

**Woonsocket Senior Center
Board of Directors Meeting**

**Minutes of the March 16, 2011
Board of Director's Meeting**

**Attendance: Pauline Demers, Germaine Gaulin, Dan Peloquin- Chair,
& Matt Wojcik Director of Human Services**

**Also Attending: Jill Anderson, Executive Director Senior Services and
Linda Plays, City of Woonsocket Department of Human Services,
Roger Petit RSVP, Bob Picard Chairman of Senior Services BOD.**

- Call to Order: Meeting was called to order by Chairman Dan Peloquin at 10:40 a.m.**
- Approval of Minutes: Review and approval of minutes of the March 3, 2011 meeting. MOTION made by Demers to approve as presented, seconded by Gaulin All in favor to approve minutes as presented.**
- Public Comment: There was no Public Comment.**
- Presentation of Vouchers: Wojcik told the group that we are basically caught up with all the bills and some of them are even**

obtained online, which is faster and more efficient. There was only one bill that needed revision/correction was the revision of wages that were presented by RSVP—it was an invoice submitted by Mr. Ryan to reflect the whole month of February. MOTION was made by Demers to approve as presented and seconded by Wojcik. All in favor to approve as presented.

- **RFP/Primary Service Provider:** The RFP has been reviewed by the city solicitor Joe Carroll. He suggested two very minor changes. Wojcik told the group the board reserves the right to “reject” any proposals submitted. The only item that Wojcik stressed is that the Primary Service Provider in consideration for services will include a “lease” for their services. In return for these services a provision for a successful bidder is the consideration of them occupying the building with the value of them not paying rent in lieu of the daily management. The additional value is it’s a city owned building that has an annual contribution for expenses and also payment of utility bills. Wojcik says the ordinance requires that the Primary Service Provider contract to provide services already existing in this building if they are unable to provide them themselves.

The primary responsibility is in exchange for in kind support and in the form of office space for the provider. Demers asked if there would be any other types of in- kind services the PSP would provide

of value. Wojcik said the capital expenditures in the city owned building would be provided as well as utilities and would be used as a similar model as the Museum of Work & Culture. The door is also open for discussion about staff at the facility and a determination would be made after evaluation. Wojcik told the group that the library gets its maintenance/cleaning by a public works employee prior to it opening to the general public everyday.

The RFP will include services that should be provided or are currently provided at the Senior Center. Demers asked where we would advertise. Wojcik it will be posted online on the State of Rhode Island website, the city of Woonsocket website and in the Woonsocket Call as dictated by city ordinance. To advertise for one day would be approximately \$ 150 in the LEGAL section of the paper. Wojcik also said the next scheduled board meeting should include a PRE-BID conference for all interested parties. MOTION was made by Gaulin and seconded by Demers to proceed with the language of the RFP for advertisement. All in favor.

Gaulin talked about “outside” groups using the Senior Center for night activities/meetings. A concern was that minor children were not being monitored by adults and the potential for liability should something happen while being unsupervised. After the board chooses a Primary Service Provider they will go before the board and discuss what kind of activity/events happen at the Senior Center at nights. Picard raised the point about the Primary Service Provider

regulating the schedule. The board has the authority to decide what activities occur in the building with consideration and discussion with the Primary Service Provider.

• Adjournment-- The next meeting will be held on April 6, 10:30 a.m. MOTION was made by Wojcik and seconded by Gaulin. All in favor. The meeting was adjourned at 11:45 a.m.

Respectfully Submitted by

Linda S. Plays