

Frances J. Tolles Home Complex

44 Sullivan Street

Claremont, NH 03743

Phone - (603) 542-3070

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Notice

Date and time change.

BOARD of TRUSTEES MEETING

Monday Jan 19th, 2015

1:30pm – Frances J. Tolles Home Living Room

Minutes

1. Call meeting to order
 - A. Sign Roll - 4 Trustees present.
 - B. Establish quorum - yes
 - C. Approve agenda – Motion to accept agenda as presented was made by V. Landry and seconded by W. Moquin. Motion passed.
2. Chairperson’s Notes – Rebecca Vinduska thanked all members for coming to the mtg. Rebecca asked how the challenge of talking to one person to recruit for the Board went. Members reported that they had attempted but no success yet.
3. Secretary’s Report – Dec 2014 Minutes were presented for approval. Motion to approve with amendments’ was made by V. Landry and seconded by D. Yurek. Motion passed.
4. Treasurer’s Report – V. Landry presented Nov and Dec financial reports. Motion made by D. Yurek and seconded by W. Moquin. Motion passed with V. Landry abstaining.
5. Site Manager’s Report – K. McAllister reported that all was well. The Tolles homes 5 rooms are currently vacant. We will be having a second floor apt in the Helen Jones apts available in Feb. The kitchen has been totally cleaned by Judy. Maintenance continues to fight the battle of winter storms.
6. Public Comment – no public in attendance.
7. Old Business
 - A. Annual Budget update. – Budget Committee. V. Landry presented Trustees with a copy of the letter that was sent to the Trustee of Trust. V. Landry reported that we have not had a response to date. She will follow up to confirm receipt by the Trustees of Trust.
 - B. Elevator upgrades update-Lifejacket safety brake system. K. McAllister presented that he had spoken with the State elevator inspector in regards to the Life Safety Jacket that we are looking at installing.

Board approved 03/09/15

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The inspector stated that he could not advise on equipment. He did state that the letter is an advisory notice and it is not mandated that we change our elevator. Trustees asked that maintenance continue to monitor the elevator as per our safety plan. Revisit elevator upgrade in new 5 year planning.

- C. 2nd floor Tolles/Boarding rooms RFP review. K. McAllister presented to the Board a copy of a RFP to have the 2nd floor remodeled and extra bathrooms installed and asked to be able to advertise the RFP. Motion made by D. Yurek to approve the site Mgrs proposed RFP and to advertise in the Eagle Times. The motion was seconded by W. Moquin. Motion Passed.

8. New Business

- A. Transportation –move to March mtg.
- B. Short term disability insurance – move to March mtg.

Motion to enter into Executive Session was made by D. Yurek and seconded by V. Landry at 3:44. Motion passed.

Motion to exit session was made at 3:55. Motion Passed.

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