

Frances J. Tolles Home Complex

44 Sullivan Street
Claremont, NH 03743
Phone (603) 542-3070

TRUSTEES MEETING MINUTES

Nov 9th, 2012
APPROVED 1/18/2013

1. Meeting called to order at 8:00 am.

a. Roll Call taken with the following Trustees present:

Rebecca Vinduska, Chair
Alison Raymond, Vice Chair
Vicki Landry, Treasurer
Deb Yurek, Secretary
Vacant Seat
Wendy Moquin
Linda Mentillo
Keith R. McAllister, Site Manager

b. Quorum established: yes

c. Agenda: Motion to approve agenda with changes to go to New Business was made by A. Raymond and seconded by L. Mentillo.

-Motion passed.

- 2. Chairman's Notes:** R. Vinduska noted that around our 90th anniversary questions arose from media and public about what is next for the home. Rebecca thought we should revisit discussions about expanding our footprint and updating our bequest. R. Vinduska welcomed Andrew Fennelly. Andrew stated that the Claremont Housing Authority was in the beginning stages of possible future planning to turn the top floor of the Marion Phillips building into an Assisted Living. He stated that it may be an opportunity for the Tolles Home to be able to get help with expansion if they want because HUD will be asking the Housing Authority to replace the 24 apartments being replaced by a possible Assisted Living. R. Vinduska stated to the Board that she would like to have a Board Retreat day for the Board to discuss future planning.

***8. New Business**

A. Election of Officers – Motion made to Re-Elect all Officers for the following year as listed was made by Linda Mentillo and seconded by W. Moquin.

Motion: Passed

B. Meeting times and schedule for FY 2013. – Motion made to accept the Board of Trustees meeting for 2013 as presented was made by D. Yurek and seconded by W. Moquin.

Motion: Passed

C. Brochure review/revision – Tabled for review at retreat.

D. Holiday Celebration- Motion made by A. Raymond to fund the Holiday party not to exceed \$1000.00 and seconded by W. Moquin.

Motion: Passed

- 3. Secretary's Report:** D. Yurek presented the minutes of the Oct 5th 2012 mtg, Motion to accept secretary minutes was made by V. Landry and seconded by Linda Mentillo.

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Motion: passed

4. **Treasurer's Report:** V. Landry presented Oct financials for review,
-Motion made by W. Moquin and seconded by L. Mentillo with V. Landry abstaining.
-Motion passed.
* Review of FY12 and proposed FY13 Budget – Tabled to Dec meeting.
5. **Site Manager Report:** K. McAllister provided a written report for Oct/Nov.
-Motion to “accept Site mgrs report” was made by V. Landry and seconded by W. Moquin
-Motion Passed.
* Review of 5 year work plan – Included in the written report. The item of backup generators that was on the list for F/Y 12 has not been completed.
-Motion to advertise to obtain bids for generators to service the Tolles Home Complex was made by A. Raymond and seconded by W. Moquin.
*Update on Fire safety project- Included in the written report.
6. **Public Comment:** 1 present.
7. **Old Business:**
 - A. Maintenance Shed clarification info from tech ctr. – K. McAllister provided info that it would be \$14.00 per square ft and would cost \$2800.00 with \$200.00 for delivery and set up. They will design the floor and joist to accommodate the weight of the Bobcat.
Motion: To approve purchase of shed from the Tech Ctr up to \$3500.00 was made by W. Moquin and seconded by L Mentillo.
Motion passed.
 - B. Adoption of Incident reporting form and procedure. The Board reviewed and recommended changes and to bring back to the Board for the Dec meeting.
8. **New Business: Moved to after Chairpersons notes.**
9. **Adjournment** – Motion to adjourn meeting was made by L. Mentillo and seconded by W. Moquin.
-Motion passed.

Respectfully submitted,
Keith R McAllister, Recorder
Deb Yurek, Secretary
Approved by Board 01/18/2013