Keene Housing

Keene Housing
Board of Commissioners Meeting
May 22, 2025

Garden of Eatin' at Harper Acres

Meeting Location:

Keene Housing
831 Court Street
Keene, NH 03431

Keene Housing

Board of Commissioners Meeting
Thursday, May 22, 2025
Table of Contents

Agenda……1

April 17, 2025 Keene Housing Board Meeting Minutes……2

Approval of a Transfer of Keene Housing Funds to Monadnock Affordable Housing Corp……5

Approval of Election of Directors and Appointment of Officers……7

Approval of the Sale of Meadow Road Apartments to Monadnock Affordable Housing Corp……9

Management Report……11

Finance Report……24

Active Contract List……31

Keene Housing Calendar of Events……33

Keene Housing

BOARD OF COMMISSIONERS ANNUAL MEETING
THURSDAY, MAY 22, 2025
5:30 P.M.
KEENE HOUSING
831 COURT STREET, KEENE, NH

AGENDA

I. Call to Order

II. Roll Call

III. Approval of the April 17, 2025 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 a Transfer of Keene Housing Funds to Monadnock Affordable Housing Corporation (Resolution No. 793)

b. Approval of Election of Directors and Appointment of Officers (Resolution No. 794)

c. Approval of the Sale of Meadow Road Apartments to Monadnock Affordable Housing Corporation (Resolution No. 795)

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 17, 2025

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
Emily Benson, Vice Chairperson
Amy Lehr, Commissioner

Absent:

Cody Morrison, Commissioner
Susan Shaw, Commissioner

Also in attendance:

Joshua Meehan, Secretary
Linda Griffin, Director of Finance
Amy Wright, Director of Administration
Ellen Wishart, Director of Voucher Programs
Amy Crocker, Director of Housing
Kelly Griffin, Director of Resident Services
Sandy Clark, Director of Facilities and Assets
Nirosh Pituwala Liyana, Financial Analyst

MINUTES:

Chairperson Coates called for approval of the March 20, 2025 Board of Commissioners meeting minutes. Commissioner Lehr made a motion to approve the minutes. Commissioner Benson seconded the motion, which upon being put to vote, the minutes passed unanimously.

EXECUTIVE DIRECTOR'S REPORT:

Secretary Meehan thanked everyone who attended Linda Managones's retirement party. The party was well attended, and the *Keene Sentinel* published an article highlighting her career accomplishments.

Keene Housing was awarded a $750,000 Community Development Block Grant (CDBG) for Roosevelt School West. Although the project did not receive capital subsidy from New Hampshire Housing Finance Authority (NHHFA) due to lack of funds, it is anticipated that it will receive tax credits to support project costs. Preliminary approval from NHHFA has been received, with final confirmation expected shortly. At next month's Board meeting, the Commissioners will be asked to approve a transfer of funds from Keene Housing to Monadnock Affordable Housing Corporation (MAHC) to help fill the remaining funding gap. The MAHC Board will then authorize the sponsor loan.

Secretary Meehan met with a congressional staffer from Senator Shaheen's office today and they visited the Roosevelt School East/West construction site. While the $2 million in Congressionally Directed Spending may be delayed until the Fiscal Year 2026 budget, there is cautious optimism for its inclusion.

Five solar projects are underway, including the completed installation at Evergreen Knoll. Keene Housing applied for a $150,000 grant from the Community Development Finance Authority (CDFA) to close out funding for the $1.2 million solar project. If awarded, the

project will be nearly 100% grant funded. The state's Low and Moderate Income Solar Program, which provided $400,000 for this project, is being discontinued by the State Legislature, with program funds being redirected into the general fund due to state budget shortfalls. However, Keene Housing is well positioned to benefit from the Solar for All program, which includes $43.5 million for New Hampshire, with a specific allocation for public housing authorities. Efforts are underway to prepare Keene Housing to pursue solar expansion and battery storage funding opportunities under this program.

Secretary Meehan and several staff members are attending the upcoming Moving to Work (MTW) Conference in Washington, D.C., where both he and Kelly Griffin are presenting.

Planning for the next five-year strategic plan has commenced with Edgemere, and stakeholder interviews are in progress. A joint Board and staff strategic planning session is scheduled for June 17, 2025, from 9:30 a.m. to noon.

Secretary Meehan invited Ms. Clark to review Keene Housing's capital projects. Ms. Clark stated solar panel installation is complete at Evergreen Knoll and Stone Arch Family will begin in a few weeks. Lead remediation is underway across the properties formerly owned by Cheshire Housing Trust with a goal of receiving lead-free certificates for the entire portfolio.

MANAGEMENT REPORT:

Ms. Crocker and Ms. Wishart reviewed the Management Report.

FINANCE REPORT:

Ms. Griffin reviewed the consolidated financial operations and variances to budget.

OLD BUSINESS:

No topics were presented.

NEW BUSINESS:

Approval of Revised Employee Handbook (Resolution No. 792)

The Keene Housing Board of Commissioners adopts the revised Employee Handbook pursuant to the April 8, 2025 memorandum from Amy Wright, Director of Administration to Joshua Meehan, Executive Director. Commissioner Lehr moved the motion to approve the resolution. Commissioner Benson seconded the motion, which upon being put to vote, was passed unanimously.

Informational Memo: Safety/Risk Management Report

Ms. Wright reviewed the Safety/Risk Management Report outlined in the Informational Memo dated April 7, 2025.

Resident Services Quarterly Dashboard Report

Ms. Griffin reviewed the 1st quarter Resident Services Quarterly Dashboard Report.

MTW Housing Choice Voucher (HCV) Quarterly Dashboard Report

Ms. Griffin reviewed the MTW Housing Choice Voucher (HCV) Quarterly Dashboard Report dated April 8, 2025.

MTW Homes for School Quarterly Dashboard Report

Ms. Griffin reviewed the 1st quarter MTW Homes for School Quarterly Dashboard Report.

PUBLIC COMMENT:

No members of the public were present.

NON-PUBLIC SESSION:

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

Commissioner Lehr made a motion to adjourn the meeting. Commissioner Benson seconded the motion, which upon being put to vote, was passed unanimously. There being no further business, Chairperson Coates adjourned the Board meeting at 12:28 p.m.

Joshua Meehan, Secretary of Keene Housing Board of Commissioners

4/18/2025
Date

Keene Housing

Resolution No. 793

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item:

   Approval of a transfer of Keene Housing funds to Monadnock Affordable Housing Corporation.

2. Date of Board Meeting: 5/22/2025

3. Proposed Board Resolution:

   That the Keene Housing Board of Commissioners authorizes the transfer of up to $1,500,000 of Keene Housing funds to support the funding of the Roosevelt West project pursuant to the April 22, 2025 Memorandum from Linda Griffin, Director, Finance to Josh Meehan, Executive Director.

4. All Backup Attached?

   Yes XX No ☐

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

5. Department Head Approval Signature _____ Date: _____

6. Statement of availability of funds by Finance Director

   Funds Budgeted and Available Yes XX No __ Source Cash on hand

   Finance Director Approval Signature _____ Date: 4/22/2025

7. Executive Director Approval Signature _____ Date: 4/22/2025

Keene Housing

MEMORANDUM

To: Joshua R. Meehan, Executive Director
From: Linda Griffin, Finance Director
Subject: Transfer of cash from Keene Housing
Date: April 22, 2025

This memorandum recommends that the Keene Housing Board of Commissioners authorize the Executive Director of Keene Housing to transfer up to $1,500,000 of Keene Housing funds to Monadnock Affordable Housing Corporation (MAHC) to be used to support funding of the Roosevelt West Project owned by Roosevelt West Housing Associates Limited Partnership and authorize the Executive Director to take such actions deemed necessary to carry out this resolution.

RECOMMENDATION

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

Resolution: That the Keene Housing Board of Commissioners authorizes the transfer of up to $1,500,000 of Keene Housing funds to support the funding of the Roosevelt West project.

Keene Housing

Resolution No. 794

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 22, 2025

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 1, 2025 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: 5/1/2025

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: 5/5/25

Keene Housing

MEMORANDUM

To: Joshua Meehan, Executive Director
From: Amy Wright, Director of Administration AW
Subject: Election of Directors and Appointment of Officers
Date: May 1, 2025

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, Amy Lehr, 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 1, 2025 memorandum from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director.

Keene Housing

Resolution No. 795

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item:

   Approval of the sale of Meadow Road Apartments to Monadnock Affordable Housing Corporation.

2. Date of Board Meeting: 5/22/2025

3. Proposed Board Resolution:

   That the Keene Housing Board of Commissioners approves the sale of Meadow Road apartments and authorizes the Executive Director to execute all documents necessary to carry out the sale, pursuant to a memorandum dated May 5, 2025 from Linda Griffin, Director of Finance , to Joshua Meehan, President.

4. All Backup Attached?

   Yes XX No ☐

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

5. Department Head Approval Signature _____ Date: _____

6. Statement of availability of funds by Finance Director

   Funds Budgeted and Available Yes XX No __ Source N/A

   Finance Director Approval Signature _____ Date: 5/5/2025

7. Executive Director Approval Signature _____ Date: 5/5/2025

Keene Housing

MEMORANDUM

To: Joshua Meehan, Executive Director
From: Linda Griffin, Director of Finance
Subject: Proposed Sale of Meadow Road Apartments to Monadnock Affordable Housing Corp.
Date: May 5, 2025

This memorandum is provided to request the approval of the Keene Housing Board of Commissioners to sell Meadow Road Apartments to Monadnock Affordable Housing Corporation and to authorize the Executive Director to execute a Management Agreement with Keene Housing.

Summary of proposed Purchase and Sales Agreement:
Price: $0

Includes: (10) 2-Bedroom and (8) 3-Bedroom located at 82 Meadow Road in Keene
Operating Cash account and replacement reserves (about $191k as of 3/31/2025)

Closing costs: Seller and Buyer each to pay own costs

Following the purchase, MAHC would contract with Keene Housing for management and maintenance of Meadow Rd Apartments at 10% of rental income collected.

MAHC plans to enter into a Housing Assistance Payments (HAP) Contract with KH and continue to provide project based rental subsidies for all Meadow Rd apartments.

A request will be submitted to the City of Keene for property tax assessment consideration and ask that this property be added to the current agreement for other MAHC property. If approved, there would be a reduction of $10k in expense expected annually.

There is no debt to transfer or pay off on this real estate.

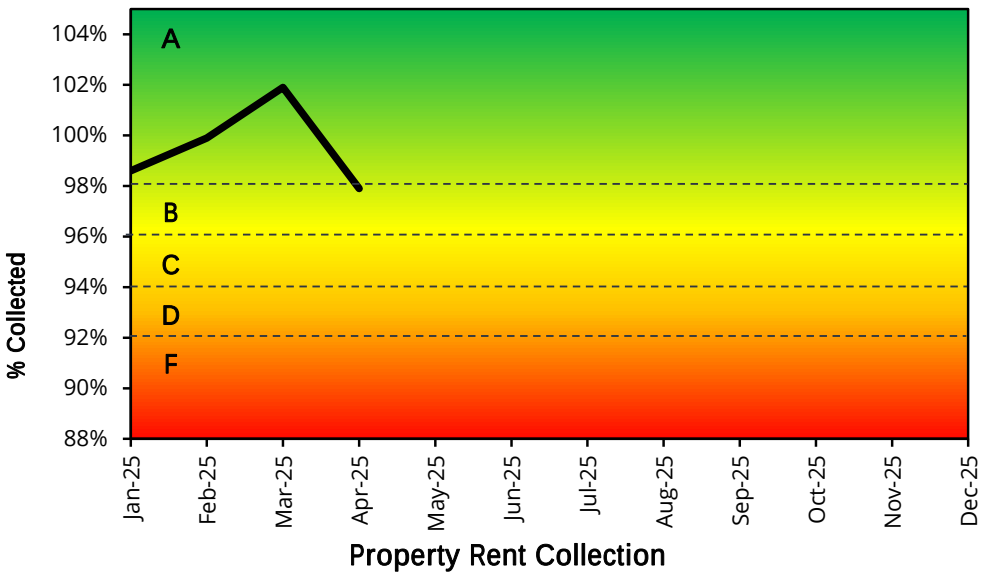
Keene Housing

MANAGEMENT REPORT
APRIL 2025

Residential Property Rent Collection Report
April 2025

Community	Month Billed	Month Collected	% Collected	Monthly Grade	YTD Billed	YTD Collected	% YTD Collected	YTD Grade
Ash Brook Apartments	$12,897	$13,042	101.1%	A	$51,662	$51,593	99.9%	A
Bennett Block	$7,266	$6,216	85.5%	F	$27,469	$26,361	96.0%	C
Brookbend East	$23,888	$21,441	89.8%	F	$96,719	$93,341	96.5%	B
Brookbend West	$17,347	$17,262	99.5%	A	$69,834	$73,096	104.7%	A
Central Square Terrace	$36,009	$35,165	97.7%	B	$143,668	$143,421	99.8%	A
Cottage Street	$1,128	$1,128	100.0%	A	$2,940	$2,940	100.0%	A
Evergreen Knoll LP	$19,474	$19,474	100.0%	A	$77,881	$78,442	100.7%	A
Forest View	$27,719	$26,276	94.8%	C	$109,168	$108,994	99.8%	A
Hampshire House	$5,840	$6,154	105.4%	A	$21,678	$22,040	101.7%	A
Harper Acres	$53,178	$52,890	99.5%	A	$208,484	$209,350	100.4%	A
Meadow Road Apartments	$12,110	$12,160	100.4%	A	$48,767	$49,130	100.7%	A
North and Gilsum	$21,840	$20,331	93.1%	D	$87,684	$83,133	94.8%	C
Riverbend Apartments	$14,234	$14,228	100.0%	A	$54,776	$55,089	100.6%	A
Scattered Sites	$13,441	$13,457	100.1%	A	$53,047	$53,339	100.6%	A
Scattered Sites 2	$13,108	$13,313	101.6%	A	$51,926	$52,716	101.5%	A
Stone Arch Village Family	$18,328	$18,485	100.9%	A	$73,249	$75,046	102.5%	A
Stone Arch Village Senior	$18,163	$18,189	100.1%	A	$70,162	$70,008	99.8%	A
Totals	**$315,970**	**$309,211**	**97.9%**	B	**$1,249,114**	**$1,248,039**	**99.9%**	A

Active Households Only

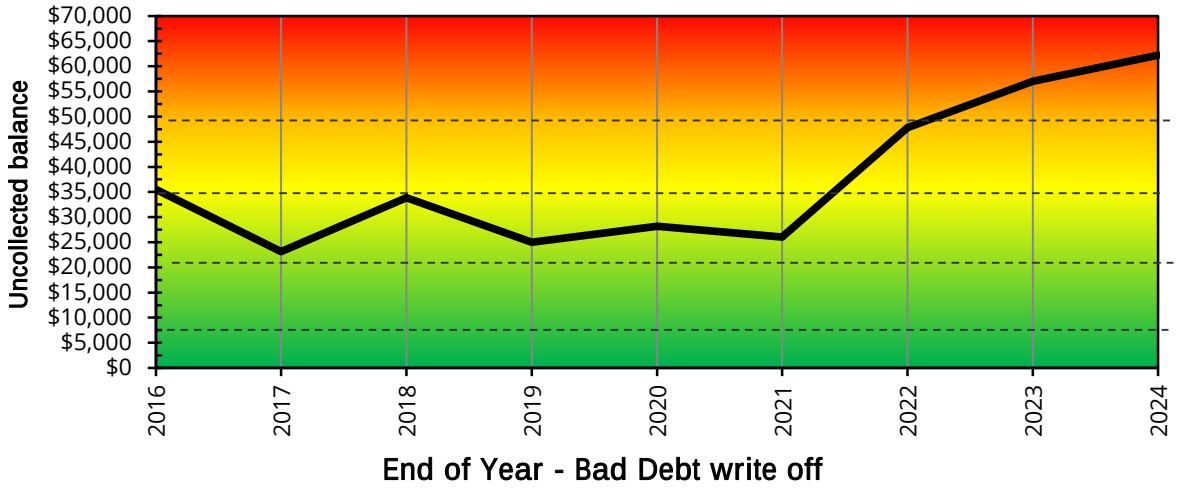


This report compares current tenant's rent billed to rent collected. The percent collected can exceed 100% when back rent is collected. Our goal is to collect at least 98% of rent billed.

Residential Property Uncollected Accounts - Inactive Tenants - Report
April 2025

Community	# of Households	Current	30 days	60 days	90 days	120 days and over	total
Ash Brook Apartments	0	$0	$0	$0	$0	$0	$0
Bennett Block	0	$0	$0	$0	$0	$0	$0
Brookbend East	3	$1,479	$1,479	$1,479	$1,178	$5,811	$11,426
Brookbend West	3	($398)	$1,493	$1,493	$1,493	$5,500	$9,581
Central Square Commercial	1	$0	$0	$0	$0	$1,431	$1,431
Cottage Street	1	$0	$119	$0	$0	$0	$119
Emerald Street	1	$0	$0	$0	$125	$98	$223
Evergreen Knoll LP	0	$0	$0	$0	$0	$0	$0
Forest View	3	($10)	$0	$0	$1,860	$6,607	$8,457
Hampshire House	3	$0	$0	$515	$0	$1,030	$1,545
Harper Acres	0	$0	$0	$0	$0	$0	$0
Meadow Road Apartments	0	$0	$0	$0	$0	$0	$0
North and Gilsum	7	($1)	$0	$0	$0	$6,636	$6,635
Riverbend Apartments	0	$0	$0	$0	$0	$0	$0
Scattered Sites	0	$0	$0	$0	$0	$0	$0
Scattered Sites 2	2	($3)	$0	$0	$0	$1,164	$1,161
Stone Arch Village Family	0	$0	$0	$0	$0	$0	$0
Stone Arch Village Senior	0	$0	$0	$0	$0	$0	$0
Totals	**24**	**$1,067**	**$3,091**	**$3,487**	**$4,656**	**$28,276**	**$40,577**

Inactive Households Only



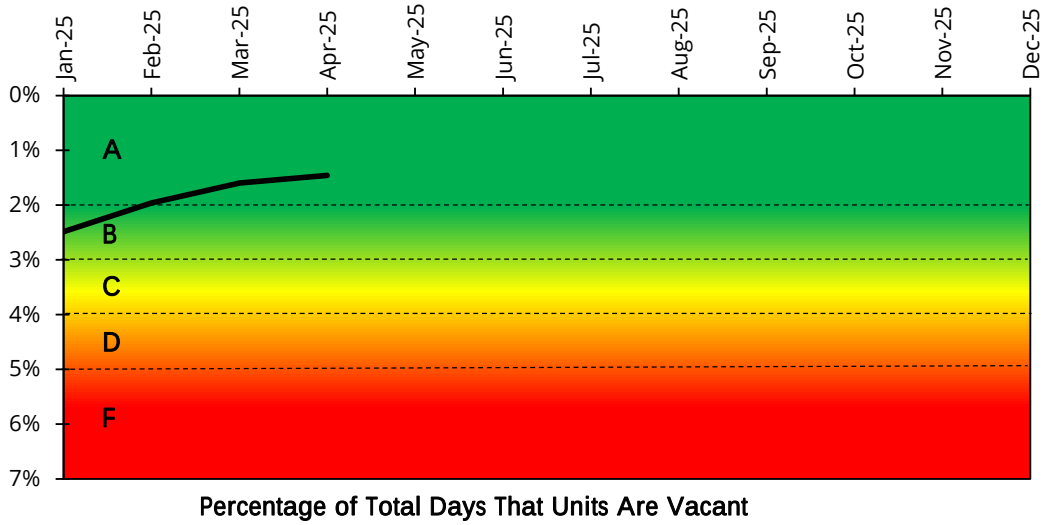
End of Year - Bad Debt write off

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 2025

Community	Units Available	Available Days	Vacant Days	Monthly Vacancy Percentage	Monthly Grade	YTD Vacancy Percentage	YTD Grade
Ash Brook Apartments	24	720	0	0.0%	**A**	0.0%	**A**
Bennett Block	14	420	0	0.0%	**A**	1.5%	**A**
Brookbend East	40	1200	17	1.4%	**A**	1.5%	**A**
Brookbend West	35	1050	8	0.8%	**A**	2.5%	**B**
Central Square Terrace	90	2700	0	0.0%	**A**	0.2%	**A**
Cottage Street	3	90	26	28.9%	**F**	7.2%	**F**
Evergreen Knoll LP	32	960	24	2.5%	**B**	0.6%	**A**
Forest View	38	1140	10	0.9%	**A**	1.1%	**A**
Hampshire House	18	540	31	5.7%	**F**	7.1%	**F**
Harper Acres	112	3360	30	0.9%	**A**	1.9%	**A**
Meadow Road Apartments	18	540	0	0.0%	**A**	1.1%	**A**
North and Gilsum	29	870	0	0.0%	**A**	2.1%	**B**
Riverbend Apartments	24	720	0	0.0%	**A**	0.5%	**A**
Scattered Sites	18	540	16	3.0%	**B**	0.7%	**A**
Scattered Sites 2	30	613	16	2.6%	**B**	4.0%	**C**
Stone Arch Village Family	24	720	0	0.0%	**A**	0.0%	**A**
Stone Arch Village Senior	33	990	0	0.0%	**A**	1.1%	**A**
Report Totals:	**582**	**17,173**	**178**	**1.0%**	**A**	**1.5%**	**A**

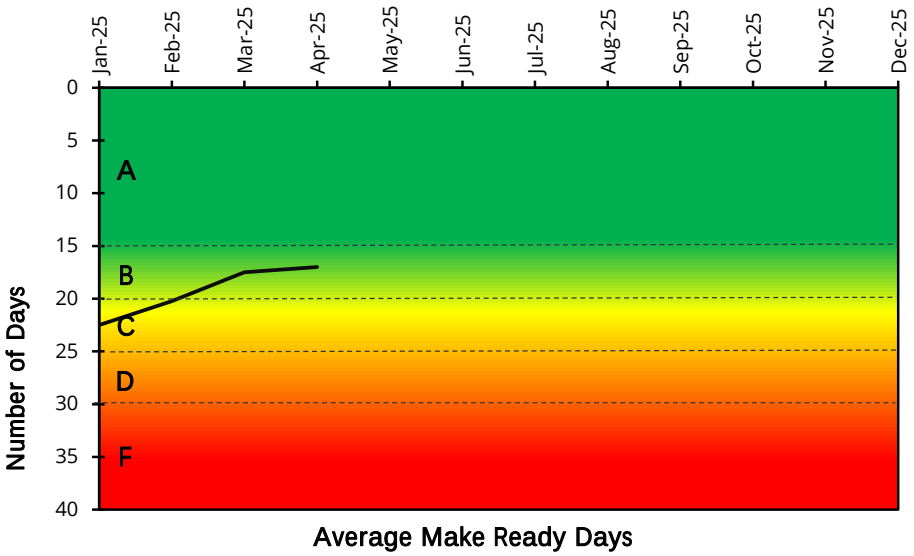


Percentage of Total Days That Units Are Vacant

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 2025

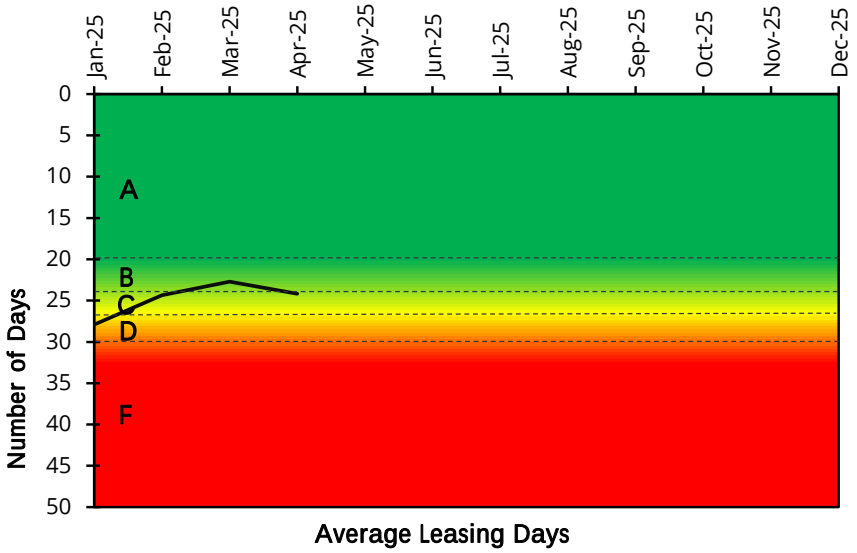
Community	Number of Units Made Ready	Avg. Make Ready Days	YTD Number of Units Made Ready	YTD Avg. Make Ready Days	YTD Grade
Ash Brook Apartments	0	-	0	-	**NONE**
Bennett Block	0	-	2	8	**A**
Brookbend East	0	-	2	16	**B**
Brookbend West	1	9	4	14	**A**
Central Square Terrace	0	-	1	5	**A**
Cottage Street	1	11	1	11	**A**
Evergreen Knoll LP	1	23	1	23	**C**
Forest View	1	36	2	26	**D**
Hampshire House	0	-	3	19	**B**
Harper Acres	0	-	3	13	**A**
Meadow Road Apartments	0	-	1	13	**A**
North and Gilsum	0	-	3	49	**F**
Riverbend Apartments	0	-	1	8	**A**
Scattered Sites	1	11	1	11	**A**
Scattered Sites 2	1	1	2	1	**A**
Stone Arch Village Family	0	-	0	-	**NONE**
Stone Arch Village Senior	0	-	1	12	**A**
Report Totals:	**6**	**15**	**28**	**17**	**B**



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 2025

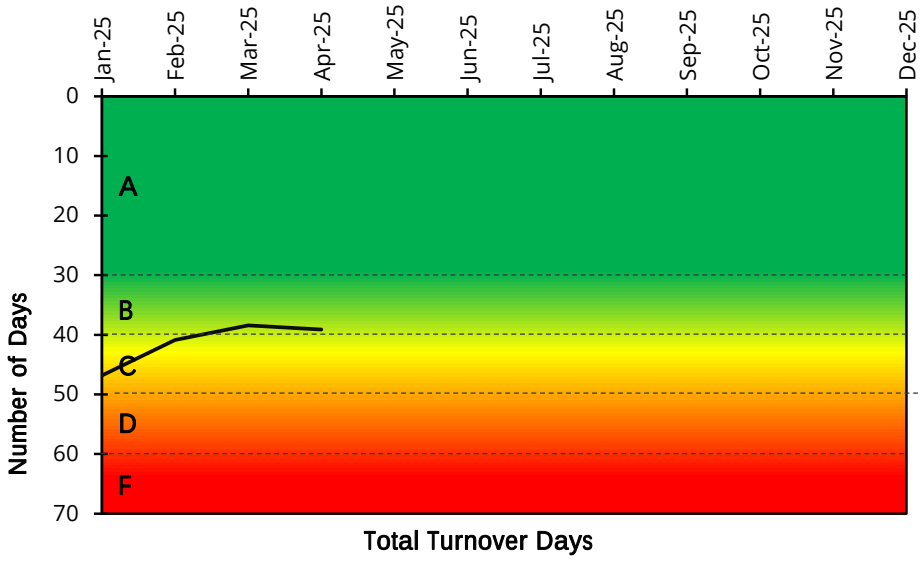
Community	Number of Units Leased	Average Leasing Days	YTD Number of Units Leased	YTD Avg Leasing Days	YTD Grade
Ash Brook Apartments	0	-	0	-	**NONE**
Bennett Block	0	-	2	4	**A**
Brookbend East	1	25	3	40	**F**
Brookbend West	0	-	4	27	**C**
Central Square Terrace	0	-	2	38	**F**
Cottage Street	1	4	1	4	**A**
Evergreen Knoll LP	1	3	1	3	**A**
Forest View	1	5	2	4	**A**
Hampshire House	2	61	3	49	**F**
Harper Acres	0	-	4	26	**C**
Meadow Road Apartments	0	-	1	11	**A**
North and Gilsum	0	-	3	13	**A**
Riverbend Apartments	0	-	1	4	**A**
Scattered Sites	1	5	1	5	**A**
Scattered Sites 2	1	65	2	46	**F**
Stone Arch Village Family	0	-	0	-	**NONE**
Stone Arch Village Senior	0	-	2	24	**B**
Report Totals:	**8**	**29**	**32**	**24**	**C**



This report tracks the number of days the Housing Department 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 2025

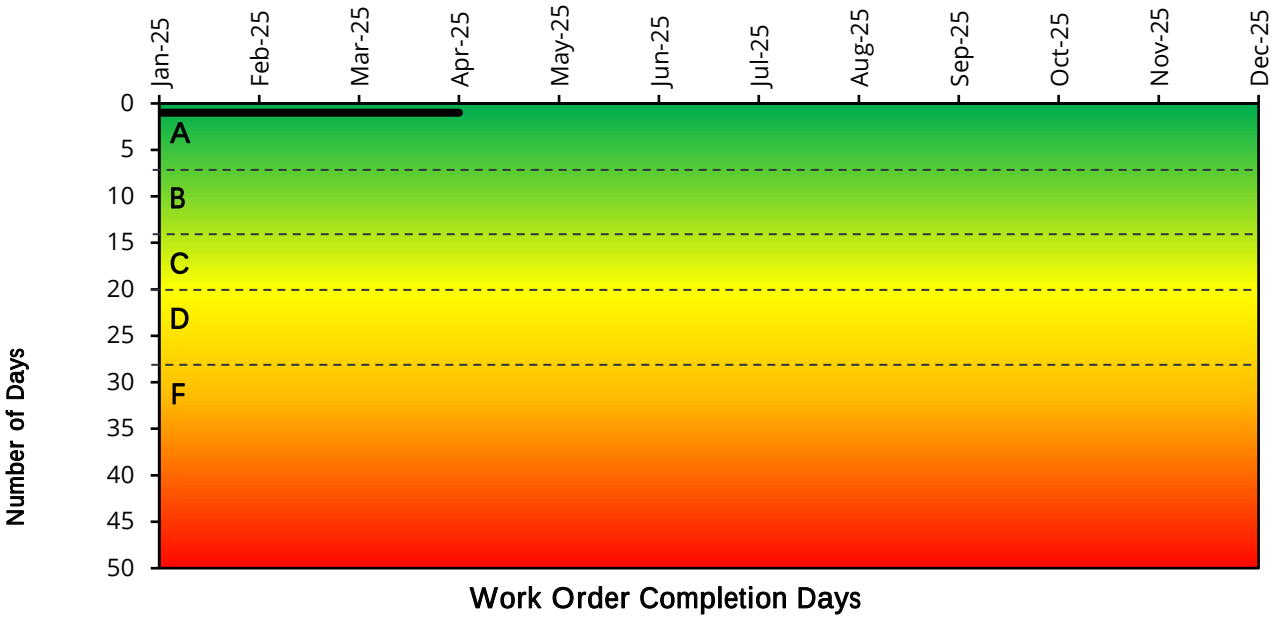
Community	Number of Units Turned in Month	Average Turnover Days	YTD Number of Units Turned	YTD Avg Turnover Days	YTD Grade
Ash Brook Apartments	0	-	0	-	**NONE**
Bennett Block	0	-	2	11	**A**
Brookbend East	1	26	3	51	**D**
Brookbend West	0	-	4	40	**B**
Central Square Terrace	0	-	2	43	**C**
Cottage Street	1	14	1	14	**A**
Evergreen Knoll LP	1	25	1	25	**A**
Forest View	1	40	2	28	**A**
Hampshire House	2	72	3	67	**F**
Harper Acres	0	-	4	35	**B**
Meadow Road Apartments	0	-	1	23	**A**
North and Gilsum	0	-	3	61	**F**
Riverbend Apartments	0	-	1	11	**A**
Scattered Sites	1	15	1	15	**A**
Scattered Sites 2	1	65	2	46	**C**
Stone Arch Village Family	0	-	0	-	**NONE**
Stone Arch Village Senior	0	-	2	38	**B**
Report Totals:	**8**	**41**	**32**	**39**	**B**



This report tracks the number of days it takes to refill a vacant unit, including F&A making the unit ready and the Housing Department 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 2025

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	7	0	A	31	1	A
Bennett Block	8	0	A	41	1	A
Brookbend East	15	1	A	87	1	A
Brookbend West	15	1	A	65	1	A
Central Square Terrace	42	0	A	231	1	A
Cottage Street	11	1	A	21	1	A
Emerald Street House	6	1	A	34	1	A
Evergreen Knoll LP	9	1	A	42	1	A
Forest View	27	1	A	118	1	A
Hampshire House	3	1	A	15	1	A
Harper Acres	43	1	A	160	1	A
Keene Housing Main Office	2	0	A	17	1	A
Meadow Road	5	1	A	33	1	A
North and Gilsum	21	1	A	93	1	A
Riverbend Apartments	8	1	A	31	1	A
Scattered Sites	15	1	A	44	1	A
Scattered Sites 2	17	1	A	44	1	A
Stone Arch Village Family	12	0	A	40	1	A
Stone Arch Village Senior	20	0	A	123	1	A
Report Totals:	**286**	**1**	**A**	**1,270**	**1**	**A**



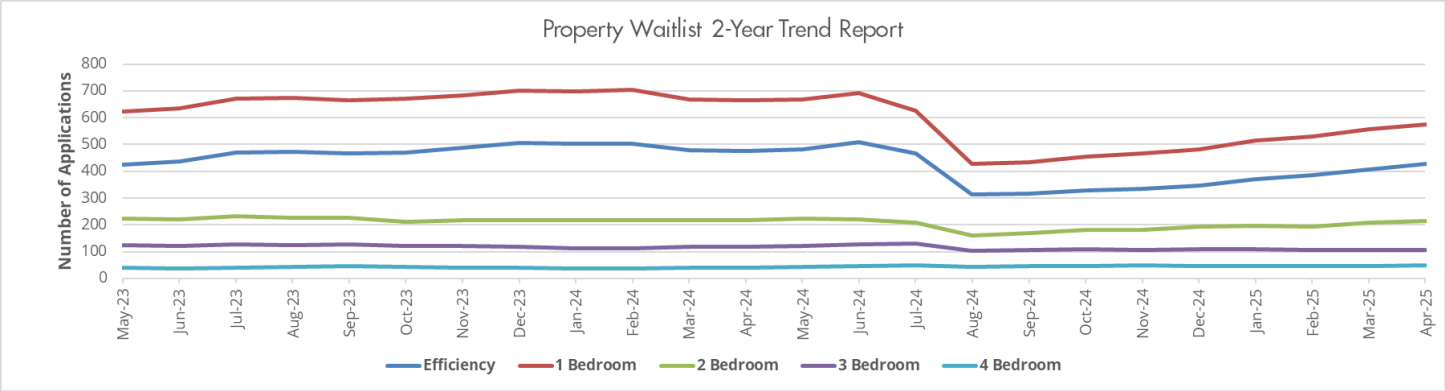
This report tracks the number of days it takes the Facilities and Assets team to complete non-emergency work orders. Our goal is to complete non-emergency work orders in 5 days or less.

Residential Property Emergency Work Order Completion Days
April 2025

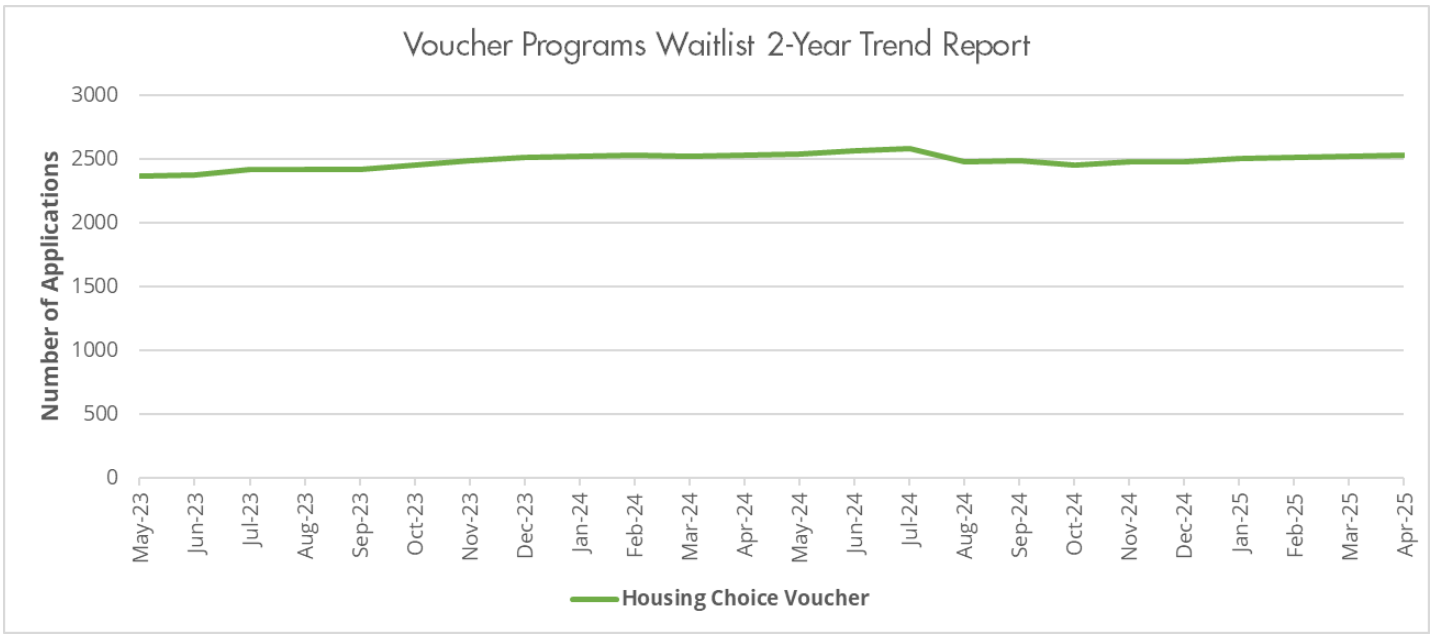
Community	Number of Work Orders	Average Days To Complete	Monthly Grade	YTD Number of Work Orders	YTD Average Days To Complete	YTD Grade
Ash Brook Apartments	-	-	NONE	6	0	P
Bennett Block	1	0	P	3	0	P
Brookbend East	-	-	NONE	1	0	P
Brookbend West	-	-	NONE	1	0	P
Central Square Terrace	2	0	P	15	0	P
Cottage Street	-	-	NONE	-	-	NONE
Emerald Street House	1	0	P	4	0	P
Evergreen Knoll LP	-	-	NONE	3	0	P
Forest View	5	0	P	15	0	P
Hampshire House	-	-	NONE	1	0	P
Harper Acres	9	0	P	33	0	P
Keene Housing Main Office	-	-	NONE	-	-	NONE
Meadow Road	-	-	NONE	6	0	P
North and Gilsum	-	-	NONE	6	0	P
Riverbend Apartments	1	0	P	1	0	P
Scattered Sites	1	0	P	2	0	P
Scattered Sites 2	-	-	NONE	6	0	P
Stone Arch Village Family	1	0	P	2	0	P
Stone Arch Village Senior	-	-	NONE	8	0	P
Report Totals:	**21**	**0**	**P**	**113**	**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 2025



*Waitlist purge completed in August 2024



FY 2025 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	$570,440	$461,939	81%	591	$782	95%	619	$402	$108,501
February	$570,440	$458,283	80%	591	$775	95%	619	$120	$112,157
March	$570,440	$473,528	83%	636	$745	103%	619	$461	$96,912
April	$662,080	$473,353	71%	631	$750	102%	619	$253	$188,727
May									
June									
July									
August									
September									
October									
November									
December									
Total	$2,373,400	$1,867,103	79%	2449	$763	99%	2,476	$1,236	$506,297

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	$570,440	$450,157	79%	519	$867	84%	619	$402	$120,283
February	$570,440	$447,392	78%	518	$864	84%	619	$120	$123,048
March	$570,440	$455,616	80%	518	$880	84%	619	$461	$114,824
April	$662,080	$454,048	69%	510	$890	82%	619	$253	$208,032
May									
June									
July									
August									
September									
October									
November									
December									
Total	$2,373,400	$1,807,213	76%	2065	$875	83%	2,476	$1,236	$566,187

Non-Elderly Disabled (NED)

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$73,009	$76,198	104%	96	$794	96%	100	$50	($3,189)
February	$73,009	$77,623	106%	98	$792	98%	100	$50	($4,614)
March	$75,127	$81,705	109%	98	$834	98%	100	$7,490	($6,578)
April	$75,127	$81,703	109%	97	$842	97%	100	$50	($6,576)
May									
June									
July									
August									
September									
October									
November									
December									
Total	$296,272	$317,229	107%	389	$815	97%	400	$7,640	($20,957)

Mainstream (MS)

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$77,187	$74,075	96%	89	$832	89%	100	$0	$3,112
February	$77,187	$75,087	97%	91	$825	91%	100	$0	$2,100
March	$76,861	$72,522	94%	92	$788	92%	100	$0	$4,339
April	$76,861	$80,508	105%	96	$839	96%	100	$0	($3,647)
May									
June									
July									
August									
September									
October									
November									
December									
Total	$308,096	$302,192	98%	368	$821	92%	400	$0	$5,904

Pathways

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$2,834	$2,834	0%	5	$567	42%	12	$0	$0
February	$2,829	$2,829	0%	6	$472	50%	12	$0	$0
March	$2,829	$2,829	0%	7	$404	58%	12	$0	$0
April	$4,919	$4,919	0%	6	$820	50%	12	$0	$0
May									
June									
July									
August									
September									
October									
November									
December									
Total	$13,411	$13,411	0%	24	$566	50%	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	$5,071	$4,068	64%	4	$1,017	80%	5	$0	$2,322
February	$5,071	$4,068	56%	4	$1,017	80%	5	$0	$3,184
March	$5,071	$4,068	62%	4	$1,017	80%	5	$0	$2,518
April	$7,062	$4,068	62%	4	$1,017	80%	5	$0	$2,518
May									
June									
July									
August									
September									
October									
November									
December									
Total	$22,275	$16,272	61%	16	$1,017	80%	20	$0	$10,542

FY25 utilization targets are 98% in NEDs, 98% in MS, 95% in MTW without THASP, and 103% in MTW with THASP.

2024 Summary			
Program	**UMA**	**UML**	**% UML**
NED	1200	1095	91
Mainstream	1200	1035	86
MTW w/THASP	7347	7316	100
MTW w/oTHASP	7347	6473	88

Keene Housing

FINANCE REPORT
APRIL 2025

Keene Housing	KEENE HOUSING Consolidated			
	BALANCE SHEET - summary			
	Ending balance as of April 30, 2025	Ending balance as of December 31, 2024	$ Variance Incr / (Decr)	% Variance
ASSETS				
Total Current Assets	29,026,265	27,315,398	1,710,867	6%
Total Fixed Assets	58,105,904	58,127,555	(21,651)	0%
Total Other Assets	1,539,944	1,539,944	0	0%
Total Assets	**$88,672,113**	**$86,982,897**	**$1,689,215**	**2%**
LIABILITIES and EQUITY				
Total Current Liabilities	1,642,873	1,308,915	333,957	20%
Total Long Term Liabilities	31,368,115	31,584,025	(215,910)	-1%
Total Liabilities	**$33,010,988**	**$32,892,940**	**$118,048**	**0%**
Total Equity	**$55,661,125**	**$54,089,957**	**$1,571,168**	**3%**
Total Liabilities & Equity	**$88,672,113**	**$86,982,897**	**$1,689,215**	**2%**

KEENE HOUSING AND COMPONENT UNIT ENTITIES			
Debt Current Ratio	8.49%	9.59%	

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, 2025	YTD Activity as of April 30, 2025	$ Variance (under)/over	% Variance
Total Operating Revenue	9,451,381	8,440,842	1,010,540	11%
Total Operating Expenses	6,562,218	6,971,379	(409,161)	-6%
NET OPERATING INCOME	**$2,889,163**	**$1,469,463**	**1,419,701**	**49%**

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

Non-Operating Expense	Actual	Budget	Variance	
Total Depreciation Expense	$997,169	$939,594	$57,575	6%

Keene Housing

KEENE HOUSING

INCOME STATEMENT CONSOLIDATED SUMMARY

	Actual	Budget	Variance	
	YTD Activity as of April 30, 2025	YTD Activity as of April 30, 2025	$ Variance (under)/over	% Variance
REVENUE				
Rents/HAP/Subsidy Income	6,529,375	6,724,645	(195,270)	-3%
MTW Non-HAP Income	597,265	221,859	375,406	63%
Vacancy Loss	(88,245)	(44,395)	(43,850)	50%
Admin Fee Income	403,346	424,201	(20,855)	-5%
Managmeent Fees	262,462	254,600	7,862	3%
Interest Income	36,102	42,472	(6,370)	-18%
Partnership/Incentive Fees	378,056	422,833	(44,777)	-12%
Other Income	1,297,749	373,336	924,413	71%
Misc Tenant Income	35,271	21,290	13,981	40%
Total Revenue	$ 9,451,381	$ 8,440,842	$ 1,010,540	11%
EXPENSES				
Administrative	422,562	438,680	(16,117)	-4%
Operational	185,593	256,081	(70,488)	-38%
Payroll	1,268,014	1,434,976	(166,962)	-13%
Utilities	580,882	622,704	(41,822)	-7%
Maintenance	650,549	702,111	(51,562)	-8%
Taxes & Insurance	487,025	464,864	22,161	5%
Interest	266,533	291,137	(24,604)	-9%
Partnerships fees	104,134	15,400	88,734	85%
Tenant Programs	98,932	93,714	5,218	5%
HAP	2,497,993	2,651,712	(153,719)	-6%
Total Operating Expenses	$ 6,562,218	$ 6,971,379	$ (409,161)	-6%
NET OPERATING INCOME	**$ 2,889,163**	**$ 1,469,463**	**$ 1,419,701**	**49%**

Keene Housing

KEENE HOUSING Consolidated

INCOME STATEMENT - variances

Actuals compared to Budget

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

NET INCOME (before depreciation) is $2.9m, over budget by $1.4m.

OPERATING REVENUES are $9.5m a net increase of $1m as compared to the budget of $8.4m.

OPERATING EXPENSES are $6.6m a decrease of $409k as compared to the budget of $7m.

REVENUE	VARIANCES for Revenue categories (Less)/Higher than Budget	
Rent/HAP/Subsidy Income	(195,270)	This budget is related to tenant rents, voucher subsidy, commerical rental income and is tracking a lower than budget at this point.
MTW Non-HAP Income	375,406	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 $575k in 2025 at this point. The annual budget is $665k to transfer funds out.
Vacancy Loss	(43,850)	The Vacancy Loss is a reduction to revenue (the actuals are higher than the budget then this is a decrease to revenue). KAHP has significant vacancy loss for the first four months of $54k which is over budget by $41k, related to units needing Lead Abatement.
Admin Fee Income	(20,855)	HUD Admin Fees are under budget. The Special Purpose Voucher admin fees are over budget by $2k,. MS admin fee is under budget by $22k and the Section 8 admin fees are under budget by $1k (the actuals are based on the actual admin expensed each month).
Interest Income	(6,370)	Interest earned on operations, reserve balances and investment income.
Partnership/Incentive Fees	(44,777)	The budget expected all fees to be received by April and most have been received. However, there is another $124k pending that is scheduled to be received in May and actuals will exceed the budget.
Management Fees	7,862	Over budget.
Other Income	924,413	Other Income is higher than the budget. MAHC has Grant Income from CDBG/NBRC/Invest NH of $549k which is related to Roosevelt East. These funds are being loaned to Roosevelt East and setup as a accounts receivable. There is other grant income coming from NH DOE for solar project for $75k so far. In addition, MAHC received a grant from Green Gap investment group of $410k to be used for an energy savings project.
Misc Tenant Income	13,981	Over budget.
Total Operating Revenue	1,010,540	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	(86,605)	Legal Expenses, Contracts Energy services, Software/Licensing are under budget and attributible to timing. These items are expected to be on budget for the year.
Payroll/Benefits	(166,962)	Benefit Expenses are under budget by $42k. Salaries are under budget by $125k, timing.
Utilities	(41,822)	Water & Sewer is under budget by $21k. Fuel is under budget by $13k. Electric is under budget by $7k.
Maintenance	(51,562)	There are maintenance line items that are under budget by $86k . There are also a few maintenance line Items over budget by $34k.
Taxes & Insurance	22,161	Property taxes are over budget by $25k. Mortgage Insurance are under budget by $5k, timing.
Interest/Taxes/Amort/Investor Fee	64,130	Investor incentive fees are over budget by $96k and Interest expenses are under budget by $33k.
Tenant Programs	5,218	On budget.
HAP	(153,719)	HAP disbursements are under budget in the MTW voucher program by $120k, MS vouchers are under budget by $21k. The NEDs vouchers are under budget by $12k.
Total Operating Expenses	(409,161)	Lower than Budget
Net Variance for Net Income	**$1,419,701**	**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)	90,207	67,327	50,570 Higher Revenue	27,690 Higher Expenses	
Monadnock Affordable (MAHC)	1,461,702	289,652	1,093,155 Higher Revenue	(78,894) Lower Expenses	
Keene Affordable (KAHP)	71,329	314,317	(278,325) Lower Revenue	(35,337) Lower Expenses	
Meadow Road	30,116	21,451	(4,079) Lower Revenue	(12,744) Lower Expenses	
Ash Brook Apartment	48,075	19,019	5,851 Higher Revenue	(23,206) Lower Expenses	
Emerald Street	9,384	9,323	459 Higher Revenue	398 Higher Expenses	
Hampshire House	13,424	780	719 Higher Revenue	(11,925) Lower Expenses	
Cottage St Apartments	3,430	2,134	929 Higher Revenue	(367) Lower Expenses	
Section 8 Voucher Program (MTW)	532,579	222,682	145,213 Higher Revenue	(164,683) Lower Expenses	
Mainstream Voucher Program	(19,419)	(8,188)	(38,397) Lower Revenue	(27,166) Lower Expenses	
Special Purpose Vouchers (NEDs, AHPP,FYI	(7,116)	(12,287)	(14,243) Lower Revenue	(19,414) Lower Expenses	
Riverbend (and LIHTC)	31,151	24,724	(4,715) Lower Revenue	(11,141) Lower Expenses	
TOTALS	$2,264,863	$950,935	$957,138 Higher Revenue	($356,790) Lower Expenses	
PARTNERSHIPS					
Low Income Tax Credits Properties (LIHTC)					
Evergreen Knoll	33,439	485	3,158 Higher Revenue	(29,795) Lower Expenses	
Brookbend West	96,604	76,422	12,374 Higher Revenue	(7,808) Lower Expenses	
Stone Arch Family	(16,588)	36,555	3,619 Higher Revenue	56,762 Higher Expenses	
Stone Arch Senior	15,523	19,708	3,918 Higher Revenue	8,103 Higher Expenses	
LIHTC with 10/31 year ends					
Brookbend East	181,408	141,546	11,385 Higher Revenue	(28,476) Lower Expenses .	
Central Square (multifamily)	313,914	243,811	18,947 Higher Revenue	(51,156) Lower Expenses	
TOTALS	624,301	$518,528	$53,401 Higher Revenue	($52,372) Lower Expenses	
GRAND TOTALS	**2,889,163**	**1,469,463**	**1,010,540 Higher Revenue**	**(409,161) Lower Expenses**	

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

Keene Housing-Active Contracts

Services Provided	Firm	Original Contract Dates	Expiring Contract Date	Contract Extension Options					Status
				2025	2026	2027	2028	2029	
IT Support	True North Networks/Visory	01/1/21-12/31/25	**12/31/2025**	-	-	-	-	-	
Subgrant Agreement (MTW)	Keene Housing Kids Collaborative	01/01/2021-12/31/2023	**12/31/2025**	-	-	-	-	-	
Electrity purchase/REC sales	Competitive Energery Serivces, LLC	1/22/2021-1/21/2026	**01/21/2026**	-	-	-	-	-	
Interpret Support	DT Interpreting	03/10/21-03/10/26	**03/10/2026**	-	-	-	-	-	
Snow Removal	C.M. Minkler	10/01/24-05/01/26	**05/01/2026**	-	-	-	-	-	
Audit Services	Otis Atwell	10/06/21-09/30/23	**09/30/2026**	-	-	-	-	-	
Development Consulting	TAG Associates	10/01/21-09/30/23	**09/30/2026**	-	-	-	-	-	
Development Consulting	Evernorth	10/01/21-09/30/23	**09/30/2026**	-	-	-	-	-	
Environmental Services	LE-Environmental	01/01/22-12/31/23	**12/31/2027**	-	-	-	-	-	
Background Checks software	MRI	01/01/24-12/31/24	**auto renew**	-	-	-	-	-	
Electrity purchase/PPA	Competitive Energery Serivces, LLC	3/1/2024-3/1/2029	**03/01/2029**	-	-	-	-	-	
Laundry Service - Bennet Block	CSC Service Works	07/08/24-07/07/29	**07/07/2029**	-	-	-	-	-	
Laundry Service - SAV Family	CSC Service Works	07/08/24-07/07/29	**07/07/2029**	-	-	-	-	-	
Laundry Service - Evergreen Knoll	CSC Service Works	08/01/2024-08/01/2029	**08/01/2029**	-	-	-	-	-	
Copier/Printer Leases	SymQuest/Konica Minolta	8/30/2024-08/29/2029	**08/29/2029**	-	-	-	-	-	
Program Fees from MAHC (KAHP)	Keene Housing Kids Collaborative	01/01/25-12/31/30	**12/31/2030**	-	-	-	-	-	
Program Fees from KH (BBE,BBW,MR,SAVF)	Keene Housing Kids Collaborative	01/01/25-12/31/30	**12/31/2030**	-	-	-	-	-	
Construction Contracts managed by architects									
Construction - 25 Pine St.	CK Landmark Construction//stevens & Assoc Architects		**05/31/2025**	-	-	-	-	-	
Construction - School St/Lead abatement	CK Landmark Construction//stevens & Assoc Architects		**08/31/2025**	-	-	-	-	-	
Construction - Roosevelt East	Cheshire Builders/Warrenstreet Architects		**01/31/2026**	-	-	-	-	-	
Construction - Roosevelt West	Cheshire Builders/Warrenstreet Architects		**01/31/2028**	-	-	-	-	-	
Contracts with remaining extensions/renewals options									
Janitorial	Jan-Pro Cleaning Systems	06/24/22-06/23/23	**06/22/2025**	2 year renewal	-	-	-	-	
Heating/AC/AH	Gary Jackson Heating	09/16/21-09/15/23	**09/15/2025**	1 year renewal	-	-	-	-	
Printing/Binding	Silver Direct	11/01/22-10/31/25	**10/31/2025**	1 year renewal	1 year renewal	-	-	-	
Legal - RE & Landlord/Tenant Law	Bragdon, Dowd & Kossayda	11/01/22-10/31/25	**10/31/2025**	1 year renewal	1 year renewal	-	-	-	
Legal - RE Law & Federal Reg	Ballard Spahr	11/01/22-10/31/25	**10/31/2025**	1 year renewal	1 year renewal	-	-	-	

Keene Housing-Active Contracts

Services Provided	Firm	Original Contract Dates	Expiring Contract Date	Contract Extension Options					Status
				2025	2026	2027	2028	2029	
Legal - RE Law & Federal Reg	Reno Cavanaugh	11/01/22-10/31/25	**10/31/2025**	1 year renewal	1 year renewal	-	-	-	
Legal - RE Law & Federal Reg	Sheehan Phinney Bass & Green	11/01/22-10/31/25	**10/31/2025**	1 year renewal	1 year renewal	-	-	-	
Legal - RE Law & Federal Reg	Hawkins Delafield & Wood	11/01/22-11/30/25	**10/31/2025**	1 year renewal	1 year renewal	-	-	-	
Legal - RE Law & Federal Reg	PretiFlaherty	11/01/22-11/30/25	**10/31/2025**	1 year renewal	1 year renewal	-	-	-	
Legal - Labor & Employment Law	Sheehan Phinney Bass & Green	12/01/22-11/30/25	**11/30/2025**	1 year renewal	1 year renewal	-	-	-	
Lawn Care	AGM Landscaping	04/01/23-11/30/23	**11/30/2025**	2 year renewal	-	-	-	-	
Lawn Care	Arlen Landscaping	04/01/23-11/30/23	**11/30/2025**	2 year renewal	-	-	-	-	
Lawn Care	Homegrown Lawn Garden & Landsca	04/01/23-11/30/23	**11/30/2025**	2 year renewal	-	-	-	-	
Graphic Design	Silver Direct	02/01/24-01/31/26	**01/31/2026**	-	1 year renewal	1 year renewal	1 year renewal	-	
Propane Gas Heating Services	L&G Propane	06/24/22-06/23/25	**04/30/2026**	-	1 year renewal	-	-	-	
Trash Removal	Waste Management	05/01/22-04/30/25	**04/30/2026**	-	1 year renewal	-	-	-	
Electrical Services	Elm City Electric	05/15/22-05/14/25	**05/14/2026**	-	1 year renewal	-	-	-	
Snow Removal	Connecticut Valley Yard Works	10/01/22-05/01/24	**05/30/2026**	-	1 year renewal	-	-	-	
Snow Removal	AGM Landscaping	10/01/22-05/01/24	**05/30/2026**	-	1 year renewal	-	-	-	
Snow Removal	Arlen Landscaping	10/01/22-05/01/24	**05/30/2026**	-	1 year renewal	-	-	-	
Architect/Engineering Services	Stevens & Associates	07/01/24-06/30/26	**06/30/2026**	-	3 year renewal	-	-	-	
Architect/Engineering Services	Warrenstreet Architects	07/01/24-06/30/26	**06/30/2026**	-	3 year renewal	-	-	-	
Architect/Engineering Services	CJ Architects	07/01/24-06/30/26	**06/30/2026**	-	3 year renewal	-	-	-	
Architect/Engineering Services	Banwell Architects	07/01/24-06/30/26	**06/30/2026**	-	3 year renewal	-	-	-	
Admin Support from KH	Keene Housing Kids Collaborative	01/01/25-12/31/26	**12/31/2026**	-	1 year renewal	1 year renewal	1 year renewal	-	
Technical Assistance	Edgemere Consulting	02/01/24-01/31/27	**01/31/2027**	-	-	1 year renewal	1 year renewal	-	
Energy Consulting Services	Weston & Sampson Engineers, Inc.,	02/24/25-02/23/27	**02/23/2027**	-	-	3 year renewal	-	-	
Capital Needs Assessment	Right-Trak Design, Inc	02/10/25-02/09/28	**02/09/2028**	-	-	-	2 year renewal	-	
Elevator Service	Pine State Elevator	3/14/2025-03/13/2030	**03/13/2030**	-	-	-	-	-	

May 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 SAVS Bingo	6 NHHFA Management Review Cottage Street	7 Staff Training w/ Jermaine Moore CST Bingo	8	9	10
11	12 SAVS Bingo	13	14 CST Bingo SAVS Walk w/ Ease Workshop	15	16	17
18	19 SAVS Bingo Harper Activities Planning Meeting & Craft Group	20 NHHFA Management Review Brookbend West CST Craft Group	21 CST Bingo SAVS Walk w/ Ease Workshop SAVS Activities Planning Meeting	22 Board of Commissioners Annual Meeting Bennett Craft Group	23 Harper Art Class	24
25	26 Office Closed Memorial Day	27	28 CST Bingo SAVS Walk w/ Ease Workshop	29	30	31

Keene Housing

June 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 SAVS Bingo	3	4 CST Bingo	5	6	7
8	9 SAVS Bingo	10	11 CST Bingo SAVS Walk w/ Ease Workshop	12	13	14
15	16 SAVS Bingo Harper Craft Group	17 Strategic Planning Meeting w/ Staff and Commissioners CST Craft Group	18 CST Bingo SAVS Walk w/ Ease Workshop SAVS Craft Group	19 Office Closed Juneteenth	20	21
22	23 SAVS Bingo Harper Activities Planning Meeting	24 CST Activities Planning Meeting	25 CST Bingo SAVS Walk w/ Ease Workshop SAVS Activities Planning Meeting	26 Board of Commissioners Meeting Bennett Activities Planning Meeting	27	28
29	30 SAVS Bingo					

Keene Housing