

**Aging in Place Committee
November 16, 2017 Meeting**

Approved Minutes on December 14, 2017

Present: Ellen Ceppetelli, Janice Cerebona, David Emery, Gail Licciardello, Jessica O'Donoghue, Helen Sullivan

Absent: Ron Ceppetelli, excused

Public Attendees: Connie Weeks, Jack Murphy

The meeting was called to order at 4:03pm

The chair did a quick check in with committee members. David Emery suggested that the secretary send out the draft minutes to the entire committee, and not just the chair. David had not checked email and did not realize Gail had sent out draft minutes to all Ellen Ceppetelli requested that Ron Ceppetelli be excused. He was unable to attend this emergency meeting as he was already scheduled to work. David Emery indicated he may be away periodically in the winter. It was noted that committee members may attend via skype if they are away during a meeting.

I. Review of Minutes:

Gail Licciardello noted that there were several typos that should be corrected. Ellen Ceppetelli indicated that the comments made by Robert Pomerleau were made after the meeting adjourned and thus should be deleted from the minutes. Also, Ellen Ceppetelli indicated that it was mentioned that Baron Place did not have power during the storm and did not have a generator and that should be added to the minutes. As an aside David Emery indicated that Baron Place is not a town owned facility so the town really can't provide a generator. Jack Murphy then indicated that Baron Place is HUD owned. Jan Cerebona then mentioned that town did not provide any shelter for residents without power during this storm, whereas S. Berwick did, and in general communication regarding services and assistance during power outages is lacking.

MOTION: Helen Sullivan moved to approve the minutes as amended. It was seconded by David Emery. Vote was 4 in favor and 0 in opposition. The motion carried.

II. By-Laws:

There was a discussion about **Article 2, Duties**. There was no opposition to the duties as stated in the by-laws. There was question and discussion about the terms, and length of terms. Jan Cerebona indicated that there is confusing information about the length of her term in one place it indicates 3 years, yet on her swearing in documents it indicates that her term will expire in June 2019. Jessica's term also expired in 2019. Jack Murphy indicated that the length of terms varied so that the entire committee would not turn over at the same time. It appears that there has been a calculation error in when Jan's term will be expiring. She will go to the

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town clerk and get this corrected. Gail Licciardello indicated that she had not been sworn in and did not know that it was a requirement. After reviewing the Eliot Ordinance governing municipal boards, commissions, and committees it was noted that under Member, section A8 swearing in of advisory board members need not occur. Gail Licciardello indicated that since all the other members of the committee had been sworn in she would speak with the town clerk to determine if she should be sworn in.

Ellen asked if there would be any term limits for the chair, as the chair of the committee is elected for a 1 year term. No one on the committee expressed any concern about the chair being elected in successive 1 year terms.

David Emery indicated we need to formally add the position of Treasurer to our by-laws. (which would be in section 3.2 A Officers)

MOTION: David Emery moved to amend the by-laws by adding the position of treasurer. Gail Licciardello seconded the motion. The vote was 4 in favor, 0 in opposition. The motion carried.

Ellen Ceppetelli indicated she would advise the city clerk of the changes to the Aging in Place Committee By-Laws that were made.

Also, it was clarified that this committee is an "Ad Hoc" committee which are duties are to advise the select board

Staff support: Melissa Albert is unable to attend meetings after 4pm, but will be available to provide support during normal working hours.

III. Driving Home Community Summit, November 28th.

Discussion of who would be attending this meeting in Portland. Ellen Ceppetelli, Jan Cerebona, Gail Licciardello, and Jessica O'Donoghue all indicated they planned on attending the summit. Ellen Ceppetelli suggested we carpool and offered to drive. The group will meet at the town Office at 7:45 on Tuesday November 28th to car pool.

IV. Assessment of Assessment of Need

Committee members were to review the information from AARP relative to doing a needs assessment of the elderly in Eliot. The purpose of this emergency meeting was to determine the budgetary needs for doing a survey, as we have to submit the request to the budget committee by Nov 28th. It was noted that AARP has funds for such a survey. However, the committee must become a member of the AARP, National Aging Friendly Communities(NAFC). There is no fee to join.

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Motion: Helen Sullivan moved that the committee apply to AARP, NAFS. Motion was seconded by David Emery. The vote was 4 in favor, 0 opposed. The motion carried.

Ellen reinforced that alternates, although they cannot vote, do have important role of providing input to the committee.

Ellen has been communicating with Patricia Oh, of Maine AARP. She sent information in an email to Ellen who has forward that email to committee members, regarding how to join NAFC and some sample applications. We will discuss this process in our December meeting.

We need to first decide do we want to do a survey and then we can figure out how to fund it. Helen suggested we may also want to consider focus groups, as it may be a better or additional method for getting the information the committee needs. David also suggested that if we do a survey then we should have it available at the town office. We do not want to miss any opportunity to survey all the elderly in Eliot.

Ellen indicated through internet research she found that Eliot has approx. 1000 residents over 60. Gail found that median age for Eliot residents is 46.3, indicating over 3000 are over 46 yrs. Jack Murphy suggested we contact Southern Maine Regional Planning Office for demographics on Eliot. Jessica also indicated she had contact at Maine Agency on Aging who would also have demographic information. Ellen also indicated that Patricia Oh from AARP of Maine can also help in obtaining demographic information.

David Emery suggested we ask the select board if there would be any objections to surveying the residents of Baron Place, as a courtesy. Ellen suggested that we should not miss the opportunity to survey everyone.

Ellen also indicated she did not want to miss the opportunity to ask the select board for funds to conduct the survey. Melissa, staff assistant indicated that the process for applying for funds for our committee is to send a letter requesting funds. Ellen will get a draft letter requesting the funds to committee members.

Motion: Helen Sullivan moved to request \$1000.00 from the Select Board to fund various activities of the committee to determine the needs of Eliot's elderly. Gail Licciardello seconded the motion. Vote was 4 in favor, 0 opposed. Motion carried.

Public Comment:

Connie Weeks indicated the need for transportation for the elderly, not just for medical reasons, but for other activities as well. It was identified that York Hospital provides transportation for patients for medical appointments. Jessica indicated that transportation services is one of the easiest issues that Aging in Place Communities have done. Often churches have offered some of these services, so it may be a good place to start. Jan indicated that Rides in Site is an organization that has services we may access. Jack Murphy suggested

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we have a list of “odd Jobs” resources for people who need help those who can offer it. Jan indicated that the high school as community services requirement that could be helpful to the elderly if somehow, we could organize and coordinate this. Jan offered to contact the high school to discuss how we could make this happen. Helen agreed to go with her.

Jessica suggested that there are many college scholarships offered from community organizations and those organizations could be notified that we are in need of volunteers to help the elderly.

In our quest to help the elderly we do not want to overlook other organizations that are already helping the elderly. The goal is to assist, coordinate and cooperate with them., not duplicate.

Jan suggested that perhaps we change the meeting time to day time, to get Melissa’s staff support, as make it more accessible for the elderly to participate in our meeting.

Ellen will ask Ron which day would best for him, as everyone else is available during the day. Suggested time is either 1 or 2pm. Ellen will contact Jessica about day and Ellen also indicated that Patricia Oh and other members of AARP would be available to attend some of our meetings if we met during the day.

Ron, via Ellen had suggested there may be some sort of “app” on phones that would coordinate the transportation requests with available drivers.

To re-cap, Ellen will send a request to the town manager for upcoming budget year a request for \$1000. She will forward the letter to committee members before she sends it out.

Future Agenda items: for December meeting will focus on the information gained from attending the TSLCA summit meeting. The goal will be to schedule the meeting for 1:00 pm on December 14th. But Ellen will confirm with Jessica for room availability and also with Ron for his availability.

David commented that the changes made in By-laws must be signed and presented to the select board.

Check Out: Janice Cerabona requested that she be call Jan and not Janice. No other issues were mentioned during the check out.

Motion to Adjourn: Gail Licciardello moved to adjourn the meeting, David Emery seconded the motion. Vote: 4 in favor, 0 oppose

The meeting was adjourned at 5:20

Respectfully Submitted

S: / Gail Licciardello, Secretary