

Frances J. Tolles Home Complex

44 Sullivan Street

Claremont, NH 03743

Phone - (603) 542-3070

E-Mail - Tolleshome@myfairpoint.net

BOARD OF TRUSTEES MEETING

Sept 16, 2016

8am – Frances J. Tolles Home Living Room

Minutes

1. Call meeting to order

A. Sign Roll – Present D. Yurek, C. Symonds, V. Landry, C. Dole

B. Establish quorum – Yes

C. Approve agenda – Motion to approve agenda as presented made by C. Dole and seconded by V. Landry. Motion passed

2. Chairperson's Notes – Not presented, Chairperson not able to attend

NOTE: From Chairperson's request last meeting, calls have been made to seek interest in serving on the board but no interest at this time.

3. Secretary's Report – July 22, 2016 Minutes were presented. Motion to accept July, 2016 minutes as presented made by C. Dole and seconded by V. Landry. C. Symonds abstained. Motion passed.

4. Treasurer's Report – V. Landry presented July financials for review as well as a summary of the fiscal year July 1, 2015 – June 30, 2016. Motion to approve financial reports was made by C. Symonds and seconded by C. Dole. V. Landry abstained. Motion passed.

5. Site Manager's Report – K. McAllister

- Verbal report given included fixing fence behind shed, 2nd floor hall in Annex is scheduled to have mopboard replaced and walls painted.

-Three available rooms in Tolles building – One apartment available in Nellie Lewis building. Advertisement placed in Eagle Times resulting in 4 calls. One tour, one application complete. Two appointments to show have been scheduled.

-Department of Labor visited regarding Workers Comp. the new Insurance carrier didn't send paper to state. Coverage confirmed.

-Plumbing incident in one apartment where water came through ceiling to apartment below. To be repaired

-Reports from three tenants of person knocking on doors claiming to be from Power Co. No info given, staff let Police Dept know.

6. Public Comment – Attendee Larry Johnson commented on search for City Manager. Commented that many resumes have been received and the hope is to complete search by November.

7. Old Business

A. Meeting schedule discussed to seek a time that might be better for all members of the Board. Motion was made to schedule the next meeting for 3:00pm on Friday, October 21, 2016 by V. Landry and seconded by D. Yurek. Motion passed

8. New Business

A. Locust tree inspected and another scheduled to be checked. A motion was made to table tree trimming until next meeting when Site Manager will have an estimate on cost was made by D. Yurek and seconded by C. Symonds

B. Basement water sealing – Helen Jones Buildings. Motion was made for Site Manager to look at options and bring more information back to the board at the next meeting was made by C. Symonds and seconded by V. Yurek. Motion passed.

Elevator - It was reported by a tenant that the elevator didn't come to level stop at the floor. Pine Street Elevator Co. came and inspected problem. A motion was made by V. Landry to have Site Manager follow up with Pine Street Elevator to provide self leveler options for updating and also for Site Manager to notify residents to use extra caution when entering and exiting elevator and provide signage inside and outside elevator. Motion was seconded by D. Yurek. Motion passed.

9. Adjournment – Motion to adjourn was made at 10:30am by V. Landry and seconded by D. Yurek. Motion passed.

