

Woonsocket Senior Center

Board of Directors Meeting

Minutes of the November 23, 2011 Meeting

Attendance: Roger Bouchard, Pauline Demers, Matt Wojcik-Director of Human Services, Dan Peloquin- Chair

Also Attending: Jill Anderson-Ex. Director of Senior Services, Linda Plays, City of Woonsocket Department of Human Services

- **Call to Order:** Meeting was called to order by Chairman Peloquin at 10:33 a.m.
- **Approval of Minutes:** Review and approval of minutes of the October 26, 2011 meeting. Demers had a correction of Delores Joly attending the meeting, but was inadvertently left off the attendance. MOTION made by Wojcik to approve seconded by Demers. All in favor to approve minutes as presented with correction.
- **Public Comment:** There was no public comment
- **Presentation of Vouchers:** Presentation of monthly vouchers. MOTION to approve by Wojcik and seconded by Demers. All in favor to approve vouchers as presented.
- **State Grant:** Wojcik told the group that the RI legislative state grant

of \$ 12,568.00 was deposited into the Senior Center account. Anderson did say she was aware that the \$60,000 from the city was to be used to pay operating expenses, but asked about the state grant and was questioning if it was supposed to go into the Senior Services account to pay for janitorial services. Wojcik did say that we would look into that. He explained that because the transition took longer than expected and that wages for RVSA took more of funds than was anticipated and if the monies weren't deposited into the account that the account risked being in the red. Plays said that the bills for the Senior Center were up to date. Wojcik said we need to get through December because the next drawdown of funds isn't until January. He indicated that there would be a review of the budget in May prior to the end of the fiscal year. Demers asked if there was any communication regarding the denial of the last bill submitted by RSVA for the reimbursement of sick/vacation time. Wojcik replied that there had been none.

- **Discussion of Wood/Kitchen Floor:** The city's Construction Manager Tom Koback came and looked at the wood floor in the kitchen. He ascertained that there was damage to a portion of the sub floor under the tiles. The group discussed having an architect look at the floor for an opinion of how to proceed. Peloquin agreed to volunteer his services. It was also discussed that the city could exercise the right to go out for an RFP through the Department of Planning. Paulette Miller, Federal Grants Administrator would need the specs and could

go out to bid. The RFP would be based on what work needs to be done. The process is 30 days advertisement, then awarding bid to the lowest qualified bidder.

- **Discussion of Inspection Reports:** Demers questioned the inspection report by Cintas and asked why it referred 1st floor only and not other parts of the building. She also asked why some of the questions on the report had no answer(s). Peloquin said he would contact Cintas and confirm what they had in fact inspected and for a clarification of the reports. Peloquin asked what reports are required from the Senior Center. Anderson indicated that there were RI fire Marshall reports that were due yearly and Department of Health.

- **Other Business:** Demers asked about the mold issue and said she forwarded the reports she had from approximately 6 years ago. She questioned whether the vents had been checked and also wondered if it was an air quality issue. Wojcik said Victory HVAC would be contacted to see if this inspection was part of the service agreement. Demers asked if we could have an update/policy for key holders and the contact person for each group that uses the building. Demers asked about Mayoral appointments to the Board. Wojcik indicated that all current members had indicated the desire to stay on the board for re-appointment.

• **Adjournment**—The Chair said the next meeting would be on December 28 at 10:30 am. MOTION was made to adjourn by Wojcik and seconded by Demers. All in favor. The meeting was adjourned at 11:06 a.m.

Respectfully Submitted by

Linda S. Plays