

Frances J. Tolles Home Complex

44 Sullivan Street

Claremont, NH 03743

Phone - (603) 542-3070

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BOARD of TRUSTEES MEETING

Jan 19th 2018

3:45 pm – Frances J. Tolles Home Living Room

Minutes

1. Call meeting to order
 - A. Sign Roll- Present: C. Leavitt, V. Landry, J Hall, C Ferland, K. Livingston
Absent: D. Yurek, C. Dole.
 - B. Establish quorum- Established
 - C. Approve agenda- Motion to approve Agenda as presented was made by V. Landry and seconded by C. Ferland. Motion passed.
2. Co- Chairperson's Notes – C. Leavitt welcomed new Trustee Karlaine Livingston to the Board.
3. Secretary's Report –Nov 2017 Minutes were presented for review. Motion to approve 11/17/17 meeting Minutes was made by V. Landry and seconded by J. Hall. Motion passed.
4. Treasurer's Report – V. Landry presented financial report for review. Motion to accept financial report was made by C. Ferland and seconded by J. Hall, Motion passed with V. Landry abstaining.
5. Site Manager's Report – K. McAllister presented a verbal report. One tenant moved to an assisted living. The apartment has been rented so 100% occupancy continues. The heating systems worked well through the cold spell. Rent redetermination process will begin by end of January.
6. Public Comment – no public in attendance.
7. Old Business
 - A. None presented.
8. New Business
 - A. 2018 Board Meeting schedule was presented with each monthly meeting on the 3rd Friday at 3:45PM. Motion to accept 2018 Trustee Mtg Schedule was made by J. Hall and seconded by C. Ferland. Motion passed.
9. Adjournment – Motion to adjourn was made by V. Landry at 4:48PM and seconded by J. Hall. Motion passed.

Approved 02/16/18

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