

Eliot Aging in Place Committee

ACTION PLAN
January 17, 2020

Overview

Eliot Aging in Place Committee

The Eliot Aging in Place Committee (AIP) is committed to building on Eliot's strengths to enhance residents' ability to age in place, regardless of age. The creation of the AIP was inspired by an AARP Magazine article published in 2017 that caught the attention of Robert Pomerleau, an Eliot Select Board member. In order to gather more education and insight, Bob searched both the AARP and Maine AARP websites and learned more about Age-Friendly Communities. It was clear to Bob that a focus on aging in place would integrate very well with Eliot's Comprehensive Plan and the economic and community development goals of the Tax Increment Financing (TIF) program. Bob's proposal to form an AIP was unanimously approved by the Select Board and supported by Dana Lee, the Town Manager. It was determined that assistance from a member of the town staff would contribute to the success of the committee. Melissa Albert volunteered to add this responsibility to her daily work.

In June 2017, the AIP was approved by the Select Board as a seven-member Advisory Board comprised of five voting and two alternates. A member of the Select Board is appointed by its Chair as a liaison to the committee. The AIP purpose is to recommend strategies, services, programs, and regulations to better enable Eliot residents to remain in the community as they age. Its duties are to identify: key obstacles to staying in Eliot as aging occurs; existing community resources and how they could be enhanced; and, potential solutions to such obstacles. Lastly, the AIP is to engage existing social service agencies to assist in the AIP's research and recommendations and serve as a sounding board for residents.

The first AIP meeting was held on November 9, 2017, as recruitment of members took longer than anticipated. Residents' financial support for the work of the AIP is evident in the \$1400 budget line item approved by town referendum in 2018-19 and 2019-20 fiscal years to support the work of the committee.

Eliot was named the 47th town in Maine to the AARP Network of Age-Friendly Communities. This designation allows the AIP to tap into state and nationwide resources and learn from other communities was already demonstrated success in overcoming the obstacles to aging in their communities.

This document outlines the process for arriving at and the specific components of this Action Plan. For more information about how you can get involved in the work, contact Ellen Ceppetelli, Chair; 802-356-5933 or ellencepp@gmail.com.

Eliot Aging In Place Committee Members

Elizabeth Castillo
Ellen Ceppetelli, Chair
Ronald Ceppetelli, Treasurer
Gail Licciardello, Secretary
Jean Paulantonio
Nedra Sahr, Vice Chair
Frances Thomas

Introduction

The activities that comprise the Eliot AIP Action Plan are based on the strategic framework developed and agreed upon by the AIP members as part of the group's overall planning process. The AIP is committed to building on Eliot's strengths to enhance residents' ability to age in place, regardless of age.

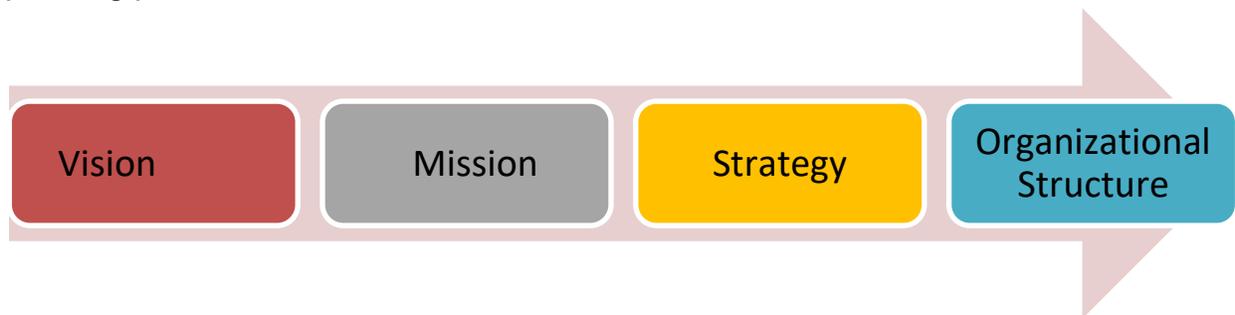
The components of this framework are driven by the results of the Community Assessment and informed by community stakeholder conversations. The Plan is based on the Eight Domains of Age-Friendly Communities. They are:

- Outdoor spaces and Buildings
 - Transportation
 - Housing
 - Social Participation
 - Respect and Social Inclusion
 - Civic Participation and Employment
 - Communication and Information
 - Community Support and Health Services
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- The first section of this report shares the strategic framework for the Action Plan, including the mission and overarching AIP strategy.
 - The second section outlines the process for developing the Action Plan and how it will be implemented.
 - The third section shares the findings of the Community Assessment that form the basis for the goals and objectives. This section also outlines the domains, goals, strategies, obstacles, solutions and potential partners as developed by the AIP in consultation with community participants who attended the two public planning meetings.
 - The fourth section provides on-going items for consideration by the AIP.
 - The fifth section includes a comprehensive list of action steps and a series of tools that were created as a result of the planning process.

Section 1

AIP Strategic Framework

The strategic framework that drives the AIP activities includes the following key components, as developed and agreed upon by its members as part of its overall planning process.



Vision

The AIP is committed to building on Eliot's strengths to enhance residents' ability to age in place, regardless of age.

Mission

The AIP mission is to (1) 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; (2) foster the creation of services and programs geared to keeping all residents active and engaged in the community.

Strategy

In order to accomplish its mission, the AIP provides information, promotes initiatives, mobilizes volunteers, creates connections and fosters collaboration among all residents, caregivers and other organizations to accomplish its mission.

AIP is guided by the AARP designed Eight Domains of Livability for an Age-Friendly Community that (1) are essential for the health and well-being of the community and; (2) address its civic, economic and social life. They are:

1. **Outdoor Spaces and Buildings:** Accessible, inviting parks and public buildings affect the independence and quality of life for residents of all ages, but especially older people. They are also good for property values.
2. **Transportation:** Age friendly transportation makes it easy for people to get places they want to go whether they prefer to walk, bike, roll or drive. Safe streets are good for the economy.
3. **Housing:** Safe and affordable housing conveniently located near amenities

promotes health and well-being. Some communities have developed building and zoning codes that encourage lifelong housing or advocated for affordable housing options for different life stages.

4. **Social Participation:** Connecting with friends and neighbors is good for one's health, no matter one's age. Socially isolated children have poorer health in middle age than their connected peers. Lacking social ties in adulthood is as bad as smoking 15 cigarettes per day
5. **Respect and Social Inclusion:** Older people who feel welcomed and respected for their contribution are more likely to remain actively engaged in the life of the community than those who do not feel included. Maine communities have partnered with schools and other organizations to provide intergenerational activities.
6. **Civic Participation and Employment:** Older people do not stop contributing to the community when they age. Mobilizing older volunteers to share their skills strengthens the community. The local economy benefits when employers hire and retain workers who want or need to work past traditional retirement age.
7. **Communication and Information:** Staying connected with activities, resources, and people is key to active, engaged aging. Age-friendly cities and towns in Maine have developed information portals on the town website, designed Facebook pages, or created age friendly resource manuals that make it easy for people to find information about local activities, services, and programs
8. **Community Support and Health Services:** At some point, everyone gets hurt, becomes ill, or needs a bit of help. While it's important that care be available nearby, it's crucial that residents can access and afford needed services. Some communities have developed transportation programs to increase access or have partnered with the Area Agency on Aging to make evidence-based programs available locally.¹

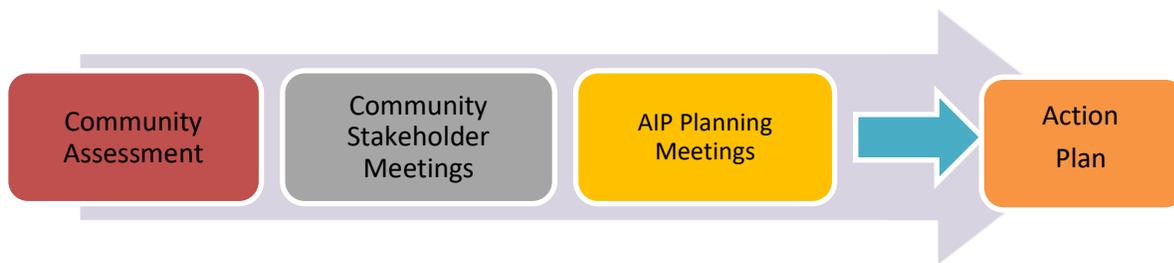
Section 2

Process for Developing the Plan

The plan outlined in this document is the result of a planning process embarked on by AIP members following the completion of the Community Assessment Survey. This

¹ *The Maine Guide: Building Livable, Age-Friendly Communities* (March, 2018)

process began with the presentation of the assessment results at a public meeting in April 2019. Details of this process are outlined below.



Community Assessment

From June 12 through November 6, 2018, AIP embarked on an assessment project to better understand what it's like to age in Eliot and what supports people have and need to remain in their community as they age.

- An electronic survey was available to the public online through the Town website. Hardcopies were available at the Library, Transfer Station and Town Office. They were distributed at a Congregational Church Senior Luncheon, the Eliot Festival, June primaries, and the November elections.
- More than 330 residents responded to the survey.
- Results from this assessment guide the AIP's action planning process.

The Community Assessment Survey was adapted from the tool provided in *The AARP of Maine Guide: Building Livable Age-Friendly Communities*. The AIP added an additional question: "If you needed help would you ask your neighbor?" The majority of survey respondents answered yes to this question.

AARP Maine printed 700 hardcopy surveys and provided access to its survey monkey for residents who preferred using the computer. Patricia Oh, Ph.D., LMSW, the Age-Friendly Consultant at AARP Maine, provided consultation throughout data collection; analyzed survey results; and shared this analysis at the AIP December 2019 meeting. Ellen Ceppetelli presented the results and analysis with the Select Board January 24, 2019 meeting. These survey results, power point presentation, and one-page summary of outcomes were then posted on the Town Website. A copy of the one-page summary is included in the final section of this report.

Community Meetings

After the completion of the Community Assessment, the AIP developed a plan to publicly share the survey outcomes and further engage residents in the planning process. Communication about local activities and resources had been identified in the

survey as a key area for improvement. As a result, AIP developed a comprehensive communication plan to alert residents the public meetings and the survey outcomes. The AIP sought and received an action grant of \$1098 from the Maine Community Foundation for the production and mailing of a flyer to all Eliot postal customers announcing the April and May public planning meetings. This flyer encouraged residents to the review the materials available on the Town website prior to the meetings.

The first meeting held on April 22, 2019 at the Seacoast Waldorf School provided an opportunity to share the findings of the Community Assessment and to engage participants in a conversation to elicit their feedback and suggestions. The following information was shared:

- Lack of transportation, especially if one cannot drive
- Lack of affordable housing
- Lack of adequate sidewalks and safety during walking
- How can local ordinances help
- Potential for social isolation
- Tax relief for seniors: possibility of income based property tax, vs values of property, and direct discounts for seniors
- Lack of community center, and the fact that Eliot residents were going to other towns to pay for activities such as “pickle ball.”
- Discussion of the underutilized skate board park and its history revealed the land is not owned by the town. Several residents requested a pickle ball court in this space.

Residents from Southern Maine Agency on Aging and the Police Auxiliary spoke about services they could provide. Poor acoustics in the setting made it difficult to hear even though microphones were used.

AIP Plan Development Meetings

All AIP members and the Select Board liaison were joined by 11 community members at the United Methodist Church for the first action plan meeting. AIP Chair Ellen Ceppetelli reviewed the AARP definition of Livable Communities and reiterated the AIP vision of its commitment to building on Eliot’s strengths to enhance residents’ ability to age in place, regardless of age. She then reviewed the Eight Domains of Livability for an Age-

Friendly Community. The eight domains and brief descriptors of each are available in the introduction of this report.

The AIP plan was to assign attendees to brainstorm in one of the four domain groups, Housing, Transportation, Communication/ Information or Outdoor Spaces/Buildings, and report back to the whole. Attendees decided unanimously that working as one group would be the best way to proceed. The objective was to develop one or two specific goals for each need and then, to brainstorm the strategies, obstacles/solutions, partners, action steps, and evaluation for each area of improvement. In order to focus on the strengths of the Eliot community, the group was asked to first describe what currently works in Eliot for each key domain.

Given the agreed upon overarching strategy of AIP, the conclusions of the Community Assessment, and information gleaned from the Planning Meetings in April and May, the AIP decided to focus on four of the eight Domains of Livability for an Age Friendly Community. These four Domains of Livability are listed below and include the 6 key areas for improvement:

Housing:

1. Property tax relief
2. Accessory dwelling unit ordinances

Transportation:

3. Lack of public transportation

Communication/Information: I

4. Local events, services, activities, not easy to find

Outdoor Spaces/Buildings:

5. Walkability, pedestrian & bike safety
6. Increased recreational opportunities

The AIP sought and received a grant of \$2500 from AARP of Maine to pay a consultant to write the Action Plan.

Action Planning Sharing Meeting

TBD

Plan Approval Meeting

TBD

Eliot AIP will present their finalized Action Plan to the Select Board for approval.

How the Plan Will Be Implemented

People

The following groups of people will oversee and participate in the implementation of the Action Plan, as described below:

- **Eliot Aging in Place Committee (AIP)**
During the assessment and planning process, AIP had seven members, five voting and two alternates who met monthly. AIP will continue to meet monthly to review progress on action plans by each subcommittee, make decisions on policies, procedures and additionally proposed plans, and take all necessary action to ensure that AIP remains effective, sustainable and accountable. The AIP will also be responsible for developing general resources available to older adults that do not fit within the work of other subcommittees.
- **Subcommittees**
The four subcommittees of Housing, Transportation, Communication and Information, and Public Spaces and Buildings are made up of at least one AIP member, who will act as the liaison between the AIP and the subcommittees. Subcommittees are responsible for developing initial objectives to achieve their designated goal and are charged with creating and implementing action steps to meet their objectives. The AIP has approved the initial objectives outlined in this Plan and the subcommittees are now authorized to begin their work in carrying out the identified objectives. Subcommittees will report in writing on progress and challenges monthly to the AIP using the tools available in Section 5 of this report.
- **Volunteers**
AIP maintains a list of nearly 30 volunteers who have expressed a willingness to support AIP, including through participation on subcommittees. As such, subcommittees are made up of AIP members and community volunteers. AIP members will develop a plan to orient, manage and recruit the chairs and members of each subcommittee and to
- **Lifelong Communities Fellow**
In Spring 2019, the AIP submitted a request for a Lifelong Communities Fellow (LCF) to assist the community to implement the Action Plan. This request was approved and Jane Saunders, MSN, MPH was named Eliot's LCF in September 2019. The LCF program was developed as a partnership between the University of Maine Center on Aging's Encore Leadership Corps and the Maine Community

Foundation (MCF). The goal of this program, currently in its pilot phase, is to increase capacity within Maine communities that are currently implementing lifelong community efforts that benefit residents of all ages, but especially older residents. The MCF has recently announced a grant of \$1,000 to each of the five Maine Age-Friendly Communities in the LCF program. This new money will go directly to the Town of Eliot to support Jean's Saunders work to implement the Action Plan.

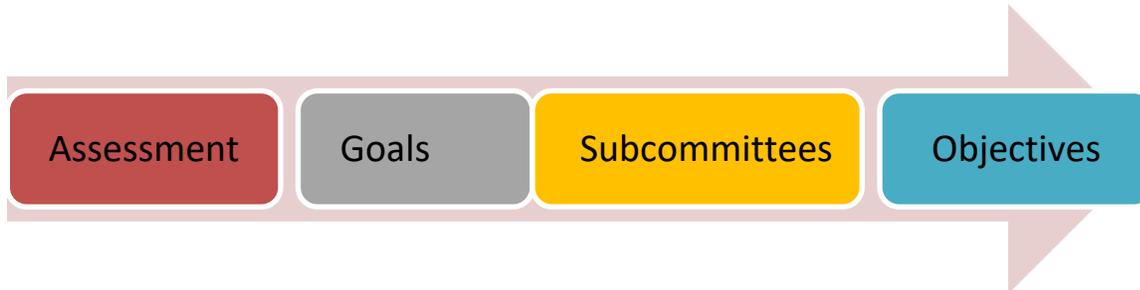
Processes

The AIP has agreed that adherence to the action plan is critical to secure forward movement of the AIP, mitigate the potential for conflict and misunderstanding, and ensure that everyone is moving in the same direction. This is a process intended to flesh out the full work of the committee over the next year or several years. This is a brainstorming endeavor grounded in what is known and what we need to discover. No one on a committee should take on more tasks than they can handle. We are building this initiative to be sustainable, so committees are urged to start small and have a few easy victories. This action plan is a living document that will be refined or modified to respond to new situations or information as they arise. The following processes have been established to ensure on-going accountability to the action plan:

- **On-going Subcommittee Action Reports at Meetings**
At each AIP meeting, subcommittee liaisons will report on their action items, note any challenges they are facing, and propose any changes they want to make to their plan. The suggested Monthly Reporting Form is included in **Section 5** of this report.
- **Approval of Action Items/Objectives**
When new objectives or action items are added to the subcommittee's plan, or changes made to current objectives and action items, these changes will be approved by the AIP.
- **Timeline**
AIP recognizes the comprehensiveness of its plan and the time constraints of its all-volunteer organization. Therefore, the timeline for the completion of action steps is flexible in nature.

Section 3

Assessment Results as Basis for Action Plan



The goals, objectives and action steps that were developed by AIP as part of its planning process are based on the Community Assessment conducted by AIP in the Fall of 2018 and Winter of 2019 and the two public planning meetings held in Spring 2019.

Key Findings about Eliot:

- 1) Age of Survey Participants:
 - a. 68% of participants in the assessment were 60 years of age and older
 - b. 14% were less than 50 years of age
 - c. 18% were between 50-59 years of age
- 2) Employment status of Survey Participants:
 - a. 51% were retired
 - b. 48% were working
- 3) Residency of Survey Participants:
 - a. 59% have lived in Eliot more than 20 years; 4% of participants have lived in Eliot less a year.
 - b. 17% grew up in Eliot
 - c. 81% have closest relatives in Eliot or living within an hour.
 - d. 96% of participants rated Eliot an excellent/good place to live.
 - e. 90% of participants owned their own homes.
- 4) Life-long Residency:
 - a. 93% of participants said it was very important/somewhat important to remain in Eliot.
 - b. The majority plan to modify their homes to stay here as they age.
 - c. Despite the desire to stay, 78% identified factors that may influence a future move.
 - d. These factors include:
 - i. Transportation (55%)

“Kindness does matter and those who know how to truly treat others especially little children and the elderly make any community one in which to live.”

“Eliot is a great place to live as long as you are independent and have a car.”

Quotes from Participants

- ii. Medical care, services, or facilities (54%)
 - iii. Smaller or more accessible home (53%)
 - iv. Living closer to family or friends (43%)
 - e. 65% felt the town wanted them to stay as they aged.
- 5) Inclusion/Respect:
- a. 24% of respondents felt respected and included as older members of the community and 25% did not.
- 6) Communication:
- a. 47% of participants said it was easy to find information about community events and local activities.
 - b. 12% said it was easy to find information about services and resources to support aging in place.
 - c. The top preferences for receiving information were: 1) email, 2) newsletters, and 3) website.
- 7) Socialization:
- a. Most people were as social as they wanted to be.
 - b. 11% said they never get out to socialize
 - c. 30% of people 80+ said they never get out to socialize
 - d. Top barriers for those who want to socialize were:
 - i. Not much to do here (41%)
 - ii. Find out too late (28%),
 - iii. Inconvenient times (23%).
 - e. 80% said they would ask a neighbor for help if they needed it.
 - f. 55% of participants volunteered and many others wanted to find meaningful volunteer opportunities.
- 8) Transportation:
- a. 98% travel in the area by their own car
 - b. 11% ask relatives for rides..
- 9) Services/Resources:
- a. The following services are likely or somewhat likely to be needed in the next five years:
 - i. Home maintenance: 73%;
 - ii. Wellness/fitness classes: 59%;
 - iii. Library services: 54%;
 - iv. Housekeeping: 44%; and
 - v. Transportation: 26%.
- 10)Public Spaces:
- a. Many participants had no opinion under the public spaces domain. Those who did weren't satisfied with the following:

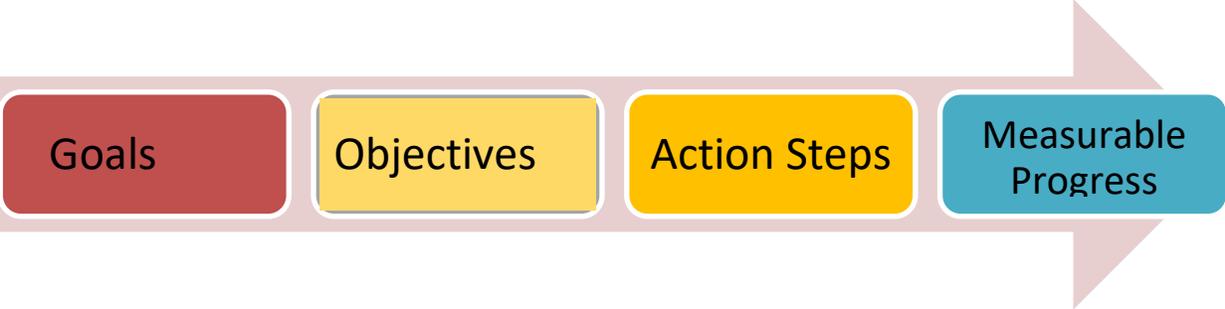
- i. Accessibility to public restrooms,
- ii. Well-lit safe streets /intersections, and sidewalks in good condition.
- iii. 62% said that civic buildings were accessible to people of all abilities, 10% disagreed.

Summary Conclusions:

- Participants enjoy living in Eliot (rural atmosphere/small town feel); are impressed by the library and town office staff.
- Older residents are a valuable resource who volunteer and are eager to help Eliot become a more age friendly livable community.
- Opportunities for improvement were: walkability and pedestrian/bike safety; information about local activities and resources; property tax relief, and transportation.
- AIP will build on Eliot's community strengths to meet the needs identified in this assessment.
- AIP will promote opportunities for people to be as involved as they want to be in all aspects of life in Eliot.

Section 4

Domains, Goals, Objectives, Action Steps & Measureable Progress



The following section includes a complete list of goals, objectives, action steps, measurable outcomes and impact on community for each of the four domains. Brainstorming among the 19 residents who attended the action planning meeting held on May 22nd, led to the initial effort to identify goals, objectives, and action steps. The minutes of this meeting, included in the Addendum of this report, provide more detailed information. Throughout the fall and summer, the AIP monthly meetings provided opportunities for members to clarify and refine this earlier work and to identify how to measure progress toward the established goals and anticipate the impact of the proposed changes on the community.

It is important to note that we consider this action plan an “alive” document and therefore, while some of the action items and measurable outcomes are concrete and static, others are still in process and still others are expected to evolve over time.

Domain: Housing

Goal #1: To financially assist people to remain in their homes in Eliot as they age.

Objective 1:

To create a property tax relief program, implemented in the 2021 fiscal year as one way to assist residents on a fixed income to remain in Eliot.

Action Steps:

1. The AIP approved development of an Eliot Senior Tax Assistance Program (ESTAP) as a priority of its action plan (10/17/19).
2. Ellen Ceppetelli will send a memo to Dana Lee requesting time on the next Eliot Select Board meeting to present the AIP decision (11/1/19).
3. Ellen Ceppetelli presented the rationale for the AIP proposal to the Select Board members and asked that they partner with the AIP over the next 4 months to research property tax relief models and develop an ordinance for June 2020. Select Board voted to unanimously support this effort (11/14/19).

4. The Housing Committee will define the ordinance and report back to AIP
5. The AIP will educate Eliot residents about the evolving model and other state of Maine tax assistance programs; and create a proposal for the ESTAP (11/14/19).

Measurable progress: The Eliot Senior Tax Assistance Program (ESTAP) will be presented as an ordinance for the June 2020 town ballot. Once the ordinance is approved, implementation will occur in 2021.

- Creation of a Housing Subcommittee
- An educational offering to review the proposed ESTAP and the current Maine Tax Assistance Programs will be held three times prior to June 2020 at places accessible and available to Eliot residents.
- Increased awareness of the Maine Tax Assistance Programs among Eliot residents.
- Increase by 10% the number of Eliot residents applying and receiving tax assistance from the state of Maine.
- 50% of Eliot senior citizens eligible for ESTAP will apply and receive benefits in 2021.

Impact on the community: Eliot senior residents who participate in the ESTAP and other Eliot residents who are eligible for Maine Tax Assistance Programs will be more likely to age place in Eliot. The most needy senior homeowners will feel more valued and respected.

Goal #2: To expand housing options for older residents of Eliot.

Objective #1:

To expand the current square footage for accessory dwelling units (ADUs) from the current 650 square foot limit.

Action Steps:

1. Learn more about the current ordinance;
2. Learn more about building codes;
3. Inform potential partners about obstacles to enhance their knowledge;
4. Explore current zoning to understand where ADUs are allowed.

Measurable outcomes:

- Change in current policy to allow an increase in square footage for ADUs.
- Increase by 10% the number of ADU's in Eliot in 2021.

Impact on the community: Homeowners will have the option of building a larger ADU to accommodate aging relatives who may be more likely to remain in Eliot.

Objective #2:

To explore additional housing options

- Explore ordinances for “small houses”
- Incentivize people with codes to build cluster housing.

Action Steps: To Be Determined.

Domain: TRANSPORTATION

Goal #1: To increase the number of transportation options available as well as developing partnerships with other organizations and communities around transportation.

Objective 1:

To expand the number of affordable, reliable and convenient transportation options

Action Steps:

1. Explore software support to organize volunteer drivers;
2. Recruit committee members from volunteers who have expressed interest in providing rides to neighbors.
3. Explore and communicate number of grocery stores offering home delivery;
4. Explore volunteer driving programs;
5. Explore ways to connect neighbors interested in helping their neighbors;
6. Identify resources in the community providing transportation to medical appointments and shopping shuttles

Measurable progress

- Creation of a Transportation Subcommittee
- Creation of an Eliot volunteer transportation service
- Partnership with other communities to create a volunteer transportation service

Impact on the community: Eliot residents who completed the community survey anticipated that the need for transportation options would increase within the next five years as the population continues to age. Focusing on improved transportation options now will positively impact residents’ health, social and civil participation.

Domain: OUTDOOR SPACES AND BUILDINGS

Goal #1: To assess current status of public spaces for walkability/ bicycles and pedestrian safety.

Objective 1: Conduct a walking audit to assess and document the ways in which Eliot’s physical and natural environment encourage or discourage walking and biking.

Action Steps: Create a list of safe places to walk and bike.

Measurable progress:

- Creation of an Outdoor Spaces and Buildings Subcommittee
- Increased number of safe places to walk and bike
- Increased number of residents who walk
- Improved quality of sidewalks
- Increased number and quality of walking paths
- Increased number of benches
- Increase in residents' perception of safety

Impact on the community: Eliot residents who completed the community survey requested benches in the limited area of town where sidewalks exist. Eliot residents of all ages will increase their physical activities and social participation and enjoy improved health and quality of life. There is potential for an increase in new homeowners who want to live in this riverside community where it is safe to walk and bike.

Goal #2: To increase the number of individuals that participate in recreational activities.

Objective 1: Assess the need for additional courts

Action Steps

1. Contact Eliot residents who have identified this need
2. Recruit members to partner in this advocacy

Measurable progress:

- Increase by 20% the availability and accessibility of local pickle ball courts
- Potential financial benefit by non-resident use
- Increase in recreational and physical activities
- Increase in numbers pickle ball players and hours of use per week
- Revitalization of underused space if skateboard park is the site for public pickle ball court.

Impact on the community: An increased number of individuals who's participate in this very popular sport among aging Americans is likely to draw more interest among residents. The benefits of increased physical activity and social participation impact the health and quality of life for older residents.

Domain: COMMUNICATION AND INFORMATION**Goal #1:**

To make it easy for Eliot residents to know when, where, and what community events, activities, and services are available.

Objective 1: To assess current status of information available in order to develop a comprehensive communication plan.

Action Steps:

- Update the AIP email list of residents who expressed interested in volunteering or being kept informed of town activities and services;
- Use the AIP email list to recruit a leader and members of this subcommittee;
- Collaborate with the town office to maximize usability of the town website;
- Recruit a leader and members of this subcommittee;
- Partner with the town offices, library and churches who have effective communication plans in place.

Measurable outcomes:

- Creation of a Communication and Information Subcommittee
- Increase by 50% communication with the AIP email list of interested residents;
- Increase by 50% the number of people coming to AIP for assistance and referrals.

Impact on the community: These actions will lay the groundwork for the communication plan.

Objective 2: Implement a comprehensive age-friendly communication plan that ensures all residents have access to information about activities, services and programs.

Action Steps: To Be Determined.

Measurable progress:

- Increase by 50% the number of AIP volunteers
- Increased civil participation in town committees, town and select board meetings.
- Increased attendance at community events such as Eliot Festival, etc.
- Increased number of participants in food shelf and other services.
- Increased number of Eliot residents volunteering in town.

Impact on the community: The comprehensive age-friendly communication plan will provide information about local and regional activities, events, and resources to support residents' aging in place.

Section 5

Challenges and Opportunities

As part of AIP's on-going organizational development, items that come to light during committee meetings will be captured and added to the list of "Challenges and Opportunities."

Initial List of Outstanding Items:

- **Volunteer Engagement**

AIP will consider the following issues in relation to volunteers engaging in AIP activities:

- Development of a recruitment process
- Development of a vetting and oversight process of volunteers
- Development and delivery of training to volunteers
- Clarification of boundaries of volunteers engaged in AIP activities
- The liability potential of any activity.

- **Additional Outreach Opportunities:**

The AIP should identify the right committee to do outreach with the following groups to determine what opportunities exist to further our goals and objectives:

- Recreation Department
- Area churches
- Service organizations
- Businesses
- Other Town committees
- Schools, colleges and universities

Section 6

Tools & Resources

This section will include:

- An AIP Action Step Planning Tool to help with the planning process;
- A reporting form that AIP subcommittees can use to share activities and the status of their work at Steering Committee meetings

AIP Action Step Planning Tool

SUBCOMMITTEE:					
SUBCOMMITTEE GOAL:					
OBJECTIVE:					
Today's Date:			Objective Completion Date:		
Action Step (what needs to be done?) Number your steps sequentially, if possible.	Person(s) Responsible (who should take action to complete this step?)	Target Date (when should this step be completed?)	Resources Needed (what do you need to complete this step?)	Challenges (are there any challenges that will impede progress, how will you overcome them?)	Completion (was this step successfully completed? any new steps needed to complete the step?)

AIP Monthly Reporting Form

Goal:

Objective:

1. What Happened?

Review Action Steps your Committee worked on since you last provided a report.

Report can be given verbally, as long as Steering Committee Secretary captures the content of your report.

2. Success

Highlight areas of success you want to share with Steering Committee? Are there any suggestions you would offer other subcommittees based on the success you experienced?

3. Challenges

Identify challenges you encountered to share with the Steering Committee. Is there anything members of the Steering Committee can offer by way of assistance?

4. New Resources Found

Did you uncover any new resources to add to the ongoing list of resources maintained by the Communications Subcommittee and to share in detail with the Steering Committee?

5. New Resources Needed

Are there any resources you need that Steering Committee members might assist you in obtaining?

6. New Actions

Have any challenges that have resulted in changes to your plan?

Addendum

Summary of May Public Planning Meeting

The following outlines the outcome of the May 22nd public action planning meeting based on the work done by the 19 participants.

Domain: HOUSING

Goal 1: None identified. Improvement: Limit for accessory dwelling units (ADU) size.

A. What works in Eliot?

The town of Eliot has an ordinance that allows accessory dwelling units (ADUs)

B. Strategies:

- Learn more about the current ordinance
- Learn more about building codes

C. Obstacles

- Lack of knowledge about the current building codes;
- Current ordinance limits the building of ADUs to 650 square feet

D. Solutions:

- AIP Committee will inform potential partners of this concern.

E. Partners:

- Eliot Planning Board
- Select Board
- Code officer
- Town manager

F. New ideas:

- Incentivize people with codes to build cluster housing
- Explore ordinances for “small houses”

Goal #2: None identified. Improvement: Property taxes are too high and a number of residents have left Eliot due to this burden.

A. Obstacles:

- Reduction in property taxes will bring in less revenue to maintain the town budget;
- Competition between services for children and elders;
- Complex topic requiring experts who have made it work elsewhere;
- Scarce financial resources;
- A long-term project.

B. Solutions

- TIF funds as a source of revenue; would need to seek a change in TIF to allow funds for Elder Care

- Progressive tax plan;
- Economic development to help with the tax burden;
- Limits on how much taxes can increase.

C. Partners: Select Board, Some Age-Friendly communities have made this happen

D. New ideas:

- Assistance with property maintenance for seniors with potential partner Eliot Baptist Church;
- Increase number of affordable housing units for rent and purchase.

Domain: TRANSPORTATION

Goal 1: None identified. Improvement: Lack of transportation options

A. What works in Eliot?

- UBER, LYFT, and taxi service available;
- York and Wentworth Douglas hospitals provide transportation for medical appointments to their facilities;
- Recreation department van provides transportation to scheduled events planned for seniors.

B. Obstacles:

- Expense of private transportation;
- Free transportation limited to medical appointments at two local hospitals;
- No bus service to Eliot;
- No free/less costly programs provided for social, shopping and other activities; Recreation department van has been difficult for some elders to enter and exit.

C. Solutions:

- Explore software support to organize volunteer drivers;
- Future with self-driving cars;
- Recent increase in the number of grocery stores offering home delivery;
- No water/sewer services to support new businesses that may consider locating in Eliot; Volunteer drivers;
- Neighbors helping out.

D. Partners:

- Recreation Department;
- Eliot residents who have volunteered to drive community members;
- South Berwick volunteer transportation group;
- Maine Age Friendly communities who have similar volunteer programs (AARP website);
- iTN website might be a good resource

E. New ideas:

- Organizations that provide computer access and/or training.

Domain: OUTDOOR SPACES AND BUILDINGS

Goal #1: None identified. Improvement: community events, services and activities need to be better communicated

A. What Works in Eliot?

- The trail behind the Eliot Elementary School and ½ mile sidewalk from the elementary school to the library provide safe walkways for children.
- There is a book walk (story boards) in the Douglas woods
- The Boat basin is available

B. Strategies: Utilize existing space to improve pedestrian safety.

C. Obstacles:

- Current sidewalks are located on a limited area of State Road only
- Attendee question the walkability of this limited area;
- Poor lighting in outdoor areas;
- Community survey included multiple comments about speeding as a safety factor for bikers and walkers;
- Expanding sidewalks would be costly;
- Question whether property owners would want their land used for sidewalks;
- How to determine what areas of town would be selected for sidewalks;
- Cost of lighting and creating new sidewalks.

D. Solutions:

- Create walking paths along pipelines and electric lines with the question of whether or not this was legal;
- Spinney Creek and the boat basin were identified as underused outdoor spaces;
- TIF money could be used with the economic benefits of increased recreational use; Echo-tourism, Agro-tourism;
- Create a one-way road for increased bike/pedestrian use.
- Eliot has lots of conserved land: Town Forest, Punkintown

E. Partners:

- Darryl Tattua from the Great Works Land Trust has expressed interest in partnering to create a walking path on the Savage property near Salmon River Falls;
- Rotary President Richard Donhauser is interested in partnering to create benches in town;
- Green Acre;
- The Maine DOT has bicycle and pedestrian initiative;
- Americawalks.org;
- AARP walkability audit tool;
- Select Board;
- Planning Board;
- Lifelong Community Fellow

Goal #2: None identified. Improvement: Need for additional recreational space.

A. What works in Eliot?

- Growing interest in pickle ball as recreation as Eliot residents age;
- Tennis court provides some space for pickle ball;
- Current skateboard park is not being used.

B. Strategies:

- Contact Community Services Department.
- Talk with the town about plans for skate park space
- Request funding in Capital Plan 2020 – 2021

C. Obstacles:

- Cost of removing skate park structure;
- Cost of creating a pickle ball court;
- Other proposed uses of which the committee is unaware;
- Lack of data on need.

D. Partners:

- Recreation Department;
- Eliot residents currently playing pickle ball in town and those paying to play in other towns, as well

E. New ideas: community gardens, need for senior/community center, and need to find volunteers

Domain: COMMUNICATION AND INFORMATION

Goal #1: None identified. Improvement: community events, services and activities need to be better communicated.

A. What works in Eliot?

- Strengths for communication and information include the William Fogg Library, Community Services, and the Historical Society newsletters, Eliot church bulletins. E notification from town website;
- The Sentinel is the weekly regional printed source for communication;
- 55% of the 330 Eliot residents who responded to the community survey, participate in volunteer work weekly;
- The norm for volunteer activities in the United States is 25%;
- Other survey responders commented that they were willing to volunteer, but they were not aware of volunteer opportunities in Eliot.

B. Strategies:

- Create a list of emails of Eliot residents who are interested in volunteering /or being kept informed of town activities and services;
- Create a communication plan to send out information to the AIP interested resident list serve on a regular basis;
- Collaborate with the town office to improve the usability of the town website;
- Someone from AIP committee needs to communicate with the TIF committee.

C. Obstacles:

Examples of difficulty finding information on the town of Eliot website;
The majority of respondents to the community survey identified lack of communication about services, events, and activities in town is challenging.

D. Solutions:

- Community survey indicated email, newsletters, website, and newspapers as the top choices of how to receive information;
- Library identified as a major resource for information;
- Library provides computers and has provided training to those interested in learning how to use computers;
- Collect the emails of volunteers and/or people who want to be kept informed of AIP's activities;
- Develop a directory.

E. Partners:

- Town of Eliot staff member responsible for maintaining and improving the website;
- Eliot churches; the Lib

