

# **Frances J. Tolles Home Complex**

**44 Sullivan Street**

**Claremont, NH 03743**

**Phone - (603) 542-3070**

**E-Mail - Tolleshome@myfairpoint.net**

## **BOARD of TRUSTEES MEETING**

**May 20<sup>th</sup> 2016**

**8am – Frances J. Tolles Home Living Room**

**Minutes**

1. Call meeting to order
  - A. Sign Roll – Present- R. Vinduska, D. Yurek, V. Landry, C. Dole
  - B. Establish quorum - Yes
  - C. Approve agenda – Motion to approve the agenda as amended – Table April financials until next mtg was made by C. Dole and seconded by D. Yurek. Motion passed
2. Chairperson’s Notes – Rebecca Vinduska
3. Secretary’s Report –April 2016 Minutes were presented by K. McAllister. Motion to accept minutes as presented was made by C. Dole and seconded by D. Yurek. Motion passed.
4. Treasurer’s Report – V. Landry presented March financials for review April 2016 financials tabled until next mtg. Motion to approve Treasures report for March as presented was made by D. Yurek and seconded by C. Dole. Motion passed, V. Landry Abstained.
5. Site Manager’s Report – K. McAllister reported that the apartment we had been working on was completed and came in under budget. The fuel company that won the City RFP is HB Energy, we will purchase our heating oil for \$1.68 per gal for the 2016/2017 heating season. The elevator was inspected by a different inspector who noted that the wires to the doorbell system was running through the hoist way and is not supposed to be there. The wires have been there for years and Site mgr found a letter of variance request and gave to the inspector. New certificate will be sent. The Respite room has a guest for 21 days.

Motion made by V. Landry and seconded by C. Dole to go into Executive session.  
Motion Passed.  
Motion made by V. Landry and seconded by C. Dole to leave Executive session @ 9:25.  
Motion passed.
6. Public Comment – Shirley L thanked the Trustees for all the work that had been done on her new apartment. She stated she was very pleased and the apartment looked great.

*Approved 07/20/2016*

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### 7. Old Business

A. Fire Safety Inspection Report update – K. McAllister reported that he and Maintenance will be meeting with the owner of Vermont Life Safety to determine a plan for what will be needed as a result of the annual inspection findings.

B. Workers Comp Insurance carrier- V. Landry reminded the Board that the Health Trust that underwrote our Workers Comp Insurance will no longer at the end of June. V. Landry reported that she believed the rates were standard and set by the State. The Board asked V. Landry to follow up with our other insurance provider to set up a new Workers Comp plan.

### 8. New Business

A. Tenant Income Guideline review – K. McAllister presented information on income limits and definition of low income from various State and Federal agencies. Currently the Tolles home limits are \$22K for individual and \$27K for a couple which is listed as the “extremely low income” category. K. McAllister recommended for discussion a increase to the category of “low Income”.

Motion to increase the yearly income limits for a single individual to \$30K and a couple to \$35K was made by V. Landry and seconded by D. Yurek. Motion passed.

9. Adjournment – Motion to adjourn was made by V. Landry and seconded by D. Yurek. Motion passed.