

# **Frances J. Tolles Home Complex**

**44 Sullivan Street**

**Claremont, NH 03743**

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

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

## **BOARD of TRUSTEES MEETING**

**Friday, Oct 17<sup>th</sup>, 2014**

**8:00 AM – Frances J. Tolles Home Living Room**

### **Minutes**

1. Call meeting to order
  - A. Sign Roll
  - B. Establish quorum – 5 Trustees present.
  - C. Approve agenda – Motion to accept Agenda was made by V. Landry and seconded by W. Moquin, motion passed.
2. Chairperson's Notes – Rebecca Vinduska stated that we needed to look into filling the vacant Trustee seats. We should look at changing meeting times so that all Trustees can attend.
3. Secretary's Report – Sept 2014 Minutes – W. Moquin presented Sept 19<sup>th</sup> meeting minutes. Motion made to approve minutes with one correction on D Rosenberg's name spelling error by V. Landry and approved by C. Dole.
4. Treasurer's Report – V. Landry presented Sept financial report. Motion made by D. Yurek and seconded by W. Moquin. Motion Passed with V. Landry abstaining.
5. Site Manager's Report – K. McAllister presented a verbal report. There are 4 vacant rooms, showed rooms to 2 people who stated they were not interested because they did not want to share a bathroom. The Helen Jones apts underground oil tank had been cleaned out and there was 185 gals of water removed. A former tenant, Lucia Gilbert has passed away at the Nursing Home, The family asked that donations in lieu of flowers be made to the Tolles home and they would like any funds to go towards activities.
6. Public Comment - 1 tenant present, He stated that he did not have any issues and the place looks great.
7. Old Business
  - A. Annual Budget update. – Budget Committee – schedule next mtg. V. Landry presented for the Committee that she had spoken to the Trustee of Trust who will be meeting the following week and we are welcome to attend. It was determined that the committee will need to meet to prepare questions for the Trustee of trust and it would be better to attend at a later date.  
Members discussed a good time to meet. Thursday, 10/23 at 5:30.

*Approved 12/18/14*

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- B. Elevator upgrades update-Lifejacket safety brake system. - K McAllister presented a proposal from Pine State Elevator Co. to supply and install an Adams Elevator Lifejacket piston gripper for \$23,650.00. Motion made by V. Landry and seconded by D. Yurek to have the Site Manager follow up with 2 other companies for proposals. Motion passed.
  
- C. 2<sup>nd</sup> floor Tolles/Boarding rooms upgrade feasibility Q&A with Griffin Dussault. Griffin was available by conference call. He reported to the Board that he had looked at the 2<sup>nd</sup> floor and it looks as it would be feasible to be able to have ½ baths in each room and an accessible shower room installed in the area at the top of the stairs. Board members asked various questions. Griffin suggested to the Board that they also have a electrician and plumber take a look as well. Members asked Site Mgr to see about a Plumber and Electrician to look at feasibility as well and present at next mtg.

### 8. New Business

A. Holiday party – K. McAllister asked the Board what they wanted to do for a Holiday party this year for the Tenants. It was decided that the party would be held in house and that our kitchen staff will prepare a meal. The Date will be Dec 19<sup>th</sup> @ 11:00 am at the Tolles Home.

B. Executive session – Personnel – entered into Exec Session at 10:45, exited Session at 11:23.

9. Adjournment – Motion to Adjourn was made by V. Landry and seconded by C. Dole. Motion passed.