

Frances J. Tolles Home Complex
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Board of Trustee Meeting
February 19, 2016
8:30am – Frances J. Tolles Home Living Room
Minutes

1. Call meeting to order
 - A. Sign Roll – Present, D. Yurek, C. Dole, C. Leavitt, C. Symonds
 - B. Establish quorum – Yes
 - C. Approve Agenda - Motion to approve agenda of 2/19/16 meeting was made by C. Symonds and seconded by C. Leavitt. Motion passed.
2. Chairperson’s notes – Chairperson absent - Site manager passed along that there is still one opening on the Board of Trustees.
3. Secretary’s Report – Motion to accept the Secretary’s minutes as presented for January was made by C. Leavitt and seconded by D. Yurek. Motion passed.
4. Treasurer’s Report – Treasurer absent. Report tabled to March meeting.
5. Site Manager’s Report – Site manager presented a full report on the incidents, maintenance, and updates for the Jan/Feb period. Motion to accept Site Manager’s report as presented was made by C. Leavitt and seconded by C. Dole. Motion passed.
6. Public Comment – No public in attendance.
7. Old Business –
 - A. Annual Budget - Budget Committee – No meeting held, tabled to March meeting.
 - B. Annual Fire Safety Systems inspection - K. McAllister presented three quotes for Annual Fire Safety Systems inspection. Life Safety Fire Protection, Inc., Hampshire Fire Protection Co., LLC, and Vermont Life Safety. A motion to accept Vermont Life Safety proposal to do fire alarm inspection, sprinkler and extinguisher inspection upon verification that **all** fire extinguishers are included in estimate; \$560.00 plus \$175.00 for inspection of 3 backflows. Motion was made to accept the proposal from Vermont Life Safety as clarified by C. Leavitt and seconded by C. Dole. Motion passed.
 - C. Employee Review – Motion to go in to closed session to discuss personnel was made by C. Dole and was seconded by C. Symonds. Motion passed and closed session began at 8:45 AM

Motion to come out of executive session was made at 9:36 AM by C. Leavitt and seconded by D. Yurek. Motion passed.

8. New Business – No new business

9. Adjournment – Motion to adjourn was made by C. Dole at 9:51 and seconded by C. Symonds. Motion passed.

Approved 03/18/2016

