

Frances J. Tolles Home Complex

44 Sullivan Street

Claremont, NH 03743

Phone - (603) 542-3070

E-Mail - Tolleshome@myfairpoint.net

BOARD of TRUSTEES MEETING

Jan 15th 2016

8am – Frances J. Tolles Home Living Room

Minutes

1. Call meeting to order
 - A. Sign Roll – Present, R. Vinduska, D. Yurek, V. Landry, C. Leavitt
 - B. Establish quorum - Yes
 - C. Approve agenda – Motion to approve agenda of 1/15/16 meeting was made by V. Landry and seconded by C. Leavitt. Motion passed.
2. Chairperson's Notes – Rebecca Vinduska thanked all Trustees for attending the mtg. Rebecca reported that she had attended the Tenants Meeting.
3. Secretary's Report – C. Symonds-Dec 2015 Minutes- C. Symonds sent the Minutes to Trustees for review. Motion made to accept the minutes as presented by C. Leavitt and seconded by D. Yurek. Motion passed.
4. Treasurer's Report – V. Landry presented Nov, Dec -2015 Treasurers report for review. Motion to accept reports as presented was made by C. Leavitt and seconded by D. Yurek, Motion passed with V. Landry abstaining.
5. Site Manager's Report – K. McAllister reported that the tenant meeting was held and attendance was good. K. McAllister reported that J. Plouride had passed away and will be missed by all. Occupancy is at 99 %. The process for annual rent recertification has been started.
6. Public Comment – One Tenant Larry J. present. Larry reported that he enjoyed the Tenant Meeting/Pizza party and thinks it was good that R. Vinduska was present. Larry stated that it would be nice if we invited the new Mayor and City Councilors to tour the Tolles Home.
7. Old Business
 - A. Annual Budget – Budget Committee – The Committee presented that they have not been able to meet and will schedule a meeting before the Feb 19th Trustee Board meeting.

Approved 02/19/2016

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B. Annual Fire Safety Systems inspection. – K. McAllister presented that Life Safety Fire Protection had contacted to do the annual Sprinkler, Alarms and Extinguishers' inspection. The contract has expired and we will need to get new quotes. V. Landry presented that she had contacted them in regards to a billing issue and they have not been responsive. K. McAllister is to get new quotes for the Feb mtg.

8. New Business

A. Employee Review Process. - K. McAllister presented that he would like to discuss the Employee Review process and the possibility of compensation for Employees as an outcome. Trustees asked K. McAllister to prepare a proposal for the Feb Trustee Mtg.

9. Adjournment – Motion to Adjourn was made by V. Landry and seconded by C. Leavitt at 9:40am. Motion passed.