

Frances J. Tolles Home Complex

44 Sullivan Street

Claremont, NH 03743

Phone - (603) 542-3070

E-Mail - Tolleshome@myfairpoint.net

Notice

Date and time change.

BOARD of TRUSTEES MEETING

Thursday, Dec 18th, 2014

5:30pm – Frances J. Tolles Home Living Room

Minutes

1. Call meeting to order
 - A. Sign Roll- 5 Trustees present
 - B. Establish quorum - yes
 - C. Approve agenda – Motion to approve Agenda and add under New Business to go into Executive session, was made by V. Landry and seconded by D. Yurek. Motion passed.
2. Chairperson's Notes – Rebecca Vinduska wished all Trustees a Merry Christmas and presented a challenge to each Trustee, to talk to one person to generate interest in volunteering to become a Trustee and report back at Jan mtg.
3. Secretary's Report – Oct 2014 Minutes –Nov mtg. was cancelled. - W. Moquin presented Oct mtg. minutes for approval. Motion to approve minutes as presented was made by D. Yurek and seconded by V. Landry. Motion passed.
4. Treasurer's Report – V. Landry presented Oct financials for review. Motion made by D. Yurek to accept Oct financials as presented and seconded by W. Moquin. Motion passed with V. Landry abstaining.
5. Site Manager's Report – K. McAllister presented a verbal report that all was well and the tenants were looking forward to the Holiday party.
6. Public Comment- No public in attendance.
7. Old Business
 - A. Annual Budget update. – Budget Committee discussed setting another mtg time for Jan 2nd at 8am to continue to work on the letter to the Trustee of Trust. Motion to authorize the request of up to 50K from the building fund principal to balance fiscal year 2015 budget was made by W. Moquin and seconded by C. Dole. Motion passed.

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- B. Elevator upgrades update-Lifejacket safety brake system quote update. K. McAllister presented that inquiries were made to Adams elevator and was referred to Schindler Elevator Corp. of Springfield Ma for an estimate. Schindler Elevator Corps would charge \$3732.00 to make a quote for installation of the system. Trustees asked Site mgr to follow up with the State elevator inspector on their thoughts on the Adams Lifejacket braking system.
- C. 2nd floor Tolles/Boarding rooms upgrade update. Site mgr reviewed a electrical and plumbing review of what may be needed in the room upgrade. Trustees asked that Site Mgr bring a draft RFP for the 2nd floor Tolles Home remodel to include two new ½ baths and accessible shower unit, to the Jan mtg for review.

8. New Business

A. Short term room rental/ Caregiver respite – Site Mgr reviewed that we have a request from a family about providing a room rental for respite in May 2015 for 2 ½ weeks. Trustees asked to revisit at a later date.

B. Executive session – Motion to go into Executive session was made by D. Yurek at 7:15 to discuss personnel and seconded by W. Moquin. Motion passed.

Motion to exit Executive session was made by W. Moquin and seconded by C. Dole.

9. Adjournment- Motion to adjourn was made by W. Moquin and seconded by C. Dole. Motion passed.