



## Aging In Place Committee

*Town of Eliot, Maine*

The mission of the Aging In Place (AIP) Committee is to provide advocacy for changes in Eliot's physical, economic, and social environment that enable Eliot residents, especially older residents, to live in their homes for as long as possible and that foster the creation of services and programs geared to keeping all residents active and engaged in the community.

# Meeting Minutes

Thursday, March 16, 2023

## I. Call to order

AIP Chair Ellen Ceppetelli called the January meeting of the Aging In Place (AIP) Committee at Eliot Town Hall and on the Town's OWL live feed to order at 4:00 pm.

## II. Roll Call

Attendees included (in person) Ellen Ceppetelli, Jenny Isler, Mike Thompson, Nedra Sahr, and Melissa Layman, and (remotely) Ann Lukegord and Karen Tomanio. Maureen Clark and Michele Meyer were absent.

The Chair asked members to observe a moment of silence in honor of Eliot DPW Director Steve Robinson who passed away unexpectedly and to honor the work he has done with AIP. AIP observed a moment of silence.

The Chair asked to change the agenda as Ann is resigning and she wants to discuss Ann's responsibilities. She added that Maureen is out for medical reasons. All agreed to change the agenda.

## III. Approval of Minutes

The February 2023 meeting minutes were reviewed and approved.

## IV. Order of Business

### A. Treasurer's Report

The February 2023 treasurer's report was reviewed and approved. Members discussed the Canva and Constant Contact accounts used for newsletter creation and online distribution. Melissa said she would take over the accounts. Nedra said she would use her credit card to pay for the annual subscriptions to each account. Canva expires in June, and Constant Contact has expired. Nedra motioned and Melissa seconded that the Committee approve \$223.87 for paying for Canva and Constant Contact, all members agreed and the motion passed. Nedra discussed collection of data on the accounts. Jenny and Melissa said they would like to work on data analytics. Ann said she would share usernames and passwords for both accounts, she also put them on the newsletter file in AIP's Google Drive.

## B. Chair Update

The Chair told members that Maureen will be out March and April but wants to remain on AIP, everyone agreed she should. The Chair said Karen will be riding along with Meals on Wheels during the month of March, Older Americans Month. Ellen has informed those who requested AIP logo stickers – Amanda Ouellette and Jay Muzeroll – that they have been ordered. Ellen and Nedra will be working on the Progress Report as requested by AARP NFSC. Nedra attended the meeting about writing the Progress Report. Ellen asked Ann for communications statistics which Ann will send to Ellen. Nedra said it is important to talk about the organizations AIP has and continues to partner with in the report.

The Chair talked about Ann's responsibilities and asked the members who can take over those duties as Ann is resigning from the Committee. Mike motioned and Jenny seconded that for Secretary duties, Mike will take the meeting notes and Jenny will type them out, make corrections pursuant to the Committee members votes, and then email the approved minutes and treasurer's report to the Town Clerk, Wendy Rawski, at [wrawski@eliotme.org](mailto:wrawski@eliotme.org). Melissa said she would take over posting information to the AIP Facebook and Instagram accounts, and Jenny said she would do the analytics on the AIP Facebook and Instagram accounts. Themes for the monthly newsletters were discussed with April/May promoting Older Americans Month (OAM) and AIP's May events and reporting on the findings of the Comp Plan and Citizens Option meeting, and May/June highlighting OAM events in Eliot in May, Karen's riding along for Meals on Wheels deliveries, and Jenny's connecting AIP with SMAA monthly zoom meetings and joining that network. Nedra knew of two people who might be interested in volunteering on the newsletter and will reach out to them to see if they are still interested. Melissa will add a folder for volunteer lists on Google Docs. Ellen will look at the AIP volunteer list from before the Action Plan was created. Nedra will scan and send volunteer lists to Melissa. Melissa spoke about Facebook and Instagram accounts and said that AIP has a zoom account for Creative Connection that AIP can use for members to communicate with each other. Ellen reminded everyone that they can work together in two's but when there are three people involved it is considered a meeting and must be public, promoted, and recorded. AIP pays \$150/year for the Creative Connection zoom account. Melissa will make a calendar for members to sign up to use the account. Melissa said she could do some of the Canva software responsibility. Jenny said she would create a Google doc for story ideas and responsibilities. Ellen asked who actually feels comfortable putting the newsletter together, in terms of layout, and Melissa said she did. Melissa said that the newsletter's content should be a shared undertaking by all members. Nedra said she would be the interim newsletter editor for April/May. Mike said he could do the physical newsletter distribution to Town Hall, Baran Place, Cole Brown Estates, and Maine Market. Jenny will print off copies at the Library for Library distribution. Karen said she would do the mailing out which entails addressing and stamping the envelopes, stuffing the envelopes, and bringing them to the post office.

## C. Creative Connection

As Maureen was not in attendance, there was no discussion of Creative Connection.

#### D. Older Americans Month

Nedra said Mike Sullivan will put the banner up at Town Hall. Ann has the banner as well as other AIP items that a member will need to pick up. Ellen said the Balance Workshop will be on May 11<sup>th</sup> from 11am to noon, at Baran Place and open to the public with Shellie Jenkins. Ellen said Yoga in Place will take place on May 25<sup>th</sup> from 11am to noon and she is waiting to hear back from Sandy at Baran Place. Ellen would like to offer people the File of Life form with the magnet. Ann thought AIP was out of the red magnets but actually there are 32 remaining. The Fire Chief can print off the foldable forms. Nedra has contacted Roseanne Adams at the Eliot Historical Society about storytellers for the May 20<sup>th</sup> OAM event. Nedra said she has audio equipment for storytelling. Nedra said the Garden Club would finish up at the gazebo at noon on May 20<sup>th</sup> and that the AIP event could run from 1-3pm or 1-2:30pm. Karen reported on music, stating that Bev and Mike were considering the event but typically do not start performing until the summer. Karen said knowing what time they would be asked to play would be helpful. Members agreed that having music from 1-1:45pm and storytelling at 2pm would be good. Members thought the musicians could be in the gazebo and that people could be asked to bring chairs or AIP could get some. Melissa asked about deadlines and said that AIP needs a month to publicize May 20<sup>th</sup> events. Nedra said she has a pop-up tent. Melissa said she will be away the week of May 20<sup>th</sup>. There was discussion about serving cupcakes instead of a cake as that may be easier than cutting a cake and needing plates and forks. Members talked about asking Main Market or Beach Pea for at-cost or donated cupcakes. Nedra suggested using an Eliot business. Melissa said she would bring a recycle bin. Nedra liked the "Aging Unbound" signage. Ellen said in April AIP should promote via the newsletter the On Balance and Chair Yoga events and the magnets. Mike said he would provide a water jug and paper cups as opposed to using plastic water bottles. Mike moved and Karen seconded that AIP spend no more than \$350 for cupcakes and napkins for the May 20<sup>th</sup> OAM event. All agreed and the motion passed.

Mike talked about AIP providing transportation to the May 20<sup>th</sup> event. He said he reached out to YCCAC about providing some but there would be a cost involved. He will reach out to Eliot's Community Services Department about using its van. He said he knows of one or two volunteer drivers who would use their own vehicles but added that there is no way to vet them. Melissa asked if Nedra was looking into use of the gazebo at Hammond Park on May 20<sup>th</sup>, and Nedra said she was. Jenny suggested AIP invite Select Board members and Michele Meyer to the May 20<sup>th</sup> event.

#### E. Transportation Domain

Mike reported on his continuing research on transportation options and said he keeps circling back to YCCAC. He said that there is a possibility of YCCAC having a designated Eliot volunteer driver who would stay local and have a route that includes Eliot, Kittery, and South Berwick but that the issue remains not knowing what the need is. Members hoped the Comp Plan committee and maybe Mainspring once it is up and running might be helpful in providing a better sense of possible needs and ridership. Karen talked about Judd Knox and the Heart to Heart organization. Mike said he has spoken with Judd but that Judd's organization does not vet drivers or do anything with insurance. Jenny suggested building a list of those who need transportation. All

agreed AIP's role may be facilitating transportation by getting information to people about riding options. Ellen thought AIP members might volunteer to take the YCCAC ride with potential Eliot riders who might be uncertain about doing it by themselves.

#### F. Public Comment

There was no public comment.

#### Adjournment

The meeting was adjourned at 5:30 pm.

Mike Thompson  
Secretary

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Date of approval

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