

# **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, Sept 19<sup>th</sup>, 2014**

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

**Minutes**

1. Call meeting to order
  - A. Sign Roll –absent R. Vinduska
  - B. Establish quorum -yes
  - C. Approve agenda – Motion to approve Agenda was made by V. Landry and seconded by C. Dole. Motion passed.
2. Chairperson’s Notes – Rebecca Vinduska – absent. D. Yurek Vice Chair had no notes.
3. Secretary’s Report – August 2014 Minutes –W. Moquin presented minutes for review. Motion to accept the Minutes was made by V. Landry and seconded by C. Dole. Motion passed.
4. Treasurer’s Report – V. Landry presented treasures report for review. Motion to accept report was made by C. Dole and seconded by W. Moquin. Motion passed V. Landry abstained.

V. Landry reviewed that she had talked to D. Rosenberg to do a 2013 audit for the Tolles home and he is interested but did not give a amount.

Motion made to approve up to \$1500.00 to engage D. Rosenberg to do the 2013 audit for the Tolles home was made by W. Moquin and seconded by V. Landry. Motion passed.
5. Site Manager’s Report – K. McAllister presented a verbal report. We have 4 vacant rooms in the Tolles Home Boarding house. The rooms have been shown to a couple of people but they were not interested due to shared bathrooms. All apartments are full. Kitchen staff has started providing all Tenants with a weekly menu in effort to fill the dining room table; Tenants have been signing up and enjoying meals. Maintenance has finished striping and waxing all hallways and common floors.
6. Public Comment –none
7. Old Business
  - A. Annual Budget update. – Budget Committee, V. Landry reported that she had contacted the Trustee of Trust and they are happy to have our board attend one of their future meetings to review questions we have.

Motion to continue the annual budget discussion to Oct Board mtg was made by V. Landry and seconded by W. Moquin. Motion passed.

*Board approved 10/17/14*

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B. Elevator upgrades update. – K. McAllister reviewed that our current elevator space would not be able to be retro fitted to a newer system. In researching there is a possible product that can be used. Carried to next meeting.

C. 2<sup>nd</sup> floor Tolles/Boarding rooms upgrade and Supported living discussion.

K. McAllister reviewed that at this time we have 4 vacancies and when potential residents were given tours and told that 2 people share a bathroom, they were not interested. K. McAllister reviewed that since the last Board Meeting that we had found Blueprints that had been developed in the past for a possible remodel of the 2<sup>nd</sup> floor addressing the bathroom issue. The Board toured the rooms and how the 2<sup>nd</sup> floor was laid out and could see how potential residents might not like to share. K. McAllister showed how if possible it would be nice to have a ½ bath in each room and have a large accessible shower room that would be used by all residents.

Motion made by V. Landry to have Site Mgr contact G. Dussault to see about the feasibility and options to have five ½ bathrooms for the 5 bedrooms and a shower room and closets as needed, seconded by W. Moquin. Motion passed.

### 8. New Business

A. In- ground oil tank water removal. K. McAllister presented a quote for approval from Clean Harbors to pump out the water that has accumulated in the underground oil tank believed to be about 50 gallons and considered hazardous waste.

Motion to have Clean Harbors remove and dispose of water from oil tank per 8/28/14 quote for an amount up to \$2150.00 was made by V. Landry and seconded by W. Moquin.

9. Adjournment – Motion to adjourn @ 9:44 was made by V. Landry and seconded by C. Dole.