

## AGING IN PLACE COMMITTEE

### MINUTES 01-21-2021(virtual meeting)

*Mission: The AIP mission is to:*

*Provide advocacy for changes in Eliot's physical, economic, and social environment that enables Eliot residents, especially older residents, to live in their homes for as long as possible, and foster the creation of services and programs geared to keeping all residents active and engaged in the community.*

**Present:** Ellen Ceppetelli, Melissa Layman, Gail Licciardello, Nedra Sahr

**Absent:** Melissa Albert, Michele Meyer

**Guests:** Kearsten Metz, Land Use Assistant/Zoom facilitator  
Ann Lukejord, Eliot resident/Minutes-taker

**Meeting called to order at:** 4:02 pm

#### **Check-in:**

Melissa L reported that she sent files with logo to everyone and posted online at [accounts.google.com](https://accounts.google.com).

Ellen made Melissa L voting member for this meeting and assigned Gail as timekeeper. Ann Lukejord welcomed and thanked for doing Minutes for 12-17-2020 and 01-21-21.

#### **Review of Minutes of 12-17-2020 meeting:**

Gail had some corrections, Ann to make corrections prior to submitting to the Town Clerk.

**MOTION:** Nedra moved to accept the Minutes. Gail seconded the motion. Ellen, Gail, Melissa L, and Nedra all approved. No one opposed.

#### **Chair Update:**

Ellen reported that the Select Board will be meeting on January 28, 2021, and at that time will review Melissa L's application to be a full member. Melissa L noted that her term would run only until June 2021. Ellen explained that members have alternating years so we do not all go off at the same time. Come June 2021 Melissa L will re-apply and her term will then re-start for two years.

Ellen reported that submission of the Maine Community Fund Mini-Grant for benches will be issued after April 1, 2021. Melissa L stated that Tom McDonnell and Tracy Dunston have volunteered to assist with installing the benches. Nedra shared that Lydia Goodwin, director of the William Fogg Library, is fine with the Board's plan to install benches at the library. Dana is in full support.

Ellen reported that Dennis Lentz of Chair of the Planning Commission had gotten back to her about the "accessory dwelling units" or ADUs. Kearsten shared that the Planning Board

discussed ADUs at its January 12, 2021, meeting. The Planning Board's 1-12-2021 meeting is available online to stream. Kearsten informed the members that she plans the agenda and hosts upcoming meetings for the Planning Board and confirmed that ADUs will be discussed at upcoming meetings.

Ellen reported on the Maine Tech Task Force, an effort by the Elder Abuse Institute of Maine to help older residents learn how to use technology to better communicate with others. Ellen was on the Task Force's 2:00pm Zoom meeting. Ellen endorsed the project which is in the early stages and needs to gather resources and volunteers. She sees the project as a great way to help people learn to use Zoom.

Ellen asked how AIP can help people get vaccinated against the Coronavirus as AIP has funds available to do so from the Grassroots Fund. Gail suggested paying for people's cab fares to get to vaccination sites. Nedra suggested getting driver-volunteers to transport people to their appointments. All recognized that Coronavirus itself would make either effort difficult as in both cases the driver and passenger might be exposed to Coronavirus in the limited space of a vehicle. Further discussion off-line if members see there is a need.

#### **Treasurer's Report - attached**

The members reviewed the Treasurer's Report submitted by Gail.

Gail spoke to an expense that came up after she produced the report that is not reflected in the Arts and Humanities Fund: \$223.87 for supplies to be reimbursed to Ellen. Once that reimbursement is completed, the Arts and Humanities Fund will be \$740.03 remaining.

Melissa L asked if the bill for the logo development for Robert Schwartz had been paid. The report showed the funds (\$200.00) had been taken out of the budget but did not reflect if the actual check had been cut and sent.

Ellen reported that the initial art supplies purchase (packets) for the program was made with funds from the Arts and Humanities Fund for fifteen packets in November. Six packets are left over from that initial purchase, and so Ellen ordered only six more. AIP is using the funds from the original session to buy the supplies the second session.

Once AIP signs a memorandum of understanding (MOU) with The Foundation for Arts and Healing, AIP will receive an honorarium of \$2000.00. AIP will receive an initial check for \$1000.00 for the February session and then another check for \$1000.00 at the end. The cost of the facilitator will be kept the same.

MOTION: Nedra moved to accept the Treasurer's Report, Gail seconded. Ellen, Gail, Melissa L, and Nedra all approved. No one opposed.

#### **AIP Board recruitment of members**

Ellen reported that the board currently has two vacancies and asked for ideas on how to recruit people. She added that Ann Lukejord is interested in being a board member and the Minutes secretary.

Ellen asked the members to share with Ann their time commitment each month to AIP. Gail said the Minutes took her 4–5-hours each month and she estimated an average of 5-10 hours a month on projects. Melissa L said her time commitment is about 1-2 hours a week, with more for her recent video creation and other volunteering, including Communication subcommittee with Nedra. Nedra echoed what everyone was saying, adding that it is a great way to give back to the Town. Ann shared with the committee that she and her husband had moved to Eliot from Gloucester MA just over two years ago after caring for her father-in-law who is now in an assisted living facility that specializes in Alzheimer's and dementia care. She would like to participate and give back to the Town in a meaningful way as well. Ann will pursue the voting member and secretary spot. Melissa L will send Ann the link to the application. Ellen believed the next meeting of the Select Board is January 28, 2021, the earliest they could review Ann's application.

Nedra suggested Renee Longarini, nutrition program director at Southern Maine Agency on Aging (SMAA), who reached out to Nedra to see if AIP would like to partner with SMAA for grocery shopping and so forth. Nedra gave Renee Ellen's contact.

Gail suggested Amanda Ouellette of Meals on Wheels Eliot, which is also run out of SMAA, to help advertise the board opening. Ellen asked if it should be posted on Eliot Strong and sent out as an e-alert. The openings are already listed on the Town website in the listing of vacancies. Gail suggested the Eliot Online site. Melissa L took this as an action item and will work on the wording with Peter Allen and post to both.

BIN (Business in need of discussion) ITEM: Melissa L shared that it is best to contact her via text or phone call, not email for immediate response. Nedra suggested the creation of a recruitment sheet for volunteers and shared that the AIP Committee will become more of a planning committee able to hand off tasks to subcommittees.

### **Online Presence**

Nedra brought up changing the email accounts used by AIP members from their personal accounts. She had discussed this with Gail earlier. Melissa L said that the town created an AIP email that could be used, and that all Town-related emails should come from the eliot.org address, [AIP@eliot.org](mailto:AIP@eliot.org). In December, the committee had mentioned to Melissa A the need for town email addresses.

### **AARP Challenge Grant**

Discussion turned to the video on the installation of the benches Melissa L has created. Ellen asked if Eliot Public Works department might want to add some photos. Kearsten suggested Melissa L contact Sarah, Mr. Robinson's assistant, and will send Melissa L the contact information.

Melissa L explained that photo releases were needed from everyone in the photos. They do not need to be sent in with the report to AARP but the committee just needs to make sure everyone has signed one. Melissa L asked if there are requirements specific to AARP to use the video. Ellen will research and find out the answer to that.

Melissa L said she just needed to pick a few more photos and make final changes. Ellen said she would like to get the video submitted prior to the January 31, 2021 deadline. Melissa L said it is a large video and wondered how they could get it to AARP. She thought one avenue might be to load the video onto YouTube and then upload to the AARP site. Ellen thought perhaps it could be shared via the Town's website. Kearsten said she will discuss with Wendy Rawski, the Town Clerk, on Friday, to see if that would be possible. Ellen said she will contact AARP people to whom the report will be sent to see how to share the video. She will also speak with Jean Sanders who has done this before. Ellen noted that it will benefit the Town, AIP, and AARP to put it on the Town's website to get it out to more people. Nedra agreed that it is always great to get heightened exposure.

### **Information and Communication**

Ellen sent the Successful Aging flyer to Amanda Ouellette at SMAA Meals on Wheels, former members of the AIP committee, and will send to the volunteer list with a letter she had written. Nedra sent it to the Sentinel and received a nice response that the Sentinel will post the flyer. Nedra also reached out to Portsmouth Herald, Seacoastonline, and Eliot Strong but has not heard back. All agreed sending to AIP volunteers list is a good idea. Melissa L asked if going forward, communications should be sent from the AIP eliot.org email address. Nedra added the volunteer check list should be shared as well. Nedra said she wants to make sure AIP does not miss anyone and shared an anecdote about not assuming a person may not be interested: she spoke with a woman's daughter who thought it was not for her mother but when Nedra spoke with the woman directly, the woman was eager to find out more about Successful Aging events. Discussion turned to the power of one-on-one interaction promoting events and getting people involved but also that it is time consuming and sometimes hard to do. Gail reported that she has posted the flyer on bulletin boards at Carl's Meat Market, Golden Harvest, and the Eliot Library. She will be posting it at Eliot Commons and the Eliot Meat Market. Melissa L suggested using the Town's e-alert. Ellen said Wendy has sent it out via the Town's e-alert and that it is posted on the Town's website. Melissa L said she would reach out to Pam at Eliot Connects, and Ellen will ask Sandy Burkett at Barron Place, even though there was no interest the last time. Gail suggested local churches might be a good avenue to promote the program and will forward church emails to Melissa L to send out. Ellen said Deb Lloyd sent the flyer out to members of her Creativity Club. Melissa L wondered if Meals on Wheels drivers could hand out the flyer as they make deliveries. Gail did not think so as she is a Meals on Wheels driver and that was not allowed but that may not be the case if the request is approved via Amanda.

Discussion moved to having an AIP website. Melissa L thought AIP should just use the Town website. There was concern that there is so much on the internet, AIP would just get lost, best to be anchored to Town site. Melissa L suggested AIP might be able to have a link under Eliot Connects' future website. Melissa L also thought AIP should have a Facebook page as a sharing tool and an Instagram account. Melissa L did not know if the town limits the use of social media by boards. Kearsten will reach out to Wendy Rawski, town clerk, and Dana Lee, town manager, to see if there are restrictions.

Kearsten announced that the meeting would have to end early, at 5:15pm as she was needed at another meeting.

Nedra said she was in favor of using social media but not sure it would work for AIP. Nedra was eager to hear about updates on Eliot Connects, Melissa L answered that Eliot Connects was still in the forming stages so no update at this point. Gail would like to follow up on the status of the AARP dashboard.

As it was 5:15pm, Ellen moved to adjourned and all agreed.

Respectfully submitted,

Ann Lukejord

**AIP TREASURER'S REPORT**  
**JANUARY 2021**

**Grass Roots Fund:**

No additional expenses were incurred in December, the balance remains at **\$571.78**

**AARP 2020 Challenge Grant:** All money spent in November on the 5 benches. No funds left in this account.

**Town Budget Funds:**

As of December 17, 2020 balance was:	\$3082.40.
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1-11-2021 Logo Development Robert Schwartz	-200.00
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Remaining Balance in Town Budget is:	<b>\$2882.40</b>
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<b>Arts and Humanities Fund:</b>	Previous Balance	\$213.90
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1-4-2020 Received additional funds	\$1500.00
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1-4-2021 Requested Debra Lord be paid for new program	-750.00
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Remaining Balance in Arts and Humanities Fund is:	<b>\$963.90</b>
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Prepared by Gail Licciardello