

**LEWISTON HOUSING
BOARD OF COMMISSIONERS
TELECONFERENCE MEETING
TUESDAY, January 28, 2025 AT 5:00 PM – VIA MS TEAMS
AGENDA**

- I. *Roll Call*
- II. *Approval of the December 18, 2024 meeting minutes (pages 2-4)*
- III. *Consent Agenda: Financial Reports (pages 5-61)*
- IV. *Consent Agenda: Operational & Director Reports (pages 62-72)*
- V. *New Business*
 - a. *New Employee Handbook Approval (pages 73-170)*
 - b. *B-Street Disposition Resolution Approval (pages 171-172)*
 - c. *Hillview Architect Approval (pages 173-262)*
 - d. *Public Housing Disposition Discussion*
 - e. *St. Mary's Update*
 - f. *Blake Street Towers Capital Work Update*
 - g. *104 Park Update*
 - h. *Housing First Update*
- VI. *Date for next teleconference meeting – 2/25/2025*
- VII. *Open Forum*
- VIII. *Executive Session: Discussion or consideration of the condition, acquisition, or the use of real property or personal property permanently attached to real property: 1MRSA 405(6)(c) and Discussion or consideration of the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual or group of public officials, appointees or employees of the body or agency: 1MRSA 405(6)(a)(1)*
- IX. *Adjournment*

**LEWISTON HOUSING
BOARD OF COMMISSIONERS
TELECONFERENCE MEETING
WEDNESDAY, December 18, 2024, AT 5:00 PM – VIA MS TEAMS
Meeting Minutes**

I. Roll Call – Meeting called to order at 5:09pm

Marc Pellerin, Guy Gagnon, Jon Hussey, Donna Mathieu, Azinaida Pedro (joined at 5:27pm)

Absent: Muhidin Libah, Hassan Bouh

Employees: Sarah Cash, Travis Heynen, Hollie Sprague, Chris Kilmurry, Krissie Bodkin-Rubino, Penn Lindsay

II. Approval of the November 26, 2024 meeting minutes

Hussey motioned first to approve the minutes. Mathieu seconded. All in favor.

III. Financial Reports

Hussey stated that the finance committee met and had no concerns. He was pleased to have seen a balance sheet showing assets, liabilities, and net equity, which had not been available before except during the annual audit. Hussey expressed satisfaction with the progress and mentioned that management was working on more condensed financial reports for the future.

Kilmurry expressed happiness with the current financial status. He explained that Section 8 reserves and LHA capital funds were held by HUD and not shown on the balance sheet. As of December 31, 2023, there were roughly \$1.4 million in Section 8 reserves, with projections to end 2024 in a similar position. Kilmurry also mentioned receiving \$786,000 in unforeseen circumstance money from HUD, which helped maintain the financial position. Kilmurry detailed the capital funds and their allocations, emphasizing the importance of these funds for operations and capital activities.

Gagnon asked if the capital fund monies had to be applied for.

Kilmurry clarified that the money was ours to use and explained the different systems used for managing funds. Kilmurry mentioned the rules around expenditures and the process for pulling down expenses related to capital funds and operations.

Hussey motioned first to accept the financial reports. Gagnon seconded. All in favor.

IV. Consent Agenda: Operational & Director Reports

Hussey motioned first to accept the reports. Gagnon seconded. All in favor.

V. New Business

a. Travel Approval – Chris Kilmurry, Travis Heynen, Penn Lindsay 2025 MTW Conference

Hussey motioned first to approve the travel. Gagnon seconded. All in favor.

b. LAAHDC/LHA Development Consulting Agreement Approval

Hussey began by stating he had a conflict of interest and would be abstaining from the conversation.

Pellerin then explained that though he had questions about it in the last meeting, he had reviewed the details and was comfortable proceeding with the agreement.

Gagnon motioned first to approve the agreement. Mathieu seconded. 4 in favor; 1 abstained (Hussey). Motion passed.

c. Development Application Update

Kilmurry gave an update regarding the 4% application submissions and stated that the plan was to submit 3 applications which should be under \$5000 for submission fees.

d. HCV Percentage Change

Kilmurry explained that we are currently at 120% of the fair market rents (FMR) for voucher payment standards. This means that while the amount per voucher increased, fewer vouchers were available. The fair market rents had increased by 7-8% depending on bedroom size. He further explained that, for the current year, we plan to bring the payment standard down to 110%, which would give landlords a roughly 4% increase on rents for existing tenants. Kilmurry emphasized the need to inform the board because landlords could choose not to rent to our tenants anymore, which could cause issues. Kilmurry also mentioned that maintaining the 120% standard was hurting the program and artificially increasing neighborhood rents. He noted that market studies indicated rents were coming down in other markets, so they wanted to adjust accordingly.

e. Public Housing Re-Development Update

Kilmurry began by mentioning that the money from Maine State Housing Authority was looking tenuous at best. He explained that the funds were not allocated in time, and with the change of administration, there was a possibility that the money might not come through. Kilmurry stated that we were in a full court press with Chellie Pingree and others to see if they could get the funds allocated, but it was still uncertain. Despite this, Kilmurry emphasized the need for redevelopment and mentioned that we are working with Maine State Housing Authority to develop plans around not receiving the money.

Kilmurry discussed the most pressing issue, which was the redevelopment of Hillview. He mentioned the possibility of finding a different location and moving, but if the funds did not come in, we would consider building on the same site. Kilmurry explained that Maine State Housing Authority was willing to waive our Total Development Cost (TDC) requirement, which would allow us to use the equity of the property to support the total development capability. This would make the deal more manageable.

Additionally, Kilmurry mentioned that we had reached out to the Special Applications Center (SAC) office at HUD to discuss our plans and ensure there were no issues. He stated that he hoped to get the plans lined up soon and start creating deals within Maine Housing programs. Kilmurry also mentioned the 4% program and the possibility of including Blake Street Towers in it, although he was not 100% sure yet due to changes in the scoring system.

VI. Open Forum

Cash mentioned the upcoming NERC NAHRO midwinter conference in February and stated that she would send out an email to the board on Friday to see who might be interested in attending. Cash confirmed that the conference would be in Connecticut again and mentioned that she would send the agenda and other details along with the email.

Kilmurry then brought up two points. First, he mentioned that he had traveled to Vermont for a conference and stayed an extra day to meet with people from Evernorth. Kilmurry admitted that he did not ask for permission in

advance to pay for the hotel room and offered to pay for it himself. However, he wanted to ensure that they followed the policy appropriately.

Hussey made a motion to reimburse Kilmurry for the conference he attended retroactively. Gagnon seconded. All in favor.

Kilmurry continued by providing an update on the work with Hebert Construction and the tenants at 104 Park. He mentioned that we were working to increase leasing potential by bringing Hebert Construction into the warehouse space. This would allow Hebert Construction to set up offices, have access to bathrooms, and store supplies in a sheltered location. Kilmurry expressed hope that this arrangement would increase their financial position at 104 Park, which was already self-sustaining. He concluded by stating that this would bring in extra income for two years.

VII. Executive Session: Discussion or consideration of the condition, acquisition, or the use of real property or personal property permanently attached to real property: 1MRSA 405(6)(c)

Hussey motioned first at 5:32pm to move to Executive Session. Gagnon seconded. All in favor.

Hussey motioned first to exit Executive Session at 5:39pm. Gagnon seconded.

VIII. Adjournment

Hussey motioned first to adjourn at 5:40pm. Gagnon seconded. All in favor.

**LEWISTON HOUSING
FINANCIAL COMMITTEE
TUESDAY, January 21, 2025, AT 3:00 PM – VIA MS TEAMS
Meeting Notes**

Attendance: Marc Pellerin, Jon Hussey, Chris Kilmurry, Sarah Cash, Gianni Simplicio

Discussion began regarding the newly hired accountant, who will be starting on 2/12/25. Questions ensued regarding her background, which Cash answered.

Kilmurry began the financial review by addressing the balance sheet and budget to actuals. He mentioned that the public housing roll-up was the first item and went straight to the bottom line. Hussey interjected to ask about the grant income, specifically the FSS grant, noting that it was not being drawn down regularly. Kilmurry responded that he would look into it, acknowledging that we might be off on the draws. Hussey pointed out a miscoding issue on the insurance expense and property insurance accounts. Simplicio confirmed that Hussey's observation was correct and stated he would look into why it was being coded that way.

Kilmurry continued by discussing the net income, noting that we were essentially on budget, with a slight variance. He explained changes in financials due to booking salaries differently starting in January. Hussey asked about a negative budget item, confirming that they were scheduled to lose \$200,000. Kilmurry confirmed that we had budgeted for a loss due to subsidies and investments in certain areas.

Pellerin inquired about specific items causing issues at Hillview. Kilmurry explained that the expenses were across the board, including investments in staff and high utility costs due to old buildings. He mentioned the potential for greenhouse gas reduction money.

Pellerin asked for clarification on a statement about St. Mary's. Kilmurry clarified that St. Mary's had agreed to divest their portion of the property, which was crucial for the new markets tax grant. He provided updates on construction costs and bids, noting that they were within budget¹⁶.

Hussey asked about the account details on page 19 of the PDF. Kilmurry explained that they were working on getting the budgets uploaded and clarified the period to date and year to date numbers. Hussey expressed confusion about the period versus year to date. Kilmurry clarified the difference between the two. Hussey acknowledged the explanation and moved on. Kilmurry provided an update on their financial position, noting that they were ahead of budget²². He discussed voucher utilization and plans to improve their financial position²³.

Hussey asked about the inclusion of LAAHDC in the financials. Kilmurry explained that they had separated LAAHDC for the board meeting but could include it if needed. Hussey agreed that separating LAAHDC made sense. Pellerin also agreed, noting that it would simplify the financials.

Kilmurry provided an overall update on their financials, noting that LAAHDC was off by about \$300,000 but expected to recover with upcoming developer fees.

Hussey asked about the leasing schedule for Wedgwood. Kilmurry explained that they expected to lease up by the end of the month.

Hussey asked about the start date for DeWitt. Kilmurry mentioned that demolition should start soon, with ground-breaking in the spring.

Hussey confirmed that he had no further questions. Pellerin noted that everything looked straightforward. Kilmurry expressed satisfaction with the progress and acknowledged the need to acclimate to the new system. Hussey expressed satisfaction with the financials and commended the team for their work.

LHA Balance Sheet (xlhabs)

Balance Sheet

Period = Dec 2024

Book = Accrual ; Tree = ysi_bs

		Current Balance
0999-99-000	All	
1000-00-000	ASSETS	
1001-00-000	CURRENT ASSETS	
1119-00-000	CASH	4,004,253.01
1149-00-000	ACCOUNTS AND NOTES RECEIVABLE	593,607.84
1299-00-000	OTHER CURRENT ASSETS	2,266,031.32
1300-00-000	TOTAL CURRENT ASSETS	6,863,892.17
1400-00-000	NONCURRENT ASSETS	
1420-00-000	FIXED ASSETS	5,992,738.01
1439-00-000	OTHER ASSETS	320,470.75
1499-00-000	TOTAL NONCURRENT ASSETS	6,310,923.58
1999-00-000	TOTAL ASSETS	13,174,815.75
2000-00-000	LIABILITIES & EQUITY	
2001-00-000	LIABILITIES	
2299-00-000	CURRENT LIABILITIES	1,785,538.06
2399-00-000	NONCURRENT LIABILITIES	1,744,392.88
2499-00-000	TOTAL LIABILITIES	3,529,930.94
2800-00-000	EQUITY	
2805-99-000	CONTRIBUTED CAPITAL	6,295,330.65
2809-99-000	RETAINED EARNINGS	2,548,563.75
2810-99-000	OTHER EQUITY	800,990.41
2899-00-000	TOTAL EQUITY	9,644,884.81
2999-00-000	TOTAL LIABILITIES AND EQUITY	13,174,815.75
9999-99-000	TOTAL OF ALL	0.00

Property = bst mva .amp3
Budget Comparison
 Period = Dec 2024
 Book = Accrual ; Tree = ysl_is

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
2999-99-999 Revenue & Expenses									
3000-00-000 INCOME									
3100-00-000 TENANT INCOME									
3101-00-000 RENTAL INCOME									
3111-00-000 Tenant Rent	157,042.98	166,970.72	-9,927.74	-5.95	928,131.55	1,001,824.32	-73,692.77	-7.36	2,003,648.64
3119-00-000 TOTAL RENTAL INCOME	157,042.98	166,970.72	-9,927.74	-5.95	928,131.55	1,001,824.32	-73,692.77	-7.36	2,003,648.64
3120-00-000 OTHER TENANT INCOME									
3120-01-000 Laundry and Vending	2,218.42	437.50	1,780.92	407.07	7,876.96	2,625.00	5,251.96	200.07	5,250.00
3120-02-000 Cleaning Fee	0.00	0.00	0.00	N/A	2,089.99	0.00	2,089.99	N/A	0.00
3120-03-000 Damages	223.85	0.00	223.85	N/A	2,001.17	0.00	2,001.17	N/A	0.00
3120-04-000 Late Charges	0.00	0.00	0.00	N/A	-2.76	0.00	-2.76	N/A	0.00
3120-07-000 Tenant Owed Utilities	0.00	0.00	0.00	N/A	3,123.27	0.00	3,123.27	N/A	0.00
3120-09-000 Tenant Income - Other	0.00	0.00	0.00	N/A	580.00	0.00	580.00	N/A	0.00
3120-11-000 Trash Removal	340.00	0.00	340.00	N/A	1,146.00	0.00	1,146.00	N/A	0.00
3120-12-000 Keys and Locks Fee	25.00	0.00	25.00	N/A	499.50	0.00	499.50	N/A	0.00
3129-00-000 TOTAL OTHER TENANT INCOME	2,807.27	437.50	2,369.77	541.66	17,314.13	2,625.00	14,689.13	559.59	5,250.00
3199-00-000 TOTAL TENANT INCOME	159,850.25	167,408.22	-7,557.97	-4.51	945,445.68	1,004,449.32	-59,003.64	-5.87	2,008,898.64
3400-00-000 GRANT INCOME									
3400-30-000 FSS Grant	0.00	13,458.68	-13,458.68	-100.00	24,385.15	80,752.08	-56,366.93	-69.80	161,504.16
3401-10-000 Operating Subsidy	150,932.00	164,349.87	-13,417.87	-8.16	880,175.14	986,099.22	-105,924.08	-10.74	1,972,198.44
3499-00-000 TOTAL GRANT INCOME	150,932.00	177,808.55	-26,876.55	-15.12	904,560.29	1,066,851.30	-162,291.01	-15.21	2,133,702.60
3600-00-000 OTHER INCOME									
3610-00-000 Interest Income - Unrestricted	110.25	0.00	110.25	N/A	674.94	0.00	674.94	N/A	0.00
3699-00-000 TOTAL OTHER INCOME	110.25	0.00	110.25	N/A	674.94	0.00	674.94	N/A	0.00
3999-00-000 TOTAL INCOME	310,892.50	345,216.77	-34,324.27	-9.94	1,850,680.91	2,071,300.62	-220,619.71	-10.65	4,142,601.24
4000-00-000 EXPENSES									
4100-00-000 ADMINISTRATIVE EXPENSES									
4100-99-000 ADMINISTRATIVE SALARIES & BENEFITS									
4110-00-000 Salaries & Wages - Administrative	-74,484.28	31,775.44	106,259.72	334.41	136,725.51	190,652.64	53,927.13	28.29	381,305.28
4110-21-000 Unemployment Tax - Administrative	-472.66	263.42	736.08	279.43	96.60	1,580.52	1,483.92	93.89	3,161.04
4110-22-000 Medicare Tax - Administrative	-1,326.95	621.20	1,948.15	313.61	1,530.91	3,727.20	2,196.29	58.93	7,454.40
4110-23-000 Health Insurance - Administrative	-30,160.02	11,361.89	41,521.91	365.45	7,122.45	68,171.34	61,048.89	89.55	136,342.68
4110-24-000 Dental Insurance - Administrative	-1,305.71	426.87	1,732.58	405.88	272.55	2,561.22	2,288.67	89.36	5,122.44
4110-25-000 STD/LTD/Life Ins - Administrative	-1,242.66	270.31	1,512.97	559.72	377.17	1,621.86	1,244.69	76.74	3,243.72
4110-25-001 Workers Compensation - Administrative	-2,098.06	778.50	2,876.56	369.50	1,280.45	4,671.00	3,390.55	72.59	9,342.00
4110-26-000 HRA Expense - Administrative	-880.06	1,527.58	2,407.64	157.61	0.00	9,165.48	9,165.48	100.00	18,330.96
4110-28-000 MEPEMS/MSRS - Administrative	-9,412.33	2,921.75	12,334.08	422.15	11,211.74	17,530.50	6,318.76	36.04	35,061.00
4110-29-000 Retirement 401a Plan - Administrative	-4,707.19	1,048.00	5,755.19	549.16	3,126.48	6,288.00	3,161.52	50.28	12,576.00

Property = bst mva .amp3
Budget Comparison
 Period = Dec 2024
 Book = Accrual ; Tree = ysl_is

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
4110-99-000 TOTAL ADMINISTRATIVE SALARIES & BENEFITS	-126,089.92	50,994.96	177,084.88	347.26	161,743.86	305,969.76	144,225.90	47.14	611,939.52
4130-00-000 LEGAL EXPENSES									
4130-03-000 Tenant Screening	96.00	707.95	611.95	86.44	216.00	4,247.70	4,031.70	94.91	8,495.40
4130-04-000 General Legal Expense	4,633.62	1,889.65	-2,743.97	-145.21	22,584.37	11,337.90	-11,246.47	-99.19	22,675.80
4131-00-000 TOTAL LEGAL EXPENSES	4,729.62	2,597.60	-2,132.02	-82.08	22,800.37	15,585.60	-7,214.77	-46.29	31,171.20
4139-00-000 OTHER ADMIN EXPENSES									
4140-00-000 Staff Training	318.47	350.46	31.99	9.13	1,208.62	2,102.76	894.14	42.52	4,205.52
4150-00-000 Travel	490.61	1,641.74	1,151.13	70.12	1,120.92	9,850.44	8,729.52	88.62	19,700.88
4151-00-000 Mileage Reimbursement	-126.24	66.68	192.92	289.32	1,017.92	400.08	-617.84	-154.43	800.16
4170-00-000 Accounting Fees	467.26	144.85	-322.41	-222.58	2,151.07	869.10	-1,281.97	-147.51	1,738.20
4171-00-000 Auditing Fees	0.00	178.39	178.39	100.00	0.00	1,070.34	1,070.34	100.00	2,140.68
4173-00-000 Management Fee	28,507.81	32,232.68	3,724.87	11.56	171,046.86	193,396.08	22,349.22	11.56	386,792.16
4173-01-000 Asset Management Fee	4,370.00	4,370.00	0.00	0.00	26,220.00	26,220.00	0.00	0.00	52,440.00
4173-02-000 Bookkeeping Fee	2,932.50	3,277.50	345.00	10.53	17,595.00	19,665.00	2,070.00	10.53	39,330.00
4189-00-000 TOTAL OTHER ADMIN EXPENSES	36,960.41	42,262.30	5,301.89	12.55	220,360.39	253,573.80	33,213.41	13.10	507,147.60
4190-00-000 MISCELLANEOUS ADMIN EXPENSES									
4190-01-000 Membership and Fees	2,911.32	437.80	-2,473.52	-564.99	7,158.35	2,626.80	-4,531.55	-172.51	5,253.60
4190-02-000 Publications	0.00	611.09	611.09	100.00	0.00	3,666.54	3,666.54	100.00	7,333.08
4190-03-000 Advertising	0.00	262.69	262.69	100.00	0.00	1,576.14	1,576.14	100.00	3,152.28
4190-04-000 Office Supplies	2,020.88	1,182.06	-838.82	-70.96	3,131.60	7,092.36	3,960.76	55.85	14,184.72
4190-07-000 Telephone	606.21	700.00	93.79	13.40	8,408.28	4,200.00	-4,208.28	-100.20	8,400.00
4190-07-001 Answering Service	123.68	87.57	-36.11	-41.24	793.10	525.42	-267.68	-50.95	1,050.84
4190-08-000 Postage	289.05	439.47	150.42	34.23	1,695.85	2,636.82	940.97	35.69	5,273.64
4190-09-000 Software License Expense	23.16	4,944.94	4,921.78	99.53	23.16	29,669.64	29,646.48	99.92	59,339.28
4190-11-000 Printing and Printer Supplies	624.24	131.33	-492.91	-375.32	1,460.19	787.98	-672.21	-85.31	1,575.96
4190-12-000 Software	-612.46	0.00	612.46	N/A	19,395.42	0.00	-19,395.42	N/A	0.00
4190-13-000 Internet	3,975.28	1,191.67	-2,783.61	-233.59	20,865.09	7,150.02	-13,715.07	-191.82	14,300.04
4190-15-000 Cell Phones/Pagers	168.27	0.00	-168.27	N/A	168.27	0.00	-168.27	N/A	0.00
4190-18-000 Small Office Equipment	0.00	0.00	0.00	N/A	391.60	0.00	-391.60	N/A	0.00
4190-19-000 Professional Services	31,174.46	328.35	-30,846.11	-9,394.28	118,893.93	1,970.10	-116,923.83	-5,934.92	3,940.20
4190-20-000 Bank Fees	0.00	516.67	516.67	100.00	0.00	3,100.02	3,100.02	100.00	6,200.04
4190-22-000 Other Misc Admin Expenses	-5,131.01	87.57	5,218.58	5,959.32	-5,014.33	525.42	5,539.75	1,054.35	1,050.84
4190-25-000 Contracts - Equipment Service	0.00	211.03	211.03	100.00	935.02	1,266.18	331.16	26.15	2,532.36
4191-00-000 TOTAL MISCELLANEOUS ADMIN EXPENSES	36,173.08	11,132.24	-25,040.84	-224.94	178,305.53	66,793.44	-111,512.09	-166.95	133,586.88
4199-00-000 TOTAL ADMINISTRATIVE EXPENSES	-48,226.81	106,987.10	155,213.91	145.08	583,210.15	641,922.60	58,712.45	9.15	1,283,845.20
4200-00-000 TENANT SERVICES									
4210-00-000 Salaries & Wages - Tenant Services	-38,487.80	10,922.12	49,409.92	452.38	12,682.71	65,532.72	52,850.01	80.65	131,065.44
4210-22-000 Medicare Tax - Tenant Services	-438.17	307.63	745.80	242.43	167.39	1,845.78	1,678.39	90.93	3,691.56
4210-23-000 Health Insurance - Tenant Services	-7,708.81	2,096.42	9,805.23	467.71	0.00	12,578.52	12,578.52	100.00	25,157.04
4210-24-000 Dental Insurance - Tenant Services	-458.27	101.10	559.37	553.28	0.00	606.60	606.60	100.00	1,213.20
4210-25-000 STD/LTD/Life Ins - Tenant Services	-289.85	57.54	347.39	603.74	0.00	345.24	345.24	100.00	690.48
4210-25-001 Workers Compensation - Tenant Services	-954.10	307.12	1,261.22	410.66	301.34	1,842.72	1,541.38	83.65	3,685.44
4210-26-000 HRA Expense - Tenant Services	-277.26	411.85	689.11	167.32	0.00	2,471.10	2,471.10	100.00	4,942.20
4210-28-000 MEPEMS/MSRS - Tenant Services	-4,231.08	1,153.78	5,384.86	466.71	1,255.56	6,922.68	5,667.12	81.86	13,845.36

Property = bst mva .amp3
Budget Comparison
 Period = Dec 2024
 Book = Accrual ; Tree = ysl_is

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual	
4210-29-000 Retirement 401a Plan - Tenant Services	-1,780.47	386.65	2,167.12	560.49	634.14	2,319.90	1,685.76	72.67	4,639.80	
4221-01-000 Grant Fund Expense	5,969.40	0.00	-5,969.40	N/A	51,425.44	0.00	-51,425.44	N/A	0.00	
4230-00-000 Tenant Services Contract Costs	60.00	368.55	308.55	83.72	548.36	2,211.30	1,662.94	75.20	4,422.60	
4230-02-000 Resident Participation	430.11	1,036.17	606.06	58.49	1,631.62	6,217.02	4,585.40	73.76	12,434.04	
4299-00-000 TOTAL TENANT SERVICES EXPENSES	-48,166.30	17,148.93	65,315.23	380.87	68,646.56	102,893.58	34,247.02	33.28	205,787.16	
4300-00-000 UTILITY EXPENSES										
4310-00-000 Water	26,205.68	9,940.53	-16,265.15	-163.62	47,388.12	59,643.18	12,255.06	20.55	119,286.36	
4320-00-000 Electricity	16,065.92	7,764.10	-8,301.82	-106.93	83,069.04	46,584.60	-36,484.44	-78.32	93,169.20	
4320-01-000 Electricity-Tenant Expense	0.00	262.91	262.91	100.00	0.00	1,577.46	1,577.46	100.00	3,154.92	
4320-02-000 Electricity - Vacant Units	2,097.85	0.00	-2,097.85	N/A	11,365.94	0.00	-11,365.94	N/A	0.00	
4330-00-000 Gas	26,414.36	30,725.11	4,310.75	14.03	94,421.00	184,350.66	89,929.66	48.78	368,701.32	
4340-00-000 Garbage/Trash Removal	5,112.73	4,925.00	-187.73	-3.81	30,304.88	29,550.00	-754.88	-2.55	59,100.00	
4390-00-000 Sewer	45,104.97	16,827.12	-28,277.85	-168.05	85,416.80	100,962.72	15,545.92	15.40	201,925.44	
4391-00-000 Storm Water	5,949.69	1,932.40	-4,017.29	-207.89	13,190.70	11,594.40	-1,596.30	-13.77	23,188.80	
4392-00-000 Sprinkler	1,397.72	333.40	-1,064.32	-319.23	2,801.70	2,000.40	-801.30	-40.06	4,000.80	
4399-00-000 TOTAL UTILITY EXPENSES	128,348.92	72,710.57	-55,638.35	-76.52	367,958.18	436,263.42	68,305.24	15.66	872,526.84	
4400-00-000 MAINTENANCE AND OPERATIONAL EXPENSES										
4400-99-000 GENERAL MAINT EXPENSES										
4406-01-000 Maintenance Service Fees	85,634.81	81,584.53	-4,050.28	-4.96	508,029.93	489,507.18	-18,522.75	-3.78	979,014.36	
4410-01-000 Maintenance Labor-Grounds	32,285.06	0.00	-32,285.06	N/A	72,893.38	0.00	-72,893.38	N/A	0.00	
4410-22-000 Medicare Tax - Maintenance	316.22	0.00	-316.22	N/A	316.22	0.00	-316.22	N/A	0.00	
4410-25-000 STD/LTD/Life Ins - Maintenance	92.55	0.00	-92.55	N/A	92.55	0.00	-92.55	N/A	0.00	
4410-25-001 Workers Compensation - Maintenance	542.54	0.00	-542.54	N/A	542.54	0.00	-542.54	N/A	0.00	
4410-28-000 MEPEMS/MSRS - Maintenance	2,078.13	0.00	-2,078.13	N/A	2,078.13	0.00	-2,078.13	N/A	0.00	
4410-29-000 Retirement 401a Plan - Maintenance	1,049.61	0.00	-1,049.61	N/A	1,049.61	0.00	-1,049.61	N/A	0.00	
4411-00-000 Maintenance Uniforms	1,178.66	899.44	-279.22	-31.04	7,022.16	5,396.64	-1,625.52	-30.12	10,793.28	
4413-00-000 Vehicle Expense	126.99	209.94	82.95	39.51	154.41	1,259.64	1,105.23	87.74	2,519.28	
4419-00-000 TOTAL GENERAL MAINT EXPENSE	123,304.57	82,693.91	-40,610.66	-49.11	592,178.93	496,163.46	-96,015.47	-19.35	992,326.92	
4420-00-000 MATERIALS										
4420-01-000 Supplies-Grounds	0.00	0.00	0.00	N/A	-32.38	0.00	32.38	N/A	0.00	
4420-02-000 Appliances	1,944.95	1,666.81	-278.14	-16.69	13,023.41	10,000.86	-3,022.55	-30.22	20,001.72	
4420-03-000 Supplies-Painting	1,980.11	381.63	-1,598.48	-418.86	6,940.95	2,289.78	-4,651.17	-203.13	4,579.56	
4420-04-000 Supplies-Electrical	734.18	549.36	-184.82	-33.64	7,609.66	3,296.16	-4,313.50	-130.86	6,592.32	
4420-05-000 Supplies-Windows/Doors/Locks	4,282.31	2,475.44	-1,806.87	-72.99	11,616.41	14,852.64	3,236.23	21.79	29,705.28	
4420-06-000 Supplies-Janitorial/Cleaning	509.88	820.35	310.47	37.85	5,375.91	4,922.10	-453.81	-9.22	9,844.20	
4420-07-000 Supplies-Maint/Repairs	2,912.81	2,186.14	-726.67	-33.24	12,088.25	13,116.84	1,028.59	7.84	26,233.68	
4420-08-000 Supplies-Plumbing	926.10	541.41	-384.69	-71.05	7,097.11	3,248.46	-3,848.65	-118.48	6,496.92	
4420-11-000 Supplies-Heating and Cooling	0.00	2,595.14	2,595.14	100.00	4,960.27	15,570.84	10,610.57	68.14	31,141.68	
4420-12-000 Supplies - Seasonal	77.82	580.86	503.04	86.60	1,320.43	3,485.16	2,164.73	62.11	6,970.32	
4429-00-000 TOTAL MATERIALS	13,368.16	11,797.14	-1,571.02	-13.32	70,000.02	70,782.84	782.82	1.11	141,565.68	
4430-00-000 CONTRACT COSTS										
4430-05-000 Contract-Decorating/Painting	7,180.00	3,032.01	-4,147.99	-136.81	39,880.00	18,192.06	-21,687.94	-119.22	36,384.12	
4430-06-000 Contract-Electrical	0.00	266.36	266.36	100.00	6,935.00	1,598.16	-5,336.84	-333.94	3,196.32	

Property = bst mva .amp3
Budget Comparison
 Period = Dec 2024
 Book = Accrual ; Tree = ysl_is

		PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
4430-07-000	Contract-Pest Control	9,695.24	4,074.31	-5,620.93	-137.96	32,132.74	24,445.86	-7,686.88	-31.44	48,891.72
4430-09-000	Contract-Grounds	0.00	3,284.31	3,284.31	100.00	0.00	19,705.86	19,705.86	100.00	39,411.72
4430-10-000	Contract-Janitorial/Cleaning	329.15	394.67	65.52	16.60	2,510.82	2,368.02	-142.80	-6.03	4,736.04
4430-11-000	Contract-Plumbing	0.00	794.21	794.21	100.00	2,497.21	4,765.26	2,268.05	47.60	9,530.52
4430-13-000	Contract-HVAC	6,211.93	24,926.90	18,714.97	75.08	21,842.69	149,561.40	127,718.71	85.40	299,122.80
4430-14-000	Contract-Vehicle Maintenance	0.00	434.61	434.61	100.00	0.00	2,607.66	2,607.66	100.00	5,215.32
4430-15-000	Contract-Equipment Rental	280.53	0.00	-280.53	N/A	2,527.87	0.00	-2,527.87	N/A	0.00
4430-16-000	Contract-Maintenance Consultants	0.00	885.16	885.16	100.00	0.00	5,310.96	5,310.96	100.00	10,621.92
4430-17-000	Contract-Elevator Monitoring	2,280.00	273.33	-2,006.67	-734.16	2,375.00	1,639.98	-735.02	-44.82	3,279.96
4430-19-000	Fire and Safety	1,145.89	1,416.67	270.78	19.11	15,779.00	8,500.02	-7,278.98	-85.63	17,000.04
4431-01-000	Professional Services	18,404.75	125.01	-18,279.74	-14,622.62	52,860.75	750.06	-52,110.69	-6,947.54	1,500.12
4439-00-000	TOTAL CONTRACT COSTS	45,527.49	39,907.55	-5,619.94	-14.08	179,341.08	239,445.30	60,104.22	25.10	478,890.60
4499-00-000	TOTAL MAINTENANCE AND OPERATIONAL EXPENSES	182,200.22	134,398.60	-47,801.62	-35.57	841,520.03	806,391.60	-35,128.43	-4.36	1,612,783.20
4500-00-000	GENERAL EXPENSES									
4510-00-000	Insurance Expense	-48,688.29	113.49	48,801.78	43,000.95	-7,555.63	680.94	8,236.57	1,209.59	1,361.88
4510-10-000	Property Insurance	56,923.21	10,009.65	-46,913.56	-468.68	44,931.51	60,057.90	15,126.39	25.19	120,115.80
4510-20-000	Liability Insurance	22,320.59	4,708.33	-17,612.26	-374.07	22,320.59	28,249.98	5,929.39	20.99	56,499.96
4510-22-000	Auto Insurance	0.00	223.86	223.86	100.00	0.00	1,343.16	1,343.16	100.00	2,686.32
4510-50-000	Insurance Claims / Uninsured Losses	0.00	0.00	0.00	N/A	-5,661.46	0.00	5,661.46	N/A	0.00
4520-00-000	Property Tax / PILOT	0.00	11,583.34	11,583.34	100.00	0.00	69,500.04	69,500.04	100.00	139,000.08
4580-00-000	Security/Law Enforcement	-9,193.07	0.00	9,193.07	N/A	4,822.59	0.00	-4,822.59	N/A	0.00
4599-00-000	TOTAL GENERAL EXPENSES	21,362.44	26,638.67	5,276.23	19.81	58,857.60	159,832.02	100,974.42	63.18	319,664.04
4700-00-000	HOUSING ASSISTANCE PAYMENTS									
4715-01-000	Tenant Utility Payments-Voucher	0.00	0.00	0.00	N/A	497.00	0.00	-497.00	N/A	0.00
4715-01-001	Tenant Utility Payments-Public Housing	371.00	0.00	-371.00	N/A	2,528.00	0.00	-2,528.00	N/A	0.00
4715-06-000	FSS Escrow Payments (Public Housing)	3,039.00	4,000.00	961.00	24.02	29,498.88	24,000.00	-5,498.88	-22.91	48,000.00
4799-00-000	TOTAL HOUSING ASSISTANCE PAYMENTS	3,410.00	4,000.00	590.00	14.75	32,523.88	24,000.00	-8,523.88	-35.52	48,000.00
5000-00-000	NON-OPERATING ITEMS									
5105-00-000	Depreciation Expense	36,039.45	30,399.16	-5,640.29	-18.55	216,236.70	182,394.96	-33,841.74	-18.55	364,789.92
5999-00-000	TOTAL NON-OPERATING ITEMS	36,039.45	30,399.16	-5,640.29	-18.55	216,236.70	182,394.96	-33,841.74	-18.55	364,789.92
8000-00-000	TOTAL EXPENSES	274,967.92	392,283.03	117,315.11	29.91	2,168,953.10	2,353,698.18	184,745.08	7.85	4,707,396.36
9000-00-000	NET INCOME	35,924.58	-47,066.26	82,990.84	176.33	-318,272.19	-282,397.56	-35,874.63	-12.70	-564,795.12

Amp 3 (.amp3)
Budget Comparison

Period = Dec 2024

Book = Accrual ; Tree = ysl_is

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
2999-99-999 Revenue & Expenses									
3000-00-000 INCOME									
3100-00-000 TENANT INCOME									
3101-00-000 RENTAL INCOME									
3111-00-000 Tenant Rent	72,093.56	88,775.28	-16,681.72	-18.79	430,024.45	532,651.68	-102,627.23	-19.27	1,065,303.36
3119-00-000 TOTAL RENTAL INCOME	72,093.56	88,775.28	-16,681.72	-18.79	430,024.45	532,651.68	-102,627.23	-19.27	1,065,303.36
3120-00-000 OTHER TENANT INCOME									
3120-02-000 Cleaning Fee	0.00	0.00	0.00	N/A	235.00	0.00	235.00	N/A	0.00
3120-03-000 Damages	223.85	0.00	223.85	N/A	783.85	0.00	783.85	N/A	0.00
3120-07-000 Tenant Owed Utilities	0.00	0.00	0.00	N/A	1,548.21	0.00	1,548.21	N/A	0.00
3120-11-000 Trash Removal	340.00	0.00	340.00	N/A	785.00	0.00	785.00	N/A	0.00
3120-12-000 Keys and Locks Fee	0.00	0.00	0.00	N/A	45.00	0.00	45.00	N/A	0.00
3129-00-000 TOTAL OTHER TENANT INCOME	563.85	0.00	563.85	N/A	3,397.06	0.00	3,397.06	N/A	0.00
3199-00-000 TOTAL TENANT INCOME	72,657.41	88,775.28	-16,117.87	-18.16	433,421.51	532,651.68	-99,230.17	-18.63	1,065,303.36
3400-00-000 GRANT INCOME									
3400-30-000 FSS Grant	0.00	4,627.49	-4,627.49	-100.00	24,385.15	27,764.94	-3,379.79	-12.17	55,529.88
3401-10-000 Operating Subsidy	77,103.00	90,956.59	-13,853.59	-15.23	407,267.00	545,739.54	-138,472.54	-25.37	1,091,479.08
3499-00-000 TOTAL GRANT INCOME	77,103.00	95,584.08	-18,481.08	-19.33	431,652.15	573,504.48	-141,852.33	-24.73	1,147,008.96
3600-00-000 OTHER INCOME									
3610-00-000 Interest Income - Unrestricted	110.25	0.00	110.25	N/A	674.94	0.00	674.94	N/A	0.00
3699-00-000 TOTAL OTHER INCOME	110.25	0.00	110.25	N/A	674.94	0.00	674.94	N/A	0.00
3999-00-000 TOTAL INCOME	149,870.66	184,359.36	-34,488.70	-18.71	865,748.60	1,106,156.16	-240,407.56	-21.73	2,212,312.32
4000-00-000 EXPENSES									
4100-00-000 ADMINISTRATIVE EXPENSES									
4100-99-000 ADMINISTRATIVE SALARIES & BENEFITS									
4110-00-000 Salaries & Wages - Administrative	-51,884.52	11,532.47	63,416.99	549.90	39,290.48	69,194.82	29,904.34	43.22	138,389.64
4110-21-000 Unemployment Tax - Administrative	-263.24	95.60	358.84	375.36	4.78	573.60	568.82	99.17	1,147.20
4110-22-000 Medicare Tax - Administrative	-854.83	226.98	1,081.81	476.61	406.89	1,361.88	954.99	70.12	2,723.76
4110-23-000 Health Insurance - Administrative	-11,717.75	4,059.20	15,776.95	388.67	2,504.00	24,355.20	21,851.20	89.72	48,710.40
4110-24-000 Dental Insurance - Administrative	-643.50	158.30	801.80	506.51	95.95	949.80	853.85	89.90	1,899.60
4110-25-000 STD/LTD/Life Ins - Administrative	-657.20	100.99	758.19	750.76	130.73	605.94	475.21	78.43	1,211.88
4110-25-001 Workers Compensation - Administrative	-1,697.00	282.55	1,979.55	700.60	189.08	1,695.30	1,506.22	88.85	3,390.60
4110-26-000 HRA Expense - Administrative	-115.72	543.95	659.67	121.27	0.00	3,263.70	3,263.70	100.00	6,527.40
4110-28-000 MEPEMS/MSRS - Administrative	-6,001.13	920.31	6,921.44	752.08	2,899.06	5,521.86	2,622.80	47.50	11,043.72
4110-29-000 Retirement 401a Plan - Administrative	-2,973.43	265.06	3,238.49	1,221.80	789.86	1,590.36	800.50	50.33	3,180.72
4110-99-000 TOTAL ADMINISTRATIVE SALARIES & BENEFITS	-76,808.32	18,185.41	94,993.73	522.36	46,310.83	109,112.46	62,801.63	57.56	218,224.92
4130-00-000 LEGAL EXPENSES									
4130-03-000 Tenant Screening	18.00	304.57	286.57	94.09	138.00	1,827.42	1,689.42	92.45	3,654.84

Amp 3 (.amp3)
Budget Comparison

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		PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
4130-04-000	General Legal Expense	1,510.99	812.94	-698.05	-85.87	8,752.82	4,877.64	-3,875.18	-79.45	9,755.28
4131-00-000	TOTAL LEGAL EXPENSES	1,528.99	1,117.51	-411.48	-36.82	8,890.82	6,705.06	-2,185.76	-32.60	13,410.12
4139-00-000	OTHER ADMIN EXPENSES									
4140-00-000	Staff Training	182.03	150.77	-31.26	-20.73	564.98	904.62	339.64	37.54	1,809.24
4150-00-000	Travel	211.07	706.29	495.22	70.12	482.23	4,237.74	3,755.51	88.62	8,475.48
4151-00-000	Mileage Reimbursement	-621.18	28.69	649.87	2,265.14	428.44	172.14	-256.30	-148.89	344.28
4170-00-000	Accounting Fees	201.03	62.32	-138.71	-222.58	908.01	373.92	-534.09	-142.84	747.84
4171-00-000	Auditing Fees	0.00	76.74	76.74	100.00	0.00	460.44	460.44	100.00	920.88
4173-00-000	Management Fee	11,228.14	13,857.04	2,628.90	18.97	67,368.84	83,142.24	15,773.40	18.97	166,284.48
4173-01-000	Asset Management Fee	1,880.00	1,880.00	0.00	0.00	11,280.00	11,280.00	0.00	0.00	22,560.00
4173-02-000	Bookkeeping Fee	1,155.00	1,410.00	255.00	18.09	6,930.00	8,460.00	1,530.00	18.09	16,920.00
4189-00-000	TOTAL OTHER ADMIN EXPENSES	14,236.09	18,171.85	3,935.76	21.66	87,962.50	109,031.10	21,068.60	19.32	218,062.20
4190-00-000	MISCELLANEOUS ADMIN EXPENSES									
4190-01-000	Membership and Fees	1,065.41	188.34	-877.07	-465.68	3,030.00	1,130.04	-1,899.96	-168.13	2,260.08
4190-02-000	Publications	0.00	72.92	72.92	100.00	0.00	437.52	437.52	100.00	875.04
4190-03-000	Advertising	0.00	113.01	113.01	100.00	0.00	678.06	678.06	100.00	1,356.12
4190-04-000	Office Supplies	984.37	508.53	-475.84	-93.57	1,462.22	3,051.18	1,588.96	52.08	6,102.36
4190-07-000	Telephone	217.94	366.67	148.73	40.56	3,603.80	2,200.02	-1,403.78	-63.81	4,400.04
4190-07-001	Answering Service	53.21	37.67	-15.54	-41.25	341.19	226.02	-115.17	-50.96	452.04
4190-08-000	Postage	120.58	189.06	68.48	36.22	725.79	1,134.36	408.57	36.02	2,268.72
4190-09-000	Software Lisenze Expense	23.16	2,127.34	2,104.18	98.91	23.16	12,764.04	12,740.88	99.82	25,528.08
4190-11-000	Printing and Printer Supplies	525.19	56.50	-468.69	-829.54	1,083.61	339.00	-744.61	-219.65	678.00
4190-12-000	Software	1,958.93	0.00	-1,958.93	N/A	10,793.40	0.00	-10,793.40	N/A	0.00
4190-13-000	Internet	2,332.31	500.00	-1,832.31	-366.46	12,959.09	3,000.00	-9,959.09	-331.97	6,000.00
4190-15-000	Cell Phones/Pagers	13.17	0.00	-13.17	N/A	13.17	0.00	-13.17	N/A	0.00
4190-19-000	Professional Services	7,172.37	141.26	-7,031.11	-4,977.42	72,558.83	847.56	-71,711.27	-8,460.91	1,695.12
4190-20-000	Bank Fees	0.00	250.00	250.00	100.00	0.00	1,500.00	1,500.00	100.00	3,000.00
4190-22-000	Other Misc Admin Expenses	-5,131.01	37.67	5,168.68	13,720.94	-5,131.01	226.02	5,357.03	2,370.16	452.04
4190-25-000	Contracts - Equipment Service	0.00	90.79	90.79	100.00	137.79	544.74	406.95	74.71	1,089.48
4191-00-000	TOTAL MISCELLANEOUS ADMIN EXPENSES	9,335.63	4,679.76	-4,655.87	-99.49	101,601.04	28,078.56	-73,522.48	-261.85	56,157.12
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	-51,707.61	42,154.53	93,862.14	222.66	244,765.19	252,927.18	8,161.99	3.23	505,854.36
4200-00-000	TENANT SERVICES									
4210-00-000	Salaries & Wages - Tenant Services	-26,701.12	5,329.34	32,030.46	601.02	0.00	31,976.04	31,976.04	100.00	63,952.08
4210-22-000	Medicare Tax - Tenant Services	-208.07	167.11	375.18	224.51	0.00	1,002.66	1,002.66	100.00	2,005.32
4210-23-000	Health Insurance - Tenant Services	-3,303.69	1,057.89	4,361.58	412.29	0.00	6,347.34	6,347.34	100.00	12,694.68
4210-24-000	Dental Insurance - Tenant Services	-217.42	54.20	271.62	501.14	0.00	325.20	325.20	100.00	650.40
4210-25-000	STD/LTD/Life Ins - Tenant Services	-289.85	36.29	326.14	898.70	0.00	217.74	217.74	100.00	435.48
4210-25-001	Workers Compensation - Tenant Services	-544.34	130.57	674.91	516.90	0.00	783.42	783.42	100.00	1,566.84
4210-26-000	HRA Expense - Tenant Services	-103.62	135.91	239.53	176.24	0.00	815.46	815.46	100.00	1,630.92
4210-28-000	MEPERS/MSRS - Tenant Services	-2,516.47	440.38	2,956.85	671.43	0.00	2,642.28	2,642.28	100.00	5,284.56
4210-29-000	Retirement 401a Plan - Tenant Services	-958.65	221.74	1,180.39	532.33	0.00	1,330.44	1,330.44	100.00	2,660.88
4221-01-000	Grant Fund Expense	5,969.40	0.00	-5,969.40	N/A	51,363.97	0.00	-51,363.97	N/A	0.00
4230-00-000	Tenant Services Contract Costs	60.00	122.14	62.14	50.88	548.36	732.84	184.48	25.17	1,465.68
4230-02-000	Resident Participation	81.56	380.05	298.49	78.54	81.56	2,280.30	2,198.74	96.42	4,560.60

Amp 3 (.amp3)
Budget Comparison

Period = Dec 2024

Book = Accrual ; Tree = ysl_is

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
4299-00-000 TOTAL TENANT SERVICES EXPENSES	-28,732.27	8,075.62	36,807.89	455.79	51,993.89	48,453.72	-3,540.17	-7.31	96,907.44
4300-00-000 UTILITY EXPENSES									
4310-00-000 Water	18,970.77	6,508.33	-12,462.44	-191.48	33,882.88	39,049.98	5,167.10	13.23	78,099.96
4320-00-000 Electricity	6,465.56	3,525.67	-2,939.89	-83.39	34,620.56	21,154.02	-13,466.54	-63.66	42,308.04
4320-01-000 Electricity-Tenant Expense	0.00	82.65	82.65	100.00	0.00	495.90	495.90	100.00	991.80
4320-02-000 Electricity - Vacant Units	1,219.69	0.00	-1,219.69	N/A	6,015.92	0.00	-6,015.92	N/A	0.00
4330-00-000 Gas	17,708.12	19,558.44	1,850.32	9.46	64,836.12	117,350.64	52,514.52	44.75	234,701.28
4340-00-000 Garbage/Trash Removal	3,789.33	3,750.00	-39.33	-1.05	22,448.48	22,500.00	51.52	0.23	45,000.00
4390-00-000 Sewer	31,567.60	11,091.67	-20,475.93	-184.61	61,363.80	66,550.02	5,186.22	7.79	133,100.04
4391-00-000 Storm Water	3,414.68	1,017.90	-2,396.78	-235.46	8,120.68	6,107.40	-2,013.28	-32.96	12,214.80
4392-00-000 Sprinkler	784.48	115.50	-668.98	-579.20	1,576.48	693.00	-883.48	-127.49	1,386.00
4399-00-000 TOTAL UTILITY EXPENSES	83,920.23	45,650.16	-38,270.07	-83.83	232,864.92	273,900.96	41,036.04	14.98	547,801.92
4400-00-000 MAINTENANCE AND OPERATIONAL EXPENSES									
4400-99-000 GENERAL MAINT EXPENSES									
4406-01-000 Maintenance Service Fees	40,202.16	39,719.32	-482.84	-1.22	255,922.41	238,315.92	-17,606.49	-7.39	476,631.84
4410-01-000 Maintenance Labor-Grounds	23,075.25	0.00	-23,075.25	N/A	52,216.79	0.00	-52,216.79	N/A	0.00
4410-22-000 Medicare Tax - Maintenance	139.15	0.00	-139.15	N/A	139.15	0.00	-139.15	N/A	0.00
4410-25-000 STD/LTD/Life Ins - Maintenance	40.68	0.00	-40.68	N/A	40.68	0.00	-40.68	N/A	0.00
4410-25-001 Workers Compensation - Maintenance	238.72	0.00	-238.72	N/A	238.72	0.00	-238.72	N/A	0.00
4410-28-000 MEPERS/MSRS - Maintenance	914.39	0.00	-914.39	N/A	914.39	0.00	-914.39	N/A	0.00
4410-29-000 Retirement 401a Plan - Maintenance	461.84	0.00	-461.84	N/A	461.84	0.00	-461.84	N/A	0.00
4411-00-000 Maintenance Uniforms	392.90	386.94	-5.96	-1.54	2,340.80	2,321.64	-19.16	-0.83	4,643.28
4413-00-000 Vehicle Expense	126.99	90.32	-36.67	-40.60	154.41	541.92	387.51	71.51	1,083.84
4419-00-000 TOTAL GENERAL MAINT EXPENSE	65,592.08	40,196.58	-25,395.50	-63.18	312,429.19	241,179.48	-71,249.71	-29.54	482,358.96
4420-00-000 MATERIALS									
4420-01-000 Supplies-Grounds	0.00	0.00	0.00	N/A	-32.38	0.00	32.38	N/A	0.00
4420-02-000 Appliances	374.64	717.07	342.43	47.75	8,881.57	4,302.42	-4,579.15	-106.43	8,604.84
4420-03-000 Supplies-Painting	813.29	164.18	-649.11	-395.36	4,034.56	985.08	-3,049.48	-309.57	1,970.16
4420-04-000 Supplies-Electrical	555.91	236.34	-319.57	-135.22	4,623.48	1,418.04	-3,205.44	-226.05	2,836.08
4420-05-000 Supplies-Windows/Doors/Locks	464.64	1,064.95	600.31	56.37	6,578.02	6,389.70	-188.32	-2.95	12,779.40
4420-06-000 Supplies-Janitorial/Cleaning	157.39	352.92	195.53	55.40	3,194.69	2,117.52	-1,077.17	-50.87	4,235.04
4420-07-000 Supplies-Maint/Repairs	1,811.95	940.49	-871.46	-92.66	7,911.07	5,642.94	-2,268.13	-40.19	11,285.88
4420-08-000 Supplies-Plumbing	343.00	232.92	-110.08	-47.26	3,728.21	1,397.52	-2,330.69	-166.77	2,795.04
4420-11-000 Supplies-Heating and Cooling	0.00	1,116.44	1,116.44	100.00	1,528.52	6,698.64	5,170.12	77.18	13,397.28
4420-12-000 Supplies - Seasonal	0.00	249.89	249.89	100.00	542.91	1,499.34	956.43	63.79	2,998.68
4429-00-000 TOTAL MATERIALS	4,520.82	5,075.20	554.38	10.92	40,990.65	30,451.20	-10,539.45	-34.61	60,902.40
4430-00-000 CONTRACT COSTS									
4430-05-000 Contract-Decorating/Painting	1,490.00	1,304.39	-185.61	-14.23	24,355.00	7,826.34	-16,528.66	-211.19	15,652.68
4430-06-000 Contract-Electrical	0.00	114.59	114.59	100.00	1,805.00	687.54	-1,117.46	-162.53	1,375.08
4430-07-000 Contract-Pest Control	4,463.64	1,833.33	-2,630.31	-143.47	13,557.14	10,999.98	-2,557.16	-23.25	21,999.96
4430-09-000 Contract-Grounds	0.00	1,412.93	1,412.93	100.00	0.00	8,477.58	8,477.58	100.00	16,955.16
4430-10-000 Contract-Janitorial/Cleaning	200.36	240.50	40.14	16.69	1,897.55	1,443.00	-454.55	-31.50	2,886.00
4430-11-000 Contract-Plumbing	0.00	341.67	341.67	100.00	1,063.00	2,050.02	987.02	48.15	4,100.04

Amp 3 (.amp3)
Budget Comparison

Period = Dec 2024

Book = Accrual ; Tree = ysl_is

		PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
4430-13-000	Contract-HVAC	1,178.79	22,594.41	21,415.62	94.78	7,532.29	135,566.46	128,034.17	94.44	271,132.92
4430-14-000	Contract-Vehicle Maintenance	0.00	186.97	186.97	100.00	0.00	1,121.82	1,121.82	100.00	2,243.64
4430-15-000	Contract-Equipment Rental	0.00	0.00	0.00	N/A	536.80	0.00	-536.80	N/A	0.00
4430-16-000	Contract-Maintenance Consultants	0.00	380.80	380.80	100.00	0.00	2,284.80	2,284.80	100.00	4,569.60
4430-17-000	Contract-Elevator Monitoring	2,280.00	273.33	-2,006.67	-734.16	2,375.00	1,639.98	-735.02	-44.82	3,279.96
4430-19-000	Fire and Safety	305.21	666.67	361.46	54.22	5,842.49	4,000.02	-1,842.47	-46.06	8,000.04
4431-01-000	Professional Services	6,085.00	41.67	-6,043.33	-14,502.83	35,485.00	250.02	-35,234.98	-14,092.86	500.04
4439-00-000	TOTAL CONTRACT COSTS	16,003.00	29,391.26	13,388.26	45.55	94,449.27	176,347.56	81,898.29	46.44	352,695.12
4499-00-000	TOTAL MAINTENANCE AND OPERATIONAL EXPENSES	86,115.90	74,663.04	-11,452.86	-15.34	447,869.11	447,978.24	109.13	0.02	895,956.48
4500-00-000	GENERAL EXPENSES									
4510-00-000	Insurance Expense	-19,564.70	62.09	19,626.79	31,610.23	2,797.08	372.54	-2,424.54	-650.81	745.08
4510-10-000	Property Insurance	32,577.16	5,592.98	-26,984.18	-482.47	20,585.46	33,557.88	12,972.42	38.66	67,115.76
4510-20-000	Liability Insurance	11,645.40	2,291.67	-9,353.73	-408.16	11,645.40	13,750.02	2,104.62	15.31	27,500.04
4510-22-000	Auto Insurance	0.00	96.33	96.33	100.00	0.00	577.98	577.98	100.00	1,155.96
4510-50-000	Insurance Claims / Uninsured Losses	0.00	0.00	0.00	N/A	-6,141.46	0.00	6,141.46	N/A	0.00
4520-00-000	Property Tax / PILOT	0.00	5,916.67	5,916.67	100.00	0.00	35,500.02	35,500.02	100.00	71,000.04
4580-00-000	Security/Law Enforcement	-11,712.02	0.00	11,712.02	N/A	1,464.00	0.00	-1,464.00	N/A	0.00
4599-00-000	TOTAL GENERAL EXPENSES	12,945.84	13,959.74	1,013.90	7.26	30,350.48	83,758.44	53,407.96	63.76	167,516.88
4700-00-000	HOUSING ASSISTANCE PAYMENTS									
4715-01-000	Tenant Utility Payments-Voucher	0.00	0.00	0.00	N/A	497.00	0.00	-497.00	N/A	0.00
4715-01-001	Tenant Utility Payments-Public Housing	371.00	0.00	-371.00	N/A	2,528.00	0.00	-2,528.00	N/A	0.00
4715-06-000	FSS Escrow Payments (Public Housing)	2,228.00	4,000.00	1,772.00	44.30	24,632.88	24,000.00	-632.88	-2.64	48,000.00
4799-00-000	TOTAL HOUSING ASSISTANCE PAYMENTS	2,599.00	4,000.00	1,401.00	35.02	27,657.88	24,000.00	-3,657.88	-15.24	48,000.00
5000-00-000	NON-OPERATING ITEMS									
5105-00-000	Depreciation Expense	17,971.43	12,750.00	-5,221.43	-40.95	107,828.58	76,500.00	-31,328.58	-40.95	153,000.00
5999-00-000	TOTAL NON-OPERATING ITEMS	17,971.43	12,750.00	-5,221.43	-40.95	107,828.58	76,500.00	-31,328.58	-40.95	153,000.00
8000-00-000	TOTAL EXPENSES	123,112.52	201,253.09	78,140.57	38.83	1,143,330.05	1,207,518.54	64,188.49	5.32	2,415,037.08
9000-00-000	NET INCOME	26,758.14	-16,893.73	43,651.87	258.39	-277,581.45	-101,362.38	-176,219.07	-173.85	-202,724.76

Blake Street Towers (bst)
Budget Comparison
 Period = Dec 2024
 Book = Accrual ; Tree = ysl_is

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
2999-99-999 Revenue & Expenses									
3000-00-000 INCOME									
3100-00-000 TENANT INCOME									
3101-00-000 RENTAL INCOME									
3111-00-000 Tenant Rent	27,400.00	27,214.00	186.00	0.68	158,525.67	163,284.00	-4,758.33	-2.91	326,568.00
3119-00-000 TOTAL RENTAL INCOME	27,400.00	27,214.00	186.00	0.68	158,525.67	163,284.00	-4,758.33	-2.91	326,568.00
3120-00-000 OTHER TENANT INCOME									
3120-01-000 Laundry and Vending	1,254.92	208.33	1,046.59	502.37	3,624.06	1,249.98	2,374.08	189.93	2,499.96
3120-03-000 Damages	0.00	0.00	0.00	N/A	266.00	0.00	266.00	N/A	0.00
3120-07-000 Tenant Owed Utilities	0.00	0.00	0.00	N/A	1,575.06	0.00	1,575.06	N/A	0.00
3120-09-000 Tenant Income - Other	0.00	0.00	0.00	N/A	440.00	0.00	440.00	N/A	0.00
3120-11-000 Trash Removal	0.00	0.00	0.00	N/A	40.00	0.00	40.00	N/A	0.00
3120-12-000 Keys and Locks Fee	25.00	0.00	25.00	N/A	424.50	0.00	424.50	N/A	0.00
3129-00-000 TOTAL OTHER TENANT INCOME	1,279.92	208.33	1,071.59	514.37	6,369.62	1,249.98	5,119.64	409.58	2,499.96
3199-00-000 TOTAL TENANT INCOME	28,679.92	27,422.33	1,257.59	4.59	164,895.29	164,533.98	361.31	0.22	329,067.96
3400-00-000 GRANT INCOME									
3400-30-000 FSS Grant	0.00	3,702.89	-3,702.89	-100.00	0.00	22,217.34	-22,217.34	-100.00	44,434.68
3401-10-000 Operating Subsidy	33,996.50	34,075.21	-78.71	-0.23	217,779.00	204,451.26	13,327.74	6.52	408,902.52
3499-00-000 TOTAL GRANT INCOME	33,996.50	37,778.10	-3,781.60	-10.01	217,779.00	226,668.60	-8,889.60	-3.92	453,337.20
3999-00-000 TOTAL INCOME	62,676.42	65,200.43	-2,524.01	-3.87	382,674.29	391,202.58	-8,528.29	-2.18	782,405.16
4000-00-000 EXPENSES									
4100-00-000 ADMINISTRATIVE EXPENSES									
4100-99-000 ADMINISTRATIVE SALARIES & BENEFITS									
4110-00-000 Salaries & Wages - Administrative	-5,904.62	8,422.81	14,327.43	170.10	36,507.29	50,536.86	14,029.57	27.76	101,073.72
4110-21-000 Unemployment Tax - Administrative	-59.97	69.83	129.80	185.88	87.98	418.98	331.00	79.00	837.96
4110-22-000 Medicare Tax - Administrative	-144.50	163.96	308.46	188.13	429.60	983.76	554.16	56.33	1,967.52
4110-23-000 Health Insurance - Administrative	-7,335.13	3,752.37	11,087.50	295.48	1,799.20	22,514.22	20,715.02	92.01	45,028.44
4110-24-000 Dental Insurance - Administrative	-263.40	136.07	399.47	293.58	68.80	816.42	747.62	91.57	1,632.84
4110-25-000 STD/LTD/Life Ins - Administrative	-233.48	81.77	315.25	385.53	93.82	490.62	396.80	80.88	981.24
4110-25-001 Workers Compensation - Administrative	-77.22	206.36	283.58	137.42	389.68	1,238.16	848.48	68.53	2,476.32
4110-26-000 HRA Expense - Administrative	-667.54	505.45	1,172.99	232.07	0.00	3,032.70	3,032.70	100.00	6,065.40
4110-28-000 MEPPERS/MSRS - Administrative	-1,007.12	832.42	1,839.54	220.99	3,126.20	4,994.52	1,868.32	37.41	9,989.04
4110-29-000 Retirement 401a Plan - Administrative	-1,090.38	258.44	1,348.82	521.91	507.13	1,550.64	1,043.51	67.30	3,101.28
4110-99-000 TOTAL ADMINISTRATIVE SALARIES & BENEFITS	-16,783.36	14,429.48	31,212.84	216.31	43,009.70	86,576.88	43,567.18	50.32	173,153.76
4130-00-000 LEGAL EXPENSES									
4130-03-000 Tenant Screening	60.00	157.14	97.14	61.82	60.00	942.84	882.84	93.64	1,885.68
4130-04-000 General Legal Expense	2,232.07	419.44	-1,812.63	-432.15	10,595.76	2,516.64	-8,079.12	-321.03	5,033.28
4131-00-000 TOTAL LEGAL EXPENSES	2,292.07	576.58	-1,715.49	-297.53	10,655.76	3,459.48	-7,196.28	-208.02	6,918.96
4139-00-000 OTHER ADMIN EXPENSES									

Blake Street Towers (bst)
Budget Comparison

Period = Dec 2024

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	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
4140-00-000 Staff Training	53.15	77.79	24.64	31.68	250.73	466.74	216.01	46.28	933.48
4150-00-000 Travel	108.90	364.41	255.51	70.12	248.81	2,186.46	1,937.65	88.62	4,372.92
4151-00-000 Mileage Reimbursement	192.79	14.80	-177.99	-1,202.64	229.63	88.80	-140.83	-158.59	177.60
4170-00-000 Accounting Fees	103.71	32.15	-71.56	-222.58	497.51	192.90	-304.61	-157.91	385.80
4171-00-000 Auditing Fees	0.00	39.60	39.60	100.00	0.00	237.60	237.60	100.00	475.20
4173-00-000 Management Fee	6,343.17	7,229.76	886.59	12.26	38,059.02	43,378.56	5,319.54	12.26	86,757.12
4173-01-000 Asset Management Fee	970.00	970.00	0.00	0.00	5,820.00	5,820.00	0.00	0.00	11,640.00
4173-02-000 Bookkeeping Fee	652.50	727.50	75.00	10.31	3,915.00	4,365.00	450.00	10.31	8,730.00
4189-00-000 TOTAL OTHER ADMIN EXPENSES	8,424.22	9,456.01	1,031.79	10.91	49,020.70	56,736.06	7,715.36	13.60	113,472.12
4190-00-000 MISCELLANEOUS ADMIN EXPENSES									
4190-01-000 Membership and Fees	1,050.38	97.18	-953.20	-980.86	2,084.84	583.08	-1,501.76	-257.56	1,166.16
4190-02-000 Publications	0.00	261.17	261.17	100.00	0.00	1,567.02	1,567.02	100.00	3,134.04
4190-03-000 Advertising	0.00	58.31	58.31	100.00	0.00	349.86	349.86	100.00	699.72
4190-04-000 Office Supplies	412.02	262.38	-149.64	-57.03	658.56	1,574.28	915.72	58.17	3,148.56
4190-07-000 Telephone	180.50	150.00	-30.50	-20.33	2,227.81	900.00	-1,327.81	-147.53	1,800.00
4190-07-001 Answering Service	27.45	19.44	-8.01	-41.20	176.04	116.64	-59.40	-50.93	233.28
4190-08-000 Postage	66.73	97.55	30.82	31.59	379.00	585.30	206.30	35.25	1,170.60
4190-09-000 Software Lisense Expense	0.00	1,097.62	1,097.62	100.00	0.00	6,585.72	6,585.72	100.00	13,171.44
4190-11-000 Printing and Printer Supplies	2.30	29.15	26.85	92.11	124.91	174.90	49.99	28.58	349.80
4190-12-000 Software	-987.33	0.00	987.33	N/A	3,377.83	0.00	-3,377.83	N/A	0.00
4190-13-000 Internet	698.10	275.00	-423.10	-153.85	3,378.14	1,650.00	-1,728.14	-104.74	3,300.00
4190-15-000 Cell Phones/Pagers	144.45	0.00	-144.45	N/A	144.45	0.00	-144.45	N/A	0.00
4190-19-000 Professional Services	4,469.76	72.88	-4,396.88	-6,033.04	10,304.01	437.28	-9,866.73	-2,256.39	874.56
4190-20-000 Bank Fees	0.00	100.00	100.00	100.00	0.00	600.00	600.00	100.00	1,200.00
4190-22-000 Other Misc Admin Expenses	0.00	19.44	19.44	100.00	0.00	116.64	116.64	100.00	233.28
4190-25-000 Contracts - Equipment Service	0.00	46.84	46.84	100.00	797.23	281.04	-516.19	-183.67	562.08
4191-00-000 TOTAL MISCELLANEOUS ADMIN EXPENSES	6,064.36	2,586.96	-3,477.40	-134.42	23,652.82	15,521.76	-8,131.06	-52.38	31,043.52
4199-00-000 TOTAL ADMINISTRATIVE EXPENSES	-2.71	27,049.03	27,051.74	100.01	126,338.98	162,294.18	35,955.20	22.15	324,588.36
4200-00-000 TENANT SERVICES									
4210-00-000 Salaries & Wages - Tenant Services	-11,786.68	2,796.39	14,583.07	521.50	12,682.71	16,778.34	4,095.63	24.41	33,556.68
4210-22-000 Medicare Tax - Tenant Services	-230.10	54.53	284.63	521.97	167.39	327.18	159.79	48.84	654.36
4210-23-000 Health Insurance - Tenant Services	-4,405.12	0.00	4,405.12	N/A	0.00	0.00	0.00	N/A	0.00
4210-24-000 Dental Insurance - Tenant Services	-240.85	0.00	240.85	N/A	0.00	0.00	0.00	N/A	0.00
4210-25-001 Workers Compensation - Tenant Services	-409.76	68.51	478.27	698.10	301.34	411.06	109.72	26.69	822.12
4210-26-000 HRA Expense - Tenant Services	-173.64	107.08	280.72	262.16	0.00	642.48	642.48	100.00	1,284.96
4210-28-000 MEPEMS/MSRS - Tenant Services	-1,714.61	276.84	1,991.45	719.35	1,255.56	1,661.04	405.48	24.41	3,322.08
4210-29-000 Retirement 401a Plan - Tenant Services	-821.82	0.00	821.82	N/A	634.14	0.00	-634.14	N/A	0.00
4230-00-000 Tenant Services Contract Costs	0.00	163.08	163.08	100.00	0.00	978.48	978.48	100.00	1,956.96
4230-02-000 Resident Participation	248.55	270.77	22.22	8.21	637.22	1,624.62	987.40	60.78	3,249.24
4299-00-000 TOTAL TENANT SERVICES EXPENSES	-19,534.03	3,737.20	23,271.23	622.69	15,678.36	22,423.20	6,744.84	30.08	44,846.40
4300-00-000 UTILITY EXPENSES									
4310-00-000 Water	2,374.02	1,507.20	-866.82	-57.51	3,625.76	9,043.20	5,417.44	59.91	18,086.40
4320-00-000 Electricity	5,410.98	2,133.33	-3,277.65	-153.64	26,409.79	12,799.98	-13,609.81	-106.33	25,599.96

Blake Street Towers (bst)
Budget Comparison

Period = Dec 2024

Book = Accrual ; Tree = ysl_is

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
4320-01-000 Electricity-Tenant Expense	0.00	96.93	96.93	100.00	0.00	581.58	581.58	100.00	1,163.16
4320-02-000 Electricity - Vacant Units	652.69	0.00	-652.69	N/A	4,553.47	0.00	-4,553.47	N/A	0.00
4330-00-000 Gas	3,876.49	5,166.67	1,290.18	24.97	9,653.53	31,000.02	21,346.49	68.86	62,000.04
4340-00-000 Garbage/Trash Removal	615.00	683.33	68.33	10.00	3,740.00	4,099.98	359.98	8.78	8,199.96
4390-00-000 Sewer	5,303.71	2,928.44	-2,375.27	-81.11	7,677.43	17,570.64	9,893.21	56.31	35,141.28
4391-00-000 Storm Water	535.50	206.17	-329.33	-159.74	1,071.00	1,237.02	166.02	13.42	2,474.04
4392-00-000 Sprinkler	260.24	76.23	-184.01	-241.39	524.24	457.38	-66.86	-14.62	914.76
4399-00-000 TOTAL UTILITY EXPENSES	19,028.63	12,798.30	-6,230.33	-48.68	57,255.22	76,789.80	19,534.58	25.44	153,579.60
4400-00-000 MAINTENANCE AND OPERATIONAL EXPENSES									
4400-99-000 GENERAL MAINT EXPENSES									
4406-01-000 Maintenance Service Fees	20,018.88	17,171.76	-2,847.12	-16.58	117,504.20	103,030.56	-14,473.64	-14.05	206,061.12
4410-01-000 Maintenance Labor-Grounds	4,271.80	0.00	-4,271.80	N/A	9,619.42	0.00	-9,619.42	N/A	0.00
4410-22-000 Medicare Tax - Maintenance	69.56	0.00	-69.56	N/A	69.56	0.00	-69.56	N/A	0.00
4410-25-000 STD/LTD/Life Ins - Maintenance	20.37	0.00	-20.37	N/A	20.37	0.00	-20.37	N/A	0.00
4410-25-001 Workers Compensation - Maintenance	119.35	0.00	-119.35	N/A	119.35	0.00	-119.35	N/A	0.00
4410-28-000 MEPEMS/MSRS - Maintenance	457.18	0.00	-457.18	N/A	457.18	0.00	-457.18	N/A	0.00
4410-29-000 Retirement 401a Plan - Maintenance	230.91	0.00	-230.91	N/A	230.91	0.00	-230.91	N/A	0.00
4411-00-000 Maintenance Uniforms	392.89	199.65	-193.24	-96.79	2,340.66	1,197.90	-1,142.76	-95.40	2,395.80
4413-00-000 Vehicle Expense	0.00	46.60	46.60	100.00	0.00	279.60	279.60	100.00	559.20
4419-00-000 TOTAL GENERAL MAINT EXPENSE	25,580.94	17,418.01	-8,162.93	-46.86	130,361.65	104,508.06	-25,853.59	-24.74	209,016.12
4420-00-000 MATERIALS									
4420-02-000 Appliances	0.00	369.98	369.98	100.00	844.45	2,219.88	1,375.43	61.96	4,439.76
4420-03-000 Supplies-Painting	543.54	84.71	-458.83	-541.65	1,211.34	508.26	-703.08	-138.33	1,016.52
4420-04-000 Supplies-Electrical	178.27	121.94	-56.33	-46.19	1,455.96	731.64	-724.32	-99.00	1,463.28
4420-05-000 Supplies-Windows/Doors/Locks	3,776.87	549.47	-3,227.40	-587.37	4,407.44	3,296.82	-1,110.62	-33.69	6,593.64
4420-06-000 Supplies-Janitorial/Cleaning	235.92	182.09	-53.83	-29.56	1,026.78	1,092.54	65.76	6.02	2,185.08
4420-07-000 Supplies-Maint/Repairs	174.79	485.25	310.46	63.98	350.07	2,911.50	2,561.43	87.98	5,823.00
4420-08-000 Supplies-Plumbing	335.89	120.17	-215.72	-179.51	1,485.52	721.02	-764.50	-106.03	1,442.04
4420-11-000 Supplies-Heating and Cooling	0.00	576.04	576.04	100.00	0.00	3,456.24	3,456.24	100.00	6,912.48
4420-12-000 Supplies - Seasonal	0.00	128.93	128.93	100.00	272.58	773.58	501.00	64.76	1,547.16
4429-00-000 TOTAL MATERIALS	5,245.28	2,618.58	-2,626.70	-100.31	11,054.14	15,711.48	4,657.34	29.64	31,422.96
4430-00-000 CONTRACT COSTS									
4430-05-000 Contract-Decorating/Painting	2,140.00	673.01	-1,466.99	-217.97	6,990.00	4,038.06	-2,951.94	-73.10	8,076.12
4430-06-000 Contract-Electrical	0.00	59.12	59.12	100.00	5,130.00	354.72	-4,775.28	-1,346.21	709.44
4430-07-000 Contract-Pest Control	2,249.48	872.99	-1,376.49	-157.68	7,358.18	5,237.94	-2,120.24	-40.48	10,475.88
4430-09-000 Contract-Grounds	0.00	729.01	729.01	100.00	0.00	4,374.06	4,374.06	100.00	8,748.12
4430-10-000 Contract-Janitorial/Cleaning	128.79	119.17	-9.62	-8.07	613.27	715.02	101.75	14.23	1,430.04
4430-11-000 Contract-Plumbing	0.00	176.29	176.29	100.00	395.88	1,057.74	661.86	62.57	2,115.48
4430-13-000 Contract-HVAC	5,033.14	908.64	-4,124.50	-453.92	10,809.86	5,451.84	-5,358.02	-98.28	10,903.68
4430-14-000 Contract-Vehicle Maintenance	0.00	96.47	96.47	100.00	0.00	578.82	578.82	100.00	1,157.64
4430-15-000 Contract-Equipment Rental	96.50	0.00	-96.50	N/A	893.41	0.00	-893.41	N/A	0.00
4430-16-000 Contract-Maintenance Consultants	0.00	196.48	196.48	100.00	0.00	1,178.88	1,178.88	100.00	2,357.76
4430-19-000 Fire and Safety	496.92	500.00	3.08	0.62	7,874.96	3,000.00	-4,874.96	-162.50	6,000.00
4431-01-000 Professional Services	12,319.75	41.67	-12,278.08	-29,465.03	17,375.75	250.02	-17,125.73	-6,849.74	500.04

Blake Street Towers (bst)
Budget Comparison

Period = Dec 2024

Book = Accrual ; Tree = ysl_is

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual	
4439-00-000	TOTAL CONTRACT COSTS	22,464.58	4,372.85	-18,091.73	-413.73	57,441.31	26,237.10	-31,204.21	-118.93	52,474.20
4499-00-000	TOTAL MAINTENANCE AND OPERATIONAL EXPENSES	53,290.80	24,409.44	-28,881.36	-118.32	198,857.10	146,456.64	-52,400.46	-35.78	292,913.28
4500-00-000	GENERAL EXPENSES									
4510-00-000	Insurance Expense	-6,524.95	19.51	6,544.46	33,544.13	603.17	117.06	-486.11	-415.27	234.12
4510-10-000	Property Insurance	10,245.30	1,916.67	-8,328.63	-434.54	10,245.30	11,500.02	1,254.72	10.91	23,000.04
4510-20-000	Liability Insurance	4,465.84	833.33	-3,632.51	-435.90	4,465.84	4,999.98	534.14	10.68	9,999.96
4510-22-000	Auto Insurance	0.00	49.67	49.67	100.00	0.00	298.02	298.02	100.00	596.04
4520-00-000	Property Tax / PILOT	0.00	1,666.67	1,666.67	100.00	0.00	10,000.02	10,000.02	100.00	20,000.04
4580-00-000	Security/Law Enforcement	1,679.31	0.00	-1,679.31	N/A	2,239.07	0.00	-2,239.07	N/A	0.00
4599-00-000	TOTAL GENERAL EXPENSES	9,865.50	4,485.85	-5,379.65	-119.92	17,553.38	26,915.10	9,361.72	34.78	53,830.20
4700-00-000	HOUSING ASSISTANCE PAYMENTS									
4715-06-000	FSS Escrow Payments (Public Housing)	811.00	0.00	-811.00	N/A	4,866.00	0.00	-4,866.00	N/A	0.00
4799-00-000	TOTAL HOUSING ASSISTANCE PAYMENTS	811.00	0.00	-811.00	N/A	4,866.00	0.00	-4,866.00	N/A	0.00
5000-00-000	NON-OPERATING ITEMS									
5105-00-000	Depreciation Expense	4,899.83	6,583.33	1,683.50	25.57	29,398.98	39,499.98	10,101.00	25.57	78,999.96
5999-00-000	TOTAL NON-OPERATING ITEMS	4,899.83	6,583.33	1,683.50	25.57	29,398.98	39,499.98	10,101.00	25.57	78,999.96
8000-00-000	TOTAL EXPENSES	68,359.02	79,063.15	10,704.13	13.54	449,948.02	474,378.90	24,430.88	5.15	948,757.80
9000-00-000	NET INCOME	-5,682.60	-13,862.72	8,180.12	59.01	-67,273.73	-83,176.32	15,902.59	19.12	-166,352.64

Meadowview Apartments (mva)

Budget Comparison

Period = Dec 2024

Book = Accrual ; Tree = ysl_is

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
2999-99-999 Revenue & Expenses									
3000-00-000 INCOME									
3100-00-000 TENANT INCOME									
3101-00-000 RENTAL INCOME									
3111-00-000 Tenant Rent	57,549.42	50,981.44	6,567.98	12.88	339,581.43	305,888.64	33,692.79	11.01	611,777.28
3119-00-000 TOTAL RENTAL INCOME	57,549.42	50,981.44	6,567.98	12.88	339,581.43	305,888.64	33,692.79	11.01	611,777.28
3120-00-000 OTHER TENANT INCOME									
3120-01-000 Laundry and Vending	963.50	229.17	734.33	320.43	4,252.90	1,375.02	2,877.88	209.30	2,750.04
3120-02-000 Cleaning Fee	0.00	0.00	0.00	N/A	1,854.99	0.00	1,854.99	N/A	0.00
3120-03-000 Damages	0.00	0.00	0.00	N/A	951.32	0.00	951.32	N/A	0.00
3120-04-000 Late Charges	0.00	0.00	0.00	N/A	-2.76	0.00	-2.76	N/A	0.00
3120-09-000 Tenant Income - Other	0.00	0.00	0.00	N/A	140.00	0.00	140.00	N/A	0.00
3120-11-000 Trash Removal	0.00	0.00	0.00	N/A	321.00	0.00	321.00	N/A	0.00
3120-12-000 Keys and Locks Fee	0.00	0.00	0.00	N/A	30.00	0.00	30.00	N/A	0.00
3129-00-000 TOTAL OTHER TENANT INCOME	963.50	229.17	734.33	320.43	7,547.45	1,375.02	6,172.43	448.90	2,750.04
3199-00-000 TOTAL TENANT INCOME	58,512.92	51,210.61	7,302.31	14.26	347,128.88	307,263.66	39,865.22	12.97	614,527.32
3400-00-000 GRANT INCOME									
3400-30-000 FSS Grant	0.00	5,128.30	-5,128.30	-100.00	0.00	30,769.80	-30,769.80	-100.00	61,539.60
3401-10-000 Operating Subsidy	39,832.50	39,318.07	514.43	1.31	255,129.14	235,908.42	19,220.72	8.15	471,816.84
3499-00-000 TOTAL GRANT INCOME	39,832.50	44,446.37	-4,613.87	-10.38	255,129.14	266,678.22	-11,549.08	-4.33	533,356.44
3999-00-000 TOTAL INCOME	98,345.42	95,656.98	2,688.44	2.81	602,258.02	573,941.88	28,316.14	4.93	1,147,883.76
4000-00-000 EXPENSES									
4100-00-000 ADMINISTRATIVE EXPENSES									
4100-99-000 ADMINISTRATIVE SALARIES & BENEFITS									
4110-00-000 Salaries & Wages - Administrative	-16,695.14	11,820.16	28,515.30	241.24	60,927.74	70,920.96	9,993.22	14.09	141,841.92
4110-21-000 Unemployment Tax - Administrative	-149.45	97.99	247.44	252.52	3.84	587.94	584.10	99.35	1,175.88
4110-22-000 Medicare Tax - Administrative	-327.62	230.26	557.88	242.28	694.42	1,381.56	687.14	49.74	2,763.12
4110-23-000 Health Insurance - Administrative	-11,107.14	3,550.32	14,657.46	412.85	2,819.25	21,301.92	18,482.67	86.77	42,603.84
4110-24-000 Dental Insurance - Administrative	-398.81	132.50	531.31	400.99	107.80	795.00	687.20	86.44	1,590.00
4110-25-000 STD/LTD/Life Ins - Administrative	-351.98	87.55	439.53	502.03	152.62	525.30	372.68	70.95	1,050.60
4110-25-001 Workers Compensation - Administrative	-323.84	289.59	613.43	211.83	701.69	1,737.54	1,035.85	59.62	3,475.08
4110-26-000 HRA Expense - Administrative	-96.80	478.18	574.98	120.24	0.00	2,869.08	2,869.08	100.00	5,738.16
4110-28-000 MEPRS/MSRS - Administrative	-2,404.08	1,169.02	3,573.10	305.65	5,186.48	7,014.12	1,827.64	26.06	14,028.24
4110-29-000 Retirement 401a Plan - Administrative	-643.38	524.50	1,167.88	222.67	1,829.49	3,147.00	1,317.51	41.87	6,294.00
4110-99-000 TOTAL ADMINISTRATIVE SALARIES & BENEFITS	-32,498.24	18,380.07	50,878.31	276.81	72,423.33	110,280.42	37,857.09	34.33	220,560.84
4130-00-000 LEGAL EXPENSES									
4130-03-000 Tenant Screening	18.00	246.24	228.24	92.69	18.00	1,477.44	1,459.44	98.78	2,954.88
4130-04-000 General Legal Expense	890.56	657.27	-233.29	-35.49	3,235.79	3,943.62	707.83	17.95	7,887.24
4131-00-000 TOTAL LEGAL EXPENSES	908.56	903.51	-5.05	-0.56	3,253.79	5,421.06	2,167.27	39.98	10,842.12

Meadowview Apartments (mva)

Budget Comparison

Period = Dec 2024

Book = Accrual ; Tree = ysl_is

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
4139-00-000	OTHER ADMIN EXPENSES								
4140-00-000	83.29	121.90	38.61	31.67	392.91	731.40	338.49	46.28	1,462.80
4150-00-000	170.64	571.04	400.40	70.12	389.88	3,426.24	3,036.36	88.62	6,852.48
4151-00-000	302.15	23.19	-278.96	-1,202.93	359.85	139.14	-220.71	-158.62	278.28
4170-00-000	162.52	50.38	-112.14	-222.59	745.55	302.28	-443.27	-146.64	604.56
4171-00-000	0.00	62.05	62.05	100.00	0.00	372.30	372.30	100.00	744.60
4173-00-000	10,936.50	11,145.88	209.38	1.88	65,619.00	66,875.28	1,256.28	1.88	133,750.56
4173-01-000	1,520.00	1,520.00	0.00	0.00	9,120.00	9,120.00	0.00	0.00	18,240.00
4173-02-000	1,125.00	1,140.00	15.00	1.32	6,750.00	6,840.00	90.00	1.32	13,680.00
4189-00-000	14,300.10	14,634.44	334.34	2.28	83,377.19	87,806.64	4,429.45	5.04	175,613.28
4190-00-000	MISCELLANEOUS ADMIN EXPENSES								
4190-01-000	795.53	152.28	-643.25	-422.41	2,043.51	913.68	-1,129.83	-123.66	1,827.36
4190-02-000	0.00	277.00	277.00	100.00	0.00	1,662.00	1,662.00	100.00	3,324.00
4190-03-000	0.00	91.37	91.37	100.00	0.00	548.22	548.22	100.00	1,096.44
4190-04-000	624.49	411.15	-213.34	-51.89	1,010.82	2,466.90	1,456.08	59.02	4,933.80
4190-07-000	207.77	183.33	-24.44	-13.33	2,576.67	1,099.98	-1,476.69	-134.25	2,199.96
4190-07-001	43.02	30.46	-12.56	-41.23	275.87	182.76	-93.11	-50.95	365.52
4190-08-000	101.74	152.86	51.12	33.44	591.06	917.16	326.10	35.56	1,834.32
4190-09-000	0.00	1,719.98	1,719.98	100.00	0.00	10,319.88	10,319.88	100.00	20,639.76
4190-11-000	96.75	45.68	-51.07	-111.80	251.67	274.08	22.41	8.18	548.16
4190-12-000	-1,584.06	0.00	1,584.06	N/A	5,224.19	0.00	-5,224.19	N/A	0.00
4190-13-000	944.87	416.67	-528.20	-126.77	4,527.86	2,500.02	-2,027.84	-81.11	5,000.04
4190-15-000	10.65	0.00	-10.65	N/A	10.65	0.00	-10.65	N/A	0.00
4190-18-000	0.00	0.00	0.00	N/A	391.60	0.00	-391.60	N/A	0.00
4190-19-000	19,532.33	114.21	-19,418.12	-17,002.12	36,031.09	685.26	-35,345.83	-5,158.02	1,370.52
4190-20-000	0.00	166.67	166.67	100.00	0.00	1,000.02	1,000.02	100.00	2,000.04
4190-22-000	0.00	30.46	30.46	100.00	116.68	182.76	66.08	36.16	365.52
4190-25-000	0.00	73.40	73.40	100.00	0.00	440.40	440.40	100.00	880.80
4191-00-000	20,773.09	3,865.52	-16,907.57	-437.39	53,051.67	23,193.12	-29,858.55	-128.74	46,386.24
4199-00-000	3,483.51	37,783.54	34,300.03	90.78	212,105.98	226,701.24	14,595.26	6.44	453,402.48
4200-00-000	TENANT SERVICES								
4210-00-000	0.00	2,796.39	2,796.39	100.00	0.00	16,778.34	16,778.34	100.00	33,556.68
4210-22-000	0.00	85.99	85.99	100.00	0.00	515.94	515.94	100.00	1,031.88
4210-23-000	0.00	1,038.53	1,038.53	100.00	0.00	6,231.18	6,231.18	100.00	12,462.36
4210-24-000	0.00	46.90	46.90	100.00	0.00	281.40	281.40	100.00	562.80
4210-25-000	0.00	21.25	21.25	100.00	0.00	127.50	127.50	100.00	255.00
4210-25-001	0.00	108.04	108.04	100.00	0.00	648.24	648.24	100.00	1,296.48
4210-26-000	0.00	168.86	168.86	100.00	0.00	1,013.16	1,013.16	100.00	2,026.32
4210-28-000	0.00	436.56	436.56	100.00	0.00	2,619.36	2,619.36	100.00	5,238.72
4210-29-000	0.00	164.91	164.91	100.00	0.00	989.46	989.46	100.00	1,978.92
4221-01-000	0.00	0.00	0.00	N/A	61.47	0.00	-61.47	N/A	0.00
4230-00-000	0.00	83.33	83.33	100.00	0.00	499.98	499.98	100.00	999.96
4230-02-000	100.00	385.35	285.35	74.05	912.84	2,312.10	1,399.26	60.52	4,624.20
4299-00-000	100.00	5,336.11	5,236.11	98.13	974.31	32,016.66	31,042.35	96.96	64,033.32

Meadowview Apartments (mva)

Budget Comparison

Period = Dec 2024

Book = Accrual ; Tree = ysl_is

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual	
4300-00-000	UTILITY EXPENSES									
4310-00-000	Water	4,860.89	1,925.00	-2,935.89	-152.51	9,879.48	11,550.00	1,670.52	14.46	23,100.00
4320-00-000	Electricity	4,189.38	2,105.10	-2,084.28	-99.01	22,038.69	12,630.60	-9,408.09	-74.49	25,261.20
4320-01-000	Electricity-Tenant Expense	0.00	83.33	83.33	100.00	0.00	499.98	499.98	100.00	999.96
4320-02-000	Electricity - Vacant Units	225.47	0.00	-225.47	N/A	796.55	0.00	-796.55	N/A	0.00
4330-00-000	Gas	4,829.75	6,000.00	1,170.25	19.50	19,931.35	36,000.00	16,068.65	44.64	72,000.00
4340-00-000	Garbage/Trash Removal	708.40	491.67	-216.73	-44.08	4,116.40	2,950.02	-1,166.38	-39.54	5,900.04
4390-00-000	Sewer	8,233.66	2,807.01	-5,426.65	-193.32	16,375.57	16,842.06	466.49	2.77	33,684.12
4391-00-000	Storm Water	1,999.51	708.33	-1,291.18	-182.29	3,999.02	4,249.98	250.96	5.90	8,499.96
4392-00-000	Sprinkler	353.00	141.67	-211.33	-149.17	700.98	850.02	149.04	17.53	1,700.04
4399-00-000	TOTAL UTILITY EXPENSES	25,400.06	14,262.11	-11,137.95	-78.09	77,838.04	85,572.66	7,734.62	9.04	171,145.32
4400-00-000	MAINTENANCE AND OPERATIONAL EXPENSES									
4400-99-000	GENERAL MAINT EXPENSES									
4406-01-000	Maintenance Service Fees	25,413.77	24,693.45	-720.32	-2.92	134,603.32	148,160.70	13,557.38	9.15	296,321.40
4410-01-000	Maintenance Labor-Grounds	4,938.01	0.00	-4,938.01	N/A	11,057.17	0.00	-11,057.17	N/A	0.00
4410-22-000	Medicare Tax - Maintenance	107.51	0.00	-107.51	N/A	107.51	0.00	-107.51	N/A	0.00
4410-25-000	STD/LTD/Life Ins - Maintenance	31.50	0.00	-31.50	N/A	31.50	0.00	-31.50	N/A	0.00
4410-25-001	Workers Compensation - Maintenance	184.47	0.00	-184.47	N/A	184.47	0.00	-184.47	N/A	0.00
4410-28-000	MEPERS/MSRS - Maintenance	706.56	0.00	-706.56	N/A	706.56	0.00	-706.56	N/A	0.00
4410-29-000	Retirement 401a Plan - Maintenance	356.86	0.00	-356.86	N/A	356.86	0.00	-356.86	N/A	0.00
4411-00-000	Maintenance Uniforms	392.87	312.85	-80.02	-25.58	2,340.70	1,877.10	-463.60	-24.70	3,754.20
4413-00-000	Vehicle Expense	0.00	73.02	73.02	100.00	0.00	438.12	438.12	100.00	876.24
4419-00-000	TOTAL GENERAL MAINT EXPENSE	32,131.55	25,079.32	-7,052.23	-28.12	149,388.09	150,475.92	1,087.83	0.72	300,951.84
4420-00-000	MATERIALS									
4420-02-000	Appliances	1,570.31	579.76	-990.55	-170.86	3,297.39	3,478.56	181.17	5.21	6,957.12
4420-03-000	Supplies-Painting	623.28	132.74	-490.54	-369.55	1,695.05	796.44	-898.61	-112.83	1,592.88
4420-04-000	Supplies-Electrical	0.00	191.08	191.08	100.00	1,530.22	1,146.48	-383.74	-33.47	2,292.96
4420-05-000	Supplies-Windows/Doors/Locks	40.80	861.02	820.22	95.26	630.95	5,166.12	4,535.17	87.79	10,332.24
4420-06-000	Supplies-Janitorial/Cleaning	116.57	285.34	168.77	59.15	1,154.44	1,712.04	557.60	32.57	3,424.08
4420-07-000	Supplies-Maint/Repairs	926.07	760.40	-165.67	-21.79	3,827.11	4,562.40	735.29	16.12	9,124.80
4420-08-000	Supplies-Plumbing	247.21	188.32	-58.89	-31.27	1,883.38	1,129.92	-753.46	-66.68	2,259.84
4420-11-000	Supplies-Heating and Cooling	0.00	902.66	902.66	100.00	3,431.75	5,415.96	1,984.21	36.64	10,831.92
4420-12-000	Supplies - Seasonal	77.82	202.04	124.22	61.48	504.94	1,212.24	707.30	58.35	2,424.48
4429-00-000	TOTAL MATERIALS	3,602.06	4,103.36	501.30	12.22	17,955.23	24,620.16	6,664.93	27.07	49,240.32
4430-00-000	CONTRACT COSTS									
4430-05-000	Contract-Decorating/Painting	3,550.00	1,054.61	-2,495.39	-236.62	8,535.00	6,327.66	-2,207.34	-34.88	12,655.32
4430-06-000	Contract-Electrical	0.00	92.65	92.65	100.00	0.00	555.90	555.90	100.00	1,111.80
4430-07-000	Contract-Pest Control	2,982.12	1,367.99	-1,614.13	-117.99	11,217.42	8,207.94	-3,009.48	-36.67	16,415.88
4430-09-000	Contract-Grounds	0.00	1,142.37	1,142.37	100.00	0.00	6,854.22	6,854.22	100.00	13,708.44
4430-10-000	Contract-Janitorial/Cleaning	0.00	35.00	35.00	100.00	0.00	210.00	210.00	100.00	420.00
4430-11-000	Contract-Plumbing	0.00	276.25	276.25	100.00	1,038.33	1,657.50	619.17	37.36	3,315.00
4430-13-000	Contract-HVAC	0.00	1,423.85	1,423.85	100.00	3,500.54	8,543.10	5,042.56	59.02	17,086.20
4430-14-000	Contract-Vehicle Maintenance	0.00	151.17	151.17	100.00	0.00	907.02	907.02	100.00	1,814.04

Meadowview Apartments (mva)

Budget Comparison

Period = Dec 2024

Book = Accrual ; Tree = ysl_is

		PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
4430-15-000	Contract-Equipment Rental	184.03	0.00	-184.03	N/A	1,097.66	0.00	-1,097.66	N/A	0.00
4430-16-000	Contract-Maintenance Consultants	0.00	307.88	307.88	100.00	0.00	1,847.28	1,847.28	100.00	3,694.56
4430-19-000	Fire and Safety	343.76	250.00	-93.76	-37.50	2,061.55	1,500.00	-561.55	-37.44	3,000.00
4431-01-000	Professional Services	0.00	41.67	41.67	100.00	0.00	250.02	250.02	100.00	500.04
4439-00-000	TOTAL CONTRACT COSTS	7,059.91	6,143.44	-916.47	-14.92	27,450.50	36,860.64	9,410.14	25.53	73,721.28
4499-00-000	TOTAL MAINTENANCE AND OPERATIONAL EXPENSES	42,793.52	35,326.12	-7,467.40	-21.14	194,793.82	211,956.72	17,162.90	8.10	423,913.44
4500-00-000	GENERAL EXPENSES									
4510-00-000	Insurance Expense	-22,598.64	31.89	22,630.53	70,964.35	-10,955.88	191.34	11,147.22	5,825.87	382.68
4510-10-000	Property Insurance	14,100.75	2,500.00	-11,600.75	-464.03	14,100.75	15,000.00	899.25	6.00	30,000.00
4510-20-000	Liability Insurance	6,209.35	1,583.33	-4,626.02	-292.17	6,209.35	9,499.98	3,290.63	34.64	18,999.96
4510-22-000	Auto Insurance	0.00	77.86	77.86	100.00	0.00	467.16	467.16	100.00	934.32
4510-50-000	Insurance Claims / Uninsured Losses	0.00	0.00	0.00	N/A	480.00	0.00	-480.00	N/A	0.00
4520-00-000	Property Tax / PILOT	0.00	4,000.00	4,000.00	100.00	0.00	24,000.00	24,000.00	100.00	48,000.00
4580-00-000	Security/Law Enforcement	839.64	0.00	-839.64	N/A	1,119.52	0.00	-1,119.52	N/A	0.00
4599-00-000	TOTAL GENERAL EXPENSES	-1,448.90	8,193.08	9,641.98	117.68	10,953.74	49,158.48	38,204.74	77.72	98,316.96
5000-00-000	NON-OPERATING ITEMS									
5105-00-000	Depreciation Expense	13,168.19	11,065.83	-2,102.36	-19.00	79,009.14	66,394.98	-12,614.16	-19.00	132,789.96
5999-00-000	TOTAL NON-OPERATING ITEMS	13,168.19	11,065.83	-2,102.36	-19.00	79,009.14	66,394.98	-12,614.16	-19.00	132,789.96
8000-00-000	TOTAL EXPENSES	83,496.38	111,966.79	28,470.41	25.43	575,675.03	671,800.74	96,125.71	14.31	1,343,601.48
9000-00-000	NET INCOME	14,849.04	-16,309.81	31,158.85	191.04	26,582.99	-97,858.86	124,441.85	127.16	-195,717.72

B Street Condo (bsc)

Income Statement

Period = Jul 2024-Dec 2024

Book = Accrual ; Tree = ysi_is

		Period to Date	%	Year to Date	%
2999-99-999	Revenue & Expenses				
3000-00-000	INCOME				
3199-00-000	TENANT INCOME	0.00	0.00	96,817.44	44.07
3999-00-000	TOTAL INCOME	0.00	0.00	96,817.44	44.07
4000-00-000	EXPENSES				
4199-00-000	ADMINISTRATIVE EXPENSES	107,847.08	63.94	135,453.31	61.66
4299-00-000	TENANT SERVICES EXPENSES	0.00	0.00	399.00	0.18
4399-00-000	UTILITY EXPENSES	37,042.11	21.96	98,651.06	44.91
4499-00-000	MAINTENANCE AND OPERATIONAL EXPENSES	25,773.74	15.28	77,379.40	35.22
4599-00-000	GENERAL EXPENSES	-3,643.10	-2.16	2,981.14	1.36
5999-00-000	NON-OPERATING ITEMS	1,639.56	0.97	1,639.56	0.75
8000-00-000	TOTAL EXPENSES	168,659.39	100.00	316,503.47	144.07
9000-00-000	NET INCOME	-168,659.39	-100.00	-219,686.03	-100.00

Lewiston Housing Authority (lha)

Income Statement

Period = Jul 2024-Dec 2024

Book = Accrual ; Tree = ysi_is

		Period to Date	%	Year to Date	%
2999-99-999	Revenue & Expenses				
3000-00-000	INCOME				
3199-00-000	TENANT INCOME	8,365.59	19.30	35,530.44	-11.70
3499-00-000	GRANT INCOME	16,000.00	36.92	185,904.48	-61.20
3500-99-000	CFP FUNDS	125,519.00	289.65	125,519.00	-41.32
3699-00-000	OTHER INCOME	495,040.79	1,142.38	1,948,904.69	-641.53
3999-00-000	TOTAL INCOME	644,925.38	1,488.26	2,295,858.61	-755.74
4000-00-000	EXPENSES				
4199-00-000	ADMINISTRATIVE EXPENSES	577,366.49	1,332.36	1,747,160.78	-575.12
4299-00-000	TENANT SERVICES EXPENSES	196,370.33	453.15	262,856.16	-86.53
4399-00-000	UTILITY EXPENSES	10,070.04	23.24	38,420.91	-12.65
4499-00-000	MAINTENANCE AND OPERATIONAL EXPENSES	-211,889.46	-488.97	-459,806.48	151.36
4599-00-000	GENERAL EXPENSES	23,190.46	53.52	88,236.38	-29.05
4699-00-000	GRANT EXPENSES	70,656.99	163.05	231,905.51	-76.34
4899-00-000	FINANCING EXPENSES	563.04	1.30	3,915.14	-1.29
4929-00-000	(PRE)DEVELOPMENT COSTS	1,408.51	3.25	58,858.22	-19.37
5999-00-000	NON-OPERATING ITEMS	20,523.24	47.36	20,523.24	-6.76
8000-00-000	TOTAL EXPENSES	688,259.64	1,588.26	1,992,069.86	-655.74
9000-00-000	NET INCOME	-43,334.26	-100.00	303,788.75	-100.00

Property = .voucher .pbvouch

Income Statement

Period = Jul 2024-Dec 2024

Book = Accrual ; Tree = ysi_is

		Period to Date	%	Year to Date	%
2999-99-999	Revenue & Expenses				
3000-00-000	INCOME				
3199-00-000	TENANT INCOME	24,353.00	10.69	20,989.00	2.27
3499-00-000	GRANT INCOME	6,463,731.00	2,836.17	18,207,139.61	1,973.13
3699-00-000	OTHER INCOME	0.00	0.00	29,641.61	3.21
3999-00-000	TOTAL INCOME	6,488,084.00	2,846.85	18,257,770.22	1,978.62
4000-00-000	EXPENSES				
4199-00-000	ADMINISTRATIVE EXPENSES	563,604.79	247.30	1,618,637.11	175.41
4299-00-000	TENANT SERVICES EXPENSES	8,541.49	3.75	114,421.95	12.40
4399-00-000	UTILITY EXPENSES	4,724.73	2.07	8,022.71	0.87
4499-00-000	MAINTENANCE AND OPERATIONAL EXPENSES	0.00	0.00	24,315.44	2.64
4599-00-000	GENERAL EXPENSES	-1,551.68	-0.68	453,699.90	49.17
4799-00-000	HOUSING ASSISTANCE PAYMENTS	6,140,158.47	2,694.19	17,044,207.00	1,847.10
4929-00-000	(PRE)DEVELOPMENT COSTS	510.00	0.22	510.00	0.06
8000-00-000	TOTAL EXPENSES	6,715,987.80	2,946.85	19,263,814.11	2,087.65
9000-00-000	NET INCOME	-227,903.80	-100.00	-1,006,043.89	-109.03

All Tenant Based Voucher Programs (.voucher)

Income Statement

Period = Dec 2024

Book = Accrual ; Tree = ysi_is

	Period to Date	%	Year to Date	%
2999-99-999	Revenue & Expenses			
3000-00-000	INCOME			
3100-00-000	TENANT INCOME			
3101-00-000	RENTAL INCOME			
3111-00-000	Tenant Rent	0.00	-126.00	-0.20
3119-00-000	TOTAL RENTAL INCOME	0.00	-126.00	-0.20
3120-00-000	OTHER TENANT INCOME			
3121-01-000	TPA - Fraud	2,827.00	4,501.00	7.16
3121-02-000	TPA - Other	919.00	18,424.00	29.31
3129-00-000	TOTAL OTHER TENANT INCOME	3,746.00	22,925.00	36.47
3199-00-000	TOTAL TENANT INCOME	3,746.00	22,799.00	36.27
3400-00-000	GRANT INCOME			
3400-31-000	MODs - Annual Contributions Received	88,198.00	589,656.00	938.11
3410-01-000	Section 8 HAP Received	940,787.00	5,311,787.00	8,450.75
3410-02-000	Section 8 Admin Fee Income	86,368.00	562,288.00	894.57
3499-00-000	TOTAL GRANT INCOME	1,115,353.00	6,463,731.00	10,283.43
3999-00-000	TOTAL INCOME	1,119,099.00	6,486,530.00	10,319.70
4000-00-000	EXPENSES			
4100-00-000	ADMINISTRATIVE EXPENSES			
4100-99-000	ADMINISTRATIVE SALARIES & BENEFITS			
4110-00-000	Salaries & Wages - Administrative	47,568.23	214,356.22	341.03
4110-22-000	Medicare Tax - Administrative	738.61	2,943.25	4.68
4110-23-000	Health Insurance - Administrative	-37,629.97	0.00	0.00
4110-24-000	Dental Insurance - Administrative	-2,067.90	0.00	0.00
4110-25-000	STD/LTD/Life Ins - Administrative	-1,276.54	247.19	0.39
4110-25-001	Workers Compensation - Administrative	904.67	2,133.88	3.39
4110-26-000	HRA Expense - Administrative	-10,248.83	0.00	0.00
4110-28-000	MEPERS/MSRS - Administrative	1,936.11	18,204.46	28.96
4110-29-000	Retirement 401a Plan - Administrative	1,541.61	7,692.16	12.24
4110-99-000	TOTAL ADMINISTRATIVE SALARIES & BENEFITS	1,465.99	245,577.16	390.70
4130-00-000	LEGAL EXPENSES			
4130-03-000	Tenant Screening	45.00	45.00	0.07
4130-04-000	General Legal Expense	1,616.82	9,584.36	15.25
4131-00-000	TOTAL LEGAL EXPENSES	1,661.82	9,629.36	15.32
4139-00-000	OTHER ADMIN EXPENSES			
4140-00-000	Staff Training	666.85	3,145.83	5.00
4150-00-000	Travel	1,366.27	3,121.68	4.97
4151-00-000	Mileage Reimbursement	-197.78	0.00	0.00
4170-00-000	Accounting Fees	1,301.20	5,488.97	8.73
4172-00-000	Port Out Admin Fee Paid	2,378.75	11,617.86	18.48
4173-02-000	Bookkeeping Fee	8,527.50	51,165.00	81.40
4173-04-000	Safe Harbor Fee	13,644.00	81,864.00	130.24
4189-00-000	TOTAL OTHER ADMIN EXPENSES	27,686.79	156,403.34	248.83
4190-00-000	MISCELLANEOUS ADMIN EXPENSES			
4190-01-000	Membership and Fees	6,056.88	22,008.85	35.01
4190-04-000	Office Supplies	4,701.89	7,795.08	12.40
4190-07-000	Telephone	236.56	3,481.85	5.54
4190-07-001	Answering Service	344.44	2,208.82	3.51

All Tenant Based Voucher Programs (.voucher)

Income Statement

Period = Dec 2024

Book = Accrual ; Tree = ysi_is

		Period to Date	%	Year to Date	%
4190-08-000	Postage	780.67	-1.52	4,698.47	7.48
4190-11-000	Printing and Printer Supplies	0.00	0.00	891.59	1.42
4190-12-000	Software	11,182.88	-21.80	18,597.33	29.59
4190-13-000	Internet	2,915.74	-5.68	13,491.52	21.46
4190-15-000	Cell Phones/Pagers	2.49	0.00	2.49	0.00
4190-19-000	Professional Services	50,487.44	-98.43	78,611.84	125.07
4190-22-000	Other Misc Admin Expenses	207.09	-0.40	207.09	0.33
4191-00-000	TOTAL MISCELLANEOUS ADMIN EXPENSES	76,916.08	-149.95	151,994.93	241.82
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	107,730.68	-210.02	563,604.79	896.66
4200-00-000	TENANT SERVICES				
4210-00-000	Salaries & Wages - Tenant Services	-26,701.13	52.05	0.00	0.00
4210-22-000	Medicare Tax - Tenant Services	-208.07	0.41	0.00	0.00
4210-23-000	Health Insurance - Tenant Services	-3,303.69	6.44	0.00	0.00
4210-24-000	Dental Insurance - Tenant Services	-217.42	0.42	0.00	0.00
4210-25-000	STD/LTD/Life Ins - Tenant Services	-289.85	0.57	0.00	0.00
4210-25-001	Workers Compensation - Tenant Services	-544.34	1.06	0.00	0.00
4210-26-000	HRA Expense - Tenant Services	-103.62	0.20	0.00	0.00
4210-28-000	MEPERS/MSRS - Tenant Services	-2,516.47	4.91	0.00	0.00
4210-29-000	Retirement 401a Plan - Tenant Services	-958.65	1.87	0.00	0.00
4230-00-000	Tenant Services Contract Costs	0.00	0.00	8,541.49	13.59
4299-00-000	TOTAL TENANT SERVICES EXPENSES	-34,843.24	67.93	8,541.49	13.59
4300-00-000	UTILITY EXPENSES				
4330-00-000	Gas	891.61	-1.74	4,724.73	7.52
4399-00-000	TOTAL UTILITY EXPENSES	891.61	-1.74	4,724.73	7.52
4500-00-000	GENERAL EXPENSES				
4510-00-000	Insurance Expense	-4,985.09	9.72	-1,551.68	-2.47
4599-00-000	TOTAL GENERAL EXPENSES	-4,985.09	9.72	-1,551.68	-2.47
4700-00-000	HOUSING ASSISTANCE PAYMENTS				
4715-00-000	Housing Assistance Payments	941,167.00	-1,834.81	5,701,791.69	9,071.23
4715-01-000	Tenant Utility Payments-Voucher	5,438.00	-10.60	28,494.00	45.33
4715-02-000	Port Out HAP Payments	49,438.00	-96.38	230,752.78	367.11
4715-06-000	FSS Escrow Payments (Public Housing)	2,967.00	-5.78	12,518.00	19.92
4799-00-000	TOTAL HOUSING ASSISTANCE PAYMENTS	999,010.00	-1,947.58	5,973,556.47	9,503.59
4900-00-000	(PRE)DEVELOPMENT COSTS				
4901-00-000	Predevelopment Costs	0.00	0.00	510.00	0.81
4929-00-000	TOTAL (PRE)DEVELOPMENT COSTS	0.00	0.00	510.00	0.81
8000-00-000	TOTAL EXPENSES	1,067,803.96	-2,081.69	6,549,385.80	10,419.70
9000-00-000	NET INCOME	51,295.04	-100.00	-62,855.80	-100.00

All Properties/Entities/Vouchers/Grants (.all)

General Ledger

Period = Jan 2024-Dec 2024

Book = Accrual

Sort On =

Property	Property Name	Date	Period	Person/Description	Control	Reference	Debit	Credit	Balance	Remarks
1280-05-000				PID - Wedgewood			0.00 = Beginning Balance =			
choice	CHOICE	3/1/2024	03-2024	Record ACH Avesta Wedgewood	J-1575		1,018,956.61	0.00	1,018,956.61	CHOICE - ACH Avesta Wedgewood
choice	CHOICE	3/29/2024	03-2024	Record ACH Avesta Wedgewood	J-1577		1,377,178.15	0.00	2,396,134.76	CHOICE - ACH Avesta Wedgewood
choice	CHOICE	4/26/2024	04-2024	Record ACH Avesta Wedgewood	J-1579		1,168,775.54	0.00	3,564,910.30	CHOICE - ACH Avesta Wedgewood
choice	CHOICE	5/31/2024	05-2024	Record ACH Avesta Wedgewood	J-1581		984,531.84	0.00	4,549,442.14	CHOICE - ACH Avesta Wedgewood
choice	CHOICE	6/28/2024	06-2024	Record ACH Avesta Wedgewood	J-1584		1,201,974.52	0.00	5,751,416.66	CHOICE - ACH Avesta Wedgewood
choice	CHOICE	6/30/2024	06-2024	To clear PID Wedgewood - per client, this is	J-5632		0.00	5,751,416.66	0.00	To clear PID Wedgewood - per client, this is not a note, all HUD funds transferred for expenses incurred
choice	CHOICE	8/1/2024	08-2024	Record ACH Avesta Wedgewood	J-1586		476,805.33	0.00	476,805.33	CHOICE - ACH Avesta Wedgewood
choice	CHOICE	10/3/2024	10-2024	Camden - Outgoing ACH	J-4513		150,000.29	0.00	626,805.62	CHOICE - ACH Avesta Wedgewood
choice	CHOICE	10/31/2024	10-2024	Record ACH Avesta Wedgewood	J-4575		66,787.14	0.00	693,592.76	CHOICE - ACH Avesta Wedgewood
choice	CHOICE	12/3/2024	12-2024	Camden - Outgoing ACH	J-5766		0.00	59,997.14	633,595.62	CHOICE - ACH Avesta Wedgewood
choice	CHOICE	12/31/2024	12-2024	Camden - Outgoing ACH	J-5767		0.00	61,656.09	571,939.53	CHOICE - ACH Avesta Wedgewood
Net Change=571,939.53							6,445,009.42	5,873,069.89	571,939.53	= Ending Balance =

1280-09-000				PID - Martel School			0.00 = Beginning Balance =			
laahdc	Lewiston Auburn Area D	7/30/2024	07-2024	Reclass to PID 07.2024	J-3810		551.66	0.00	551.66	Compliance Monitoring Martel School Demo
laahdc	Lewiston Auburn Area D	7/30/2024	07-2024	Reclass to PID 07.2024	J-3810		2,000.00	0.00	2,551.66	Martel Phase II Pre App Fee
lha	Lewiston Housing Autho	7/30/2024	07-2024	Reclass to PID 07.2024	J-3811		700.00	0.00	3,251.66	Martel Phase 2 Dev Rev App
laahdc	Lewiston Auburn Area D	7/9/2024	08-2024	Acorn Engineering Inc (v0000147)	P-16465	2204	3,230.00	0.00	6,481.66	Lha martel school redevelopment
laahdc	Lewiston Auburn Area D	7/9/2024	08-2024	Acorn Engineering Inc (v0000147)	P-16465	2204	2,655.00	0.00	9,136.66	Lha schematic design
laahdc	Lewiston Auburn Area D	7/9/2024	08-2024	Acorn Engineering Inc (v0000147)	P-16465	2204	2,640.00	0.00	11,776.66	Professional services
laahdc	Lewiston Auburn Area D	8/7/2024	08-2024	Lawnguard Lawncare, Inc. (v0002196)	P-14554	53508	180.00	0.00	11,956.66	Clean up 6/8/24
laahdc	Lewiston Auburn Area D	8/7/2024	08-2024	Lawnguard Lawncare, Inc. (v0002196)	P-14554	53508	600.00	0.00	12,556.66	Clean up 7/18/24
laahdc	Lewiston Auburn Area D	8/23/2024	08-2024	St Laurent & Son (v0000137)	P-14371	LAAHDC Mar	178,500.00	0.00	191,056.66	Demo Abatement for Martel
laahdc	Lewiston Auburn Area D	8/27/2024	08-2024	Kleinfelder Construction Services Inc (v0000 P-16345)	7788		212.95	0.00	191,269.61	138455
laahdc	Lewiston Auburn Area D	8/30/2024	08-2024	2114 unapplied allocations	J-1669		0.00	178,500.00	12,769.61	Martel School Development - City of Lewiston
lha	Lewiston Housing Autho	8/15/2024	08-2024	St Laurent & Son (v-137) Correct GL P-1419	J-1571	LAAHDC Mar	619,876.00	0.00	632,645.61	Martel Demo (GL 1280-10 > 1280-09)
laahdc	Lewiston Auburn Area D	6/17/2024	09-2024	Haley Ward (v0002155)	P-18465	202414838	2,000.00	0.00	634,645.61	Project 10708.005 Martel -- 2024 phase Iesa udate
laahdc	Lewiston Auburn Area D	9/9/2024	09-2024	Acorn Engineering Inc (v0000147)	P-18464	2444	54.27	0.00	634,699.88	1244 - LHA Design Development -Martel School phase 2 --
laahdc	Lewiston Auburn Area D	9/9/2024	09-2024	Acorn Engineering Inc (v0000147)	P-18464	2444	340.00	0.00	635,039.88	8/13/2024 Crain Burgess Milanae Reimbursement 1244 - LHA Design Development -Martel School phase 2 --
laahdc	Lewiston Auburn Area D	9/9/2024	09-2024	Acorn Engineering Inc (v0000147)	P-18464	2444	791.41	0.00	635,831.29	Project Manager 1244 - LHA Design Development -Martel School phase 2 --
laahdc	Lewiston Auburn Area D	9/9/2024	09-2024	Acorn Engineering Inc (v0000147)	P-18464	2444	220.00	0.00	636,051.29	8/10/2024 Am-At-lier Service Booklets and Plans for Site Plan 1244 - LHA Design Development -Martel School phase 2 --
laahdc	Lewiston Auburn Area D	9/9/2024	09-2024	Acorn Engineering Inc (v0000147)	P-18464	2444	555.00	0.00	636,606.29	PROFESSIONAL SERVICES - Design Engineer II 1244 - LHA Design Development -Martel School phase 2 --
laahdc	Lewiston Auburn Area D	9/9/2024	09-2024	Acorn Engineering Inc (v0000147)	P-18464	2444	1,653.75	0.00	638,260.04	Principal 1244 - LHA Design Development -Martel School phase 2 --
laahdc	Lewiston Auburn Area D	9/11/2024	09-2024	MaineHousing (MSHA) (v0002218)	P-16449	LAAHDC Mar	1,000.00	0.00	639,260.04	Project Landscape Architect App fee - Martel
laahdc	Lewiston Auburn Area D	9/11/2024	09-2024	MaineHousing (MSHA) (v0002218)	P-16449	LAAHDC Mar	2,500.00	0.00	641,760.04	LIHTC App Fee - Martel
laahdc	Lewiston Auburn Area D	9/25/2024	09-2024	Owen Haskell, Inc. (v0002271)	P-18731	2023-214.2	400.00	0.00	642,160.04	Job#:2023-214 L-A -- Deed description for 860
lha	Lewiston Housing Autho	9/30/2024	09-2024	Reclass to PID 09.2024	J-3815		29,986.30	0.00	672,146.34	Martel Closing Legal Fees
laahdc	Lewiston Auburn Area D	10/7/2024	10-2024	Acorn Engineering Inc (v0000147)	P-20946	2586	110.00	0.00	672,256.34	Design Engineer 1.00
laahdc	Lewiston Auburn Area D	10/7/2024	10-2024	Acorn Engineering Inc (v0000147)	P-20946	2586	382.50	0.00	672,638.84	Project Manager

All Properties/Entities/Vouchers/Grants (.all)

General Ledger

Period = Jan 2024-Dec 2024

Book = Accrual

Sort On =

Property	Property Name	Date	Period	Person/Description	Control	Reference	Debit	Credit	Balance	Remarks
laahdc	Lewiston Auburn Area D	10/7/2024	10-2024	Acorn Engineering Inc (v0000147)	P-20946	2586	911.25	0.00	673,550.09	Project Landscape Architect
laahdc	Lewiston Auburn Area D	10/7/2024	10-2024	Acorn Engineering Inc (v0000147)	P-20946	2586	127.50	0.00	673,677.59	Project Manager 0.750
laahdc	Lewiston Auburn Area D	10/7/2024	10-2024	Acorn Engineering Inc (v0000147)	P-20946	2586	55.00	0.00	673,732.59	Design Engineer 0.50
laahdc	Lewiston Auburn Area D	10/31/2024	10-2024	Platz Associates (v0002284)	P-21049	LAAHDC 103	1,960.00	0.00	675,692.59	File 202428 Martel Phase II -- 8/1/2024 Daniel C. Moreno
laahdc	Lewiston Auburn Area D	10/31/2024	10-2024	Platz Associates (v0002284)	P-21049	LAAHDC 103	217.00	0.00	675,909.59	File 202428 Martel Phase II -- Reimbursables - 5 of fee
laahdc	Lewiston Auburn Area D	10/31/2024	10-2024	Platz Associates (v0002284)	P-21049	LAAHDC 103	2,380.00	0.00	678,289.59	File 202428 Martel Phase II -- 9/1/2024 Daniel C. Moreno
lha	Lewiston Housing Autho	10/17/2024	10-2024	Lawnguard Lawncare, Inc. (v0002196)	P-20947	53622	360.00	0.00	678,649.59	Clean Up Clean Up - Martel School
laahdc	Lewiston Auburn Area D	8/9/2024	11-2024	Acorn Engineering Inc (v0000147)	P-23249	2328	2,450.00	0.00	681,099.59	1244-LHA Schematic Design-Martel Redevelopment-Phase 2
laahdc	Lewiston Auburn Area D	8/9/2024	11-2024	Acorn Engineering Inc (v0000147)	P-23249	2328	17,314.99	0.00	698,414.58	lha local permitting
laahdc	Lewiston Auburn Area D	8/9/2024	11-2024	Acorn Engineering Inc (v0000147)	P-23249	2328	1,836.25	0.00	700,250.83	1244-LHA Schematic Design-Martel Redevelopment-Phase 2
laahdc	Lewiston Auburn Area D	8/9/2024	11-2024	Acorn Engineering Inc (v0000147)	P-23249	2328	0.01	0.00	700,250.84	Professional services
laahdc	Lewiston Auburn Area D	8/9/2024	11-2024	Acorn Engineering Inc (v0000147)	P-23249	2328	3,780.00	0.00	704,030.84	1244-LHA Schematic Design-Martel Redevelopment-Phase 2
laahdc	Lewiston Auburn Area D	8/9/2024	11-2024	Acorn Engineering Inc (v0000147)	P-23249	2328	1,684.42	0.00	705,715.26	1244-LHA Schematic Design-Martel Redevelopment-Phase 2
laahdc	Lewiston Auburn Area D	1/5/2024	12-2024	Curtis Thaxter LLC (v0002094)	P-23951	147853	566.55	0.00	706,281.81	Client 49691-00303 - 10% discount applied
laahdc	Lewiston Auburn Area D	4/8/2024	12-2024	Curtis Thaxter LLC (v0002094)	P-23956	148656	3,748.50	0.00	710,030.31	Client 49691-00303 - 10% discount applied
laahdc	Lewiston Auburn Area D	5/2/2024	12-2024	Curtis Thaxter LLC (v0002094)	P-23952	148868	1,210.50	0.00	711,240.81	Client 49691-00303 - 10% discount applied
laahdc	Lewiston Auburn Area D	6/7/2024	12-2024	Curtis Thaxter LLC (v0002094)	P-23953	149152	273.60	0.00	711,514.41	Client 49691-00303 - 10% discount applied
laahdc	Lewiston Auburn Area D	7/8/2024	12-2024	Curtis Thaxter LLC (v0002094)	P-23957	149502	9,873.00	0.00	721,387.41	Client 49691-00303 - 10% discount applied
laahdc	Lewiston Auburn Area D	9/9/2024	12-2024	Acorn Engineering Inc (v0000147)	P-25730	2444.1	4,077.90	0.00	725,465.31	1244 - LHA Design Development -Martel School phase 2 --
laahdc	Lewiston Auburn Area D	12/31/2024	12-2024	Recognize revenue for City of Lewiston Cont J-6335			178,500.00	0.00	903,965.31	PROFESSIONAL SERVICES - Design Engineer II
Net Change=903,965.31							1,082,465.31	178,500.00	903,965.31	= Ending Balance =
1280-10-000				DNU PID - Martel School					0.00 = Beginning Balance =	
lha	Lewiston Housing Autho	8/15/2024	08-2024	St Laurent & Son (v0000137)	P-14197	LAAHDC Mar	619,876.00	0.00	619,876.00	Martel Demo
lha	Lewiston Housing Autho	8/15/2024	08-2024	St Laurent & Son (v-137) Correct GL P-1419 J-1571		LAAHDC Mar	0.00	619,876.00	0.00	Martel Demo (GL 1280-10 > 1280-09)
Net Change=0.00							619,876.00	619,876.00	0.00	= Ending Balance =
1280-11-000				PID - Ramada					0.00 = Beginning Balance =	
laahdc	Lewiston Auburn Area D	7/30/2024	07-2024	Reclass to PID 07.2024	J-3810		2,000.00	0.00	2,000.00	Ramada Pre-App Fee
laahdc	Lewiston Auburn Area D	8/8/2024	08-2024	Cushman & Wakefield Of Massachusetts, Inc P-16457	24-27001-90		5,450.00	0.00	7,450.00	24-27001-900950 Ramada appraisal report
laahdc	Lewiston Auburn Area D	9/9/2024	09-2024	Curtis Thaxter LLC (v0002094)	P-18475	150629	2,230.00	0.00	9,680.00	Professional Services Rendered - Consult On Option. Consult
laahdc	Lewiston Auburn Area D	9/11/2024	09-2024	MaineHousing (MSHA) (v0002218)	P-16451	LAAHDC Rarr	2,500.00	0.00	12,180.00	On Option Arrangements Begin Work On Same Review Of
laahdc	Lewiston Auburn Area D	9/11/2024	09-2024	MaineHousing (MSHA) (v0002218)	P-16451	LAAHDC Rarr	1,000.00	0.00	13,180.00	Ramada LIHTC App Fee
laahdc	Lewiston Auburn Area D	10/10/2024	09-2024	Emerald Hospitality LLC (v0000166)	P-18729	LAAHDC RAM	10,000.00	0.00	23,180.00	Ramada App Fee
Net Change=23,180.00							23,180.00	0.00	23,180.00	= Ending Balance =
1280-12-000				PID - Soleil Phase I					0.00 = Beginning Balance =	
lha	Lewiston Housing Autho	7/30/2024	07-2024	Reclass to PID 07.2024	J-3811		2,000.00	0.00	2,000.00	Acquisition Escrow - Ramada
lha	Lewiston Housing Autho	7/30/2024	07-2024	Reclass to PID 07.2024	J-3811		2,000.00	0.00	4,000.00	Soleil Apts Phase 1 Pre App Fee
lha	Lewiston Housing Autho	8/30/2024	08-2024	Reclass To PID 08.2024	J-3812		5,559.37	0.00	9,559.37	Soleil Apts Phase 2 Pre App Fee
									9,559.37	Terradyn Consult Kaplan Thompson Architect

All Properties/Entities/Vouchers/Grants (.all)

General Ledger

Period = Jan 2024-Dec 2024

Book = Accrual

Sort On =

Property	Property Name	Date	Period	Person/Description	Control	Reference	Debit	Credit	Balance	Remarks
lha	Lewiston Housing Autho	8/30/2024	08-2024	Reclass To PID 08.2024	J-3812		2,000.00	0.00	11,559.37	Supplemental Services Kaplan Thompson Architects
laahdc	Lewiston Auburn Area D	9/11/2024	09-2024	MaineHousing (MSHA) (v0002218)	P-16450	LAAHDC Sole	1,000.00	0.00	12,559.37	Soleil Apts Phase 1 App Fee
laahdc	Lewiston Auburn Area D	9/11/2024	09-2024	MaineHousing (MSHA) (v0002218)	P-16450	LAAHDC Sole	2,500.00	0.00	15,059.37	Soleil Apts Phase 1 LIHTC App Fee
Net Change=15,059.37							15,059.37	0.00	15,059.37	= Ending Balance =
							8,185,590.10	6,671,445.89		

Check Register

For Period = Dec 2024

Control	Batch	Period	Date	Person	Property	Account	Amount	Reference	Notes
K-8634	444	12/2024	12/2/2024		hva		10.00	83710	
K-8635	444	12/2024	12/2/2024		hva		10.00	83711	
K-8636	444	12/2024	12/2/2024		hva		29.00	83712	
K-8637	444	12/2024	12/2/2024		hva		10.00	83713	
K-8638	444	12/2024	12/2/2024		hva		10.00	83714	
K-8639	444	12/2024	12/2/2024		hva		10.00	83715	
K-8640	444	12/2024	12/2/2024		hva		10.00	83716	
K-8641	444	12/2024	12/2/2024		hva		10.00	83717	
K-8642	444	12/2024	12/2/2024		hva		10.00	83718	
K-8643	444	12/2024	12/2/2024		lpa		10.00	83719	
K-8644	444	12/2024	12/2/2024		hva		29.00	83720	
K-8645	444	12/2024	12/2/2024		hva		29.00	83721	
K-8646	444	12/2024	12/2/2024		hva		10.00	83722	
K-8647	444	12/2024	12/2/2024		hva		29.00	83723	
K-8648	444	12/2024	12/2/2024		hva		10.00	83724	
K-8649	444	12/2024	12/2/2024		hva		29.00	83725	
K-8650	444	12/2024	12/2/2024		hva		10.00	83726	
K-8651	444	12/2024	12/2/2024		sws		66.00	83727	
K-8652	444	12/2024	12/2/2024		hva		10.00	83728	
K-8653	444	12/2024	12/2/2024		hva		10.00	83729	
K-8654	444	12/2024	12/2/2024		hva		10.00	83730	
K-8655	444	12/2024	12/2/2024		hva		10.00	83731	
K-8824	447	12/2024	12/6/2024	Maine Municipal Employees Health Trust (M	lha		56,379.45	83732	
K-8825	447	12/2024	12/6/2024	DP Flores Inc (v0000089)	lha		283.55	83733	
K-8826	447	12/2024	12/6/2024	Atlantic Pacific Properties LLC (v0000124)	hcv		750.00	83734	
K-8827	447	12/2024	12/6/2024	292 Bates Street (BAT) LAAHDC (v0000129)	hcv		1,100.00	83735	
K-8828	447	12/2024	12/6/2024	Abdihakim Abdi (v0001070)	hcv		750.00	83736	
K-8829	447	12/2024	12/6/2024	ASM Properties LLC (v0001095)	hcv		750.00	83737	
K-8830	447	12/2024	12/6/2024	EXP Properties LLC (v0001153)	hcv		1,729.00	83738	
K-8831	447	12/2024	12/6/2024	H&S Reny Property Management Inc (v0001hcv			1,729.00	83739	
K-8832	447	12/2024	12/6/2024	Northeast Rental Housing Of Central Maine	hcv		1,988.00	83740	
K-8833	447	12/2024	12/6/2024	Sweezey Properties LLC (v0001311)	hcv		320.00	83741	
K-8834	447	12/2024	12/6/2024	Ace Detective & Security Agency, Inc. (v000	bst		4,424.00	83742	
					hva		1,008.00	83742	
K-8835	447	12/2024	12/6/2024	Aire Serv of Lewiston (v0002022)	bst		558.00	83743	
					lpa		703.05	83743	
					raa		318.00	83743	
K-8836	447	12/2024	12/6/2024	All Outdoor Services (v0002024)	hva		510.00	83744	
					lha		330.00	83744	
K-8837	447	12/2024	12/6/2024	Building Controls LLC (v0002062)	bst		165.00	83745	
K-8838	447	12/2024	12/6/2024	Central Maine Power Company (v0002074)	shs		24.03	83746	
K-8839	447	12/2024	12/6/2024	Central Maine Power Company (v0002074)	hva		179.67	83747	
K-8840	447	12/2024	12/6/2024	Central Maine Power Company (v0002074)	hva		156.10	83748	

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For Period = Dec 2024

Control	Batch	Period	Date	Person	Property	Account	Amount	Reference	Notes
K-8841	447	12/2024	12/6/2024	Central Maine Power Company (v0002074)	sws		29.37	83749	
K-8842	447	12/2024	12/6/2024	Central Maine Power Company (v0002074)	sws		59.63	83750	
K-8843	447	12/2024	12/6/2024	Central Maine Power Company (v0002074)	htn		48.79	83751	
K-8844	447	12/2024	12/6/2024	Central Maine Power Company (v0002074)	hva		104.89	83752	
K-8845	447	12/2024	12/6/2024	Central Maine Power Company (v0002074)	hva		179.67	83753	
K-8846	447	12/2024	12/6/2024	Central Maine Power Company (v0002074)	htn		132.29	83754	
K-8847	447	12/2024	12/6/2024	Central Maine Power Company (v0002074)	hva		130.08	83755	
K-8848	447	12/2024	12/6/2024	Central Maine Power Company (v0002074)	hva		108.13	83756	
K-8849	447	12/2024	12/6/2024	Central Maine Power Company (v0002074)	hva		125.84	83757	
K-8850	447	12/2024	12/6/2024	Central Maine Power Company (v0002074)	hva		131.44	83758	
K-8851	447	12/2024	12/6/2024	Central Maine Power Company (v0002074)	hva		113.02	83759	
K-8852	447	12/2024	12/6/2024	Central Maine Power Company (v0002074)	hva		124.39	83760	
K-8853	447	12/2024	12/6/2024	Central Maine Power Company (v0002074)	hva		32.35	83761	
K-8854	447	12/2024	12/6/2024	Central Maine Power Company (v0002074)	hva		155.95	83762	
K-8855	447	12/2024	12/6/2024	Central Maine Power Company (v0002074)	hva		158.46	83763	
K-8856	447	12/2024	12/6/2024	Central Maine Power Company (v0002074)	hva		60.99	83764	
K-8857	447	12/2024	12/6/2024	Central Maine Power Company (v0002074)	hva		56.46	83765	
K-8858	447	12/2024	12/6/2024	Central Maine Power Company (v0002074)	bsc		1,747.89	83766	
K-8859	447	12/2024	12/6/2024	Central Maine Power Company (v0002074)	hva		136.32	83767	
K-8860	447	12/2024	12/6/2024	Central Maine Power Company (v0002074)	hva		128.46	83768	
K-8861	447	12/2024	12/6/2024	Central Maine Power Company (v0002074)	hva		107.60	83769	
K-8862	447	12/2024	12/6/2024	Central Maine Power Company (v0002074)	hva		4.00	83770	
K-8863	447	12/2024	12/6/2024	Central Maine Power Company (v0002074)	htn		58.13	83771	
K-8864	447	12/2024	12/6/2024	Central Maine Power Company (v0002074)	hva		39.88	83772	
K-8865	447	12/2024	12/6/2024	Central Maine Power Company (v0002074)	hva		112.82	83773	
K-8866	447	12/2024	12/6/2024	Central Maine Power Company (v0002074)	mva		233.02	83774	
K-8867	447	12/2024	12/6/2024	Central Maine Power Company (v0002074)	raa		104.17	83775	
K-8868	447	12/2024	12/6/2024	Central Maine Power Company (v0002074)	raa		129.67	83776	
K-8869	447	12/2024	12/6/2024	Central Maine Power Company (v0002074)	raa		110.41	83777	
K-8870	447	12/2024	12/6/2024	Central Maine Power Company (v0002074)	lpa		100.10	83778	
K-8871	447	12/2024	12/6/2024	Central Maine Power Company (v0002074)	lpa		85.99	83779	
K-8872	447	12/2024	12/6/2024	Central Maine Power Company (v0002074)	lpa		25.90	83780	
K-8873	447	12/2024	12/6/2024	Central Maine Power Company (v0002074)	lpa		27.34	83781	
K-8874	447	12/2024	12/6/2024	Central Maine Power Company (v0002074)	lpa		34.94	83782	
K-8875	447	12/2024	12/6/2024	Central Maine Power Company (v0002074)	lpa		17.32	83783	
K-8876	447	12/2024	12/6/2024	Central Maine Power Company (v0002074)	lpa		89.79	83784	
K-8877	447	12/2024	12/6/2024	Central Maine Power Company (v0002074)	lpa		130.76	83785	
K-8878	447	12/2024	12/6/2024	Central Maine Power Company (v0002074)	lpa		31.83	83786	
K-8879	447	12/2024	12/6/2024	Central Maine Power Company (v0002074)	lpa		30.85	83787	
K-8880	447	12/2024	12/6/2024	FP Mailing Solutions (v0002138)	lha		120.00	83788	
K-8881	447	12/2024	12/6/2024	HD Supply (v0002162)	lha		132.84	83789	
K-8882	447	12/2024	12/6/2024	Iserv Company (v0002174)	bst		738.38	83790	
					hva		1,739.70	83790	

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					lha		3,410.73	83790	
					lpa		353.38	83790	
					mva		723.38	83790	
K-8883	447	12/2024	12/6/2024	J.C. Ehrlich (v0002176)	ash		68.60	83791	
					bst		949.74	83791	
					htn		19.54	83791	
					hva		922.13	83791	
					lha		50.00	83791	
					lpa		294.28	83791	
					oak		9.79	83791	
					prk		137.28	83791	
					raa		269.97	83791	
					sab		8.97	83791	
					shs		19.54	83791	
					sws		29.38	83791	
					wip		39.22	83791	
K-8884	447	12/2024	12/6/2024	Joe and Kathy Sales LLC (v0002181)	mva		895.00	83792	
K-8885	447	12/2024	12/6/2024	Lanit (v0002192)	lha		280.00	83793	
K-8886	447	12/2024	12/6/2024	Lawnguard Lawncare, Inc. (v0002196)	ash		132.62	83794	
					bsc		132.62	83794	
					bst		663.10	83794	
					htn		132.62	83794	
					hva		1,705.12	83794	
					lpa		663.10	83794	
					mva		928.34	83794	
					oak		132.62	83794	
					prk		170.51	83794	
					raa		1,042.02	83794	
					sab		132.62	83794	
					shs		132.62	83794	
					sws		132.62	83794	
					wip		132.62	83794	
K-8887	447	12/2024	12/6/2024	Littlefield Solar LLC (v0002202)	bsc		430.86	83795	
					bst		973.83	83795	
					hva		323.82	83795	
					lha		262.95	83795	
					mva		372.65	83795	
K-8888	447	12/2024	12/6/2024	MEMIC (v0002227)	lha		444.00	83796	
K-8889	447	12/2024	12/6/2024	NAPA Lewiston (v0002247)	lha		255.96	83797	
K-8890	447	12/2024	12/6/2024	Nason Mechanical Systems (v0002248)	college		250.00	83798	
K-8891	447	12/2024	12/6/2024	OTS Leasing (v0002269)	bst		96.50	83799	
					lha		1,239.14	83799	
					mva		464.79	83799	

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K-8892	447	12/2024	12/6/2024	ResiDesk, Inc. (v0002298)	lha		283.00	83800	
K-8893	447	12/2024	12/6/2024	Roses Commercial Cleaning, LLC (v0002302)	bsc		721.00	83801	
K-8894	447	12/2024	12/6/2024	Sherwin-Williams Co. (v0002314)	mva		26.66	83802	
K-8895	447	12/2024	12/6/2024	SRL Architects (v0002328)	bsc		45,042.12	83803	
K-8896	447	12/2024	12/6/2024	Stanley Elevator Co Inc (v0002330)	bsc		308.00	83804	
K-8897	447	12/2024	12/6/2024	City Of Lewiston (v0002338)	bst		59.71	83805	
					ehv		9.23	83805	
					hcv		774.41	83805	
					hva		115.73	83805	
					lha		11.08	83805	
					mod2		5.54	83805	
					mod5		75.10	83805	
					msv		85.57	83805	
					mva		93.57	83805	
K-8898	447	12/2024	12/6/2024	The Home Depot Pro (v0002342)	bst		641.23	83806	
					hva		1,572.33	83806	
					lha		359.56	83806	
					raa		54.94	83806	
K-8899	447	12/2024	12/6/2024	Trafton & Matzen (v0002355)	bst		1,970.53	83807	
					hva		549.64	83807	
					lha		81.00	83807	
					lpa		27.00	83807	
					mva		499.50	83807	
					raa		286.39	83807	
K-8900	447	12/2024	12/6/2024	Unifirst Corporation (v0002361)	bsc		95.72	83808	
					bst		182.88	83808	
					hva		235.34	83808	
					mva		127.70	83808	
K-8901	447	12/2024	12/6/2024	United Ag and Turf NE (v0002363)	lha		20.64	83809	
K-8902	447	12/2024	12/6/2024	Verizon Wireless (v0002373)	bst		154.98	83810	
					choice		204.44	83810	
					hcv		86.67	83810	
					hva		514.40	83810	
					lha		442.07	83810	
					mva		204.44	83810	
K-8903	447	12/2024	12/6/2024	Yardi Systems Inc (v0002385)	lha		28,884.58	83811	
K-8958		12/2024	12/9/2024	Deborah Breiting LLC (v0000122)	lha		-3,655.00	83642	Vendor didn't receive; void & reissue
K-8959	448	12/2024	12/9/2024	Deborah Breiting LLC (v0000122)	lha		3,655.00	83812	
K-8960	448	12/2024	12/9/2024	Common Ties Mental Health Services (v0000122)	hcv		588.00	83813	
K-8961		12/2024	12/9/2024	Common Ties Mental Health Services (v0000122)	hcv		-588.00	83813	incorrect property & bank account
K-8963	450	12/2024	12/12/2024	Western Maine Transportation Services (v0000122)	choice		87.00	83814	
K-8964	450	12/2024	12/12/2024	OTS Leasing (v0002269)	choice		242.96	83815	
K-8965	450	12/2024	12/12/2024	Yardi Systems Inc (v0002385)	choice		0.60	83816	

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K-8991	451	12/2024	12/13/2024		lpa		163.00	83817	
K-8992	451	12/2024	12/13/2024		lha		250.00	83818	
K-8993	451	12/2024	12/13/2024		mva		370.00	83819	
K-8994	451	12/2024	12/13/2024	WB Mason Company Inc (v0000044)	lha		359.94	83820	
K-8995	451	12/2024	12/13/2024	Clifford & Golden PA (v0000132)	lpa		478.50	83821	
K-8996	451	12/2024	12/13/2024	Bouchard Cleaning & Restoration Inc (v0000000)	mva		5,223.13	83822	
K-8997	451	12/2024	12/13/2024	Jason M. Knights (v0000187)	mva		1,200.00	83823	
K-8998	451	12/2024	12/13/2024	Acadia Insurance Company (v0002012)	lha		96.00	83824	
K-8999	451	12/2024	12/13/2024	AFSCME Council 93 (v0002020)	lha		467.28	83825	
K-9000	451	12/2024	12/13/2024	All Outdoor Services (v0002024)	hva		115.00	83826	
K-9001	451	12/2024	12/13/2024	Als Auto & Truck Garage Inc. (v0002027)	lha		561.55	83827	
K-9002	451	12/2024	12/13/2024	Becky Cobb (v0002051)	lha		1,305.00	83828	
K-9003	451	12/2024	12/13/2024	Capital One (v0002069)	lha		203.66	83829	
K-9004	451	12/2024	12/13/2024	Casella Recycling (v0002073)	hva		210.00	83830	
					lha		255.00	83830	
					lpa		55.00	83830	
K-9005	451	12/2024	12/13/2024	Central Maine Power Company (v0002074)	mva		180.10	83831	
K-9006	451	12/2024	12/13/2024	Central Maine Power Company (v0002074)	mva		158.98	83832	
K-9007	451	12/2024	12/13/2024	Central Maine Power Company (v0002074)	mva		195.48	83833	
K-9008	451	12/2024	12/13/2024	Central Maine Power Company (v0002074)	mva		128.90	83834	
K-9009	451	12/2024	12/13/2024	Central Maine Power Company (v0002074)	mva		206.58	83835	
K-9010	451	12/2024	12/13/2024	Central Maine Power Company (v0002074)	mva		190.48	83836	
K-9011	451	12/2024	12/13/2024	Central Maine Power Company (v0002074)	mva		114.95	83837	
K-9012	451	12/2024	12/13/2024	Central Maine Power Company (v0002074)	bst		77.35	83838	
K-9013	451	12/2024	12/13/2024	Central Maine Power Company (v0002074)	lpa		120.21	83839	
K-9014	451	12/2024	12/13/2024	Central Maine Power Company (v0002074)	mva		1,000.06	83840	
K-9015	451	12/2024	12/13/2024	Central Maine Power Company (v0002074)	raa		73.51	83841	
K-9016	451	12/2024	12/13/2024	Central Maine Power Company (v0002074)	raa		96.03	83842	
K-9017	451	12/2024	12/13/2024	Central Maine Power Company (v0002074)	mva		210.52	83843	
K-9018	451	12/2024	12/13/2024	Central Maine Power Company (v0002074)	mva		131.05	83844	
K-9019	451	12/2024	12/13/2024	Central Maine Power Company (v0002074)	mva		271.02	83845	
K-9020	451	12/2024	12/13/2024	Central Maine Power Company (v0002074)	mva		148.59	83846	
K-9021	451	12/2024	12/13/2024	Central Maine Power Company (v0002074)	mva		153.96	83847	
K-9022	451	12/2024	12/13/2024	Central Maine Power Company (v0002074)	mva		96.95	83848	
K-9023	451	12/2024	12/13/2024	Central Maine Power Company (v0002074)	mva		45.27	83849	
K-9024	451	12/2024	12/13/2024	Central Maine Power Company (v0002074)	mva		39.28	83850	
K-9025	451	12/2024	12/13/2024	Central Maine Power Company (v0002074)	mva		137.85	83851	
K-9026	451	12/2024	12/13/2024	Door Control Inc. (v0002111)	bsc		1,350.07	83852	
K-9027	451	12/2024	12/13/2024	Drillen Hardware (v0002113)	hva		55.63	83853	
K-9028	451	12/2024	12/13/2024	Drummond Woodsum (v0002114)	lha		598.00	83854	
K-9029	451	12/2024	12/13/2024	HD Supply (v0002162)	hva		1,310.94	83855	
K-9030	451	12/2024	12/13/2024	Iserv Company (v0002174)	lha		5,325.00	83856	
K-9031	451	12/2024	12/13/2024	J.C. Ehrlich (v0002176)	mva		1,491.06	83857	

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K-9032	451	12/2024	12/13/2024	Language Line Services (v0002191)	hcv		216.38	83858	
					hva		336.09	83858	
					prk		76.13	83858	
					shs		76.14	83858	
K-9033	451	12/2024	12/13/2024	Maine Auto Service (v0002207)	lha		933.13	83859	
K-9034	451	12/2024	12/13/2024	Maine Information Network (v0002211)	lha		7.00	83860	
K-9035	451	12/2024	12/13/2024	MRI Software, LLC (v0002240)	lha		194.54	83861	
K-9036	451	12/2024	12/13/2024	NAPA Lewiston (v0002247)	lha		199.99	83862	
K-9037	451	12/2024	12/13/2024	New Age Home Improvement (v0002255)	mva		3,100.00	83863	
K-9038	451	12/2024	12/13/2024	Rowe Ford Auburn (v0002303)	lha		39,800.00	83864	
K-9039	451	12/2024	12/13/2024	Tenantreports.com LLC (v0002335)	hva		80.00	83865	
					prk		40.00	83865	
K-9040	451	12/2024	12/13/2024	The Home Depot Pro (v0002342)	hva		308.80	83866	
					lha		54.80	83866	
					mva		189.00	83866	
K-9041	451	12/2024	12/13/2024	Yardi Systems Inc (v0002385)	ash		5.50	83867	
					bsc		3.60	83867	
					bst		65.60	83867	
					college		2.40	83867	
					hcv		1.20	83867	
					htn		3.60	83867	
					hva		65.80	83867	
					lha		81.90	83867	
					lpa		18.20	83867	
					mva		82.90	83867	
					oak		0.60	83867	
					prk		7.60	83867	
					raa		17.60	83867	
					sab		2.20	83867	
					shs		2.20	83867	
					sws		2.30	83867	
wip		2.20	83867						
K-9078		12/2024	12/19/2024		bst		-235.00	83707	void & reissue; tenant didn't receive check
K-9079		12/2024	12/19/2024		bst		-275.00	83708	Void & reissue; tenant didn't receive check
K-9080	452	12/2024	12/19/2024		bst		235.00	83868	
K-9081	452	12/2024	12/19/2024		bst		275.00	83869	
K-9117	453	12/2024	12/20/2024		lpa		359.00	83870	
K-9118	453	12/2024	12/20/2024	Andwell Health Partners (v0000049)	lha		1,990.40	83871	
K-9119	453	12/2024	12/20/2024	Rentgrow Inc (v0000081)	hcv		45.00	83872	
					hva		18.00	83872	
					mva		18.00	83872	
K-9120	453	12/2024	12/20/2024	Collins Carpet Cleaning Inc (v0000127)	lha		1,998.40	83873	
K-9121	453	12/2024	12/20/2024	Nicholas Levasseur (v0000189)	mva		7,221.86	83874	

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K-9122	453	12/2024	12/20/2024	Ace Detective & Security Agency, Inc. (v000	bst		5,075.75	83875	
					hva		2,016.00	83875	
K-9123	453	12/2024	12/20/2024	Aire Serv of Lewiston (v0002022)	bst		398.00	83876	
					college		175.00	83876	
					oak		417.50	83876	
K-9124	453	12/2024	12/20/2024	All Outdoor Services (v0002024)	lha		1,080.00	83877	
K-9125	453	12/2024	12/20/2024	Als Auto & Truck Garage Inc. (v0002027)	lha		1,948.35	83878	
K-9126	453	12/2024	12/20/2024	Auburn-Lewiston YMCA (v0002038)	hva		5,779.60	83879	
K-9127	453	12/2024	12/20/2024	BDO (v0002047)	lha		18,330.00	83880	
K-9128	453	12/2024	12/20/2024	Budget Document Technology (v0002061)	hva		480.68	83881	
K-9129	453	12/2024	12/20/2024	Building Controls LLC (v0002062)	bst		3,696.50	83882	
K-9130	453	12/2024	12/20/2024	Central Maine Power Company (v0002074)	mva		43.97	83883	
K-9131	453	12/2024	12/20/2024	Central Maine Power Company (v0002074)	mva		2.87	83884	
K-9132	453	12/2024	12/20/2024	Central Maine Power Company (v0002074)	wip		67.79	83885	
K-9133	453	12/2024	12/20/2024	Central Maine Power Company (v0002074)	bst		25.85	83886	
K-9134	453	12/2024	12/20/2024	Central Maine Power Company (v0002074)	mva		50.77	83887	
K-9135	453	12/2024	12/20/2024	Central Maine Power Company (v0002074)	lha		331.20	83888	
K-9136	453	12/2024	12/20/2024	Central Maine Power Company (v0002074)	ash		188.68	83889	
K-9137	453	12/2024	12/20/2024	Central Maine Power Company (v0002074)	lha		816.83	83890	
K-9138	453	12/2024	12/20/2024	Curtis Thaxter LLC (v0002094)	lha		180.00	83891	
K-9139	453	12/2024	12/20/2024	Haven Connect, Inc. (v0002161)	bst		2.30	83892	
					hva		1.15	83892	
K-9140	453	12/2024	12/20/2024	HD Supply (v0002162)	hva		103.04	83893	
K-9141	453	12/2024	12/20/2024	J.C. Ehrlich (v0002176)	ash		68.60	83894	
					bst		949.74	83894	
					htn		19.54	83894	
					hva		922.13	83894	
					lha		50.00	83894	
					lpa		294.28	83894	
					prk		137.28	83894	
					raa		269.97	83894	
					shs		19.54	83894	
					sws		29.38	83894	
					wip		39.22	83894	
K-9142	453	12/2024	12/20/2024	Kaplan Thompson Architects (v0002184)	lha		202.82	83895	
K-9143	453	12/2024	12/20/2024	L.P. Poirier & Son Inc. (v0002187)	bsc		320.77	83896	
					bst		721.74	83896	
					htn		224.54	83896	
					hva		1,523.67	83896	
					lha		87.41	83896	
					lpa		606.26	83896	
					mva		801.93	83896	
					raa		721.74	83896	

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					shs		192.46	83896	
					sws		192.49	83896	
					wip		240.58	83896	
K-9144	453	12/2024	12/20/2024	Lewiston Paint & Wallpaper (v0002199)	hva		95.92	83897	
K-9145	453	12/2024	12/20/2024	Nadeaus Towing and Recovery (v0002243)	lha		300.00	83898	
K-9146	453	12/2024	12/20/2024	NAPA Lewiston (v0002247)	hva		-7.98	83899	
					lha		89.11	83899	
K-9147	453	12/2024	12/20/2024	NERC/NAHRO (v0002253)	lha		268.00	83900	
K-9148	453	12/2024	12/20/2024	Patriot Mechanical LLC (v0002275)	bsc		665.00	83901	
K-9149	453	12/2024	12/20/2024	Pine Tree Waste (v0002282)	bst		560.00	83902	
					hva		2,194.87	83902	
					lha		47.33	83902	
					lpa		504.96	83902	
					mva		649.40	83902	
					raa		361.00	83902	
K-9150	453	12/2024	12/20/2024	SOS Drywall and Painting, LLC (v0002322)	bst		985.00	83903	
					raa		1,515.00	83903	
K-9151	453	12/2024	12/20/2024	Sprague Operating Resources LLC Lockbox	ash		262.71	83904	
					bsc		982.59	83904	
					bst		2,237.70	83904	
					college		141.11	83904	
					htn		67.22	83904	
					hva		5,279.66	83904	
					lha		146.57	83904	
					lpa		1,097.58	83904	
					mva		2,284.25	83904	
					prk		692.71	83904	
					raa		991.94	83904	
					shs		81.40	83904	
					sws		94.66	83904	
					wip		243.84	83904	
K-9152	453	12/2024	12/20/2024	City Of Lewiston (v0002338)	choice		70.00	83905	
K-9153	453	12/2024	12/20/2024	City Of Lewiston (v0002338)	lha		2,802.00	83906	
K-9154	453	12/2024	12/20/2024	The Home Depot Pro (v0002342)	bst		488.45	83907	
					hva		1,229.97	83907	
K-9155	453	12/2024	12/20/2024	Tractor Supply Company (v0002354)	lha		1,106.60	83908	
K-9156	453	12/2024	12/20/2024	Tribles USA, Inc. (v0002357)	hva		374.64	83909	
K-9157	453	12/2024	12/20/2024	Unifirst Corporation (v0002361)	bsc		95.72	83910	
					bst		161.32	83910	
					hva		278.54	83910	
					lha		53.62	83910	
					mva		161.30	83910	
K-9158	453	12/2024	12/20/2024	Unitil (v0002366)	ash		249.28	83911	

Check Register

For Period = Dec 2024

Control	Batch	Period	Date	Person	Property	Account	Amount	Reference	Notes
					bst		1,586.74	83911	
					mva		161.42	83911	
					prk		218.45	83911	
					raa		219.53	83911	
					shs		135.72	83911	
K-9159	453	12/2024	12/20/2024	Verizon Connect Fleet USA LLC (v0002372)	hcv		112.76	83912	
					hva		28.19	83912	
					lha		30.36	83912	
					mva		21.68	83912	
K-9160	453	12/2024	12/20/2024	Yardi Systems Inc (v0002385)	hcv		0.50	83913	
K-9228	454	12/2024	12/23/2024	Curtis Thaxter LLC (v0002094)	lha		1,179.90	83914	
K-9229	454	12/2024	12/23/2024	Curtis Thaxter LLC (v0002094)	bsc		1,291.50	83915	
K-9230	454	12/2024	12/23/2024	Curtis Thaxter LLC (v0002094)	bsc		360.00	83916	
K-9288	455	12/2024	12/27/2024	Osman (b0001791)	lpa		453.56	83917	
K-9289	455	12/2024	12/27/2024	Cheik (b0002135)	lpa		1,580.43	83918	
K-9290	455	12/2024	12/27/2024	Elan Financial Services (v0000041)	lha		3,673.00	83919	
K-9291	455	12/2024	12/27/2024	Bouchard Cleaning & Restoration Inc (v0000000)	mva		3,456.01	83920	
K-9292	455	12/2024	12/27/2024	Jason M. Knights (v0000187)	mva		2,350.00	83921	
K-9293	455	12/2024	12/27/2024	Ace Detective & Security Agency, Inc. (v0000000)	bst		2,212.00	83922	
					hva		1,008.00	83922	
K-9294	455	12/2024	12/27/2024	Aire Serv of Lewiston (v0002022)	raa		761.29	83923	
K-9295	455	12/2024	12/27/2024	All Outdoor Services (v0002024)	lha		1,950.00	83924	
K-9296	455	12/2024	12/27/2024	Central Maine Power Company (v0002074)	bst		3,097.96	83925	
K-9297	455	12/2024	12/27/2024	Central Maine Power Company (v0002074)	hva		55.18	83926	
K-9298	455	12/2024	12/27/2024	Central Maine Power Company (v0002074)	prk		103.31	83927	
K-9299	455	12/2024	12/27/2024	Central Maine Power Company (v0002074)	prk		65.96	83928	
K-9300	455	12/2024	12/27/2024	Central Maine Power Company (v0002074)	prk		50.14	83929	
K-9301	455	12/2024	12/27/2024	Central Maine Power Company (v0002074)	bst		1,816.59	83930	
K-9302	455	12/2024	12/27/2024	Central Maine Power Company (v0002074)	lpa		553.56	83931	
K-9303	455	12/2024	12/27/2024	Central Maine Power Company (v0002074)	prk		42.12	83932	
K-9304	455	12/2024	12/27/2024	Central Maine Power Company (v0002074)	bst		29.26	83933	
K-9305	455	12/2024	12/27/2024	Central Maine Power Company (v0002074)	bst		29.05	83934	
K-9306	455	12/2024	12/27/2024	Central Maine Power Company (v0002074)	bst		125.38	83935	
K-9307	455	12/2024	12/27/2024	Central Maine Power Company (v0002074)	bst		30.43	83936	
K-9308	455	12/2024	12/27/2024	Central Maine Power Company (v0002074)	bst		130.33	83937	
K-9309	455	12/2024	12/27/2024	Central Maine Power Company (v0002074)	bst		42.69	83938	
K-9310	455	12/2024	12/27/2024	Central Maine Power Company (v0002074)	bst		44.78	83939	
K-9311	455	12/2024	12/27/2024	Central Maine Power Company (v0002074)	bst		117.39	83940	
K-9312	455	12/2024	12/27/2024	Central Maine Power Company (v0002074)	bst		18.32	83941	
K-9313	455	12/2024	12/27/2024	Central Maine Power Company (v0002074)	bst		31.71	83942	
K-9314	455	12/2024	12/27/2024	Central Maine Power Company (v0002074)	hva		43.54	83943	
K-9315	455	12/2024	12/27/2024	Central Maine Power Company (v0002074)	bsc		240.47	83944	
K-9316	455	12/2024	12/27/2024	Community Concepts Inc. (v0002083)	lha		1,300.00	83945	

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For Period = Dec 2024

Control	Batch	Period	Date	Person	Property	Account	Amount	Reference	Notes
K-9317	455	12/2024	12/27/2024	H. Fortier & Sons, Inc. (v0002153)	bst		308.00	83946	
K-9318	455	12/2024	12/27/2024	Haven Connect, Inc. (v0002161)	ash		3.94	83947	
					htn		3.94	83947	
					lpa		3.96	83947	
					mva		12.40	83947	
					oak		3.94	83947	
					prk		11.82	83947	
					sab		3.94	83947	
					shs		3.94	83947	
					sws		3.94	83947	
					wip		3.94	83947	
K-9319	455	12/2024	12/27/2024	Home Depot Credit Services (v0002164)	hva		628.73	83948	
K-9320	455	12/2024	12/27/2024	J.C. Ehrlich (v0002176)	hva		845.00	83949	
					lha		50.00	83949	
					mva		1,491.06	83949	
K-9321	455	12/2024	12/27/2024	Nadeaus Towing and Recovery (v0002243)	lha		737.27	83950	
K-9322	455	12/2024	12/27/2024	On-Call Services, Inc. (v0002266)	lha		559.27	83951	
K-9323	455	12/2024	12/27/2024	Roses Commercial Cleaning, LLC (v0002302)	bsc		721.00	83952	
K-9324	455	12/2024	12/27/2024	Sherwin-Williams Co. (v0002314)	mva		499.03	83953	
K-9325	455	12/2024	12/27/2024	SOS Drywall and Painting, LLC (v0002322)	bst		1,185.00	83954	
K-9326	455	12/2024	12/27/2024	City Of Lewiston (v0002338)	bst		56.05	83955	
					ehv		8.67	83955	
					hcv		726.92	83955	
					hva		108.63	83955	
					lha		10.40	83955	
					mod2		5.20	83955	
					mod5		70.50	83955	
					msv		80.32	83955	
					mva		87.83	83955	
K-9327	455	12/2024	12/27/2024	The Home Depot Pro (v0002342)	bst		345.81	83956	
					lha		1,976.82	83956	
					mva		1,010.56	83956	
K-9328	455	12/2024	12/27/2024	Tribles USA, Inc. (v0002357)	mva		342.31	83957	
K-9329	455	12/2024	12/27/2024	Unifirst Corporation (v0002361)	bsc		95.72	83958	
					bst		75.88	83958	
					hva		75.89	83958	
					mva		75.89	83958	
K-9330	455	12/2024	12/27/2024	Unitil (v0002366)	bsc		870.56	83959	
					college		172.40	83959	
					htn		126.54	83959	
					hva		3,694.32	83959	
					lha		447.77	83959	
					lpa		1,108.95	83959	

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For Period = Dec 2024

Control	Batch	Period	Date	Person	Property	Account	Amount	Reference	Notes
					mva		2,125.86	83959	
					oak		168.91	83959	
					prk		470.86	83959	
					raa		823.19	83959	
					sab		224.21	83959	
					sws		143.90	83959	
					wip		238.82	83959	
K-9471	457	12/2024	12/31/2024		htn		400.18	83960	
K-9472	457	12/2024	12/31/2024		wip		279.12	83961	
K-9473	457	12/2024	12/31/2024		bst		183.50	83962	
K-9474	457	12/2024	12/31/2024	Thomas MacDonald (v0000047)	lha		1,500.00	83963	
K-9475	457	12/2024	12/31/2024	Aire Serv of Lewiston (v0002022)	bst		4,635.14	83964	
					college		1,075.00	83964	
					lha		897.00	83964	
K-9476	457	12/2024	12/31/2024	Central Maine Power Company (v0002074)	bsc		1,301.44	83965	
K-9477	457	12/2024	12/31/2024	Central Maine Power Company (v0002074)	hva		99.46	83966	
K-9478	457	12/2024	12/31/2024	Central Maine Power Company (v0002074)	hva		112.08	83967	
K-9479	457	12/2024	12/31/2024	Central Maine Power Company (v0002074)	hva		133.77	83968	
K-9480	457	12/2024	12/31/2024	Central Maine Power Company (v0002074)	hva		115.50	83969	
K-9481	457	12/2024	12/31/2024	Central Maine Power Company (v0002074)	hva		64.01	83970	
K-9482	457	12/2024	12/31/2024	Central Maine Power Company (v0002074)	hva		157.47	83971	
K-9483	457	12/2024	12/31/2024	Central Maine Power Company (v0002074)	hva		202.20	83972	
K-9484	457	12/2024	12/31/2024	Central Maine Power Company (v0002074)	htn		41.36	83973	
K-9485	457	12/2024	12/31/2024	Central Maine Power Company (v0002074)	hva		114.65	83974	
K-9486	457	12/2024	12/31/2024	Central Maine Power Company (v0002074)	hva		125.77	83975	
K-9487	457	12/2024	12/31/2024	Central Maine Power Company (v0002074)	hva		109.51	83976	
K-9488	457	12/2024	12/31/2024	Central Maine Power Company (v0002074)	hva		150.59	83977	
K-9489	457	12/2024	12/31/2024	Central Maine Power Company (v0002074)	hva		114.65	83978	
K-9490	457	12/2024	12/31/2024	Central Maine Power Company (v0002074)	htn		140.24	83979	
K-9491	457	12/2024	12/31/2024	Central Maine Power Company (v0002074)	hva		93.04	83980	
K-9492	457	12/2024	12/31/2024	Central Maine Power Company (v0002074)	hva		47.55	83981	
K-9493	457	12/2024	12/31/2024	Central Maine Power Company (v0002074)	hva		1,133.11	83982	
K-9494	457	12/2024	12/31/2024	Central Maine Power Company (v0002074)	hva		1,278.28	83983	
K-9495	457	12/2024	12/31/2024	Dick's Auto Body & Collision Center LLC (v0002074)	lha		2,800.26	83984	
K-9496	457	12/2024	12/31/2024	H. Fortier & Sons, Inc. (v0002153)	bst		531.80	83985	
					hva		328.80	83985	
					lha		42.49	83985	
					mva		40.80	83985	
K-9497	457	12/2024	12/31/2024	Home Depot Credit Services (v0002164)	hva		161.70	83986	
K-9498	457	12/2024	12/31/2024	NAPA Lewiston (v0002247)	hva		134.97	83987	
K-9499	457	12/2024	12/31/2024	Promise Early Education Center (v0002290)	choice		4,797.55	83988	
Total							427,013.41		

Blake and Walnut (blwa)

Balance Sheet

Period = Dec 2024

Book = Accrual ; Tree = ysi_bs

		Current Balance
0999-99-000	All	
1000-00-000	ASSETS	
1001-00-000	CURRENT ASSETS	
1119-00-000	CASH	296,021.51
1149-00-000	ACCOUNTS AND NOTES RECEIVABLE	30,523.38
1299-00-000	OTHER CURRENT ASSETS	7,161.64
1300-00-000	TOTAL CURRENT ASSETS	333,706.53
1400-00-000	NONCURRENT ASSETS	
1420-00-000	FIXED ASSETS	7,840,861.00
1499-00-000	TOTAL NONCURRENT ASSETS	7,840,861.00
1999-00-000	TOTAL ASSETS	8,174,567.53
2000-00-000	LIABILITIES & EQUITY	
2001-00-000	LIABILITIES	
2299-00-000	CURRENT LIABILITIES	86,053.02
2399-00-000	NONCURRENT LIABILITIES	4,056,166.00
2499-00-000	TOTAL LIABILITIES	4,142,219.02
2800-00-000	EQUITY	
2805-99-000	CONTRIBUTED CAPITAL	3,889,691.00
2809-99-000	RETAINED EARNINGS	-34,336.97
2810-99-000	OTHER EQUITY	176,994.48
2899-00-000	TOTAL EQUITY	4,032,348.51
2999-00-000	TOTAL LIABILITIES AND EQUITY	8,174,567.53
9999-99-000	TOTAL OF ALL	0.00

Blake and Walnut (blwa)

Income Statement

Period = Dec 2024

Book = Accrual ; Tree = ysi_is

		Period to Date	%	Year to Date	%
2999-99-999	Revenue & Expenses				
3000-00-000	INCOME				
3199-00-000	TENANT INCOME	22,247.13	128.86	277,323.11	-609.42
3699-00-000	OTHER INCOME	786.72	4.56	9,463.61	-20.80
3999-00-000	TOTAL INCOME	23,033.85	133.42	286,786.72	-630.22
4000-00-000	EXPENSES				
4199-00-000	ADMINISTRATIVE EXPENSES	3,475.92	20.13	50,119.39	-110.14
4299-00-000	TENANT SERVICES EXPENSES	5,577.13	32.30	12,310.13	-27.05
4399-00-000	UTILITY EXPENSES	3,844.83	22.27	55,503.45	-121.97
4499-00-000	MAINTENANCE AND OPERATIONAL EXPENSES	13,443.63	77.87	50,857.52	-111.76
4599-00-000	GENERAL EXPENSES	11,206.45	64.91	42,240.31	-92.82
4899-00-000	FINANCING EXPENSES	2,750.00	15.93	30,250.00	-66.47
8000-00-000	TOTAL EXPENSES	40,297.96	233.42	241,280.80	-530.22
9000-00-000	NET INCOME	-17,264.11	-100.00	45,505.92	-100.00

Bates Senior Housing (bsh)

Balance Sheet

Period = Dec 2024

Book = Accrual ; Tree = ysi_bs

		Current Balance
0999-99-000	All	
1000-00-000	ASSETS	
1001-00-000	CURRENT ASSETS	
1119-00-000	CASH	592,035.11
1149-00-000	ACCOUNTS AND NOTES RECEIVABLE	34,579.68
1299-00-000	OTHER CURRENT ASSETS	1,049.92
1300-00-000	TOTAL CURRENT ASSETS	627,664.71
1400-00-000	NONCURRENT ASSETS	
1420-00-000	FIXED ASSETS	3,027,578.09
1499-00-000	TOTAL NONCURRENT ASSETS	3,027,578.09
1999-00-000	TOTAL ASSETS	3,655,242.80
2000-00-000	LIABILITIES & EQUITY	
2001-00-000	LIABILITIES	
2299-00-000	CURRENT LIABILITIES	700,303.47
2399-00-000	NONCURRENT LIABILITIES	960,000.00
2499-00-000	TOTAL LIABILITIES	1,660,303.47
2800-00-000	EQUITY	
2805-99-000	CONTRIBUTED CAPITAL	4,707,592.17
2809-99-000	RETAINED EARNINGS	-2,712,652.84
2899-00-000	TOTAL EQUITY	1,994,939.33
2999-00-000	TOTAL LIABILITIES AND EQUITY	3,655,242.80
9999-99-000	TOTAL OF ALL	0.00

Bates Senior Housing (bsh)

Income Statement

Period = Dec 2024

Book = Accrual ; Tree = ysi_is

		Period to Date	%	Year to Date	%
2999-99-999	Revenue & Expenses				
3000-00-000	INCOME				
3199-00-000	TENANT INCOME	18,369.28	85.96	314,300.09	292.64
3699-00-000	OTHER INCOME	22,736.56	106.39	44,266.45	41.22
3999-00-000	TOTAL INCOME	41,105.84	192.35	358,566.54	333.86
4000-00-000	EXPENSES				
4199-00-000	ADMINISTRATIVE EXPENSES	2,701.87	12.64	95,882.11	89.27
4299-00-000	TENANT SERVICES EXPENSES	578.16	2.71	3,772.53	3.51
4399-00-000	UTILITY EXPENSES	3,939.03	18.43	68,695.21	63.96
4499-00-000	MAINTENANCE AND OPERATIONAL EXPENSES	9,504.64	44.48	66,009.13	61.46
4599-00-000	GENERAL EXPENSES	34,840.20	163.03	100,662.06	93.72
5999-00-000	NON-OPERATING ITEMS	10,912.25	51.06	130,947.00	121.92
8000-00-000	TOTAL EXPENSES	62,476.15	292.35	465,968.04	433.86
9000-00-000	NET INCOME	-21,370.31	-100.00	-107,401.50	-100.00

Gauvreau Place (gvp)

Balance Sheet

Period = Dec 2024

Book = Accrual ; Tree = ysi_bs

		Current Balance
0999-99-000	All	
1000-00-000	ASSETS	
1001-00-000	CURRENT ASSETS	
1119-00-000	CASH	426,501.56
1149-00-000	ACCOUNTS AND NOTES RECEIVABLE	67,384.70
1299-00-000	OTHER CURRENT ASSETS	28,030.87
1300-00-000	TOTAL CURRENT ASSETS	521,917.13
1400-00-000	NONCURRENT ASSETS	
1420-00-000	FIXED ASSETS	7,579,721.92
1499-00-000	TOTAL NONCURRENT ASSETS	7,579,721.92
1999-00-000	TOTAL ASSETS	8,101,639.05
2000-00-000	LIABILITIES & EQUITY	
2001-00-000	LIABILITIES	
2299-00-000	CURRENT LIABILITIES	302,988.54
2399-00-000	NONCURRENT LIABILITIES	3,571,625.84
2499-00-000	TOTAL LIABILITIES	3,874,614.38
2800-00-000	EQUITY	
2805-99-000	CONTRIBUTED CAPITAL	4,842,152.00
2809-99-000	RETAINED EARNINGS	-615,127.33
2899-00-000	TOTAL EQUITY	4,227,024.67
2999-00-000	TOTAL LIABILITIES AND EQUITY	8,101,639.05
9999-99-000	TOTAL OF ALL	0.00

Gauvreau Place (gvp)

Income Statement

Period = Dec 2024

Book = Accrual ; Tree = ysi_is

		Period to Date	%	Year to Date	%
2999-99-999	Revenue & Expenses				
3000-00-000	INCOME				
3199-00-000	TENANT INCOME	32,845.00	66.62	425,112.74	352.53
3699-00-000	OTHER INCOME	13,437.42	27.26	38,493.33	31.92
3999-00-000	TOTAL INCOME	46,282.42	93.88	463,606.07	384.45
4000-00-000	EXPENSES				
4199-00-000	ADMINISTRATIVE EXPENSES	19,560.01	39.68	70,964.00	58.85
4299-00-000	TENANT SERVICES EXPENSES	0.00	0.00	13,565.24	11.25
4399-00-000	UTILITY EXPENSES	8,200.59	16.63	100,809.02	83.60
4499-00-000	MAINTENANCE AND OPERATIONAL EXPENSES	8,430.92	17.10	66,529.52	55.17
4599-00-000	GENERAL EXPENSES	38,386.83	77.86	61,191.43	50.74
4899-00-000	FINANCING EXPENSES	2,635.04	5.34	32,002.61	26.54
5999-00-000	NON-OPERATING ITEMS	18,368.72	37.26	239,133.06	198.30
8000-00-000	TOTAL EXPENSES	95,582.11	193.88	584,194.88	484.45
9000-00-000	NET INCOME	-49,299.69	-100.00	-120,588.81	-100.00

Healy Terrace (hta)

Balance Sheet

Period = Dec 2024

Book = Accrual ; Tree = ysi_bs

		Current Balance
0999-99-000	All	
1000-00-000	ASSETS	
1001-00-000	CURRENT ASSETS	
1119-00-000	CASH	395,282.28
1149-00-000	ACCOUNTS AND NOTES RECEIVABLE	40,217.89
1299-00-000	OTHER CURRENT ASSETS	7,886.93
1300-00-000	TOTAL CURRENT ASSETS	443,387.10
1400-00-000	NONCURRENT ASSETS	
1420-00-000	FIXED ASSETS	5,710,271.31
1439-00-000	OTHER ASSETS	68,037.16
1499-00-000	TOTAL NONCURRENT ASSETS	5,778,308.47
1999-00-000	TOTAL ASSETS	6,221,695.57
2000-00-000	LIABILITIES & EQUITY	
2001-00-000	LIABILITIES	
2299-00-000	CURRENT LIABILITIES	332,215.84
2399-00-000	NONCURRENT LIABILITIES	697,615.00
2499-00-000	TOTAL LIABILITIES	1,029,830.84
2800-00-000	EQUITY	
2805-99-000	CONTRIBUTED CAPITAL	8,040,873.71
2809-99-000	RETAINED EARNINGS	-2,827,569.28
2810-99-000	OTHER EQUITY	-21,439.70
2899-00-000	TOTAL EQUITY	5,191,864.73
2999-00-000	TOTAL LIABILITIES AND EQUITY	6,221,695.57
9999-99-000	TOTAL OF ALL	0.00

Healy Terrace (hta)

Income Statement

Period = Dec 2024

Book = Accrual ; Tree = ysi_is

		Period to Date	%	Year to Date	%
2999-99-999	Revenue & Expenses				
3000-00-000	INCOME				
3199-00-000	TENANT INCOME	42,624.91	-991.78	338,424.25	207.46
3699-00-000	OTHER INCOME	11,126.20	-258.88	39,318.84	24.10
3999-00-000	TOTAL INCOME	53,751.11	-1,250.66	377,743.09	231.57
4000-00-000	EXPENSES				
4199-00-000	ADMINISTRATIVE EXPENSES	2,941.89	-68.45	81,197.54	49.78
4299-00-000	TENANT SERVICES EXPENSES	3,516.02	-81.81	16,351.61	10.02
4399-00-000	UTILITY EXPENSES	4,313.32	-100.36	70,238.03	43.06
4499-00-000	MAINTENANCE AND OPERATIONAL EXPENSES	13,783.34	-320.71	87,861.35	53.86
4599-00-000	GENERAL EXPENSES	6,710.14	-156.13	67,349.20	41.29
4799-00-000	HOUSING ASSISTANCE PAYMENTS	0.00	0.00	-394.00	-0.24
5999-00-000	NON-OPERATING ITEMS	18,188.59	-423.21	218,263.08	133.80
8000-00-000	TOTAL EXPENSES	49,453.30	-1,150.66	540,866.81	331.57
9000-00-000	NET INCOME	4,297.81	-100.00	-163,123.72	-100.00

Mt. Blue Housing (mbh)

Balance Sheet

Period = Dec 2024

Book = Accrual ; Tree = ysi_bs

		Current Balance
0999-99-000	All	
1000-00-000	ASSETS	
1001-00-000	CURRENT ASSETS	
1119-00-000	CASH	75,618.49
1149-00-000	ACCOUNTS AND NOTES RECEIVABLE	22,416.71
1299-00-000	OTHER CURRENT ASSETS	0.00
1300-00-000	TOTAL CURRENT ASSETS	98,035.20
1400-00-000	NONCURRENT ASSETS	
1420-00-000	FIXED ASSETS	154,605.34
1499-00-000	TOTAL NONCURRENT ASSETS	154,605.34
1999-00-000	TOTAL ASSETS	252,640.54
2000-00-000	LIABILITIES & EQUITY	
2001-00-000	LIABILITIES	
2299-00-000	CURRENT LIABILITIES	36,303.56
2499-00-000	TOTAL LIABILITIES	36,303.56
2800-00-000	EQUITY	
2809-99-000	RETAINED EARNINGS	-209,663.02
2810-99-000	OTHER EQUITY	426,000.00
2899-00-000	TOTAL EQUITY	216,336.98
2999-00-000	TOTAL LIABILITIES AND EQUITY	252,640.54
9999-99-000	TOTAL OF ALL	0.00

Mt. Blue Housing (mbh)

Income Statement

Period = Dec 2024

Book = Accrual ; Tree = ysi_is

		Period to Date	%	Year to Date	%
2999-99-999	Revenue & Expenses				
3000-00-000	INCOME				
3199-00-000	TENANT INCOME	6,595.00	103.58	36,842.10	240.34
3699-00-000	OTHER INCOME	128.94	2.03	792.02	5.17
3999-00-000	TOTAL INCOME	6,723.94	105.60	37,634.12	245.50
4000-00-000	EXPENSES				
4199-00-000	ADMINISTRATIVE EXPENSES	3,429.66	53.87	17,711.62	115.54
4399-00-000	UTILITY EXPENSES	901.32	14.16	4,962.68	32.37
4499-00-000	MAINTENANCE AND OPERATIONAL EXPENSES	2,752.62	43.23	16,622.72	108.44
4599-00-000	GENERAL EXPENSES	4,614.57	72.47	5,309.17	34.63
5999-00-000	NON-OPERATING ITEMS	1,392.90	21.88	8,357.40	54.52
8000-00-000	TOTAL EXPENSES	13,091.07	205.60	52,963.59	345.50
9000-00-000	NET INCOME	-6,367.13	-100.00	-15,329.47	-100.00

Mt. David Housing (mdh)

Balance Sheet

Period = Dec 2024

Book = Accrual ; Tree = ysi_bs

		Current Balance
0999-99-000	All	
1000-00-000	ASSETS	
1001-00-000	CURRENT ASSETS	
1119-00-000	CASH	265,184.59
1149-00-000	ACCOUNTS AND NOTES RECEIVABLE	49,160.67
1299-00-000	OTHER CURRENT ASSETS	74.13
1300-00-000	TOTAL CURRENT ASSETS	314,419.39
1400-00-000	NONCURRENT ASSETS	
1420-00-000	FIXED ASSETS	140,529.45
1499-00-000	TOTAL NONCURRENT ASSETS	140,529.45
1999-00-000	TOTAL ASSETS	454,948.84
2000-00-000	LIABILITIES & EQUITY	
2001-00-000	LIABILITIES	
2299-00-000	CURRENT LIABILITIES	53,191.70
2499-00-000	TOTAL LIABILITIES	53,191.70
2800-00-000	EQUITY	
2809-99-000	RETAINED EARNINGS	-761,842.86
2810-99-000	OTHER EQUITY	1,163,600.00
2899-00-000	TOTAL EQUITY	401,757.14
2999-00-000	TOTAL LIABILITIES AND EQUITY	454,948.84
9999-99-000	TOTAL OF ALL	0.00

Mt. David Housing (mdh)

Income Statement

Period = Dec 2024

Book = Accrual ; Tree = ysi_is

		Period to Date	%	Year to Date	%
2999-99-999	Revenue & Expenses				
3000-00-000	INCOME				
3199-00-000	TENANT INCOME	19,052.00	1,211.10	105,522.00	-3,003.02
3699-00-000	OTHER INCOME	10.76	0.68	93.49	-2.66
3999-00-000	TOTAL INCOME	19,062.76	1,211.79	105,615.49	-3,005.68
4000-00-000	EXPENSES				
4199-00-000	ADMINISTRATIVE EXPENSES	1,737.76	110.47	22,187.64	-631.43
4299-00-000	TENANT SERVICES EXPENSES	670.35	42.61	670.35	-19.08
4399-00-000	UTILITY EXPENSES	3,480.89	221.27	20,121.75	-572.64
4499-00-000	MAINTENANCE AND OPERATIONAL EXPENSES	9,540.92	606.50	32,360.75	-920.95
4599-00-000	GENERAL EXPENSES	1,639.87	104.24	5,364.66	-152.67
5999-00-000	NON-OPERATING ITEMS	3,566.08	226.69	21,396.48	-608.92
8000-00-000	TOTAL EXPENSES	20,635.87	1,311.79	102,101.63	-2,905.68
9000-00-000	NET INCOME	-1,573.11	-100.00	3,513.86	-100.00

Maple Street Housing (msh)

Balance Sheet

Period = Dec 2024

Book = Accrual ; Tree = ysi_bs

		Current Balance
0999-99-000	All	
1000-00-000	ASSETS	
1001-00-000	CURRENT ASSETS	
1119-00-000	CASH	159,784.89
1149-00-000	ACCOUNTS AND NOTES RECEIVABLE	25,587.94
1299-00-000	OTHER CURRENT ASSETS	240.00
1300-00-000	TOTAL CURRENT ASSETS	185,612.83
1400-00-000	NONCURRENT ASSETS	
1420-00-000	FIXED ASSETS	886,712.62
1499-00-000	TOTAL NONCURRENT ASSETS	886,712.62
1999-00-000	TOTAL ASSETS	1,072,325.45
2000-00-000	LIABILITIES & EQUITY	
2001-00-000	LIABILITIES	
2299-00-000	CURRENT LIABILITIES	631,480.72
2399-00-000	NONCURRENT LIABILITIES	634,875.00
2499-00-000	TOTAL LIABILITIES	1,266,355.72
2800-00-000	EQUITY	
2805-99-000	CONTRIBUTED CAPITAL	134,190.54
2809-99-000	RETAINED EARNINGS	-328,220.81
2899-00-000	TOTAL EQUITY	-194,030.27
2999-00-000	TOTAL LIABILITIES AND EQUITY	1,072,325.45
9999-99-000	TOTAL OF ALL	0.00

Maple Street Housing (msh)

Income Statement

Period = Dec 2024

Book = Accrual ; Tree = ysi_is

		Period to Date	%	Year to Date	%
2999-99-999	Revenue & Expenses				
3000-00-000	INCOME				
3199-00-000	TENANT INCOME	19,446.00	-298.78	54,748.00	774.12
3699-00-000	OTHER INCOME	118.19	-1.82	239.64	3.39
3999-00-000	TOTAL INCOME	19,564.19	-300.60	54,987.64	777.51
4000-00-000	EXPENSES				
4199-00-000	ADMINISTRATIVE EXPENSES	-5,978.49	91.86	2,230.74	31.54
4399-00-000	UTILITY EXPENSES	2,823.91	-43.39	18,452.05	260.91
4499-00-000	MAINTENANCE AND OPERATIONAL EXPENSES	2,966.27	-45.58	14,092.19	199.26
4599-00-000	GENERAL EXPENSES	10,271.71	-157.82	18,367.96	259.72
5999-00-000	NON-OPERATING ITEMS	2,972.33	-45.67	8,916.99	126.08
8000-00-000	TOTAL EXPENSES	13,055.73	-200.60	62,059.93	877.51
9000-00-000	NET INCOME	6,508.46	-100.00	-7,072.29	-100.00

Oxford Family Housing (oxfam)

Balance Sheet

Period = Dec 2024

Book = Accrual ; Tree = ysi_bs

		Current Balance
0999-99-000	All	
1000-00-000	ASSETS	
1001-00-000	CURRENT ASSETS	
1119-00-000	CASH	526,191.05
1149-00-000	ACCOUNTS AND NOTES RECEIVABLE	65,733.34
1299-00-000	OTHER CURRENT ASSETS	3,514.91
1300-00-000	TOTAL CURRENT ASSETS	595,439.30
1400-00-000	NONCURRENT ASSETS	
1420-00-000	FIXED ASSETS	3,040,196.82
1499-00-000	TOTAL NONCURRENT ASSETS	3,040,196.82
1999-00-000	TOTAL ASSETS	3,635,636.12
2000-00-000	LIABILITIES & EQUITY	
2001-00-000	LIABILITIES	
2299-00-000	CURRENT LIABILITIES	522,147.58
2399-00-000	NONCURRENT LIABILITIES	1,974,046.70
2499-00-000	TOTAL LIABILITIES	2,496,194.28
2800-00-000	EQUITY	
2805-99-000	CONTRIBUTED CAPITAL	1,607,583.55
2809-99-000	RETAINED EARNINGS	-468,141.71
2899-00-000	TOTAL EQUITY	1,139,441.84
2999-00-000	TOTAL LIABILITIES AND EQUITY	3,635,636.12
9999-99-000	TOTAL OF ALL	0.00

Oxford Family Housing (oxfam)

Income Statement

Period = Dec 2024

Book = Accrual ; Tree = ysi_is

		Period to Date	%	Year to Date	%
2999-99-999	Revenue & Expenses				
3000-00-000	INCOME				
3199-00-000	TENANT INCOME	58,339.00	48.79	192,070.68	148.83
3699-00-000	OTHER INCOME	1,012.46	0.85	2,058.79	1.60
3999-00-000	TOTAL INCOME	59,351.46	49.64	194,129.47	150.43
4000-00-000	EXPENSES				
4199-00-000	ADMINISTRATIVE EXPENSES	66,335.17	55.48	93,942.17	72.79
4399-00-000	UTILITY EXPENSES	21,806.28	18.24	59,272.31	45.93
4499-00-000	MAINTENANCE AND OPERATIONAL EXPENSES	45,525.41	38.07	80,106.41	62.07
4599-00-000	GENERAL EXPENSES	29,274.76	24.48	43,081.10	33.38
4799-00-000	HOUSING ASSISTANCE PAYMENTS	588.00	0.49	588.00	0.46
5999-00-000	NON-OPERATING ITEMS	15,397.17	12.88	46,191.51	35.79
8000-00-000	TOTAL EXPENSES	178,926.79	149.64	323,181.50	250.43
9000-00-000	NET INCOME	-119,575.33	-100.00	-129,052.03	-100.00

Stony Brook Housing (sbh)

Balance Sheet

Period = Dec 2024

Book = Accrual ; Tree = ysi_bs

		Current Balance
0999-99-000	All	
1000-00-000	ASSETS	
1001-00-000	CURRENT ASSETS	
1119-00-000	CASH	141,035.64
1149-00-000	ACCOUNTS AND NOTES RECEIVABLE	26,000.01
1299-00-000	OTHER CURRENT ASSETS	0.00
1300-00-000	TOTAL CURRENT ASSETS	167,035.65
1400-00-000	NONCURRENT ASSETS	
1420-00-000	FIXED ASSETS	218,777.29
1499-00-000	TOTAL NONCURRENT ASSETS	218,777.29
1999-00-000	TOTAL ASSETS	385,812.94
2000-00-000	LIABILITIES & EQUITY	
2001-00-000	LIABILITIES	
2299-00-000	CURRENT LIABILITIES	24,358.26
2499-00-000	TOTAL LIABILITIES	24,358.26
2800-00-000	EQUITY	
2809-99-000	RETAINED EARNINGS	-108,843.32
2810-99-000	OTHER EQUITY	470,298.00
2899-00-000	TOTAL EQUITY	361,454.68
2999-00-000	TOTAL LIABILITIES AND EQUITY	385,812.94
9999-99-000	TOTAL OF ALL	0.00

Stony Brook Housing (sbh)

Income Statement

Period = Dec 2024

Book = Accrual ; Tree = ysi_is

		Period to Date	%	Year to Date	%
2999-99-999	Revenue & Expenses				
3000-00-000	INCOME				
3199-00-000	TENANT INCOME	10,200.00	-215.85	54,060.00	-273.15
3699-00-000	OTHER INCOME	205.70	-4.35	1,327.34	-6.71
3999-00-000	TOTAL INCOME	10,405.70	-220.20	55,387.34	-279.86
4000-00-000	EXPENSES				
4199-00-000	ADMINISTRATIVE EXPENSES	-2,400.95	50.81	9,798.66	-49.51
4399-00-000	UTILITY EXPENSES	2,846.40	-60.23	9,038.65	-45.67
4499-00-000	MAINTENANCE AND OPERATIONAL EXPENSES	2,924.06	-61.88	7,245.47	-36.61
4599-00-000	GENERAL EXPENSES	1,230.95	-26.05	3,035.45	-15.34
5999-00-000	NON-OPERATING ITEMS	1,079.68	-22.85	6,478.08	-32.73
8000-00-000	TOTAL EXPENSES	5,680.14	-120.20	35,596.31	-179.86
9000-00-000	NET INCOME	4,725.56	-100.00	19,791.03	-100.00

Supportive Housing (suph)

Balance Sheet

Period = Dec 2024

Book = Accrual ; Tree = ysi_bs

		Current Balance
0999-99-000	All	
1000-00-000	ASSETS	
1001-00-000	CURRENT ASSETS	
1119-00-000	CASH	150,661.82
1149-00-000	ACCOUNTS AND NOTES RECEIVABLE	7,310.59
1299-00-000	OTHER CURRENT ASSETS	851.62
1300-00-000	TOTAL CURRENT ASSETS	158,824.03
1400-00-000	NONCURRENT ASSETS	
1420-00-000	FIXED ASSETS	458,246.45
1499-00-000	TOTAL NONCURRENT ASSETS	458,246.45
1999-00-000	TOTAL ASSETS	617,070.48
2000-00-000	LIABILITIES & EQUITY	
2001-00-000	LIABILITIES	
2299-00-000	CURRENT LIABILITIES	164,834.48
2399-00-000	NONCURRENT LIABILITIES	784,047.00
2499-00-000	TOTAL LIABILITIES	948,881.48
2800-00-000	EQUITY	
2805-99-000	CONTRIBUTED CAPITAL	-99,363.62
2809-99-000	RETAINED EARNINGS	-232,447.38
2899-00-000	TOTAL EQUITY	-331,811.00
2999-00-000	TOTAL LIABILITIES AND EQUITY	617,070.48
9999-99-000	TOTAL OF ALL	0.00

Supportive Housing (suph)

Income Statement

Period = Dec 2024

Book = Accrual ; Tree = ysi_is

		Period to Date	%	Year to Date	%
2999-99-999	Revenue & Expenses				
3000-00-000	INCOME				
3199-00-000	TENANT INCOME	15,634.00	93.31	45,374.63	204.33
3699-00-000	OTHER INCOME	2,547.93	15.21	5,022.64	22.62
3999-00-000	TOTAL INCOME	18,181.93	108.52	50,397.27	226.95
4000-00-000	EXPENSES				
4199-00-000	ADMINISTRATIVE EXPENSES	17,223.76	102.80	21,909.99	98.67
4399-00-000	UTILITY EXPENSES	3,209.33	19.16	9,624.21	43.34
4499-00-000	MAINTENANCE AND OPERATIONAL EXPENSES	9,407.63	56.15	25,782.16	116.10
4599-00-000	GENERAL EXPENSES	1,452.01	8.67	4,356.05	19.62
5999-00-000	NON-OPERATING ITEMS	3,643.67	21.75	10,931.01	49.23
8000-00-000	TOTAL EXPENSES	34,936.40	208.52	72,603.42	326.95
9000-00-000	NET INCOME	-16,754.47	-100.00	-22,206.15	-100.00

Executive Director Update January 2025

Despite a fairly tumultuous first week in Washington, our world in Maine continues to hum along. Wedgewood continues to lease up, and DeWitt and Martel are moving towards construction starts. Four new deals are being prepared for submission for financing with MSHA in March, and the evaluation and preparation for our Public Housing to be converted and repositioned is coming to a successful close. All the while, our PM and HCV teams continue to provide safety and security to our residents and voucher holders on an ongoing basis. There is a lot going on, and sometimes it's hard to see the forest through the trees, but when you step back and take a tally of how far we have come in the last five years, it's a satisfying picture of impressive growth with an even more exciting path forward.

CHOICE:

- 1.) **Wedgewood:** Everything continues to move smoothly. Building three was also just released by MSHA this week, so we are teeing up the next grouping of families to call Wedgewood home.
- 2.) **DeWitt:** 90% plans and pricing have been submitted to MaineHousing and are in review now. We expect to get to a closing in mid/late Q2 2025.
- 3.) **New Market Tax Credits:** While it is coming down to the wire on getting this deal closed on time to meet the NMTC investor's requirements, we have made a ton of progress in the last few weeks, and all signs point to success.
- 4.) **B Street Expansion:** We received our bids on the BStreet expansion, and all four were closely bunched, and three were at or below budget, which is huge.

Property Acquisitions:

St Mary's: We will discuss the status of our relationship and open deals with St Mary's in Executive Session due to the sensitive nature of RE transactions.

New property Acquisition: We have a property to revisit in the Executive Session that has come back on the Market.

Development:

Martel I: 50% plans are still under review but we have received our notice to proceed from MSHA, with an anticipated construction start date in mid/late Q2 2025.

Rural Housing: We chose not to submit a rural housing deal this round. However, the exercise of evaluating sites set us up for future success starting next year, as we have developed a relationship with an architect who is highly versed in the program and has a far better understanding of the program parameters overall.

LIHTC: We are preparing to submit three applications in the upcoming 4% plus subsidy round. Preapplications are due April 21st, with Full applications due in March and awards anticipated in June. Two of the deals we are submitting were already awarded 850K Federal Home Loan Bank of Boston Loans, which makes their financing far more favorable to MSHA.

Public Housing Portfolio Redevelopment: We reviewed our cost test tools for Hillview, Meadowview, and BST today with HUD, and all three passed. This means each property is eligible for streamlined conversion under Section 22. While we have some deliverables to provide to HUD for backup, we have most of the work completed or underway. Once all is submitted and approved, we are looking at a 60-day approval timeline. Therefore, we should be able to create an exit plan for our properties from PH within 120 days, which opens the door for LIHTC redevelopment of the properties or transfers of subsidy to new LIHTC properties. This is particularly helpful in the case of HV as its needs are great, and the money available from the Green House Gas Reduction Fund that is needed to support its redevelopment is extremely time sensitive. See below for more details.

Green House Gas Reduction Fund: Despite the Trump Administration's efforts to kill off the Green House Gas Reduction Program, it appears that much of the money that was earmarked for Climate Internation to disseminate to state agencies has already been allocated and moved. Additionally, the first round of money seemed to have been earmarked for single family home lending, but MSHA made a pitch explaining the depth and impact of the Maine based plan for the redevelopment of Public Housing, which moved Climate Internation to design a one-off plan of our State, once again making it possible for Hillview to get redeveloped quickly.

Deputy Executive Director Report

Submitted by Travis Heynen

January 2025

Moving to Work (MTW) – Direct Rental Assistance (DRA):

After a number of revisions and multiple reviews by HUD, HUD approved the DRA program on Friday, January 17. This is the first pilot DRA program in the country and has drawn significant interest from HUD as a model for potential future programs. Implementation and planning will begin in February. This will include developing the operational framework, preparing systems, and coordinating with staff and partners. The program is scheduled to launch by July 2025.

Moving to Work (MTW):

Planning for the annual MTW plan is underway. This year's plan will include new waivers focused on supporting development initiatives. Existing waivers will continue, with adjustments based on feedback and data collected over the past two years. These updates aim to improve the efficiency and impact of MTW activities. We plan to post the draft MTW plan by the end of February. The board will need to take action on the MTW plan during a special meeting in April.

Voucher Program:

We plan to begin reissuing Housing Choice Vouchers in February. After reviewing HUD's two-year tool, we have determined the budget authority to issue 55 vouchers per month. This projection accounts for the funding required for future Project Based Vouchers (PBVs) tied to developments such as Martel and MTW initiatives like 104 Park Street and the DRA program.

Housing First:

The deadline for the Housing First application to MaineHousing has been extended to March to allow DHHS to complete the vetting of service providers. CCI is in the process of being approved as a service provider. We are continuing the application with LAAHDC as the developer, CCI as the service provider, and LHA as the property manager.

Employee Updates:

Hires:

Jodell Anderson, Affordable Housing Compliance Manager, 11/4/2024

James Fitzsimmons, Maintenance Tech I, 11/12/2024

Ethan Solloway, Senior Property Manager, 11/25/2024

Catherine Guilford, Choice Education Liaison, 12/18/2024

Departures:

Edward Jeffries, Maintenance Tech III, 12/6/2024

Nadine Bellevue, APM, 12/27/2024



January 2025 Property Management and Rental Assistance Report

Submitted by Hollie Sprague January 24, 2025

Property Management:

Occupancy:

Owned: 97%

Managed: 94%

Make Ready Stats:

Owned and managed: 13.5 days

Managed: 42 days (this average is due to an apartment that had heavy smoke damage)

Property Updates:

Hillview: The EMLI program remains a stable program at Hillview. In December there was a holiday toy giveaway where more than 20 households came in to get donated toys, winter clothing, books, backpacks and more. This coincided with the Lunchboxes for Literacy program giveaway, allowing school-age children to also collect books and lunchboxes with easy made meals and snacks. We also provided pre-prepared toy donation bags for approximately a dozen families who had pre-registered to receive them through Toys for Tots.

Meadowview: In December the ROSS coordinator held a Hot Cocoa Holiday social event for the residents. There was a great turnout with approximately 40-50 residents attending. The residents played board and card games while listening to music with cocoa and cookies were provided. Residents reported that they had a lot of fun and looked forward to other events in the future.

Blake Street: Jamie from SAPARS continues to meet with residents at Blake St. towers to offer support. There were several events held in the month of December including Coffee with a cop, Senior Lunch, Coffee with the PM team, Sunday Brunch, Hot Chocolate Bar and a Holiday Party. Each event was well attended by the residents.

Healy Terrace: Recurring Events: Residents gather monthly to celebrate resident birthdays and interface with the property management team for updates and concerns. A food pantry and a social event with a craft are scheduled monthly.

Wedgwood Apartments: All Wedgwood residents this month have been provided resources on how to protect themselves against identity theft.

Resident Success Team updates:

Food Security Program

(207) 783-1423 | PO Box 361, Lewiston, Maine 04243 | www.lewistonhousing.org



The 3rd cycle of Lunchboxes for Literacy was held over December school break and was a great success offering activity & art packs, reading materials, snacks and easy to prepare meals to 210 children, ages 0-12, living in Lewiston Housing communities and scattered sites. The 4th cycle will be held over February school break.

The Food Security Program began hosting monthly Food Sharing Tables at Bates Street Senior Housing. Monthly micro-pantries, with food provided from Lewiston Hannaford are held monthly at Rosedale Acres, Lafayette Park, Maple Knoll and Hillview and are widely attended by residents with a combined total of 63 residents. Lewiston Hannaford donated over 1,300lbs. of food to our program in December 2024.

The visiting nurse program continues and serves Blake Street Towers/ Healy Terrace and Meadowview. Along with food donations from Gray Hannaford they offer basic health screenings to over 70 residents during the month of December.

Lastly, the Food Security Program, with a sizable grant from the Maine Community Foundation, was able to purchase a new van to aid the program in acquiring greater amounts of food, expanding existing food programs for older adults and transporting to a wider population of residents, throughout Lewiston Housing.

CHOICE

In December the Resident Success Coach met with 4 Lafayette Park residents and gave them their 90 Day Notice and URA.

1 resident from Lafayette Park chose to transfer to Hillview.

Christmas toy deliveries for kids was very successful, the whole team assisted with this effort

Q4 and annual assessments for the Choice sites were completed by December 31, 2024.

Monthly food pantries are held at Lafayette Park and Maple Knoll. Emergency food boxes and monthly supplemental grocery deliveries are also available for all sites.

The Choice Education Liaison joined the Resident Success team in December. They have been working with other team members to be introduced to residents and setting up meetings with Choice partners at Tree Street Youth and Promise Education.

CAPABLE/CAIP Updates – Maine Housing Grant

CAIP:

There were 3 homes completed in the month of December and 2 are in process. The CAIP program ended on 12/31/24 and we are no longer accepting referrals.

CAPABLE:

There was 1 home completed in December and 5 are in Process.

Currently there are 41 referrals on the waitlist. The Home Modification coordinator will reach out to those on the waiting list and will remove those who will not qualify for the CAPABLE program. Participants who do not qualify will be referred to outside providers who provide similar services.

ROSS Program

The Ross coordinator continues to promote the Ross program during planned events and meetings.

YMCA @ Hillview

Total Monthly Attendance – 357 and is a bit low but are also typical for months with holiday breaks.

Total Meals Served – 510 during the month of December.

The program closed the week of 12/23-12/27 for Staff PTO.

YMCA staff assisted with the onsite food pantry at Hillview along with handing out the lunchbox for literacy and toy requests from the families.

St. Mary's Lots to Gardens collaboration is on hold for the month due to end of year reports and scheduled time off for staff. We have pre-planned food activities, seed planting and sprouting for the spring gardening. LFKA Community Services will begin nature-based storytelling and learning focusing on cultural stories that will be integrated into the curriculum.

There has been great success with connecting EMLI with the First4ME Pilot Grant Program. EMLI will be presenting to the Androscoggin Childcare Collaborative at the beginning of January.

A new K-6 school age coordinator is now onsite and will be working full time starting the week of January 6th, 2025. We will create a job description and hire a new Teen Program Coordinator over the next month.

CCI Portfolio:

Bates Senior Housing:

The first recurring food pantry happened on site to assist those with food insecurity. The first pantry was a success, and we had a number of residents present.

Gauvreau Place: All GVP residents have been provided resources on how to protect themselves against identity theft.

Wedgewood lease up:

Building three was just released by MSHA this week which has allowed twelve families to move in to Wedgewood to date. There are an additional five families approved and waiting to move in with a healthy waitlist that continues to be worked through.

Rental Assistance Program:

Staffing:

The Rental Assistance Dept is currently working fully in Yardi, learning the ins and outs of Rent Café to start doing annual recertifications and interims through the system.

Housing Navigator:

There are 54 people currently, either filling out applications, lining up apartment viewings, as well as finding supplies that they may need. Datsy also provides follow up/stabilization services to 51 households. The Navigator has successfully housed 67 clients and multiple placements pending.

Housing Choice Vouchers:

There are currently 1433 applications on the section 8 waiting list, along with 11 vouchers currently issued and 2 port ins. Applicants are still having a tough time finding housing. We currently have 0 families waiting for initial inspections.

- 1 bedroom =6
- 2 bedrooms = 3
- 3 bedrooms =2
- 4 bedrooms = 0

Landlord incentive totals:

The landlord incentive program continues to be utilized strongly in the community. Totals so far:

Security deposit: \$255,302.00

Landlord incentives: \$382,500.00

Landlord incentives MSV: \$10,000.00

Damage Reimbursement: \$51,141.29

Vacancy Claims \$8711.00

LEWISTON HOUSING AUTHORITY INSPECTION REPORT December 2024	PRE-OCCUPANCY	ANNUAL	SPECIAL	RE-INSPECTIONS	
<u>SECTION 8 EXSISTING</u>	10	50		42	
TOTALS	10	50		42	102
<u>MOD. REHAB</u>					
162, 164 BARTLETT STREET					
ST. MARY'S					
TOTALS					
SUB TOTALS	10	50		42	102
	TOTAL OF ALL INSPECTIONS				102

Housing Assistance Payments Program

Housing Choice Voucher and Mod Rehab Contract Status for January 2025

	Grand Total	SRO	1 BR	2BR	3 BR	4 BR	5+ BR
Total Authorized Vouchers	1468						
Tenant Based Vouchers	1267						
Project Based Vouchers	112						
Mainstream Vouchers	139						
Emergency Housing Vouchers	14						
Foster Youth Vouchers	2						
Vash Vouchers	8						
Tenant Protection Vouchers	5						
Total Active Vouchers	1137						
Total Active Tenant Based Vouchers	882						
Tenant Based Vouchers Temporarily Inactive	46						
Total Active Project Based Vouchers	69						
Total Active Mainstream Vouchers	129						
Total Active Emergency Housing Vouchers	11						
Mod Rehab Contracts Authorized	114						
Contract in Effect	102						
Total Active MainStream Vouchers Ported Out	8						
Portable Tenant Vouchers Ported In	1						
Portable Tenant Vouchers Ported Out	22						

Vash Vouchers Issued	1						
EHV Vouchers Issued	0						
Tenant Protection Vouchers Issued	2						
FYI Vouchers Issued	0						
Main Stream Vouchers Issued	0						
Tenant Based Vouchers Issued	11						

Managed - Affordable Unit Vacancy

			Move Out			Current	Status
Property	Unit	W/O Start	Date	Turn date	Turn days	Days Vacant	
GVP	300-M	7/22/2024	7/18/2024	8/8/2024	18	188.0	1 applicant
GVP	210	09/16/2024	9/13/2024	10/1/2024	14	131.0	Procesing waitlist
GVP	206	5/18/24	5/17/2024	5/22/2024	5	94.0	1 applicant
GVP	309	12/02/2024	11/22/2024	Pending	Pending	61.0	1 applicant
GVP	206	12/02/2024	11/30/2024	12/5/2024	3	53.0	Processing applicants
oxfam	16-SP-1	2/10/24	2/9/2024	2/24/2024	15	348.0	1 applicant
oxfam	399-2	3/3/24	3/2/2024	3/15/2024	13	326.0	Marketing
Oxfam	24-FR-12	9/10/2024	8/29/2024	10/3/2024	23	146.0	MI Jan
Oxfam	NOR-10	1/7/2025	10/31/2024	Pending	Pending	83.0	1 applicant
oxfam	NOR-14	PENDING	11/8/2024	Pending	Pending	75.0	1 applicant
SUPH	14-3	10/22/2024	9/17/2024	12/20/2024	58	127.0	1 applicant
BSH	302	11/20/2024	11/14/2024	11/21/2024	1	69.0	1 applicant
BSH	207	11/25/2024	11/22/2024	12/21/2024	26	61.0	1 applicant
MDH	9	1/9/2025	11/22/2024	Pending	Pending	61.0	MI Jan

Owned Unit Status Review

Unit	W/O Start	Move out date	Turn date	Turn days	Days Vacant	Vacancy notes
HVA - 6-2	1/2/2025	12/31/2024	1/17/2025	15.0	22.0	Holding for RA transfer from 110 Ash
HVA 11-1	12/27/2024	12/23/2024	1/9/2025	13	31.0	Holding for CHOICE transfer from LPA
WIP - 2	1/3/2025	1/3/2025	Pending	Pending	19.0	Holding for CHOICE transfer from LPA
MK #2	7/23/2024	7/22/2024	8/7/2024	15.0	184.0	Was held for and rejected by tenant requesting RA transfer; new lease-up scheduled for 1/22
MV122	12/18/2024	12/9/2024	12/18/2024	9	46.0	MI Pending
MV204	12/26/2024	12/26/2024	1/3/2025	8	29.0	Applicant in compliance for approval
MV254	1/2/2025	1/2/2025	1/9/2025	7	22.0	15 applicants being processed
MV462	12/18/2024	1/24/2025	1/10/2025	23	37.0	Applicant in compliance for approval
MV171	12/16/2024	12/16/2024	Pending	NA	39.0	MI Pending
MV321	1/21/2024	1/21/2025	Pending	NA	3.0	MI Pending
HTA 207	12/19/2024	12/18/2024	1/13/2025	23.0	34.0	1 applicant
HTA 203	1/13/2025	1/12/2025	Pending	Pending	12.0	Reviewing waitlist
BST6B	N/A	10/16/2024	N/A	N/A	98.0	1 applicant
BST2U	12/7/2024	12/6/2024	12/16/2024	10.0	48.0	Reviewing waitlist
BST1C	1/24/2025	1/23/2025	Pending	Pending	10.0	Reviewing waitlist



Employee Handbook
Revision date: 1/24/2025

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I. WELCOME

Lewiston Housing Authority is a public body created by the City of Lewiston to address the City's need to provide safe and affordable housing for the City's inhabitants. Under Maine law the powers of the Authority are in its Commissioners, who hire the Executive Director. The Commissioners are responsible for adopting policies governing the Authority and for overseeing the hiring of employees by the Executive Director and others.

The Lewiston Housing Authority has implemented the personnel policies as detailed in this manual to establish rights and expectations of employees as well as define the relationship between the Lewiston Housing Authority and its employees. The Lewiston Housing Authority policies, procedures and practices are subject to change only by resolution approved by the Board of Commissioners.

These Policies apply to all positions not covered by collective bargaining agreements as well as employees covered by such agreements in areas and on issues not addressed in those agreements. For covered employees subject to a Collective Bargaining Agreement (CBA), the terms and conditions outlined in the CBA take precedence over any conflicting policies or provisions in this employee handbook. In the event of any inconsistency between the CBA and the policies stated in this handbook, the CBA will supersede and prevail. Employees covered by the collective bargaining agreement are encouraged to refer to the CBA for comprehensive information on their rights and obligations within the scope of their employment.

If any part of these personnel policies is deemed invalid, it will not impact the validity of the remaining provisions. If any part of these personnel policies is invalid due to a conflict with Federal or State Law, the remaining provisions and their application to other persons or circumstances will not be affected. The applicable Federal or State Law will automatically replace the invalid provision.

The day-to-day administration of these personnel policies is a function of the Executive Director and any questions regarding their application or effect will be answered by the Executive Director.

II. INTRODUCTION

Equal Employment Opportunity

Employment decisions at LHA are based on merit, qualifications, and abilities. LHA does not discriminate in employment opportunities or practices on the basis of age, race, religion, color, sex, gender, sexual orientation, gender identity and expression, national origin, ancestry, citizenship status, veteran status, familial status, physical or mental disability, genetic information, or any other characteristic protected by law.

LHA will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue business hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits

and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the HR Manager. Employees can raise concerns and make reports without fear of retaliation.

ADA Policy

The Americans with Disabilities Act (ADA) requires employers to reasonably accommodate qualified individuals with disabilities. It is the policy of LHA to comply with all federal and state laws concerning the employment of persons with disabilities.

It is LHA's policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment. LHA will seek to provide a reasonable accommodation for a person's known disability or in response to a request for accommodation by an employee or applicant with a disability.

LHA will reasonably accommodate qualified individuals (as defined below) with a disability unless a reasonable accommodation does not exist or an accommodation would impose an undue hardship on the conduct of the business of LHA or pose a direct threat to the safety or health of persons. An individual who can be reasonably accommodated for a job without undue hardship to the company or without the direct threat to the safety or health of persons will be given the same consideration for that position as any other applicant.

All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace—when such threat cannot be eliminated by reasonable accommodation—will not be hired. Current employees who pose a direct threat to the health or safety of the other individuals in the workplace will be placed on appropriate leave until an organizational decision has been made in regard to the employee's immediate employment situation.

An employee with a disability should request an accommodation by contacting their supervisor or Human Resources Manager and may need to provide medical documentation regarding the disability and need for accommodation when requested. The company will work with the employee to identify possible reasonable accommodations and to assess the effectiveness of the possible accommodation in allowing the employee to perform the essential functions of the job. Based on this interactive process, a reasonable accommodation may be selected that is most appropriate for both the company and the individual employee. While an individual's preference will be considered, the company is free to choose between equally effective accommodations taking into account expense and the impact on the rest of the organization.

The Human Resources Manager is responsible for implementing this policy, including the resolution of reasonable accommodation, safety, and undue hardship issues. Any information provided by the employee during this process shall be kept confidential and will be used solely for the purpose of evaluating the request for an accommodation.

Definitions

As used in this policy, the following terms have the indicated meaning and will be adhered to in relation to the ADA policy.

“Disability” means a physical or mental impairment that substantially limits one or more major life activities of the individual; a record of such an impairment; or being regarded as having such an impairment. Major life activities include the following:

- In general—Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.
- Major bodily functions—A major life activity also includes the operation of a major bodily function, including, but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions.

“Direct threat” means a significant risk to the health or safety of others that cannot be eliminated by reasonable accommodation.

“Qualified individual” means an individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.

“Reasonable accommodation” may include making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.

“Undue hardship” means an action requiring significant difficulty or expense by the employer. In determining whether an accommodation would impose an undue hardship on a covered entity, factors to be considered include, but are not limited to:

- The nature and cost of the accommodation.
- The overall financial resources of the facility or facilities involved in the provision of the reasonable accommodation; the number of persons employed at such facility; the effect on expenses and resources or the impact of such accommodation upon the operation of the facility.
- The overall financial resources of the employer; the number, type and location of facilities.
- The type of operations of the company, including the composition, structure and functions of the workforce; relationship of the particular facility to the employer.

“Essential functions of the job” refers to those job activities that are determined by the employer to be essential or core to performing the job; these functions cannot be modified.

Pregnancy-Related Conditions

LHA will not discriminate against any employee who requests leave for medical issues associated with pregnancy. Such leave requests will be evaluated according to the medical leave policy provisions outlined in this handbook and all applicable federal and state laws, and such employees shall be reasonably accommodated in the same manner as employees with disabilities.

Requests for time off associated with pregnancy and/or childbirth, such as bonding and child care, not related to medical issues for those conditions will be considered in the same manner as other requests for unpaid family or personal leave.

LHA will provide reasonable accommodations to any employee with a pregnancy-related condition, unless such accommodation would impose an undue hardship on the operations of LHA. Reasonable accommodations for a pregnancy-related condition may include, but are not limited to, providing more frequent or longer breaks; temporary modification in work schedules, seating or equipment; temporary relief from lifting requirements; and temporary transfer to less strenuous or hazardous work.

At Will Employment

LHA's policies are not intended to be a contract of employment, and we reserve the right to modify the terms and conditions of employment.

These policies are not intended to guarantee employment for any employee for any specific duration. While it is LHA's goal to develop long-term employment relationships with its employees, either an employee or LHA may terminate the employment relationship at any time, for any lawful reason or for no reason, with or without cause or notice.

LHA also reserves the right at its sole discretion to terminate or suspend the employment of any employee whenever we believe such action is in the best interest of the company and/or fellow employees.

Immigration Law Compliance (I-9)

In compliance with the Immigration Reform and Control Act of 1986, it is illegal to discriminate against any individual (other than an individual not authorized to work in the U.S.) in hiring, discharging, or recruiting or referring for a fee because of that individual's national origin or citizenship status. It is illegal to discriminate against work eligible individuals.

LHA is committed to employing citizens and non-citizens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

New employees, as a condition of employment, must complete the Employment Eligibility Verification Form (I-9) and present documentation establishing identity and employment eligibility in accordance with the requirements of the I-9 form within three (3) days of starting work.

Former employees who are re-hired must also complete the form if they have not completed an (I-9) with LHA within the past three (3) years, or if their previous (I-9) is no longer retained or valid. Employees may raise questions about immigration law compliance without fear of reprisal.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Human Resources Manager.

Harassment and Sexual Harassment Policies

LHA is committed to a workplace free of discrimination and harassment based on age, race, religion, color, sex, gender, sexual orientation, gender identity and expression, national origin, ancestry, citizenship status, veteran status, familial status, physical or mental disability, genetic information, or any other characteristic protected by law. This policy covers vendors, customers, non-employees, or others who enter our workplace, as well as all employees. Offensive or harassing behavior, intentional or unintentional, will not be tolerated against any employee. In an effort to prevent sexual and other forms of harassment from occurring, this policy against harassment will be communicated to each employee. No employee of LHA is exempt from this policy.

Harassment

Harassment is defined as unwelcome conduct and/or behavior that has the purpose or effect of creating an intimidating, hostile, and/or offensive work environment and has the purpose or effect of substantially and unreasonably interfering with an employees work by creating a hostile environment and/or interfering with an employee's ability to perform their duties; or otherwise adversely affects an employee's employment opportunities because of their membership in a protected class.

All employees are expected to treat each other with mutual respect and to behave in ways that promote a positive, productive work environment. Offensive conduct or harassment may be of a sexual nature, or based on age, race, religion, color, sex, gender, sexual orientation, gender identity and expression, national origin, ancestry, citizenship status, veteran status, familial status, physical or mental disability, genetic information, or any other characteristic protected by law. Harassment is illegal and will not be tolerated.

Sexual Harassment

Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors or other visual, verbal or physical conduct of a sexual nature or conduct of a non-sexual nature based upon an employee's gender, where:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual's employment or as a basis for employment decisions; or
- Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual Harassment is illegal and will not be tolerated.

Sexual Harassment may include but is not limited to:

- Offensive physical actions, written or spoken, and graphic communication (for example, obscene hand or finger gestures or sexually explicit drawings).

- Any type of physical contact when the action is unwelcomed by recipient (for example, brushing up against someone in an offensive manner).
- Expectations, requests, demands or pressure for sexual favors.
- Slurs, jokes, posters, cartoons, and gestures that are offensive.
- Any such offensive conduct will be considered a prohibited form of harassment when any of the following are true:
 - There is a promise or implied promise of preferential treatment or negative consequence regarding employment decisions or status.
 - Such conduct has the effect of creating an intimidating or hostile or offensive work environment, or unreasonably interferes with a person's work performance.
 - A third party is offended by the sexual conduct or communication of others.

Reporting

The purpose of this policy is to encourage you to report acts of harassment. You should not assume that LHA is aware of any harassment you may encounter. It is your responsibility to bring your complaints and concerns to LHA's attention. We will treat every complaint seriously and confidentially.

Employees who feel they have been subject to harassment or are aware of any violations of the harassment policy, are encouraged and expected to report the incident to the Human Resources Manager. Employees who have been subjected to harassment by the Human Resources Manager are not expected to report the harassing conduct to that person, and, instead, are expected to report the incident to the Deputy Executive Director. You may report concerns about suspected harassment and/or discrimination without fear of consequences or retaliation.

Confidentiality

LHA understands that these matters can be extremely sensitive and so far as practical under the circumstances, every effort will be made to keep all information relating to harassment complaints in confidence. However, LHA has a responsibility to investigate complaints of harassment and the investigation may include interviewing the individual(s) accused with harassment and/or witnesses.

Investigation

We will treat every complaint seriously. We will investigate appropriately and as confidentially as feasible. In no case will the person(s) you allege to have harassed you be responsible for carrying out this investigation. Upon conclusion of the investigation if harassment is established, then it is LHA's policy to discipline the harasser with prompt corrective action that may include disciplinary action up to, and, including termination of employment.

Anyone who believes they have been subjected to unlawful harassment in the workplace has a right to file a complaint directly with the Maine Human Rights Commission. The Commission will conduct an investigation to determine if harassment occurred. An employee may initiate the complaint process with the Commission by calling or by writing to:

The Maine Human Rights Commission
Station 51, State House
19 Union Street, Augusta, ME 04333
PH: (207) 624-6290 Fax: (207) 624-8729 TTY: (888) 577-6690

Whistleblowers' Protection

Lewiston Housing strictly prohibits and does not tolerate unlawful retaliation against any employee. All forms of unlawful retaliation are prohibited. Forms of retaliation may include termination, threats, or discipline, other forms of reprisal, intimidation, or discrimination against an employee due to that person's participation in activities protected by law and including whistleblowing or taking legally protected leave time. We believe that employees should feel free to raise concerns that they may have or problems they see in the workplace. To report an unsafe condition or practice or an inappropriate or illegal act in the workplace, employees should notify the HR Manager, a member of senior leadership and/or their supervisor. Making such a report will not be held against employees in any way. In fact, it is illegal for the Authority to fire, threaten or treat an employee differently because an employee in good faith:

- Reports to LHA or a public body what the employee reasonably believes is a violation of a law or regulation, if first brought to the attention of a supervisor to allow LHA to redress the issue;
- Reports to LHA or a public body what the employee reasonably believes is a condition or practice that would put at risk the health or safety of that employee or any other individual;
- Participates in or is asked to participate in, an investigation, hearing or inquiry held by a public body, or in a court action;
- Supports another employee's internal or administrative complaint of unlawful discrimination (by, for example, testifying or providing an affidavit in support of a co-worker who has filed a discrimination complaint with the EEOC or the Maine Human Rights Commission, or other local body);
- Refuses to carry out a directive to engage in activity that would be a violation of a law or regulation, or that would expose the employee or any individual to a condition that would result in serious injury or death, after having sought and been unable to obtain a correction of the illegal activity or dangerous condition from LHA;
- Requests an accommodation under the Americans with Disabilities Act or Maine nondiscrimination statutes; or
- Requests or takes leave under the Family and Medical Leave Act.

Employees are always encouraged to bring such concerns to the attention of the HR Manager, a member of senior leadership and/or their supervisor. Any employee that believes they have been the target of retaliation should report that to the HR Manager, a member of senior leadership, and/or their supervisor.

Religious Accommodation

LHA recognizes religious beliefs and practices among employees will naturally vary and may result in different individual needs. LHA has a long-held value of recognizing that each employee is unique and strives to address individual needs when possible. Therefore, it is LHA's policy to accommodate the religious beliefs and practices of its employees and prospective employees to the extent it is reasonably possible. Examples of religious accommodations include an exception to the dress code, a scheduling change, and other company policies or practices. It is the responsibility of the employee or prospective employee to notify LHA of the need for a religious accommodation.

LHA will not be able to accommodate a request for religious accommodation if it results in an undue hardship on the conduct of LHA's business. Factors to consider in making this decision include the financial cost of the accommodation, any impact on safety, any loss of production or business, and the availability of temporary or substitute workers.

III. YOUR EMPLOYMENT

Probationary Period

All new, re-hired and promoted employees work on a probationary basis for the first six (6) months. LHA may, however, at its discretion, extend or shorten the length of your probationary period for any reason. Throughout the probationary period, an employee remains an at-will employee and you may be terminated prior to the expiry of the six (6) month probationary period. The Progressive Discipline/Corrective Action policy contained in this employee handbook does not have to be used for an employee during their probationary period.

Employee Classifications

All positions held within LHA are classified into one of the following categories:

Probationary Employees: New or re-hired employees' first six (6) months of employment at LHA are considered to be an adjustment period to determine if the position is suitable for the employee. During your introductory period, your direct supervisor will work closely with you to assess your ability and adaptation.

Full-Time Exempt Employees (Salary): Employees classified by LHA as full-time exempt are ineligible for overtime pay and have completed an introductory period of six (6) months and other employment conditions as provided for in the Fair Labor Standards Act and applicable state laws.

Generally, such employees work a minimum of forty (40) hours per week. Full-time exempt employees are eligible to participate in applicable LHA benefit programs.

Full-Time Non-Exempt Employees (Hourly): Employees classified by LHA as full-time non-exempt are those employees who are paid at an hourly rate for all hours worked and who work for a minimum of forty (40) hours per week on a continuous basis and have completed an introductory period of six (6) months. Overtime pay for work in excess of forty (40) hours in a work week and other provisions of the Fair Labor Standards Act and applicable state laws cover these employees. Full-time non-exempt employees are eligible to participate in LHA sponsored benefit programs.

Part-Time Non-Exempt Employees (Hourly): Employees classified by LHA as part-time non-exempt employees who generally work less than thirty (30) hours per week on a continuous basis and have completed an introductory period of six (6) months. Overtime pay for work in excess of forty (40) hours in a work week and other provisions of the Fair Labor Standards Act and applicable state laws cover these employees. Part-time non-exempt employees are eligible for some LHA sponsored benefits as described in this handbook and to the extent required by provisions of state and federal laws.

Temporary Employees (Hourly): Employees classified by LHA as non-exempt employees who generally work on an as needed basis. Overtime pay for work in excess of forty (40) hours in a work week and other provisions of the Fair Labor Standards Act and applicable state laws cover these employees. Temporary employees are not eligible for benefits described in this handbook, except to the extent required by a provision of state and federal laws.

Employment Offers

All offers of employment are conditional and are only to be extended from LHA's Executive Director, subject to satisfactory results of a background investigation, reference check, motor vehicle records check and production of documents, as required by the Immigration Reform and Control Act. No LHA employee other than the Executive Director may extend or alter an offer of employment.

Re-Hire Policy

Former employees may apply and be considered for re-hire by LHA. As is the case with any job applicant, decisions will be based on relative skills, knowledge, and the ability to perform the required responsibilities of the vacant position. LHA is unable to "hold" positions open or guarantee a future or part-time position for former employees. The Executive Director will make the final hiring decision.

If a former employee is re-hired, they will be expected to serve a new six (6) month probationary period. If you are re-hired at full-time status, accrual of benefits and paid time off will be consistent with the system used for any new employee. However, if you elected COBRA and are still covered under LHA group health plans at the time of your re-employment, your benefits under programs that you elected to continue may be uninterrupted. Please check with the Human Resources Manager if you have any question about benefit continuation.

Access to Personnel Files

LHA maintains a personnel file on each employee that includes such information as: your original application for employment, resume, personal data such as your home address and telephone number, your rate of pay, documentation of performance appraisals, salary increases, and other employment records. Medical records should not be placed in personnel files and will be kept in a separate and secure location with access limited strictly to employees with a need to know the information.

Personnel files are the property of LHA and are considered confidential. Access to the information they contain is restricted. Only the Human Resources Manager, Deputy and Executive Director and management personnel of LHA who have a legitimate administrative reason to review specific information in a file are allowed to do so. Additionally, personnel files may be provided to outside parties who have a legitimate reason to review specific information in a file only as required by applicable law and/or regulation or if authorized in writing by the employee. LHA may release statistical information about its workforce, but only in a manner which does not identify individual employees. With reasonable advance notice, employees may review their own personnel files in LHA offices and in the presence of an individual employed by LHA to maintain the files. If you would like to review your file or obtain a copy, you may arrange to do so through the Human Resources Manager.

In addition, upon request, employees or their authorized representative may receive one copy of the employee's personnel file once per calendar year at the expense of LHA. Employees must pay the cost of copying any other materials requested during that calendar year.

Employment References Disclosure of Employee Information

All requests for information about a current, retired or terminated employee must be referred to Human Resources. The Human Resources Manager may disclose to prospective employers' dates of employment, final title or position and job location only.

General Hours of Work

LHA work schedules vary by position. You should check with your supervisor about expectations and requirements specific to your position. The office will be open to the public from 8:00 a.m. to 4:30 p.m. Monday through Friday. Employees who need to modify their schedule must get preapproval from their supervisor. From time to time, you may be asked to change your schedule and/or work additional hours, in order to meet business needs. In general, we will attempt to notify you of schedule changes in advance, but you may be asked to make such changes on short notice when business needs warrant.

Rest Periods

All non-exempt employees, whether full-time or part-time, working 6 consecutive hours at one time, may take a 30-minute unpaid break. Supervisors will schedule breaks to accommodate business needs. Employees will be relieved of all active responsibilities and restrictions during their break.

If a non-exempt employee works during a scheduled break period, they must notify their supervisor that they have worked and report this time for pay purposes. This time will be counted as work time

for the employee in the applicable workweek.

All full-time employees will be provided with a ten (10) minute paid rest break during each four (4) hour work period whenever feasible. Rest periods of five to twenty minutes duration are counted as time worked.

Overtime

Non-exempt employees are eligible for overtime for all hours worked in excess of 40 in any workweek. Overtime is paid at the rate of one-and-one-half times (1.5) your regular hourly rate of pay based on the actual hours worked. For this reason, time off for PTO and other paid or unpaid leaves of absence is not counted as hours worked when calculating overtime pay. All overtime must be preapproved by your supervisor.

When work schedules require overtime in a given job classification, the Authority's practice is to offer overtime opportunities to those who are performing the same or similar work, and who desire the overtime. If no one wishes to work overtime, the LHA still must meet production schedules and get the job done. Accordingly, it will be necessary to require those employees performing the same or similar duties to work overtime. Every reasonable effort is made to distribute overtime as fairly as possible among the employees performing the same or similar work in the department and shift. If questions arise about the distribution of overtime, the employee should talk to their supervisor.

Call Time Pay

Maintenance personnel called to work outside their regularly scheduled hours shall be paid a minimum of one hour at the rate of one and one-half (1-1/2) times their straight-time hourly rate of pay, excepting those employees receiving the standby stipend, described elsewhere in these policies, who shall accumulate the number of hours worked during said standby period and be compensated for all worked hours at the rate of time and one-half (1-1/2) their hourly rate of pay.

Stand-By Stipend

Whenever the Maintenance Manager or their designee determines that an employee shall be on stand-by on a weekly basis such employee shall be paid a stand-by stipend for each such week. Should a holiday fall within such a week, the employee shall be paid one- and one-half times the regular stand-by stipend. The amount of the stand-by stipend is determined annually by the Board of Commissioners. A stand-by week shall commence on Friday at 12:01 a.m. and end the following Thursday at midnight. If an employee is recalled to work while on stand-by duty, they shall be paid, in addition to the stand-by pay described above, according to the call time pay policy.

Forced Closing and Severe Weather

If the LHA does not open all employees will be paid for a full normal workday at their normal hourly rate. If LHA closes early or opens late all employees who reported for work will be paid for a full normal workday at their normal hourly rate. Non-exempt employees who do not come in when LHA is open, will not be paid nor will vacation time be utilized to compensate for lost time. Maintenance

employees are required to work as snow removal is a part of the essential functions of their job.

Notifications of office closures will be made via e-mail directly to employees.

Paydays

All employees are paid weekly. For payroll purposes the work week begins at 12:01 a.m. Monday and ends at 12:00 midnight Sunday. Each paycheck will include earnings for work performed through the end of the previous payroll period. You will be paid by Wednesday of the following weekly payroll period in which the work was performed. Direct deposit is mandatory for all LHA employees.

Deductions from each employee's gross pay period earnings are of two types; mandatory and voluntary. Mandatory deductions are those that are required to be made by LHA by law, court order, or other legally mandated deduction. Such deductions may include state and federal income tax withholding, Maine Public Employees Retirement System, and wage garnishments.

Voluntary deductions are those requested by employees to be made on their behalf and may include such items as the employee's contribution to benefits. Voluntary deductions will not be made without the employee's written request or authorization.

Paycheck Errors

We take all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the unlikely event that there is an error on your paycheck, you should promptly bring the discrepancy to the attention of the Human Resources Manager.

Performance Evaluation

LHA's Performance Evaluation system is an integral part of the employee development process. The appraisal system is an important tool in the overall performance management process. The Performance Appraisal is the process that measures or assesses the degree to which an employee accomplishes work requirements within LHA's company policies and culture.

The Performance Appraisal system enables management to work with employees in setting goals and objectives as well as developing a career development plan. LHA conducts Performance Evaluations within the first six (6) months days of employment to ensure that the employee is meeting expectations during the probationary period, this also includes promoted employees. Additionally, a yearly performance evaluation is conducted which provides a means for discussing, planning, and reviewing the performance of each employee.

Regular performance appraisals:

- Clearly define an employee's responsibilities
- Provide criteria by which their performance will be evaluated

- Suggest ways in which employees can improve performance
- Outline how the employee contributes to organizational goals

Progressive Discipline/Corrective Action

Progressive discipline is a systematic process for addressing unsatisfactory behavior or performance while offering an employee a chance for improvement and to provide appropriate direction. The purpose of progressive discipline is to actively document and correct unsatisfactory behavior, poor performance, or other work-related issues. Employees will be made aware of policy and/or practice violations when discipline is warranted for policy violation, attendance, quality, safety, poor judgment.

At times, even with communication and training, employees may still need to be disciplined. When an employee has violated a policy and/or practice, progressive discipline will be used where possible. If an offense is serious, the company reserves the right to skip one or more steps of progressive discipline and may terminate an employee after a first offense.

Any or all of the following corrective steps may be taken depending on the severity of the violation:

- Verbal Warning
- Written Warning
- Performance Improvement Plan
- Suspension
- Termination

Any employee who feels that the disciplinary action is not justified can submit a complaint, in writing, to the Human Resources Manager and you will be given an opportunity to present the facts.

Nothing in this policy is intended to alter in any way your rights or LHA's right to terminate the employment relationship at any time with or without notice and with or without cause.

IV. YOUR RESPONSIBILITIES

Outside Employment

An employee may obtain outside employment with another organization as long as that employee satisfactorily performs all of their job's responsibilities with LHA. The outside employment may not be with a LHA customer or competing organization, nor may an employee work as an independent contractor for a LHA customer or competing organization. All employees will be judged by the same performance standards and will be subject to LHA scheduling demands, regardless of any existing outside work requirements.

Personal Relationships

When relatives or persons involved in a dating relationship work in the same area of an organization, it

may cause problems at work. In addition to claims of favoritism and morale issues, personal conflicts from outside can sometimes carry over to work. In addition, an intimate or sexual relationship between a supervisor and an employee that reports to the supervisor has the potential to result in misunderstandings, actual or potential conflicts of interest, complaints of favoritism, sexual harassment, and/or dissension, and may negatively impact employee morale.

For this policy, LHA defines a relative as any person who is related to an employee by blood or marriage, or a domestic partner, or whose relationship with an employee is similar to that of a relative. LHA defines a dating relationship as a relationship that might reasonably be expected to lead to a consensual "romantic" or sexual relationship. This policy applies to all employees regardless of their gender or sexual orientation.

Supervisors are prohibited from dating or having sexual relationships and/or cohabitating with any employee supervised directly by them or anyone who is employed within their chain of command.

If two employees become relatives or start a dating relationship and one of them supervises the other, the one who is the supervisor is required to tell the LHA about the relationship. LHA will then ask the two employees to decide which one of them is to be transferred to another available position. If they do not make that decision within thirty (30) calendar days, LHA will determine if one must be transferred or, if necessary, terminated from employment. A supervisor who engages in this type of relationship with an employee and does not disclose the relationship may face disciplinary action up to and including termination of employment. In addition, any failure to disclose the relationship in a timely fashion will itself be considered a violation of this policy. LHA understands that sexual or romantic relationships are often private in nature and treats such information sensitively and (to the extent possible) confidentially.

There may also be situations when there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct reporting relationship or authority involved. In that case, LHA may separate the employees by reassignment or termination of employment.

Contributions, Solicitations or Distributions

We have a policy which prohibits all employees from soliciting each other for any service, product, or organization during working time. In addition, we ask that employees do not distribute anything unrelated to work on premises during working time or at any time in work areas. Working time means at all times employees are expected to be working and does not include meal or break times. Work areas include all areas in which work is performed. The purpose of this policy is to maintain an efficient workforce and orderly offices, and to prevent accidents which may arise from discarded printed matter.

Public Affairs and Political Activity

The Authority encourages all employees to participate - as individuals - in political affairs and in support of issues and candidates of their choice. It is emphasized that the Authority's interest is nonpartisan. In political activity, employees must make clear to others that they represent only themselves, not the Authority.

The Authority as an entity will take no position on political issues or in support of any political party or candidate. However, the Authority may publicly state its position on housing issues and policies affecting low- and moderate-income housing in the City of Lewiston.

Nondisclosure / Confidentiality

All employees are required to maintain in strict confidence all LHA information that is confidential and/or intended for company use only. The protection of confidential business information and client information is vital to the success of LHA. This policy benefits employees by protecting the interests of LHA and protecting confidential, unique, and valuable information from competitors or others. Should an occasion arise in which an employee is unsure of their obligations under this policy, they must consult their supervisor.

Confidential information includes, but is not limited to, the following examples:

- * Employee lists
- * Computer programs and codes
- * Resident/Partner lists
- * Resident/Partner preferences
- * Financial information
- * Marketing strategies
- * Pending projects and proposals
- * Technological data

Employees who improperly use or disclose any type of confidential business information will be subject to disciplinary action, up to and including termination of employment, and/or legal action, even if they do not personally benefit from the disclosure of such information.

Public Relations

Employees must always maintain a clear distinction in public expression, whether written or oral, between an individual viewpoint and that of the Authority. An employee may not use the LHA letterhead for correspondence outside of the Authority, expressing a personal conclusion or point of view.

Drugs & Alcohol

Lewiston Housing strives to provide a safe and productive work environment for all employees. Lewiston Housing employees shall not be involved with the unlawful use, possession, sale, manufacture, or transfer of drugs or narcotics in any manner that may impair their ability to perform assigned duties or otherwise adversely affect business. Further, employees shall not possess or consume alcoholic beverages, marijuana, or illegal drugs in the workplace or in association with the workplace during normal business hours.

Employees are expected to report to work and remain at work performing assigned duties free from

the effects of alcohol, marijuana, and illegal drugs. The use of illegal drugs, marijuana, or alcohol during working hours is strictly prohibited. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the effect of the medication(s) on their fitness for duty and ability to work safely and promptly disclose any work restrictions to their supervisor.

Illegal drug activity, marijuana abuse, or alcohol abuse outside of the workplace that could have an adverse effect on an employee's job performance or that could jeopardize the safety of other employees, the public, Lewiston Housing equipment, or Lewiston Housing's public relations will not be tolerated. Infractions of this nature will be subject to disciplinary action, up to and including termination. Any employee guilty of violating this policy may have their employment terminated unless the employee agrees to participate in a rehabilitation program. Any employee who feels they may need help with a drug or alcohol abuse problem is encouraged to take advantage of the Employee Assistance Program. Lewiston Housing encourages, to the extent permitted under the Maine Municipal Employee Health Trust benefits plan for participating employees and these personnel policies, the rehabilitation of employees through organized substance abuse programs.

If Lewiston Housing, as part of a social function or authorized entertaining, provides alcoholic beverages, employees choosing to consume such beverages must do so responsibly. Additionally, employees are reminded that our Policies & Procedures are still in effect for such functions and that violation of these rules may result in disciplinary action, up to and including termination. Employees are strictly prohibited from driving following consumption of any quantity of alcohol at such functions that could impair their ability to drive safely, and must request assistance if a ride is needed. These company-sponsored or approved functions are the only times that consumption of alcoholic beverages on company time or premises is acceptable.

In the event that a Lewiston Housing employee is convicted for a violation of a criminal drug statute or an alcohol offense, including operating under the influence inside or outside of the workplace, they must notify Human Resources in writing within five calendar days. Failure to notify will result in disciplinary action up to and including termination. Consequences surrounding the conviction will be subject to disciplinary action up to and including termination.

Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, LHA expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all types of behavior that are considered unacceptable in the workplace. The following are examples of rules of conduct infractions that may result in disciplinary action, up to, and including termination of employment.

- Violation of company rules, procedures, and policies
- Sexual or other unlawful or unwelcome harassment
- Improper use, distribution, or sharing of confidential customer or company information

- Possession, distribution, sale, transfer, or use of alcohol or illicit drugs or marijuana in the work place, while on duty, while operating employer-owned vehicles, or equipment
- Use of tobacco products on company property
- Theft or inappropriate removal of possessions, information, or property
- Unauthorized use of company credit cards or petty cash
- Dishonesty, deception, and/or fraud
- Falsification of time keeping or other records
- Violation of safety or health rules
- Unsatisfactory performance or conduct
- Horseplay, boisterous, or disruptive activity in the workplace
- Use of threatening, abusive or profane language
- Fighting or threatening violence in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer property
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace or customer property
- Intimidation or bullying of other employees
- Immoral, indecent, and/or socially unacceptable behavior
- Insubordination or other disrespectful conduct
- Sleeping while working
- Unauthorized use of telephone, mail system, or other employer-owned equipment and tools
- Conducting personal tasks on company time without permission
- Excessive absenteeism or any absence without notice
- Tampering with or removal of authorized notices
- Unacceptable quality or quantity of work
- Intentional waste of material
- Abuse or misuse of tools or equipment
- Improper picketing of Authority premises.
- Gambling on LHA property.

Weapons

Possession of, or use of, dangerous weapons on LHA's premises is considered a serious violation of company policy and is strictly forbidden unless authorized by the Human Resources Manager. The term "dangerous weapons" includes, but is limited to, firearms, explosives, brass knuckles, pepper spray, knives and other weapons that might be considered dangerous or that could be used to inflict harm. Violation of this policy will result in the most serious disciplinary action, up to, and including termination of employment. A permit or license to carry a dangerous weapon, or the absence of a legal requirement for a license or permit to carry or conceal a dangerous weapon, does not supersede this policy. The company reserves the right at any time and at its discretion to search all company-owned or leased vehicles, packages, containers, briefcases, storage facilities, workstations, purses, lockers, desks, enclosures and persons entering the workplace, for the purpose of determining whether any dangerous weapon has been brought into work in violation of this policy. Employees who fail or refuse to promptly permit a search under this policy will be subject to discipline up to and including termination.

If an employee comes to work with a dangerous weapon in their vehicle, the vehicle shall remain locked at all times, the dangerous weapon shall be concealed from view, and the employee, contractor, customer, or vendor shall comply with all applicable laws pertaining to the possession and storage of dangerous weapons in automobiles.

Telecommuting Policy

Purpose

Telecommuting is a work arrangement that allows employees to work at home or some other offsite location for the majority, or some, of their regularly scheduled work hours. Although not all jobs can be performed satisfactorily from other locations, Lewiston Housing recognizes that, in some cases, telecommuting arrangements can provide a mutually beneficial option for both Lewiston Housing and employees.

Employee Eligibility

Candidates for telecommuting arrangements must:

- possess good time-management and organizational skills, and
- be self-motivated, self-reliant, and disciplined.

Position Eligibility

Not all jobs can be performed from off-site locations. Generally, positions requiring face-to-face interaction with residents, clients, and office personnel are unsuitable for telecommuting arrangements.

Types of Arrangements

While employees and supervisors have the freedom to develop arrangements tailored to the employee and departmental needs, the following basic requirements must be met:

- Employees must be able to carry out the same duties, assignments, and other work obligations at their home office as they do when they are working on Lewiston Housing property.
- The workweek for all full-time regular employees is 40 hours, divided into five days, Monday through Friday, with employees scheduled to work eight hours per day.
- Employees must be available to their supervisors, co-workers, and other job-specific contacts during the workday.
- Employees must be available to attend scheduled meetings and participate in other required office activities in person or at the home office as needed.
- It may sometimes be necessary for the employee to come to Lewiston Housing's office occasionally.
- Work from home schedule must be determined prior to working from home and should be noted on the employee's Outlook calendar.

Equipment/Furnishings/Office Supplies

If the job requires it, Lewiston Housing provides the employee with a laptop computer, laptop charger,

cell phone, and cell phone charger. Lewiston Housing also provides standard office supplies such as paper, pens, and paper clips for employees' use in their home office. All supplies must be returned to Lewiston Housing as applicable at the end of employment.

Lewiston Housing does not provide employees printers or office furnishings for their home office. Employees are responsible for internet, utilities, furnishing, and maintaining their home office so they can accomplish their work efficiently and expeditiously.

Confidentiality

In accordance with Lewiston Housing's Confidentiality Policy, employees must maintain confidentiality at all times while working remotely. Employees must maintain their home office as a private space to work in so that sensitive information may not be seen, heard, or obtained by others not employed by Lewiston Housing.

Request Process

Telecommuting arrangements are approved by department heads on a case-by-case basis. Telecommuting may not be feasible within some departments or for specific positions within a department. Employees interested in telecommuting arrangements should discuss the matter with their supervisor.

Other Requirements/Restrictions

Lewiston Housing has the right to cancel or suspend employee telecommuting privileges at any time for any reason.

Credit Card and Petty Cash

LHA may issue company credit cards or petty cash to certain employees for a specific use in their jobs and must sign and follow the Credit Card Procedure.

Expense Reimbursement

LHA will reimburse authorized pre-approved business expenses. In order to be eligible for business expense reimbursements you must adhere to the following:

- Obtain prior approval from your supervisor
- Provide detailed receipts or statements
- Complete a travel log

Employees will be compensated for mileage in accordance with the IRS standard mileage rate.

Dress Code

Although no formal dress code exists, employees are asked to wear articles of clothing suitable to the type of work required and the work environment in which they work. Articles of clothing should be neat, clean, in good taste, and should not constitute a safety hazard. Leadership may exercise reasonable discretion to determine appropriateness in employee dress and appearance. *Maintenance*

employees should refer to the CBA for guidance on apparel.

This policy is not intended to discriminate against any employee on the basis of age, race (including traits associated with race, such as hair texture, Afro hairstyles and protective hairstyles such as braids, twists and locks), religion, color, sex, gender, sexual orientation, gender identity and expression, national origin, ancestry, citizenship status, veteran status, familial status, physical or mental disability, genetic information, or any other characteristic protected by law. If an employee has questions or concerns about this policy and its impact with regard to any of these protected categories, please see Human Resources. If an employee believes that they need an accommodation regarding any requirement of this policy because of a protected category, please see Human Resources.

Safety

The safety and well-being of the residents and employees of the Lewiston Housing Authority is of the utmost importance. Proper procedures must be established in order to ensure that the highest level of safety is provided for all. It is the intention of this Authority to abide by all applicable laws and regulations which govern the health and safety of tenants, visitors, employees, and property. Safety is the responsibility of all levels of the Authority. We shall make all feasible efforts to ensure that the optimal level of safety is provided for all. Through the administration of this adopted Safety Policy and the cooperation and support of those involved, the Lewiston Housing Authority will make safety a priority.

The Authority has the general duty to provide a safe environment for its tenants as well as for its staff. For your safety please don't hesitate to ask your supervisor about any phase of your job that may seem to be hazardous or unfamiliar. It is only through the joint efforts of all of us that accidents can be prevented.

We expect all of our employees to be safety-conscious and to assist us in finding conditions in our offices which might cause an accident. Report any unsafe conditions or injury received while at work, even though very slight, to your supervisor.

As a general rule, in a tenant's absence or if you feel uncomfortable, entry into a tenant's apartment should be accomplished utilizing two (2) Authority employees and an entry slip left for the tenant.

Each piece of safety equipment assigned to the employee shall be worn as may be required by the employee's supervisor or Department Head. Failure to comply with such requirements will be cause for disciplinary action.

Accident and Incident Reporting

Employee Responsibilities

- Immediately notify your supervisor or HR Manager of any incidents, accidents, injuries, or illnesses involving LHA personnel or visitors.

- Arrange transportation for any injured individual to the preferred medical provider and contact the individual's emergency contact.
- When outside medical attention is provided, ensure that the injured employee presents documentation from the medical provider to the HR Manager work status before returning to work.
- Send the completed LHA Employee Accident Report and Accident Investigation Report form and all other documentation related to an on-the-job injury to the HR Manager within twenty-four (24) hours of the occurrence.
- Promptly report all incidents, accidents, near misses, injuries, or illnesses immediately to the HR Manager for evaluation and investigation when LHA personnel or equipment are involved.
- Promptly report incidents to the HR Manager if you witness a fellow employee violate LHA safety policies that endanger employee/customer safety and welfare.
- All employees are covered by workers compensation insurance. If there is an industrial injury or accident, please inform the HR Manager immediately that you are contacting an outside medical provider that the injury or illness is job-related. You will need to provide complete and accurate information to the medical provider and to the Workers Compensation Administrator. Promptly complete and return to the HR Manager the LHA Employee Report of Accident form.
- Present to the HR Manager the return-to-work authorization form from the medical provider certifying your work status. Upon release to regular work, confirm your work schedule with the HR Manager.

Motor Vehicle Records (MVR)

Motor Vehicle Records (MVR) will be obtained and assessed for all employees who will be utilizing a vehicle for business use. This includes:

- Employees who will be driving the company vehicle.
- New drivers at the time of employment.
- Employees transitioning into a driving position.
- Employees who utilize a personal vehicle for business use.

MVR records will be accessed within the last (3) three years, followed by an annual review. Drivers must report any suspension or revocation of a driver's license to the purchasing manager within twenty- four (24) hours of such penalty taking effect. Individuals with a license revocation or suspension will immediately become ineligible to drive a company or personal vehicle for business use.

VIOLATIONS

Please be aware the following points will be assessed to individuals who violate any motor vehicle law or who are involved in a preventable accident. These points will be calculated on a moving three year basis.

EXAMPLE- Your Motor Vehicle Record was assessed 1/1/23; any violation from 1/1/20 to present will be accounted for. Any violation prior to 12/31/19 will not be counted.

- Failure to have proper identification; insurance, registration, etc.....01
- Non moving violation [illegal parking, broken headlights or tail lights]..... 01

- Failure to wear a seat belt or proper use of a child restraint.....02
- Any standard moving violation.....02
*Moving violation is defined as any traffic offense committed while the vehicle is in motion.
 Examples- running a red light, failure to yield right of way, etc*
- Preventable accidents (excluding Non-Preventable).....03
 Non-Preventable accidents are those in-which the driver did everything possible to avoid being involved. Ex. Being struck while parked or rear-ended.
- Speeding/undefined MPH over
 - 1-9 over posted limit.....02
 - 10-20 over posted limit.....03
 - 21+ over posted limit.....04
- Any serious violations, reckless driving, endangering the lives of others.....10
- Driving with a suspended license..... 10
- Driving while intoxicated or under the influence of illegal drugs..... 10
- Hit and Run (leaving the scene of an accident)..... 10
- Felony involving the vehicle..... 10

Points	Status	Action
0-3	Good	No Action
4-6	Medium Risk	- A manager to discuss record and improvement plan with driver.
7-9	High Risk	- A manager to discuss record and improvement plan with driver. - A warning letter may be placed in HR file for one year. - Driver must complete driver training as assigned.
10+	Very High Risk	- Immediate removal of company vehicle and potential suspension or termination of employment.

Use of Company Property

All company property, including laptops, vehicles, cell phones etc. are the property of LHA and must be available to management at all times. No company property may be used to house personal files or items without prior approval from the Human Resources Manager. No company equipment, including postage meters, computers, photocopiers or printers may be used for personal business.

Use of Electronics, Telephone, & Mail Systems

All electronics, telephone, and mail systems (including computer, e-mail, internet, telephone, cellular phone, etc.), all communications and information transmitted by, received from, downloaded, or stored on LHA systems are the property of LHA and are to be used solely for job-related purposes. LHA has the absolute right to access and inspect any of your communications on LHA systems.

Authorized representatives of LHA may monitor the use of electronic and/or telephone communication systems.

Software Usage

LHA owns, maintains, and operates computer equipment and networks for conducting company business. The software used is exclusively authorized and limited for official use on the specified personal computer on which it was originally installed. The unauthorized use or removal of software for personal use is strictly forbidden. Additionally, employees are not permitted to install their own copy of any software onto a LHA computer. LHA employees learning of any misuse or abuse of software or any similar documentation within the company should immediately notify the Human Resources Manager. LHA does not condone and specifically forbids the unauthorized duplication of software.

Social Media Policy

Overview

At LHA we recognize and support the use of social media for a wide variety of business purposes. Social media provides the opportunity to share ideas and information about LHA with our many stakeholders. This policy provides employees with guidelines and expectations for the use of social media when the discussions or content may impact LHA and our business.

Scope

This policy applies to all LHA employees when engaged in social media or other online electronic communications when the communication relates to LHA, its employees, customers, products and services. The policy applies to all business-related use of social media, and in some instances it also applies to personal use of social media.

Definition of Social Media

The term Social Media is widely defined in this policy. This includes networks such as Facebook, Twitter, YouTube, Instagram, Snapchat, Pinterest, Tumblr, and LinkedIn. It also includes all means of communicating or posting information or content on the internet, including blogs, websites, bulletin boards and chat rooms, as well as any other form of online activity.

When at Work or Using LHA Systems

We support the use of social media at LHA for communicating with co-workers and with the public. Employees are personally responsible for the content of their online communications. When an employee communicates online when working or on LHA's system or equipment, LHA policies apply to all content.

On Your Own Time

LHA respects the private lives of its employees, and in general what you do in your own time on your own systems and equipment is your business. However, online and social media activities in or outside of work that affect your job performance, the work environment or LHA's business interests, are subject to this policy.

Prohibited Conduct

Communications that are harassing, obscene, sexist, racist, discriminatory, bullying, or threaten violence are unacceptable. These types of communications may result in disciplinary action, whether the communications are related to business or your personal affairs.

Honesty

Employees should be honest in their communications and should not be spreading false information. We expect employees to act in a legal and ethical manner.

Identifying Yourself

If you identify yourself with LHA on social media, ensure that your profile and related content is consistent with how you wish to present yourself with colleagues and our customers.

Engagement At Work

Personal social media use should be confined to an employee's personal time. Any personal social media use at work should be very infrequent and should not interfere with performance or productivity or safety.

Official Corporate Communications

Only designated spokespersons of LHA are authorized to speak on behalf of the company. Requests for official corporate comment should be directed to Agency Leadership. Any public statement representing LHA's corporate position on social media requires prior approval from Agency Leadership.

Reporting Relationships

Managers/supervisors should weigh the advantages and disadvantages of connecting with direct reports on social media sites. Some sites may offer the opportunity for a professional and collaborative exchange with other employees, while other sites may result in the sharing of personal information that make it more difficult to maintain an objective professional relationship with direct reports.

Personal Opinions

If you express your personal opinions about LHA or related-business matters, do not represent

yourself as a company spokesperson, and be clear and open about the fact that you are an employee and that you do not speak for the company. If you post online endorsements about LHA's services, you must identify yourself as an employee.

Confidential Information

Employees should not reveal LHA's confidential business information and trade secrets in social media or other electronic communications. This includes the following:

>Resident Information

Any resident name or other personally identifiable information, including addresses, credit or bank card numbers, bank account numbers and telephone numbers.

>Employee Information

Information that an employee is required by their position to maintain as confidential personnel file and medical information.

>Agency Information

Marketing plans, vendor lists, resident files, financial data, and other similar confidential business information.

Employee Rights

None of the requirements of this policy are intended to infringe on your legal rights under federal and state labor laws, including your right to engage in protected activities under the National Labor Relations Act. If you have any questions about this policy, we encourage you to consult with the Human Resources Manager.

Smoking

In keeping with LHA's interest to provide a safe and healthful work environment, LHA is a tobacco-free facility, smoking and/or use of **any** tobacco product is prohibited throughout the workplace, workshops, company vehicles, and on LHA properties. Failure to comply with LHA's smoking policy can result in disciplinary action, up to, and including termination from employment.

Personal Information Changes

It is your responsibility to ensure that we have up-to-date accurate information, so please make sure you notify the Human Resources Manager of any changes in your mailing addresses, telephone numbers, number and names of dependents, marital status, individuals to be contacted in the event of an emergency, educational accomplishments, and other related information.

Attendance

Employee attendance and punctuality are important factors for the success of our organization.

It is not acceptable to leave work outside of normal times without notifying your supervisor or manager.

Your supervisor or manager must be notified directly as soon as possible if an unforeseen absence and/or sudden illness should occur. If the absence is related to an injury or illness, you may be required to provide physician's documentation. If an absence qualifies as protected leave under the law (e.g. military, disability, or domestic violence leave) it shall not be counted as an absence for disciplinary purposes.

Two consecutive days of absence without notice will be considered job abandonment. Job abandonment occurs when you do not notify management that you are not going to report for work. If you have not contacted management by the close of business on the second day the company will consider this act to be a voluntary termination initiated by the employee.

Time Keeping

Accurately recording time worked is the responsibility of every employee. Federal and state law requires LHA to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties, including assigned work performed remotely. Hourly wage employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period, and when they leave the workplace for personal reasons. Additionally, any and all overtime work requires prior approval from your supervisor and must be obtained before the work is performed.

Resignation of Employment

If you decide to leave LHA voluntarily, we ask that you put your resignation in writing and give at least a minimum of two (2) weeks' notice if you are a non-exempt (hourly) employee and four (4) weeks if you are an exempt (salary) employee.

Final pay will be direct deposited and all applicable paperwork owed to the employee will be mailed to the employee no later than the scheduled payday of the pay period following the employee's last day of employment. Such pay will include pay for all hours worked and any unused vacation time. It is the employee's responsibility to ensure that LHA's HR Manager has the correct mailing address. If the final paycheck is not received within seven (7) business days of the actual payday, it is the employee's responsibility to contact the Human Resources Manager.

Exit Interviews

All terminating employees should check with the HR Manager prior to leaving. This will allow us to process the necessary paperwork and to explain the termination of benefits. Final supervisory evaluations, including specific job performance and all notations are to be added to the personnel file.

Address Changes After Employment

It is the employee's responsibility to ensure that LHA has the correct mailing address to ensure that year-end tax information will reach the employee.

Return of Company Property

Terminated employees are responsible for immediately returning items issued to them by LHA or in their possession or control, such as the following:

- Equipment – computers, computer accessories, phones, etc.
- Keys/FOB
- Marketing materials – business cards
- Written and/or printed materials
- Resident/vendor contact information
- Any other company related items

V. YOUR BENEFITS

Overview of Benefits

A number of benefit programs (such as Workers' Compensation, State Disability, and Unemployment Insurance) apply to all employees in the manner prescribed by law.

Full-time employees at LHA are provided with a wide range of additional benefits. Full-time employees are eligible for medical insurance the first of the month following the first date of employment. Full-time employees are also eligible for short- and long-term disability insurance (Exempt employees after 30 days and non-exempt employees after 60 days).

**Note:* The following information on LHA's sponsored benefits is provided as a general overview. For specific information please consult the plan itself. Should there be any inconsistencies between information provided in this handbook and the actual plans, the plans themselves should be considered accurate.

Detailed information on all benefit plans, contributions, and coverage levels is available for employee access through the Benefits Manual, or from the HR Manager.

LHA reserves the right to modify or terminate any employee benefit plan at any time.

LHA's benefits are described specifically in a separate booklet that the insurance companies provide. Upon eligibility, employees may complete enrollment forms available from the HR Manger.

If an employee does not wish to enroll at the time of eligibility and later decides to request enrollment, the employee will have to wait for the next open enrollment period unless there is a qualifying event.

Health/Dental/Vision:

Medical benefits coverage will become effective for full-time employees on the first day of the month following employment and will terminate at the end of the calendar month which includes the employee's last pay date from the Lewiston Housing Authority. Thereafter, the terminated employee may continue health insurance coverage at their cost, for the period provided under the federal

COBRA law. Details about plan features and benefits are available from the HR Manager.

Short- and Long-Term Disability:

Short- and long-term disability coverage for full time employee will become available after thirty (30) days of employment for full-time exempt employees and after sixty (60) days of employment for full-time non-exempt employees. Coverage will terminate on the last day of employment. Details about plan features and benefits are available from the HR Manager.

Life Insurance:

The Lewiston Housing Authority provides a life insurance program including an accidental death and dismemberment provision to each permanent full-time employee. Details about plan features and benefits are available from the HR Manager.

Retirement Plans:

Our retirement plan allows an employee to retire under various circumstances as outlined in booklets available through the HR Manager.

Maine PERS

The Lewiston Housing Authority participates in the Maine Public Employee Retirement Systems (MPERS) in lieu of Social Security. Full and part-time employees contribute a percentage of their gross weekly earnings while the Lewiston Housing Authority contributes according to plan requirements. Federal tax on the employee contribution is deferred.

Mission Square Retirement Corporation 401(a) Plan

Permanent full-time employees may participate in the ICMA Retirement Corporation 401(a) Plan after one year of service. This plan is a defined contribution plan and is funded 100% by employer contributions.

Mission Square Retirement Corporation 457 Plan

Permanent full-time employees may participate in the ICMA Retirement Corporation 457 Deferred Compensation Plan upon hire. The plan permits employees to defer a portion of their salary until future years. All amounts of compensation deferred under the plan are held in a trust for the exclusive benefit of plan participants and their beneficiaries.

Holidays

Permanent full-time employees are eligible to receive holiday pay. Permanent part-time employees are eligible to receive holiday pay proportionate to the hours they are regularly scheduled to work. See the HR Manager for a current list of paid holidays.

Employees are not eligible for holiday pay if they are on a leave of absence without pay, suspension or fail to work the scheduled workday before and after the holiday, unless the absence is previously approved by their supervisor.

Maine Earned Paid Leave

All employees (including full- and part-time and temporary employees) will be eligible under Maine law for Maine Earned Paid Leave (“MEPL”). MEPL allows employees to earn up to forty (40) hours of paid leave per year and to use such accrued time for any reason.

MEPL accrues at a rate of one (1) hour earned, for every forty (40) hours worked, up to a maximum total accrual of forty (40) hours per year, at which point MEPL stops accruing. New employees accrue MEPL from their first day of employment but must wait 120 days before being eligible to use MEPL. Employees can accrue only up to a maximum of forty (40) hours of MEPL.

Use

Just as with use of vacation time, use of MEPL must be approved and closely coordinated with the employee’s supervisor based on the work needs of the department. Employees should notify their supervisor of intended MEPL days in advance, absent sudden illness or emergency, and then notice shall be given as soon practicable after the need for leave is known. MEPL may be used in increments of at least 15 minutes.

Relationship to Vacation Time

For Vacation time eligible employees, MEPL is part of your paid time off under the LHA’s Vacation time policy and will not add to the employees’ overall vacation time allotment. However, MEPL is tracked separately, and time off taken by vacation-eligible employees will be deducted first from the MEPL portion, before taking any other vacation time under the LHA’s Vacation Time Policy.

Vacation Time

Eligibility

Employees classified as full-time, part-time and per-diem/temporary employees are eligible to receive vacation time. Vacation time is based on your employment classification and length of employment, as noted in this schedule below:

Part-Time and Per Diem/Temporary Employees

Hours Earned Per Hours Worked	Max Hours Earned Per Year
1 hour for every 40 hours worked	40

Part-Time and Per Diem/Temporary PTO Year, Rollover and Payout

At the end of the calendar year, part-time, per diem and temporary employees who have unused accrued PTO will be eligible to roll over up to a maximum of forty (40) hours of PTO into the following year will only accrue the remaining amount. For example, if an employee has accrued 40 hours, but has only used 32 hours, that employee may roll over 8 hours into year 2 and is eligible to accrue 32 more hours in year 2. Part-time, per diem and temporary employees who have accrued, unused PTO will be paid out upon separation of employment.

Full-Time Employees

Years of Service	PTO Days	PTO Accrual Per Pay Period
Up to 5 years of service	12	1.846
5 or more years of service	18	2.769

**Accrual rates will be adjusted at the beginning of the month following the respective anniversary date*

Use of Vacation Time

Vacation leave may be taken by an employee at any time after its accrual, subject to approval by their supervisor. Each fiscal year, employees may accrue up to a maximum 18 vacation days and will be capped at 18 days annually. However, if an employee is prevented by the requirements of their department from taking their vacation time, they may carry unused vacation time forward for a period not in excess of six (6) months following the end of the Authority’s current fiscal year.

Payment Upon Termination

Upon termination from employment with the LHA, other than by automatic resignation or discharged for cause, employees will receive a lump sum payment for all unused vacation time accrued. Payment will be made at the employee’s regular rate of pay at the time of termination.

Vacation Time Cash Out Policy

Employees can exercise a single annual election based on fiscal year to cash out vacation time. A maximum of 9 days (72 hours) may be cashed out. A minimum balance of 9 days (72 hours) must remain available.

In order to qualify for the Vacation Time cash out, an employee must have taken at least five days of vacation time (40 hours) in the previous 12 months.

A Vacation Time Cash Out Request Form must be completed and submitted to immediate supervisor and HR Manager for approval.

Sick Leave

Permanent full-time employees will accrue paid sick leave at the rate of one day per month for a total of twelve days per year. A maximum of 120 days of sick leave may be accrued.

Use of Sick Leave

Sick leave may be taken by an employee for any non-work-related injury or illness in which the employee is unable to perform their duties. Sick leave time is applied at the rate of actual time missed.

Sick Leave Requests

Requests for sick leave are made to the employee’s immediate Supervisor or Department Head

promptly. LHA may request documentation for the use of sick time. The LHA reserves the right to request an independent examination by a physician of its choice, the cost to be borne by the employer.

Entitlement Upon Separation or Retirement

Employees will be paid for 50% of unused sick leave upon retirement. Sick leave accumulation will be forfeited upon separation from the LHA for reasons other than retirement. There will be no continuing right for such accrued sick leave in the event an employee returns to LHA employment unless they return within thirty days.

Abuse of Sick Leave

Use of sick leave on false claims of sickness or disability or falsification of proof to justify such sick leave will be cause for dismissal or any other disciplinary action deemed appropriate by the Executive Director. Sick leave may not be used for any other purpose except those specifically permitted under this policy.

Jury Duty

If you are required to serve on a jury or subpoenaed as a witness, you will be granted time with partial pay. LHA will pay the difference between the juror's or witness pay and the employee's regular rate of pay for the period of jury duty or witness appearance. LHA will not take adverse action against an employee for their participation. You must give LHA fifteen (15) days advance notice if possible. You are expected to return to your job if you are excused from jury duty or witness appearance during your regular working hours. LHA will require documentation from the court affirming the employee's jury duty service or witness appearance.

Bereavement Leave

All full-time employees will be eligible for paid leave of up to five (5) days for actual time lost from work to make arrangements for and to attend funeral services in the event of the death of an immediate family member.

For purposes of this section an immediate family member means: spouse, brother, stepbrother, sister, stepsister, parent, stepparent, child, step-child, mother-in-law, father-in-law, grandparent, grandchildren, aunt, uncle, guardian, ward, brother or sister-in-law, son or daughter-in-law, and cohabitating domestic partner.

In unusual circumstances, additional time off may be granted, with or without pay, at the discretion of LHA.

Family and Medical Leave

Employees are entitled to family and medical leave under the federal Family and Medical Leave Act of 1993 ("FMLA") or the Maine Family Medical Leave law when they meet all of the eligibility requirements of these laws. This policy sets forth several rules that must be applied uniformly to all

employees who may be eligible for family and medical leave. As used in this policy, “family and medical leave” means leave available under both the federal and state laws.

1. The Federal Employee Eligibility Periods

Employees who have been employed for at least 12 months and have worked at least 1,250 hours in the previous 12 months are eligible for FMLA leave under the federal law.

There are two types of eligibility periods under the federal law as described below.

a. 12-Month Period for Birth, Adoption or Foster Care; Serious Health Condition Purposes; Qualifying Exigency

There is a 12-month eligibility period for 12 weeks of FMLA leave taken for the following qualifying purposes:

1. Birth and care of the newborn child of the employee;
2. Placement with the employee of a son or daughter for adoption or foster care;
3. Care for an immediate family member (spouse, child, or parent) with a serious health condition;
4. Medical leave when the employee is unable to work because of a serious health condition; or
5. Qualifying exigency leave for an employee whose spouse, child or parent is a regular member of the Armed Forces on covered active duty deployed to a foreign country or a reserve member of the Armed Forces (including National Guard) on covered active duty deployed to a foreign country under a call or order to active duty in a contingency operation.

The 12-month period used to determine employee eligibility for FMLA for the purposes described above shall be the “rolling” 12-month period measured backward from the date the employee takes leave.

b. Federal 12-Month Period for Military Caregiver Leave

There is a separate 12-month period for employees eligible for military caregiver leave of up to 26 weeks. Such leave may be taken to care for a spouse, child, parent or next of kin of an eligible service member or veteran with a serious injury or illness. This leave is calculated from the first day that leave is taken for this purpose and does not track the employer’s designated 12-month FMLA tracking period as described above. Any military caregiver leave that is not taken within the specific 12-month period is forfeited. This leave period may overlap with the usual 12-month leave period designated by the employer and in certain circumstances, this may impact the employee’s eligibility to take other types of FMLA leave.

2. Maine Requirements

a. Employee Eligibility

Employees who have been employed for at least 12 consecutive months are eligible for leave under the Maine Family Medical Leave law.

b. Leave Amount and Eligibility

The amount of family and medical leave available to employees under the Maine law is 10 work weeks in any two-year period.

c. Qualifying Purposes

Leave may be used for the following qualifying purposes:

1. Serious health condition of the employee;
2. Serious health condition of the employee's spouse, domestic partner, child (or child of domestic partner), grandchild (or grandchild of domestic partner), parent or sibling;
3. Birth of the employee's child or child of his/her domestic partner;
4. Placement of a child 16 years of age or younger with the employee or the employee's domestic partner for adoption;
5. Donation of an organ for human transplant by the employee;
6. Death or serious health condition of the employee's spouse, domestic partner, parent, sibling or child as a member of the state military forces or United States Armed Forces (including National Guard and Reserves) while on active duty.

3. Notice by Employee

Employees requesting leave shall provide at least 30 days' notice to the Employer whenever the need for such leave is foreseeable. The employee shall provide appropriate medical certification (or other certification appropriate to the particular request) supporting the leave request.

When the Employer has reason to believe that an employee is or will be absent for an FMLA-qualifying purpose, the Employer should request the appropriate information from the employee to determine the employee's eligibility for family and medical leave.

4. Coordination with Other Leave

When leave is taken that qualifies both as FMLA and as permitted leave under any employment contract, collective bargaining agreement or policy, the employee shall use FMLA and the other type of leave concurrently, provided that the employee meets all of the eligibility requirements for each type of leave. Types of leave that shall run concurrently with FMLA include, but are not necessarily limited to: accrued sick leave, vacation and compensatory time, unpaid leave, disability leave, absence for work-related injuries, and any other applicable types of leave.

[Note: The types of leave specified above should be revised to reflect types of leave the employer actually has.]

Military Leave

If you are a member of the National Guard or Military Reserves and are required to perform annual Active Duty Training, you will be eligible for unpaid military Leave in accordance with the law. In addition to these provisions, we will grant any employee, required to serve in any branch of the Armed Forces of the United States, an unpaid military leave of absence (as required by the Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA) and any applicable state laws.

Family Military Leave

Under Maine law, eligible employees may receive up to 15 days of unpaid family military leave, upon notice and request, in connection with a covered deployment of certain family members.

To be eligible, an employee must be employed by LHA for at least 12 months and for at least 1250 hours of service during the 12 months immediately preceding the leave.

You must be the spouse, domestic partner (see FMLA policy for definition of domestic partner), or parent of a person who is a resident of the State and is deployed for military service for a period lasting longer than 180 days.

The leave must be used during the 15 days immediately preceding or immediately following the deployment, or some combination of both (e.g. 8 days before, 7 days after deployment). Employee benefits may continue, at the current employee rate, during the leave, and employment (or equivalent employment) will be restored after the leave, unless LHA proves that the employee was not restored to such employment because of conditions unrelated to the employees' exercise of family military leave rights.

An employee who uses or seeks to use a family military leave, is free from retaliation. The employee must give at least 14 days' notice of the intended date upon which the family military leave will commence if leave will consist of 5 or more consecutive workdays, and, if not, as soon as is practicable.

LHA may require certification from the proper military authority to verify eligibility for Family Military Leave. This will generally be in the form of, but is not limited to, military orders provided to the service member, or other written certification.

Employees may use vacation and sick time during a family military leave.

Personal Leave of Absence – Unpaid Leave

We recognize that there are unusual and/or emergency situations that may arise for which you may have a need for time off beyond that which is offered through your paid time off or which is outside the provisions of any applicable family and medical leave. In special situations, full-time employees may be eligible for leave without pay. Your leave request must be in writing and should indicate the reason(s) for your request as well as the anticipated duration of leave. Leave may be granted for a

period of up to thirty (30) calendar days each year. If this initial period of absence proves insufficient, we will consider your written request for a single extension of no more than thirty (30) calendar days. Unpaid leave will be considered only after you have exhausted any applicable paid time off.

Requests for leave will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence.

However, we do reserve the right to ask for professional verification of the reasons for the unpaid leave request.

Subject to the terms, conditions, and limitations of the applicable plans, LHA will provide health insurance benefits until the end of the month in which your approved leave begins.

At that time, you will become responsible for the full costs of these benefits if you wish coverage to continue. When you return from leave to a full-time status, LHA will again provide benefits according to the applicable plans.

Paid time off benefits, such as vacation, sick, MEPL days or holiday benefits will be suspended during the leave and will resume upon your return to active employment.

When an unpaid leave ends, reasonable efforts will be made to return you to the same position, if it is available, or to a similar available position for which you are qualified. However, LHA cannot guarantee reinstatement. If you fail to report to work promptly at the expiration of the approved leave period, LHA will assume you have resigned effective the end of your approved leave.

Employment Leave for Victims of Violence

LHA will grant reasonable and necessary leave from work, with or without pay, for an employee to:

- Prepare for and attend court proceedings;
- Receive medical treatment or attend to medical treatment for a victim who is the employee's immediate family member.
- Obtain necessary services to remedy a crisis caused by sexual assault, and/or stalking.

The leave must be needed because the employee or the employee's immediate family member is a victim of violence, assault, sexual assaults, stalking and/or any act that would support an order for protection. Immediate family members are defined as: spouse, brother, sister, parent, child, mother-in-law, father-in-law, grandparent, grandchildren, stepchildren, son or daughter-in-law, and cohabitating domestic partner.

LHA will not punish or retaliate against an employee or deprive them of pay or benefits for requesting this leave. This leave is unpaid, but an employee may use accrued and available paid time off. LHA may require an employee to provide reasonable documentation of the family relationship, which may include a statement from the employee, a birth certificate, a court document or similar documents.

This leave may be denied, however, if:

- a) LHA would sustain undue hardship from an employee's absence;
- b) The request for leave is not communicated to LHA within a reasonable time under the circumstances; or
- c) The requested leave is impractical, unreasonable or unnecessary based on the facts made known to LHA.

Volunteer Absence for Emergency Response

An employee who serves as a municipal or volunteer firefighter, an emergency medical services person, or a search and rescue volunteer who is certified in search and rescue practices and procedures by a recognized organization is entitled to unpaid leave to respond to an emergency while acting in the capacity of a municipal or volunteer firefighter, or to respond to a search and rescue operation requested by a law enforcement agency while acting in the capacity of a search and rescue volunteer. Responding to an emergency means responding to, working at the scene of, or returning from a fire call, a hazardous or toxic materials spill and cleanup, or any other situation to which the fire department has been dispatched.

LHA will not take adverse action against an employee who arrives late for work due to their duties responding to an emergency as a municipal or volunteer firefighter or emergency medical services person, or responding to a search and rescue operation requested by a law enforcement agency while acting in the capacity of a search and rescue volunteer, and who reports for work as soon as reasonably possible after being released from the emergency or search and rescue operation.

If reasonably possible, when an employee is called to respond to an emergency or to a search and rescue operation requested by a law enforcement agency, the employee or the fire department supervisor, or the official in charge of the recognized search and rescue organization or law enforcement official responsible for the operation, shall notify LHA that the employee will not report to work at the scheduled time. An employee who is absent due to such an emergency or operation must submit to the employee's supervisor a statement from the such official stating the employee was responding to an emergency call and the time of release from the call. An employee will be required to use accrued paid time off for such absence.

Educational Assistance Program

It is the policy of the Lewiston Housing Authority to encourage its employees to further their education. This can be attained in two ways: (1) by attending seminars, conventions, or conferences which are designated with specific goals in mind and sponsored by either a housing-related organization, a state university or by the Department of Housing & Urban Development (HUD) and; (2) by enrolling in educational programs or courses related to one's job position.

Reimbursement for employees taking educational programs or courses can be broken down into two classifications, as follows:

Should the LHA require someone to attend seminars, etc., the entire cost will be reimbursed on behalf of the employee.

Should the employee request to take a course, the LHA will reimburse a permanent, full-time employee for each credit earned in any single semester to a maximum of three credits. This allows an employee to take one reimbursed course per semester or two courses per year.

The course taken must be relevant to the employee's work and must be approved in advance, in writing, by the Executive Director.

Employees with less than one year of employment cannot initiate a request for a course; however, the Executive Director can encourage participation. Should an employee not attain a grade of "C" or better, they will be required to absorb the full cost of the educational program or courses.

Whenever it is deemed to be in the best interest of the Lewiston Housing Authority, an employee may be granted time off with pay to attend professional seminars, institutes, or conferences or other similar meetings. In all cases, such leaves shall require prior approval by the Executive Director.

Closing Statement

We realize that a summary of guidelines will not answer every question you have, and we want to encourage you to feel free to talk with the HR Manager if any of this information is unclear to you or if you have questions that are not addressed.

Once again, welcome to Lewiston Housing Authority! We are pleased you have joined us and we look forward to working with you.

Employee Acknowledgment Form

I, the undersigned employee, having received a copy of the Lewiston Housing Authority employee handbook, acknowledge:

- That the handbook is designed solely to communicate the personnel policies, benefits, and procedures of the company and that the company reserves the right to expand, change, or withdraw any of the policies and matters contained in the handbook at any time and at their sole discretion, without notice.
- That my employment at Lewiston Housing Authority is on an at-will basis, meaning either the company or I may terminate the employment relationship at any time, for any reason or no reason, with or without cause or notice.
- That this handbook in no way creates a contract on the part of the company concerning my employment, its longevity, or any of the matters contained in the handbook.
- I have received the handbook and I understand that it is my responsibility to read and follow the policies contained in this handbook and any changes made to it.

Signed: _____ Date: _____

Personnel

Policies

Lewiston Housing Authority

1 College Street
Lewiston, Maine

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INTRODUCTION

Lewiston Housing Authority is a public body created by the City of Lewiston to address the City's need to provide safe and sanitary housing for the City's inhabitants. Under Maine law the powers of the Authority are in its Commissioners, who hire the Executive Director. The Commissioners are responsible for adopting policies governing the Authority and for overseeing the hiring of subordinate staff by the Executive Director and others.

The Lewiston Housing Authority has implemented the personnel policies as detailed in this manual without regard to race, creed, color, age, national origin, marital status, religion, sex, political affiliation or handicap. The personnel policies were created to establish rights and limitations of the employee as well as define the relationship between the Lewiston Housing authority and its employees. The Lewiston Housing Authority policies, procedures and practices are subject to change only by resolution approved by the Board of Commissioners.

Each employee will be expected to perform specific duties and tasks as detailed in the job description. Completing those tasks is important to the Lewiston Housing Authority to ensure its continuance in a professional manner. The following sections of this manual clearly indicate your responsibility to the Lewiston Housing Authority as well as the Lewiston Housing Authority's responsibility to its employees.

The day-to-day administration of these personnel policies is a function of the Executive Director and any questions regarding their application or effect will be answered by the Executive Director. As a rule, benefits such as insurances, vacation, sick leave, etc. are intended for permanent full-time employees and not for seasonal or other temporary employees.

It is suggested that an employee discuss this document with their Supervisor/Department Head in order to obtain the pertinent information. After you have discussed this document, please keep it in a convenient place for future reference.

The LEWISTON HOUSING AUTHORITY wishes you the best of luck and welcomes you to the team.

SAVING AND SEPARABILITY CLAUSE

If any provision of these personnel policies is invalid, the validity of the remaining provisions of these personnel policies shall not be affected thereby. If the application of these personnel policies or any of its provisions to any person or circumstance is held invalid, the application of these personnel policies and its provisions to other persons or circumstances shall not be affected thereby. If any provision of these personnel policies is held invalid by

reason of any conflict with Federal or State Law, the provisions of the applicable Federal or State Law shall automatically become incorporated within these personnel policies in place of the invalid provision(s).

PRONOUNS

Any pronoun(s) referring to employees in these personnel policies shall be read in the singular or plural number and in such gender as the context may require.

DEFINITIONS

AUTHORITY OR LHA

Shall mean the Lewiston Housing Authority

EXEMPT EMPLOYEE

Shall mean an employee who is compensated by salary and not based on the number of hours he works per week, and who is not entitled to overtime compensation for working more than 40 hours per week or 8 hours per shift.

NON-EXEMPT EMPLOYEE

Shall mean an employee who is compensated at an hourly rate of pay for the number of hours worked per week and who is entitled to receive overtime pay for working more than 40 hours in a week or more than 8 hours per shift.

PERMANENT

Shall mean any employee, full or part-time, working continuously for more than 26 weeks.

TEMPORARY

Shall mean any employee, full or part-time, hired to work sporadically or continuously for less than 26 weeks.

FULL-TIME

Shall mean any employee regularly scheduled to work thirty (30) hours or more per week.

PART-TIME

Shall mean any employee regularly scheduled to work less than thirty (30) hours per week.

SHIFT

Shall mean 12:01 a.m. to 12:00 p.m. each day. The work week begins 12:01 a.m. on Monday and ends at 12:00 p.m. on Sunday.

OVERTIME PAY

Shall mean compensation of one and one half times the employee's regular hourly rate for any time in excess of eight hours per shift or forty (40) hours in a work week.

The following are policies used by the Lewiston Housing Authority and are referred to in these personnel policies:

- Education Benefits

- Job Descriptions
- Position Classification and Pay Plan
- Procurement Policy
- Maine State Retirement Pension Plan
- Safety and Health
- Travel Policy

ATHLETIC ACTIVITIES

The Authority encourages all its employees to participate in athletic activities as a means to better health.

All athletic activities must be done on the employee's own time, and the Authority is not responsible for any athletic injuries incurred during Authority sponsored activities.

ATTENDANCE

A. Notification of Absence

In the event of any absence from work, employees are required to notify their Supervisor or Manager immediately upon the opening of business on the day absent. No messages may be left with our Answering Service. The Supervisor or Manager must be personally notified by 8:30 a.m. Should they not be available, the Director will accept the call.

B. Absence Due to Illness/Injury

When an absence is due to illness or injury, employees will be paid their basic weekly earnings as provided by the "ASick Leave Policy", for the time specified in that policy.

These plans are designed to provide continuation of wages or salary for a reasonable period of time for those employees who are legitimately ill. Payments under the plan shall be made only in accordance with the Sick Leave Policy. No payments are to be made if, in the opinion of the Department Manager, the absence is unwarranted.

C. Occupational Illness or Injury

If the employee is injured on the job or suffers an illness directly related to Authority work, coverage is provided by Worker's Compensation.

D. Medical Statements

A physician's statement is required when absence is continuous for a period of over three working days and after surgery or accident, regardless of the length of absence. A medical statement may also be requested at the discretion of the Executive Director when the absence is three days or less.

E. Unauthorized Absence

An employee on an unauthorized absence will be terminated after three consecutive working days of such absence. Termination under such circumstances is considered to be initiated by the employee and will be recorded as a voluntary resignation.

F. Attendance Records

All levels of management have a responsibility to ensure that the Authority's attendance records are administered on an equitable basis. All absences will be recorded by type and pay basis, and periodic reports will be prepared as determined by the Executive Director.

G. Attendance and Lateness

Regular attendance and punctuality by all employees contribute greatly to the efficiency and smooth operation of the Lewiston Housing Authority. We particularly stress the importance of developing good work habits which indicate dependability and add to desirability as an employee. It is essential to have a good attendance record and to be on time for work.

There is time, of course, when illness or some other reason makes it necessary to be absent. Promptness in reporting an absence permits the Supervisor to plan accordingly, avoiding possible problems and inconvenience to fellow employees.

AUTOMOBILES

- The Authority provides parking facilities on a space available basis at the College Street and Ash Street parking lots. Employees may select their own parking spaces on the first-come, first-service basis.
- The Authority is not responsible for fire, theft, or damage to employees' vehicles or their contents.
- Refer to "Travel Policies" for the use of automobiles doing Authority work.

BULLETIN BOARDS

The main source of employment information on the Authority is one's Supervisor.

Employees should, however, make it a practice to look at the Authority's bulletin board nearest each department. Information about work schedules, Authority activities and related subjects is placed on these boards.

Official notices of general interest will be posted on bulletin boards throughout the office. Items may be posted only with the approval of a Supervisor.

BUSINESS GIFTS

The Authority prohibits officers and employees from accepting gifts or gratuities from individuals and firms with which the Authority does business. We believe that acceptance of such gifts is unprofessional, unbusinesslike, and places officers and employees in compromising positions which are not in the best interest of the Authority, its Commissioners, and/or its employees. It is also against federal and state law.

It is also against Authority policy to give gifts to clients and customers who do business with us.

COMPENSATION

A. Exempt Employees

Exempt employees are paid on a salary basis, i.e., a fixed amount per week. Their compensation is not based on the number of hours they work.

1. Deductions from Salaries - Under the provisions of the Fair Labor Standards Act, no deduction will be made from the salary of any Exempt Employee for time lost in any week in which the employee does any work, unless the time lost is:

- (a) An absence of a day or more for personal reasons other than sickness or accident; or
- (b) An absence of a day or more for illness beyond available sick leave. A deduction may also be made to offset payment received from jury duty, court attendance or military duty.

Excessive absence by an Exempt Employee for any reason other than sickness or accident may result in discipline, including termination.

2. Supplements to Salaries - Since time on the job is not the basis for compensating Exempt Employees, there will normally be no additional compensation for time worked beyond regularly scheduled hours. In the unusual circumstance that satisfactory performance of assigned responsibility mandates time on the job substantially in excess of regular hours, the Board of Commissioners may approve supplemental payment to the employee.

B. Non-Exempt Employees

All non-exempt employees are paid on the basis of an hourly rate multiplied by the number of hours worked during a given work week. (The term "weekly compensation", when used in connection with non-exempt employees, describes the employee's gross pay for the regularly scheduled weekly hours of work.) A non-exempt employee shall be paid at 12 times his/her hourly rate for all hours worked in excess of 8 hours per shift or 40 hours in any work week.

C. Time Worked

The following provisions apply to the calculation of non-exempt employees' hours worked:

1. Lunch or supper periods - Time off for lunch or supper is not to be counted as time worked, unless required by an applicable state law.
2. Paid holidays and paid absences - Regularly observed paid holidays and approved paid absences are counted as time worked. Hours of work performed on a regularly paid holiday will also be counted.
3. Rest periods - Rest periods of from five to twenty minutes duration are counted as time worked.
4. Late arrivals - Tardiness of less than fifteen minutes is not to be deducted from hours worked, given a valid reason. Where tardiness is in excess of fifteen minutes, the total time, including the first fifteen minutes, is to be deducted.
5. Early arrivals and late departures - The Federal Fair Labor Standards Act recognizes a reasonable time for getting to and leaving work stations, which time is considered as hours worked. The Authority has interpreted "reasonable time" as fifteen minutes prior to and following the start and end of the employee's shift. All employees should not arrive at work station or record their time earlier than fifteen minutes before starting time, and are not to remain on the premises more than fifteen minutes after closing time unless permission has been granted to work overtime.

6. Travel - Time spent in travel between the employee's home and normal work location is not counted as time worked. However, when the employee travels to a special assignment in another city, the time spent traveling in excess of normal commuting time is counted as hours worked. Travel delays caused by outside factors, such as bad weather, shall not be counted as working time.
7. Reporting Pay - An employee who reports for work at the regularly scheduled starting time but is sent home after less than four hours because of no work or circumstances beyond the Authority's control, shall be paid for a minimum of four hours time unless the individual was previously notified not to report for work. Any hours actually worked prior to the time the employee was sent home shall be counted as hours worked.
8. Exceptions - Any exceptions to the foregoing practices must be approved by the Executive Director.

D. Call Time Pay

Maintenance personnel called to work outside their regularly scheduled hours shall be paid a minimum of one hour at the rate of one and one-half (1-1/2) times their straight-time hourly rate of pay, excepting those employees receiving the standby stipend, described elsewhere in these policies, who shall accumulate the number of hours worked during said standby period and be compensated for all worked hours at the rate of time and one-half (1-1/2) their hourly rate of pay.

E. Recording Working Time

1. Time records for non-exempt employees - Federal and State Law required that the Authority keep records of hours worked by non-exempt employees. These time records serve as evidence that the Authority is conforming with the laws in its working hours and are the basis on which overtime is paid under the Federal Fair Labor Standards Act.
2. Time records must be complete and accurate - The maintenance of inaccurate records, or the misrepresentation of the amount of actual time worked, in favor either of the Authority or of the employees, is a violation of the law. The actual number of hours must be recorded during the week in which they are worked.

CONTRIBUTIONS, SOLICITATIONS OR DISTRIBUTIONS

We have a policy which prohibits all employees from soliciting each other for any service, product, or organization during working hours. In addition, we ask that employees do not distribute anything unrelated to work on premises during working hours or at any time in work areas. The purpose of this policy is to maintain an efficient work force and orderly offices, and to prevent accidents which may arise from discarded printed matter.

COURTESY

- Employees should not work in a manner that willfully obstructs or hinders another employee from completing his/her assigned duties.
- Employees should operate in a manner both safe to themselves and their fellow workers.
- Personal problems between employees should not be pursued at work.
- When leaving the office area for any reason other than lunch, all employees should have the permission of their Supervisor who will know why, where, and for how long they will be gone. Employees who work in the office area will also tell the receptionist where they are going and when they expect to return. Returning employees should check in with the receptionist and/or their Supervisor. Should Supervisors be leaving the work area for any extended period of time, they should tell their subordinates whom to contact in case of emergency.
- Telephones should not be used for personal telephone calls and employees should not have personal visitors unless permission is obtained.
- Any employee who changes his address or family status should report it in writing to the Accounting Department.
- Purchases by the employee for personal use under an LHA purchase order or account is prohibited.

CREDIT CARDS

1. Purpose of the Credit Cards - The purpose of the credit cards is to make purchases for the Authority when other means are unavailable or inefficient.

2. Number of Credit Cards - There will be a maximum of two credit card accounts.
3. Authorized Signatures - The Executive Director and the Controller will be authorized signers on each of the credit card account(s). The Executive Director may authorize other staff on a limited basis to use a company credit card for a specific purchase. Approval must be given in advance.
4. Credit Limit - The credit limit on all accounts combined will be \$20,000.
5. Allowable Charges - All charges on the credit card accounts will be for allowable business expenses and will conform to the requirements of the Procurement Policy. Examples of allowable charges would include airline and bus fares, hotel and motel room charges, conference registration fees, and supplies and materials necessary to conduct LHA business.
6. Personal Use Prohibited - Use of company credit cards for personal use is prohibited except for making travel reservations for spouses of authorized travelers; any such personal expenditures charged to company cards must be promptly reimbursed.
7. Reporting - Copies of monthly credit card statements will be submitted to the Board with the Monthly Disbursement Report.

CREDIT UNION

- § The employees of the Lewiston Housing Authority may participate in the Lewiston Municipal Federal Credit Union operated under federal law. The Authority is not responsible for money deposited with the Credit Union.
- § Employees wishing information on the Credit Union may inquire through the Accounting Department.
- § Payroll deductions are available.

DEMOTION AND SALARY REDUCTION

Performance Related - If an employee is reassigned to a position at a lower grade due to poor performance in the current position, salary or wages may be reduced to an appropriate level. This will be accomplished by reviewing the employee's seniority and the appropriate range within the Authority's pay plan that the employee would fall under at the time of the demotion. At no time may an employee who has been demoted receive below the minimum pay established for the position to which he is being demoted.

Organizational Realignment - If an employee is reassigned without prejudice to a position at a lower grade due to the elimination of the current position, the compensation will be determined in accordance with the employee's seniority and the degree of responsibilities that may be required to perform the duties of the reassigned position.

DRESS CODE

Although no formal dress code exists, employees are asked to wear articles of clothing suitable to the type of work required and the work environment in which one works. Articles of clothing should be neat, clean, in good taste, and should not constitute a safety hazard. Interpretation of this code will be left to the Supervisor.

Permanent full-time maintenance personnel shall be required to wear uniforms upon completion of ninety days of employment. The uniforms are rented from a uniform service with LHA paying half the cost and the employee paying half the cost. The uniform shall consist of a workshirt, workpants and jacket. LHA will supply one set of steel toed boots to permanent full-time maintenance employees every two years. The use of sneakers or sandals is considered unsafe and prohibited during working hours in the maintenance department.

In addition to workshirts and workpants, the following foul weather gear will also be issued if needed:

<u>RAIN GEAR:</u>	One raincoat and One pair of bib coveralls.
<u>SEWER WORK:</u>	One pair of thigh length boots.
<u>SNOW REMOVAL:</u>	One snowmobile suit, if needed, One pair of insulated gloves, if needed and One pair of snowmobile boots, if needed.

All uniforms and foul weather gear issued to employees, except for the rental uniforms, shall remain the property of the Lewiston Housing Authority and, as such, shall remain in the Maintenance Workshop after daily use.

For replacement of uniforms and foul weather gear, employees must return worn clothing to the Maintenance Department for replacements. The determination to renew worn clothing shall be made solely by the Physical Plant Manager. Employees abusing or neglecting LHA clothing shall be responsible for its replacement.

Upon termination of employment, any employee who was issued uniforms and foul weather gear shall have the option to purchase such clothing at a price to be determined by

the Lewiston Housing Authority, after consideration of depreciation.

DRINKING

The Authority prohibits employees from drinking alcohol during work hours and discourages employees from drinking alcohol during lunch hours. Any employee reporting to work under the influence of alcohol will be asked to leave and not be paid for the remainder of the day.

DRUG-FREE WORKPLACE

This policy of the Lewiston Housing Authority concerning a drug-free workplace is as follows:

1. The unlawful manufacture, distribution, dispensing, possession of and use of a controlled substance is prohibited in the workplace, which shall be defined as all property owned by the Lewiston Housing Authority, and any other locations in which employees are working on Authority business.
2. Because of the dangers of drug abuse in the workplace, which may result in permanent impairment, disability and death, the Lewiston Housing Authority intends to maintain a drug-free workplace at all times.
3. The Lewiston Housing Authority encourages, to the extent permitted under the Maine Municipal Employees Health Trust hospital benefits plan for participating employees and these personnel policies, the rehabilitation of employees through organized substance abuse programs.
4. An employee guilty of drug abuse violation(s) in the workplace may have his (her) employment terminated, unless the employee agrees to participate in a rehabilitation program.
5. Each employee shall receive a copy of this policy. Each employee is required to abide by this policy. Failure to abide by this policy shall result in termination of employment, subject to the Personnel Policies.

EDUCATIONAL ASSISTANCE PROGRAM (TUITION REFUND)

It is the policy of the Lewiston Housing Authority to encourage its employees to further their education. This can be attained in two ways: (1) by attending seminars,

conventions, or conferences which are designated with specific goals in mind and sponsored by either a housing-related organization, a state university or by the Department of Housing & Urban Development (HUD) and; (2) by enrolling in educational programs or courses related to ones job position.

EDUCATIONAL ASSISTANCE PROGRAM (REIMBURSEMENT)

Reimbursement for employees taking educational programs or courses can be broken down into two classifications, as follows:

Should the LHA require someone to attend seminars, etc., the entire cost will be reimbursed on behalf of the employee.

Should the employee request to take a course, the LHA will reimburse a permanent, full-time employee for each credit earned in any single semester to a maximum of three credits. This allows an employee to take one reimbursed course per semester or two courses per year.

The course taken must be relevant to the employee's work and shall have been approved in advance, in writing, by the Executive Director.

Employees with less than one year of employment cannot initiate a request for a course; however, the Executive Director can encourage participation. Should an employee not attain a grade of "C" or better, he will be required to absorb the full cost of the educational program or courses.

EQUAL EMPLOYMENT OPPORTUNITY

The Authority is an "Equal Opportunity Employer". Our long-stated policy has been clearly and simply stated as follows:

The Authority treats all employees and applicants, whether or not they are members of a minority group, equally according to their individual qualifications, ability, experience, and other employment standards. There is to be no discrimination because of race, religion, sex, age, handicapped or veteran status.

It is equally the practice and policy of the Authority to comply with all applicable federal, state and local labor laws.

EXIT INTERVIEWS

All terminating employees should check with the Accounting Office prior to leaving. This will allow us to process the necessary paperwork and to explain the termination of benefits. Final Supervisory evaluations, including specific job performance and all notations are to be added to personnel file.

GAMBLING

The Authority takes the position that gambling among its employees can lead to bad morale, hard feelings and financial hardships. Therefore, gambling is prohibited on Authority premises and will be a cause for discipline. This includes card playing, dice, lotteries, betting on horses or any other wagering.

GARNISHMENTS AND TAX LEVIES

If you do not pay just debts, wages may be garnished or assigned. A garnishment is a legal action by a creditor requiring the Authority to withhold an amount from an employee's earnings. The Authority must forward the amount to the creditor each payday until the debt has been paid.

Though the garnishment will be honored, it will be up to you to make arrangements for release of the garnishment order.

A tax levy is a similar action brought by a governmental tax agency to satisfy an employee's tax indebtedness.

When a garnishment or tax levy is served on the Authority, the employee shall be contacted by the Accounting Department to other individual to whom the responsibility has been delegated. The employee shall be asked to try to make an arrangement with the creditor or tax agency to make direct payments to satisfy the indebtedness. If an agreement is reached, the employee will ask the creditor to issue a written release to the Authority.

If no release is received, or if, after receipt of a release the employee reneges on the agreement, the Authority must process the garnishment or tax levy.

Employees whose earnings are garnished or levied may be counseled on the wisdom of managing their personal affairs so as not to involve the Authority. However, no disciplinary action may be taken because of a garnishment or tax levy.

GRIEVANCES

The appeals procedure established herein is intended to provide full opportunity to employees to bring to the attention of management acts or omissions, working conditions or administrative actions that the employee feels need either adjustment or clarification. It is the intent and desire of the Lewiston Housing Authority to adjust complaints or grievances informally, and both Supervisors and employees are expected to make every effort to resolve problems as they arise. However, it is recognized that there will be matters which can only be resolved after an appeal and review. The submission of a grievance by an employee shall in no way adversely affect the employee or his future employment with the Lewiston Housing Authority.

In order to insure the employee of a method in which he may obtain review of a particular grievance effectively, the following steps are provided:

- A. The aggrieved employee shall, within five working days of the incident, discuss and explain the grievance orally with the Department Head. The Department Head shall make a decision and notify the employee of the decision within five working days after the discussion.
- B. If the aggrieved employee feels that the matter has not been settled or adjusted satisfactorily by the Department Head, the employee may appeal the grievance in writing, within five working days after receipt of notice of the Department Head's decision, to the Executive Director who shall meet with the employee and shall submit his/her written decision on the matter within five working days after receipt of the grievance.
- C. In the event the decision of the Executive Director is not satisfactory to the aggrieved party, the grievance may then be submitted in writing, within five working days after receipt of notice of the Executive Director's decision, to the Board of Commissioners. The Board shall hold a hearing within five working days after receipt of the request. The Board of Commissioners shall have the right to examine witnesses and to require the production of evidence. At such hearing, either party may be represented or assisted by counsel. By agreement of both parties, witnesses may testify under oath.

The decision of the Board of Commissioners shall be submitted in writing within ten working days after the close of the hearing. The decision of the Board shall be final and may include any remedy appropriate to the dispute, including partial

or complete restitution of back pay and/or benefits.*

In the event of a suspension, demotion or dismissal of an employee, the employee shall commence the grievance procedure at the Executive Director level (Step B).

*Review of any action or failure to act shall be pursuant to the Maine Administrative Procedure Act, 4 M.R.S.A. Chapter 25, and 5 M.R.S.A. Chapter 375, and the Maine Rules of Civil Procedure, Rule 80-B.

HOLIDAYS

A. Legal Holidays Established - The following days shall be recognized as legal holidays for the Lewiston Housing Authority. When any of the following holidays falls on Sunday, the following Monday shall be observed as a holiday or when any of the described holidays falls on Saturday, the preceding Friday shall be observed as a holiday and the provisions of this section shall apply. Any other days off shall be determined only by the authority of the Board of Commissioners.

- New Year's Day, January 1st
- Martin Luther King's Birthday, 3rd Monday, January
- Presidents Day, 3rd Monday, February
- Patriot's Day, 3rd Monday, April
- Memorial Day, last Monday, May
- Independence Day, July 4th
- Labor Day, 1st Monday, September
- Columbus Day, 2nd Monday, October
- Veteran's Day, November 11th
- Thanksgiving Day, 4th Thursday, November
- Christmas Day, December 25th

B. Holiday Pay: Exceptions - As a general rule, all permanent, full-time employees shall be allowed holiday pay for the date of every established holiday to the extent of their regular pay. Permanent part-time employees shall be allowed holiday pay proportionate to the hours they are regularly scheduled to work [adopted 01/31/06] Holiday pay shall not be allowed if the employee is on a leave of absence without pay, suspension or fails to work the scheduled work day before and after the holiday unless the absence is previously approved by the respective Department Head, or otherwise on a nonpay status on the date of the holiday.

HOURS OF WORK

As set forth in the foregoing Definition section of these policies, the Authority's work week begins at 12:01 a.m. on Monday of each week and extends through midnight on Sunday of the following week. The most common work week is 40 hours per week from 8:00 to 5:00 p.m., Monday through Friday, with a one hour lunch period. There are many variations of this schedule, however, based on staffing requirements in each section. Certain types of service are provided around the clock. For that reason, these areas must be staffed at night and on weekends and holidays.

If the work schedule has unusual hours, the employee may be paid a shift differential. Working hours are established and subject to change according to overall needs and the special responsibilities of the section where the employee works. Supervisors will explain the work schedule to each employee.

To deal with unexpected workloads, some employees may be on call outside of regular working hours. Usually, they are paid an "inconvenience factor" for being available to work. Being assigned to an on-call schedule may, but does not necessarily, result in overtime pay. The Supervisor schedules off-hours work and time on call.

INJURIES

On-the-job Injuries

- Regardless of the nature or severity, all injuries incurred while on the job, must be reported to the Supervisor and Accounting at once, during the same shift in which the injury occurred. Any employee who fails to report an injury during the shift in which the injury was incurred, will be subject to disciplinary action.
- The Authority insures employees against accidental injuries under the Worker's Compensation Act of the State of Maine.
- In case of serious injury, employees will be sent to the nearest hospital.
- An injured employee who is sent home by his/her Supervisor will be paid for the remainder of the workday.

INSURANCE

A. Disability

The Lewiston Housing Authority participates in a disability insurance plan, the cost of which is shared equally by the employer and employee. Exempt employees become eligible to participate in the plan on the first of the month following thirty (30) days of employment. Non-exempt employees become eligible for participation in the plan on the first of the month following 60 days of employment. The plan includes two policies. A short term policy pays for up to 13 weeks at the rate of 2/3 of the employee's regular weekly pay. A long term policy pays 60% of the employee's monthly salary through age 65. Off-the-job accidents or illnesses only are covered by this insurance.

Benefits under the short term policy will be paid starting on the first day of total disability for accidents and on the eighth day of total disability for illnesses. In either case, benefits will continue for a maximum of thirteen (13) weeks. Benefits under the long term policy will be paid after 13 weeks of total disability.

The determination of total disability must be reported on a regular claim form by a legally licensed physician. Employees may obtain this claim form from the accounting office of the Lewiston Housing Authority

Disability coverage will terminate on the day following the employee's last pay date from the Lewiston Housing Authority.

Note: Employees on an approved medical leave without pay shall continue to have their disability insurance premium paid by the Lewiston Housing Authority according to the above formula for a period not to exceed thirty days. Thereafter, the employee may continue to maintain the coverage at the employee's sole cost or until the medical leave ends, or the employee's employment terminates, whichever shall occur first.

B. Health

The Lewiston Housing Authority shall provide Maine Municipal Employees Health Trust Dual Option Comprehensive Plan health insurance coverage or its equivalent to each permanent full-time employee and his or her eligible dependents. The cost is shared by LHA and the employee. For the calendar year 2007, LHA will pay an amount equal to the 1997 premium for the Comprehensive Point of Service Plan plus 75% of the increase from 1997 to 2006. The employee will pay the difference between the LHA contribution and the current premium [adopted 01/31/06]. Beginning January 1, 2008, LHA will pay an amount equal to the amount it paid in 2007 plus 75% of the increase in premium over the 2007 rates. The employee will pay the difference between the LHA contribution and the current premium [adopted 06/29/2007] Employees must receive compensation from the Lewiston Housing Authority for at least ten days in a month to be entitled to this health insurance coverage. For

purposes of this section, compensation shall not include monies received for either Worker's Compensation or under the Disability Insurance Plan.

The Lewiston Housing Authority will offer a choice of two plans: the Comprehensive Indemnity Plan and the Comprehensive Point of Service Plan. Alternatively, an employee may decline coverage under the health plan and receive a payment in lieu of health insurance equal to the employer contribution towards the cost of single coverage under the Comprehensive Point of Service Plan. Employees choosing this option must show proof of health insurance coverage under another plan. Coverages and benefits under the above program may change from time to time. The Executive Director will maintain up-to-date information on all benefits available under such program.

Health insurance coverage will become effective for exempt employees on the first day of the month following employment. Health insurance coverage will become effective for non-exempt employees on the first day of the month following completion of sixty (60) days of employment, and, for all employees, will terminate at the end of the calendar month which includes the employee's last pay date from the Lewiston Housing Authority. Thereafter, the terminated employee may continue health insurance coverage at his/her sole cost, for the period provided under the federal COBRA law.

Note: Employees on an approved medical leave without pay shall continue to have their health insurance paid by the Lewiston Housing Authority for a period not to exceed thirty days.

C. Life

The Lewiston Housing Authority shall provide a life insurance (term coverage) program including an accidental death and dismemberment provision to each permanent full-time employee, the cost of which is shared equally by the employer and employee. Permanent exempt employees become eligible for this benefit on the first of the month following thirty (30) days of employment. Permanent non-exempt employees become eligible for this benefit on the first of the month following sixty (60) days of employment.

Coverages and benefits under the above program may change from time to time. The Executive Director will maintain up-to-date information on all benefits available under such program.

Life insurance coverage will terminate at the end of the calendar month which includes the employee's last pay date from the Lewiston Housing Authority.

Note: Employees on an approved medical leave without pay shall continue to have their life insurance paid by the Lewiston Housing Authority according to the above formula for a period not to exceed thirty days.

D. Dental

The Lewiston Housing Authority shall provide a dental insurance program through the Maine Municipal Employees Health Trust to each permanent full-time employee and his or her dependents, other than dependents over the age of 19, the cost of which is shared by the employer and employee. Permanent exempt and non-exempt employees become eligible for this benefit on the first of the month following the date of hire. LHA will contribute up to an amount equal to the cost of a single plan plus 25% of the cost of upgrading to a family plan. The employee pays the balance of the premium.

Coverages and benefits under the above program may change from time to time. The Executive Director will maintain up-to-date information on all benefits available under such program.

Dental insurance coverage will terminate at the end of the calendar month which includes the employee's last pay date from the Lewiston Housing Authority.

Note: Employees on an approved medical leave without pay shall continue to have their dental insurance paid by the Lewiston Housing Authority according to the above formula for a period not to exceed thirty days.

LAYOFFS

Conditions may force the Lewiston Housing Authority to reduce its workforce and any employee of the Lewiston Housing Authority may be laid off by the Executive Director under such conditions including, but not limited to, financial and lack of work. Layoffs shall be in inverse order of length of service within the class of position within the employee's respective department. An exception to this rule of seniority for layoffs may be made in special circumstances where it is deemed by the Executive Director, after consultation with the Board of Commissioners, to be in the best interest of the Lewiston Housing Authority to retain an employee who would otherwise be scheduled for layoff. In such circumstances, an employee with greater seniority may be laid off before an employee with less seniority. An employee laid off shall remain on the lay-off list for a six-month period. At the end of such six-month period, all employees shall be purged from the lay-off list and be considered terminated, if not recalled and reinstated by that time.

In lieu of layoff, an employee may elect to be demoted to a lower job classification within his department or organization for which he is qualified. Demotion will occur only if a job in a lower classification is available at the time of the layoff. The Executive Director

shall be solely responsible for determining whether or not an employee is reasonably qualified for performing such a lower classified job.

No permanent full-time employee shall be laid off except upon written notice from the Executive Director giving not less than two weeks before the effective date of the layoff, or a combination of days notice and complementary pay equal to a total of two weeks employment, or two weeks pay with immediate layoff.

LEAVE OF ABSENCE

Under certain conditions, an employee may be granted unpaid time off from work for disability, personal reasons, or to enter military service. These necessary and valid reasons for absence will not result in termination of credited service. If the employee is going to be absent for more than three days, he should contact his Supervisor and provide appropriate documents to request an approved leave of absence.

Unless the employee has prior written approval, he should not work for pay during a leave of absence. If such work is required, it must be clearly stated in the leave request.

Employees will be encouraged to schedule personal appointments outside of working hours. It is recognized, however, that occasionally outside commitments such as legal or school appointments will necessarily conflict with working time. Based on the individual circumstances, Department Heads may approve such absences, with pay and without charge to absence allowances.

A. Leave of Absence with Pay

Upon approval of the Executive Director, special leave with pay shall be granted to permanent employees, as follows:

1. Jury/Witness Duty Pay - A leave of absence with pay shall be granted to an employee called for jury duty or as a witness to a case (wherein the employee is not a plaintiff or defendant in the case). The Lewiston Housing Authority will pay the difference between the juror's pay or the witness fee and the employee's regular rate of pay for the period of jury service or witness appearance. An employee required to report for jury duty or as a witness, but then not detained by the Court, shall immediately return to his regular employment with the Lewiston Housing Authority.
2. Bereavement Leave - An employee who suffers the loss of a spouse, parent, step-parent, child, step-child, brother, step-brother, sister, step-sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparent, or grandchild shall be allowed the regular rate of pay for the scheduled hours missed up to

three days, not beyond the day of interment, attending the funeral and/or handling the necessary arrangements.

3. Special Meetings and Examinations - Whenever it is deemed to be in the best interest of the Lewiston Housing Authority, an employee may be granted time off with pay to attend professional seminars, institutes, or conferences or other similar meetings. In all cases, such leaves shall require prior approval by the Executive Director.
- B. Family Medical Leave
 1. Family Medical Leave Entitlement - Every employee who has been employed by the Authority for 12 consecutive months is entitled to up to 10 consecutive work weeks of family medical leave in any 2 years.
 2. Family Medical Leave – “Family medical leave” means leave requested by an employee for:
 - A. Serious health condition of the employee;
 - B. The birth of the employee’s child;
 - C. The placement of a child 16 years of age or less with the employee in connection with the adoption of the child by the employee; or
 - D. A child, parent or spouse with a serious health condition.
 3. Serious Health Condition – “Serious health condition” means an illness, injury, impairment or physical or mental condition that involves:
 - A. Inpatient care in a hospital, hospice or residential medical care facility; or
 - B. Continuing treatment by a health care provider.
 4. The following conditions apply to family medical leave granted under this policy:
 1. The employee must give at least 30 days notice of the intended date upon which family medical leave will commence and terminate, unless prevented by medical emergency from giving that notice;
 2. The Authority may require certification from a physician to

verify the amount of leave requested by the employee, except that an employee who in good faith relies on treatment by prayer or spiritual means, in accordance with the tenets and practice of a recognized church or religious denomination, may submit certification from an accredited practitioner of those healing methods; and

3. Unpaid leave. Family medical leave granted under this policy shall be unpaid leave except that up to three days per year may be charged to the employee's sick leave.
5. Restoration - Any employee who exercises the right to family medical leave under this policy, upon expiration of the leave, is entitled to be restored to the position held by the employee when the leave commenced or to a position with equivalent seniority status, employee benefits, pay and other terms and conditions of employment. This subsection does not apply if the employee is not restored as provided in this policy because of conditions unrelated to the employee's exercise of rights under this policy.
6. Maintenance of Employee Benefits - During any family medical leave taken under this policy, the Authority shall make it possible for employees to continue their employee benefits at the employee's expense.

C. Maternity Leave

Leave of absence for maternity reasons will be recorded and treated as any other medical leave of absence. The start and duration of the leave will be based on the employee's physician's advice, including advice on the employee's ability to perform her normal duties without endangering her health or safety, and on the employee's desire to continue to work. The Authority may require that the physician's advice be in writing.

D. Military Service

A permanent employee who leaves the Authority to serve in the Armed Forces of the United States will be granted a "Military Service Leave of Absence", so long as the following conditions are met:

1. Conditions of Leave - The employee's intention of entering the military must be communicated to the Authority in writing prior to the start of the leave.

Military service may not exceed four years, plus any additional period imposed by law.

The employee must be discharged or released from service under conditions which qualify the individual for reemployment under the law.

Application for reinstatement must be made within ninety days from the date of discharge or release from active military service, or the date of discharge or release from a period of hospitalization continuing not more than one year following release from the military.

The employee may not have served any period of voluntary reenlistment.

2. Reinstatement Rights - A permanent employee who qualifies for reinstatement by meeting the above conditions is guaranteed reinstatement:
 - (a) To his/her former position if qualified to perform the duties of that position, or to a position of the same status and pay; or if this is not possible,
 - (b) To another position for which his/her ability qualifies him at the same location or some other authority location and
 - (c) If he/she is not qualified to perform the duties of the former position, or is otherwise handicapped by reasons of disability sustained during military service, but is qualified to perform the duties of other positions, he/she shall be placed in other positions which provide similar pay or status or the nearest approximation thereof, consistent with the circumstances at the time of reinstatement; unless, the Authority's circumstances have so changed as to make it impossible or unreasonable to provide a position.
3. Legal Requirements - The foregoing provisions of the Authority's "Military Leave of Absence Practice" are designed to meet the requirements of federal law. If the applicable law is changed, authority practice will be modified to meet the changed requirements.

4. Cumulative Service - Absence during military leave is credited as active and cumulative service for all Authority benefits, provided the employee qualifies for reinstatement and is reinstated in accordance with the foregoing procedures.
5. Other Military Absences - Employees who are required to take any military tests must present their orders to the Supervisor and arrange for necessary time off. Such absence will be paid without being charged against absence allowances.
6. National Guard and Other Armed Forces Reserve Training - An employee who is an active member in the National Guard or in one of the United States military reserve components shall be granted a leave of absence with pay whenever he is required to perform field duty or attend training sessions. Such leave with pay shall not exceed two work weeks in any one calendar year. The Lewiston Housing Authority will pay only the difference between the per diem received from the military, including subsistence and quarters allowance, and the employee's regular rate of pay. Conversely, the employee shall be entitled to keep any amount received from the military that exceeds his regular rate of pay. Should the employee decide to utilize part or all of his vacation time accrued during said weeks of military service, he shall receive, in addition to the military pay received (including any difference from the Lewiston Housing Authority), vacation pay not to exceed his total accrual. The employee shall notify his Department Head within forty-eight hours after being notified by the appropriate military authority, of the dates he will be absent from his employment.

E. Leave of Absence Without Pay

Any permanent employee of the Lewiston Housing Authority may be granted a leave of absence without pay by the Executive Director upon recommendation of the applicable Department Head. Such leave of absence without pay shall only be granted when it appears to be in the best interest of the Lewiston Housing Authority. The employee's past record and the purpose for which the leave is requested shall be the governing factors for granting such leave. During such leave period, all fringe benefits otherwise available to the employee shall cease, i.e., life insurance, vacation and sick leave, etc.

LENGTH OF SERVICE

When the employee has completed the probationary period, he will be granted credit in the job classification retroactive to the date of hire. If service is terminated for any reason such as those shown below, the employee will lose all service which has accumulated. Where there is a break in service, the effective date of such break will be the last day worked, except with respect to the retirement plan, the terms of which govern breaks in service under that plan.

If subsequently rehired within thirty days, the employee's seniority will be restored; if after thirty days, he will start employment as a new employee. Under the provisions of the retirement plan, prior credited service for plan purposes will be governed by the terms of the plan.

Reasons for loss of service shall include the following circumstances:

- Quit.
- Discharge for cause.
- Separation during or at the end of the probationary period, except if laid off during that period and returned to work within five working days.
- If he has three months or more of service and is laid off for a period exceeding six months.
- Absence without authorization or notification for three consecutive working days; or, if the employee has notified the Authority by remains away from work for a period of more than seven consecutive calendar days without an approved leave of absence.
- Engaging in gainful employment (unless authorized) during a leave of absence.
- Failure to answer recall notification by the Authority during layoff within three working days of receipt of notice and failure to return to work without just cause by the time established by the Authority.
- Refusal to accept or perform work available of a job classification similar in nature and pay to present job classification.

LIBRARY

Lewiston Housing Authority maintains a library which is open to all employees during their rest periods or lunch hours. Most of the library material is of a technical nature. However, there are a number of management, supervisory, and other work-related books and periodicals available for employees' use. These books and periodicals may be checked out for a limited period of time.

LOCKERS (MAINTENANCE DEPARTMENT ONLY)

- Lockers will be assigned by Department Heads or their designated representatives with priority for space given to an employee required to wear a uniform. Employees are expected to use only lockers assigned to them.
- The Authority will not be responsible for employees' property stored in lockers or locker rooms.
- Each employee is responsible for maintaining a clean, orderly locker. Lockers may be checked for purposes of safety and sanitation at the discretion of the Supervisor, upon advance notice to the employee.

LOST AND FOUND

All found articles should be immediately submitted to the Supervisor. If the articles are not claimed and have value, they will be added to goods designed for disposition through a legal sale.

If an employee has lost articles on the Authority's property, he should report the loss to the Supervisor.

LUNCH

A. Lunch Periods

All employees customarily working 40 hours per week shall be granted an unpaid lunch period during each work shift. Whenever possible, the lunch period shall be scheduled near the middle of the shift. An employee may not shorten a work shift by declining to avail himself of the lunch period.

MESSAGES, MAIL AND PARCEL POST

We wish that we could deliver all personal messages called in while the employee is at work. This is simply not practical.

In all cases of emergency, however, the person wishing to contact the employee should call the receptionist. For emergency situations, employees should make sure that members of the family know the assigned department.

Our mail service is not equipped to handle personal mail or packages. We therefore ask staff persons to mail these items at a local post office or box. Personal mail should be delivered to employees' homes.

MOONLIGHTING

Moonlighting is allowed only with prior approval of the Department Head. Work requirements, including Authority overtime, will have precedence over any part-time employment.

- The Authority discourages its full-time employees from taking employment outside the Authority.
- If an employee is planning to take an outside job, permission must first be obtained from his Supervisor.
- If permission is granted for a worker to take outside employment, the employee must report to his Supervisor that he has started working at the outside company.
- If the employee is unable to maintain a high work performance standard at the Authority as a result of his moonlighting at the outside job, the permission to work at the outside job may be rescinded, or the employee may be subject to dismissal.

NOTARY PUBLIC

Occasions may arise requiring the services of a notary public. You may obtain this service free of charge through the Authority's notary public.

OVERTIME

When work schedules require overtime in a given job classification, the Authority's practice is to offer overtime opportunities to those who are performing the same or similar work, and who desire the overtime. If no one wishes to work overtime, the LHA still must meet production schedules and get the job done. Accordingly, it will be necessary to require those employees performing the same or similar duties to work overtime. Every reasonable effort is made to distribute overtime as fairly as possible among the employees performing the same or similar work in the department and shift. If questions arise about the distribution of overtime, the employee should talk to his Supervisor.

Under normal conditions, daily overtime assignments will be made by the Supervisor

before the employee's lunch period (dinner period for night shift), and on the Friday before weekend overtime is to be worked. In emergency situations, these scheduling times may have to be bypassed.

Paid time off for holidays, vacations, and sick leave is counted as time worked for computing overtime. All other time off, with or without pay, is treated as time not worked for purposes of calculating overtime.

Certain executive, professional, and administrative employees are exempt from the overtime provisions of the law. Exempt employees do not receive overtime compensation, but usually have more flexible work schedules and more liberal employment benefits such as additional vacation and sick leave.

PAY

The pay scale has been established by comparing similar positions within the City of Lewiston's General Government and Management Pay Plan in regard to the Authority's administrative personnel and by comparing the U.S. Department of Labor data in regard to the maintenance personnel. This plan, along with job descriptions, is called the "Position Classification and Pay Plan."

A. Advance Payment of Earned Wages and Salaries

Advances may be approved for use during the first month of employment for emergencies that involve death or serious illness in the immediate family of an employee. Approval by the Executive Director is always required. The maximum advance in any situation is one week's gross compensation. Personal loans are available through the Credit Union, which is described elsewhere in these policies.

B. Paychecks

Paychecks are distributed by the Accounting Department every Wednesday for the pay period which ended the previous Sunday. If there is a question about work time, salary, or paycheck, the employee should call it to the attention of Payroll Clerk as soon as possible. If an error does occur, the Accounting Department will initiate steps to correct the problem immediately.

1. Cashing of Paychecks

Employees are expected to cash their paycheck on their personal time.

2. Final Paycheck for Dismissed Employees

Whenever possible, a final paycheck will be issued to a dismissed employee at the time of dismissal. By law, the Authority is required to issue such check not later than the Authority's next regular payday.

3. Final Paycheck for Voluntarily Resigning Employees

The final paycheck for a voluntarily resigning employee will be made available on his next regular payday. In unusual circumstances, a Department Head may make arrangements for earlier payment. Written notice should be submitted by the resigning employee stating the address to which the check should be mailed if the employee will not be available to personally pick up the check.

4. Lost Paychecks

Employees are responsible for their paychecks after they have been issued. Checks lost or otherwise missing should be reported immediately to the Accounting Department so that a "stop payment order" may be initiated. The Controller shall determine when a new check will be issued to replace a lost or missing check.

5. Unclaimed Paychecks

Paychecks not claimed within two weeks of the date issued must be returned to the Accounting Department.

6. Payroll Deductions

By law, the Authority is required to deduct, where applicable, federal and state withholding taxes, Medicare and garnishments from an employee's pay. In addition, the following deductions will be made when authorized by an employee:

- United Way
- Retirement Plan

- Staff Fund
- Credit Union (Lewiston Municipal)
- Group Life Insurance, employee's share
- Group Disability Insurance, employee's share
- Group Health Insurance, employee's share
- Group Dental Insurance, employee's share

PERFORMANCE REVIEWS

All employees of the Lewiston Housing Authority shall be evaluated at least annually, no later than the employee's anniversary date, except probationary employees (including promoted employees) who shall be evaluated every two months during the probationary period.

The primary purpose of the evaluation is to indicate to the employee any weaknesses in performance and to provide him with an opportunity to learn how to improve his work. Evaluations shall be discussed directly with the employee and signed by both the Supervisor and the employee.

PERSONAL DATA CHANGES

A. Employee personnel records, as required by law and deemed essential for efficient operations, will be maintained by the Authority. Employees are requested to report promptly changes in status as listed below to their Department Head, Supervisor or the Accounting Department:

- Name
- Address
- Telephone Number
- Marital Status (Necessary only if participating in insurance program)
- Name, birth date, relationship and total number of dependents
- Formal education, courses completed and other training or skills acquired
- Selective Service Status
- Person(s) to notify in case of emergency
- Physical or other limitations, including supporting medical information
- Retirement Plan Beneficiary and
- Health and Dental Plan elections

B. Department Heads and Supervisors are responsible for forwarding any of the above information received by them to the Accounting Department.

C. Procedure

1. Changes in status, except those involving change in beneficiary, are to be reported and sent to the Accounting Department for processing.
2. An employee must personally come to the Accounting Department to make a change in beneficiary for the Retirement Plan.

PERSONAL PROBLEMS

If an employee has a question or problem, he may choose to discuss it with the Supervisor. The Executive Director is also available to discuss personal concerns, particularly those which affect job performance. Employees should exercise sound judgment in deciding those problems of personal nature which warrant discussion at the work place.

PRIVACY

A. The Authority recognizes the individual employee's rights to privacy. To achieve this goal, the Authority adopts these principles:

1. The Authority will request only that information required for business or legal purposes.
2. The Authority will protect the confidentiality of all personal information in its records.
3. The Authority will limit the availability of personal information to those Authority officials with a business "need-to-know".
4. The Authority will refuse to release information to outside sources without the employee's written approval, or a court order to do so.
5. The Authority will require each employee involved in record keeping to adhere to these policies and practices, and violations will result in disciplinary action.
6. Each employee has the right to immediate access to personal

information in Authority records and to correct inaccurate information or express disagreement with material contained therein.

B. Collecting and Retaining Personal Information

The Authority will follow the requirements of Equal Employment Opportunity Law and other federal and state regulations regarding the collection of information from job applicants and employees. Appropriate information will include:

1. Application forms, reference checklists and forms, interviewers' reports and test results.
2. Letters of commendation.
3. Written performance evaluations.
4. Notices of suspension, disciplinary action or termination for the past two years.
5. Attendance records, including leaves of absence.
6. Medical information relevant to employee work limitations and absences from work.

C. Inappropriate Personal Information

The Authority will not collect or retain the following information in personnel files:

1. Lists of hobbies and outside activities.
2. Marriage certificates, birth certificates or other documents for which the Authority has no need.
3. Information on an employee's creditworthiness and financial standing.

D. Review of Records

The Lewiston Housing Authority will review each employee's file annually and inappropriate or outdated information will be destroyed. Managers and Supervisors will review each employee's file before each performance evaluation and destroy outdated and inappropriate information. In addition, Managers and Supervisors can keep only the following information in their possession:

1. One year's attendance record.
2. Most recent performance evaluation.
3. Information relating to an employee's job performance since the last performance review.

E. Authority Access to Employee Records

Access to employee records is restricted to the following:

1. Accounting and Executive Department employees with a business "need-to-know".
2. The direct Supervisor or Departmental Manager or an individual employee with a business "need-to-know".

F. Employee Access

An employee may examine his personnel file. An employee has the right to ask for a deletion or write a statement of disagreement with any item in the file in the presence of a personnel representative. He, however, may not remove any item from the file.

G. Disclosure of Employee Information

All requests for information about a current, retired or terminated employee must be referred to Accounting. The Controller may disclose to prospective employers dates of employment, final title or position and job location only. With the employee's permission, the Controller may give a five-year employment and salary history.

Information will also be given in response to duly authorized requests from law enforcement agencies, including summonses, subpoenas and judicial orders. The Authority need not inform an employee that personal information has been disclosed to law enforcement agencies if it concerns an investigation into the employee's on-the-job conduct.

PROBATIONARY PERIOD

All persons appointed or promoted to any position by the Authority shall serve in such position on a probationary basis for the first six months.

During such probationary period, new employees may be terminated without cause upon notice to the employee from his immediate Supervisor or Department Head. Permanent

employees may be terminated only with just cause.

A. Orientation

New employees are constantly learning about their work environment including work rules, employee benefits and procedures. Early in the probationary period, the employee will be invited to attend an orientation meeting which will summarize the policies, procedures and benefit programs and give them chance to ask specific questions of interest. Each employee will be notified by his Supervisor when to attend the orientation program.

PROMOTIONS AND TRANSFERS

- Employees are often permitted to transfer from one job to another or from one department to another within the Authority. This can only be done when there is a vacancy. An employee cannot be transferred, laid off or fired just to make room for another employee who wants to transfer to that job.
- The Authority reserves the right to transfer its employees from one job to another or one department to another, according to need. If employees refuse to be transferred, and there is no work for them in their current positions, they may be subject to layoff.
- Frequent transfers, at the employee's request, are not permitted.

PROPERTY

A. Care of Authority Property

1. An employee is expected to exercise due care in his use of Authority property and to utilize such property only for authorized purposes. Negligence in the care and use of Authority property may be considered cause for suspension and/or dismissal.
2. Unauthorized removal of Authority property from the premises or its conversion to personal use will be considered cause for suspension and/or dismissal.

B. Return of Authority Property

1. Authority property issued to an employee must be returned to the Authority at the time he/she terminates employment or

when it is requested by his Department Head or designated representative.

The value of any property issued and not returned may be deducted from an employee's paycheck.

PUBLIC AFFAIRS AND POLITICAL ACTIVITY

The Authority believes it is a basic responsibility of all employees to keep abreast of the major public issues and problems at the national, state, and local levels of government so as to participate more effectively as individuals in civic, business and political affairs.

The Authority encourages all employees to participate - as individuals - in political affairs and in support of issues and candidates of their choice. It is emphasized that the Authority's interest is nonpartisan. In political activity, employees must make clear to others that they represent only themselves, not the Authority.

The Authority as an entity will take no position on political issues or in support of any political party or candidate. However, the Authority may publicly state its position on housing issues and policies affecting low and moderate income housing in the City of Lewiston.

PUBLIC RELATIONS

The individual must always maintain a clear distinction in public expression, whether written or oral, between an individual viewpoint and that of the Authority.

An employee may not use the LHA letterhead for correspondence outside of the Authority, expressing a personal conclusion or point of view.

REHIRE

When an employee is rehired after resignation (i.e., voluntary termination of employment), the rehire date will be used as the basis for determining eligibility for employee benefit entitlement, except where termination of employee benefits has not yet taken effect.

RESPONSIBILITY AND CONDUCT

There are certain standards of common honesty and decent human behavior which are

an integral part of good citizenship and respect for the rights of others. Most people follow these standards. For the few exceptions found in any large group of people, however, we find it necessary to list the rules of conduct in our operation.

1. Violation of any one of the following rules will cause an employee's discharge without warning;

- Falsification of any reports, report-off's pertaining to absence from work, claims pertaining to injuries occurring on Authority premises, claims for any benefits provided by the Authority, communication or records including personnel and production records.
- Giving false alarms, or causing false fire alarms to be given, or tampering with Authority protection equipment.
- Improper picketing of Authority premises.
- Sabotage or subversive activity of any kind.
- Misuse or removal from the premises, without proper authorization, of any Authority property, or possession of any property removed from Authority premises without proper authorization.
- Bringing, using or having in possession weapons on Authority premises at any time; bringing, using, having in possession, transporting, selling or promoting the use of alcohol, any intoxicant, any narcotic, any barbiturate, any amphetamine, any hallucinogen, or any other stimulating or depressing drug on Authority premises at any time.
- Striking another person or fighting while on the Authority premises at any time.
- Striking a Supervisor at any time in connection with any matter relating to employment.
- Theft of any property on Authority premises at any time.
- Willful abuse or deliberate destruction of Authority property, tools or equipment or of any property on Authority premises at any time.

2. Violation of any one of the following rules will cause penalties ranging from time off to discharge from the LHA:

- Reporting for work under the influence of alcohol, any intoxicant, any

narcotic, any barbiturate, any amphetamine, any hallucinogen, or any other stimulation or depressing drug which will impede daily work production.

- Immoral or indecent conduct of a criminal nature or which is so outrageous that it offends fundamental standards of the community.
- Threatening, intimidating, coercing or interfering with any person on Authority premises at any time.
- Sleeping on Authority time.

3. Violation of any one of the following rules or job standards will cause penalties ranging from a reprimand to discharge from the Authority:

- Low production.
- Improper performance of job.
- Handling or operating machines, tools or equipment which does not come within your jurisdiction.
- Careless or negligent use or operation of LHA tools or equipment.
- Unauthorized making of personal articles of Authority premises.
- Violation of, or disregard of, safety rules or safety practices; carelessness endangering of life or safety of another person.
- Failure to immediately report injury or accident to Supervisor upon return to department.
- Unsafe by reason of chronic injury record.
- Repeated violation of rules of conduct or safety rules.
- Distracting the attention of others, or causing confusion by unnecessary shouting, catcalls, whistling or demonstration on Authority premises.
- Smoking in prohibited areas.
- Creating or contributing to unsanitary or unclean conditions.
- Horseplay.

- Loafing on job and/or unwarranted failure to report on job or to stay on job assignment during working hours.
- Excessive absence or tardiness.
- Failure to keep accurate time, work or job records.
- Misrepresentation of reasons for requesting a leave of absence or time off.
- Failure to return to work after unauthorized leave unless valid excuse is given or leave is extended.
- Disobedience, i.e., failure to follow legitimate instructions of the Supervisor.
- Insubordination.
- Willful violation of corporate or governmental rules and regulations.
- Dishonesty, including theft.
- Willful neglect of duty.
- Personal conduct detrimental to the Authority.
- Solicitation of funds, or the selling of merchandise or services, on Authority property without proper authorization.
- Distribution of, or the posting of, literature on Authority property without proper authorization.
- Gambling on Authority property.
- Refusal to discontinue outside employment that conflicts with the interests of the Authority, or causes the employee to be unable to perform his/her duties with the Authority at an acceptable standard.
- Any false statement on an employment application.
- Other forms of misconduct deemed to warrant discharge by the Authority.

REST PERIOD

All employees' work schedules, customarily forty hours per week, shall provide a ten

minute paid rest period during each four-hour work period whenever feasible.

RETIREMENT

The normal retirement age is 65. Continuation beyond that date is optional with the employee. Our retirement plan, however, allows an employee to retire under various circumstances as outlined in booklets available as requested. The following are examples of eligible retirement requests:

- Total disability whether work related or not.
- Attainment of age 60.
- Completion of 25 years of service prior to the attainment of age 60.

RETIREMENT PLANS

A. Maine State Retirement System

The Lewiston Housing Authority participates in the Maine State Retirement System (MSRS) in lieu of Social Security. Employees contribute 6.5% of their gross weekly earnings while the Lewiston Housing Authority contributes according to its actuarial valuations. Federal tax on the employee contribution is deferred.

B. ICMA Retirement Corporation 401(a) Plan

Permanent full time employees may participate in the ICMA Retirement Corporation 401(a) Plan after one year of service. This plan is a defined contribution plan and is funded 100% by employer contributions.

C. ICMA Retirement Corporation 457 Plan

Permanent full time employees may participate in the ICMA Retirement Corporation 457 Deferred Compensation Plan. The plan permits employees to defer a portion of their salary until future years. All amounts of compensation deferred under the plan are held in trust for the exclusive benefit of plan participants and their beneficiaries.

SAFETY

The safety and well-being of the residents and employees of the Lewiston Housing

Authority is of the upmost importance. Proper procedures must be established in order to ensure that the highest level of safety is provided for all. It is the intention of this Authority to abide by all applicable laws and regulations which govern the health and safety of tenants, visitors, employees, and property. Safety is the responsibility of all levels of the Authority. We shall make all feasible efforts to ensure that the optimal level of safety is provided for all. The Authority has adopted this policy and has accepted the HARRG RISK CONTROL MANUAL as a guideline for implementing safety into all aspects of the Housing Authority. Through the administration of this adopted "Safety Policy" and the cooperation and support of those involved, the Lewiston Housing Authority will make safety a priority.

The Authority has the general duty to provide a safe environment for its tenants as well as for its staff. For your safety please don't hesitate to ask your Supervisor about any phase of your job that may seem to be hazardous or unfamiliar. It is only through the joint efforts of all of us that accidents can be prevented.

We expect all of our employees to be safety-conscious and to assist us in finding conditions in our offices which might cause an accident. Report any unsafe conditions or injury received while at work, even though very slight, to your Supervisor.

As a general rule, in a tenant's absence or if you feel uncomfortable, entry into a tenant's apartment should be accomplished utilizing two (2) Authority employees and an entry slip left for the tenant.

Each piece of safety equipment assigned to the employee shall be worn as may be required by the employee's Supervisor or Department Head. Failure to comply with such requirement will be cause for disciplinary action.

SENIORITY RIGHTS

The Authority will maintain a seniority list of all employees on the payroll and of those former employees whose seniority has not been terminated (as provided in these policies). This list will show the exact amount of service credited to each employee with name recorded in the order of length of service. This record will be available at all times to all employees.

- A. Limitation to the Application of Seniority
 - (a) Seniority qualifies a worker for a job only if he/she is able to perform that job competently, and so long as he/she continues to perform the job competently.

- (b) Management will be the sole judge of the competence of each worker but must be prepared to defend its judgment if an employee invokes the Grievance Procedure.

SEXUAL HARASSMENT

It is policy of the Lewiston Housing Authority that no employee is harassed by another employee or supervisor on the basis of sex and that no personnel action is taken affecting any employee (either favorably or unfavorably) on the basis of conduct that is not related to work performance. Such prohibited conduct includes submitting to sexual advances, refusing to submit to sexual advances, protesting sexual overtures, or raising a complaint concerning the alleged violation of this policy. It is also the policy of the Lewiston Housing Authority that no tenant ever be sexually harassed by an employee of the Lewiston Housing Authority.

The purpose of this policy is not to regulate our employees' personal lives or morality. The policy was formulated to protect our employees; both males and females, against unsolicited and unwelcome sexual overtures or conduct, either physical or verbal. It prohibits employee misconduct that may upset employee morale and interfere with employees' work and efficiency. Some forms of misconduct may even constitute a violation of equal employment opportunity law.

The policy prohibits any demand for sexual favors that is accompanied by a promise of favorable job treatment or a threat concerning the employee's employment. The policy also prohibits any demand for sexual favors from an employee of the LHA to a tenant that is accompanied by a promise of favorable screening for housing qualifications or shortening of the normal waiting period before housing is provided.

The policy prohibits subtle pressure for sexual favors, including implying or threatening that an applicant's or employee's cooperation of a sexual nature (or refusal thereof) will have any effect on the person's employment, job assignment, wages, promotion, or on any other conditions of employment of future job opportunities.

The policy prohibits behavior that is not welcomed by the employee and is personally offensive. This policy also prohibits behavior that is not welcomed by a tenant or a prospective tenant and is personally offensive.

- Repeated sexual flirtations, advances, or propositions.
- Continued or repeated verbal abuse of a sexual nature, sexually related comments and joking, graphic, or degrading comments about an employee's appearance or the display of sexually suggestive objects or pictures.

- Any uninvited physical contact or touching, such as patting, pinching or repeated brushing against another's body.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature or welcome social relationships.

Violations of this policy will not be permitted. Any employee or supervisor who violates this policy will be subject to discipline up to and including discharge.

Any employee who feels that he or she is a victim of sexual harassment should immediately report the matter to the Executive Director. The matter will be thoroughly investigated.

Any questions regarding this policy or a specific fact situation should be brought to the appropriate supervisor, a higher-level supervisor or to the Executive Director.

The confidentiality and privacy of our employees and those involved will be respected during the investigation.

If an employee brings the matter to the Executive Director and does not believe the situation has been satisfactorily resolved, the employee should then bring her/his complaint to the Chairperson of the Lewiston Housing Authority.

SICK LEAVE

A. Accumulation

Permanent full time employees shall accrue paid sick leave at the rate of one day per month for a total of twelve days per year. A maximum of 120 days of sick leave may be accrued. All employees are not paid for sick leave taken during their first thirty days of employment; however, they will accumulate leave during this period. Employees must receive compensation from the LHA for at least ten days in a month to accumulate sick leave. For purposes of this section, compensation shall not include monies received for either Worker's Compensation or the Disability Insurance Plan.

B. Use of Sick Leave

Sick leave may be taken by an employee contracting or incurring any non-service connected sickness or disability, including pregnancy, which renders such employee unable to perform the duties of his employment to the extent of his accrued sick leave. In addition, the employee must:

1. Notify his Supervisor in advance of his reporting time daily.

2. Keep the Supervisor fully informed of the expected date of return. In the case of a service connected sickness or disability compensable through Worker's Compensation, the employee shall be entitled to the difference in sick leave between his usual gross weekly salary reduced by the amount of Worker's Compensation payments.

C. Computation of Sick Leave

One day of sick leave shall be charged against an employee for each standard work day or shift such employee is absent from duty for the reasons stated above.

D. Sick Leave Requests

In such cases, requests for sick leave shall be made to the employee's immediate Supervisor or Department Head promptly. Proof of illness or disability may be required [at any time] by the Department Head. The employee shall submit a physician's certificate stating the nature of the illness or disability, treatment and the probable date the employee will be fit to return to work. The LHA reserves the right to request an independent examination by a physician of its choice, the cost to be borne by the employer.

E. Entitlement Upon Separation or Retirement

Employees will be paid for 50% of unused sick leave upon retirement. Sick leave accumulation shall be forfeited upon separation from the LHA for reasons other than retirement. There shall be no continuing right for such accrued sick leave in the event an employee returns to LHA employment unless he returns within thirty days.

F. Abuse of Sick Leave

Use of sick leave on false claims of sickness or disability or falsification of proof to justify such sick leave shall be cause for dismissal or any other disciplinary action deemed appropriate by the Executive Director. Sick leave shall be considered a privilege and, unlike vacation leave, shall be "earned" by an employee, therefore, it may not be used for any other purpose except those specifically permitted under this policy.

G. Donation of Sick Leave to Another Employee

An employee, during the course of their employment with LHA, may donate a total of up to fifteen (15) days accumulated sick time to other employees. A donation may only be made to an employee with a serious or extended illness, as determined by

the Executive Director. No sick time may be donated by an employee who has given notice of resignation [adopted 02/22/05].

SMOKING

There will be no smoking in any of the offices, bathrooms or halls of the LHA which includes the administrative building, maintenance buildings at all sites, the 47 Avon Street maintenance building and the Hillview office (including the Headstart facilities) which now makes them all totally "smoke-free".

There will be no smoking by staff persons in empty and/or occupied apartments.

Effective as of November 28, 2000, there will be no smoking in any vehicle.

There will be no smoking within 25 feet of the office buildings at 1 College, Hillview, and 47 Avon Street [adopted 09/29/2004].

SNOW DAYS

If the LHA opens and closes early because of the weather, all non-exempt employees who reported for work will be paid for a full normal work day at each employee's hourly rate. Non-exempt Employees who do not come in will not be paid nor will vacation time be utilized to compensate for lost time.

If the LHA is closed before the start of the shift, all non-exempt employees will be paid for a full normal work day at each employee's straight-time hourly rate. All employees are urged to make every possible effort to get to work. Maintenance employees are required to work as snow removal is a part of their job description.

SOCIAL SECURITY

The LHA does not participate in the federal Social Security program but does participate in the Maine State Retirement System (MSRS). The LHA does participate in Medicare for all hires after April, 1986.

STAND-BY STIPEND

Whenever the Manager of Physical Plant or his designee determines that an employee shall be on stand-by on a weekly basis such employee shall be paid a stand-by stipend for

each such week. Should a holiday fall within such a week, the employee shall be paid one and one half times the regular stand-by stipend. The amount of the stand-by stipend is determined annually by the Board of Commissioners. A stand-by week shall commence on Friday at 12:01 a.m. and end the following Thursday at midnight.

If an employee is recalled to work while on stand-by duty, he shall be paid, in addition to the stand-by pay described above, according to the call time pay policy explained elsewhere in these policies.

STARTING TIME

Posted starting time is the time an employee is expected to begin working. Regular working hours are 8:00 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m., Monday through Friday. Employees are expected to be at their desks and working at 8:00 a.m. Maintenance personnel should spend time at their locker in preparation for work prior to the starting time. All non-exempt employees are subject to the early arrival - late departure policy set forth Paragraph C5 in the Compensation section of these policies.

SUGGESTIONS

The suggestion system is one of the Authority's methods of seeking improvements and has played an important part in the Authority's progress. Many ideas have been received and adopted through this plan.

Suggestions have dealt with ways to improve our service, increase savings, boost production and maintain a good safety program, all of which make jobs more secure.

The suggestion system provides an organized means of getting your ideas into the hands of those who can put them into effect if they have merit. It rewards you for your efforts. If accepted by the Board, a monetary award may be authorized for a valuable suggestion.

After you have thoroughly thought out your idea, write in on a suggestion form. These are available at the suggestion boxes located throughout the offices.

Your Supervisor will gladly help you fill out the suggestion if you have any questions or difficulties.

SUPERVISOR

For almost all purposes, your Supervisor will be your Department Head. This is the person to whom you report for daily instructions and who will assist and guide you in

performing the duties of your position. You are encouraged to discuss any details of your work that you do not clearly understand. If you have any questions, you should discuss them with your Supervisor without delay.

SUSPENSION

An employee may be suspended from duty without pay for a period not to exceed fifteen working days:

For disciplinary reasons, or

Pending investigation of criminal or administrative charges where the presence of the employee at work constitutes a hazard either to the Authority or to himself. If investigation does not bear out the charges and the employee is retained, he shall be paid for the period of suspension.

TEAMWORK

When an individual joins the Authority, that person becomes part of a team. Each person is part of the departmental team doing the best job in a cooperative manner. In an organization such as ours, each department is dependent upon the others. Teamwork and cooperation among employees and departments is of the greatest importance.

Whatever your work may be, it is necessary to the efficient and successful operation of the entire Authority.

TELEPHONE COURTESY

When you call any place of business as one of its current or potential clients, you expect courtesy and this affects your feelings about the business as a whole. Likewise, our clients judge us based on telephone conversations. Often the telephone is the only contact our clients have with us, and courteous telephone calls can greatly enhance the Authority's success. Discuss all matters with the same courtesy that you would appreciate, and treat every call as if it were extremely important because it is!

Remember to answer all calls promptly, use proper identification, make inquiries tactfully, give your undivided attention to the call, avoid unnecessarily long conversations, and treat the telephone as one of your most valuable business tools. It's important that you and your Supervisor discuss on the first day of employment the proper way to answer the telephone in your department.

1. Personal calls, both incoming and outgoing, are discouraged. Long "chatty"

telephone conversations on unimportant matters may result in discipline.

2. However, the authority recognizes that today when all adult members of household work, there may occasionally be times when personal calls must be made or received during business hours. Such calls must e held to a minimum, however, and must not interfere with the employee's work. Employees are encouraged to make such calls during their breaks or lunchtime.
3. Of course, in an emergency, phone calls may be made or received. An emergency is regarded as illness or severe injury to a member of one's family, changed plans regarding an employee's transportation home from work, extreme weather conditions, etc.
4. Where a long-distance call must be made in an emergency situation, the call must be billed to the caller's home phone number.
5. Personal use of cellular phones provided by LHA is prohibited and business use of such phones should be restricted to the minimum necessary.

TERMINATIONS

This section outlines the Authority's practices related to termination of employment for reasons other than retirement. The intent of these practices is to ensure fair and equitable treatment of employees leaving the Authority.

RESIGNATION

Resignation is defined as voluntary termination of employment initiated by the employee. At resignation the employee is eligible for payment for accrued but unused vacation, so long as two weeks notice is given prior to the termination date. This notice must be in writing to your immediate Supervisor who will forward it to the Executive Director. Department Heads are urged to consider their value to the organization and submit a notice one month in advance, if possible.

Automatic Resignation - An unreported and unauthorized absence of more than three days will result in the employee's separation from the payroll. In such cases, no vacation payments will be made.

Release - An employee who does not perform his job functions according to standards established by the Authority, acting through its Supervisors, may be released. An

employee who is released for reasons other than a breach of disciplinary rules or because of medical inability to perform his job functions will be paid for any accrued vacation entitlement (and for any unused sick time to the maximum allowable (?)). Any employee released for medical inability to do his job will receive accrued vacation pay for unused sick time, and will receive any disability income benefits to which the employee is entitled.

Discharge for Cause - An employee will be subject to discharge for any of the acts listed under "Responsibility and Conduct" in these policies, or for other justifiable causes with sufficient warning. An employee who is guilty of substantial violation of Authority policies or regulations shall be subject to dismissal without notice.

DEATH

Upon the death of an employee, payment will be made for any accrued but unused vacation. Payment will be made to the beneficiary the employee has named on the group life insurance policy, or, if none, to the estate of the deceased employee.

TERMINATION BENEFITS

Vacation and unused sick day (?) payments to terminating permanent employees will depend on the nature of their termination. Temporary employees are not eligible for such payments. Vacation and/or sick day payments which would normally be payable at termination will be reduced to satisfy the employee's indebtedness to the Authority, if any.

FINAL RESPONSIBILITIES

The effective date of termination shall be at the close of business on the last day the employee reports for duty; the date specified in his written resignation; or, the last day of leave granted should he fail to report to duty on the first working day following the expiration of his leave. All terminating employees shall turn in all LHA-owned property in their possession including keys and their LHA identification card, if issued. Such employee shall also leave a forwarding address with his department head or with the Executive Director for purposes of forwarding Internal Revenue forms and any remaining checks for unpaid compensation.

TERMINATION OF EMPLOYEE STATUS

An employee who is absent from his employment because of sickness or disability shall retain his status as an employee for a period of six (6) months in addition to his accumulated sick leave. His status as an employee may be extended for further periods at the discretion of the Board of Commissioners. Any extension shall be for a stated period of time

not to exceed an additional six (6) months and be considered upon receiving the employee's request prior to the expiration of the original 6 month period. The employee status of any employee (1) on leave of absence for any reason other than sickness, disability or military duty, or (2) who is laid off, shall terminate at the expiration of six months from the first day of such leave of absence or layoff, unless the employee is previously returned to active employment.

TIME CARDS

The authority operates a wide variety of programs, each of which has a source of funding. In order that we may properly determine our income and expenses, it is necessary that time cards be prepared and signed by all employees.

Time sheets are supplied to keep track of the various programs you may work with each day. This time is added and placed on your time card in order that the Accounting Department may allocate the expenses.

The time card also shows us when you arrived and left work and how many hours you are entitled to.

A. Make-up time

When an employee requests permission to make up lost time, such a request may be approved at the discretion of his Supervisor, provided such make-up time does not result in the payment of time that would not otherwise be paid, and occurs in the same work week in which the lost time occurred.

TOOLS

Maintenance employees are required to provide their own hand tools. Damaged tools should be reported to the Manager for action.

TRANSACTIONS WITH TENANTS, TENANT APPLICANTS AND LANDLORDS

Employees of the Lewiston Housing Authority shall not enter into or arrange for any non-Lewiston Housing Authority financial, business or personal transactions with tenants, tenant applicants, landlords or members of their immediate family residing in the same household.

TRAVEL

Many employees are required to travel throughout the course of any given day. Traveling should be conducted within the LHA's Travel Policy adopted by the Board of Commissioners.

The commissioners, employees and consultants of the LHA may perform office travel as authorized by the Board of Commissioners and/or the Executive Director.

Transportation costs of commissioners, employees and consultants traveling on official business of the LHA shall be paid by the authority in accordance with the "Travel Policy".

VACATION LEAVE

A. Accumulation

Permanent employees shall accrue paid vacation time at the rate of one day per month of employment. After completing five years of employment, one and one-half day vacation time per month shall be allowed. Employees must receive compensation from the LHA for at least ten days in a month to accumulate vacation time. For the purpose of this section, compensation shall not include monies received from either Workers' Compensation or the Disability Insurance Plan.

B. Use of Vacation Leave

Vacation leave may be taken by an employee at any time after its accrual, subject to approval of his Department Head. Each employee may accumulate eighteen days vacation leave in total; provided, however, that an employee who is prevented by the requirements of his department from taking his vacation may carry such vacation time forward for a period not in excess of six months following the end of the Authority's current fiscal year.

C. Payment Upon Termination

Upon termination from employment with the LHA, other than by Automatic Resignation or Discharge for Cause, employees shall receive a lump sum payment for all unused vacation leave accrued. Such payment shall be made at the employee's regular rate of pay at the time of termination.

VISITORS

No visitors or vendors are allowed on the grounds or in offices without permission from management. This applies to former employees as well as strangers. It is the responsibility of each Supervisor to refer unauthorized persons or vendors to the office.

Visits by personal friends of employees are discouraged.

No visitor is allowed to wander about the premises unescorted.

No visitor is allowed to break Authority rules affecting safety, and any employee observing this should inform his Supervisor.

WORKERS' COMPENSATION INSURANCE

All employees are covered by Workers' Compensation Insurance which is purchased by the Authority. This insurance covers occupational illness and injury in accordance with the laws of the State of Maine.

A. Eligibility

Eligibility for benefits under Workers' Compensation Insurance is automatic and is effective on date of hire.

B. Benefits

Workers' Compensation benefits provide weekly payments based upon the employee's regular earnings as well as payments for medical and hospital expenses.

W-4 TAX EXEMPTION

The number of exemptions claimed on the W-4 Tax Form and the employee's total compensation will determine how much money will be withheld from each paycheck weekly as required by Federal Law. This money is sent to the Internal Revenue Service as partial payment of the employee's income tax. After the end of each calendar year, the employee will get a W-2 Tax Form from the LHA telling him how much money was earned and how much money was withheld during the past tax year. The W-2 Tax Form is required to complete the employee's individual tax return for the Internal Revenue Service.

x:\Policies & Procedures\Personnel Policies 0201 to 0607

LEWISTON HOUSING AUTHORITY

EXECUTIVE DIRECTOR'S CERTIFICATE

I, Christopher Kilmurry, hereby certify that I am the duly appointed and acting Executive Director of Lewiston Housing Authority, a Maine body corporate and politic (the "Authority"), that attached hereto as Exhibit A is a true and correct copy of certain resolutions adopted by the Board of Commissioners of the Authority at a meeting of the Commissioners duly called and held on _____, 2025, at which meeting there was a quorum present and acting throughout, and that the resolutions set forth in Exhibit A remain in full force and effect as of the date of this Certificate.

I further certify that attached hereto as Exhibit B is a true and correct copy of certain resolutions adopted at a regularly scheduled meeting of the City Council of the City of Lewiston held on September 3, 1963. I further certify to the best of my knowledge I am aware of no action by the City of Lewiston that purports to modify, amend or terminate the lawful existence of the Authority.

I further certify that Attached hereto as Exhibit C is a true and correct copy of the Bylaws of the Authority as in effect on the date of this Certificate.

I further certify that the following individuals were duly elected to and now hold the following offices in the Authority:

Marc Pellerin:	Chairperson
Jonathan Hussey:	Vice-Chairperson
Christopher Kilmurry:	Secretary/Executive Director
Travis Heynen:	Deputy Executive Director

Dated: _____, 2025

Christopher Kilmurry, Secretary and Executive Director, Lewiston Housing Authority

EXHIBIT A

RESOLVED: That Lewiston Housing Authority, a Maine body corporate and politic (“LHA”), be and hereby is authorized to negotiate and enter into a Purchase and Sale Agreement (the “Agreement”) with Community Clinical Services, Inc., a Maine nonprofit corporation, or an affiliate thereof (“Buyer”), concerning the transfer by LHA of the real property, leases and rents located at or near 284 Bates Street, Lewiston, Maine (f/k/a 57 Birch Street), consisting of condominium units 1, 3, 4, 5, and 6 in the B Street Community Center Condominium (collectively, the “Property”), upon such terms and conditions as Christopher Kilmurry, Executive Director of LHA, shall deem necessary and appropriate; and LHA is further authorized to transfer title to the Property to Buyer in accordance with the terms of the Agreement, as the same may be amended or modified, and to execute and deliver deeds, assignments, bills of sale, and all other documents and instruments necessary to transfer title to the Property to Buyer; and

FURTHER
RESOLVED: That the Executive Director of LHA, Christopher Kilmurry, be and they hereby is authorized to execute and deliver on behalf of LHA, the Agreement, deeds, assignment of leases, bills of sale, and any and all other documents and instruments, and take all actions, necessary to effect the foregoing resolutions, and all actions taken by the said Executive Director in furtherance of the foregoing prior to the date hereof are hereby ratified and affirmed in all respects.

Proposal for Architectural Services

Kaplan
Thompson
Architects



ACETO LANDSCAPE ARCHITECTURE + URBAN DESIGN

January 10, 2025

Penn Lindsay
Director of Development
Lewiston Housing Authority
P.O. Box 361
Lewiston, ME 04234-0361

To the Development Team at Lewiston Housing Authority,

Kaplan Thompson Architects is thrilled to submit our qualifications for and interest in providing Architectural Services to revitalize a 94-unit public housing development in Lewiston, Maine. This project endeavors to reimagine or recreate the City's largest, non-age restricted apartment complex to improve quality of living and ensure lasting affordability. We would be honored to play a part in this process by serving as the project Architect.

Kaplan Thompson Architects can provide the following advantages to your team:

- Diverse portfolio of more than 450 completed units and 900 in-progress units of affordable, workforce, and market-rate multifamily housing for both private and non-profit developers
- Extensive experience with both Maine Housing and HUD funding, as well as performance and quality standards
- Deep experience with current MUBEC, IBC, NFPA & ADA / ANSI codes and regulations
- Efficient and easily managed process with proven ability to meet aggressive timelines
- History of accurate project budgeting, cost-controlled design, and minimal construction change orders
- Demonstrated skill at guiding projects through regulatory processes and providing rapid, community-responsive permitting approvals
- A dedicated Interior Design team experienced in imaginative, healthy, and low-cost building materials
- A trusted consultant network with project-responsive cost structures
- Two decades of proven expertise in sustainable design and construction:
 - Energy modeling included in Basic Services with multiple in-house Certified Passive House Consultants
 - Advisors to MaineHousing's building performance working group

A successful project will demand an understanding of challenges in the current construction market and provide an efficient and economic solution without sacrificing performance or occupant comfort. Our approach has consistently delivered beautiful and financially feasible buildings with a high return on investment via low operating costs throughout their lifetime and future-proof systems that require minimal maintenance.

We would love to partner with you on providing accessible, inclusive, and quality housing for Lewiston's residents. Thank you again for the opportunity to submit our interest in and qualifications for this endeavor. We are excited about your project and its possibilities and welcome the opportunity to have a deeper dialogue with the selection committee.

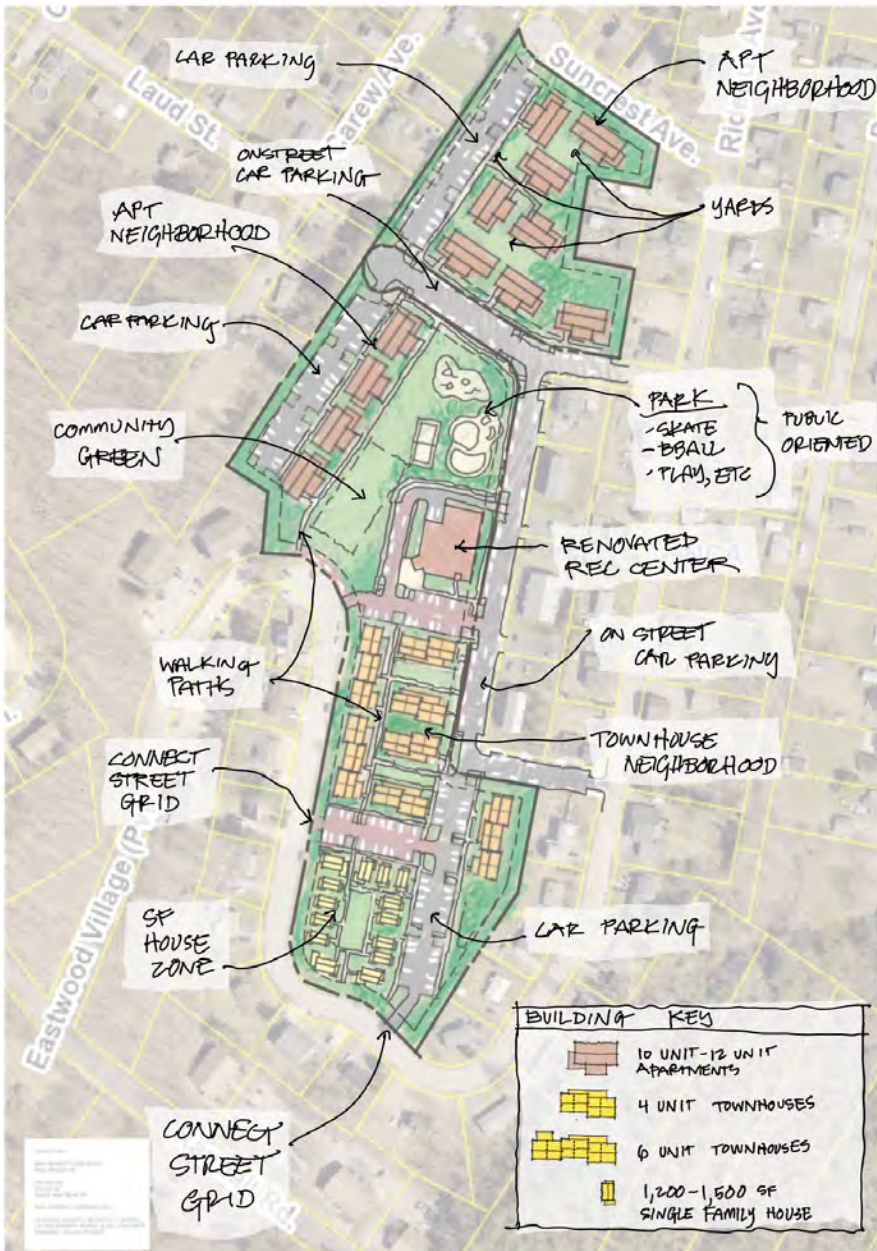


Jesse Thompson,
Principal, Kaplan Thompson Architects
jesse@kaplanthompson.com
(207) 210-8253



Conceptual Proposals for Hillview Apartments

The Hillview Apartments complex currently contains 94 units spread across 15 buildings. The size and shape of the existing site - 77 Rideout Ave, Lewiston, ME 04240 - poses many unique opportunities for maintaining or increasing the number of new homes while improving amenities and greenspace available to residents. Relocation of the project to a different site will welcome opportunities to embrace and connect with new neighborhood and community adjacencies, which we look forward to incorporating into a context-considerate site plan.



HILLVIEW NEIGHBORHOOD RESTORATION PLAN

We have tested two conceptual plan options as part of this RFP:

- The first conceptual plan is located at the existing Hillview neighborhood (previous page).
- The second is a purely conceptual and speculative neighborhood improvement plan located on North Temple Street, on land surrounding the existing Lewiston Fire Station – Engine 4 on City of Lewiston property (below). *Please note this concept plan has not been discussed with the City of Lewiston or any residents in any form, might not be a practical or viable plan in any way all, and is offered here purely as a “creative proof of concept” of our design thinking and potential for neighborhood level improvements possible in the city.*



NORTH TEMPLE NEIGHBORHOOD IMPROVEMENT PLAN

Conceptual Proposals for Hillview Apartments

These conceptual plans have the following thinking throughout:

- They show the potential for up to or more than 160 new housing units in either neighborhood location.
- Each plan maintains existing built amenities like the Community Center or Fire Station as is without disruption.
- Each plan re-imagines the existing site layout for a greatly improved neighborhood, increasing the tax base of the City of Lewiston.
- The new housing could be a mix of small scale apartment buildings, townhouses, and single family homes.
- Any new apartment buildings proposed can be small scale, three story maximum, 10 – 12 unit non-elevator single stair buildings that will be visually compatible with the surrounding neighborhoods, and economical to construct.
- We can adapt these plans to reflect actual funding constraints that could affect the unit mixes shown with more or less of each unit type as represented.
- Each design follows existing neighborhood street patterns and re-weaves these properties into the neighborhood patterns, and do not create isolated pockets of affordable housing.
- These plans could mix in market-rate housing on subdivided lots with subsidized housing if this was a viable financial or logistical concept.
- These concept plans show adequate car parking to meet 1:1 or 0.75:1 car parking to unit ratios.
- These concept plans attempt to work within current LD2003 zoning allowances for affordable housing if individual buildings are placed on individual lots.
- These concept plans allow for deeply sustainable building practices with room for on-site solar PV systems, building forms that readily meet Maine Housing and current building code insulation requirements, and allow adequate site area for storm water management and green space.
- These plans all give room for community green space, recreation space, and walking paths that connect out to the surrounding neighborhoods.

January 10, 2025

Project Commitments

Lewiston Housing: Hillview Apartments Restoration

To Whom It May Concern:

Our company hereby makes the commitment to abide by all project specific design and construction guidelines mandated by the following organizations

- Maine Housing
- HUD

In addition, as proves applicable to our specific business policies and employment practices we pledge to follow:

- Section 3 reporting
- Prevailing Wage guidelines
- The Davis-Bacon Act

Sincerely,



Jesse Thompson

Maine Licensed Architect, FAIA, CPHC
Kaplan Thompson Architects

Project Team

**Kaplan
Thompson
Architects**

Project Team

Site planning and conceptual design of efficient, attractive, and cost-effective housing for the Hillview neighborhood will require a collaborative, creative approach. Our project team, as led by Kaplan Thompson Architects, embraces the expertise of locally accomplished engineers for a holistic consideration of the human, environmental, and technical requirements of the project.



Kaplan Thompson Architects
Architectural Design

Jesse Thompson
102 Exchange Street
Portland, ME 04101
207.842.2888
jesse@kaplanthompson.com



Aceto Landscape Architects
Landscape Design

Nick Aceto
424 Fore Street #3B
Portland, ME 04101
207.221.3390
na@acetola.com

Once Concept Design is complete, we look forward to coordinating with our extensive network of experienced, local teams to identify the best structural, mechanical, electrical, and plumbing engineers to suit the project's timeline, budget, and specific needs.

Firm Profile

Philosophy

Beautiful. Sustainable. Attainable. These are the defining characteristics of Kaplan Thompson Architects' work. We combine the practicality of sustainable design with the artistry of architecture to deliver high-quality, low-impact, and on-budget buildings.

Since 2006, we have designed hundreds of deeply sustainable buildings at every scale, developing a portfolio of completed projects that spans single-family new construction and renovations, market rate and affordable multifamily housing, education facilities, and restaurant and retail spaces across New England and beyond. Our process embraces empathy, creativity, and technical rigor to deliver buildings that serve both people and planet.

We observe a teamwork model in which the architect leads a dynamic and innovative group of experts, working towards a common goal in alignment with client and contractor.

Sustainability

We design spaces that consider the environment into which they are built as much as the environment they are creating. Using Net-Zero, Passive House, and Living Building principles, we embrace the synergistic connection between human and ecological health to build resilient, adaptable, and future-proof communities.

Our firm has been a signatory in the American Institute of Architects' 2030 Commitment Program since 2011, a voluntary initiative in which members pledge to annually reduce the Predicted Energy Use Intensity of their projects and progress towards producing net zero emission buildings by the year 2030. We have successfully met the Commitment goals every year since 2018 and achieved greater than an 80% carbon reduction portfolio-wide since 2019.

Our JUST label shows our commitment to improving social equity in the firm and the community, and enhancing employee engagement around these values.

Firm Details

Kaplan Thompson Architects was established by Phil Kaplan and Jesse Thompson in Portland, Maine in 2006. The company has nineteen employees. Our work has been featured in the New York Times, Wall Street Journal, Boston Globe, USA Today, NPR, and numerous national, New England, and Maine-based publications.



AIA 2030 Commitment

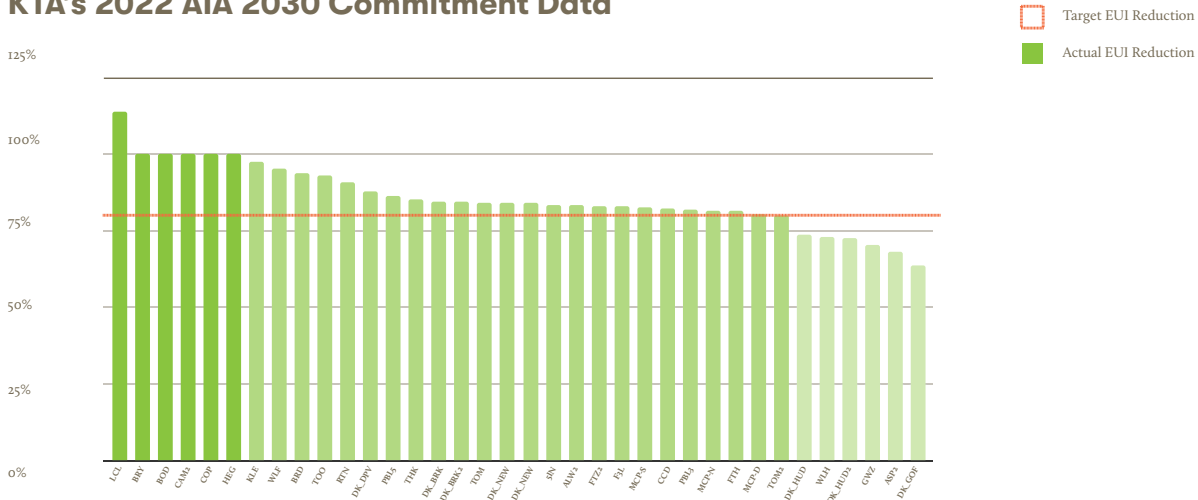


The urban built environment is responsible for 75% of the world’s green house gas emissions, with buildings alone accounting for 40%. The AIA 2030 Commitment provides an actionable climate strategy with a series of incremental goals for achieving carbon neutrality in all new construction and renovation projects by the year 2030. To-date, more than 1,300 firms nationwide have made the pledge to design fossil fuel-free buildings and reduce the greenhouse gas emissions and energy consumption of their projects.

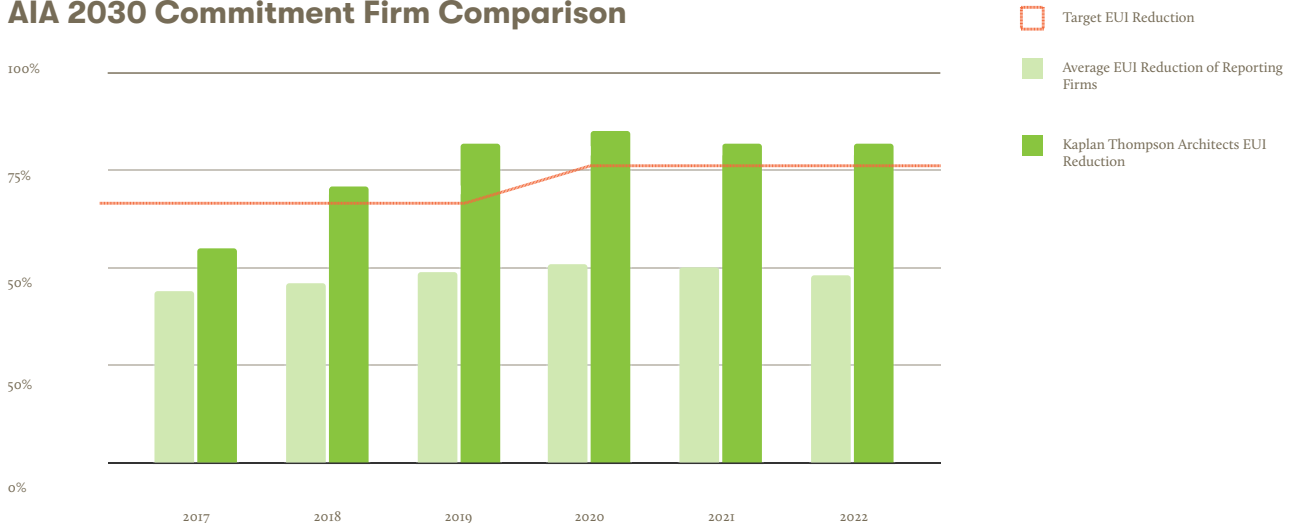
Kaplan Thompson Architects was among just 19 firms in the country to meet the goal of 80% pEUI reduction across our entire portfolio of submitted work in 2023, marking our sixth consecutive year of successfully hitting this target. We create energy models for every active project - over 50 projects per year! - at each phase of design, allowing us to measure a building's anticipated consumption and adapt the design to meet desired performance metrics.

As the AIA 2030 Commitment gradually lowers energy use targets until net zero energy is achieved, our firm has tackled the increasing challenge with persistent innovation, including testing building forms that allow for increased solar energy production.

KTA's 2022 AIA 2030 Commitment Data



AIA 2030 Commitment Firm Comparison



Principal Profile

Jesse Thompson

Kaplan Thompson Architects
Principal, FAIA, LEED AP, CPHC

jesse@kaplanthompson.com
207-842-2888
102 Exchange St Portland, ME 04101
<https://www.kaplanthompson.com/>

SIGNIFICANT PROJECTS

Lewiston Choice DeWitt Development
104 affordable housing apartments, Lewiston, ME
Completed 2026

West End Apartments
116 affordable housing apartments, South Portland, ME
Completed 2023

Friars Court
81 affordable housing apartments, Hudson, NH
Completed 2022

Oak Tree Village
72 affordable housing apartments, Griswold, CT
Completed 2021

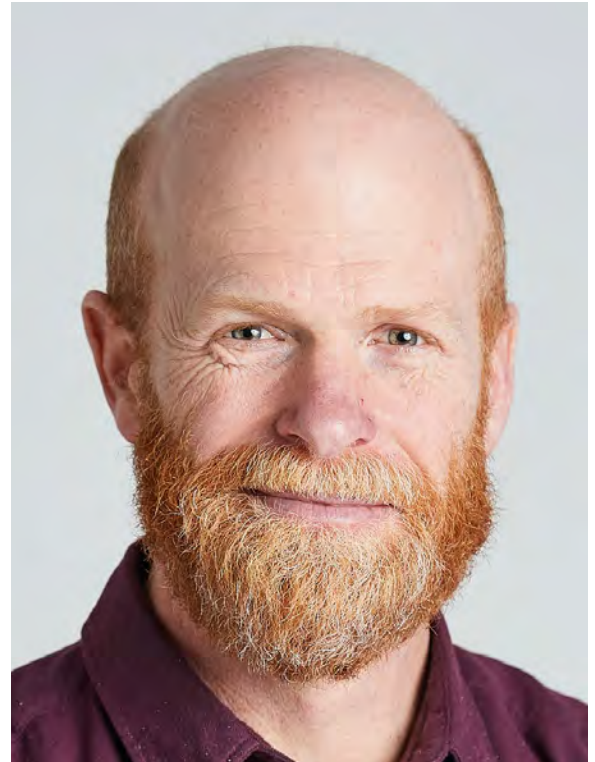
Parris Terraces
23 unsubsidized Workforce Housing condos, Portland, ME
Completed 2019

EDUCATION

University of Oregon
Bachelor of Architecture, 1996

LICENSURE

Maine: ARC3275
Connecticut: ARL0014024
Massachusetts: 951959
New Hampshire: 04619



Jesse Thompson is co-founder and Principal of Kaplan Thompson Architects and BrightBuilt Home, and has become a national leader in green design, building science, and affordable housing. He is a Maine, Massachusetts, New Hampshire, and Connecticut Licensed Architect that was awarded Fellowship, the AIA's highest membership honor, in 2024. He was the first architect in northern New England to become a Certified Passive House Consultant.

His portfolio straddles the residential and commercial worlds with a proven record of bringing even the most complex projects to fruition. He expertly balances client needs, design directives, and regulatory requirements to deliver beautiful buildings on time and on budget.

In his twenty-seven years of practice, Jesse has advanced the industry's fluency in high-performance design with his enthusiastic mentorship, collaborative spirit, and the presentation of nearly one hundred workshops and lectures with professionals across the country. He has served as past President of the Maine Chapter of the AIA, a Board member of the Portland Society for Architecture, and a founding member of Passivhaus Maine.

Principal Profile

Phil Kaplan

Kaplan Thompson Architects

Principal, AIA, LEED AP

phil@kaplanthompson.com
207-842-2888
102 Exchange St Portland, ME 04101
<https://www.kaplanthompson.com/>

SIGNIFICANT PROJECTS

Lewiston Choice Wedgewood Development
82 affordable housing apartments, Lewiston, ME
Completed 2025

Lambert Woods
163 affordable housing units, Portland, ME
Completed 2026

Maine Audubon
Master Plan for Sanctuaries, Falmouth, ME
Completed 2022

Friends School of Portland
19,470 SF Passive House School, Cumberland, ME
Completed 2020

Maine Coast Waldorf School
5,270 SF Facility Renovation and Expansion, Freeport, ME
Completed 2017

EDUCATION

Carnegie Mellon University
Bachelor of Architecture, 1991

LICENSURE

Maine: ARC2567
Massachusetts: 32077
New Hampshire: 04222



Phil Kaplan is co-founder and Principal of Kaplan Thompson Architects and BrightBuilt Home, and brings two decades of technical innovation, creative achievement, and unquenchable curiosity to every endeavor. He is a Maine, Massachusetts, and New Hampshire Licensed Architect, a member of the AIA currently serving on the Board of Directors, and a LEED Accredited Professional.

Phil gives talks about his firm's work and sustainability efforts throughout the Northeast and has served as an exhibition juror, guest critic, and Adjunct Professor. He was a founder, in 2006, of The Portland Society for Architecture (PSA), a local design advocacy group. He is the former Board Chair of the Northeast Sustainable Energy Association, which helps high-performance and energy efficiency professionals improve their practices through collaboration and learning throughout New England and beyond; served as the Architect Liaison to the Portland and South Portland *One Climate Future* initiative; and has also served on local boards in his current hometown of Falmouth, Maine. His podcast, Green Architects' Lounge, is featured on the Green Building Advisor website.

Key Personnel



Adam Wallace

Associate, Senior Architect, AIA

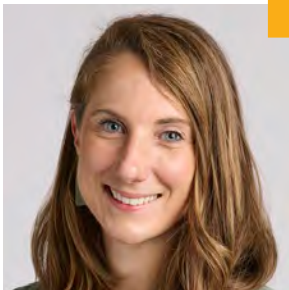
Adam Wallace received a Bachelor of Science in Architectural Studies from Hobart College in 2005. He spent eight years co-owning and operating a remodeling and custom cabinet-making business before returning to school for a Bachelor of Architecture at the University of Maine-Augusta. He joined Kaplan Thompson Architects in 2015 and became a Maine Licensed Architect in 2021. His portfolio includes more than ten years of professional experience and projects at every scale, including residential new construction, deep-energy retrofits, and high-performance multi-family housing.



Cara Bionde

Architectural Designer, LFA

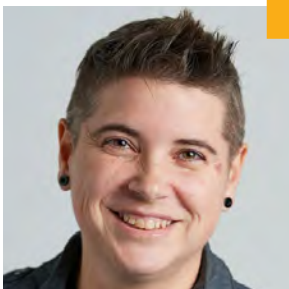
Cara Bionde graduated from Montana State University in 2018 with a Masters of Architecture and a Bachelor of Arts in Environmental Design. Her portfolio includes projects at every scale and spans phases from Master Planning and Concept Design through completion of construction, with a focus on high-performance affordable housing for multiple non-profit developers. Cara embraces design as a mechanism for strengthening communities and as a Living Future-accredited professional, has demonstrated a commitment to and an understanding of the most advanced and holistic metrics for sustainability currently available.



Rachel McBrien

Associate, Senior Interior Designer, NCIDQ

Rachel McBrien graduated from Rochester Institute of Technology in 2013 with a Bachelor of Fine Arts in Interior Design and spent four years working in Boston on corporate interior renovations. In 2015, she became an NCIDQ certified interior designer and in 2018 joined the team at Kaplan Thompson Architects as the firm's first Interior Designer. She has since developed and grown our interiors department to include full services - fixtures, finishes, and furnishing selections - for residential projects, incorporated trauma-informed design strategies into our standard practices, and broadened the team's portfolio of commercial work on community spaces.



Kai Fast

Sustainability Specialist, CPHC

Kai graduated from Boston's Wentworth Institute of Technology in 2014 with a Master of Architecture and joined Kaplan Thompson Architects in 2018. They are a nationally and internationally certified Passive House Design Consultant and specialize in creating energy models to inform efficient building designs, HVAC consulting, and carbon accounting. Kai oversees the firm's efforts to meet our annual goals for the AIA 2030 commitment and leads research and development on software to improve the modeling and reporting of sustainability metrics.



ALA is a process-driven, landscape architecture and urban design firm committed to thoughtful, creative intervention at the intersection of environment, economics, art, and culture. ALA was founded on the notion that great design is a product of careful listening, inclusive decision-making, and unrelenting passion for enduring built spaces. We believe in the core tenets of placemaking and the power of design to shape our everyday experience and sense of well-being.

ALA's team offers a unique set of skills and perspective, well-equipped to harmonize and reconcile the roles and value systems of varied design disciplines. We integrate expertise and intuition to craft powerful places, built upon a commitment to resiliency and sustainability. Our studio's passion for craft and technical savvy affords us the opportunity to collaborate across a broad range of scales and geographic locales.



NICK ACETO, PLA, ASLA
PRINCIPAL+PARTNER



GRACE MCNEILL
DESIGNER



COLLEEN SLOAN
DESIGNER



JENNIFER LEE MORROW
BOOKKEEPER, HR LIAISON



CAITLIN ACETO, PLA, ASLA
PRINCIPAL+MANAGING PARTNER



SETH KIMBALL, PLA, ASLA
PRINCIPAL+PARTNER



TRILBEY NELSEN
DESIGNER



PAIGE LYONS
DESIGNER



NICK ACETO | PLA, ASLA

ACETO LANDSCAPE ARCHITECTS
PRINCIPAL, LICENSED LANDSCAPE ARCHITECT (NH, CO, NC)
NA@ACETOLA.COM

PERSONAL BIO

Nick is a licensed Professional Landscape Architect and founding principal of Aceto Landscape Architects (ALA) based in Portland. Nick is passionate about placemaking and the power of design to influence positive outcomes in our communities. Nick has worked on projects across the United States where he has won several awards and recognition for his contributions to the design world.

SELECT PROJECTS

The DOWNS | Scarborough Maine

ALA has worked closely in collaboration with the Planning and Engineering staff at Gorrill Palmer to provide master planning and design services for this 500+-acre master plan which includes a large town center, varying home typologies, a nature play pocket park, and gravel wetlands with elevated boardwalks, benches and signage.

Mercy Redevelopment | Portland Maine

ALA has been the lead urban designer and landscape architect of record for the redevelopment of the former Mercy hospital site. The project master plan is organized around a central woonerf with several adjacent urban courtyards and multi-use public spaces. The woonerf is designed to be universally accessible and elegantly marries the historic building character to a new building addition.

East Windham Conservation Open Space Master Plan | Windham Maine

Nick and Trilbey worked in close collaboration with the Presumpscot Regional Land Trust, Town of Windham, and stakeholder groups to develop a master plan for this 650-Acre parcel. Program includes more than 10 miles of recreational trails connecting to a larger network with parking, trailhead kiosks, and other destination elements. This project allowed the Town to secure grant support for implementation.

Basalt Our Town | Basalt Colorado

ALA provided visioning documents including graphic sketches, plans, and other renderings in addition to participating in public meetings, and running a storefront, nonprofit community design center.

Cooks Corner Design Guidelines | Brunswick Maine

Nick and Grace McNeill worked with the Town to create Design Guidelines for future development within Cooks Corner. This document is critical to supporting future placemaking, safe transportation and contextually sensitive architecture.

HONORS + AWARDS

Grand Prize | Bayside Adapts Design Competition, a study of climate impacts and sea level rise (2017)
National ASLA Honor Award, Design Team Member | Lafitte Greenway (Design Workshop, 2013)
Selected Entry | Town of Basalt Monument Sign Design Competition (2012)
Guest Lecturer | North Dakota State University School of Architecture (2011)
Honor Award | Fort Collins Urban Design Awards (2009)
First Prize | CLARB Wayne Grace Memorial Design Competition (2008)

AFFILIATIONS AND VOLUNTEERISM

Member | Portland Bicycle-Pedestrian Advisory Committee



SETH KIMBALL | PLA, ASLA

ACETO LANDSCAPE ARCHITECTS

PRINCIPAL, LICENSED LANDSCAPE ARCHITECT (ME, NC)

SK@ACETOLA.COM

PERSONAL BIO

Growing up in rural Maine in the Moosehead Lake region, Seth's love for the outdoors has created a deep desire to understand the balance between the natural & built world. He spent most of his childhood enjoying the outdoors fly fishing, hunting, camping, hiking, skiing, and snowmobiling. The natural environment has always been an inspiration for Seth's design process, as well as a place for reclaiming mind space for good design and a balanced lifestyle. Seth has been practicing Landscape Architecture for 20 years, gaining experience working on projects across the globe at all scales. He has a bachelor's degree in Landscape Architecture from the University of Massachusetts Amherst and is a registered LA in Maine and North Carolina. Seth joined ALA in 2018, bringing to the practice his experience in civic, institutional, and residential projects.

EDUCATION

BLA | Landscape Architecture 1999-2003

University of Massachusetts at Amherst (UMASS)

EXPERIENCE

Aceto Landscape Architects | Principal Landscape Architect, Portland, ME 2018-Present

Carroll Associates | Project Manger-Landscape Architect, Portland, ME 2017-2018

Mitchell & Associates | Project Manger Landscape Architect, Portland, ME 2015-2016

Michael Boucher Landscape Architecture | Project Manger, Freeport, ME 2005-2015

Gawron Turgeon Architects | Landscape Designer, Scarborough, ME 2003-2005

SELECT PROJECTS

200 Federal Street | Portland Maine

ALA worked closely with Acorn Engineering to develop plans to an intimate a public courtyard at the foot of what will be Portland's tallest building. The courtyard has been designed to allow open flow while creating an inviting respite from the bustle of downtown.

Hotel Aspen | Aspen, Colorado

Seth played an instrumental role in managing this landmark project in the historic center of downtown Aspen, CO. A complex urban site and large, multi-disciplinary project team, coupled with an extensive design program with many custom features have made this project a design and management challenge which Seth has successfully navigated while delivering superior design value and attention to detail and project budgets.

Sanford Downtown Connector | Sanford Maine

ALA was selected by the City of Sanford to lead a community charette aimed at identifying opportunities to improve a more than 2-mile corridor for safer and more convenient bicycle and pedestrian mobility. The successful charette led to development of a series of plans and studies which will shape the City's fabric and lay the framework for redevelopment and renewed vitality.

Phillips Academy - Paresky Commons | Andover, MA (prior experience, mbla)

Seth was the project manager responsible for leading the site renovation and redesign of the historic Paresky Commons, a 1920's Colonial Revival dining hall and student center which serves as the heart and social hub of the campus. The design expanded the entry terrace and stairs to provide a generous and comfortable experience of the landscape, allowing greater ease of daily use and much needed space for special events. A new terrace at the lower level created an outdoor extension of a busy student lounge, while the upper level serves as a vital pedestrian node between the athletic complex and academic buildings, Paresky Commons earned LEED silver certification .



ALA LIST OF SELECT PROJECTS

ALA has been fortunate to have made meaningful contributions to a vast array of projects across a wide gamut of scales over the last 5-6 years. Below is an abbreviated list of select project examples intended to provide a sense of our professional skill set, experience, and range as a design studio. We would be happy to provide more information about any of the below projects upon request.

MUNICIPAL/PARKS

MAINE AUDUBON	MULTIPLE STUDY LOCATIONS IN MAINE
PORTLAND USL SOCCER STADIUM	PORTLAND, ME
VILLAGES MASTER PLAN	WINDHAM/GORHAM, ME
WINDHAM OPEN SPACE MASTER PLAN	WINDHAM, ME
KIWANIS AQUATIC FACILITY	PORTLAND, ME
BASALT POST SIGNAGE	BASALT, CO
ROBIE PARK MASTER PLAN	GORHAM, ME
UNDERWOOD PARK	FALMOUTH, ME
ARBANEY PARK MASTER PLAN	BASALT, CO
BASALT OUR TOWN	BASALT, CO
GRAND ISLE COMMUNITY OPEN SPACE	GRAND ISLE, ME
FACTS SMART CORRIDOR STUDY	PORTLAND, ME
LIBBYTOWN VISIONING	PORTLAND, ME
BERTHOUD PARKS & OPEN SPACE PLAN	BERTHOUD, CO

COMMERCIAL/CAMPUS

HOMELESS SERVICES CENTER	PORTLAND, ME
100 FORE STREET OFFICE BUILDING	PORTLAND, ME
LAAM 525 LIVE-WORK	BASALT, CO
HOTEL ASPEN	ASPEN, CO
MEMORIAL PLAZA	QUANTICO, VA
CUMBERLAND CLUB SITE PLAN	PORTLAND, ME
THE MOLLY (HOTEL)	ASPEN, CO
WILLITS BEND LIVE-WORK	BASALT, CO
RED HAWK ELEMENTARY SCHOOL	ERIE, CO
ANDERSON RANCH ARTS CAMPUS	SNOWMASS VILLAGE, CO

HOUSING DEVELOPMENT

MERCY HOSPITAL REDEVELOPMENT	PORTLAND, ME
LAMBERT WOODS CO-OP	PORTLAND, ME
DOUGHERTY COMMON CO-OP	PORTLAND, ME
200 FEDERAL STREET	PORTLAND, ME
SCARBOROUGH DOWNS MASTER PLAN	SCARBOROUGH, ME
JOCELYN PLACE	SCARBOROUGH, ME
PUBLIC WORKS REDEVELOPMENT	BELFAST, ME
BATH HOUSING MASTER PLAN	BATH, ME
HEAD OF FALLS VILLAGE	WATERVILLE, ME
RAISE-OP BLAKE STREET	LEWISTON, ME
RAISE-OP WALNUT STREET	LEWISTON, ME
STEVENS SQUARE	PORTLAND, ME
KENNEBUNKPORT HOUSING TRUST	KENNEBUNKPORT, ME
THE TREE FARM	BASALT CO
66 STATE STREET	PORTLAND, ME
BLOCK 11 MASTER PLAN	BRECKENRIDGE, CO
BROKEN COMPASS BREWERY	BRECKENRIDGE, CO

Approach



Kaplan
Thompson
Architects

Capacity

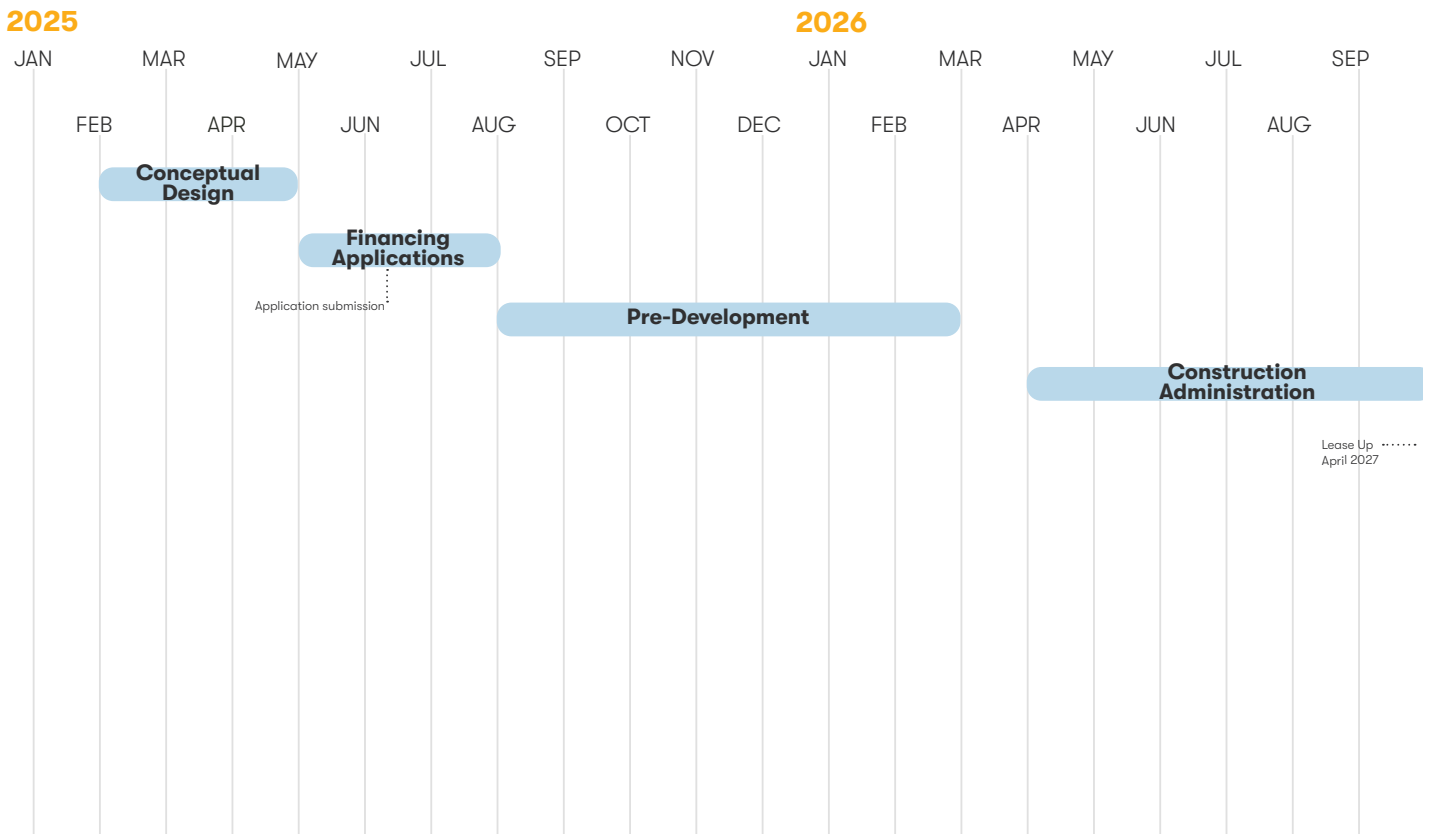
With a team of 19 talented, hard-working designers and directors our firm currently serves as architectural lead for single-family new construction, renovations, affordable multifamily housing developments, institutional projects, nonprofit facilities, and restaurants in the states of Maine, Massachusetts, Vermont, and Connecticut. A robust and skilled leadership team allows us to successfully manage more than forty active projects of varying scales and stages of progress concurrently.

We offer flexibility in available designers and an impressive capacity for large-scale projects. We assign project teams based on best-fit for specific needs and expertise, with careful consideration given to schedule and cost structure. Our in-house Interior Design professionals provide extensive experience with multifamily design across a spectrum of finish levels, enabling us to comprehensively design beautiful, sustainable, and attainable projects for our clients.

We operate at a company scale that also eliminates costly and inefficient overhead and the internal friction. Our team structures ensure direct client access to Kaplan Thompson’s owners and leadership without intermediate layers of middle management.

Please see the following proposed project schedule for a possible timeline for the Hillview development project:

Schedule



Process

To manage the design process within a construction budget and prevent delays or value engineering, our multifamily projects follow an efficient sequence tailored to each developer's unique needs:

1. Establish Owner's Project Requirements for:
 - a. Target Budget
 - b. Schedule
 - c. Building material quality, interior & exterior
 - d. Sustainability goals, including Commissioning & Quality Control methods
2. Complete Schematic Design in collaboration with the Owners and Construction Manager team
 - a. Architectural SD document set
 - b. Structural narrative
 - c. Electrical narrative
 - d. Mechanical & Plumbing narrative
 - e. Revised Civil & Landscape design to Arch SD
3. CM prepares SD project budget
4. Design Development
 - a. Align proposed building size, quality, & schedule with target budget
 - b. Engage Consultants in a specific Working Design meeting sequence with CM & Owner presence
 - i. Structural
 - ii. Unit Design
 - iii. HVAC & Electrical
 - iv. Civil & Landscape with MEP
 - c. Bid the Design Development set, not the Construction Documents
 - d. Save the Construction Documents phase for cost alignment, not for finalizing design decisions
 - e. Work as a holistic team under these guiding principles:
 - i. Make decisions on specific, small-scale design details rapidly
 - ii. Work from small up to large, not large to small
 - iii. Lock down Unit Design decisions ASAP to allow steady consultant progress
 - iv. Front-load decision-making meetings to give adequate time for detailed production drawing
 - v. Bid the Design Development phase and reserve a smaller-than-typical Construction Documents design fee & expedited schedule to revise bidded Design Development

We believe in thorough decision making, an experienced internal team, and a respectful and collaborative approach to construction. We reserve a higher percentage of our Design Fee for Construction Administration than other Architects because we know that the Architect's presence on job sites is a benefit, not a hindrance, to getting great buildings constructed.

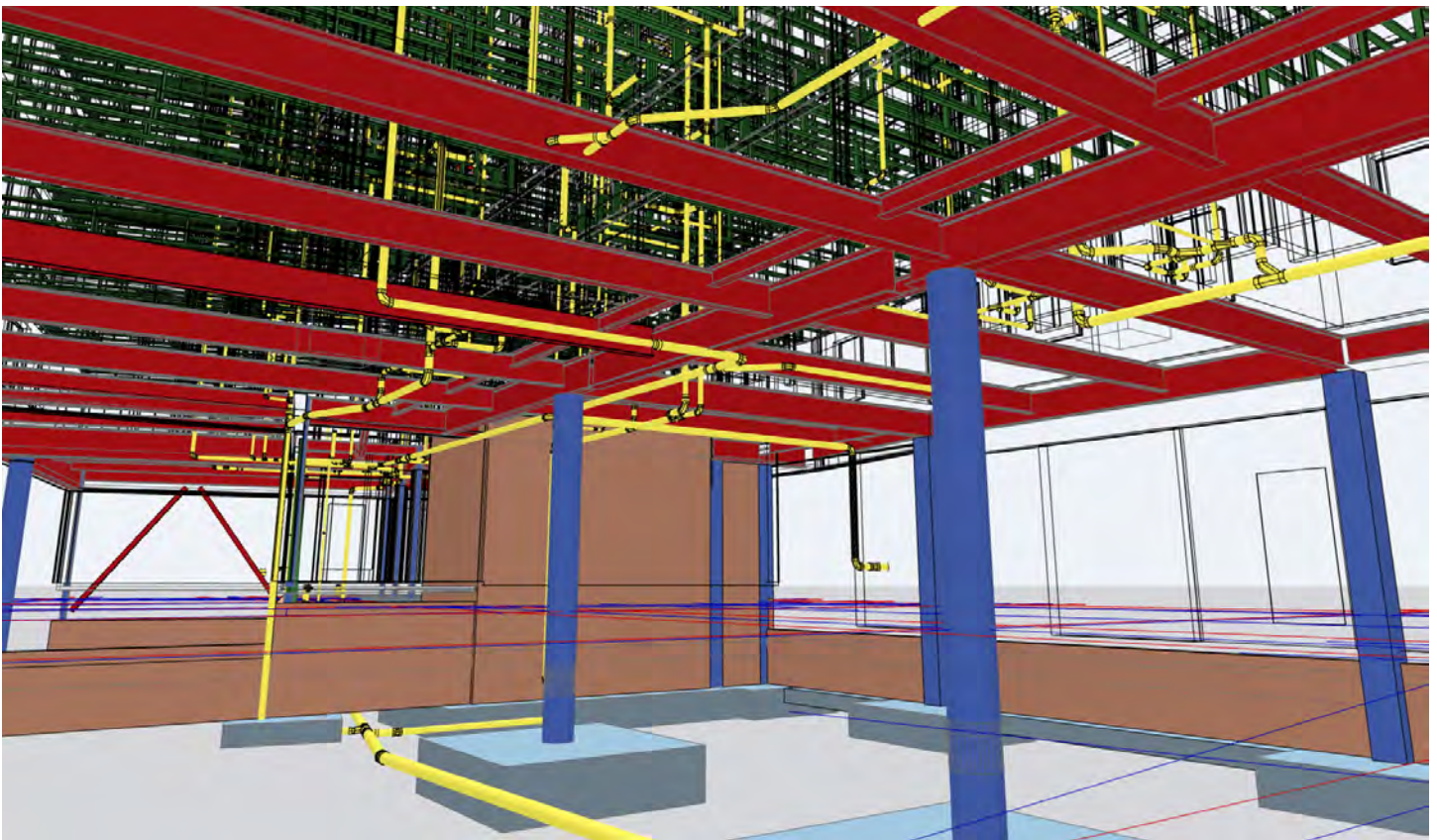
Contractors who have partnered with us serve as some of our strongest references and will readily attest to our dedication to getting projects built well. We show up, we talk with every subcontractor on site about the best way to build our buildings, and we deeply respect the people who put our buildings together. We love construction and the people who make it happen, and it shows.

Model Coordination

Since its founding in 2006, Kaplan Thompson Architects has been a design group with a fundamentally BIM-based workflow. Our process begins in the third dimension and uses sophisticated software to instantly toggle between plan, elevation, and perspective views. We use our suite of software - including ArchiCAD and Twinmotion - to also produce interactive fly-throughs and photorealistic renders.

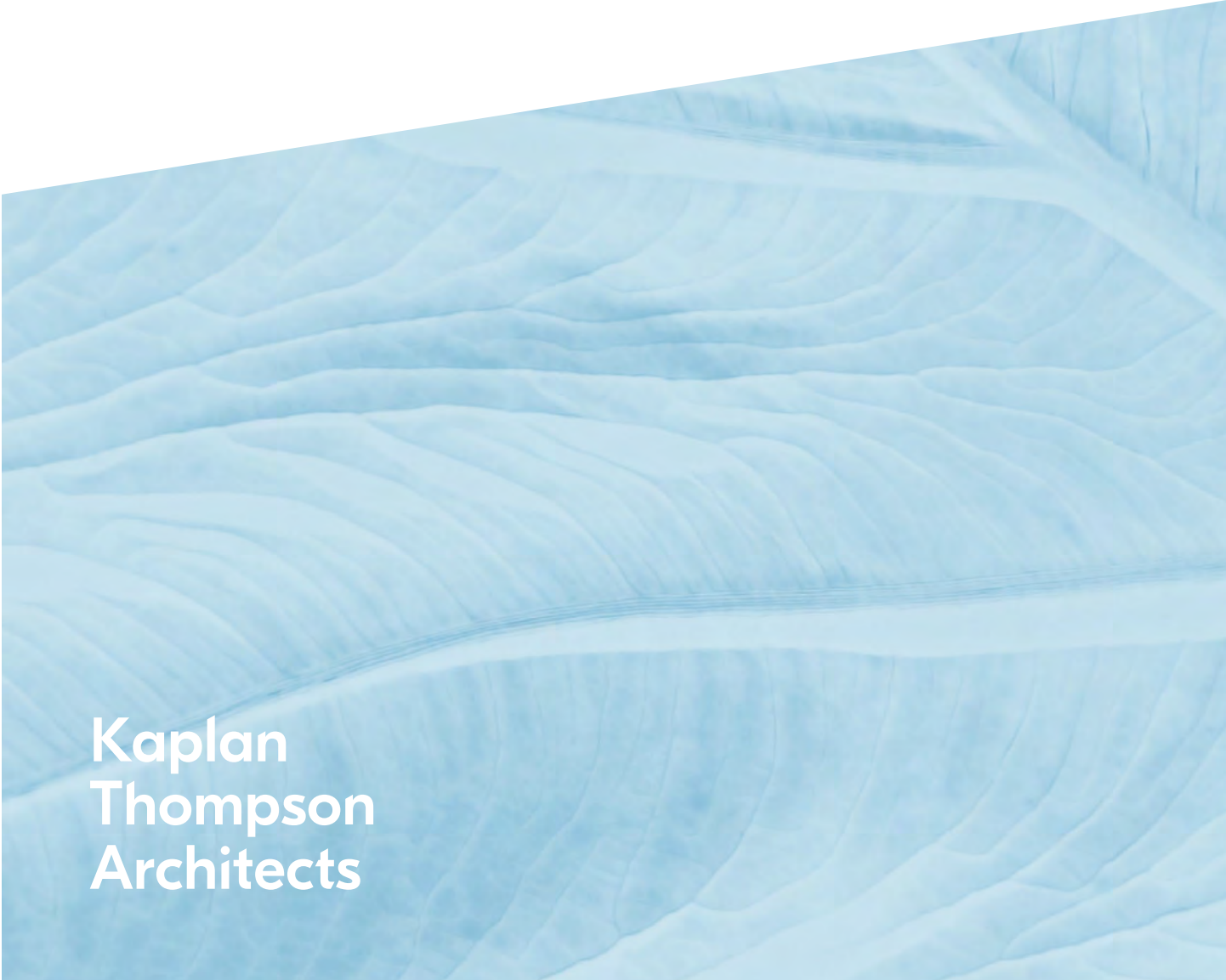
We have 18 years of experience coordinating our models with BIM consultants and contractors and transmit IFC coordination files on a bi-weekly basis with our project teams. Our internal BIM working group refines our modeling template on a monthly basis and partners with our software vendor's support for ongoing internal and advanced tool training.

Kaplan Thompson Architects shares files openly with construction and owner's teams, including preparing quantity take-offs for partners. We believe accurate and accessible information more quickly leads to better project outcomes.



Full integration of all sub-consultant models allows conflicts and errors to be reconciled digitally, and not in the field.

Cost Control



Kaplan
Thompson
Architects

Construction Costs

Kaplan Thompson Architects has a proven history of **financially feasible construction costs** for both affordable and market-rate multifamily housing buildings.

Completed Building Construction Costs (multifamily new construction)

Project	Year Completed	Total Units	SF	Final Construction Cost	\$ per SF
Bayside Anchor	2017	45	37,815	\$ 5,537,928	\$ 146
Parris Terraces	2019	23	13,711	\$ 3,221,093	\$ 235
West End Apartments I	2021	65	58,460	\$ 11,036,941	\$ 189
Oak Tree Village	2021	72	96,976	\$ 16,572,912	\$ 171
Friar's Court I	2021	47	43,804	\$ 7,910,122	\$ 181
Friar's Court II	2021	34	31,518	\$ 5,020,634	\$ 159
5 India Street	2022	24	20,325	\$ 5,946,855	\$ 293
West End Apartments II	2023	52	43,025	\$ 9,845,862	\$ 229
Village Commons	2024	30	23,750	\$ 6,937,251	\$ 292
Cedar Pointe	2024	72	96,976	\$ 18,748,471	\$ 193
Total		464	466,360	\$ 90,778,070	\$ 195

Cost Control

Kaplan Thompson Architects has an unmatched record in our area of high-quality, on-budget, on-schedule multifamily projects. Our portfolio of completed projects is proof of our ability to holistically manage schedule, cost, and design goals.

Our process relies on close collaboration with the client and construction teams throughout every project phase, and the early development of accurate, detailed design documentation to facilitate proactive and integrated cost control.

We believe in a process guided by “decide first, document second”. We guide developers and contractors through in-depth working sessions on unit design, structural and mechanical systems, and exterior building appearance at the beginning of the Design Development phase. This meeting sequence is unique to our team and has been refined in collaboration with a select group of consultants who coordinate their work accordingly. These meetings are not “we present, you decide” meetings, they are full team working sessions with owners, contractors and consultants present and expected to contribute equally. For recent local references on how this process works please reach out to Catherine Elliott of Avesta, or Marieke Thormann of The Fathom Companies.

The result is an enhanced level of detail available earlier in the design process, allowing informed and cost-responsive decisions to be made prior to production of a final construction set. Our communication around both design opportunities and financial implications follows the practice of “show, don’t tell” and is organized and documented in a logical and efficient flow of meetings. Many architects draw and detail in the hopes the client will be able to afford to build it, we make sure it is first buildable and then we document it accurately.

As an example of smart design methodology, our architectural design team now builds in-house exterior wall assembly mock-ups to refine window installation methods, siding detailing, and waterproofing before drawing window and siding details.

Change Orders

Change Orders are inevitable, as there is no such thing as a perfect documentation set. Every building is a site- and context-specific, custom-designed object, never to be repeated exactly again. There will be Change Orders as circumstances change and projects evolve, so the key is to minimize them.

Some principles we operate under:

- Don't delay decisions on specific product selections. Pick your showers early, and then detail them accurately. Pay attention to flanges, rough openings, and access to hidden components.
- Minimize unit types in a multifamily project so that the entire team has less decision making to do in the field, and the field teams can gain accuracy throughout the construction period instead of constantly solving new problems as they work.
- Model everything you can as soon as you can, and show the whole team what it looks like. Make sure consultant objects are modeled and visible, including transformers on site, electric meters, rooftop equipment and the like.
- Review Shop Drawings around a common table with Contractors and Vendors whenever possible.
- We treat trade partners fairly, and in return we expect to be treated fairly. We don't nickel-and-dime our Owners or Consultants, and we expect the same in the field and during construction.

For similar multifamily housing projects, we have a demonstrated increase of Change Orders over Initial Construction Price of **under 1%**, well below the industry average of around 4.6%.

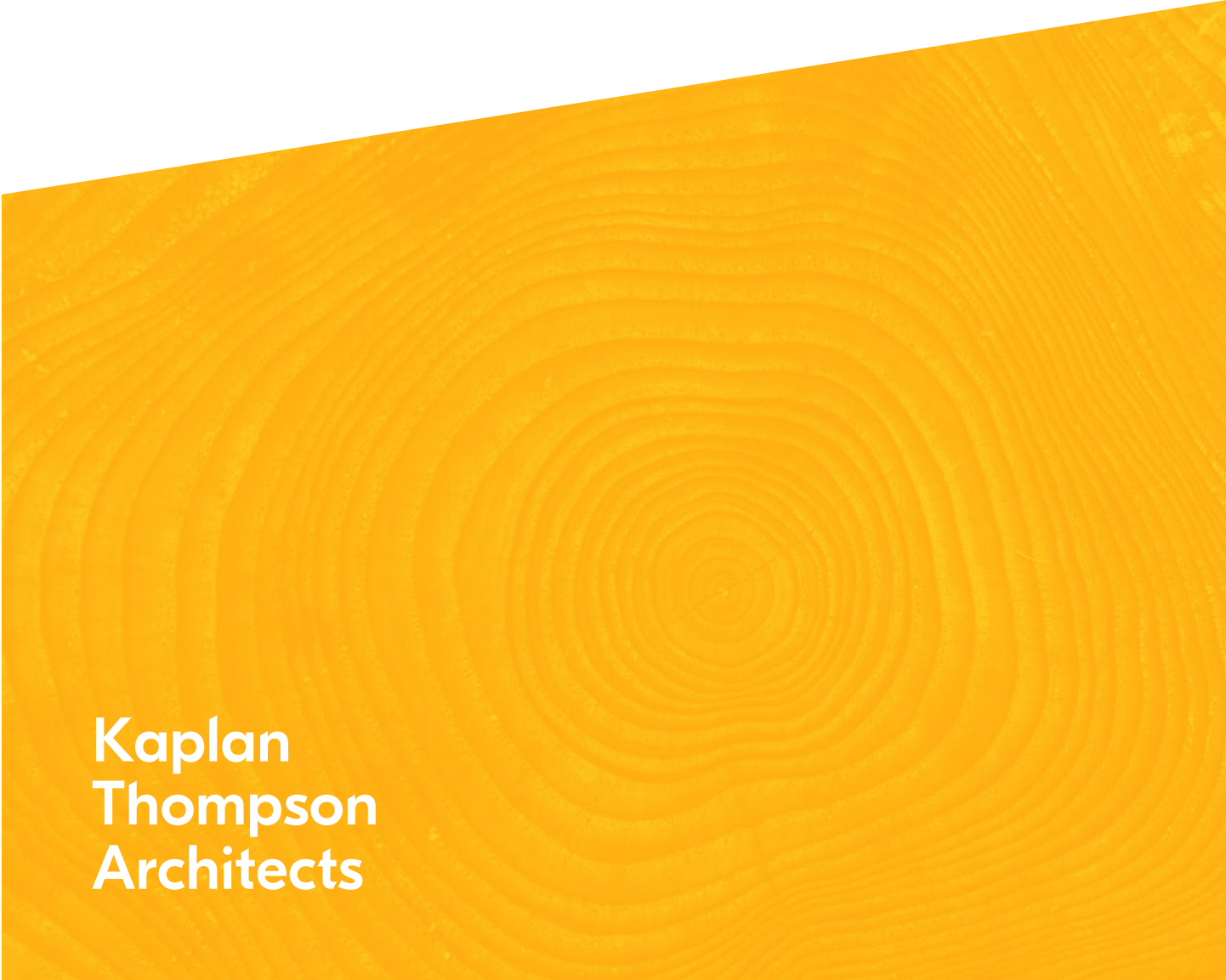
We pride ourselves on accurate construction estimation and production of comprehensive bid documents as evidenced by a record of construction change orders as a percent of the final cost of construction that is **80% less than the industry average** for projects of similar construction value.

Construction Change Orders as % of Final Building Construction Cost

Project	Original Construction Cost	Total Architectural Change Orders	Final Construction Cost	Change Order Percent	Industry Average*
Bayside Anchor	\$ 5,421,644	\$ 116,284	\$ 5,537,928	2.14%	
Parris Terraces	\$ 3,194,353	\$ 26,740	\$ 3,221,093	0.84%	
West End Apartments I	\$ 10,826,677	\$ 210,264	\$ 11,036,941	1.94%	
Oak Tree Village	\$ 16,494,757	\$ 78,155	\$ 16,572,912	0.47%	
Friar's Court I	\$ 7,859,990	\$ 50,132	\$ 7,910,122	0.64%	
Friar's Court II	\$ 4,995,377	\$ 25,257	\$ 5,020,634	0.51%	
5 India Street	\$ 5,894,347	\$ 52,508	\$ 5,946,855	0.89%	
West End Apartments II	\$ 9,693,723	\$ 152,139	\$ 9,845,862	1.57%	
Village Commons	\$ 6,938,347	\$ (1,096)	\$ 6,937,251	-0.02%	
Cedar Pointe	\$ 18,741,728	\$ 6,743	\$ 18,748,471	0.04%	
Total	\$ 90,060,943	\$ 717,127	\$ 90,778,070	0.79%	4.64%

*Industry Average as determined by AIA Contract Documents and Catina Data Science Team June 2022 report: The Truth About Change Orders
N.I.C.: winter conditions, unforeseen site conditions, regulatory changes, and Owner upgrades

Relevant Experience



Kaplan
Thompson
Architects

Lewiston Choice Neighborhood

Client: Lewiston Housing Authority, Avesta Housing

Completion Date: 2026

Location: Lewiston, ME

Lewiston, Maine, like many New England mill towns, was built then gutted by the industrial revolution. The closure of the Androscoggin Mill in 1956 initiated a devastating and decades-long economic decline for the city, and by 2000, its population had decreased by 15% and become the single poorest census tract in Maine.

Hope for reviving the community finally sprang in 2001 with the arrival of more than 1,000 Somali refugees. This infusion of people and shared culture reversed the city's narrative and quickly rewrote it with Lewiston as one of the fastest growing communities in the state. Though the economy began to stabilize, residents new and old were still plagued by lasting relics from decades of neglect, including a dangerous and aging housing inventory for at-risk populations and alarming rates of childhood lead poisoning.

The City is addressing these conditions through the application for and award of a federal Choice Neighborhoods Planning and Action Grant and HUD Choice Neighborhood Implementation Grant. In partnership with Lewiston Housing Authority and Community Concepts, they planned a robust transformation of the Tree Street Neighborhood to celebrate the diversity, vibrancy, and resilience of the people who live and work in the neighborhood. Efforts will be focused on addressing Lewiston's environmental safety concerns, housing and food security, and economic and social mobility.

Kaplan Thompson Architects and Avesta Housing were hired to redevelop three major sites within city limits through the renovation of existing structures and introduction of multiple mixed-use, mixed income multifamily buildings. Designing affordable, high-performance places for people to live and work will set a new precedent for adaptable, sustainable, and inclusive construction in a town demanding and poised to experience major social, economic, and environmental redevelopment. The resulting density will support a strong pedestrian presence, enrich economic activity at the local scale, and strengthen the community through equitable access to housing and the celebration of diverse cultures.



Community engagement from the Tree Streets Choice Neighborhood Transformation Plan invited City residents to participate in multiple public forums and circulated surveys that gathered feedback on priorities for development, and key issues to resolve in the coming years. Information collected consistently identified an even distribution of citizens' interest in a multitude of proposed housing types, suggesting that a variety of different accommodations - with varying scales, contexts, and ownership or rental structures - would be needed to satisfy the unique needs of the diverse population. Building typologies identified for infill included mixed-unit, large-scale apartment buildings with ground-level commercial and amenity spaces; neighborhood-scale apartment buildings; and family-focused townhouse and duplex units.

The first phase of the Lewiston Choice Neighborhood project, the Wedgewood development, will add 82 residential units, ranging in size from one to four bedrooms, across 9 buildings on 4 separate parcels in the heart of the city. The DeWitt development, the second phase, will create 104 homes and approximately 14,000sf of commercial space via two five-story buildings in the heart of the city's downtown.

As the first advancements in the Tree Streets Neighborhood Transformation, the developments embrace the community's vision for the future of the City and set a precedent for context- and population-responsive design. The projects answer the community's call for the feel of residential and pedestrian-oriented neighborhoods, visual variance and incorporation of color in new construction, and fresh takes on the traditional architectural features - such as the "Lewiston Turret"- that characterize the City.

The Wedgewood Development prioritizes smaller eight- to twelve-unit buildings that are scaled to fit an existing neighborhood context of traditional triple decking housing. A historically significant building - the Dr. Milton Wedgewood House, circa 1873 - anchors the Wedgewood development, and will be painstakingly rehabilitated from its current condition as an abandoned funeral home into nine high-performance apartments.



PIERCE STREET



BARTLETT STREET



PINE STREET

West End Apartments

Client: Avesta Housing

Size: 101,485 sq. ft.

Completion Date: 2022

Location: South Portland, ME

Avesta's West End Apartments are a transformative, multi-phase development in the West End neighborhood of South Portland, Maine. When the city revised its neighborhood zoning to permit the creation of a new "downtown", our team partnered with local nonprofit developer Avesta Housing to demonstrate what a walkable neighborhood based around affordable housing could be.

One hundred and sixteen new apartments are offered as 80% deeply affordable and 20% market rate and available as a mix of studios, 1-bedroom, 2-bedroom, and 3-bedroom units. Street-level storefronts and community spaces serve the buildings' residents, who also enjoy an outdoor plaza, onsite laundry, and indoor bike storage.

Within a strict budget, the project delivers housing that comfortably accommodates a variety of demographics, imparts the economic and environmental relief of low operational energy demands, and creates a vibrant new community context. This pedestrian-scale model for neighborhood design not only takes advantage of previously existing walkable conditions, but also introduces new ones.

The new buildings are thermal bridge-free and achieve Passive House airtightness metrics, as well as exceed AIA 2030 expectations for pEUI reductions. The roofline's geometry, while striking to behold, serves as a "solar mountain" angled optimally for the future installation of photovoltaic panels.

As the first project completed to advance the West End Neighborhood Master Plan, The West End Apartments set the precedent for an inclusive, diverse, and lively neighborhood focused on high-performance design and high quality of living.



Village Commons

Client: Avesta Housing

Size: 23,750 sq. ft.

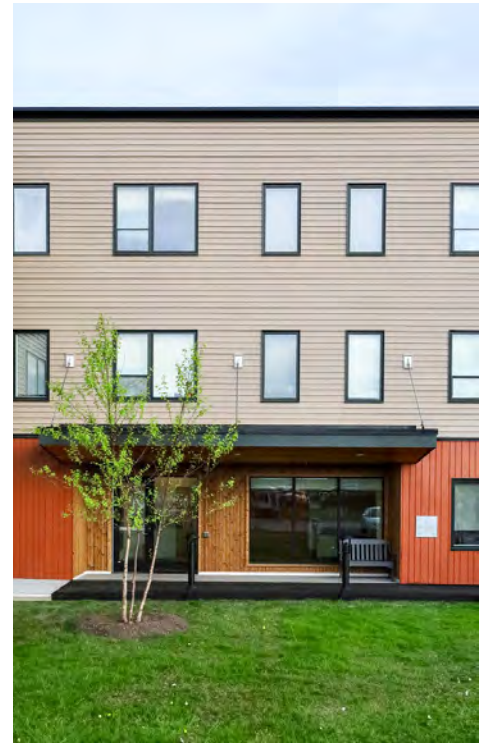
Completion Date: 2024

Location: Scarborough, ME

Scarborough's newly established Firehouse Village transformed the 2.6-acre site of the former Oak Hill Public Works complex into a bustling community center. The historic firehouse and police station were renovated into a hub for small businesses, including Harbor Fish Market, Rosemont Market and Bakery, a community room, and a new daycare. The development team, Firehouse Ventures, organized the campus according to smart growth principles and endeavored to round out its mix of retail, dining, and recreational uses with quality, accessible homes. They approached Avesta Housing to add much-needed, permanently affordable housing for area residents age 55 and older.

Village Commons delivers 31 sunny studio and one-bedroom senior-living apartments in a three-story residential building. The building's L-shaped footprint wraps a centralized lawn that overlooks the greater development and creates a public courtyard for pedestrian circulation and summer bocce games. Natural eastern white cedar and ship-lapped composite boards – in a rich terracotta hue – wrap the ground level with a warm, textural band that complements the brickwork of the surrounding buildings. On the upper stories, the cladding transitions to durable fiber cement, staggered horizontally like classic New England clapboard siding.

The project meets ambitious goals for energy efficiency without pursuing a complex certification on a limited budget. The structure achieves Passive House airtightness metrics (0.57 ACH50) and a 78.3% reduction from benchmark EUI. A 42kW DC rooftop solar array soaks up the southern sun and reduces the operational energy demands (and associated costs) for both residents and the building owner.



Lambert Woods

Client: POAH, Maine Cooperative Development Partners

Completion Date: 2025

Location: Portland, ME

Designed in partnership with Maine Cooperative Development Partners and Preservation of Affordable Housing (POAH), the Lambert Woods North and South developments will create rentable and cooperatively-owned housing in Portland's Libbytown neighborhood.

The family-oriented developments feature three distinct building typologies - townhomes, rowhomes, and community flats, designed as standardized base models and deployed as repeats of one another - that differ in unit densities and sizes to accommodate a diversity of demographics. Though the buildings vary in scale, a shared architectural language creates rhythm and cohesion among them. Similar rooflines, repetition of colors and materials, and common elements such as column details, entry canopies, and proportions of fenestration will define a clear and consistent neighborhood aesthetic. Design of the greater site prioritizes a balance of green space, transit-orientation, walkability, community, and privacy.

More than 150 new units will provide affordable, high-performance rentals and home ownership to households earning 100% or less of the area median income. For buildings offered via a limited equity co-op model, residences will be owned and managed by the occupants, rather than landlords, and offered at lower buy-ins than market-rate co-ops. Profits will be capped on the future resale of units to maintain affordability over time. The cooperative model creates greater accessibility to home-ownership in the Portland area, which has become increasingly unobtainable for low- and moderate- income residents.



renderings by Aceto Landscape Architects

The neighborhoods surrounding Dougherty Commons and Lambert Woods are dominated by single family residences, inspiring a similar architectural scale and occupant experience in the new developments. Residences are configured so that both interior layouts and the positioning of buildings onsite provide occupants with a sense of individual identity while supporting connectivity to other homeowners within the community.

All new buildings will be solar-ready and achieve the performance standards outlined in the Department of Energy Zero Energy Ready Home Program.

4-unit rowhome:

- 2 one-bedroom units at ground level
- 2 two-story, three-bedroom units on upper level



3-unit townhome:

- 3 two-story, three-bedroom units



Typical 3-bedroom unit

Typical 1-bedroom unit



Lower Level



Upper Level



Oak Tree Village

Client: Dakota Partners

Size: 96,976 sq. ft.

Completion Date: 2021

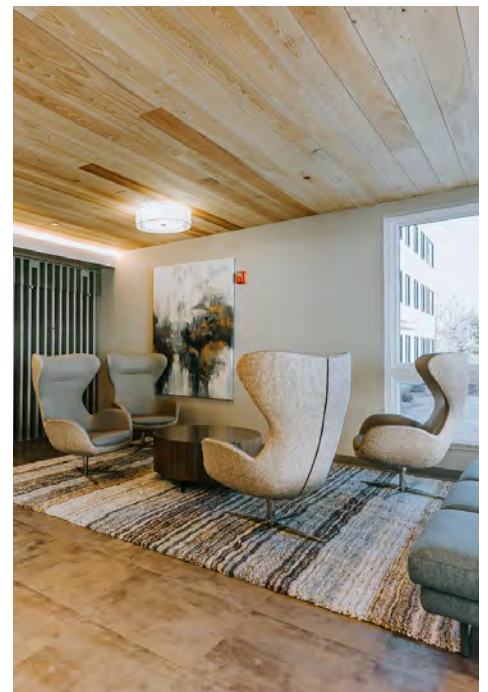
Location: Griswold, CT

In partnership with an active New England developer of high-performance affordable housing, we designed a prototype for a Passive House multi-family building that could be deployed at multiple sites and achieve certification at different orientations and locations. This efficient and economic approach delivers Passive House at scale and with consistent high quality, benefiting from continuous improvement cycles in drawing sets and construction methodology with every repetition of the design.

Oak Tree Village features the first two built iterations of the Passive House prototype, introducing 72 units of sustainable, mixed-income housing to Griswold, Connecticut. Each three-story building contains 36 open-concept, one- and two-bedroom apartments with a first-floor lobby. A centralized clubhouse provides a community room, fitness facility, leasing office, and other shared spaces for residents to enjoy. The development is 80% deeply affordable to families and individuals earning 50-80% of Area Median Income and includes 15 supportive housing units and 15 market-rate rentals.

A large-scale project with small environmental impact, both residential buildings at Oak Tree Village have achieved PHIUS+ 2018 Core Certification and are currently passing PHIUS Core 2021 standards. Every residential unit is outfitted with its own fresh air ventilation supply and exhaust system, with Energy Recovery Units in the ceilings of the building's main corridors to reclaim interior heat. Though not certified, the clubhouse was also built to Passive House standards.

To date, we have built four of seven planned prototype buildings across two developments. Ultimately, 252 Passive Home apartments will be generated through this effort.



Parris Terraces

Client: Jack Soley

Size: 13,711 sq. ft.

Completion Date: 2019

Location: Portland, ME

Parris Terraces apartments are both attractive and affordable, seeking to create housing for an income bracket overlooked in the current market. Units can be purchased at Workforce Housing prices with no government subsidy and meet the desperate need for Missing Middle Housing. Upon opening, the building was fully occupied with 18 of the 23 homes going to first-time homebuyers at prices as low as \$195k, a figure unheard of for downtown home ownership.

In order to fit 23 homes in a small footprint, the apartments are designed to be as efficient as possible. An open kitchen/living space allows for airiness in the common area, while a compact bedroom and bathroom leave extra room for closets and in-unit laundry. Tall ceilings – ranging from 9 to 14 feet – create the illusion of a larger space while elongated windows welcome abundant daylight. Six of the seven upper apartments also have a small balcony, providing a connection to the outdoors invaluable to urban living. Residents enjoy 24-hour fresh air ventilation with heat recovery, as well as individual thermostats. As a final consideration, a first-floor guest apartment is available for use by all owners to accommodate visits from traveling loved ones.

The building is situated just a few blocks from the center of downtown Portland and within walking distance of multiple grocers, restaurants, recreational areas, and other municipal services. It is close to a variety of forms of public transportation, with bike racks and parking included onsite. Sustainable design and Passive House techniques were applied to the structure as well, affording the project an overall energy use of 58% of a typical multi-family building (EUI of 22), even without renewable energy systems installed.



5 India

Client: Private Developer

Size: 20,325 sq. ft.

Completion Date: 2022

Location: Portland, ME

5 India Street introduces 24 units of high-performance housing to a waterfront site on Portland's oldest street. The building gracefully brings the best of the City's history into the new century with a simple form and heritage materials that complement its immediate neighbor - the last standing relic of the Grand Trunk Station.

Black bricks at the ground floor offer a contemporary interpretation of the city's iconic masonry. Another traditional Maine material, slate shingles, button up the upper levels in a durable, lightweight jacket hung from the building via a rainscreen clip system. In a subtle nod to the property's locomotive roots, custom-milled panels between the windows feature powder-coated aluminum engraved to emulate the wheel spokes of the trains that once passed through the site. Subject to Portland's Form Based Code - which heavily limits building form and location - and review by the Historic Preservation Board, the project was approved rapidly with praise for looking like a "well tailored suit".

Careful consideration of the neighborhood's existing scale and proportions ensured the new building would harmonize with its site. Though Five India spans four stories and its historic counterpart - the Grand Trunk building housing Gorham Savings Bank - only includes three, both stand at the same height.

The project has a predicted overall energy use of only 23% of a typical apartment building without renewable energy systems. Half of the roof, however, is designed and ready to accommodate future installation of a solar array. The entire building uses low embodied energy, carbon sequestering materials, including wood framing and dense-packed cellulose insulation.



Bayside Anchor

Client: Portland Housing Authority, Avesta Housing

Size: 37,815 sq. ft.

Completion Date: 2017

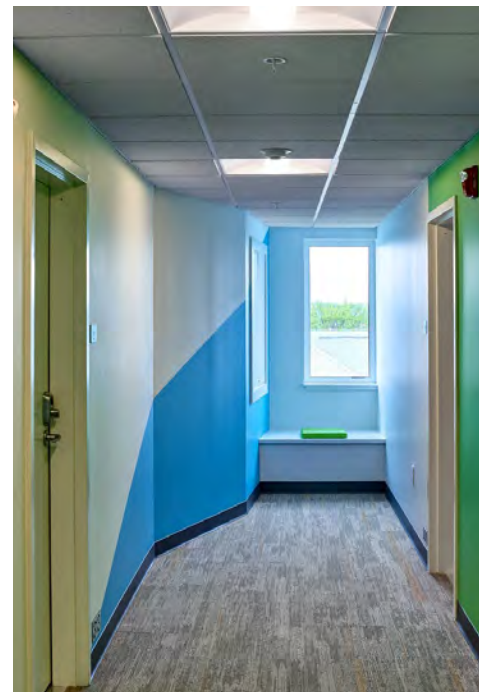
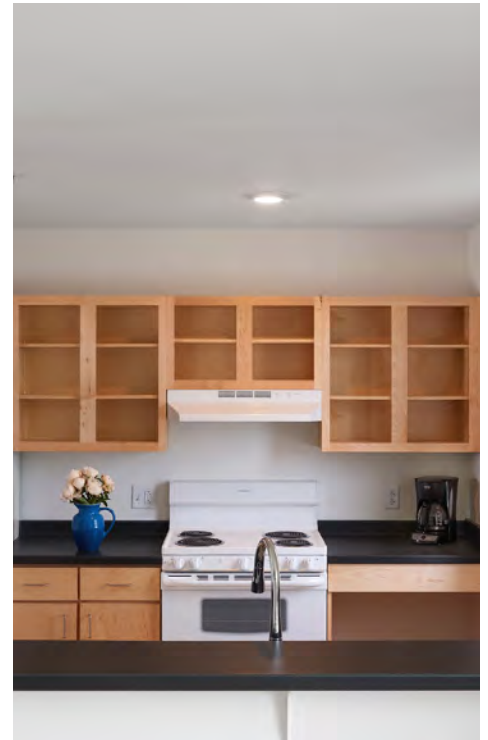
Location: Portland, ME

In 2013, Kaplan Thompson Architects partnered with the Portland Housing Authority, Avesta Housing, and Wright-Ryan Construction to win the national Lowering the Cost of Housing design competition, sponsored by Deutsche Bank and Enterprise Community Partners. The team was the only national winner, awarded for design innovation that prioritized energy efficiency, cost-effective building technologies, and equitable urban development.

Bayside Anchor is a deeply sustainable, socially and technically innovative project located in urban Portland. The ambitious model project is the first new Portland Housing Authority building to be constructed in 40 years.

The project was built to the PHIUS+ Passive House standard for only \$146 per square foot in 2016, which is 20% less than the average cost for similar construction in Portland. Residents can count on miniscule heating bills in Maine's cold winters for the life of the building, thanks to careful integration of a continuously-operating fresh air ventilation system and a meticulously air-sealed building enclosure that will meet the most stringent global standard available (0.05 CFM₅₀ or 0.37 ACH₅₀!). The building will meet or exceed Passive House standards thanks to detailed planning for its insulation, airtightness, solar gains, and high-performance windows and doors.

Perhaps most importantly, Bayside Anchor is a vital social catalyst for the neighborhood, a place that is as beautiful in design as it is sustainable and affordable. The building includes artist-commissioned murals, a community police station, Housing Authority offices, and a Head Start Classroom on the ground floor, serving as a true anchor to the community.



Reclaim Franklin Street

A Vision for Affordable Housing

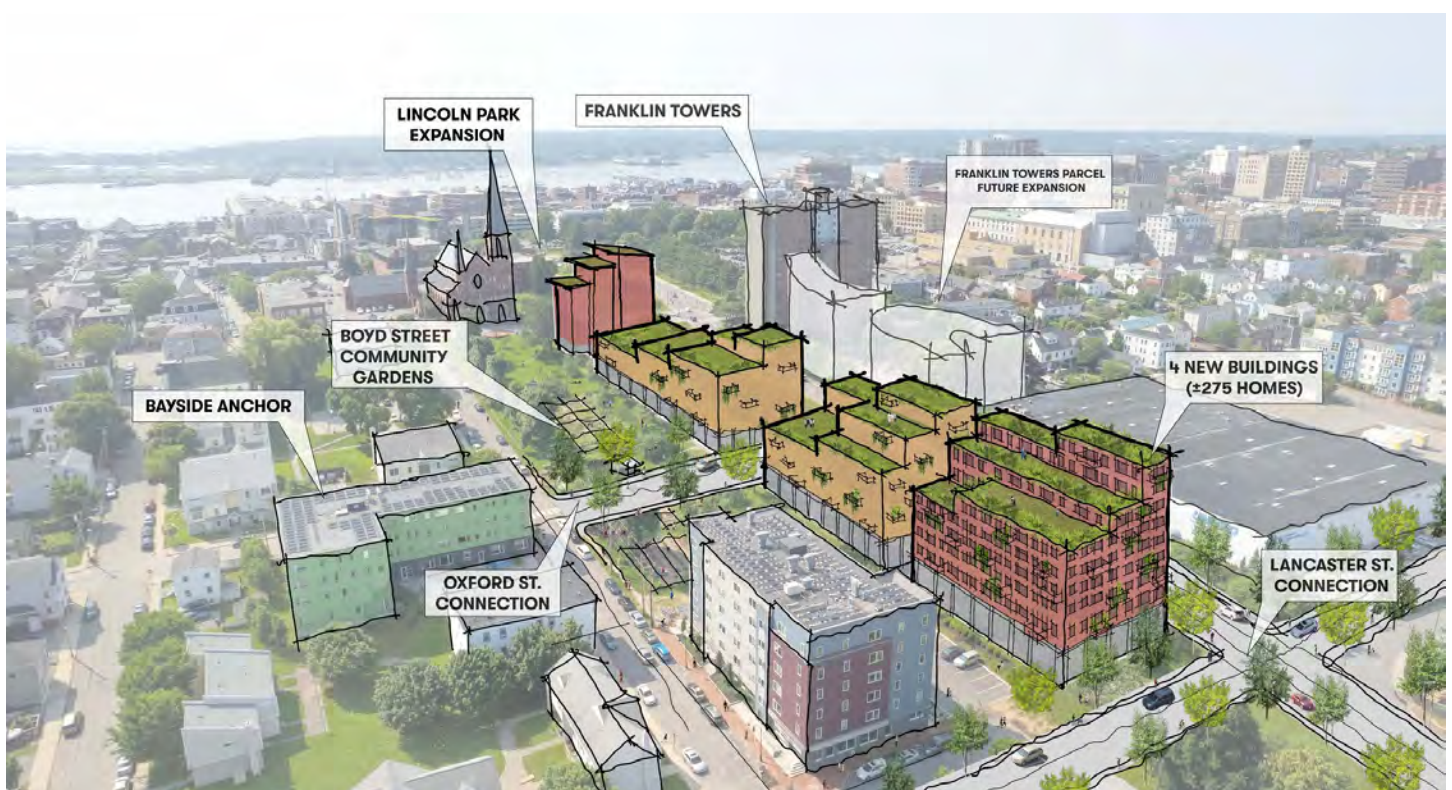
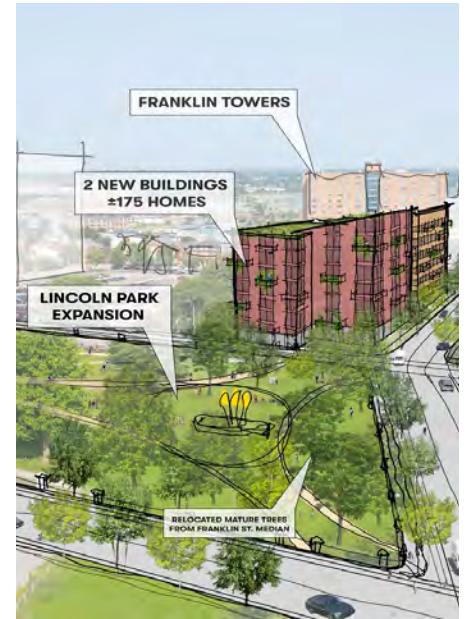
Client: Pro Bono Citizen Effort

Completion Date: ongoing

Location: Portland, ME

In collaboration with a citizen-led group of local residents, engineers, and affordable housing consultants, our staff volunteered time to review a master plan for Franklin Street, a major arterial bisecting the Portland peninsula. The master plan, adopted by the city of Portland in 2015, proposed a revamped right-of-way that would improve traffic flow and add bike lanes. It did not, however, specifically address the potential for housing development on newly created parcels, and relied on predictions of increased vehicular traffic that did not materialize.

The team analyzed the potential for affordable housing along the master plan's new corridor, as well as in a second scenario. In light of recent traffic data, state and local climate goals established since 2015, and the on-going housing crisis in the region, the group developed an alternate right-of-way proposal that narrows the roadway while maintaining traffic flow and placing a higher priority on pedestrian, bicycle, and mass transit traffic. This new right-of-way would also expand the area of land available for housing and ground level commercial space along the new corridor. Under either scenario, the team identified potential for at least 1,000 units of affordable housing. The group has presented to, and received support from, both city and state planning staff, and will continue to advocate for the prioritization of affordable housing within the plan as the city prepares to push it forward and seek funding.





THE DOWNS | 510-ACRE MASTER PLAN & TOWN CENTER SCARBOROUGH ME

ALA has played a key visionary and design role since the project's inception in late 2017. Specifically, ALA has been the sole consultant responsible for developing the overall project master plan as well as working collaboratively with a diverse range of consultants to deliver fully permitted and implemented site plans ranging from entire mixed-density neighborhoods to large office users, and innovative commercial and light-industrial developments.

KEY STAFF	Nick Aceto, Caitlin Aceto, Seth Kimball
SERVICES	Master Planning, Urban Design, Landscape Architecture, Visualization
REFERENCE	Dan Bacon, Development Director dbacon@mr.holdings
STATUS	Under Way



FRONT RUNNER PARK SCARBOROUGH ME

This third phase of The Downs master plan includes over 200 homes across a broad range of affordability including compact, lane-loaded single family and pocket homes as well as more than 75 apartment units and ground floor office space. The plan is organized around a series of small parks and a highly-walkable street grid.

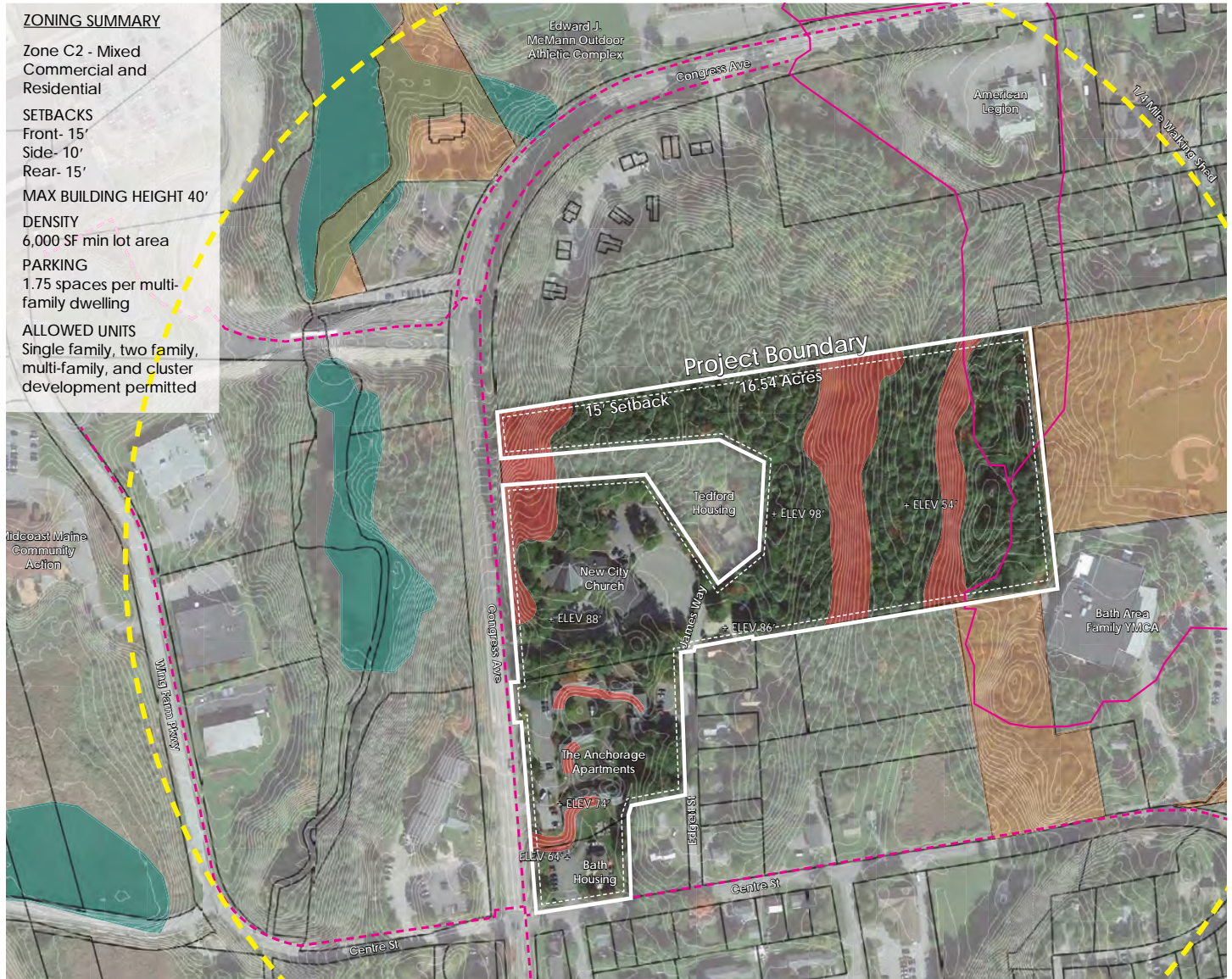
KEY STAFF	Nick Aceto, Seth Kimball
SERVICES	Master Planning, Urban Design, Landscape Architecture, Visualization
STATUS	Permitted, Expected Construction Fall 2020
REFERENCE	Jay Chace, Planning Director, Town of Scarborough Jchace@Scarboroughmaine.org



LAMBERT WOODS PORTLAND ME

ALA has worked closely with a multi-disciplinary team of architects, engineers, foresters, and planners to develop a master plan and site permitting documents for the second major co-op housing development in Portland. The visionary developers charged the design team with developing a compact, affordable program that respects the sites natural character while introducing new public space and bike/ped facilities.

KEY STAFF	Nick Aceto, Caitlin Aceto, Seth Kimball
SERVICES	Landscape Architecture, Master Planning, Visualization
STATUS	Permitting
REFERENCE	Maine Cooperative Development Partners



BATH HOUSING: CONGRESS AVE. MASTER PLAN
 BATH ME

ALA led a 6-month effort alongside Bath Housing to develop a master plan for a 16-Acre site. ALA’s role included interactive design with Bath Housing’s board and development of an overall master plan for the site including conceptual site and building layout, identification and massing of housing typologies and zoning recommendations.

- KEY STAFF** Nick Aceto, Grace McNeill
- SERVICES** Landscape Architecture, Master Planning, Visualization
- STATUS** Complete Winter 2024
- REFERENCE** Deb Keller, Bath Housing



HOMELESS SERVICES CENTER PORTLAND ME

Portland's former downtown shelter, Oxford Street, has housed countless individuals over its long lifespan in the East Bayside district of Portland. With 129 beds in a three-story converted apartment building sitting on less than a quarter acre of urban land, the modest shelter has regularly exceeded its capacity. The Portland Homeless Services Center (HSC) is a 50,000sf facility resting on a more than 7 Acre brownfield site with a capacity of over 200 beds. The 7-acre site was designed to provide both a real and perceived sense of security and safety as well as a sense of belonging and wellbeing.

KEY STAFF Nick Aceto, Caitlin Aceto, Seth Kimball
SERVICES Landscape Architecture, Master Planning, Visualization
STATUS Complete Summer 2023

References



**Kaplan
Thompson
Architects**

Client References



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Thank you for your consideration



**Kaplan
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Architectural Services RFQ:

Hillview Apartments Restoration

January 10, 2025

Lewiston Housing
C/O Penn Lindsay
P.O. Box 361
Lewiston, Maine 04243-0361
plindsay@lewistonhousing.org
slevitt@lewistonhousing.org

Re: Architectural Services RFQ for Hillview Apartments Restoration



T 207 784 2941
F 207 784 3856
www.platzassociates.com



1 Letter of Interest

January 10, 2025

Lewiston Housing
C/O Penn Lindsay
P.O. Box 361
Lewiston, Maine 04243-0361
plindsay@lewistonhousing.org
sleavitt@lewistonhousing.org

Re: Architectural Services RFQ for Hillview Apartments Restoration

Dear Penn Lindsay,

We are pleased to submit our qualifications for consideration to design a redevelopment of the Hillview Complex in Lewiston, Maine. The envisioned upgrade to the important supportive housing facility will be welcome in our Lewiston-Auburn community. This is an exciting opportunity for us continue to contribute to the important endeavor of improving our community's housing. We understand your goal is to explore two options conceptually, then execute the most appropriate course through to successful construction.

Platz Associates is a multi-discipline design firm with the experience and expertise in master planning, multi-family housing, and Maine State Housing / HUD / Davis Bacon projects. Our professional staff include architects, specialists in construction management, envelope design, site evaluation, planning, permitting and budgeting. We offer a cohesive design process that supports clients from initial concept to building occupancy. Utilizing 3D software and an artistic eye, we are able to produce inspiring images for client communication, fundraising and public outreach. It is critical to effectively present and convey intent of the design at every stage of development.

In the following qualification package you will find information related to our design approach, similar project experience, our team, conceptual proposal, estimated project schedule, and commitment to Maine Housing and other standards. We have decades of experience and we understand the necessity of working within well-defined budget constraints. It is our goal to take a practical approach to the design process that results in buildings that are functional, aesthetically pleasing, and fiscally responsible.

We look forward to the opportunity to join your team and contribute the success of the redevelopment of Hillview Apartments in Lewiston and continue supporting our community's housing stock. We would be happy to provide additional information upon request.

Sincerely,



Thomas H. Platz, AIA
Principal





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- 2 Firm Qualification
- 3 Project Team
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- 5 Design Approach & Ethos
- 6 Conceptual Proposal - Option 1 & Option 2
- 7 Estimated Project Schedule
- 8 Commitment to Maine Housing, HUD, etc.
- 9 References

2a Firm Qualifications

Firm: Platz Associates

Description: Platz Associates is a multi-discipline design and construction management firm with a long history rooted in community centered projects. Since 1980, we have worked to blend function, aesthetics, and cost-efficiency in our designs. As a long-time developer of historic mill buildings, Tom Platz brings first-hand knowledge in what it takes to successfully deliver projects with an understanding of the total development costs, from real estate and legal concerns, soft costs, and economic viability.

Entity Type: Architecture Firm
Corporation founded in 1980 in Maine by Thomas & James Platz

License: Thomas H. Platz, Maine Licensed Architect #1440
Travis R. Nadeau, Maine Licensed Architect #4038, LEED AP BD+C
Gabrielle Russell, Maine Licensed Architect #3325, LEED AP
Adam R. Lemire, Maine Licensed Architect #4480
Dan Moreno, Maine Licensed Architect #2409, NCARB

Location: Two Great Falls Plaza, 7th Floor
Auburn, Maine 04210

Website: www.platzassociates.com

Specialties: Multifamily Residential
Sustainable Building Design
Construction Efficiency
Master Planning
Adaptive Reuse of Buildings
Historic Buildings (Including Tax Credits)
Commercial Offices
Parking Structures
Banking Operation Centers

Affiliations: American Institute of Architects, Maine Chapter Member
National Fire Protection Association, Member
National Council of Architectural Registration Boards, Member
Androscoggin County Chamber of Commerce, Member

Recent Honors: Maine Preservation Honor Awards
2020 Maine Historic Preservation Honor Award
Sophia's House

American Institute of Architects - Maine Design Awards
2019 Design Award Citation
The Pub at Baxter Brewing Company in Lewiston

Maine Development Foundation
Extraordinary Commitment to Maine
2016 Champion Award for Economic Development

D'Youville Community Award
Stewardship Award



2b Platz Associates

WHO WE ARE

Platz Associates is a multi-discipline design and construction management firm with a long history rooted in community centered projects. Since 1980, we have worked to blend function, aesthetics, and cost-efficiency in our designs. As a long-time developer of historic mill buildings, Tom Platz brings first-hand knowledge in what it takes to successfully deliver projects with an understanding of the total development costs, from real estate and legal concerns, soft costs, and economic viability.

HISTORY

In 1979, two brothers from Auburn, Tom and Jim Platz, decided to embark on a new business together where they would join their architecture and engineering expertise to begin a firm in Lewiston-Auburn, Maine. Within just a few years, they had made a substantial impact within their hometown, earning the business of many clients. While people were abandoning downtowns for the suburbs, they located their new office in downtown Auburn and built a high-rise building next door to it, where they eventually moved their business. This commitment has gone deeper and broader through the years with their support of many local non-profits as well as the extensive list of projects Platz Associates has designed that make our communities better places to live, work and play.

OUR APPROACH

From the very beginning of a project, our knowledge of construction techniques and materials plays a major role in design decisions, ensuring that aspirations and budget align. Our construction engineer, Bruce Allen, works closely with our architects to ensure that drawings reflect the needs of the project in regard to scheduling, structural issues, maintenance requirements and material availability. We understand the necessity of working within well-defined budget constraints.

At Platz Associates, every project is unique, that there is no cookie cutter formula for designing space for a particular use. Our experienced designers will work with the client to craft a truly unique design, choosing the most appropriate materials, colors, and lighting for the different users, tailoring innovative solutions for complex design challenges.



3 Project Team

Platz Associates is a collaborative office where we pool our extensive experience to benefit our clients throughout the design process. Collectively we have worked on numerous Maine State Housing, HUD, Davis Bacon, and various Tax Credit projects. We also have strong working relationships with local city and state permitting offices.

Principal-in-Charge:

Thomas H. Platz, AIA, Architect

Tom oversees all projects that go through Platz Associates to ensure they are held to the highest standard of quality.

► **Key Contact / Architect of Record:**

Dan Moreno, NCARB, AIA, Architect

Dan will be the key contact for the project and will be supported by the Platz Team. He has extensive experience in housing, HUD building / site design projects, and envelope / facade design for new / renovation projects.

Main Support:

Adam R. Lemire, AIA, Architect

Adam's design experience and creativity enhances projects throughout the office. He will support Dan and LHA from conceptual design through CDs.

Project Review:

Bruce W. Allen

Bruce's background as a Construction Manager lends valuable insight to project budgets and efficient building systems.

Travis R. Nadeau, Architect, LEED AP BD+C

Travis has lead numerous large scale Maine Housing Projects and will review progress sets.

Gabrielle Russell, AIA, Architect, LEED AP

Gabrielle has designed many Maine Housing projects of at various scales and will review progress sets.

Production / BIM / 3D:

Bill McLaughlin, Senior Drafter

Bill has been involved on every Maine State Housing project that has been designed at Platz Associates and is an invaluable member of our team.

Louis Rosner, Designer

Paige Morgan, Designer



Thomas H. Platz, AIA

President

Platz Associates

Thomas H. Platz founded Platz Associates with his brother 40 years ago and he currently serves as the firm's senior architect. Tom is responsible for the day-to-day firm management as well as working with the firm's architects to craft our creative direction. Tom has over 40 years of experience designing projects in New England and throughout the United States. His experience includes involvement on projects such as The Baltimore Aquarium, The San Antonio Museum of Art and The Boston Children's Museum.

Tom has extensive experience in project development, sustainable design, and providing innovative design solutions for a vast array of clients. In 1980, he and his brother Jim designed the largest Trombe wall ever built in Maine, which to this day heats an engineering and boat maintenance facility in Castine, Maine.

In recent years Tom has been the lead architect in the renovation of well over one million square feet of historically significant buildings. This includes work on the Bates Mill, the Knapp Shoe Building, The B. Peck Building, The Libby House, The McGuillicuddy Block, and many, many other historical restorations. Platz Associates has been presented with awards from the Maine Preservation Society, Lewiston Preservation Board, the Maine Development Foundation, the Androscoggin Chamber of Commerce and Lewiston-Auburn Economic Growth Council.

Since completing his Master's degree, Tom has returned to Harvard's Graduate School of Design to complete coursework in; Public Library Planning & Design, Hospital Planning & Design, Design for Critical Care, Hotel Design & Development, Theatre Design as well as several other strategic educational courses.

PROJECTS:

The Lofts at Bates Mill - Lewiston, Maine

49-Unit Workforce Housing I N.P.S. Tax Credit Project I Winner of 2013 Historic Preservation Honor Award by Maine Preservation I Winner of 2013 Excellence in Historic Preservation by Historic Preservation Review Board, City of Lewiston

Business Service Center - Lewiston, Maine

Adaptive Reuse I N.P.S. Tax Credit Project I Winner of 2007 Excellence in Historic Preservation by Historic Preservation Review Board, City of Lewiston

Bates Mill #6 - Lewiston, Maine

Renovation of a 1926 Mill Building for Mixed Use I Winner of 2007 Excellence in Historic Preservation by Historic Preservation Review Board, City of Lewiston

Maine Community Health Options Headquarters - Lewiston, Maine

Bates Mill Complex

Bates Mill Dermatology - Lewiston, Maine

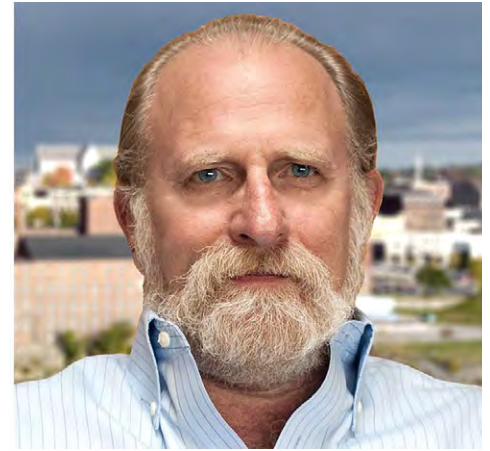
Dermatology office and Surgical Center

Park Street Parking Garage - Lewiston, Maine

385-vehicle Parking Garage

Lincoln Street Parking Garage - Lewiston, Maine

396-vehicle Parking Garage



EDUCATION

Harvard University,
Bachelor of Arts

Harvard Graduate School of Design
Master of Architecture

Massachusetts Institute of Technology
Special Studies in Construction

REGISTRATIONS

Maine #1440
New Hampshire #04285

BUSINESS AFFILIATIONS

American Institute of Architects
Maine Chapter AIA (former Director)

International Code Council

National Fire Protection Association

Baxter Brewing Company
Chairman of the Board

CSP Mobile Productions
Chairman of the Board

AWARDS

Maine Development Foundation
Economic Development Champion
Award 2016

PRESS

Mainebiz - November 11, 2013
"Young visionaries, veteran developer take on
Bates Mill No. 5"

VOLUNTEER WORK

Maine Public
Board of Directors

The Public Theater
Board of Directors, Treasurer

Central Maine Community College
Architectural Advisory Committee

Dan Moreno, NCARB, AIA, Architect
Licensed; Maine, Massachusetts & Vermont Architect
Platz Associates

Having been with Platz associates for 14 years, returned 25 years later, after acquiring another 25 years' experience in architectural design, teaching in higher education, and creating a family. Dan's combined nearly forty years experience covers project types such as; multistory commercial, healthcare, financial, professional, government offices, child /adult daycare, education, low and high tech industrial- semi-conductor, ordinary and high hazard storage warehouse, parking garages, mercantile, restaurants, libraries, correctional, affordable housing and luxury multi-family/single family residential, postal facilities, DoD facilities, interiors, furniture design.

Dan also brings knowledge base in specialty project types, some supporting consulting for other A/E firms, in building façade; assessment, new design, historic restoration, contemporary building repair, material and assembly selection, energy and envelope modeling studies, conducted peer review and QAQC reviews of project documents for client / consultant and IPD submissions.

Dan's philosophy on architecture centers on a concept of "to do no harm". aligning universal design principles, sustainability, eco smart materials, designing for climate emergency and healing, design choices for better living and a healthier future within the built environment.

SELECT PROJECTS:

Maine Criminal Justice Academy campus - *Vassalboro, Maine*
7 buildings, assessment & design, masonry restoration and repair,

Maine Archives Building - *Augusta, Maine*
Façade repair, consultant to A/E firm

Reeds Brook Middle School - *Hampden, Maine*
Façade repair / redesign

IDEXX lyophilizing lab - *Westbrook, Maine*
facilities design support, space planning / equipment installation, coordination & construction documents
IDEXX Facilities department consultant

Formerly Tri County Mental Health Services - *Lewiston, Maine*
Social Learning Center, building, site & interiors, USDA-RD funded project

Sandcastle Clinical & Educational Services - *Lewiston, Maine*
Building, site & interiors, USDA-RD funded project

11 South Main Street, Auburn Housing Authority - *Auburn, Maine*
Façade and new dwelling units interiors renovation

YMCA - *Auburn, Maine*
Women's sauna and locker room interiors

Bath Savings Main Office & parking garage expansion - *Bath, Maine*
Building & site

St Mary's Medical office building, 99 Campus Avenue - *Lewiston, Maine*
Building, site & interiors

103 Park Street - *Lewiston, Maine*
formerly Laskoff professional offices, building and interiors renovations



EDUCATION

Southern Illinois University, Carbondale, Illinois
Master of Architecture

University of Maine at Augusta
Bachelor of Arts in Architecture

Central Maine Community College
Associates in Architectural & Civil Engineering
Technology (ABET)

REGISTRATIONS

Maine #2409
Massachusetts #953349
Vermont #003.0002300

CERTIFICATIONS

NCARB – National Council of Architectural
Registration Boards

NCARB – 2024 & 2025 term AXP experience
committee member

AFFILIATIONS

AIA – The American Institute of Architects mem-
ber since 1997

Adam R. Lemire, AIA

Licensed Maine Architect

Platz Associates

Adam joined Platz Associates as an architect in 2019 when he moved to central Maine. While practicing in Maine, Vermont, and Philadelphia, Adam has gained experience in a diverse set of project typologies. He is an advocate for balanced design solutions that respond to the needs of client, community, and environment.

Working for seven years in Vermont after graduating from Temple University, Adam developed a passion for natural materials, efficient building envelopes, and diverse project types- from small residential homes to recreation centers, a school, and a ski resort. Moving back to Philadelphia for five years, Adam focused on urban design, higher education, multi-family residential, and office projects, gaining insight on complex programming & client groups.

In addition to his core architecture experience, Adam is dedicated to the larger field of design and community. After winning top honors in architectural competitions from regional chapters of the American Institute of Architects and Delaware Valley Green Building Council, Adam founded his own monthly conceptual competition to encourage the creativity of the design community. Before moving to Maine Adam was an adjunct faculty member at Jefferson University where he taught context-driven architecture studios. Since 2020 Adam has been a member of his local Planning Board in Gardiner, Maine.

PROJECTS:

Auburn Housing Authority - *Auburn, Maine*

On-call architect for renovation & new construction projects (multi-ongoing)
Poland Senior Housing, 18-unit new construction (MSH App)

Safe Voices - Lupine Landing 2 - *Farmington, Maine (MSH 100%)*

6-unit new construction apartment Maine State Housing project

Trinity Jubilee Center - *Lewiston, Maine (Under Construction)*

10,650 SF new construction low-income services and day-shelter

SeniorsPlus Facility - *Lewiston, Maine*

13,500 SF new construction commercial kitchen / community center (CDs)

Northeast Bank Operations Center - *Lewiston, Maine*

17,000 SF renovation of historic mill suite into offices

Bath Savings Institution - *Westbrook, Maine*

3,500 SF branch bank on urban infill lot

Weavers Walk - *Lewiston, Maine*

15,000 SF landscape renovation at center of Bates Mill

Golaski Mixed Use Development - *Philadelphia, Pennsylvania*

Complex of three buildings including office space in renovated factory and 35-unit residential new construction

LeopardWorks, Lafayette College - *Easton, Pennsylvania*

Renovation garage facilities into classroom & maker space for college

Mount Snow Master Plan - *Dover, Vermont*

Master Planning and through partial CDs of Ski Resort facility
9-building complex - base lodge, skier services & 143 residential units



EDUCATION

Temple University
Tyler School of Art and Architecture Bachelor of
Architecture

Study Abroad Program - 2007 Rome, Italy

REGISTRATIONS

Maine #4880

AFFILIATIONS

American Institute of Architects

AIA Emerging Professionals
(former Vermont Director)

PINarchitecture
Founder

AWARDS

Vermont Business Magazine
Rising Star Award

AIANH Young Architects Competition
2013 - 1st Place
2012 - 1st Place

DVGBC Sustainable Design Competition
2012 - 1st Place
2010- Honorable Mention

VOLUNTEER WORK

Gardiner, Maine
Planning Board Member



Bruce W. Allen
Construction Engineer
Platz Associates

Bruce joined Platz Associates in 1983 with seven years of experience as a field superintendent for a Maine based general contractor. He has supervised projects ranging from \$50,000 to \$12,000,000 which have encompassed all types of construction including wood, concrete, steel, and masonry, and include both new buildings and rehabilitation of historic structures.

During the last thirty-two years working for Platz Associates, Bruce has led the construction team as the Construction Engineer for over \$200,000,000 in construction projects. From a construction and management perspective, he maintains involvement with all of the projects in the office. Many of these have been fast tracked and, therefore, have had strict construction schedules. As an engineer, Bruce works directly with the design team to develop early design strategies to optimize schedule and maintain the project budget. Responsible for all aspects of Construction Management at Platz Associates, Bruce's integration into the design team has earned Platz Associates the reputation of delivering solutions that meet original design goals as well as financial constraints and exacting time schedules.

Bruce brings a pragmatic approach to resolving design issues, and his extensive construction management experience allows him to anticipate issues so that they can be addressed in the planning stages rather than encountered during construction when the solution is more expensive. Focused on the creation of plans that are buildable in the most efficient and value-oriented manner possible, his experience allows for developing highly accurate cost estimates and construction schedules.

PROJECTS:

The Lofts at Bates Mill - Lewiston, Maine

49-Unit Workforce Housing I N.P.S. Tax Credit Project I Winner of 2013 Historic Preservation Honor Award by Maine Preservation I Winner of 2013 Excellence in Historic Preservation by Historic Preservation Review Board, City of Lewiston

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385-vehicle Parking Garage

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396-vehicle Parking Garage

Business Service Center - Lewiston, Maine

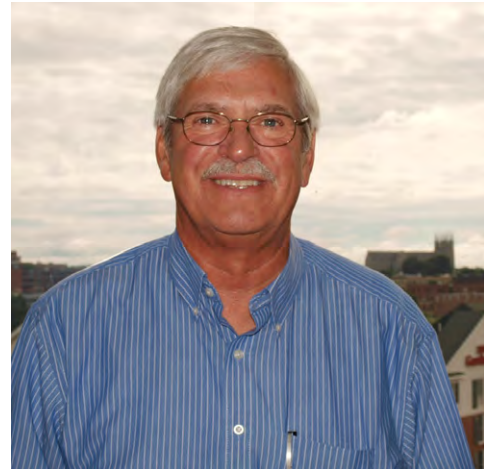
Adaptive Reuse I N.P.S. Tax Credit Project I Winner of 2007 Excellence in Historic Preservation by Historic Preservation Review Board, City of Lewiston

Maine Community Health Options Headquarters - Lewiston, Maine

Bates Mill Complex

Bates Mill Dermatology - Lewiston, Maine

Dermatology office and Surgical Center



EDUCATION

University of Maine
B.S., Civil Engineering

University of Maine
A.S.E.T., Civil Engineering

AFFILIATIONS

American Society of Civil Engineers, Member

Travis R. Nadeau, LEED AP BD+C

Licensed Maine Architect

Platz Associates

Travis joined Platz Associates in 2004 and brings experience in a wide range of municipal, residential, civic, religious, and retail projects, from 70-unit apartment buildings to 175,000 square foot retail entertainment centers. His resume includes the design coordination of six historic tax credit projects, and winners of two Maine Preservation Awards, with the 49-unit Lofts at Bates Mill and the Business Service Center, the adaptive reuse of Maine's first indoor automobile dealership in downtown Lewiston, Maine. Focused on client satisfaction and effective communication, the design of parking garages has been a specialty for Travis, with projects including a 380-vehicle garage in Lewiston, a 730-vehicle parking structure for the Thompson's Point mixed-use development in Portland, Maine, and a 523-vehicle parking component of a mixed-use development in historic Downtown Portsmouth, New Hampshire.

A tremendous asset to his clients, Travis brings a practical perspective to complex design issues and a strong focus on quality construction documents. With all of his projects, he works hard to build consensus with well-pitched design concepts and beautifully detailed architectural renderings. These qualities have proven particularly valuable with projects that have intensive design review and public participation, where his skillful blend of design and diplomacy incorporates the collective considerations toward enhancing architectural design.

In addition to his design work, Travis has extensive carpentry and contracting experience through his many renovations of light wood-framed residential projects, giving him a solid base of hands-on problem-solving experience and wide-ranging understanding of various construction costs and fabrication techniques.

PROJECTS:

North Deering Gardens - *Portland, Maine* (Under Construction)
164 Units, 17 Buildings - Renovation, MSH

Picker House - *Lewiston, Maine*
72 Units, Historic Adaptive-Reuse, MSH, Historic Tax Credit Project

Sabattus Crossing - *Sabattus, Maine*
18 Units, New Construction, Privately Financed Luxury Apartments

Hampshire Street Residences - *Auburn, Maine*
53 Units (14 market rate, 39 affordable) New Construction, MSH

The Hartley Block - *Lewiston, Maine*
63 Units, New Construction, Maine Housing Tax Credit Project

The Lofts at Bates Mill - *Lewiston, Maine*
49-Unit Workforce Housing | N.P.S. Tax Credit Project | Winner of 2013 Historic Preservation Honor Award by Maine Preservation | Winner of 2013 Excellence in Historic Preservation by Historic Preservation Review Board, City of Lewiston

Arts District Parking Garage - *Portland, Maine*
240-vehicle Parking Garage in Downtown Portland's Commercial District

Bath Savings Institution - *Operations Centers and Branch Offices, Maine*
Operations centers in Bath and two branch offices in Falmouth & South Portland



EDUCATION

Syracuse University
Bachelor of Architecture

Study Abroad Program
1997 Florence, Italy

REGISTRATIONS

Maine: #4038

AFFILIATIONS

LEED AP BD+C

Leadership in Energy and Environmental

Design Accredited Professional

Building Design & Construction

VOLUNTEER WORK

NCARB Intern Development Program (IDP)
Supervisor

Gabrielle Russell, AIA, LEED AP

Licensed Maine Architect

Platz Associates

With over 18 years of post-graduate experience in the design and construction fields, Gabrielle's career has developed cohesively; from supervision of Tulane's wood shop, work in architectural firms and a commercial construction firm, through to licensure. She also offers a unique perspective as a commercial real estate owner and historic building owner.

Joining Platz Associates in 2014, Gabrielle has worked on a number of transformative projects in downtown Lewiston, Maine, including the redevelopment efforts at the Bates Mill Weave Shed #5, a 47,000 sf office space for Grand Rounds at Bates Mill No. 1, Sophia's House, a 21,500 sf office space in Bates Mill No. 6, the historic building renovation at 215 Lisbon Street and interior design for MUNKA, a co-work office space.

A selection of her past projects include a two theater addition to the historic Strand Theater in Skowhegan, a Portland brewery addition and renovation, private residences, church renovations, business offices, and art gallery space. She has experience in design, interior design, marketing, construction project management, specification writing, graphic design, and business development.

Gabrielle is motivated to improve her community and the environment, and it shows in her volunteer work as a Founding Member and Board President of Grow L+A, her role on the YMCA of Auburn-Lewiston Board and her past board roles on YMCA Auburn Business Development Corporation Board, the Lewiston's Historic Preservation Review Board and LA Arts.

PROJECTS:

Place Ste. Marie - Lewiston, Maine (Under Construction)

40 Units of Historic Renovaton with Maine Housing Tax Credit Project

Lockwood Mill #1 - Waterville, Maine (Under Construction)

65 Units of Historic Adaptive-Reuse with Maine Housing Tax Credit Project

Gauvreau Place - Lewiston, Maine

35 Units of New Construction with Maine Housing Tax Credit Project

Safe Voices – Farmington Lupine Landing 1, Farmington, Maine

2 Units & 5 Bedroom Congregate Maine Housing Tax Credit Project

Sophia's House - Lewiston, Maine

8 Units - Historic Adaptive-Reuse, FHLB funding

Auburn Housing Authority - Auburn, Maine

On-call architect for renovation & new construction projects (2015-2019)

Grand Rounds, Bates Mill No. 1 - Lewiston, ME

47,000 Interior renovation of a historic downtown Mill building into offices

The Pub at Baxter Brewing Co. - Lewiston, ME

7,000 sf restaurant adjacent to Baxter Brewing Company. The design was awarded a 2019 AIA Merit Award in the Institutional & Commercial category.

Grand Rounds, Bates Mill No. 6 - Lewiston, ME

21,500 Interior renovation of a historic downtown Mill building into offices



EDUCATION

Tulane University, Master of Architecture
Tulane University, Bachelor of Architecture

Tulane University, Architecture Study Abroad
(Vienna, Prague, Basel)

Maine Indoor Air Quality – Seminars
Construction Leadership Institute – CMCC & AGC

REGISTRATIONS

Maine #3325

AFFILIATIONS

LEED Accredited Professional, AIA

AWARDS

Maine Preservation Honor Award
Agora Grand Event Center &
Inn at the Agora - 2017
Sophia's House - 2020

Uplift LA, 40 Under 40 - 2017 + 2016

PRESS

Maine. (Magazine)
"50 Mainers Boldly Leading Our State" July 2015

Maine Home & Design (magazine)
"AIA DESIGN THEORY - The Power of Place"
March 2015

Mainebiz
"Young visionaries, veteran developer take on
Bates Mill No. 5" November 11, 2013

TEDxDirigo
"Envisioning the Future of a Mill City"
www.youtube.com/watch?v=83C4W4nRk10

VOLUNTEER WORK

Grow L+A, Board of Directors
(President + founding member)

YMCA Auburn Lewiston
Past Board of Directors

City of Lewiston,
Past Historic Preservation Review Board

4 Relevant Projects List

Platz Associates has extensive experience designing large multi-family residential projects. The quality and efficiency of our housing design solutions are among the reasons we have been selected by The Szanton Company, Avesta Housing, and North River Partners on projects ranging from \$6M to \$20M. With the intensity of the construction schedule and inter-coordination of trades, we are an invaluable partner with a solid background of navigating the myriad of Federal, State, and local requirements.

Multi-family Residential

*North Deering Gardens, Portland, ME	MSH	164 Units	Under Construction
Lockwood Mill Residences, Waterville, ME	MSH	67 Units	Under Construction
Place Ste. Marie, Lewiston, ME	MSH	40 Units	Under Construction
*Auburn Housing Authority Facilities	HUD	Misc.	Ongoing/Constructed
Picker House Lofts, Lewiston, ME	MSH	72 Units	Constructed 2024
*Sabattus Crossing, Portland, ME		18 Units	Constructed 2024
*Gauvreau Place, Lewiston, ME	MSH	35 Units	Constructed 2022
SafeVoices LL1, Farmington, ME	MSH	3 Units	Constructed 2022
*Hampshire Street, Auburn, ME	MSH	53 Units	Constructed 2020
*Sophia's House, Lewiston, ME	MSH	12 Units	Constructed 2020
*Hartley Block, Lewiston ME	MSH	63 Units	Constructed 2019
*Lofts at Bates Mill Complex, Lewiston, ME	MSH	48 Units	Constructed 2013
Renovation of small apartment building,		10-20 per year	Ongoing

Recently Submitted for MSH Review

SafeVoices LL1, Farmington, ME	MSH	6 Units	MSHA 100% Review
LHA Ramada Inn, Lewiston, ME	MSH	63 Units	MSHA PreApp
ARDC Poland Senior Housing, Poland, ME	MSH	18 Units	MSHA PreApp

*Project pages included on following pages.





NORTH DEERING GARDENS

Platz Associates engaged with this large block of housing units that was in need of major upgrades. This project is a Maine Housing Tax Credit Project and therefore needs to meet strict requirements for system replacement, air sealing, and material durability. Platz Associates and the building owner are currently renovating a few buildings at a time to keep existing tenants within the complex during construction. The complex consists of 1, 2, and 3 bedrooms unit types in various arrangements.

Major systems that are being replaced include plumbing, underground plumbing utilities, bathrooms, and attic insulation. In addition, all units are being air-sealed to meet the blower-door test for renovated existing buildings. The first units to be renovated have passed this requirement.

Location: Portland, Maine
Client: Windgate Properties
Area: 164 Units, 17 Buildings
Completed: Under Construction







SABATTUS CROSSING

Platz Associates designed this 18-unit, two story, luxury apartment building in Sabattus, Maine. New construction that is privately financed is less prevalent in today's market, but utilizing lessons learned from our extensive Maine State Housing experience we were able to provide designs that met the project scope and budget.

The building is an efficient rectangle with siding utilized to break up the facade into residential-scale elements. Platz Associates employed a u-shaped circulation strategy including hall and stairs to minimize wasted space and maximize living space and windows on the perimeter. The interior is an open modern concept with ample daylighting within each of the dwellings.

The units themselves feature black fixtures and hardware, granite counter tops, and stainless steel appliances. Other features include mini-split heat pumps, secure keyless app based building access, keyless unit entrance, and two parking spaces.

Location: Sabattus, Maine
Client: Kevin Pacheco
Area: 18 Units
Completed: 2024







AUBURN FAMILY DEVELOPMENT

Platz Associates works as the on-call architect for Auburn Housing Authority, assisting with updating and upgrading their existing facilities stock. We have assessed and designed upgrades throughout their many buildings, including Barker Mills, Broadview Acres, Roak Block, and Kate-Auburn Towne House. All projects have been HUD and Davis Bacon Projects.

Auburn Family Development for example has had multiple projects completed by Platz Associates since 2020:

- Kitchen Replacement
- Doghouse Renovation
- Re-Roofing
- Paving Improvements
- Crawl Space - Pipe Replacement & Re-Insulation
- Meter Stack Replacement

Location: Auburn, Maine
Client: Auburn Housing Authority
Area: 50 Units, 9 Buildings
Completed: Multiple projects since 2020





Doghouse Renovation



Dumpster Pad Extension



Kitchen Replacement



GAUVREAU PLACE

Platz Associates designed this 35 unit apartment building in Lewiston's tree street neighborhood. The 4-story building offers a mix of market rate and workforce housing units. Parking tucked under the building on the lowest level with the 1, 2 and 3 bedroom apartments on floors 2 through 4. Amenities include a community room, bicycle storage room and on-site laundry.

Neighborhood stakeholders including the City of Lewiston staff, residents, and Maine Historic Preservation Commission were consulted with during early design to ensure the building fits in with its context and draws upon the best aspects of the neighborhood. Keeping the scale of the neighborhood buildings and materials in mind, the new structure relates to the scale of other buildings and draws upon adjacent historic properties to help with material selection and fenestration detail. Financing was from multiple sources included Maine Housing, the City of Lewiston, and a number of private funding sources.

Location: Lewiston, Maine
Client: Avesta Housing
Area: 35 Units (7 market rate, 28 affordable)
Completed: 2022





Building Entrance



Bathroom





HAMPSHIRE STREET RESIDENCES

Hampshire Street Residences is a 53-unit multi-family housing project built to MaineHousing standards for The Szanton Company. The four-story wood-framed structure provides a mix of 1, 2, and 3-bedroom units with elevator access to all floors. Nestled into the surrounding urban residential structures, 48 Hampshire provides important street-wall infill and an entry along the Union Street artery, while presenting a large entrance and porch facing the expansive parking field along Hampshire Street and the railroad tracks bisecting the City. Amenities include a community room and fitness center, indoor bicycle and stroller storage, laundry, with bright and efficient open-plan units that provide plenty of storage.

Location: Auburn, Maine
Client: The Szanton Company
Area: 53 Units
Completed: 2020







SOPHIA'S HOUSE

The property was vacant for over 10 years when Platz Associates was asked to participate in the historic renovation proposed by The Center for Wisdom's Women. Although the vacant building had been broken into many times, much of the historic fabric was still intact when the vision for Sophia's House was born; to support and empower women survivors of addiction, trafficking, and incarceration through holistic healing in a shared community. This model supports trauma informed, gender sensitive recovery that provides holistic healing for women – mind, body and spirit/soul – grounded in community and love. Philosophies of healing through horticulture, healthy food, art, meaningful work, stable community life, spirituality, therapy and medical care are all integral to the concept.

Location: Lewiston, Maine
Client: The Center for Wisdom's Women
Area: 8,360 SF
Completed: 2020
Additional: Historic Tax Credits
Awards: 2020 Maine Preservation Honor Award





3



2



1

Originally built as St. Patrick's Convent, the 1913 Colonial Revival-style brick structure was transformed into a sanctuary for women consisting of five apartments for mentors, six bedrooms for survivors, along with a shared chapel, kitchen and dining.

The project required local and state approvals as well as national parks service approval. It is part of the Kennedy Park Historic District in Lewiston, and is in a neighborhood that is part of the Choice Neighborhood Transformation Plan for Lewiston's Tree Streets. This historic renovation project is funded by tax credits, grants, and private donations.

Sophia's House provides two years of healing and housing for women, an adaptation of the comprehensive, "housing first" community based model from Thistle Farms in Nashville.

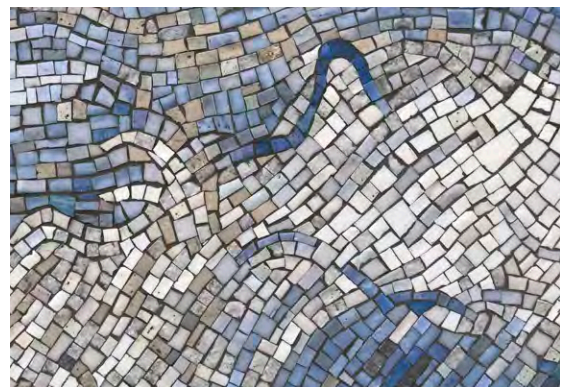




HARTLEY BLOCK

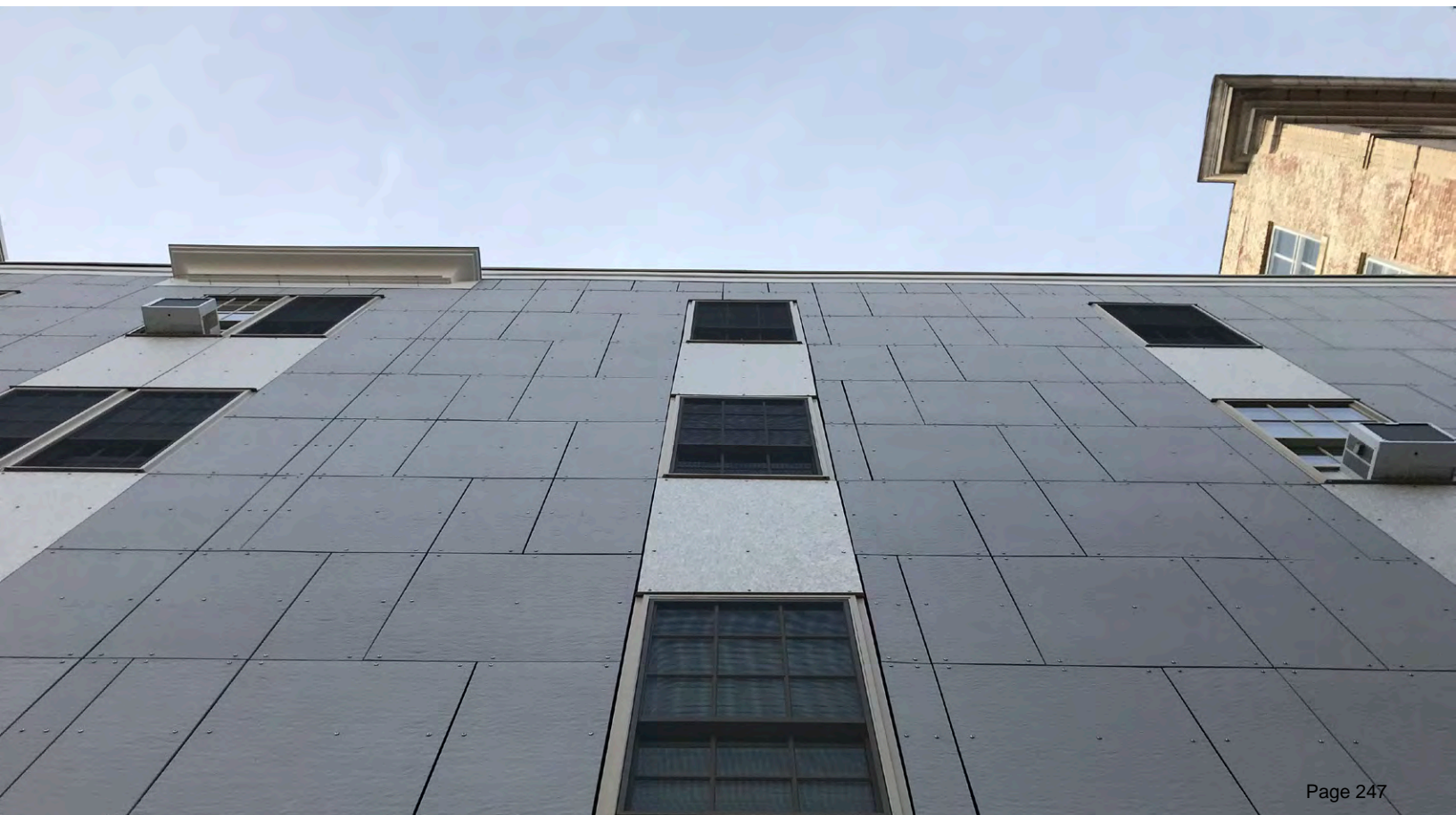
This project filled a gaping five building gap in Lewiston, Maine's urban landscape that was taken by fire 10 years prior. Platz Associates was tasked with designing a 63-unit apartment building that would fit in with the many historic buildings adorning Lisbon Street. In addition to apartments, the project included commercial space at sidewalk level to enhance the walkability and livelihood of the street. Our tasks included complete design services as well as taking the project through the sequence of Maine State Housing approvals for affordable housing. We also saw the project through all municipal and state approvals.

Location: Lewiston, Maine
Client: The Center for Wisdom's Women
Area: 8,360 SF
Completed: 2020





Working on a very tight budget, by using pre-fabricated panels of varying colors, texture and depths, we were able to break the extremely long facade up into building sizes that complemented the existing architecture. Construction met the strict energy guidelines of Maine State Housing providing an energy efficient and low maintenance building for both owners and tenants. Design of the project necessitated building to party walls of existing structures on both sides of the building as well as to a zero lot line at the public sidewalk. Site constraints along with fire separations between the commercial and residential spaces made this a very challenging project to bring in on budget. Fortunately we were able to bring it in both on budget and on time.





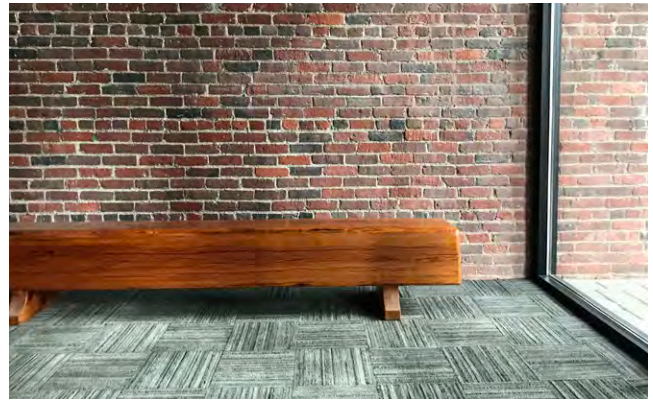
THE LOFTS AT BATES MILL

Located in the heart of Lewiston's redeveloping river-front Mill District, the Lofts at Bates Mill No. 2 is the first project in the City's history to convert historic mill space into housing. Featuring 13-foot ceilings, exposed timber framing, and large windows for abundant natural light, the 48 units of housing are an important milestone in efforts to transition these former manufacturing centers into vibrant, activate spaces, providing much needed housing within a short walk to downtown shops, services, and transportation.

Winner of a 2013 Maine Preservation Honor Award, the project team at Platz Associates worked diligently to match the sometimes conflicting requirements of the National Parks Service and the State of Maine's historic tax credit programs with the fit-up needs of the Maine Housing Authority, an essential development partner to this project. The complex includes (25) 1-bedroom, (16) 2-bedroom, and (7) 3-bedroom units.

Location: Lewiston, Maine
Client: Szanton Company
Area: 48 Units
Completed: 2013
Additional: Historic Tax Credits
Awards: 2013 Maine Preservation Honor Award





Built in 1854 for the Bates Manufacturing Company textile mill, the re-purposing of this beautiful historic building with 21st century uses was a way for developer Nathan Szanton of The Szanton Company to honor the pioneers who built the cities of Lewiston and Auburn, a common theme we share here at Platz Associates. Peppared throughout the complex are historic artifact displays and re-purposed elements such as benches made from original beams.



5a Design Approach & Ethos

Community Engagement

As a local architecture firm, Platz Associates is deeply ingrained in the community and is regularly engaged in multiple non-profit projects in our community. We utilize advanced 3D software to render life-like representations of buildings to get community buy-in and to spark excitement. We also understand the importance of engaging with stakeholders and future users to survey and discover needs beyond those initially identified.

Design Philosophy

At Platz Associates we stress programming as a key component of a successful design, and in every project it is essential that the design team engages early and often with stakeholders. It is not the miraculous approach of one individual but rather the combining of professional expertise with the first-hand knowledge of users that leads to effective programming and successful design solutions. But it is not just us telling you what you need; we listen to our clients' descriptions of their needs and of the relationships of different work components and apply our experience and knowledge as professionals to design efficient and functional space.

Sustainable Practices

For all of our projects we engage on we incorporate sustainable practices paired with budget-constraints. We have multiple architects that are LEED accredited and dedicated to sustainable design. We design buildings that are well insulated, with smart air barrier detailing, and sustainable MEP systems as a matter of course. Beyond the basics we make sure that every square inch is used to its maximum by making spaces flexible for many current and future uses so that the building continues to be used for multiple generations to come.

Funding Sources & Bidding

Platz Associates works regularly with projects that have HUD, Davis Bacon, and other funding or regulatory requirements. We have completed over five 30+ unit apartment complexes that have been built in the last five years that include different combinations of those requirements. We assist our clients in navigating the bidding process and have experience of the process from each side of the negotiation, as Architect, CM and Owner. When the bids are submitted we will repackage the information in an easily understood package that will help in accurately comparing the bids.

Construction Background:

Platz Associates is well-versed in the construction process as we have done in-house construction management for much of our 40-year history. While we are not providing construction management for this project, that expertise and technical knowledge informs the quality of our process and outcomes. We have close relationships with builders and vendors which gives us an edge in understanding cost during budget development and realistic time frames.



5b Design Approach & Ethos



EARLY ENGAGEMENT

At Platz Associates we stress programming as a key component of a successful design, and in every project it is essential that the design team engages early and often with stake holders. It is not the miraculous approach of one individual but rather the combining of professional expertise with the first-hand knowledge of users that leads to effective programming and successful design solutions. For example, how much space is needed by each of the user groups? How do they interact with each other? With the public? We at Platz Associates stress programming as the key component of a successful design process. But it is not just us telling you what you need; we listen to our clients' descriptions of their needs and of the relationships of different work components and apply our experience and knowledge as professionals to design efficient and functional space.

5c Design Approach & Ethos

OPTIMIZE FUNCTION

The design of every building and site should reflect the functional core of how people and equipment operate. It makes financial and aesthetic sense to constantly ask what is necessary and what is not. Throughout our 40 year history, Platz Associates has leveraged a diverse set of construction types depending on the highest and best value for the project. Whether it be the reuse of a historic heavy timber buildings, a hybrid podium structure, or an insulated metal frame building (see Auburn Hanger below), we can pivot to the construction type that is right for your needs.



5d Design Approach & Ethos



COLLABORATION LEADS TO SUCCESS

Platz Associates has a long history of successful collaborations. We have learned the best means to effective communication within the design team, and our public approvals process has been forged by many years of successful collaboration with owners, city officials, board members, and responding to public feedback.

As planners, architects, and developers, the personnel of Platz Associates are actively involved in the ongoing revitalization of the historic mill district in downtown Lewiston, Maine. For the past 20+ years, the founding principal of Platz Associates, Tom Platz, has been the lead developer of the historic Bates Mill Complex in Lewiston, Maine. At more than 1,200,000 square feet over 9 acres and eight buildings, redeveloping this former textile mill is proof that Platz Associates understands that success only comes through collaboration.



6a Conceptual Proposal - Option 1

“OPTION 1:

This would be a redevelopment of Hillview on its existing site. This option calls for a re-imagining of Hillview’s existing unit plan and site layout, although the overall unit count and type must stay the same. This would be a new construction project.”

As a local firm, Platz Associates is well acquainted with the Hillview site at 77 Rideout Avenue. We recently worked with the YMCA to complete a code study and Life Safety plan to support their after-school and other programming. We have also designed renovations on numerous complexes similar to this one including: Family Development for Auburn Housing Authority and North Deering Gardens in Portland, Maine.

Platz Associates design team would want to understand the full range of factors to help Lewiston Housing (LHA) consider all options and cost implications ranging from renovation to full reconstruction. No matter what avenue is selected by LHA, Platz Associates would leverage its extensive Maine State Housing experience to employ economical solutions to meet envelope, spatial, and material guidelines.

The first step would be assessing the existing site, and buildings. Platz Associates design services include programming as a collaborative function with the owner. Platz considers this service, as part of the core design, essential to the success of the project. Once we understand the owner’s goals, in conjunction with our assessment of the existing site and buildings we determine that an element can be adapted or reused. For example, if the building’s foundations are suitable it may be possible to construct new dwellings on top of those foundations.

We also understand LHA’s desire to evaluate options that may offer opportunities at the site without adversely impacting the current residents. One of our design options could evaluate constructing new buildings on open portions of the site, once completed residents could be relocated, and then the former buildings could be demolished. Then repeat this process with the remaining buildings on existing and reclaimed from demolished building open space. This option, if viable, would retain residents within the community they have become part of.



Aerial image of existing complex

Platz Associates strategy for both Option 1 and Option 2 would be to emphasize the individual unit with modest yet unique street-scape introductions over the block of housing as was prevalent when Hillview was originally designed. This can be accomplished with multiple strategies, redesigning the interior, building new, or working with the existing shell and redesign the existing, including siding change, vertical breaks, possible building façade undulations, new roofscapes, and landscaping. The intent would be to create more of a community of buildings that more closely resembles and stitches in to the surrounding neighborhood. This option would embrace the latest design, building materials, construction and technologies employed in affordable housing.



Vertical segmentation emphasizes individual units.

6b Conceptual Proposal - Option 2

“OPTION 2:

This is new development on a different site. The development must match the existing Hillview unit count and contain a similar mix of amenities. For the purposes of this RFQ, please assume that the site will be similar in size to Hillview’s existing lot.”

The project and building design should support the growth of a neighborhood responsibly. The new site and it’s adjacent neighborhood would be major drivers in developing appropriate strategies and solutions. The focus, if aligning with LHA’s vision, would be to integrate with the surrounding environment and neighborhood while balancing economic budgets.

This option has the obvious benefit of keeping the tenants in their existing units at Rideout Avenue while the new development is constructed. Though as previously mentioned, keeping residents in the community that they have been in is generally preferable. That being said, the new site and building design would present the opportunity to embrace the latest design features, quality, and technologies. While we will ultimately provide our best two design options, we will explore numerous design options, with differing typologies and site designs. These options will explore taller buildings, smaller footprints, providing equal units counts but yielding less site impacts due to topography or other site limitations.

7a Estimated Project Schedule

ESTIMATED PROJECT SCHEDULE:

Platz Associates is committed to this project and is willing to adjust schedule as needed to meet the needs of the Lewiston Housing Authority

Phase 1 – Conceptual Design Phase

- *“The work in this phase is to help LHA determine the optimum path forward for the restoration of the site, i.e. whether the project can be rebuilt on the existing site, or should LHA pursue a new construction development on a new site to accommodate the existing Hillview residents*
- *As this a conceptual phase, we are expecting all square footage / site estimates etc to be approximate.”*

Strategy/Schedule

- | | |
|--|-----------|
| 1. Process / convert existing building and drawings if available | 1-2 Weeks |
| 2. If no drawing exist, conduct site measurements & develop existing plans | 1-3 Weeks |
| 3. Develop Programming with LHA | 1-3 Weeks |
| 4. Develop site, building / dwelling concepts with LHA | 3-6 Weeks |

Duration can vary as this is collaborative process, partially through discovery of needs and must be flexible to solving the problem through improved design.

Basis-of-design, subject to clients needs, could be to design 2-3 building configurations, composed of a number of dwelling units with accompanying site settings, to then be replicated throughout the site. The buildings would maintain some consistent modularity for economy of construction, maintain sustainability energy conservation initiatives, yet provide flexibility toward being unique for one or all of the buildings and their dwelling units.

Phase 2 – Application and Pre-development Phase

- *“This is the design and pre-development phase. Once we have selected a design path forward, the architect and their team will work with LHA on:*
 - o *Preparing a design and submitting any necessary development review proposals to the Lewiston Planning Board.*
 - o *Bringing their conceptual design in-line with Maine Housing standards for a 4% tax credit application.*
 - o *Assisting LHA with any design details relating to the submittal of the aforementioned 4% LIHTC application, as well as any related applications, such as the Federal Home Loan Bank of Boston Affordable Housing Program*
- *Once funding commitments have been received, the architect will work with LHA and follow Maine Housing guidelines through the pre-development process, including assisting LHA with selecting a construction management company, and preparing 50%, 90%, and 100% plan sets for MaineHousing.”*

(Strategy/Schedule on next page)

7b Estimated Project Schedule

Strategy/Schedule

1. **If working with the existing site and buildings – planning board review may be not required or may be de minimus review.** **1-2 Weeks**
2. **Preparation for planning board review if required, will address areas to be waived if no impact and present as required.** **4-6 Weeks**
3. **Align design to meet MSHA standards at the 4% tax credit application criteria (concurrent with above)** **7-8 Weeks**
4. **Assist in LIHT application and provide as required additional information, (concurrent with above)** **10 Weeks**
5. **Prepare Design through MSHA guidelines and stages** **6-10 Weeks**

Phase 3 – Construction

• *“The architect will work with the CM and LHA throughout the construction process to ensure that all floor plans and design guidelines are followed. This includes attending regular meetings with LHA and the CM team, working with the development and construction teams on any necessary value engineering, and any related processes.”*

Strategy/Schedule

1. **Design team leads will participate, support and collaborate with CM, where any cost savings can be achieved, throughout the design phase if required, and the construction phase. The design team leads will attend all required meetings, conduct routine site visits**

Phase 4 – Punch List, CO, and Lease Up

• “The architect will work with the CM and LHA on developing a punch list for the completion of the project, and ensure that the project receives its Certificate of Occupancy on schedule and is prepared for lease up.

List of expected deliverables and/or outcomes.

- Two sets of early conceptual plans (Option 1 and Option 2)
- Conceptual Plans for a Maine Housing 4% LIHTC application
- Conceptual Plans and a completed development review process with the City of Lewiston Planning Board
- Once funding has been committed, development of 50%, 90%, and 100% plan sets according to Maine Housing guidelines.
 - Assistance with bidding out for and selecting a Construction Management firm for this project.
- Regular attendance at construction meetings with CM and owner
- Preparation and review of final punch list”

Strategy/Schedule

1. **Platz Associates will provide all required documentations. We will assist the owner through all; state, local and regulatory submissions, reviews and presentations. We will assist / collaborate with the CM through the construction process to the occupancy of the building.**

8 Compliance Certification

January 10, 2025

Lewiston Housing
C/O Penn Lindsay
P.O. Box 361
Lewiston, Maine 04243-0361
plindsay@lewistonhousing.org
sleavitt@lewistonhousing.org

Re: Architectural Services RFQ for Hillview Apartments Restoration

Platz Associates shall comply with all applicable Maine Housing and HUD design and construction guidelines, including a commitment to Section 3, Prevailing Wage, and Davis-Bacon.



January 10, 2025

Thomas H. Platz, AIA
Principal

Date



9 References

CLIENT REFERENCES:

The Szanton Company

Contact: Nathan Szanton, Principal
Phone: 207-871-9811
Address: 482 Congress Street, Suite 203, Portland, ME 04101

Avesta Housing

Contact: Catherine Elliot, Development Officer
Phone: (207) 245-3345
Email: celliott@avestahousing.org

Auburn Housing Authority

Contact: Martin Szydowski, Executive Director
Phone: (207) 601-3358 Ext. 1253
Email: mszydowski@auburnhousing.org

Center for Womens Wisdom / Sophia's House (Previous)

Trinity Church (Current)

Name: Klara Tamany
Phone: (207) 577-0607
Email: kftammany@gmail.com

Androscoggin Bank

Contact: Jeff Smith, Executive Vice President
Phone: (207) 376-3506
Email: jsmith@androscoggin Bank

Additional references are available upon request.





Thank you for your time and consideration. We look forward to the opportunity to assist you in your worth-while endeavor.

Sincerely,



Thomas H. Platz, AIA
Principal



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Hillview RFQ – Scoring Rubric

Total

Response 1 (KTA)	Ability to Perform Work	Capability to Perform Work	Past Performance	Knowledge of Local Building Codes and Federal Alteration Requirements	Commitment to Federal Hiring and Wage Requirements	Total
Witness 1						
Witness 2						
Witness 3						
Total						

Response 2 (Platz)	Ability to Perform Work	Capability to Perform Work	Past Performance	Knowledge of Local Building Codes and Federal Alteration Requirements	Commitment to Federal Hiring and Wage Requirements	Total
Witness 1						
Witness 2						
Witness 3						
Total						

Individual

Category	Response 1 (KTA)	Response 2 (Platz)
Ability to Perform Work (20 Pts)		
Capability to Perform Work Timely (20 Pts)		
Past Performance (30 Pts)		
Knowledge of Local Building Codes and Federal Building Alteration Reqs. (20 Pts)		
Commitment to Federal Hiring and Wage Requirements (10 Pts)		
Total Score:		

Witness Signature: _____

Witness Name: _____

Witness Affiliation: _____