

Frances J. Tolles Home Complex

44 Sullivan Street

Claremont, NH 03743

Phone - (603) 542-3070

E-Mail - Tolleshome@myfairpoint.net

BOARD of TRUSTEES MEETING

Aug 14th 2015

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

Minutes

1. Call meeting to order
 - A. Sign Roll- present, Deb Yurek, Vicki Landry, Claire Dole, Carol Symonds
 - B. Establish quorum - yes
 - C. Approve agenda – Motion to approve Agenda as presented was made by C. Dole and seconded by V. Landry. Motion passed
2. Chairperson's Notes – Rebecca Vinduska not present, D. Yurek Chaired meeting and welcomed our newest Trustee, Carol Symonds to the Board.
3. Secretary's Report –July 2015 Minutes – Motion to accept minutes of 6/26/15 meeting was made by C. Dole and seconded by V. Landry. Motion passed.
4. Treasurer's Report – V. Landry-June, July 2015 – Motion to approve Treasurers report was made by C. Dole and seconded by C. Symonds. Motion passed with V. Landry abstaining.
5. Site Manager's Report – K. McAllister
 - A. Tenant changes – K. McAllister reported that Roland Goodhue a long time tenant passed away in July and Caroline L. moved to Elmwood Nursing home leaving two vacant apts.

Two new ladies have moved into the Tolles Home, an application has been received for a third which will need board review/approval. Connie T. from Charlestown NH has 2 mobile homes that have been listed for sale with Caldwell Banker at a price designed to sell quickly and she would like to move into one of the Tolles home rooms.

Motion to have Connie T. move in conditionally with the sale of her two properties within 6 months was made by V. Landry and seconded by C. Dole. Motion passed.

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B. Vacant apartments tour/discussion – K. McAllister took the Trustees on a tour of the two vacant apartments to show the work that will be needed to get the apartments ready to rent. Trustees agreed that work needed to be completed.

K. McAllister presented quotes for updating the two vacant bathrooms and a third in an apartment that will be vacant as current tenant is moving to first floor vacant apartment.

Bathroom remodel –

GPS Plumbing – \$14637.00

DORR Plumbing and heating – \$19315.00

Motion made by C. Dole to accept GPS's estimate of \$14637.00 to remodel three bathrooms in Helen Jones apartments was seconded by C. Symonds. Motion passed.

Motion made to re-hire Gary Pierson at an hourly rate to remodel/do rough and fine carpentry in the 3 baths in Helen Jones Bldg for up to \$5000.00. Motion passed.

Motion Made by V. Landry and seconded by C. Symonds to remodel kitchen in two Helen Jones apartments including cabinets/countertops, lights, sink/faucets, 1 refrigerator and a dumpster up to \$2400.00. Motion passed.

Motion to approve \$3062.00 and \$2740.00 for linoleum flooring and carpets which includes padding and material was made by C. Dole and seconded by V. Landry. Motion passed.

Motion to replace kitchenette linoleum in Nellie Lewis Annex apartments two and four for \$741 was made by C. Dole and seconded by C. Symonds. Motion passed.

C. Advertising – K. McAllister presented the rack cards developed and printed that are being handed out for the Tolles Home rooms and short term non –medical respite room.

D. Parking lot sealcoat – K. McAllister presented quotes for the annual sealcoat of alternating parking lots this year being the Walnut St side.

Green Mountain Sealcoat - \$1275.00

Zullo Property maintenance LLC - \$1300.00

R&S Asphalt Paving – \$1250.00

Motion to accept Green Mountains proposal to fill cracks and sealcoat driveway by Kitchen and parking lot on Walnut St side was made by C. Dole and seconded by C. Symonds. Motion passed.

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6. Public Comment – No public present.

7. Old Business

A. Annual Budget update – Budget Committee – V. Landry presented that she and R. Vinduska attended the Trustee of Trust meeting and they learned from the bank representative that presented how the City wide Trust investment strategy is set and that the Tolles Home Trust accounts could not be invested separately to yield more interest instead of growth due to RSA rules. V. Landry presented that this limits our operating budget as we use the interest as our operating budget. The budget committee will need to meet to work on FY 15/16 budget.

B. Meeting schedule for 2015 – Trustees reviewed schedules and will meet the following:

Sept 11, 2015 @ 8:00 am

Oct 19, 2015 @ 5:30 pm

Nov13, 2015 @ 8 am

Dec 18, 2015 @ 10am, Holiday party with tenants to follow.

8. New Business

A. Election of officers. - Tabled until Sept meeting.

B. Lease update. K. McAllister reviewed that an update to the lease needs to be made to change the medical deduction statements due to the change made by the trustees at the previous Board mtg.

Motion to create a new lease for new tenants to delete “medical deductions” clause was made by V. Landry and seconded by C. Symonds. Motion passed.

9. Adjournment – Motion to adjourn @11:52 was made by V. Landry and seconded by C. Dole. Motion passed.