

Frances J. Tolles Home Complex

44 Sullivan Street

Claremont, NH 03743

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BOARD of TRUSTEES MEETING

May 19, 2017

3 pm – Frances J. Tolles Home Living Room

Minutes

1. Call meeting to order
 - A. Sign Roll – present D. Yurek, V. Landry, C. Dole, and C. Leavitt
 - B. Establish quorum - yes
 - C. Approve agenda – Motion to approve Agenda was made by C. Dole and seconded by C. Leavitt. Motion Passed.
2. Co- Chairperson’s Notes – D. Yurek asked all Trustees to try to make a commitment to making the scheduled meetings. Deb also would like to look at the last 5 year plan.
3. Secretary’s Report –Nov 2016 Minutes, April 2017 Minutes. Motion to accept Nov 2016 Meeting Minutes w/ change was made by C. Leavitt and seconded by V. Landry. Motion Passed. The April meeting was cancelled at roll due to only two Trustees being present so no Minutes.
4. Treasurer’s Report – V. Landry presented financials reports for review from Nov 2016, Dec 2016, Jan, Feb, March and April 2017 for review. Motion made by C. Dole and seconded by C. Leavitt to approve reports. Motion Passed with V. Landry abstaining.
5. Site Manager’s Report – K. McAllister provided a verbal report.
6. Public Comment – No public in attendance.
7. Old Business
 - A. Fire Safety alarm/panel project update – K. McAllister reported that the upgrade has been completed and the new system will be able to let the Fire Dept know more specifically the location of the triggered alarm.
 - B. Trustee Board vacancies- D. Yurek reported that a email was received from Trustee C. Symonds resigning from the Board as she had sold her house and was moving south and would not be able to attend meetings.
 - C. 2017 Trustee Meeting schedule –Trustees looked at the year schedule presented and due to having only 4 members worked to set up a schedule. Next meeting is June 9th at 7:30 am, July 21st at 3pm and further scheduling at next meeting.

Board approved 07/21/17

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D. Tenant Activities- K. McAllister presented that Tenants had asked at the Tenant meeting about doing other activities other than the Pizza Party/Tenant meeting. The Board asked Site Manager to have the Tenants give specifics of what they would be interested in doing and report back to the Board.

8. New Business

A. Walnut St parking retaining wall issue – K McAllister took the Board out to the Helen Jones Parking lot to show them the retaining wall at the back of the parking that has been sinking and should be replaced. K. McAllister also made note that the property next to our lot has gone up for sale. The Trustees took a look on the outside of the property. A Motion was made By C. Leavitt and Seconded by C. Dole to authorize Site Mgr to contact Caldwell Banker re; 9 Walnut St to make a offer of \$29,900.00 with house leveled and cleared. Co Chair is authorized to consider and approve counter offers up to the current asking price of \$39,900.00. Motion Passed

B. Parking lots seal coating – K. McAllister presented Bids for seal coating the parking lots. Maurice Enterprises LLC was \$1500.00 and Tri-State Asphalt Sealing, Inc was \$5,514.23. Three other companies were contacted but did not come to Bid. Motion to engage Maurice Enterprises to Sealcoat 3 parking lots for \$1500.00 and to authorize Site Manager to propose a 5 year contract at the same price was made by V. Landry and seconded by C. Leavitt. Motion passed.

9. Adjournment – Motion to Adjourn @ 4:42 was made by V. Landry and Seconded by D. Yurek. Motion passed.