		Cash/Reserves
SAV Family		Asphalt parking lot, sidewalks and dumpster corrale		$0	$19,000	repair/not replace	Cash/Reserves
SAV Senior		Concrete Dumpster Pad/Fence		$12,000	$12,000		Cash/Reserves
SAV Senior		Asphalt parking lot, sidewalks and dumpster corrale		$100,000	$14,000	repair/not replace	Cash/Reserves
CST		Door replacment (automatic 2) interior		$16,000	$16,000		Cash/Reserves
CST		Generator		$50,000	$50,000		Cash/Reserves
CST		Windows		$20,000	$20,000		Cash/Reserves
CST		Bench		$10,000	$10,000		Cash/Reserves
CST		Security Camera expansion		$4,585	$4,585		Cash/Reserves
Brookbend WEST		Security Camera expansion		$3,737	$3,737		Cash
Brookbend EAST		Security Camera expansion		$3,638	$3,638		Cash
MAHC-SAV office		Security Camera		$4,955	$4,955		Cash
MAHC-SAV office		Rear entry, door with ground work at entrance		$20,000	$20,000		Cash
MAHC-SAV office		Dumpster Pad		$2,000	$2,000		Cash
MAHC-SAV office		Asphalt sidewalks/parking/entrance		$200,000	$32,420	repair/not replace	Cash
		total capital purchases/renovations	**$57,210**	**$1,669,258**	**$1,419,678**		

MTW	2024 needed (available estimated $1,249,311)		($1,157,594)	($1,142,594)	($15,000)
SAV Senior, EK,CST,BBE/BBW	Replacement Reserves		($284,709)	($217,709)	($67,000)
Energy Rebates	NH Saves	($57,210)			$0
MAHC	Cash		($226,955)	($59,375)	($167,580)
		$0	$0	$0	($249,580)

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
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
Snow Removal	AGM Landscaping	10/01/22-05/01/24	5/1/2024	remaining renewal options:2 (2025, 2026)	BB,HH, Elm, Pine, Wes,Damon,AB,MR, BBE & Bw	$81,400
Snow Removal	Arlen Landscaping	10/01/22-05/01/24	5/1/2024	remaining renewal options:2 (2025, 2026)	Marlborough, Marlboro St, Dover, Water, Cottage , Rox Ct, ES	$23,600
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	
Architect/Engineering Services	Warrenstreet Architects	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	
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
Graphic Design	Silver Direct	02/01/24 - 1/31/26	1/31/2026	remaining renewal options: 3 (2027,2028, 2009)	< $15,000.00	
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/Visory	1/1/21-12/31/26	12/31/2026	remaining renewal options: 0		
Technical Assistance	Edgemere Consulting	02/01/24 - 1/31/27	1/31/2027	remaining renewal options: 2 (2028, 2009)	<$50,000.00	
Laundry Service	CSC Service Works	2/16/22-2/16/27	2/16/2027	remaining renewal options: 0		

March 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 SAVS Bingo Harper Acres and Brookbend Garden Meetings	5 SAVS Garden Meeting and Art Class w/ Craig Roach	6 105 Castle Street Open House CST Bingo	7 Ash Brook Garden Meeting	8 Bennett Block Garden Meeting and Craft Group	9
10	11 SAVS Bingo Meadow Road Garden Meeting CST Cooking Group	12 Evergreen Garden Meeting CST Group Coloring Project	13 CST Bingo SAVF Garden Meeting SAVS Craft Group	14 CST Garden Meeting	15 Bennett Block Garden Meeting	16
17	18 SAVS Bingo Harper Planning Meeting	19 Forest View Garden Meeting CST Planning Meeting	20 CST Bingo Cooking Matters Workshop	21 Board of Commissioners Meeting	22 Bennett Block Garden Meeting	23
24	25 SAVS Bingo Harper Art Class w/ Mary	26 SAVS Garden Meeting CST Group Coloring Project	27 CST Bingo	28 CST Garden Meeting	29 Bennett Block Garden Meeting	30
31						

Keene Housing

April 2024

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

Keene Housing