

Frances J. Tolles Home Complex

44 Sullivan Street

Claremont, NH 03743

Phone - (603) 542-3070

E-Mail - Tolleshome@myfairpoint.net

BOARD of TRUSTEES MEETING

Feb 16th 2018

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

Minutes

1. Call meeting to order
 - A. Sign Roll – Present, C. Leavitt, J. Hall, K Livingston, C. Ferland
 - B. Establish quorum- yes
 - C. Approve agenda- Motion to approve the Agenda as presented was made by C. Ferland and seconded by J. Hall. Motion Passed.
2. Co- Chairperson’s Notes – C. Leavitt welcomed everyone to the mtg.
3. Secretary’s Report –Jan 2018 Minutes, Motion to approve the Jan 19, 2018 Meeting minutes was made by J. Hall and seconded by K. Livingston. Motion passed.
4. Treasurer’s Report – Motion to table the Treasurers report until March meeting was made by C/ Leavitt and seconded by C. Ferland. Motion passed.
5. Site Manager’s Report – K. McAllister provided a verbal report that all is well. We are at 100% occupancy. The Annual redeterminations are in process.

A request for a reasonable accommodation was made by a Tenant and Site Manager needs to review with the Board.

Motion to go into Executive Session was made by C. Leavitt and seconded by K. Livingston at 4:01 pm. Motion passed.

Motion to Table the request to be presented at the next Trustee mtg with all Trustees present was made by C. Leavitt and seconded by C. Ferland. Motion passed.

Motion to return to open session was made by C. Leavitt and seconded by K. Livingston. Motion passed.

6. Public Comment- no public in attendance

7. Old Business

A. 5 year plan review. Site Manager reviewed the last 5 year Capital improvement plan and gave back ground to new Trustees and reviewed the new plan.

Motion to revisit the 5 year plan in April was made by C. Leavitt and seconded by K. Livingston. Motion passed.

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B. Board Binder review- Site manager provided updated info for each Trustee to have for their binders.

8. New Business

A. None.

9. Adjournment Motion to adjourn was made by J. Hall and seconded by K. Livingston. Motion passed.