

**Frances J. Tolles Home Complex**

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

**TRUSTEES MEETING MINUTES**

Oct 5<sup>th</sup>, 2012

**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 - absent  
Andrew Fennelly – Term expired  
Wendy Moquin  
Linda Mentillo  
Keith R. McAllister, Site Manager

**b. Quorum established: yes**

**c. Agenda:** Motion “to approve agenda” was made by L. Mentillo and seconded by W. Moquin  
-Motion passed.

**2. Chairman’s Notes:** Rebecca Vinduska thanked Vicki Landry and Keith McAllister for their efforts working on the 90th anniversary party. She stated it was the perfect day and a event enjoyed by all. She reported that she had met with Andrew and he has decided not to renew his application to be on the Board. She also encouraged all Board Members to try to spend some time visiting the Residents. She would like to have on the next agenda a item to discuss Time and day of Board meeting going forward.

**3. Secretary’s Report:** K McAllister presented on behalf of D. Yurek the minutes of the July 20<sup>th</sup> 2012 mtg,  
Motion to accept secretary minutes w/ (1) change Elks “club” to Elks Lodge was made by L. Mentillo and seconded by V. Landry.  
-Motion passed

**4. Treasurer’s Report:** V. Landry presented July, Aug and Sept financials for review,  
-Motion made by A. Raymond and seconded by W. Moquin with V. Landry abstaining.  
-Motion passed.  
V. Landry reported that there had been a returned check by the bank, a transfer crossed with a check. She asked the Board to entertain the option of Overdraft protection and Online banking so that signers could do transfers if needed. R. Vinduska asked this to be added to the next mtgs agenda.

**5. Site Manager Report:** K. McAllister provided a written report for Aug/Sept.  
-Motion to “accept Site mgrs report” was made by V. Landry and seconded by L. Mentillo  
-Motion Passed.

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6. **Public Comment:** No public present.

7. **Old Business:**

A. Fire Protection Sprinkler System – Life Safety Fire Protection Inc

1. Change order for additional sprinklers as required by Claremont Fire Code.
2. Project proposal for fire alarm wiring and 4 inch underground water service to all buildings.

K. McAllister presented the change order in the amt of \$15,650.00 to add additional sprinklers to closets, bathrooms and porches in all buildings as required by Claremont's adopted fire code that has more requirements than the standard NFPA 13R code that was used in the original approved contract as well as the project proposal to complete the fire alarm wiring and the excavating and installation of the 4 inch underground service from the city's main water supply in the amount of \$57,285.00 to complete the Fire safety Project.

-Motion Made by W. Moquin and L. Mentillo to "approve the change order from Life Safety for \$15650.00 and to accept the project proposal for electric and underground main connection for \$57,285.00."

-Motion passed.

B. 90<sup>th</sup> Anniversary Celebration Committee

V. Landry spoke for the committee and reported that the event was a success. We had 80 guests and the weather was perfect. We had nice write ups in the local papers. The event cost came in under budget at \$3719.01.

C. Review of quotes for Maintenance shed from July mtg.

K. McAllister presented 3 quotes for a 10x16 Storage/maintenance shed from LaValleys - \$5000.00, Home Depot – \$4497.00 and The Claremont Tech Ctr for \$100.00 over the cost of materials and \$100.00 delivery.

-The Board asked the Site Mgr for more information on material cost from the Tech Ctr and to see if they had one already constructed and bring the information to the Nov Mtg.

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**D.** Review of quotes for Painting the Tolles/Annex upper soffits/windows, fire escape from July mtg.

K. McAllister presented Quotes from Aarons Painting Systems and design for \$11,210.00, Pete's Painting for \$8500.00 and RD Young Painting for \$4260.00

- Tabled until spring.

**E.** Adoption of Incident reporting plan and procedure.

- K. McAllister reported that he had not completed a procedure. Board members gave advice on places to look for procedures to get ideas from.

**8. New Business:**

**A.** November/Annual mtg date, time change.

-Review of calendars by Board members, all were good with the Annual mtg be changed from the Nov 16<sup>th</sup> to Nov 9<sup>th</sup>.

**9. Adjournment** – Motion to adjourn meeting was made by v. Landry and seconded by W. Moquin.

-Motion passed.

Respectfully submitted,  
Keith R McAllister, Recorder  
Deb Yurek, Secretary  
Approved by Board 11/09/12