

Frances J. Tolles Home Complex

44 Sullivan Street

Claremont, NH 03743

Phone - (603) 542-3070

E-Mail - Tolleshome@myfairpoint.net

BOARD of TRUSTEES MEETING

Oct 19th 2018

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

Minutes

1. Call meeting to order
 - A. Sign Roll – Present, C. Leavitt, D. Snelling, V. Landry, K. Livingston
 - B. Establish quorum- yes
 - C. Approve agenda- Motion to approve Agenda was made by V. Landry and seconded by K. Livingston. Motion passed.
2. Co- Chairperson’s Notes – C. Leavitt welcomed D. Snelling the newest Trustee appointed to the Board.
3. Secretary’s Report –Aug, 2018 Minutes. Motion to approve minutes of 08/17/18 meeting was made by V. Landry and seconded by K. Livingston. D. Yurek, D Snelling abstained. Motion passed.
4. Treasurer’s Report – V. Landry presented financials of June through Sept. Motion to approve was made by K. Livingston and seconded by C. Leavitt. V. Landry abstained. Motion passed.
5. Site Manager’s Report – K. McAllister reported that all was well. The new retaining wall will be started the following Friday. We are now at 100% occupancy again. The carpet in an apartment that we had tried to save by steam cleaning instead of replacing is now showing all the wear and stains have come back. It can be replaced in both bedroom and living room for \$797.00.
Motion to replace the carpet was made by v. Landry and seconded by C. Leavitt. Motion passed.
Maintenance has had an electrician look at the bathroom fan in a Nellie Lewis apartment that is loud and vibrating; the exhaust fans are original and were installed in 1963. The 5 year CAP has listed to rehab the bathrooms in Nellie Lewis apartments and we will get quotes to replace all six bathroom exhaust fans and present at next meeting as the beginning of the project.
6. Public Comment – no public in attendance.
7. Old Business- None
8. New Business

Approved 11/16/2018

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A. Holiday Party- V. Landry presented that she was working on confirming a date that the caterer is available. Motion to confirm date and menu for the Holiday party will be added to Nov meeting Agenda was made by C. Leavitt and seconded by K. Livingston. Motion approved.

9. Adjournment – Motion to adjourn was made by V. Landry and seconded by K. Livingston. Motion approved.