**Committee Members Present**: Maureen Booth, Mary Kelley, Karen Mayo, Barbara Rollins and Deb Smith

**Absent**: Grace McCarthy, Peggy Muir and George Oliver

**Staff**: Jason Lamoreau (via Zoom)

**Guests**: Kathryn Harnish (via Zoom) and Theresa Turgeon

**Call to Order**

Maureen Booth established a quorum.

**APPROVAL OF AGENDA**

The Agenda was approved as distributed.

**Approval of MinuteS**

The minutes of the September 12, 2022 meeting were approved as distributed.

**OLD BUSINESS**

**Participation in the Fellow Program**

Maureen Booth noted that since the last meeting, members weighed in on the preliminary work plan for the priority project and all were in support of the idea. However, all members also expressed reservations about the scope of the project and our capacity to achieve its goals. To discuss the issue further, Kathryn Harnish, Bowdoinham’s prospective Fellow through the Maine Center on Aging, reviewed the work plan again, noting its three main components: distribution of a Winter Toolkit to at-risk/isolated residents; the formation of a working coalition with entities whose work brings them into direct contact with isolated residents; and the design and early execution of an “any open door” navigation program for residents to access help in finding needed services.

Kathryn and Maureen reported that Patricia Oh was informed of members’ concern over the scope of the project and assured them that there was flexibility throughout the engagement to modify both scope and workplan based on implementation progress. Kathryn also stressed that the intent of the project was coalition building and that a navigation program would only be feasible if other coalition partners were committed. With the acknowledgement that there was no downside to Bowdoinham’s participation, members were unanimous in agreeing to go forward.

The next step is to complete the application and a budget related to the associated $1000 grant that is awarded to Fellow communities to help in the implementation of their priority projects. Meanwhile, work must get rapidly underway to determine the number and contents of the Toolkit so it can be distributed in time for winter. In addition to research that Kathryn would share with the Committee after the meeting, members brainstormed ideas for toolkit items: hat and gloves from the gift shop, collapsible shovel, ice scraper for car windshields, foot gripers, walking stick with ice pick and salt for walkways. The array and type of items will be dependent on the number of Toolkits assembled and whether additional funds can be accessed to add onto the $1000 grant.

Follow-up Actions:

1. Kathryn, Jason and Maureen will complete the final application and submit to the Maine Center on Aging.
2. Jason and Maureen will review the budget and consider other avenues for funding the project.
3. Committee members will review and priority rank a list of potential toolkit items.
4. Maureen will estimate the number of toolkits needed to serve at least users of the food pantry and Rides in Neighbors’ Cars. Based on fund availability, other potential channels for distribution could include the churches, fire and rescue, general assistance and sheriff’s office.
5. As needed, members may be asked to participate in a conference or zoom call prior to the next meeting to assist.

**Comprehensive Planning Committee**

Maureen reported that she and Peggy Muir met with the Comprehensive Planning Committee to determine their interest in joint planning within areas of overlap with the Age Friendly Action Plan: housing, recreation, transportation and public facilities/services. Comp Planning members were largely in agreement that the approach made sense and could strengthen the plan’s focus on the largest growing sector of the town’s population. A recommendation was made to form a Task Force made up of members of both Committees to lay out a process for moving forward together and the format for addressing age-friendly issues. Maureen noted that she, Grace McCarthy, and Peggy Muir had agreed to participate so far and that any other members were welcomed to join the effort.

Follow-up Actions:

1. Maureen will keep the Committee advised on activities of the Task Force.

**Staff Report**

Jason noted that his first month on the job has been busy in getting familiar with Town operations as well as learning the scope of activities in both recreation and age-friendly. He noted that staff changes were happening for the assistant clerk position and Darren’s position which includes both plumbing inspector and code enforcement officer. He recounted having met several times with Maureen and Peggy to get acquainted with current issues and to build an understanding of the areas of work where his assistance is most needed. In addition to being involved in meetings on the Fellow program, Jason reported his involvement in building the Age Friendly presence on FaceBook, managing the Age Friendly mailing list (YEAH!) and improving the accessibility and completeness of the Age Friendly component of the Town’s website. In response to a question from Mary Kelley, Jason encouraged suggestions on how to create a more intergenerational recreation program in Town.

**NEW BUSINESS**

**Luncheons**

The October 13, 2022 was a success with over 40 participants and $160 in donations for net revenue of around $38 once payment for food purchases were reimbursed. Peggy’s presentation was a huge success as well. Barbara and Theresa led the discussion on what was working, not working and how to improve going forward. Barbara noted that generally the luncheon went well given that Leslie Anderson (the cook) was unable to do any food prep the night before due to a tick bite and that this was the first time luncheons were held back at the Fire House in a long time, requiring adjustments. Maureen expressed concern that Leslie and Judy Hardin ended up doing the lion share of work and that adequate support for clean up was not available.

Both Theresa and Barbara acknowledged the need for improved planning with the designation of volunteers for each major category of work: inventory, set-up, food prep, serving, table clearing and clean-up. Without specific assignments in each of these areas, luncheons will need to be modified in accordance with available help (e.g., dessert only). Deb Smith stressed that greater emphasis needs to be given to clear communication so that each volunteer understands and agrees to what is expected of them. Deb also suggested that communications occur via email to make them easier to follow.

Theresa announced that a meeting was scheduled for Thursday, October 20 at noon with the principles involved in luncheons: herself, Barbara, Leslie Anderson, Judy Hardin and Deb Smith. Karen Mayo requested that the Committee be informed after that meeting if a sufficient number of volunteers were not available to proceed as planned with the November luncheon. Karen also suggested that a general call be made at each luncheon for volunteers to come forward for the next luncheon. Regarding his role, Jason committed to taking care of the table/chair set up and break down for each luncheon as long as they are at the Fire House. Maureen offered to be responsible for managing donations.

Follow-up Actions;

1. Barbara and Theresa will notify the Committee of any changes that need to be made to the November luncheon based on sub-committee discussions.
2. Jason will prepare posters for distribution and post on FaceBook and the website.
3. Jason will reserve the Fire House for the November 10 luncheon.

**Status and Updates**

***Mind Your Health***

Maureen reported that Aga Smith had the first of her 6-part series on connections between our physical health and mood. About 8 people were present and there was broad participation in an informal setting. The next session is scheduled for October 19 at 11 a.m. on diet.

***Yoga***

Anita Goller began her Monday evening yoga sessions and is attracting an average of 9 participants at each session.

***Age Friendly Website***

Maureen reported that she and Jason have been working to reorganize the website to make it more accessible and more complete. In response to a request for volunteers to review the proposed changes, Mary Kelley offered to assist.

Follow-up Action:

1. Maureen will meet with Mary to review proposed website changes
2. Jason will determine how well the changes can be accommodated within the constraints of the Town website’s format and make changes.

***Report to the Select Board***

Jason will inquire about whether quarterly reports to the Select Board are required. If a written report is not necessary, members thought it useful to meet with the Select Board at least quarterly. Deb Smith felt that presence at the Select Board would be particularly important to acquaint new Select Board members to Age Friendly issues. A suggestion also was made to invite the new select board members to a Committee meeting to give them a better understanding of our work.

Follow-up Action:

1. Jason will find out whether quarterly reports are required and identify dates after the election when Age Friendly can make a verbal report to the Board.
2. Further thought will be given by Peggy, Jason and Maureen on the format to be used if new Select Board members were invited to a Committee meeting.

***Schedule for Committee Meetings***

Maureen raised the question of whether Committee meetings should be 1.5 hours rather than 2 with a shift in focus to making progress between meetings and using meetings to report and resolve issues. Jason questioned whether reduced time would work if Kathryn continued to make reports at each meeting. It was agreed that the Committee would not make a formal change at this time but test out the feasibility at future meetings.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 2:45 pm. The next meeting is scheduled for November 14, 2022

**Approved by:**

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| Peggy Muir, Co-Chair |  | Date |
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Maureen Booth, Co-Chair Date

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| Jason Lamoreau, Age-Friendly Coordinator |  | Date |