

Frances J. Tolles Home Complex

44 Sullivan Street

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BOARD of TRUSTEES MEETING

Friday, April 18th, 2014

8:00 AM – Frances J. Tolles Home Living Room

Minutes

1. Call meeting to order

A. Sign Roll – Absent A. Raymond, L. Mentillo

B. Establish quorum- yes

C. Approve agenda – Motion to approve the agenda as written was made by D. Yurek and seconded by W. Moquin. Motion passed.

2. Chairperson's Notes – Rebecca Vinduska reported that we had received a note from L. Mentillo that she was moving to Charlestown and was tendering her resignation from the Board. Rebecca presented that she would like the Board to consider postponing the planning session to a later agenda.

3. Secretary's Report – March 2014 Minutes -Deb Yurek presented the draft minutes for consideration. Motion made by V. Landry to accept March minutes as present and seconded by W. Moquin. Motion passed.

4. Treasurer's Report – Vicki Landry

A. March Profit /Loss. – presented a report.

B. Annual Budget – Presented that we had supplied more info to the Trustee of Trust for consideration of our request from the Building Fund for past building projects that was paid for out of the operating acct.

Motion to accept Treasures report was made by D. Yurek and seconded by W. Moquin. Motion passed with V. Landry abstaining.

5. Site Manager's Report – Keith McAllister presented that the vacant apartment in the annex has been rented out but is in need of a new carpet.

Motion to rent a carpet machine and clean carpet, if carpet still needs to be replaced, authorization for \$630.00 to Helies Carpet Inc for replacement was made by V. Landry and seconded by D. Yurek. Motion passed.

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Two rooms are still available in the Tolles home; ads were placed in the Eagle Times but did not generate any interest. An outreach plan is in the works. The rent recertification process has been completed for another year. An interview was held for a part time – fill in cook. A Tenant mtg was held and attended by 6 Tenants. Tenants would like to have another yard sale this year. The Tenants would like to know if they will be able to do a activity monthly as in past summers.

6. Public Comment – no public in attendance.

7. Old Business

- A. Elevator – safety conversion. – Pine State Elevator Company who inspects and maintains the elevator gave a proposal for consideration to update the current safety bumpers to a infrared system that is now available to retrofit older elevators for \$2262.00 and a additional \$720.00 for 3 dimensional infrared edges to prevent the doors from closing on a approaching Tenant. A Motion was made by V. Landry to accept Pine State Elevators proposal to install infrared edge door protection for \$2262.00 and add 3 dimensional infrared beams for additional \$720.00 and seconded by W. Moquin. Motion passed
- B. Health Insurance. Motion to carry over to June mtg was made by V. Landry and seconded by W. Moquin. Motion passed.

8. New Business

- A. Parking lot top coating. – 4 proposals presented
 1. Green Mountain Paving - \$900
 2. Twin State Paving- \$950
 3. United Construction- \$1610
 4. R&S Asphalt Paving- \$1410Motion made by D. Yurek to accept proposal from Green Mountain Seal coating for \$900.00 to sealcoat and restripe the Tolles side drive and parking lot. C. Dole seconded. Motion passed.
- B. Planning session. – postponed to a later agenda.

9. Adjournment – Motion to adjourn was made by D. Yurek and seconded by C. Dole. Motion passed.