**Committee Members Present**: Maureen Booth, Mary Kelley, Karen Mayo, Grace McCarthy, Peggy Muir (via zoom), Barbara Rollins and Deb Smith

**Absent**: George Oliver

**Staff**: Jason Lamoreau

**Call to Order**

Maureen established a quorum.

**APPROVAL OF AGENDA**

The Agenda was approved as distributed.

**Approval of MinuteS**

The minutes of the October 17, 2022 meeting were approved as distributed.

**OLD BUSINESS**

**Staff Report**

Jason thanked members for their input on the draft narrative of the revised Age Friendly website. He noted that proposed changes in structure will not necessarily represent new information but hopefully will make it simpler to navigate. Jason called attention to one new section with the working title “Special Feature” intended to include more time relevant information, articles, or more in-depth exploration on an issue. At the next meeting, Jason will demonstrate a working version of the website for Committee review. Jason stressed that input is encouraged as making changes is not expected to be difficult. The Committee thanked Jason for his efforts on this long delayed project.

Jason also called the Committee’s attention to the Town’s request for a permit to add 10 additional parking spots close to the handicapped entrance to the second floor of the Town Office. Three of those spots will be for those with mobility issues. Several issues were raised during the discussion:

* The door to the Kendall Room is usually locked; a system for assuring it is opened when the public is expected is needed.
* Accessibility to the Library remains an issue. Deb raised the question of whether a ramp is feasible to the back door.

Karen inquired about timing for re-organizing or re-locating items for the medical equipment loan program. Jason indicated that he will be In touch with Karen once space is made in the rec garage. The thought is that garage space could include a sample of the types of equipment available for loan with excess equipment stored at the firehouse.

 Folllow-up Actions:

1. Jason will revise the website for viewing at the December meeting
2. Jason will report concerns about the locked door to the Kendall Room and accessibility to the Library to determine possible improvements
3. Jason will notify Karen Mayo once space is made available for medical equipment at the rec garage.
4. Karen will inventory excess equipment that can be sent to Partners for World Health in Portland.

**Lifelong Communities Project**

*Items for Winter Kit*: Jason reported success in having items for the winter kit donated by the Fire House and Home Depot. To date, the following items have been identified for inclusion:

* Carbon monoxide detectors (40 donated by Fire House)
* Emergency thermal blankets (50 donated by the Fire House with commitments for more as needed)
* Hand warmers (up to 100 donated by Home Depot)
* Snacks (donated by the Food Pantry)
* Solar/hand cranked radio with flashlight
* Cleats: after discussion it was decided that Jason would investigate Velcro toe clips mentioned by Mary. Alternately, the kit will include a ticket that the user can redeem for one set of cleats in the size of their choice.
* Hat and gloves (at $3.25 per set or from Reny’s; Karen will supplement with hats from Gift Shop)
* A bag to hold the items with the Age Friendly logo and that of the Fire House.
* An Age Friendly Magnet with Jason’s contact info and that for Age-Friendly sponsored activities. At least 14 font size. 100 to be printed by AARP if time permits.
* The new Town Resource Magnet
* Age Friendly Brochure
* A card describing the sponsors, purpose of the bag and contact information for follow-up and requesting replenishment of items.

Members will gather on December 5 at 1:30pm at the Town Office to assemble the kits for distribution at the Food Pantry between 3pm – 6pm on December 7. Jason will notify members if distribution must be postponed due to lack of all the items.

*Process for Distribution*: Deb will work with Jenn Stonebraker at the Food Pantry to decide the best logistics for distributing the kits and report back to members on Dec. 5. Other issues raised regarding distribution:

* One kit per household regardless of size
* Clients will be given the option of providing their contact information for member phone follow-up or a stamped card for clients to send back their evaluation of the kits.

*Resource Directory:* Updating the existing Resource Directory is a component of the Lifelong Communities Project. Mary Kelly volunteered to work with Maureen in reviewing and revising the current Directory which was sponsored by AARP. When complete, the Resource Directory will reside on the Website in addition to having printed copies available.

*Project Workplan*: Maureen shared the Workplan submitted as part of the Lifelong Communities Project laying out the major tasks and timeline. Maureen reminded members that the larger goal for the project is to build a coalition with local entities to better serve Bowdoinham’s at-risk individuals. The winter kits are the first step to working collaboratively with the food pantry and fire house in that effort with the hope of broadening the coalition in the coming months.

 Follow-up Actions:

1. Jason will proceed to order items for kit.
2. Maureen and Jason will work to design the Age Friendly Magnet
3. Maureen will prepare a card to enclose in the kit and a stamped card for feedback
4. Deb will meet with Jenn at the Food Pantry to decide distribution logistics
5. Members will gather on Monday, Dec 5 at 1:30 at the Town Office to assemble kits.
6. Mary and Maureen will review and revise the long Resource Directory by Jan 31

**Comprehensive Planning Committee**

Maureen reminded members that the Committee will be working with the Comp Plan Committee in the development of sections of the revised Comp Plan which overlap between the two committees. Grace and Maureen agreed to attend preliminary meetings with the Committee to develop a process and format; it is expected that topic-specific groups will be formed to draft detailed goals, recommendations, etc in each of the four areas of interest: housing, transportation, recreation and public services/buildings.

Jason reported that he was working with Nicole to consider a Phase II of sidewalk expansion to include a loop up the rest of Main Street to Post Road; around the Fire House and down Center Street to meet with the current sidewalk to form a loop. This generated further discussion:

* Mary inquired about bicycle lanes. Jason indicated that he thought those are limited to DOT roads only but would investigate. Peggy noted that the new Rail Trail is intended for both pedestrians and bikers.
* Peggy suggested grading our existing trails so people of varying abilities can b informed in advance about the level of difficulty. Mary thought that grading trails would make for a great summer project.

Follow up Actions:

1. Maureen will send Jason the Committee’s proposed Phase II sidewalk plan.
2. Trail posting and grading will be put on hold for a possible summer project.

**Age Friendly Luncheons**

After thanking Barbara for a great luncheon, Maureen, Deb and Karen identified several areas of concern:

* Judy Hardin and Leslie Anderson do a disproportionate amount of the work and should be consulted about their interest in continuing monthly luncheons or doing them less frequently. Karen suggested that perhaps every other month could be only tea and cookies with a presentation to reduce the work.
* Although people informally come into the kitchen to help out, knowing that a cleanup and prep crews were identified in advance would help everyone coordinate their responsibilities and not leave anything to chance
* There is a lot of lugging heavy items from and to cars by those who cook. Jason offered to check on purchasing a rolling cart to help reduce the load. He also plans to set up earlier in the future to allow adequate time for setting the table.

Mary interjected that everyone was focusing on the negative aspects of the luncheon without sharing with Barbara aspects that worked well. Members demurred and recounted the fabulous dinner, great attendance and ample donations. Deb indicated that she had some great pictures that she will send to Jason for posting on Facebook.

The next luncheon is planned for December 8. Barbara noted that she had yet to meet with the sub-committee but understood that the plan was to have soup and sandwiches with a Yankee Swap afterwards.

 Follow-up Actions:

1. The sub-committee will meet to plan the December luncheon and decide what needs to be done.
2. Barbara will contact those who volunteered to discuss their preferences and assign tasks.
3. Jason will develop a poster for the Dec luncheon.
4. Jason will purchase items needed at the fire house: 10” heavy cardboard dinner plates, to-go containers, butter pats, sandwich and gallon size baggies.
5. Jason will investigate a system for easing the transport of items by the cooks.
6. Barbara will send a thank you note to the Fire House for use of the facilities

**NEW BUSINESS**

**Communication Strategy**

Maureen expressed the need to reconsider how best to routinely communicate with different groups in a way that was meaningful without being burdensome. The following ideas were generated:

* *Facebook:* Jason encouraged members to like or share on the site to build interest and a following. Any ideas should be sent to him; Jason as well has been exploring other sites for possible ideas.
* *Bowdoinham Newsletter*: Peggy volunteered to coordinate a posting from the Committee in each Newsletter. Deadline for submitting is December 1 and the first of every other month after that. Ideas should be forwarded to Peggy.
* *Select Board:*  At the Committee’s request, we will be sharing with the Select Board an update at their Dec 13 meeting. Deb offered to make the presentation; Maureen offered to draft ideas that can be shared.
* *Mailing List Update:* Members were unanimous in advocating for a short, no more than 1 page, reminder of our activities as well as plans going forward. The mailing should also be an opportunity to see who needs help and who wants to help. Grace volunteered to work with Maureen in drafting the next communication to the mailing list.

Follow up Actions:

1. Peggy will coordinate the Committee’s posting for Newsletters; the deadline for the next one is December 1.
2. Deb and Maureen will work together to prepare remarks for the Select Board on Dec 13
3. Grace and Maureen will prepare the next communication to the mailing list and to send via mail to those who do not use email.

**Volunteer Recruitment**

Maureen reminded members that everyone should use their personal and professional networks to reach out to potential new members or volunteers for particular tasks. Similarly, we should be alert to opportunities to help at-risk groups and individuals.

**PUBLIC COMMENT**

Peggy mentioned that Sally Cluchey, newly directed representative for House District 52, has spoken publicly about her interest in the elderly. Peggy suggested that we invite Sally to a future meeting to acquaint her with our work.

**ADJOURNMENT**

There being no further business, the Committee adjourned at 3:10 pm.

**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 |