



Town Administrator's Office

343 Highland Road, Tiverton, Rhode Island 02878 (401) 625-6710

Memorandum

Date: June 19, 2015

To: Town Council

From: Matt Wojcik

RE: Renewal of employment contract and fiscal statement– Janice Gomes, Senior Center Director

On June 30, 2015 the Town's contract with Janice Gomes, Senior Center Director, is set to expire. I recommend renewal of this contract with only the necessary "housecleaning" edits for another three year term.

My review of Ms. Gomes' performance for the last year is a confidential personnel document. However, it may be summarized as follows: there are no negative points to be raised. Ms. Gomes has been a responsible steward of her budget and her building. The services provided to the community's elders through the Senior Center are well organized, comprehensive and high quality. A new senior center bus was obtained, the kitchen has been upgraded to meet Code and the mix of services has been constantly improved.

Over the duration of the contract renewal, the Tiverton Senior Center will benefit from several important projects, including but not limited to:

- Establishment of sewer connection with Tiverton Wastewater District;
- Upgrade of windows (planned), floors (to be proposed), bathrooms (to be proposed)
- Ongoing work to improve kitchen equipment and functionality

The efforts noted above will require an experienced manager who knows the building and its patrons well enough to have the projects contemplated finished with minimal disturbance to the Center's operations. Furthermore, since it is very likely that some or most of the initiatives will require grant assistance in order to be adequately funded, in my judgment Ms. Gomes' experience and success dealing with grant applications will serve the Center well.

Therefore, in light of immediate past performance and the outlook for the next three years, I recommend renewal of Ms. Gomes' contract with a 2% salary increase for the next year, as provided for in the budget for the next fiscal year.

Thus, the primary edit to the existing amended contract will be on page 2, under Section 4 (Salary) as follows:

Strike "\$50,031" and replace with: "\$51,031."

Additional edits:

1. change dates on page 1 to reflect a July 1, 2015 to June 30, 2018 term;
2. in Section 8 add language to end of paragraph regarding personal days to note that personal days carry no cash value.

The fiscal impact of the proposed contract renewal, in year one, is as follows:

- Salary: Increase by \$ 1,000
- FICA increase of \$ 76
- Employer contribution to MERS increase: \$54
- TOTAL: \$1,130 increase over current expenditure (FY 2015)