

**Frances J. Tolles Home Complex**

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

**TRUSTEES MEETING MINUTES**

July 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 - absent  
Vicki Landry, Treasurer  
Deb Yurek, Secretary  
Andrew Fennelly  
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 A. Fennelly  
-Motion passed.

**2. Chairman’s Notes:** Rebecca Vinduska stated she had no notes but was excited to hear the proposal from the Event planner on the 90<sup>th</sup> Anniversary celebration event.

**3. Secretary’s Report:** D. Yurek presented the minutes of June 15, 2012 mtg,  
Motion to accept minutes from the June 15<sup>th</sup> meeting was made by A. Fennelly and seconded by W Moquin.  
-Motion passed

**4. Treasurer’s Report:** V. Landry presented Junes financials for review,  
-Motion made by W. Moquin and seconded by L. Mentillo with V. Landry abstaining.  
-Motion passed.

**5. Site Manager Report:** K. McAllister provided a written report for June/July.  
-Motion to “accept Site mgrs report” was made by D. Yurek and seconded by V. Landry  
-Motion Passed.

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

**7. Old Business:**

**A.** Fire protection Engineers bids – - continued, 3<sup>rd</sup> bid review from Hampshire Fire protection- K. McAllister presented the 3 proposals for a Fire Safety Sprinkler System for all buildings from,

- 1.** SFC Engineering Partnership, Inc. – Design and Oversight – \$27,380.00
- 2.** Life Safety Fire Protection, Inc- Design/Install- \$68, 950.00
- 3.** Hampshire Fire Protection Co., Inc- Design /Install \$56, 800.00

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K. McAllister also noted to the Board that in each proposal we would still have to incur an additional cost for electrical and the excavation and hook up of 4 inch lines to the city water main to all 3 buildings.

-Motion made by V. Landry and Seconded by W. Moquin, “to accept Life Safety Fire Protection Inc’s proposal for fire sprinkler system project of \$68950.00

-Motion Passed

- B.** 90<sup>th</sup> Anniversary Celebration Event Coordination – K. McAllister presented a proposal from BQE for the 90<sup>th</sup> Anniversary Celebration that included everything from start to finish for the event totaling \$12951.60.

K. McAllister recommended to the Board after presenting that they think about more affordable alternatives for the 90<sup>th</sup> celebration and to plan ahead for the 100<sup>th</sup> Anniversary where we could incorporate possible fundraising to help cover cost.

-Motion to have a 90<sup>th</sup> Anniversary Organization Committee to include all Board Members available was made by Vicki Landry and seconded by Wendy Moquin.

-Motion passed.

-Motion to have Site Mgr meet with a representative from the Elks Lodge for estimate for catering and hall rental and/ or Senior Ctr rental for the 90<sup>th</sup> Anniversary Celebration to be held in 09/2012, was made by D. Yurek and Seconded by L. Mentillo.

-Motion passed.

-Motion made by D. Yurek and seconded by Rebecca Vinduska to set a budget not to exceed \$5000.00 for the 90<sup>th</sup> year Celebration.

-Motion passed.

- C.** Review of quotes for Maintenance shed/garage.

-Motion made by V. Landry to go into Executive session for personnel reasons @ 9:17

-Motion passed.

Motion to come out of Executive session @ 9:35 was made by V. Landry and seconded by Deb Yurek.

-Motion Passed.

Board directed Site mgr to bring quotes to them for a “shed”.

- D.** Painting quotes for Tolles/Annex upper soffits /windows, fire escape.

- Tabled until next mtg.

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**New Business:**

- A. Nellie Lewis Dryer, K. McAllister reported that the dryer had broken down again and is not fixable.
  - Motion made by D. Yurek and seconded by L. Mentillo to purchase a new dryer for the Annex to replace the broken one.
  - Motion passed.

**8. Adjournment** – Motion to adjourn meeting was made by D. Yurek and seconded by W. Moquin.

-Motion passed.

Respectfully submitted,  
Keith R McAllister, Recorder  
Deb Yurek, Secretary  
Approved by Board 10/05/12