

MEETING MINUTES RAYMOND AGE FRIENDLY COMMUNITY CONNECTIONS

MARCH 22, 2018

Attendees: Susan Moore, Sheila Bourque, Laurie Wallace

PLEASE NOTE THAT DUE TO LOW ATTENDANCE, THE STEERING COMMITTEE AND ASSESSMENT TEAM MINUTES ARE COMBINED BELOW. MINUTES FOLLOW THE FLOW OF THE MEETING.

1. The Committee officially supports the intergenerational adaptive garden project, with Sheila Bourque leading the effort. The grant application is being submitted, with the support of the Raymond Community Garden, the Raymond Village Library and several Raymond Lions Club members. Lions will discuss formal participation at their next club meeting on 4/5. Hancock Lumber will provide lumber at contractor cost as well as offering a \$500 credit on the purchase.
2. The Raymond Village Library website is being redesigned. As a part of that redesign, Sheila is updating the Age Friendly page. The objective is to have a single landing page for Age Friendly that can be linked to the Town website.
3. The recommendation was made at the previous General Assembly meeting to introduce town residents and officials to the Age Friendly initiative via the Annual Report. The draft will be prepared by Sheila Bourque.
4. The most critical concern of the Steering Committee is expanding the group volunteer member base. The conclusion reached is that specific projects will draw individuals back onto the team.
5. We have a long list of projects that could be undertaken by the group, but we need “boots on the ground” volunteers to move these projects forward. As a group, we also need to use caution so that we don’t get too far ahead of the future survey results. Following are projects that are either in process or have been discussed as potential projects.
 - a. Assessment – a committee is currently working on the survey.
 - b. Intergenerational Garden – Sheila is taking the lead because of her current role as a Raymond Village Library trustee and the Library’s association with the Raymond Community Garden.
 - c. Wellness calls – in conjunction with Fire and Rescue, create a plan to reach out to isolated or housebound residents. A focus group will be developed with Fire and Rescue to determine scope and process.
 - d. House Numbers – in conjunction with Fire and Rescue, create a plan to evaluate properties to support F&R efforts to efficiently reach residents in crisis. A focus group will be developed with Fire and Rescue to determine scope and process.
 - e. Smoke Detector and evacuation project – in conjunction with the American Red Cross (and possibly Fire and Rescue?), identify seniors in need of smoke detectors and coordinate their installation, as well as develop an evacuation plan for a fire emergency.
 - f. Emergency shelter - in conjunction with the American Red Cross (and possibly Fire and Rescue and the Town?), develop a plan (or support an existing plan) for a location in town to support large scale emergency needs.
 - g. Window Dressers – this is a project where window inserts are built and distributed to reduce heating costs at more vulnerable homes. Jess Fay is researching this as a future (early fall?) project.
 - h. Senior Dance – Sheila will follow up with Mary-Therese.

- i. Discussion on whether or not a Resource Guide is needed is ongoing. The template used by the AARP, which the group has decided to use, can only be updated every 3 years, which is not frequent enough to respond to changes. Additionally, most information is located in other similar regional guides; perhaps a better approach is to communicate the location of those guides.
6. As part of the assistance that St. Joseph's College is providing regarding analysis of the survey results, they have also agreed to design a logo for the group. Both of these efforts support St. Joe students' coursework.
7. The draft survey is being revised to support recommendations from AARP and the North Yarmouth survey as well as suggestions from our survey designer Kevin Fay. The biggest concern is whether/how to design an "I don't know" choice into the survey without impacting the analysis. The next survey draft will be submitted to AARP, St. Joe's and Kevin Fay for their technical evaluation.
8. Proposed timeline for getting the survey out to the public is from Memorial Day through Labor Day. Primary tasks to support this timeline are to finalize draft survey by 3/30; review with St Joe's, the survey designer and AARP by 4/13; work with a pilot team to take the survey by April 4/27; distribution to the public beginning around 5/30. Collection boxes are being designed by a creative volunteer; these will be placed out in public and business locations for the community to drop off their paper surveys.
9. The next Assessment Team meeting will focus on the distribution plan (how to send out the survey) and collection plan (how residents will return surveys to the group).
10. Susan has agreed to develop and maintain the overall survey project plan, including timeline. Sheila will draft the production and distribution plan for the project plan for discussion at the next meeting.