Keene Housing

Keene Housing
Board of Commissioners Annual Meeting
May 23, 2024

Harper Acres Craft Group

Meeting Location:

Keene Housing
831 Court Street
Keene, NH 03431

Keene Housing

Board of Commissioners Meeting
Thursday, May 23, 2024
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Keene Housing

BOARD OF COMMISSIONERS ANNUAL MEETING
THURSDAY, MAY 23, 2024
5:30 P.M.
KEENE HOUSING
831 COURT STREET, KEENE, NH

AGENDA

I. Call to Order

II. Roll Call

III. Approval of the April 18, 2024 Keene Housing Board Meeting Minutes

IV. Executive Director's Report

V. Management Report

VI. Finance Report

VII. Old Business

VIII. New Business

a. Approval of Election of Directors and Appointment of Officers (Resolution No. 771)

b. Approval of Roosevelt East Transactions (Resolution No. 772)

c. Approval of Fiscal Year 2023 Moving to Work Annual Report (Resolution No. 773)

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, April 18, 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, Vice Chairperson
- Susan Shaw, Commissioner
- Emily Benson, Commissioner
- Cody Morrison, Commissioner (By phone)

Also in attendance:
- Joshua Meehan, Secretary
- Linda Griffin, Director of Finance
- Amy Wright, Director of Administration
- Sandy Clark, Director of Facilities and Assets
- Cheryl Bemis, Property Manager
- Ellen Wishart, Voucher Program Manager
- Leslie Horne, Housing Program Manager
- Karen Graveline, Community Connections Manager
- Kelly Griffin, Resident Service Coordinator
- A resident of Stone Arch Village Senior

MINUTES:

Chairperson Coates called for approval of the March 21, 2024 Board of Commissioners meeting minutes. Vice Chairperson Bianco made a motion to approve the minutes. Commissioner Shaw seconded the motion, which upon being put to vote, the minutes passed unanimously.

EXECUTIVE DIRECTOR'S REPORT:

Secretary Meehan stated he and a few Keene Housing staff members attended the Moving to Work (MTW) Conference in Washington D.C. Secretary Meehan and Ms. Kelly Griffin, Resident Service Coordinator presented on Keene Housing's Rent Reform and Resident Services Random Control (RCT) Study.

Secretary Meehan stated the total development cost for phase I of the Roosevelt School project exceeds the cap set by New Hampshire Housing Finance Authority (NHHFA). Cheshire Builders, Warren Street Architects, and staff already value engineered $1,000,000 in construction costs out the project. Keene Housing is submitting a total development cost waiver to NHHFA. Keene Housing has not yet received $1,000,000 in Congressionally Directed Funds from Congresswoman Annie Kuster's office. The target date to close on the Roosevelt School construction loan is by the end of May/early June.

Secretary Meehan invited Ms. Wright to review the Conflict of Interest Statements for Commissioners Morrison and Benson. Ms. Wright stated no potential conflicts were disclosed. Commissioner Morrison stated Monadnock Economic Development Corp. does not apply for Low Income Housing Tax Credits and if a potential conflict is presented, he will talk with Secretary Meehan and Chairperson Coates and recuse himself.

Chairperson Coates stated there have been a lot of changes in board composition this year and Vice Chairperson Bianco is retiring in June. Chairperson Coates will reach out to each Commissioner prior to next month's annual meeting to see who may be interested in filling the Vice Chairperson position.

Secretary Meehan invited Ms. Clark to give an update on Keene Housing's capital projects. Security camera installation at Harper Acres and Riverbend apartments will be done by the end of May. CK Landmark Construction Corporation is repairing and replacing siding, insulation, doors, windows, basement openings, porches, and exterior stairs at 25 Pine Street. Asphalt repairs and interior and exterior window washing at Stone Arch Village Senior are scheduled in May, in addition to several capital needs assessments at multiple properties.

MANAGEMENT REPORT:

There were no questions from the Board on the Management Report.

FINANCE REPORT:

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

NEW BUSINESS:

Resolution No. 770 - Approval of Exception Voucher Payment Standard for Ash Brook Apartments

The Keene Housing Board of Commissioners approves and adopts Keene Housing's Exception Voucher Payment Standard for Ash Brook Apartments in the amount of $1434.00 effective June 1, 2024 pursuant to the April 15, 2024 memorandum from Ellen Wishart, Voucher Program Manager to Joshua Meehan, Executive Director. Vice Chairperson Bianco moved the motion to approve the resolution. Commissioner Shaw seconded the motion, which upon being put to vote, was passed unanimously.

OLD BUSINESS:

No topics were presented.

PUBLIC COMMENT:

A Stone Arch Village Senior resident praised the maintenance team and said the employees are wonderful.

NON-PUBLIC SESSION:

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

Vice Chairperson 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 12:22 p.m.

Joshua Meehan, Secretary of Keene Housing Board of Commissioners

4/29/24
Date

Keene Housing

Resolution No. 771

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item:

   Approval of Election of Directors and Appointment of Officers

2. Date of Board Meeting: May 23, 2024

3. Proposed Board Resolution:

   That the Keene Housing Board of Commissioners adopts the Election of Directors and Appointment of Officers presented, pursuant to the May 10, 2024 memorandum from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director.

4. All Backup Attached? Yes X No ☐

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

5. Department Head Approval Signature Amy Wright Date: 5/10/24

6. Statement of availability of funds by Director of Finance

   Funds Budgeted and Available Yes ☐ No ☐ Source _____

   Director of Finance Approval Signature _____ Date: _____

7. Executive Director Approval Signature _____ Date: 5/10/24

Keene Housing

MEMORANDUM

To: Joshua Meehan, Executive Director
From: Amy Wright, Director of Administration
Subject: Election of Directors and Appointment of Officers
Date: May 10, 2024

This memorandum recommends that the Board of Commissioners adopt the slate of officers as presented below:

Chairperson: Chris Coates
Vice Chairperson: Emily Benson
Secretary: Joshua Meehan

Commissioners: Chris Coates, Emily Benson, Steve Bianco, Cody Morrison and Susan Shaw

RECOMMENDATION

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

Resolution: That the Keene Housing Board of Commissioners adopts the slate of officers as presented, pursuant to the May 10, 2024 memorandum from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director.

Keene Housing

Resolution No. 772

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item:

   Approval of Roosevelt East Transactions

2. Date of Board Meeting: May 23, 2024

3. Proposed Board Resolution:

   That the Keene Housing Board of Commissioners consent to and approve a series of resolutions necessary for the development of Roosevelt School East (see attached memorandum for full Resolution text).

4. All Backup Attached? Yes X No ☐

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

5. Department Head Approval Signature _____ Date: _____

6. Statement of availability of funds by Director of Finance

   Funds Budgeted and Available Yes ☑ No ☐ NA ☐ Source Project financing

   Director of Finance Approval Signature Linda Huff Date: 5/20/2024

7. Executive Director Approval Signature _____ Date: 5/17/2024

Keene Housing

MEMORANDUM

To: Board of Commissioners
From: Joshua R. Meehan, Executive Director
Subject: Approval of Roosevelt East Transactions
Date: May 17, 2024

This memorandum recommends that the Keene Housing Board of Commissioners authorize the Executive Director of Keene Housing (as defined below) to submit all applications and execute and deliver all closing documents pertaining to the Roosevelt East development, which is a so-called "Faircloth to RAD" development transaction, and authorize the Executive Director or his designee to take such other actions as the Executive Director deems necessary to carry out this resolution and closing.

RECOMMENDATION

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

Resolution: That the Keene Housing Board of Commissioners consent to and approve the following resolutions and each and every action effected thereby:

WHEREAS, Keene Housing, a public body corporate and politic, organized and existing under the laws of the State of New Hampshire ("Keene Housing"), through its instrumentality, Monadnock Affordable Housing Corporation, a New Hampshire nonprofit corporation ("MAHC"), is developing a low income housing complex of thirty (30) units located at 438 Washington Street, Keene, NH 03431, commonly known as Roosevelt East (the "Project");

WHEREAS, the Project will be owned by Roosevelt East Housing Associates Limited Partnership, a New Hampshire limited partnership (the "Owner");

WHEREAS MAHC is the sole member of Roosevelt Affordable Housing East, LLC, a New Hampshire limited liability company (the "General Partner"), which will be the general partner of the Owner;

WHEREAS, the Project is being developed through the United States Department of Housing and Urban Development ("HUD") Faircloth to RAD program, whereby all thirty (30) units will be developed as mixed-finance public housing and subsequently converted to Section 8 Project-Based Voucher ("PBV") assistance through the Rental Assistance Demonstration ("RAD") program following construction completion;

WHEREAS, pursuant to the requirements of the Faircloth to RAD program, Keene Housing will enter into (i) certain public housing mixed-finance documents at the construction finance closing, including a Regulatory and Operating Agreement, a Declaration of Restrictive Covenants, and a Mixed Finance Amendment to the Annual Contributions

Contract (collectively, the "Mixed Finance Documents"), and (ii) certain documents required by the RAD program following construction completion, including a RAD Use Agreement, Section 8 Project Based Voucher Housing Assistance Payments Contract ("HAP Contract"), and such other documents as required by HUD to facilitate the RAD conversion (collectively, the "RAD Documents" and together with the Mixed Finance Documents, the "HUD Documents");

WHEREAS, following the RAD conversion, Keene Housing will serve as the contract administrator for HAP Contract and will supplement the mixed-finance public housing rents with funds through its Moving to Work ("MTW") authority (the "Operating Subsidy");

WHEREAS, Keene Housing will also serve as the management agent for the Project pursuant to a management agreement and related materials with the Owner (collectively, "Management Documents");

WHEREAS, the New Hampshire Housing Finance Agency ("NHHFA") has awarded the Project 9% federal low-income housing tax credits in the annual amount of approximately $880,000 per year for ten years (the "LIHTCs") and, in return for such LIHTCs, Evernorth 481, Fund II Limited Partnership, a Maine limited partnership (the "Investor"), will provide approximately $7,391,261 in equity to the Project (the "LIHTC Equity");

WHEREAS, the Project will also be financed with (i) a first priority construction loan in the approximate amount of up to $8,100,000 from TD Bank, N.A.; (ii) a first priority permanent loan from NHHFA in the approximate amount of $1,725,000; (iii) a subordinate sponsor loan from MAHC in the approximate amount of $1,000,000; (iv) a subordinate residual subsidy loan from NHHFA in the approximate amount of $550,000; (v) a subordinate loan from MAHC funded with proceeds from a grant by the Northern Border Regional Commission in the approximate amount of $490,000; (vi) a subordinate loan from MAHC funded with proceeds from a Community Development Block Grant from the City of Keene in the approximate amount of $716,000; and (vii) deferred developer fee from MAHC or its affiliate in the approximate amount of $52,903 (collectively, the "Project Loans", and together with the LIHTC Equity, the "Project Financing");

WHEREAS, the Investor and lenders are requiring that Keene Housing provide certain guaranties in order to secure the Project Financing (the "Guaranties");

WHEREAS, the Keene Housing Board of Commissioners have determined that it is in the best interest of Keene Housing to undertake the Project and the transactions provided herein.

NOW, THEREFORE, BE IT RESOLVED THAT: The Keene Housing Board of Commissioners hereby authorizes and approves:

1. That Joshua Meehan, the Executive Director of Keene Housing ("Executive Director"), or his designee, is hereby authorized, empowered and directed, as applicable, to enter into, execute, deliver, and perform on behalf of Keene Housing, (i) HUD Documents and any applications in connection with the Faircloth to RAD program, (ii) documents evidencing and necessary to provide the Operating Subsidy, (iii) Management Documents, (iv) the Guaranties and any documents necessary to secure the Project Financing, and (v) any additional or ancillary documents, instruments, certifications, guarantees, contracts, and agreements required in connection therewith and to take such further actions to carry out the foregoing transactions and as the Executive Director may deem necessary in connection with the closing of the Project or related thereto;

2. That (i) the Executive Director or his designee is hereby authorized and directed, for and on behalf of Keene Housing, to execute, to acknowledge where required, to deliver to the parties entitled thereto, and to file where required, such agreements, documents, resolutions, certificates, and any other instruments, and to do and perform any and all such other acts and deeds, as the Executive Director may deem necessary or desirable in order to effect the purposes and intents of the foregoing resolutions, and the transactions contemplated thereby; and (ii) the execution and delivery of all agreements, documents, resolutions, certificates, and other instruments by the Executive Director or his designee, and taking of such actions by the Executive Director or his designee, on behalf of Keene Housing, shall be conclusive evidence of Keene Housing's approval or ratification, or both, thereof on its behalf;

3. That all actions taken prior to the date of this Resolution by the Executive Director, any of the other officers of Keene Housing or their respective designees on behalf of Keene Housing, acting singly or together, including but not limited to any of the actions authorized by this Resolution, are hereby ratified and confirmed as the valid actions of Keene Housing, effective as of the date such actions were taken.

Keene Housing

Resolution No. 773

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item:

   Approval of the FY 2023 Moving to Work Annual Report

2. Date of Board Meeting: May 23, 2024

3. Proposed Board Resolution:

   That the Keene Housing Board of Commissioners approve adoption of the FY 2023 Moving to Work Annual Report; authorize any technical corrections to the document; and authorize the submission of the final Report to HUD.

4. All Backup Attached? Yes X No ☐

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

5. Department Head Approval Signature _____ Date: _____

6. Statement of availability of funds by Director of Finance

   Funds Budgeted and Available Yes ☐ No ☐ NA ☑ Source _____

   Director of Finance Approval Signature NA Date: —

7. Executive Director Approval Signature _____ Date: 5/17/2024

Keene Housing

MEMORANDUM

To: Board of Commissioners
From: Joshua R. Meehan, Executive Director
Subject: Approval of the FY 2023 Moving to Work Annual Report
Date: May 17, 2024

This memorandum recommends that the Board of Commissioners approves the FY 2023 Moving to Work Annual Report.

The purpose of the Annual Report is to demonstrate that Keene Housing (KH) is meeting its statutory and contractual obligations as specified in the Amended and Restated Moving to Work (MTW) Agreement with the U.S. Department of Housing and Urban Development (HUD). KH accomplishes this by reporting the outcomes of each HUD approved MTW activity.

While we have many small and large MTW initiatives ongoing at any time, 2023 was the year we launched Homes for School, our Housing First Pilot in collaboration with the Keene School District (KSD). Thanks to a lot of hard work and tremendous teamwork between KH and KSD school and administrative staff, four homeless families from Symonds School and one from Franklin School were housed in 2023.

It's too early to see how being permanently housed will impact the children's academic performance and long-term socio-economic mobility, but we are very proud of what we've been able to do for these children so far and are seeing increases in participation this year.

RECOMMENDATION

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

> **Resolution:** Pursuant to the May 17, 2024 memorandum from Executive Director Joshua R. Meehan to the Keene Housing Board of Commissioners, the Board approve adoption of the FY 2023 Moving to Work Annual Report; authorize any technical corrections to the document; and authorize the submission of the final Report to HUD.

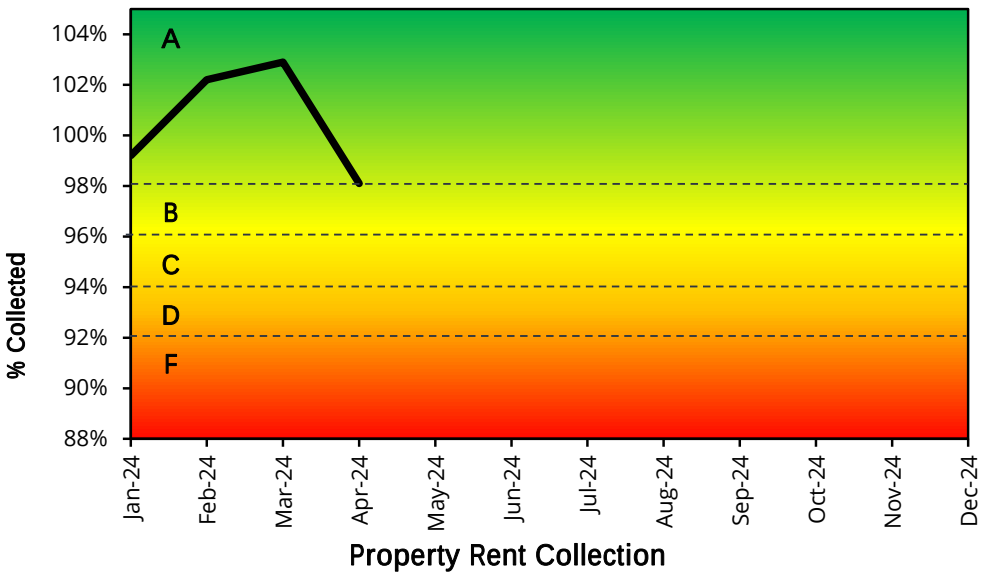
Keene Housing

MANAGEMENT REPORT
APRIL 2024

Residential Property Rent Collection Report
April 2024

Community	Month Billed	Month Collected	% Collected	Monthly Grade	YTD Billed	YTD Collected	% YTD Collected	YTD Grade
Ash Brook Apartments	$11,165	$11,369	101.8%	A	$45,168	$45,571	100.9%	A
Bennett Block	$6,739	$6,956	103.2%	A	$23,566	$23,953	101.6%	A
Brookbend East	$22,163	$22,374	100.9%	A	$80,817	$81,014	100.2%	A
Brookbend West	$18,640	$18,586	99.7%	A	$74,646	$77,655	104.0%	A
Central Square Terrace	$35,406	$35,421	100.0%	A	$140,059	$141,586	101.1%	A
Cottage Street	$1,211	$1,211	100.0%	A	$4,374	$4,374	100.0%	A
Evergreen Knoll LP	$20,879	$20,482	98.1%	A	$84,214	$83,863	99.6%	A
Forest View	$30,999	$26,507	85.5%	F	$117,481	$121,470	103.4%	A
Hampshire House	$5,632	$5,435	96.5%	B	$21,025	$21,360	101.6%	A
Harper Acres	$49,506	$49,274	99.5%	A	$189,924	$190,087	100.1%	A
Meadow Road Apartments	$7,994	$7,994	100.0%	A	$30,655	$30,713	100.2%	A
North and Gilsum	$21,305	$20,670	97.0%	B	$79,745	$79,846	100.1%	A
Riverbend Apartments	$13,012	$13,086	100.6%	A	$51,262	$51,262	100.0%	A
Scattered Sites	$12,279	$11,634	94.7%	C	$48,773	$49,304	101.1%	A
Scattered Sites 2	$19,131	$19,464	101.7%	A	$68,124	$67,390	98.9%	A
Stone Arch Village Family	$17,976	$17,462	97.1%	B	$71,439	$70,940	99.3%	A
Stone Arch Village Senior	$14,417	$14,524	100.7%	A	$57,615	$57,814	100.3%	A
Totals	**$308,454**	**$302,448**	**98.1%**	A	**$1,188,887**	**$1,198,201**	**100.8%**	A

Active Households Only

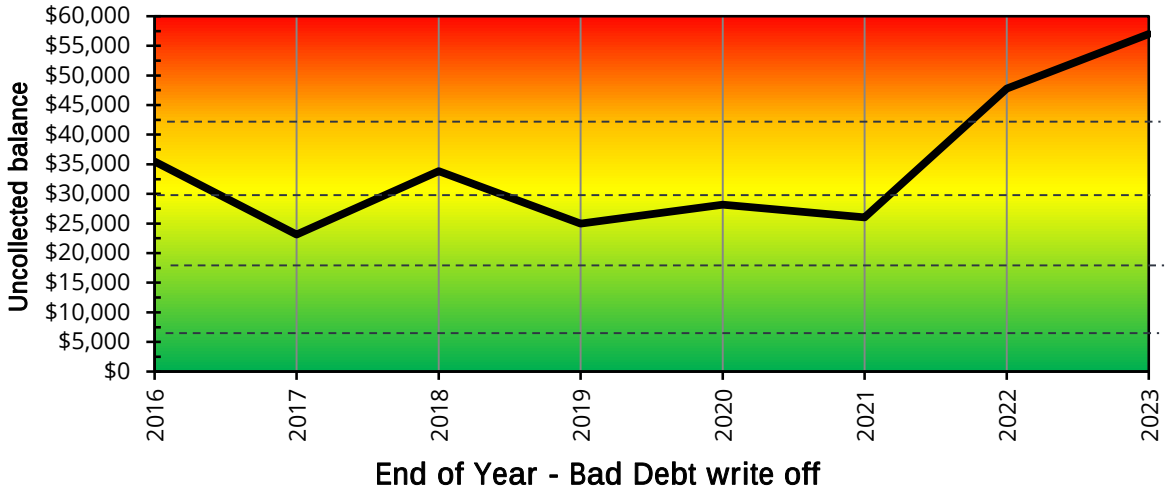


This report compares current tenant's rent billed to rent collected. The percent collected can exceed 100% when back rent is collected. Our goal is to collect at least 98% of rent billed.

Residential Property Uncollected Accounts - Inactive Tenants - Report
April 2024

Community	# of Households	Current	30 days	60 days	90 days	120 days and over	total
Ash Brook Apartments	1	($150)	$0	$0	$0	$0	($150)
Bennett Block	1	$0	$55	$0	$0	$0	$55
Brookbend East	1	$276	$271	$381	$291	$190	$1,409
Brookbend West	2	$0	$0	$0	$0	$640	$640
Central Square Terrace	1	$0	$0	$0	$0	$2,879	$2,879
Cottage Street	1	$0	$0	$0	$0	$513	$513
Emerald Street	0	$0	$0	$0	$0	$0	$0
Evergreen Knoll LP	5	$0	$0	$0	$35	$11,303	$11,338
Forest View	5	$0	$0	$0	$600	$2,598	$3,198
Hampshire House	4	$0	$0	$0	$374	$806	$1,180
Harper Acres	6	($147)	$0	$0	$0	$1,731	$1,584
Meadow Road Apartments	0	$0	$0	$0	$0	$0	$0
North and Gilsum	2	$0	$2,805	$1,282	$1,795	$13,840	$19,722
Riverbend Apartments	0	$0	$0	$0	$0	$0	$0
Scattered Sites	0	$0	$0	$0	$0	$0	$0
Scattered Sites 2	5	$0	$29	$306	$567	$1,695	$2,597
Stone Arch Village Family	1	$0	$0	$0	$0	$213	$213
Stone Arch Village Senior	0	$0	$0	$0	$0	$0	$0
Totals	**35**	**($21)**	**$3,160**	**$1,969**	**$3,662**	**$36,407**	**$45,177**

Inactive Households Only

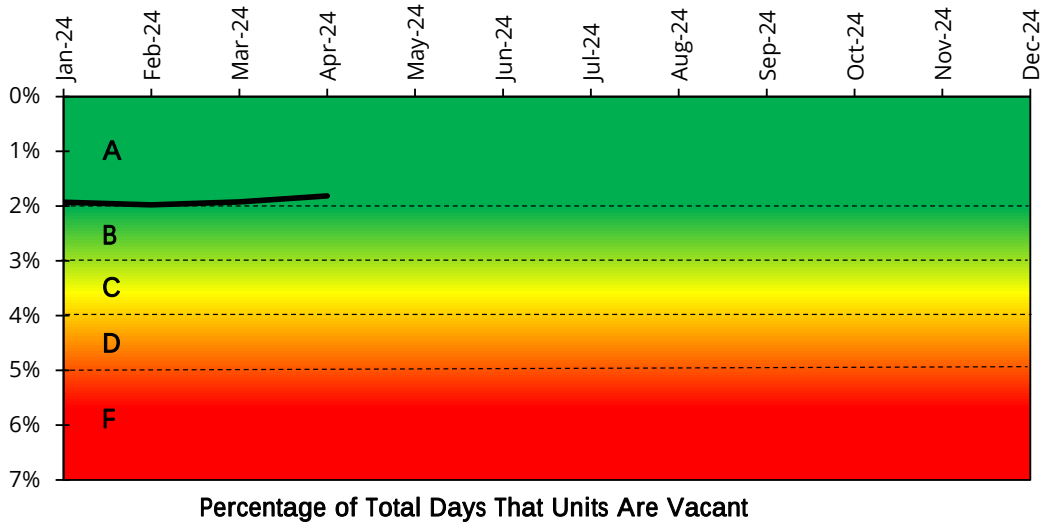


This report tracks the balance that is owed to KH and what remains upaid. Most of these tenants have moved from a KH property and are considered Inactive Tenants.

Monthly Vacancy Report

April 2024

Community	Units Available	Available Days	Vacant Days	Monthly Vacancy Percentage	Monthly Grade	YTD Vacancy Percentage	YTD Grade
Ash Brook Apartments	24	720	26	3.6%	**C**	1.5%	**A**
Bennett Block	14	420	4	1.0%	**A**	0.6%	**A**
Brookbend East	40	1200	0	0.0%	**A**	0.5%	**A**
Brookbend West	35	1050	0	0.0%	**A**	0.0%	**A**
Central Square Terrace	90	2700	69	2.6%	**B**	1.6%	**A**
Cottage Street	3	90	0	0.0%	**A**	16.3%	**F**
Evergreen Knoll LP	32	960	0	0.0%	**A**	3.5%	**C**
Forest View	38	1140	0	0.0%	**A**	1.1%	**A**
Hampshire House	18	540	49	9.1%	**F**	13.6%	**F**
Harper Acres	112	3360	58	1.7%	**A**	1.6%	**A**
Meadow Road Apartments	18	540	0	0.0%	**A**	0.0%	**A**
North and Gilsum	29	860	0	0.0%	**A**	1.2%	**A**
Riverbend Apartments	24	720	0	0.0%	**A**	0.0%	**A**
Scattered Sites	18	540	30	5.6%	**F**	1.4%	**A**
Scattered Sites 2	30	900	23	2.6%	**B**	4.7%	**D**
Stone Arch Village Family	24	720	0	0.0%	**A**	0.9%	**A**
Stone Arch Village Senior	33	990	0	0.0%	**A**	0.0%	**A**
Report Totals:	**582**	**17,450**	**259**	**1.5%**	**A**	**1.8%**	**A**

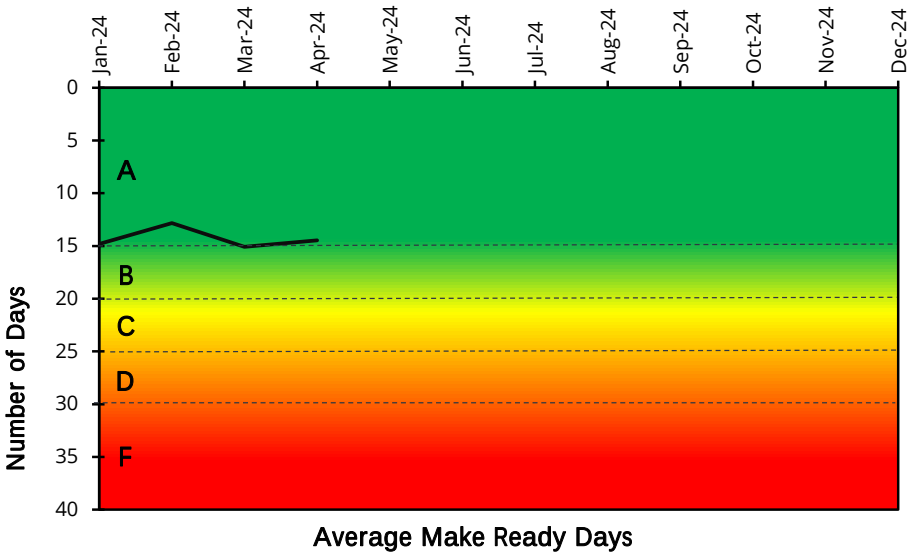


Percentage of Total Days That Units Are Vacant

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
April 2024

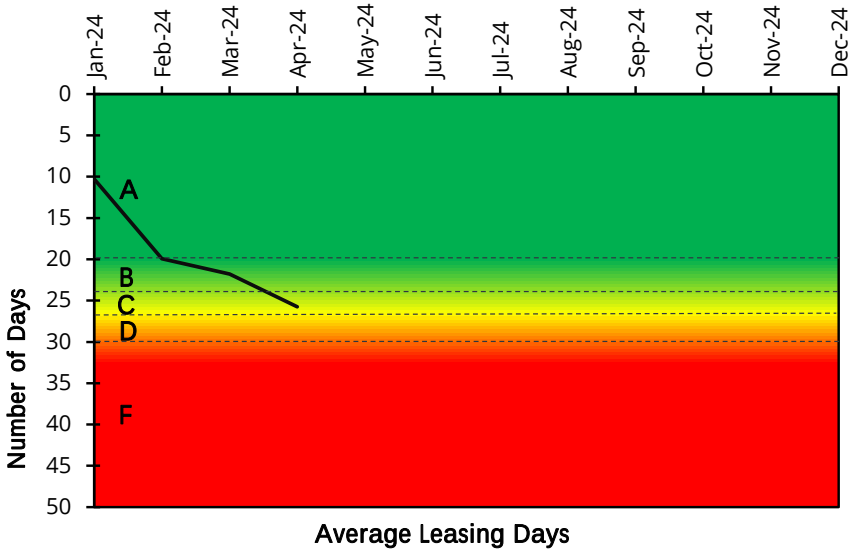
Community	Number of Units Made Ready	Avg. Make Ready Days	YTD Number of Units Made Ready	YTD Avg. Make Ready Days	YTD Grade
Ash Brook Apartments	1	22	2	20	**B**
Bennett Block	1	6	1	6	**A**
Brookbend East	0	-	1	10	**A**
Brookbend West	0	-	0	-	**NONE**
Central Square Terrace	2	13	3	11	**A**
Cottage Street	0	-	0	-	**NONE**
Evergreen Knoll LP	0	-	2	20	**B**
Forest View	0	-	3	16	**B**
Hampshire House	0	-	5	12	**A**
Harper Acres	2	11	7	10	**A**
Meadow Road Apartments	0	-	0	-	**NONE**
North and Gilsum	0	-	2	18	**B**
Riverbend Apartments	0	-	0	-	**NONE**
Scattered Sites	1	10	1	10	**A**
Scattered Sites 2	0	-	4	27	**D**
Stone Arch Village Family	0	-	1	9	**A**
Stone Arch Village Senior	0	-	0	-	**NONE**
Report Totals:	**7**	**12**	**32**	**14**	**A**



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

Leasing Days
April 2024

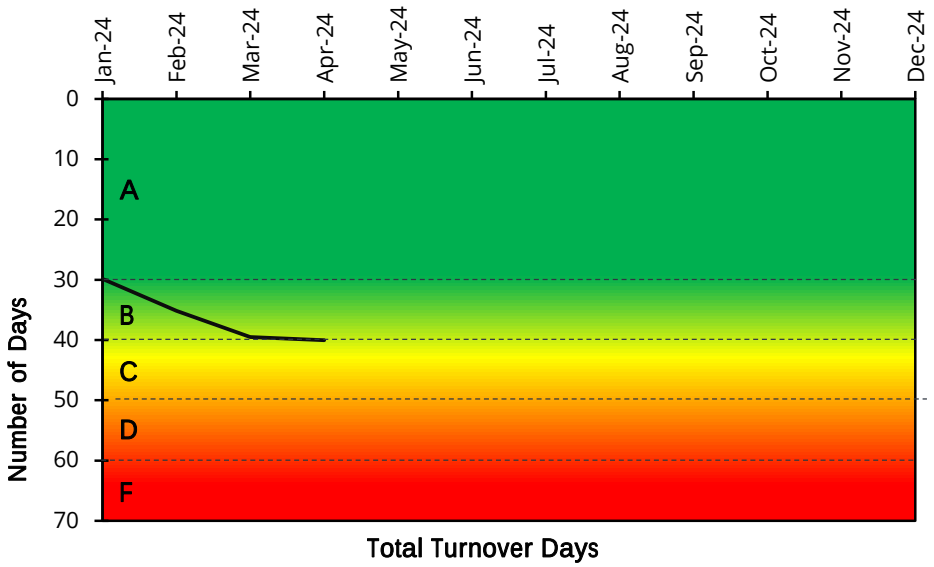
Community	Number of Units Leased	Average Leasing Days	YTD Number of Units Leased	YTD Avg Leasing Days	YTD Grade
Ash Brook Apartments	0	-	1	2	**A**
Bennett Block	1	4	1	4	**A**
Brookbend East	0	-	1	15	**A**
Brookbend West	0	-	0	-	**NONE**
Central Square Terrace	2	27	3	54	**F**
Cottage Street	0	-	1	81	**F**
Evergreen Knoll LP	1	69	3	64	**F**
Forest View	0	-	3	3	**A**
Hampshire House	3	57	5	43	**F**
Harper Acres	1	2	5	4	**A**
Meadow Road Apartments	0	-	0	-	**NONE**
North and Gilsum	1	2	3	3	**A**
Riverbend Apartments	0	-	0	-	**NONE**
Scattered Sites	0	-	0	-	**NONE**
Scattered Sites 2	1	45	5	19	**A**
Stone Arch Village Family	0	-	1	17	**A**
Stone Arch Village Senior	0	-	0	-	**NONE**
Report Totals:	**10**	**35**	**32**	**26**	**C**



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
April 2024

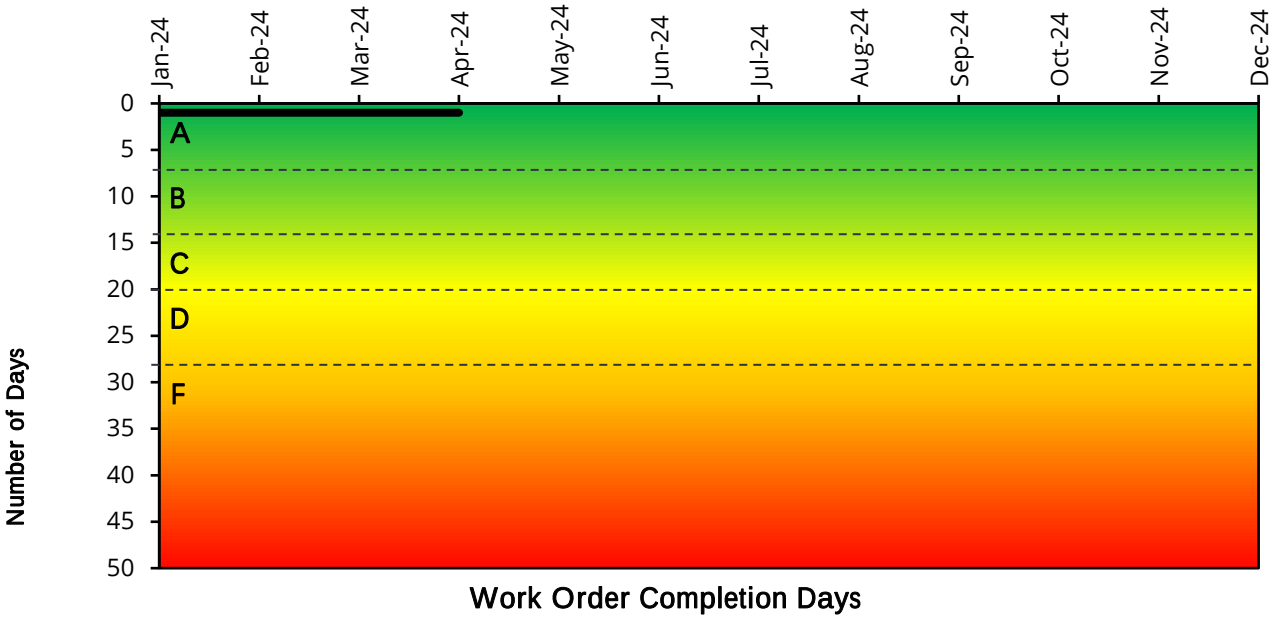
Community	Number of Units Turned in Month	Average Turnover Days	YTD Number of Units Turned	YTD Avg Turnover Days	YTD Grade
Ash Brook Apartments	0	-	1	18	**A**
Bennett Block	1	9	1	9	**A**
Brookbend East	0	-	1	24	**A**
Brookbend West	0	-	0	-	**NONE**
Central Square Terrace	2	37	3	68	**F**
Cottage Street	0	-	1	88	**F**
Evergreen Knoll LP	1	77	3	82	**F**
Forest View	0	-	3	18	**A**
Hampshire House	3	66	5	54	**D**
Harper Acres	1	2	5	12	**A**
Meadow Road Apartments	0	-	0	-	**NONE**
North and Gilsum	1	2	3	14	**A**
Riverbend Apartments	0	-	0	-	**NONE**
Scattered Sites	0	-	0	-	**NONE**
Scattered Sites 2	1	52	5	48	**C**
Stone Arch Village Family	0	-	1	25	**A**
Stone Arch Village Senior	0	-	0	-	**NONE**
Report Totals:	**10**	**41**	**32**	**40**	**C**



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
April 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	11	1	A	28	1	A
Bennett Block	14	1	A	46	1	A
Brookbend East	57	1	A	112	1	A
Brookbend West	46	1	A	86	1	A
Central Square Terrace	46	1	A	169	1	A
Cottage Street	1	0	A	4	2	A
Emerald Street House	12	1	A	27	1	A
Evergreen Knoll LP	21	1	A	59	1	A
Forest View	24	1	A	102	1	A
Hampshire House	1	1	A	22	1	A
Harper Acres	71	1	A	194	1	A
Keene Housing Main Office	3	0	A	16	1	A
Meadow Road	2	2	A	30	1	A
North and Gilsum	16	1	A	96	1	A
Riverbend Apartments	8	1	A	39	1	A
Scattered Sites	6	1	A	27	1	A
Scattered Sites 2	11	1	A	63	1	A
Stone Arch Village Family	18	1	A	65	1	A
Stone Arch Village Senior	40	1	A	123	1	A
Report Totals:	**408**	**1**	**A**	**1,308**	**1**	**A**



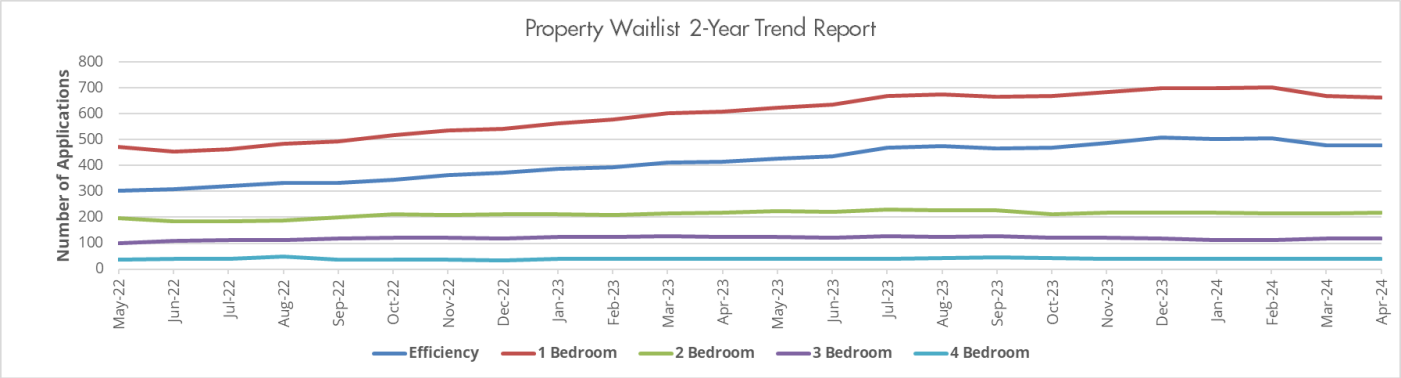
This report tracks the number of days it takes the Facilities and Assets team to complete non-emergency work orders. Our goal is to complete non-emergency work orders in 5 days or less.

Residential Property Emergency Work Order Completion Days
April 2024

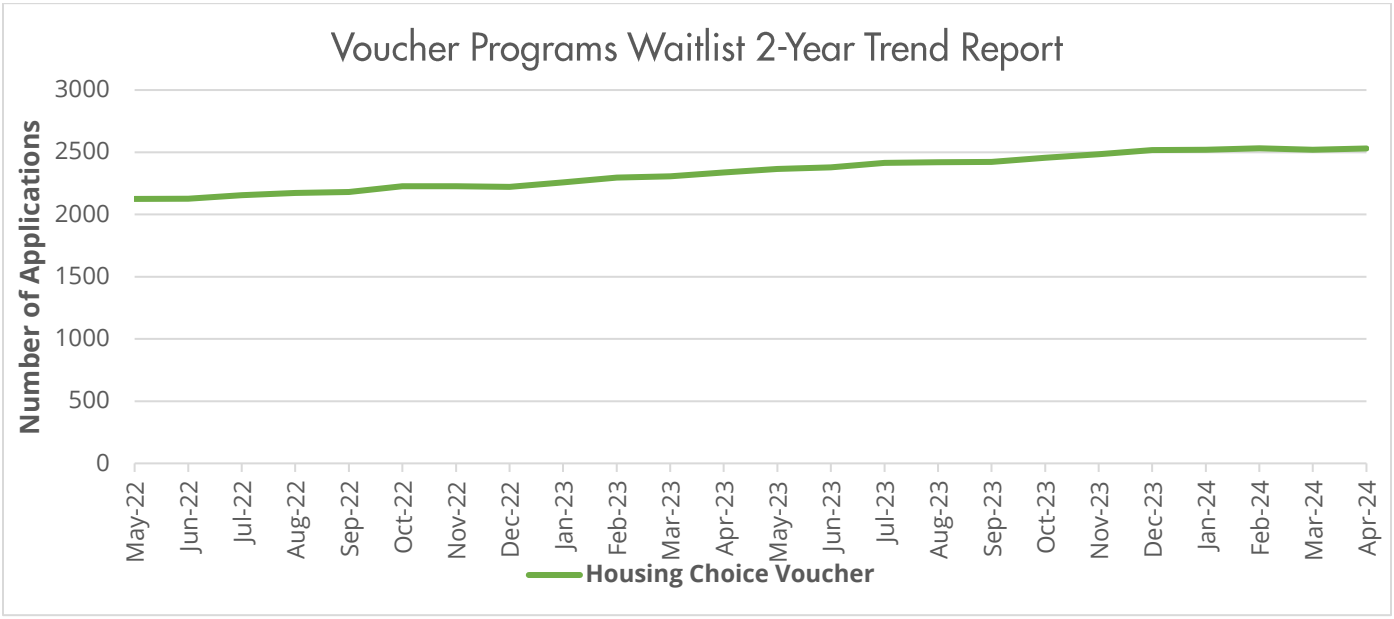
Community	Number of Work Orders	Average Days To Complete	Monthly Grade	YTD Number of Work Orders	YTD Average Days To Complete	YTD Grade
Ash Brook Apartments	-	-	NONE	1	0	P
Bennett Block	1	0	P	6	0	P
Brookbend East	2	0	P	2	0	P
Brookbend West	1	0	P	2	0	P
Central Square Terrace	4	0	P	15	0	P
Cottage Street	-	-	NONE	-	-	NONE
Emerald Street House	-	-	NONE	-	-	NONE
Evergreen Knoll LP	3	0	P	8	0	P
Forest View	2	0	P	6	0	P
Hampshire House	-	-	NONE	-	-	NONE
Harper Acres	9	0	P	25	0	P
Keene Housing Main Office	-	-	NONE	-	-	NONE
Meadow Road	-	-	NONE	5	0	P
North and Gilsum	3	0	P	14	0	P
Riverbend Apartments	-	-	NONE	8	0	P
Scattered Sites	-	-	NONE	4	0	P
Scattered Sites 2	2	0	P	10	0	P
Stone Arch Village Family	3	0	P	5	0	P
Stone Arch Village Senior	2	0	P	8	0	P
Report Totals:	**32**	**0**	**P**	**119**	**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
April 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	$550,299	$412,279	75%	590	$699	100%	592	$376	$138,020
February	$550,299	$417,975	76%	589	$710	99%	592	$875	$132,324
March	$550,299	$420,413	76%	585	$719	99%	592	$245	$129,886
April	$569,483	$444,837	78%	604	$736	98%	619	$560	$124,646
May									
June									
July									
August									
September									
October									
November									
December									
Total	$2,220,380	$1,695,504	76%	2368	$716	99%	2,395	$2,056	$524,876

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	$550,299	$401,345	73%	520	$772	88%	592	$376	$148,954
February	$550,299	$406,253	74%	522	$778	88%	592	$875	$144,046
March	$550,299	$411,367	75%	521	$790	88%	592	$245	$138,932
April	$569,483	$434,857	76%	537	$810	87%	619	$560	$134,626
May									
June									
July									
August									
September									
October									
November									
December									
Total	$2,220,380	$1,653,822	74%	2100	$787	88%	2,395	$2,056	$566,558

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	$25,443	$24,548	96%	27	$909	100%	27	$0	$895
April	-	-	-	-	-	-	-	-	-
May	-	-	-	-	-	-	-	-	-
June	-	-	-	-	-	-	-	-	-
July	-	-	-	-	-	-	-	-	-
August	-	-	-	-	-	-	-	-	-
September	-	-	-	-	-	-	-	-	-
October	-	-	-	-	-	-	-	-	-
November	-	-	-	-	-	-	-	-	-
December	-	-	-	-	-	-	-	-	-
Total	$77,541	$76,083	98%	80	$952	99%	81	$0	$1,458

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	$69,288	$66,247	96%	86	$770	86%	100	$185	$3,041
April	$69,288	$73,281	106%	90	$814	90%	100	$3,483	($3,993)
May									
June									
July									
August									
September									
October									
November									
December									
Total	$279,186	$272,098	97%	350	$777	88%	400	$3,668	$7,088

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	$61,944	$65,469	106%	82	$798	82%	100	$0	($3,525)
April	$61,944	$68,085	110%	85	$801	85%	100	$0	($6,141)
May									
June									
July									
August									
September									
October									
November									
December									
Total	$237,706	$260,466	110%	328	$794	82%	400	$2,100	($22,760)

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	$4,253	$4,253	0%	5	$851	42%	12	$0	$0
April	$3,431	$3,431	0%	5	$686	42%	12	$0	$0
May									
June									
July									
August									
September									
October									
November									
December									
Total	$11,647	$11,647	0%	18	$633	38%	48	$0	$0

Foster Youth to Independence

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$5,102	$5,251	96%	5	$1,050	100%	5	$0	$197
February	$5,096	$5,251	96%	5	$1,050	100%	5	$0	$197
March	$5,096	$5,251	98%	5	$1,050	100%	5	$0	$105
April	$5,096	$5,251	98%	5	$1,050	100%	5	$0	$105
May									
June									
July									
August									
September									
October									
November									
December									
Total	$20,390	$21,004	97%	20	$1,050	100%	20	$0	$604

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
APRIL 2024

Keene Housing	KEENE HOUSING Consolidated BALANCE SHEET - summary			
	Ending balance as of April 30, 2024	Ending balance as of December 31, 2023	$ Variance Incr / (Decr)	% Variance
ASSETS				
Total Current Assets	27,209,807	26,273,821	935,986	3%
Total Fixed Assets	58,773,657	58,971,756	(198,100)	0%
Total Other Assets	1,534,287	1,534,287	0	0%
Total Assets	**$87,517,751**	**$86,779,865**	**$737,886**	**1%**
LIABILITIES and EQUITY				
Total Current Liabilities	1,526,690	2,076,870	(550,180)	-36%
Total Long Term Liabilities	32,057,701	32,228,936	(171,234)	-1%
Total Liabilities	**$33,584,391**	**$34,305,806**	**($721,415)**	**-2%**
Total Equity	**$53,933,360**	**$52,474,059**	**$1,459,301**	**3%**
Total Liabilities & Equity	**$87,517,751**	**$86,779,865**	**$737,886**	**1%**

KEENE HOUSING AND COMPONENT UNIT ENTITIES			
Debt Current Ratio	8.19%	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 April 30, 2024	YTD Activity as of April 30, 2024	$ Variance (under) / over	% Variance
Total Operating Revenue	7,858,994	7,700,187	158,807	2%
Total Operating Expenses	6,108,495	6,333,009	(224,513)	-4%
NET OPERATING INCOME	**$1,750,498**	**$1,367,178**	**383,320**	**22%**

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

Non-Operating Expense	Actual	Budget	Variance	
Total Depreciation Expense	$922,446	$993,505	($71,058)	-8%

Keene Housing

KEENE HOUSING

INCOME STATEMENT CONSOLIDATED SUMMARY

	Actual	Budget	Variance	
	YTD Activity as of April 30, 2024	YTD Activity as of April 30, 2024	$ Variance (under)/over	% Variance
REVENUE				
Rents/HAP/Subsidy Income	5,988,857	6,020,988	(32,131)	-1%
MTW Non-HAP Income	212,211	456,040	(243,829)	-115%
Vacancy Loss	(36,959)	(22,927)	(14,032)	38%
Admin Fee Income	361,478	391,503	(30,025)	-8%
Managmeent Fees	256,608	236,488	20,120	8%
Interest Income	72,746	39,495	33,251	46%
Partnership/Incentive Fees	349,850	203,167	146,683	42%
Other Income	634,729	360,154	274,575	43%
Misc Tenant Income	19,474	15,280	4,194	22%
Total Revenue	$ 7,858,994	$ 7,700,187	$ 158,807	2%
EXPENSES				
Administrative	416,693	409,285	7,407	2%
Operational	223,696	220,943	2,753	1%
Payroll	1,144,494	1,337,188	(192,694)	-17%
Utilities	603,849	557,045	46,804	8%
Maintenance	587,143	585,022	2,121	0%
Taxes & Insurance	426,660	458,904	(32,244)	-8%
Interest	305,068	297,891	7,177	2%
Amortization of Finance Costs	-	1,808	(1,808)	0%
Tenant Programs	81,738	94,283	(12,546)	-15%
HAP	2,319,155	2,370,639	(51,483)	-2%
Total Operating Expenses	$ 6,108,495	$ 6,333,009	$ (224,513)	-4%
NET OPERATING INCOME	**$ 1,750,498**	**$ 1,367,178**	**$ 383,320**	**22%**

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 $1.8m, over budget by $383k.

OPERATING REVENUES are $7.9m a net increase of $158k as compared to the budget of $7.7m.

OPERATING EXPENSES are $6.1m a decrease of $224k as compared to the budget of $6.3m.

REVENUE	VARIANCES for Revenue categories (Less)/Higher than Budget	
Rent/HAP/Subsidy Income	(32,131)	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	(243,829)	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 $212k in 2024 at this point. The budget is $1,368k to transfer funds out.
Vacancy Loss	(14,032)	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	(30,025)	HUD Admin Fees are under budget. The Section 8 admin fees are under budget by $43k,(the actuals are based on the actual admin expensed each month). MS admin fee is over budget by $9k and Special Purpose Voucher admin fes is over budget by $5k.
Interest Income	33,251	Interest earned on operations and reserve balances.
Partnership/Incentive Fees	146,683	Over budget.
Management Fees	20,120	Over budget slightly across all properties.
Other Income	274,575	Other Income is higher than budget, There is a budget for an insurance claim payment of $476k and was received in March 2024.
Misc Tenant Income	4,194	On budget.
Total Operating Revenue	158,807	Higher than Budget

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

EXPENSES	VARIANCES for Expense categories (Less)/Higher than Budget	
Administrative/Operational	10,161	A number of expenses are on budget.
Payroll/Benefits	(192,694)	Benefit Expenses are under budget by $97. Salaries are under budget by $106k. There has been 4 vacancies and hires since 1/2024. Currently, there is only one vacancy.
Utilities	46,804	Fuel Expense and Water & Sewer are on budget. Electric is over budget by $34k (KAHP).
Maintenance	2,121	There are maintenance line items that are over budget by $62k . There are also a few maintenance line Items under budget by $111k.
Taxes & Insurance	(32,244)	Property Tax is under budget by $22k and Insurance are under budget by $20k.
Interest/Taxes/Amort/Investor Fee	5,368	
Tenant Programs	(12,546)	Tenant programs activities, internet assistance program and landlord incentive program.
HAP	(51,483)	HAP disbursements are under budget in the MTW voucher program by $15k, MS vouchers are over budget by $26k, NEDs vouchers are under budget by $63k.
Total Operating Expenses	(224,513)	Lower than Budget
Net Variance for Net Income	**$383,320**	**Higher than Budget**

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

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

KEENE HOUSING

INCOME STATEMENT - SUMMARY BY ENTITY

	ACTUALS	BUDGET	Changes Compared to Approved Budget		
	Operational Surplus/ (Deficit)	Operational Surplus/ (Deficit)	Revenue (Less)/Higher than budget	Expenses (Less)/Higher than budget	Notes on variances
KEENE HOUSING AND COMPONENT UNIT ENTITIES					
Central Office (Locals)	70,663	22,565	29,295 Higher Revenue	(18,803) Lower Expenses	
Monadnock Affordable (MAHC)	290,628	156,408	134,551 Higher Revenue	331 Higher Expenses	
Keene Affordable (KAHP)	660,219	317,007	415,108 Higher Revenue	71,896 Higher Expenses	
Meadow Road	31,154	15,333	5,917 Higher Revenue	(9,904) Lower Expenses	
Ash Brook Apartment	43,844	19,424	5,799 Higher Revenue	(18,620) Lower Expenses	
Emerald Street	11,782	706	774 Higher Revenue	(10,303) Lower Expenses	
Hampshire House	10,033	1,329	509 Higher Revenue	(20,359) Lower Expenses	
Cottage St Apartments	4,269	6,145	(4,487) Lower Revenue	(2,611) Lower Expenses	
Section 8 Voucher Program (MTW)	59,998	455,193	(452,543) Lower Revenue	(57,348) Lower Expenses	
Mainstream Voucher Program	(23,010)	(20,695)	14,865 Higher Revenue	17,180 Higher Expenses	
Special Purpose Vouchers (NEDs, AHPP,FYIP	(9,908)	(21,684)	(61,707) Lower Revenue	(73,483) Lower Expenses	
Riverbend (and LIHTC)	33,769	24,414	(1,022) Lower Revenue	(10,377) Lower Expenses	
TOTALS	$1,183,440	$976,146	$87,058 Higher Revenue	($132,401) Lower Expenses	
PARTNERSHIPS					
Low Income Tax Credits Properties (LIHTC)					
Evergreen Knoll	44,604	24,651	(1,344) Lower Revenue	(21,297) Lower Expenses	
Brookbend West	101,260	78,265	33,353 Higher Revenue	10,359 Higher Expenses	
Stone Arch Family	57,502	35,399	1,392 Higher Revenue	(20,711) Lower Expenses	
Stone Arch Senior	36,130	34,774	(11,656) Lower Revenue	(13,012) Lower Expenses	
LIHTC with 10/31 year ends					
Brookbend East	185,648	152,018	12,431 Higher Revenue	(21,199) Lower Expenses .	
Central Square (multifamily)	141,914	65,925	37,573 Higher Revenue	(38,417) Lower Expenses	
TOTALS	567,058	$391,032	$71,748 Higher Revenue	($104,277) Lower Expenses	
GRAND TOTALS	**1,750,498**	**1,367,178**	**158,807 Higher Revenue**	**(236,678) Lower Expenses**	

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

Keene Housing-Active Contracts

Type of Service	Vendor	Original Contract Dates	Current Expiration Date	Renewal Options	2024 ANNUAL Contract Limits	2024 ANNUAL Contract Specific Amounts
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)		$8,946
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)		
Snow Removal	Connecticut Valley Yard Works	10/01/22-05/01/24	5/1/2025	remaining renewal options:2 (2025, 2026)	Forestview & North & Gilsum	$57,474
Snow Removal	AGM Landscaping	10/01/22-05/01/24	5/1/2025	remaining renewal options:2 (2025, 2026)	BB,HH, Elm, Pine, Wes,Damon,AB,MR, BBE & Bw	$197,342
Snow Removal	Arlen Landscaping	10/01/22-05/01/24	5/1/2025	remaining renewal options:2 (2025, 2026)	Marlborough, Marlboro St, Dover, Water, Cottage , Rox Ct, ES	$24,308
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 1.4475/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	$73,100
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		
Snow Removal	C.M. Minkler	10/01/24-05/01/26	5/1/2026	remaining renewal options: 0	Harper Acres & Winchester Street	$34,000
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		

May 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 CST Bingo	2 CST Garden Meeting	3 Bennett Block Garden Meeting	4
5	6	7	8 CST Bingo SAVS Nutrition Group	9 CST Garden Meeting	10 Bennett Block Garden Meeting	11
12	13 Quarterly Staff Training Harper Planning Meeting CST Cooking Group	14 CST Planning Meeting & Craft Group	15 CST Bingo SAVS Nutrition Group, Planning Meeting & Craft Group	16 CST Garden Meeting Bennett Block Planning Meeting & Craft Group	17 Bennett Block Garden Meeting	18
19	20 Harper Weapons of Fraud Workshop	21	22 CST Bingo SAVS Nutrition Group	23 Annual Board of Commissioners Meeting CST Garden Meeting	24 Bennett Block Garden Meeting CST Vision Workshop	25
26	27 Office Closed Memorial Day	28	29 CST Bingo SAVS Nutrition Group	30 CST Garden Meeting	31 Bennett Block Garden Meeting	

Keene Housing

June 2024

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

Keene Housing