

Frances J. Tolles Home Complex

44 Sullivan Street

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BOARD of TRUSTEES MEETING

Friday, March 15th, 2013

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

Minutes

1. Call meeting to order
 - A. Sign Roll- Allison Raymond - Absent
 - B. Establish quorum – Yes 6 Trustees present.
 - C. Approve agenda – Motion to accept agenda was made by L. Mentello and seconded by Wendy Moquin. Motion passed.

2. Chairperson's Notes – Rebecca Vinduska presented to the Board that she has made the decision to continue on as Chairperson. She is excited about moving forward and having a Board Retreat with facilitated discussion.

3. Secretary's Report –Feb 15th 2013 – Deb Yurek Presented the minutes for review. Motion made by C. Dole and seconded by L. Mentello to approve the Minutes as presented. Motion passed.

4. Treasurer's Report – Vicki Landry presented the Jan and Feb 2013 Balance/ Profit and Loss reports for review. Motion made by W. Moquin and seconded by D. Yurek to accept Treasures reports for Jan and Feb. Motion passed. V. Landry abstained.

- * Account discussion – V. Landry presented to the Board that it might be a good idea to review the various accounts we have at the Bank and think about the possibility of combining to reduce the need for transfers and fees. Discussion related to reporting ensued and Trustees asked for V. Landry to add a cover sheet to the P&L's that is more "reader friendly". V. Landry described what she could do and would bring to the April mtg.

5. Site Manager's Report – Keith McAllister reported that the rent recertification process was going well. We have one apartment vacancy due to Christine Bacher having passed away. We are fully staffed. Tenant mtg has been held with no issues being reported.

6. Public Comment – No public in attendance.

7. Old Business
 - A. Electric supplier. - K. McAllister presented information gathered on the power suppliers available. Recommendation by K. McAllister was that we keep our current provider and look at it again in a year once we see if the prices the new suppliers are offering stay stable. Trustees agreed no Motion made.

Board approved 05/17/13

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8. New Business

- A. Summer Facilities project combination RFP. K. McAllister presented for the Board consideration that it might be a good idea to combine Maintenance projects (roofs, driveway repairs, Nellie Lewis windows, doors and porches, steps and painting) into one RFP for a General Contractor who would manage the project start to finish.

Motion to authorize Site Manager to prepare a Summer Facilities Project RFP and post in Newspapers was made by D. Yurek and seconded by W. Moquin. Motion passed.

9. Adjournment – Motion to adjourn was made by V. Landry and seconded by L. Mentillo. Motion Passed