

## **Woonsocket Senior Center**

### **Board of Directors Meeting**

#### **Minutes of the December 28, 2011 Meeting**

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

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

- **Call to Order: Meeting called to order by Chairman Peloquin at 10:35 a.m.**

- **Approval of Minutes: Review and approval of minutes of the November 23, 2011. MOTION made by Bouchard to approve seconded by Wojcik. All in favor to approve minutes as presented.**

- **Public Comment: Bob Picard-- Chairman of Senior Services Picard asked if public comments are part of the minutes and Plays replied that they were. She also indicated after they are approved by the board they are posted on the RI Secretary of State website.**

- **Picard asked about the status of the kitchen floor. He indicated that Senior Services was awarded a \$ 20,000 grant in October from the Levy Foundation to purchase a new dishwasher. Picard said he**

feared losing the monies if they didn't purchase the unit in a timely fashion, but the floor needed to be repaired beforehand. Peloquin said that we need to go out to bid and find a reputable contractor to do the general repairs. He said the floor needs to be torn apart to find out where the problems are. Wojcik said time of the essence with the phases being coordinated for the floor repair and a minimal interruption of daily kitchen services. Peloquin said you had to at least expect a week or possibly a little more would be expected. Picard agreed that they could live with that as long as they had a timeline as a guide so they order the dishwasher and stainless steel sinks and won't do that until they are assured that they have a floor. Picard said they will research the information of what new appliances purchased in the meantime. Wojcik said that there was an option—We could have the city come in and do the demolition, and the contractor could do the spec work. Wojcik said that when the city construction manager came to inspect, that there was significant damage under the flooring where the current dishwasher is. Anderson stressed that as long as they are kept apprised of the repairs so minimal disruption takes place regarding meal service.

- **Presentation of Vouchers:** Routine monthly vouchers were presented at this meeting. **MOTION** to approve by Wojcik and seconded by Bouchard. All in favor to approve vouchers as presented.

- **Proposed Bid Schedule/Kitchen Floor:** Discussion included a proposed schedule at the suggestion of Bouchard as follows:

**January 9-13 Bid documents prepared by Dan Peloquin**

**January 9-13 City to advertise bid and contact contractors**

**January 13 Bid documents completed**

**January 17 Bid documents copies made by the city**

**January 19 Pre-bid meeting at Senior Center/with Dan Peloquin**

**January 26 Board Meeting at 1 p.m., to review bids due at 11 a.m.**

**February 7 City to Award Contact**

**February 20 Contract Work to Start**

**March 2 Work Completed**

**March 5 Equipment by Senior Services to be installed**

**Peloquin would provide the bid drawings. Motion was made by Bouchard and seconded by Wojcik for the proposed bid schedule. All in favor.**

- **Adjournment—The Chair said the next meeting would be on January 26th at 1 p.m.,. MOTION was made to adjourn by Bouchard and**

**seconded by Wojcik. All in favor. The meeting was adjourned at 11.28 a.m.**

**Respectfully Submitted by**

**Linda S. Plays**