

**Frances J. Tolles Home Complex**

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

**TRUSTEES MEETING MINUTES**

June 15, 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  
Wendy Moquin- absent  
Linda Mentillo  
Keith R. McAllister, Site Manager

**b. Quorum established: yes**

**c. Agenda:** Motion “to approve agenda” was made by A. Raymond and seconded by V. Landry  
-Motion passed.

**2. Chairman’s Notes:** Rebecca Vinduska remarked that she believed that the Board needed to go into executive session.

Motion to go into executive session to discuss personnel issues was made by A. Fennelly and seconded by D. Yurek.

-Motion Passed

Motion to leave executive session at 8:45 was made by D. Yurek and seconded by L. Mentillo.

-Motion passed.

**3. Secretary’s Report:** D. Yurek presented the minutes of May 18<sup>th</sup> mtg,

Motion to accept minutes from the May 18<sup>th</sup> meeting was made by A. Fennelly and seconded by A. Raymond.

-Motion passed

**4. Treasurer’s Report:** V. Landry presented March, Aprils and Mays financials t for review,

Motion made by A. Raymond and seconded by D. Yurek with V. Landry abstaining.

-Motion passed.

**5. Site Manager Report:** K. McAllister provided a written report for May/June.

Motion to “accept Site mgrs report” was made by D. Yurek and seconded by V. Landry

-Motion Passed.

Motion made by A. Raymond and seconded by A. Fennelly to have the Site mgr to develop an incident report policy for review by the Board at the next meeting.

-Motion passed

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### **6. Public Comment:** 2members of the public/residents were in attendance.

Susan B. a resident stated to the Board that she had asked to have a window washed and it was but has streaks, she also stated that her railing is peeling and she would like a woman from the board to look at her kitchen floor, she cleans it but it still looks old and dirty.

Rebecca thanked her for her comments. Linda Mentello offered to look at the floor as she was doing a tour with the Site mgr after the mtg and would stop by Susan's apt.

### **7. Old Business:**

- A. Fire protection Engineers bids -- continued, 3<sup>rd</sup> bid review from Hampshire Fire protection- K. McAllister informed the board that he received a phone call stating that they were having difficulty with their email and will be sending the bid late.

Motion to: move item 7A to the July mtg to allow for 3<sup>rd</sup> bid to arrive for consideration was made by D. Yurek and seconded by L. Mentillo.

-Motion passed

- B. 90<sup>th</sup> Anniversary celebration discussion – Members discussed that a Sept date, mid week would be best. Members shared experiences with what they have done/seen at other organizations celebratory events. Site mgr offered to look into event Coordination and Bloods catering.

### **New Business:**

- A. TBD - none

### **8. Adjournment** – Motion to adjourn meeting was made by V. Landry and seconded by D. Yurek

-Motion passed.

Respectfully submitted,  
Keith R McAllister, Recorder  
Deb Yurek, Secretary  
Approved by Board 07/20/12