Keene Housing

Keene Housing
Board of Commissioners Meeting
September 18, 2025

Staff Appreciation Picnic

Meeting Location:

Central Square Terrace
5 Central Square
Keene, NH 03431

Keene Housing

Board of Commissioners Meeting
Thursday, September 18, 2025
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Keene Housing

BOARD OF COMMISSIONERS MEETING
THURSDAY, SEPTEMBER 18, 2025
12:00 P.M.
CENTRAL SQUARE TERRACE
5 CENTRAL SQUARE, KEENE, NH

AGENDA

I. Call to Order

II. Roll Call

III. Approval of the August 21, 2025 Keene Housing Board Meeting Minutes

IV. Executive Director's Report

V. Management Report

VI. Voucher Department Report

VII. Finance Report

VIII. Old Business

IX. New Business

a. Keene Housing Kids Collaborative Update

b. Approval of Roosevelt West Transactions (Resolution No. 801)

c. Approval of Annual Independent Audit Report for Keene Housing (Resolution No. 802)

d. Approval of Fiscal Year 2026 Moving to Work (MTW) Annual Plan (Resolution No. 803)

X. Public Comment

XI. 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).

XII. Adjournment

Minutes of the Keene Housing Board of Commissioners Meeting
Thursday, August 21, 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
Susan Shaw, Commissioner

Absent:

Amy Lehr, Commissioner
Cody Morrison, Commissioner

Also in attendance:

Joshua Meehan, Secretary
Linda Griffin, Director of Finance
Amy Wright, Director of Administration
Ellen Wishart, Director of Voucher Programs
Kelly Griffin, Director of Resident Services
Sandy Clark, Director of Facilities and Assets
Dawn Smith, Property Manager
Justin Measley, Principal of CliftonLarsonAllen LLP

MINUTES:

Chairperson Coates called for approval of the June 26, 2025 Board of Commissioners meeting minutes. Vice Chairperson Benson 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 the proposed Fiscal Year 2026 federal budget is more favorable than originally expected. He cautioned that House and Senate negotiations will most likely extend beyond October, resulting in a Continuing Resolution (CR) likely to last into early 2026.

Secretary Meehan stated the bipartisan ROAD to Housing Act is a step toward addressing the nation's affordable housing crisis, however the bill's provisions regarding Moving to Work (MTW) undermine MTW's core principles of local flexibility, community-driven solutions, and empowering housing authorities to improve outcomes for residents and increase the supply of affordable housing. Keene Housing is joining the MTW Collaborative, Council of Large Public Housing Authorities (CLPHA) and the National Association of Housing and Redevelopment Officials (NAHRO) in urging Congress not to adopt the MTW provisions as written.

Secretary Meehan announced four of Keene Housing's five summer solar projects are completed with Ash Brook starting next week. Secretary Meehan stated the Solar for All program was rescinded by the Trump administration. This eliminates a key funding source for Keene Housing's long-term goal of reaching carbon neutrality by 2035.

Secretary Meehan updated the Commissioners on the Jaffrey land acquisition. The sellers, who are also developing market-rate duplexes on the site, had originally agreed to get all town approvals and extend utilities to the property line as part of the purchase price. Keene Housing's development requires three-phase power while the seller's duplexes only require single phase power. Bringing three phase power to the property line may add unexpected cost to the seller's, in which case KH and the sellers may renegotiate the purchase price to account for the unexpected additional cost to the seller. The Option to Purchase agreement is being extended to the end of September to allow both parties time to quantify the any additional costs associated with bringing three phase power to the property and to revise the purchase price if reasonable and agreeable to both parties.

The closing of Roosevelt West is estimated to be late September or early October. Once financing is finalized, Cheshire Builders will be given Notice to Proceed. Secretary Meehan recognized Linda Griffin and staff across multiple departments for their substantial contributions in assembling the extensive documentation required for funding applications and construction loan closing.

Secretary Meehan stated he was contacted by a developer regarding a proposal to relocate the Emerald Street casino to a site currently occupied by Toy City on Key Road, next to the Keene Cinemas. The site is adjacent to Keene Housing's Ash Brook and Brookbend properties and it may require a variance from the City of Keene. The Commissioners and Secretary Meehan discussed the potential risks and benefits of having a casino abutting Ash Brook Apartments and the Brookbends.

Secretary Meehan invited the Commissioners to join Keene Housing's Staff Appreciation Picnic beginning at noon on September 10th.

Secretary Meehan invited Sandy Clark to review Keene Housing's ongoing efforts in emergency preparedness. Ms. Clark stated Keene Housing has yet to finalize a fully comprehensive emergency response plan but has steadily built capacity through practical measures, trainings and communications with the City. Generators have been installed at Stone Arch Village Senior, 105 Castle Street, and will be installed at Roosevelt East. In addition, Keene Housing has portable generators, sump pumps in flood-prone properties, and the City of Keene pledged to provide buses for evacuations if needed. While more work remains to be done, she believes Keene Housing is better positioned today than in prior years to respond to natural disasters.

Ms. Clark reviewed Keene Housing's capital projects. Roosevelt East and West remain the top priorities, with West nearing closing and construction expected to begin shortly thereafter. Lead remediation is wrapping up at Pine Street and School Street, with a larger scattered-sites project starting in September. Unit turnover remains high, with seven turnovers underway and sixteen on the horizon.

MANAGEMENT REPORT:

Secretary Meehan reviewed the Management Report.

VOUCHER DEPARTMENT REPORT:

Ms. Wishart reviewed the Voucher Department Report.

FINANCE REPORT:

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

OLD BUSINESS:

No topics were presented.

NEW BUSINESS:

Presentation of Keene Housing's Audited Financials by CliftonLarsonAllen LLP

Justin Measley, Principal of CliftonLarsonAllen LLP presented a summary of Keene Housing's audited 2024 financial statements. The Agency has a very strong balance sheet, and the financial statements are presented in accordance with generally accepted accounting principles. There were no findings.

Approval of Project/Contract for Scattered Sites II Lead Remediation (Resolution No. 799)

The Keene Housing Board of Commissioners authorizes the 2025/2026 Scattered Sites II Project, using MTW funds for preservation and modernization (including lead paint remediation); and authorizes the contract be awarded to CK Landmark Construction. The funding approved is not to exceed $850,000.00. Chairperson Coates moved the motion to approve the resolution. Vice Chairperson Benson seconded the motion, which upon being put to vote, was passed unanimously.

Approval of Transfer Non-HAP MTW Funds to Monadnock Affordable Housing Corporation (Resolution No. 800)

The Keene Housing Board of Commissioners authorizes the transfer of up to $450,000 of eligible non-HAP MTW funds to be used to purchase property for the Jaffrey Housing Project pursuant to the August 18, 2025 memorandum from Linda Griffin, Director of Finance to Josh Meehan, Executive Director and authorizes the Executive Director to take such actions deemed necessary to carry out this resolution. Vice Chairperson Benson moved the motion to approve the resolution as amended. Commissioner Shaw seconded the motion, which upon being put to vote, was passed unanimously.

Informational Memo: Safety/Risk Management Report

Ms. Wright reviewed the Safety/Risk Management Report outlined in the Informational Memo dated June 23, 2025.

Resident Services Quarterly Dashboard Report

Ms. Griffin reviewed the 2nd quarter Resident Services Dashboard Report.

MTW THRIVE Quarterly Dashboard Report

Ms. Griffin reviewed the 2nd quarter MTW THRIVE Dashboard Report. Ms. Griffin made note of how few THRIVE participants are rent burdened and the increasing incomes year over year.

MTW Homes for School Quarterly Dashboard Report

Ms. Griffin reviewed the 2nd quarter MTW Homes for School 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 Shaw made a motion to adjourn the meeting. Vice Chairperson 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 1:33 p.m.

Joshua Meehan, Secretary of Keene Housing Board of Commissioners

8/29/2025

Date

Keene Housing

Resolution No. 801

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item: Approval of Roosevelt West Transactions

2. Date of Board Meeting: 09/18/2025

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 West project pursuant to the September 12, 2025 Memorandum from Josh Meehan, Executive Director (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 Finance Manager

Funds Budgeted and Available Yes☐ No X Source: Project Funding

Finance Manager Approval Signature _____ Date: 9/11/2025

7. Executive Director Approval Signature _____ Date: 9/11/2025

Keene Housing

MEMORANDUM

To: Board of Commissioners
From: Joshua Meehan, Executive Director
Subject: Approval of Roosevelt West Transactions
Date: September 12, 2025

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 West development, which is a so-called "Restore-Rebuild" (formerly, 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 West (the "Project");

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

WHEREAS, MAHC is the sole member of Roosevelt Affordable Housing West, 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") Retore-Rebuild 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 Restore-Rebuild 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 4% federal low income housing tax credits in the annual amount of approximately $559,553 per year for ten years (the "LIHTCs") and, in return for such LIHTCs, Housing New England, Fund VII, Limited Partnership, a Maine limited partnership (the "Investor"), will provide approximately $4,531,779 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 $6,800,00,00 from NHHFA funded with proceeds from the issuance of tax exempt bonds; (ii) a first priority permanent loan from NHHFA in the approximate amount of $1,900,000; (iii) a subordinate sponsor loan from MAHC in the approximate amount of $3,085,416; (iv) a subordinate loan from MAHC funded with proceeds from a Community Development Block Grant from the City of Keene in the approximate amount of $701,000; (v) a subordinate loan from MAHC funded with proceeds from subsidy available under the Federal Home Loan Bank of Boston's Affordable Housing Program in the approximate amount of $850,000; and (vi) deferred developer fee from MAHC or its affiliate in the approximate amount of $395,144 (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 Restore-Rebuild 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. 802

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item: Approval of Annual Independent Audit Report for Keene Housing

2. Date of Board Meeting: 09/18/2025

3. Proposed Board Resolution:

Resolved, that the Keene Housing Board of Commissioners hereby accepts the Financial Statements and Annual Independent Audit Report and Management Letter for Keene Housing's 2024 fiscal year, as presented by CliftonLarsenAllen at the Board meeting held on September 18, 2025.

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 Finance Manager

Funds Budgeted and Available Yes☐ No X Source N/A

Finance Manager Approval Signature _____ Date: 9/8/2025

7. Executive Director Approval Signature _____ Date: 9/11/25

Keene Housing

INFORMATIONAL MEMORANDUM

To: Joshua R. Meehan, Executive Director
From: Linda Griffin, Finance Director
Subject: 2024 Annual Audit Summary
Date: September 09, 2025

This memorandum summarizes the outcome of the Keene Housing annual audit report for 2024. An in-person audit presentation highlighting the relevant financial position of the audit was provided by the Independent Audit firm, CliftonLarsenAllen (CLA), at our Meeting on August 21, 2025. A copy of the final full audit report is included with this memo.

Introduction:
This report presents the annual financial statements of the consolidated Keene Housing organization (including all Keene Housing programs and properties along with Keene Housing Kids Collaborative) for the fiscal year end 2024, including relevant information regarding the company's financial position.

Opinion from Clifton:
The report states that "The financial statements referred to above present fairly in all material respects, the respective financial position of the business-type activities and the aggregate discretely presented component units of Keene Housing as of December 31, 2024, and the respective changes in financial position, and where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America".

No Significant Findings or Disagreements:
It is important to note that during the financial audit, there were no significant findings or disagreements with management. The audit process was carried out with transparency and cooperation, affirming the accuracy and reliability of the financial statements. This is a time-consuming activity for the finance team, and it is impressive to have a positive outcome again this year.

Conclusion:
In conclusion, Keene Housing's annual financial statements present positive financial performance and a strong financial position. The absence of significant findings or disagreements underscores the diligence of the audit process. The board was being presented with this audit report and a presentation from the Audit firm at the August 2025 board meeting.

Keene Housing

Resolution No. 803

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item: Approval of Fiscal Year 2026 Moving to Work Annual Plan

2. Date of Board Meeting: 9/18/2025

3. Proposed Board Resolution:

That the Keene Housing Board of Commissioners approves and adopts Keene Housing's Fiscal Year 2026 Annual Moving to Work Plan, and further authorizes the Executive Director to make any technical corrections necessary pursuant to the memorandum dated September 11, 2025, from Joshua Meehan, Executive Director to the Board of Commissioners.

4. All Backup Attached?

Yes X No

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

5. Department Head Approval Signature N/A Date: —

6. Statement of availability of funds by Finance Manager

Funds Budgeted and Available Yes No Source _____

Account #_____

Finance Manager Approval Signature N/A Date: —

7. Executive Director Approval Signature [signature] Date: 9/12/2025

Keene Housing

MEMORANDUM

To: Board of Commssioners
From: Joshua Meehan, Executive Director
Subject: FY2026 Annual MTW Plan Approval
Date: September 11, 2025

This memorandum recommends that the Board of Commissioners resolve to adopt the Fiscal Year 2026 Annual Moving to Work (MTW) Plan.

BACKGROUND

Each year as required by our Moving to Work (MTW) Agreement with the Department of Housing and Urban Development (HUD) staff drafts and the Board of Commissioners adopts an annual plan that describes our new and ongoing MTW activities. The plan also describes any proposed changes to existing activities for the coming fiscal year.

MTW INITIATIVES AND ACTIVITIES

We are not proposing any new activities in our FY2026 MTW Plan. We are proposing changes to three exisiting MTW activities:

Owner Retention and Recruitment Program: To help voucher holders overcome the costs of entry into the rental market, which continues to be extremely competitive, we will provide security deposits to owners on behalf of voucher holders who need help covering security deposit costs. We are also proposing changing the owner signing bonus structure to partially offset the cost of adding security deposits to the activity. Instead of offering owners who are new or returning to the program after a hiatus $1000 and $500 to owners who stay in the program after a voucher participant moves-out, we will offer a flat $500 signing bonus to all landlords irrespective of whether they are new or returning to the program.

Cheshire County Behavioral Health Court Pathway Home Program: We are renaming the Cheshire County Court Pathway Home Program the Cheshire County Behavioral Health Court Pathway Home Program to reflect a name change by the County. We are not proposing any changes to the acitivity itself.

Project-Based Voucher Program: We are adding language allowing, unless otherwise prohibited by regulation not waived by KH's Adopted and Restated Moving to Work Agreement, Project Based Voucher (PBVs) owners to evict, or not renew the leases of tenants who've been terminated from the voucher program.

This change will allow KH, in its capacity as Property Manager for KH's affiliates, to evict or non-renew households who do not receive housing subsidy but remain living in units that were, prior to the household becoming ineligible for assistance, Project Based. This change will increase the number of PBVs available to low-income households who are waiting and eligible for housing assistance through KH's PBV Program.

Plan Timeline

Public Comment Period Opened: Thursday, August 1st

Public Hearing: Thursday, August 18th at 5:30pm (no attendees)

Comment Period Closed: Tuesday, September 2nd (no comments received)

Final FY2025 MTW Plan to Board for Approval: September 18th

Final FY2025 MTW Plan to HUD: no later than October 17th

HUD Response to FY2025 MTW Annual Plan to Keene Housing: no later than December 31st

Recommendation

Accordingly, I recommend that the Board of Commissioners consider this resolution, which states: That the Keene Housing Board of Commissioners approves and adopts Keene Housing's Fiscal Year 2026 Annual Moving to Work Plan, and further authorizes the Executive Director to make any technical corrections necessary pursuant to the memorandum dated September 11, 2025, from Joshua Meehan, Executive Director, to the Board of Commissioners.

Keene Housing

HOUSING MANAGEMENT REPORT
AUGUST 2025

Residential Property Rent Collection Report
August 2025

Community	Month Billed	Month Collected	% Collected	Monthly Grade	YTD Billed	YTD Collected	% YTD Collected	YTD Grade
Ash Brook Apartments	$13,125	$13,125	100.0%	A	$103,828	$103,854	100.0%	A
Bennett Block	$6,556	$6,366	97.1%	B	$53,281	$52,914	99.3%	A
Brookbend East	$20,678	$20,263	98.0%	B	$151,091	$151,283	100.1%	A
Brookbend West	$17,189	$17,416	101.3%	A	$131,516	$133,127	101.2%	A
Central Square Terrace	$34,110	$36,189	106.1%	A	$277,058	$278,337	100.5%	A
Cottage Street	$1,717	$1,712	99.7%	A	$9,401	$9,396	99.9%	A
Evergreen Knoll LP	$20,032	$19,509	97.4%	B	$157,551	$156,518	99.3%	A
Forest View	$27,767	$26,967	97.1%	B	$199,215	$199,517	100.2%	A
Hampshire House	$6,491	$6,189	95.3%	C	$46,845	$46,614	99.5%	A
Harper Acres	$52,874	$52,842	99.9%	A	$417,706	$418,928	100.3%	A
Meadow Road Apartments	$9,515	$9,076	95.4%	C	$92,171	$91,144	98.9%	A
North and Gilsum	$25,634	$35,734	139.4%	A	$179,355	$177,775	99.1%	A
Riverbend Apartments	$13,622	$13,827	101.5%	A	$95,824	$96,028	100.2%	A
Scattered Sites	$12,637	$12,267	97.1%	B	$106,190	$106,726	100.5%	A
Scattered Sites 2	$12,725	$12,542	98.6%	A	$98,315	$98,932	100.6%	A
Stone Arch Village Family	$20,185	$18,537	91.8%	D	$144,797	$142,217	98.2%	A
Stone Arch Village Senior	$17,617	$17,615	100.0%	A	$140,769	$140,749	100.0%	A
Totals	**$312,474**	**$320,175**	**102.5%**	A	**$2,404,913**	**$2,404,059**	**100.0%**	A

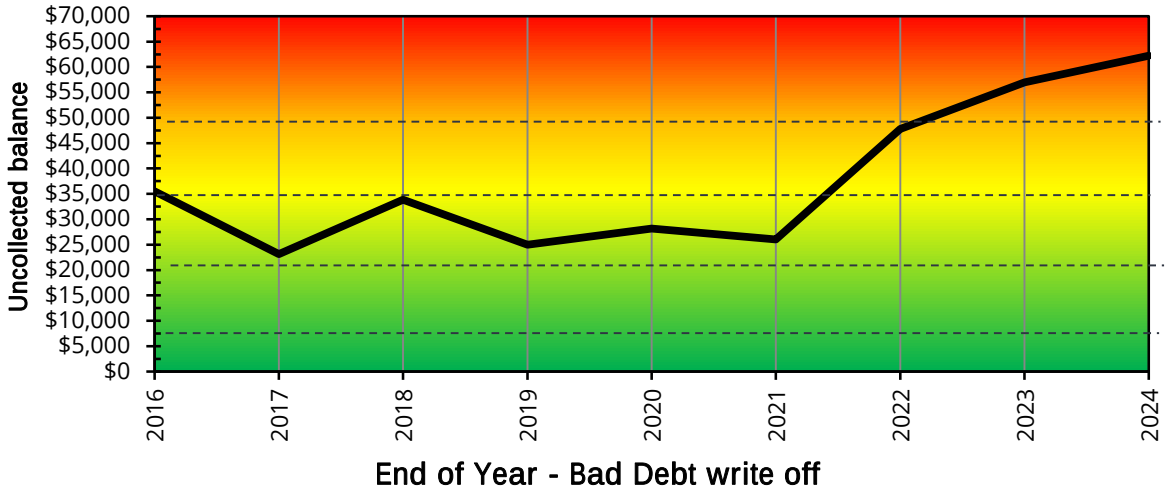
Active Households Only

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

Residential Property Uncollected Accounts - Inactive Tenants - Report
August 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	8	$69	$5,556	$86	$1,114	$18,996	$25,821
Brookbend West	6	$1,908	$218	$255	$515	$11,855	$14,751
Central Square Terrace	3	($45)	($40)	$0	$0	$2,579	$2,494
Cottage Street	2	$0	$0	$0	$320	$460	$780
Emerald Street	2	($214)	$0	$0	$0	$238	$24
Evergreen Knoll LP	4	$0	$0	$0	$0	$532	$532
Forest View	8	$511	$12	$400	($14)	$24,124	$25,033
Hampshire House	3	$0	$0	$0	$15	$999	$1,014
Harper Acres	3	$0	$16	$770	$185	$598	$1,569
Meadow Road Apartments	0	$0	$0	$0	$0	$0	$0
North and Gilsum	9	($50)	$200	$125	$2,301	$14,982	$17,558
Riverbend Apartments	2	$0	$1,992	$0	$415	$30	$2,437
Scattered Sites	0	$0	$0	$0	$0	$0	$0
Scattered Sites 2	2	$0	$0	$0	$30	$1,164	$1,194
Stone Arch Village Family	2	$32	$2,354	$0	$110	$48	$2,544
Stone Arch Village Senior	0	$0	$0	$0	$0	$0	$0
Totals	**54**	**$2,211**	**$10,308**	**$1,636**	**$4,991**	**$76,605**	**$95,751**

Inactive Households Only



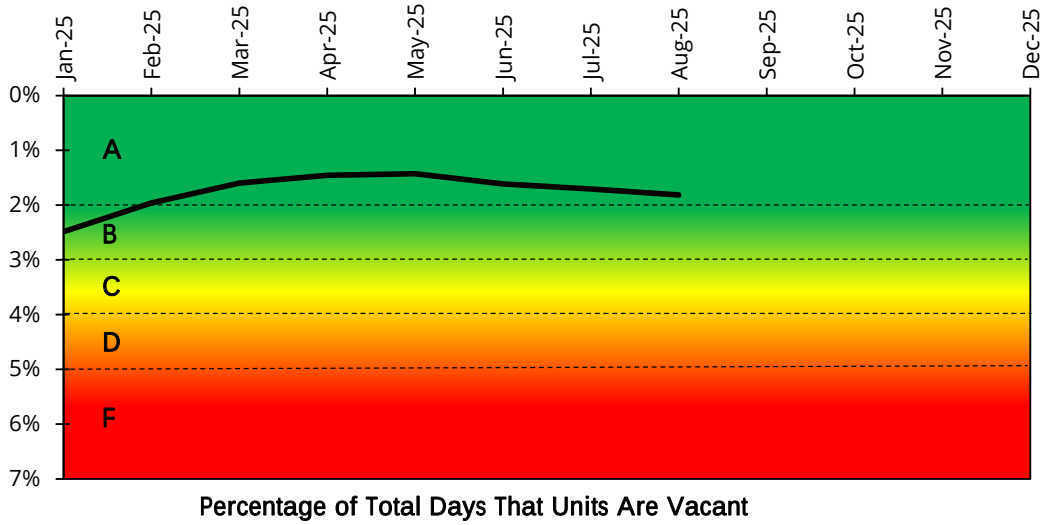
End of Year - Bad Debt write off

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

August 2025

Community	Units Available	Available Days	Vacant Days	Monthly Vacancy Percentage	Monthly Grade	YTD Vacancy Percentage	YTD Grade
Ash Brook Apartments	24	744	0	0.0%	**A**	0.0%	**A**
Bennett Block	14	434	0	0.0%	**A**	0.7%	**A**
Brookbend East	40	1240	34	2.7%	**B**	3.4%	**C**
Brookbend West	35	1085	90	8.3%	**F**	3.9%	**C**
Central Square Terrace	90	2790	67	2.4%	**B**	0.6%	**A**
Cottage Street	3	93	0	0.0%	**A**	9.5%	**F**
Evergreen Knoll LP	32	992	0	0.0%	**A**	0.3%	**A**
Forest View	38	1178	28	2.4%	**B**	1.9%	**A**
Hampshire House	18	558	31	5.6%	**F**	5.8%	**F**
Harper Acres	112	3472	69	2.0%	**A**	1.6%	**A**
Meadow Road Apartments	18	558	0	0.0%	**A**	0.5%	**A**
North and Gilsum	29	899	52	5.8%	**F**	3.6%	**C**
Riverbend Apartments	24	744	31	4.2%	**D**	3.1%	**C**
Scattered Sites	18	558	0	0.0%	**A**	0.4%	**A**
Scattered Sites 2	30	643	51	7.9%	**F**	4.1%	**D**
Stone Arch Village Family	24	744	3	0.4%	**A**	0.7%	**A**
Stone Arch Village Senior	33	1023	0	0.0%	**A**	0.5%	**A**
Report Totals:	**582**	**17,755**	**456**	**2.6%**	**B**	**1.8%**	**A**

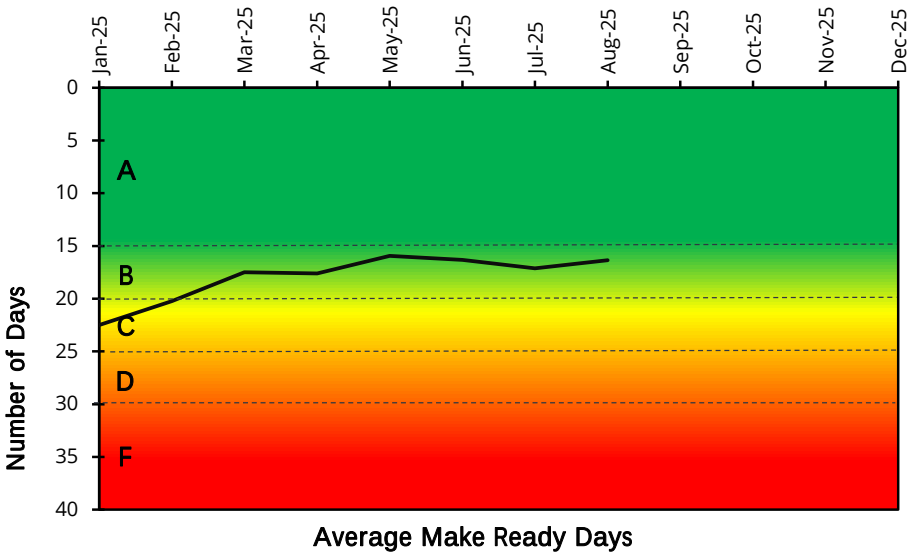


Percentage of Total Days That Units Are Vacant

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
August 2025

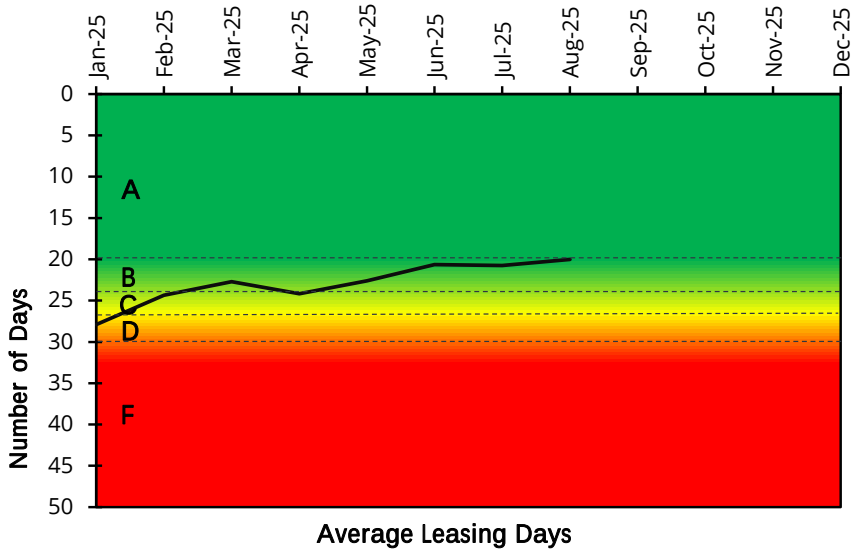
Community	Number of Units Made Ready	Avg. Make Ready Days	YTD Number of Units Made Ready	YTD Avg. Make Ready Days	YTD Grade
Ash Brook Apartments	0	-	0	-	**NONE**
Bennett Block	0	-	2	8	**A**
Brookbend East	1	16	8	17	**B**
Brookbend West	3	21	9	16	**B**
Central Square Terrace	3	5	7	4	**A**
Cottage Street	0	-	2	28	**D**
Evergreen Knoll LP	0	-	1	23	**C**
Forest View	1	14	7	19	**B**
Hampshire House	0	-	4	15	**A**
Harper Acres	2	6	6	12	**A**
Meadow Road Apartments	0	-	1	13	**A**
North and Gilsum	1	33	8	32	**F**
Riverbend Apartments	1	17	6	16	**B**
Scattered Sites	0	-	1	11	**A**
Scattered Sites 2	1	1	4	7	**A**
Stone Arch Village Family	0	-	1	30	**D**
Stone Arch Village Senior	0	-	1	12	**A**
Report Totals:	**13**	**13**	**68**	**16**	**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
August 2025

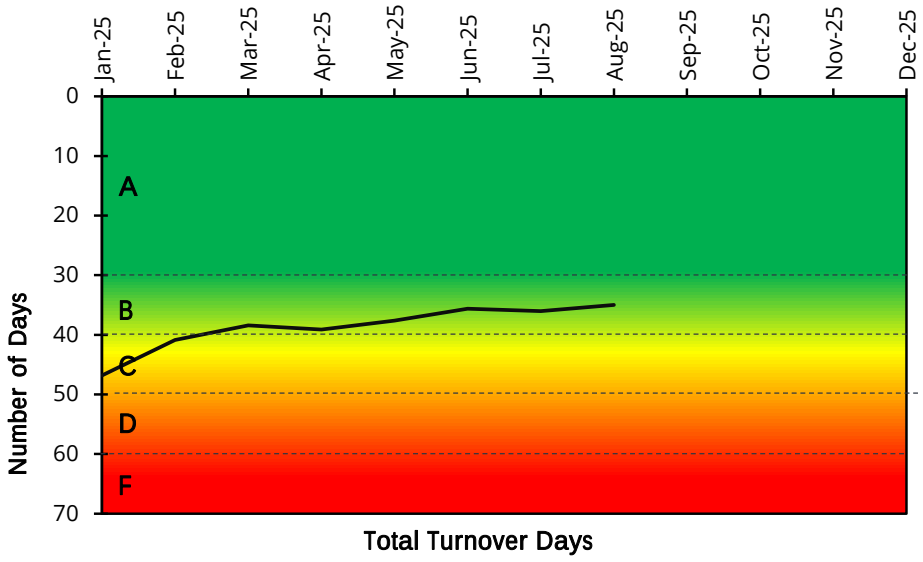
Community	Number of Units Leased	Average Leasing Days	YTD Number of Units Leased	YTD Avg Leasing Days	YTD Grade
Ash Brook Apartments	0	-	0	-	**NONE**
Bennett Block	0	-	2	4	**A**
Brookbend East	2	15	8	35	**F**
Brookbend West	2	25	8	27	**D**
Central Square Terrace	1	8	5	22	**B**
Cottage Street	0	-	2	9	**A**
Evergreen Knoll LP	0	-	1	3	**A**
Forest View	0	-	6	5	**A**
Hampshire House	0	-	3	49	**F**
Harper Acres	2	13	7	19	**A**
Meadow Road Apartments	0	-	1	11	**A**
North and Gilsum	0	-	7	9	**A**
Riverbend Apartments	0	-	5	10	**A**
Scattered Sites	0	-	1	5	**A**
Scattered Sites 2	3	20	5	30	**D**
Stone Arch Village Family	1	11	1	11	**A**
Stone Arch Village Senior	0	-	2	24	**B**
Report Totals:	**11**	**17**	**64**	**20**	**B**



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
August 2025

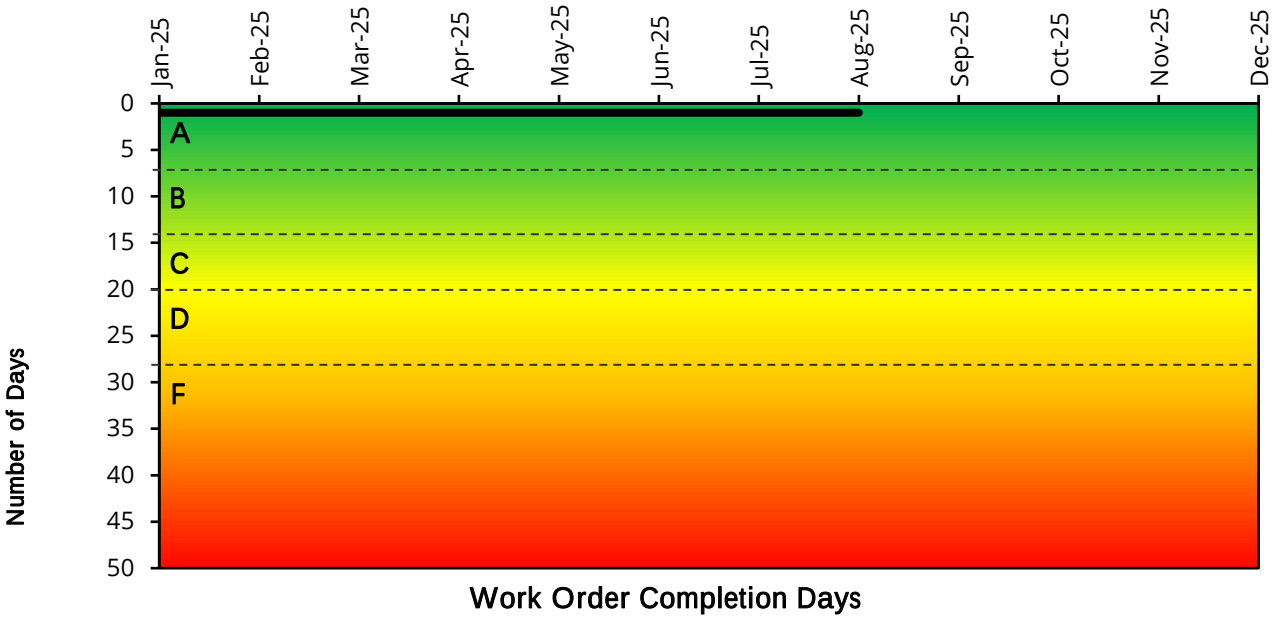
Community	Number of Units Turned in Month	Average Turnover Days	YTD Number of Units Turned	YTD Avg Turnover Days	YTD Grade
Ash Brook Apartments	0	-	0	-	**NONE**
Bennett Block	0	-	2	11	**A**
Brookbend East	2	37	8	49	**C**
Brookbend West	2	43	8	40	**C**
Central Square Terrace	1	12	5	25	**A**
Cottage Street	0	-	2	36	**B**
Evergreen Knoll LP	0	-	1	25	**A**
Forest View	0	-	6	25	**A**
Hampshire House	0	-	3	67	**F**
Harper Acres	2	18	7	28	**A**
Meadow Road Apartments	0	-	1	23	**A**
North and Gilsum	0	-	7	40	**C**
Riverbend Apartments	0	-	5	25	**A**
Scattered Sites	0	-	1	15	**A**
Scattered Sites 2	3	28	5	35	**B**
Stone Arch Village Family	1	40	1	40	**B**
Stone Arch Village Senior	0	-	2	38	**B**
Report Totals:	**11**	**30**	**64**	**35**	**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
August 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	1	A	81	1	A
Bennett Block	5	1	A	66	1	A
Brookbend East	11	1	A	160	1	A
Brookbend West	16	1	A	130	1	A
Central Square Terrace	40	1	A	377	1	A
Cottage Street	3	1	A	31	1	A
Emerald Street House	7	1	A	52	1	A
Evergreen Knoll LP	6	1	A	120	1	A
Forest View	25	1	A	262	1	A
Hampshire House	3	1	A	25	1	A
Harper Acres	39	0	A	472	1	A
Keene Housing Main Office	7	1	A	40	1	A
Meadow Road	9	1	A	76	1	A
North and Gilsum	19	1	A	203	1	A
Riverbend Apartments	6	0	A	120	1	A
Scattered Sites	12	1	A	78	1	A
Scattered Sites 2	15	0	A	94	1	A
Stone Arch Village Family	11	1	A	91	1	A
Stone Arch Village Senior	28	1	A	257	1	A
Report Totals:	**269**	**1**	**A**	**2,735**	**1**	**A**



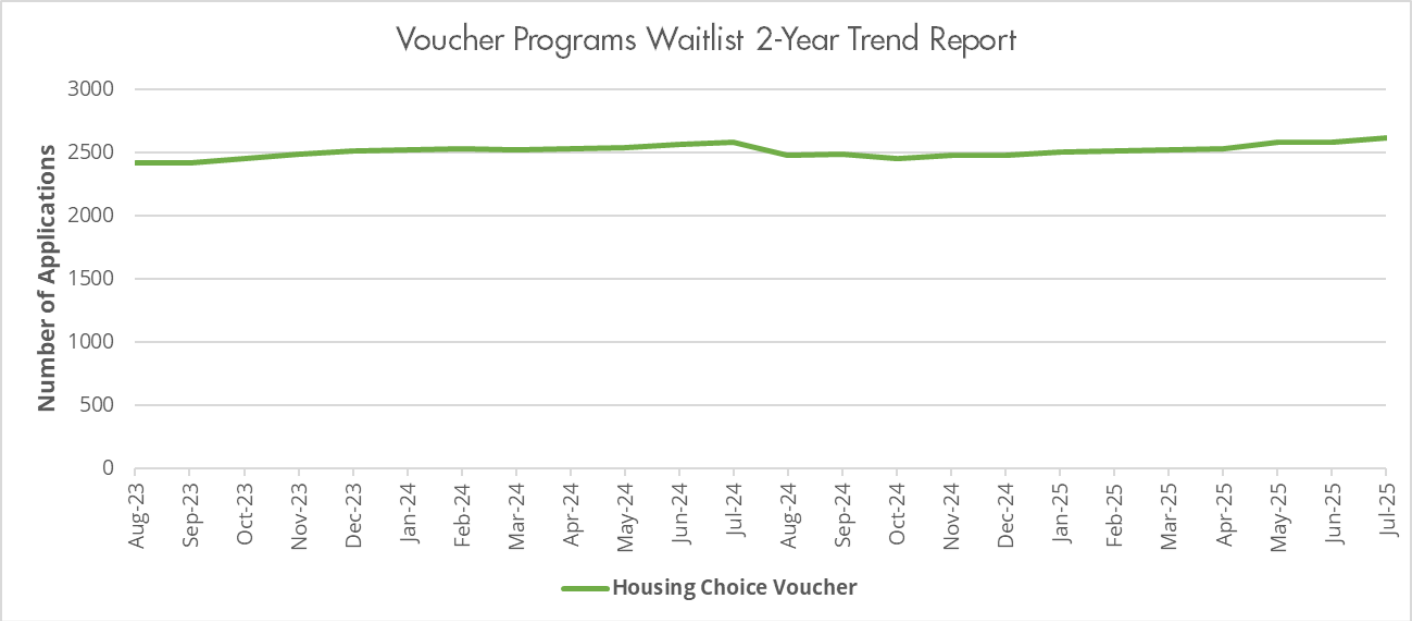
This report tracks the number of days it takes the Facilities and Assets team to complete non-emergency work orders. Our goal is to complete non-emergency work orders in 5 days or less.

Residential Property Emergency Work Order Completion Days
August 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	1	0	P	12	0	P
Bennett Block	-	-	NONE	4	0	P
Brookbend East	-	-	NONE	8	0	P
Brookbend West	-	-	NONE	3	0	P
Central Square Terrace	6	0	P	35	0	P
Cottage Street	-	-	NONE	-	-	NONE
Emerald Street House	1	0	P	6	0	P
Evergreen Knoll LP	2	0	P	9	0	P
Forest View	1	0	P	27	0	P
Hampshire House	-	-	NONE	1	0	P
Harper Acres	4	0	P	62	0	P
Keene Housing Main Office	-	-	NONE	-	-	NONE
Meadow Road	-	-	NONE	7	0	P
North and Gilsum	2	0	P	15	0	P
Riverbend Apartments	-	-	NONE	2	0	P
Scattered Sites	4	0	P	7	0	P
Scattered Sites 2	1	0	P	8	0	P
Stone Arch Village Family	-	-	NONE	4	0	P
Stone Arch Village Senior	-	-	NONE	12	0	P
Report Totals:	**22**	**0**	**P**	**222**	**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
August 2025



Property Waitlist 2-Year Trend Report

Software Issue – Report Not Available Until Further Notice

Keene Housing

VOUCHER PROGRAMS REPORT
AUGUST 2025

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	$662,084	$469,736	71%	636	$739	103%	619	$280	$192,348
June	$662,084	$476,058	72%	635	$750	103%	619	$283	$186,026
July	$662,084	$480,046	73%	632	$760	102%	619	$330	$182,038
August	$662,084	$485,821	73%	628	$774	101%	619	$242	$176,263
September									
October									
November									
December									
Total	$5,021,736	$3,778,764	76%	4980	$759	101%	4,952	$2,371	$1,242,972

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	$662,084	$451,113	68%	515	$876	83%	619	$280	$210,971
June	$662,084	$457,383	69%	518	$883	84%	619	$283	$204,701
July	$662,084	$462,584	70%	516	$896	83%	619	$330	$199,500
August	$662,084	$467,974	71%	515	$909	83%	619	$242	$194,110
September									
October									
November									
December									
Total	$5,021,736	$3,646,267	73%	4129	$883	83%	4,952	$2,371	$1,375,469

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	$79,175	$80,951	102%	97	$835	97%	100	$50	($1,776)
June	$83,709	$79,702	95%	98	$813	98%	100	$50	$4,007
July	$83,337	$76,441	92%	95	$805	95%	100	$50	$6,896
August	$82,570	$78,152	95%	96	$814	96%	100	$50	$4,418
September									
October									
November									
December									
Total	$625,063	$632,475	102%	775	$816	97%	800	$7,840	($7,412)

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	$76,589	$78,817	103%	96	$821	96%	100	$100	($2,228)
June	$76,589	$79,819	104%	96	$831	96%	100	$0	($3,230)
July	$87,988	$81,745	93%	96	$852	96%	100	$200	$6,243
August	$137,861	$72,897	53%	95	$767	95%	100	$0	$64,964
September									
October									
November									
December									
Total	$687,123	$615,470	93%	751	$819	94%	800	$300	$71,653

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	$6,481	$6,481	0%	6	$1,080	50%	12	$0	$0
June	$6,481	$6,481	0%	8	$810	67%	12	$0	$0
July	$6,490	$6,490	0%	8	$811	67%	12	$0	$0
August	$7,724	$7,724	0%	7	$1,103	58%	12	$0	$0
September									
October									
November									
December									
Total	$40,587	$40,587	0%	53	$758	55%	96	$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	$7,058	$4,068	98%	4	$1,017	80%	5	$0	$81
June	$7,058	$4,068	89%	4	$1,017	80%	5	$0	$500
July	$7,058	$4,268	103%	3	$1,423	60%	5	$0	($119)
August	$7,058	$3,393	82%	2	$1,697	40%	5	$0	$756
September									
October									
November									
December									
Total	$50,507	$32,069	77%	29	$1,153	73%	40	$0	$11,760

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
AUGUST 2025

Keene Housing	KEENE HOUSING Consolidated			
	BALANCE SHEET - summary			
	Ending balance as of August 31, 2025	Ending balance as of December 31, 2024	$ Variance Incr / (Decr)	% Variance
ASSETS				
Total Current Assets	29,307,150	27,086,617	2,220,532	8%
Total Fixed Assets	57,904,886	57,854,064	50,822	0%
Total Other Assets	1,539,944	1,539,944	0	0%
Total Assets	**$88,751,980**	**$86,480,625**	**$2,271,355**	**3%**
LIABILITIES and EQUITY				
Total Current Liabilities	1,360,721	1,064,943	295,778	22%
Total Long Term Liabilities	30,998,469	31,584,025	(585,556)	-2%
Total Liabilities	**$32,359,190**	**$32,648,968**	**($289,778)**	**-1%**
Total Equity	**$56,392,790**	**$53,831,657**	**$2,561,132**	**5%**
Total Liabilities & Equity	**$88,751,980**	**$86,480,625**	**$2,271,355**	**3%**

KEENE HOUSING AND COMPONENT UNIT ENTITIES			
Debt Current Ratio	10.55%	11.79%	

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 August 31, 2025	YTD Activity as of August 31, 2025	$ Variance (under)/over	% Variance
Total Operating Revenue	17,664,171	16,036,643	1,627,528	9%
Total Operating Expenses	12,726,717	13,359,945	(633,228)	-5%
NET OPERATING INCOME	**$4,937,454**	**$2,676,698**	**2,260,755**	**46%**

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

Non-Operating Expense	Actual	Budget	Variance	
Total Depreciation Expense	$1,920,614	$1,787,020	$133,594	7%

Keene Housing

KEENE HOUSING

INCOME STATEMENT CONSOLIDATED SUMMARY

	Actual	Budget	Variance	
	YTD Activity as of August 31, 2025	YTD Activity as of August 31, 2025	$ Variance (under) / over	% Variance
REVENUE				
Rents/HAP/Subsidy Income	13,006,221	12,979,289	26,932	0%
MTW Non-HAP Income	827,670	443,719	383,951	46%
Vacancy Loss	(174,039)	(80,849)	(93,190)	54%
Admin Fee Income	803,710	848,403	(44,693)	-6%
Managmeent Fees	514,470	509,200	5,270	1%
Interest Income	99,038	84,872	14,166	14%
Partnership/Incentive Fees	507,829	465,667	42,162	8%
Other Income	2,017,127	746,600	1,270,528	63%
Misc Tenant Income	62,145	39,743	22,402	36%
Total Revenue	$ 17,664,171	$ 16,036,643	$ 1,627,528	9%
EXPENSES				
Administrative	817,803	861,083	(43,280)	-5%
Operational	446,207	504,551	(58,344)	-13%
Payroll	2,561,918	2,782,398	(220,480)	-9%
Utilities	921,659	953,674	(32,015)	-3%
Maintenance	1,228,388	1,326,758	(98,370)	-8%
Taxes & Insurance	908,912	893,528	15,385	2%
Interest	494,378	521,121	(26,742)	-5%
Partnerships fees	112,076	26,692	85,384	76%
Tenant Programs	177,133	186,716	(9,583)	-5%
HAP	5,058,243	5,303,425	(245,182)	-5%
Total Operating Expenses	$ 12,726,717	$ 13,359,945	$ (633,228)	-5%
NET OPERATING INCOME	**$ 4,937,454**	**$ 2,676,698**	**$ 2,260,755**	**46%**

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 $4.9m, over budget by $2.3m.

OPERATING REVENUES are $17.7m a net increase of $1.6m as compared to the budget of $16.0m.

OPERATING EXPENSES are $12.7m a decrease of $633k as compared to the budget of $13.4m.

REVENUE	VARIANCES for Revenue categories (Less)/Higher than Budget	
Rent/HAP/Subsidy Income	26,932	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	383,951	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 $827k in 2025 at this point. The annual budget is $665k to transfer funds out.
Vacancy Loss	(93,190)	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 eight months of $111k which is over budget by $85k, related to units needing Lead Abatement.
Admin Fee Income	(44,693)	HUD Admin Fees are under budget. The Special Purpose Voucher admin fees are over budget by $25k,. MS admin fee is under budget by $25k and the Section 8 admin fees are under budget by $45k (the actuals are based on the actual admin expensed each month).
Interest Income	14,166	Interest earned on operations, reserve balances and investment income.
Partnership/Incentive Fees	42,162	All fees have been received and have exceeded the budget.
Management Fees	5,270	Slightly over budget.
Other Income	1,270,528	Other Income is higher than the budget. MAHC has Grant Income from CDBG/NBRC/Invest NH of $602k which is related to Roosevelt East, and being loaned to Roosevelt East and setup as a accounts receivable. In addition, there was $808k in Community Project Funding received which is also related to Roosevelt East. There is other grant income coming from NH DOE for solar project for $180k so far.
Misc Tenant Income	22,402	Over budget.
Total Operating Revenue	1,627,528	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	(101,624)	Contracts for Development Consultants, Legal and Software are under budget and attributable to timing. These items are expected to be on budget for the year.
Payroll/Benefits	(220,480)	Benefit Expenses are under budget by $86k. Salaries are under budget by $136k, timing.
Utilities	(32,015)	Water & Sewer is under budget by $54k (KAHP). Fuel is on budget. Electric is over budget by $20K.
Maintenance	(98,370)	There are maintenance line items that are under budget by $165k . There are also a few maintenance line Items over budget by $66k.
Taxes & Insurance	15,385	Property taxes are on par with the budget. Insurance are under budget by $8k.
Interest/Taxes/Amort/Investor Fee	58,642	Investor incentive fees are over budget by $95k and Interest expenses are under budget by $40k.
Tenant Programs	(9,583)	On budget.
HAP	(245,182)	HAP disbursements are under budget in the MTW voucher program by $195k, MS vouchers are under budget by $30k. The NEDs vouchers are under budget by $19k.
Total Operating Expenses	(633,228)	Lower than Budget
Net Variance for Net Income	**$2,260,755**	**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)	61,914	134,653	817 Higher Revenue	73,557 Higher Expenses	
Monadnock Affordable (MAHC)	2,146,546	206,279	1,813,046 Higher Revenue	(127,222) Lower Expenses	
Keene Affordable (KAHP)	274,092	782,347	(562,359) Lower Revenue	(54,104) Lower Expenses	
Meadow Road	71,355	44,670	(7,482) Lower Revenue	(34,168) Lower Expenses	
Ash Brook Apartment	100,266	45,979	14,776 Higher Revenue	(39,511) Lower Expenses	
Emerald Street	17,336	12,449	1,240 Higher Revenue	(3,647) Lower Expenses	
Hampshire House	26,549	7,466	(2,281) Lower Revenue	(21,364) Lower Expenses	
Cottage St Apartments	2,066	6,073	1,241 Higher Revenue	5,248 Higher Expenses	
Section 8 Voucher Program (MTW)	910,180	445,365	191,930 Higher Revenue	(272,886) Lower Expenses	
Mainstream Voucher Program	34,364	(16,376)	12,875 Higher Revenue	(37,866) Lower Expenses	
Special Purpose Vouchers (NEDs, AHPP,FYI	20,223	(24,574)	15,234 Higher Revenue	(29,563) Lower Expenses	
Riverbend (and LIHTC)	55,468	59,646	17,184 Higher Revenue	21,362 Higher Expenses	
TOTALS	$3,720,360	$1,703,977	$1,496,220 Higher Revenue	($520,164) Lower Expenses	
PARTNERSHIPS					
Low Income Tax Credits Properties (LIHTC)					
Evergreen Knoll	77,122	29,051	7,718 Higher Revenue	(40,353) Lower Expenses	
Brookbend West	183,400	162,593	21,313 Higher Revenue	506 Higher Expenses	
Stone Arch Family	30,933	41,872	11,571 Higher Revenue	22,510 Higher Expenses	
Stone Arch Senior	64,798	57,614	6,466 Higher Revenue	(718) Lower Expenses	
LIHTC with 10/31 year ends					
Brookbend East	314,806	242,998	35,867 Higher Revenue	(35,941) Lower Expenses .	
Central Square (multifamily)	546,035	438,595	48,372 Higher Revenue	(59,068) Lower Expenses	
TOTALS	1,217,094	$972,722	$131,308 Higher Revenue	($113,064) Lower Expenses	
GRAND TOTALS	**4,937,454**	**2,676,698**	**1,627,528 Higher Revenue**	**(633,228) 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**	-	-	-	-	-	
Heating/AC/AH	Gary Jackson Heating	09/16/21-09/15/23	**09/15/2026**		-	-	-	-	
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**	-	-	-	-	-	
Janitorial	Jan-Pro Cleaning Systems	06/24/22-06/23/23	**06/23/2027**	-	-	-	-	-	
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**	-	-	-	-	-	
Elevator Service	Pine State Elevator	3/14/2025-03/13/2030	**03/13/2030**	-	-	-	-	-	
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,SAVI	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		**07/31/2025**	-	-	-	-	-	
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									
Printing/Binding	Silver Direct	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 & 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	-	-	-	
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	-	
Laundry Services	Peoples Linen Service, LLC	05/20/25-05/19/28	**5/19/2028**	-	-	-	3 months	-	

SEPTEMBER 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Office Closed Labor Day	2 SAVS and Forest View Garden Meetings	3 Hampshire House Garden Meeting	4 CST & Ash Brook Garden Meetings	5 Bennett Block & Harper Garden Meetings	6
7	8 SAVS Bingo N & G Youth Garden Meeting	9 Hampshire House Garden Meeting	10 Staff Appreciation Picnic	11 CST Garden Meeting	12 Bennett Block & Meadow Road Garden Meetings	13
14	15 SAVS Bingo Harper Activities Planning Meeting & Craft Group	16 SAVS and Forest View Garden Meetings CST Craft Group	17 Evergreen Garden Meeting SAVS Activities Planning Meeting	18 Board of Commissioners Meeting CST Garden Meeting	19 Bennett Block Garden Meeting	20
21	22 SAVS Bingo N & G Youth Garden Meeting Harper Craft Group	23	24 Fair Housing Staff Training	25 CST and Brookbend Garden Meetings	26 Bennett Block Garden Meeting Harper Art Class	27
28	29 SAVS Bingo	30 SAVS, Forest View & Riverbend Garden Meetings				

Keene Housing

October 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6 SAVS Bingo	7	8	9 Quarterly Onsite Massage Clinic	10	11
12	13 SAVS Bingo	14	15	16	17 KHKC Benefit Breakfast	18
19	20 SAVS Bingo	21	22	23 Board of Commissioners Meeting	24	25
26	27 SAVS Bingo	28	29	30	31	

Keene Housing