

Frances J. Tolles Home Complex

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

TRUSTEES MEETING MINUTES

Jan 20, 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
Andrew Fennelly –By conference call
Wendy Moquin
Vacant seat - vacant
Keith R. McAllister, Site Manager

b. Quorum established: yes

c. Agenda:

Motion “to accept agenda with 2 additions Cy-Pre and SMP resolution” was made by A. Raymond and seconded by D. Yurek.

-Motion passed.

2. Public Comment: No one present.

3. Chairman’s Notes: Rebecca Vinduska expressed that she was honored and excited to continue the great work we have been doing to keep the Tolles Home a comfortable safe place for the tenants.

4. Secretary’s Report: A. Raymond presented Dec 16th, 2011 mtg minutes for review.

Motion to “Accept Minutes of 12/16/11 as amended”, made by D. Yurek and seconded by A. Raymond.

-Motion passed.

5. Treasurer’s Report: V. Landry presented balance sheet for Dec 2011.

Motion- “Accept Treasurer Report as written” was made by D. Yurek and seconded by W, Moquin, with V. Landry abstaining.

-Motion passed.

6. Site Manager Report: K. McAllister provided a verbal report.

7. Old Business:

A. Continued Proposed Annual Budget tabled from Dec. - V. Landry presented a 2012 Budget for review.

Motion: “Approve proposed budget for Jan-Dec 2012”, was made by D. Yurek and seconded by W. Moquin. Motion Passed.

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- B. Income Limits tabled from Dec. Tabled to Feb mtg
- C. Auto door opener – update, Site mgr, K. McAllister reported that no progress has been made on gathering 2 more quotes.
- D. Cy-Pre – Discussion on where we are currently at with the final draft. Rebecca will speak to Jane Taylor and schedule an mtg for the Board to work on the Cy-Pre
- E. SMP- A. Fennelly informed the Board that SMP Architecture has agreed to settle with The Tolles Home for the grade discrepancy.
Motion: “To approve settlement w/ SMP for \$4730.00”. Was made by V. Landry and seconded by D. Yurek. Motion Passed.

8. New Business:

- A. Five year Capital improvement plan – Motion to “Accept draft of 5 years Capitol Imp-Plan” was made by W. Moquin and seconded by V. Landry. Motion Passed.
- B. Old lawn mower/snow-blower – Motion made by D. Yurek and seconded by W. Moquin “Approve the sale of Simplicity lawnmower/snow-blower currently owned by THC for \$3000.00 and use \$1000.00 to purchase a riding mower”. Motion Passed.

9. Adjournment – Motion to adjourn meeting at 10:05am, was made by D. Yurek and seconded by V. Landry.

The next Trustee meeting is at 8:00 am, Feb 17th at the Frances J. Tolles Homes Living room.

Respectfully submitted,
Keith R McAllister, Recorder
Deb Yurek, Secretary
Approved by Board 02/17/2012