

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 20th, 2017

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

Minutes

1. Call meeting to order
 - A. Sign Roll- Present, D. Yurek, V. Landry, C. Leavitt, C. Dole
 - B. Establish quorum - yes
 - C. Approve agenda – Motion to approve Agenda as presented was made by V. Landry and seconded by C. Dole. Motion passed
2. Co- Chairperson’s Notes – D. Yurek reported that it has been very helpful to have a second signer for checks.
3. Secretary’s Report –Sept 2017 Minutes. – Motion to approve minutes of 09/22/2017 meeting was made by V. Landry and seconded by C. Leavitt. Motion passed
4. Treasurer’s Report – V. Landry – Motion to approve Treasures report was made by C. Leavitt and seconded by C. Dole. Motion passed. V. Landry abstained.
5. Site Manager’s Report – K. McAllister gave a verbal report that we have reached 100% occupancy. The kitchen oven continues to work intermittingly even with the repairs that have been made over the past few months. Motion to authorize up to \$2000.00 for a new kitchen stove/counter top was made by V. Landry and seconded by C. Dole. Motion passed.
6. Public Comment – Two members of the public were in attendance.
7. Old Business
 - A. Five year plan review/update – Motion to revisit the 5 year Capital Improvement plan quarterly (Feb 2018) was made by C. Leavitt and seconded by V. Landry. Motion passed.

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8. New Business

A. Holiday Party – Motion to obtain BPOE to cater the Holiday Party for up to \$30.00 per person was made by D. Yurek and seconded by C. Leavitt. Motion passed.

Motion to go into Executive session for personnel @ 4:53 pm was made by D. Yurek and seconded by C. Leavitt. Motion passed.

Motion to come out of Executive session @4:57 was made by C. Leavitt and seconded by C. Dole. Motion passed.

9. Adjournment Motion to adjourn @ 5:01 was made by C. Dole and seconded by C. Leavitt. Motion passed.