

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 21, 2016

3pm – Frances J. Tolles Home Living Room

Minutes

1. Call meeting to order
 - A. Sign Roll – Present D. Yurek, C. Symonds, V. Landry, C. Dole, C. Leavitt,
 - B. Establish quorum – Yes
 - C. Approve agenda – Motion to approve agenda as presented made by C. Dole and seconded by C. Symonds. Motion passed.
2. Chairperson's Notes – Not presented, Chairperson not able to attend.
3. Secretary's Report – Sept 2016 – Minutes were presented. Motion to accept Sept, 2016 minutes as amended made by C. Dole and seconded by C. Leavitt. C. Symonds abstained. Motion passed.
4. Treasurer's Report – V. Landry presented August and September financial reports. Motion to approve financial reports was made by C. Leavitt and seconded by C. Symonds. V. Landry abstained. Motion passed.
5. Site Manager's Report –
 - K. McAllister reported 2 rooms vacant – 1 new tenant in Tolles Home. One vacant apartment in the Nellie Lewis Annex and 100% occupancy in Helen Jones apartments.
 - Maintenance was complete on bathroom in apt 6B Walnut St.
 - Preparation made for winter. Salt was delivered and equipment serviced.
 - Furnaces cleaned and serviced
 - Outreach for advertising vacant room. Ad placed in Eagle Times and Senior guide special health supplemental edition.
 - Provided 3 tours for possible tenants – no follow through as of meeting date.Motion to approve Site manager's report made by V. Landry and seconded by C. Leavitt. Motion passed.
6. Public Comment – Attendee Larry Johnson spoke regarding search for City Manager. Mr. Johnson reported that the pool of applicants has been narrowed to 12 prospects and it is the hope of the search committee to have a person on board by the beginning of 2017.
7. Old Business
 - A. Tree trimming. Motion was made by C. Leavitt and seconded by V. Landry to table the quote from Stevens Forestry and ask Site Manager to obtain two more tree removal quotes. Motion passed.
 - B. Basement water sealing – Helen Jones Buildings update. Checking for quotes
 - C. Elevator – Pine State – Can't get parts for motor.Motion to table 7 B and 7C until next meeting was made by D. Yurek and seconded by C. Leavitt. Motion passed.
8. New Business -none

Motion was made by C. Leavitt and seconded by V. Landry to go into executive session at 4:00 PM to conduct discussion of potential tenant. Motion passed.

Motion was made by C. Leavitt and seconded by C. Dole to come out of executive session at 4:28PM. Motion passed.
9. Adjournment – Motion was made to adjourn at 4:35 pm by V. Landry and seconded by D. Yurek. Motion passed.

Board approved 11/18/16

