

Age-Friendly Freeport & Pownal

ACTION PLAN
March 2020

Prepared for Age-friendly: Freeport/Pownal by:
Patricia F. Kimball, March 2020
Approved: March 5, 2020

Background & Overview

Freeport Community Services (FCS) is a community-run, community based, not-for-profit organization serving the towns of Freeport and Pownal. Their mission is to enrich lives, connect neighbors, and help those in need. They provide essential services including emergency food, fuel, and utility assistance, as well as enrichment programs. FCS also owns and manages the Freeport Community Center, which houses 5 non-profit organizations, and serves as a venue for many community arts and cultural events, educational and recreational activities.

In their role as a community convener of residents of the town of Freeport and Pownal, Freeport Community Services has its pulse on the issues facing the community. Since its founding in 1974, FCS has sought to understand residents' challenges and design programs, services and initiatives to address these challenges. Toward this end, in late winter 2015 through the spring of 2016, FCS and the Freeport Housing Trust (FHT) joined efforts and contracted with Hallowell-based Planning Decisions, Inc. to conduct a community needs assessment. Through this needs assessment, FCS and FHT endeavored to better understand the challenges facing low to moderate income residents of the towns of Freeport and Pownal, and to analyze the housing needs in both towns.

POPULATION:
• Freeport - 8,049 (1,946 households)
• Pownal - 1,513 (570 households)

Data that informed the findings of the report were gathered through focus groups, interviews with key stakeholders from the town, schools and local churches, census data, review of county and state poverty trends, and existing internal data from both FCS and FHT. The findings of the report were organized around 6 themes:

- Keeping Seniors Home
- Transportation
- Food Insecurity
- Decent Affordable Housing
- Health Care
- No Money for Emergencies.

The findings of this Needs Assessment were the initial impetus for FCS to take the lead in pursuing age-friendly community building efforts. The number one need identified through that assessment – “Keeping Seniors Home” - was something FCS had heard echoed time and again from residents in their community. Armed with data that reinforced what they knew anecdotally, they began the process of building a community-driven initiative effort which culminated in the plan that is outlined in this document.

Timeline of Activities

The following timeline highlights the efforts FCS took to prepare themselves to facilitate age-friendly community building efforts in the towns of Freeport and Pownal:

Fall 2015 - Spring 2016:

- FCS and Freeport Community Services engaged Planning Decisions, Inc. to conduct a community wide needs assessment for the towns of Freeport and Pownal.

Summer/Fall 2016:

- FCS Board of Directors engaged in the development of a new 3-year strategic plan and, based on the findings and their own anecdotal information, incorporates “Keeping Seniors Home” as one of its program areas.

Winter/Spring 2017:

- FCS Program Committee reviewed the Community Needs Assessment and developed action steps. The assessment was released to the public via a press release and in the newly restructured agency newsletter “Neighbor to Neighbor”.
- The Program Committee held an annual Community night in May. The purpose was to gather input from the community about the needs assessment. At this meeting, the following top 3 themes were prioritized:
 1. Affordable Housing
 2. Keeping Seniors Home
 3. Food Insecurity
- Initial research began on best practices related to “Keeping Seniors Home”. FCS joined the Maine Council on Aging (MCOA) and the Tri-State Collaborative Agency on Aging.
- FCS staff met with Jess Maurer, Esq., the Executive Director of the Maine Council on Aging to learn about age-friendly initiatives in Maine.

Summer/Fall of 2017:

- Jess Maurer attended the FCS Program Committee meeting in August to give the group guidelines and insights on how to get age-friendly efforts started. Jess was also invited to be the keynote speaker for the FCS annual meeting in October to further discuss the possibilities.
- FCS Program Committee drafted an Action List, identified community resources and drafted Focus Group questions to better understand the broader needs of the community's older residents.
- FCS staff attended the Maine Council on Aging Wisdom Summit
- FCS applied to become a host site through Goodwill Industries of Northern New England to have an AmeriCorps VISTA (Volunteers in Service to America) focus on Aging in Place initiatives.

Winter/Spring 2018:

- FCS was approved to be a host site for a VISTA volunteer and received a grant from the Maine Community Foundation County Fund to pay the stipend for the VISTA.
- FCS met with Bath Housing Authority to discuss expanding their "Comfortably Home" Program to Freeport and Pownal. This program provides high-impact, low-cost minor home repairs to homes from Freeport to Boothbay Harbor.
- FCS annual Community night focused on Livable Communities in May. See flyer in Section 5.

Summer 2018 – Winter 2019:

- FCS attended Maine Council on Aging Wisdom Summit, began to recruit for a VISTA volunteer and identified Age-friendly Steering Committee members. The VISTA Coordinator began her term of service in January 2019.

Spring/Summer/Fall – 2019:

- FCS officially launched its efforts with a kick-off breakfast in April 2019, to which townspeople, business owners and town leaders were invited. AARP age-friendly leader, Patricia Oh spoke about the age-friendly network in Maine and encouraged key stake holders in the Towns of Freeport and Pownal to envision how the community could take the next steps in making their community more age-friendly.
- This process inspired the Towns of Freeport and Pownal to seek to become a member of the AARP Network of Age-Friendly Communities; the Town of Freeport received its certificate of membership in May of 2019 and Pownal in June of 2019.

Launching Age Friend Efforts:

The following synopsis provides highlights of the specific activities in which FCS and subsequently the Age-Friendly Freeport & Pownal (AFFP) Steering Committee engaged in 2019 to launch age-friendly efforts in Freeport and Pownal.

- A list of potential Steering Committee members was compiled and over 40 people were contacted to join the committee.
- Informational materials were compiled and distributed.
- A questionnaire was distributed to older residents at a FCS Community Lunch (free and open to the public on the third Friday of the month) on February 15 2019. See results in Section 5.
- FCS hosted an aging-in-place kick off breakfast in April 2019, which brought a large group of concerned community members together, including many older adults, to hear Patricia Oh, AARP Maine leader speak about the AARP age-friendly community initiative.
- Subsequent bi-weekly planning meetings were scheduled for the spring and summer.
- Asset mapping was conducted to determine available resources, and map gap areas. See Section 5.
- A “Day of Action” was held in May, through which volunteers helped older adults with yard work, raking, and washing windows, etc.
- Age-friendly leaders in Maine presented to the Steering Committee to share best practices, advise on evolving age-friendly efforts in Maine, and link Steering Committee members with resources.
- Presentations were made at select board meetings in each town, and each board approved applications for Freeport and Pownal to join the AARP Age-friendly Network. Applications were submitted and each town received certification as a member of the AARP Network of Age-Friendly Communities.
- AARP approved funding to hire a consultant to assist with action plan development.
- A transportation grant was applied for and received by Maine Community Foundation Charity Fund to support capacity building efforts for FCS Transportation Program including increasing the number of volunteer drivers. This will allow the program to grow and support the AFFP goals in the areas of increased access to transportation and social inclusion.
- A half day retreat was held to identify goals, establish governance procedures and begin the process of action planning. See Section 5 for meeting notes.
- Subcommittees (called Sub Groups) were formed and goals, objectives and activities were agreed upon.

- Throughout this time period (April 2019 - January 2020), members of the Steering Committee conducted focus groups with groups of older residents of both Freeport and Pownal. The goal of these focus groups was to continue to collect information about the needs and concerns of older residents, and to ensure AFFP is developing its programs, services and resources addressing the needs and concerns of older residents of both towns.

This action plan is the culmination of the work done during this time period, initiated and supported by Freeport Community Services, and driven by community input and needs.

For more information about how you can get involved in the work of Age-Friendly Freeport & Pownal, contact Paula Paladino, M.A. Executive Director, Freeport Community Services, 207-865-3985, ext. 204, ppaladino@fcsmaine.org

Steering Committee Members:

Chris Abbe, Freeport
Dede Bennell, Freeport
Jaime Griffin, Freeport
Vaughdella Curtis, Freeport
Eric Geredien, Freeport
Valerie Geredien, Freeport
Barbara Gifford, Yarmouth
Sue Goran, Freeport
Kathy Hogue, Pownal
Angela King-Horne, Pownal
Helen Kincaid, Freeport
Sarah Lundin, FCS – Freeport & Pownal
Deborah McLean, Freeport
Marc Miller, Freeport

Liza Nichols, Pownal
Nathan Oschner, Freeport
Paula Paladino, FCS – Freeport & Pownal
Matt Peters, Freeport
Carolyn Radding, Pownal
Besty Ruff, Freeport
Carol Southall, Freeport
John Schwanda, Freeport
David Steckler, Pownal
Joyce Veilleux, Freeport
Brenda White, Freeport
Tawni Whitney, Freeport
Doug Wilson, Portland

Introduction

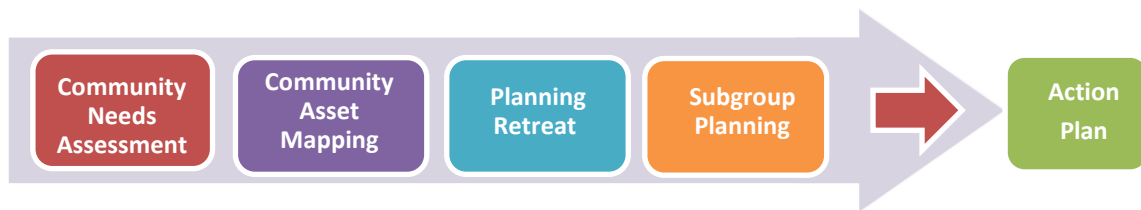
The activities that comprise Age-friendly Freeport & Pownal's (AFFP) Action Plan are based on the strategic framework developed and agreed upon by members of AFFP as part of the group's planning process.

- The **First Section** of this report outlines the process for developing the Action Plan and how the plan will be implemented.
- The **Second Section** shares the strategic framework for the Action Plan, including the vision, mission, values and guiding principles of the AFFP.
- The **Third Section** outlines the goals, the Sub Groups organized to focus on each goal, and the objectives and action steps devised by Sub Groups meet the goals.
- The **Fourth Section** includes a series of tools that were used as part of the planning process and will be used for purposes of reporting on progress regularly.
- The **Fifth Section** includes documents referenced in the report.

Section 1

Process for Developing Plan

The plan outlined in this document is the result of a planning process embarked on by members of the AFFP Steering Committee beginning in April 2019 and informed by data gathered through a Community Needs Assessment in released to the public in the winter of 2017. The following key processes were undertaken to arrive at this plan.



Community Needs Assessment

In May 2016, Planning Decisions, Inc. in Hallowell, Maine completed a report entitled “Low-Moderate Income Population Needs Assessment for Freeport and Pownal” which was commissioned by Freeport Community Services and the Freeport Housing Trust.

The primary purpose of the report was to identify the unmet needs of the low-moderate income population in Freeport and Pownal, including those currently served and unserved by Freeport Community Services and Freeport Housing Trust. A second purpose was to provide an analysis of housing needs.

The report was based on: 1) Focus groups with residents of Freeport Housing Trust properties; 2) Interviews conducted with service providers, including school administrators, General Assistance, and local churches; 3) Census data on the number and characteristics of low- moderate income households in the area; 4) A review of poverty trends in Cumberland County and Maine in areas such as food, housing and transportation needs; and 5) Existing internal organizational data about the use of Freeport Community Services and Freeport Housing Trust assistance.

The findings in the report were organized around six themes that emerged during three focus groups conducted in March 2016 as well as interviews conducted with service providers, including school administrators, General Assistance, and local churches.

These findings have been kept at the forefront of the planning process for AFFP; the highlights of which are outlined below:

1. **Keeping Seniors Home:** Approximately 125 people over age 65 and living below 200% FPL would likely use in-home services such as recreation, housekeeping, home repair, and transportation but probably couldn't afford to pay for them.
2. **Transportation:** At least 125 people over age 65 living below 200% FPL would likely use a ride service but probably couldn't afford to pay for it.
3. **Food Insecurity:** Estimated 175 out of 400 food insecure households in Freeport and Pownal are not served by the food pantries.
4. **Decent Affordable Housing:** There is a need for two new 25-35 unit affordable rental projects, one for families and one for seniors.
5. **Health Care:** More than 250 people below 200% FPL in Freeport and Pownal have no health insurance.
6. **No Money for Emergencies:** Estimated additional 50-250 households could need emergency assistance for heat, electricity, and rental assistance.

See Section 5 for an Executive Summary of the Needs Assessment.

Domains of Livability

As part of its prioritizing and organizing process, members of the AFFP Steering Committee assessed the findings of the Community Needs Assessment in relation to domains of livability. The World Health Organization's Global Network of Age-Friendly Cities and Communities has identified eight domains of livability that influence the quality of life of older adults. The domains are also used as a framework and starting point by the US-based towns, cities and counties that belong to the AARP Network of Age-Friendly Communities.



The goals that AFFP has prioritized fall into the domains that are underlined below.

Domain 1: Outdoor Spaces and Buildings

Domain 2: Transportation

Domain 3: Housing

Domain 4: Social Participation

Domain 5: Respect and Social Inclusion

Domain 6: Civic Participation and Employment

Domain 7: Communication and Information

Domain 8: Community and Health Services

Community Asset Mapping

During the spring of 2019, the AFFP Steering Committee began the process of identifying current resources in their community and surrounding communities. This included inviting Jessica Maurer, the Executive Director of the Maine Council on Aging and Director for the Tri-State Collaborative on Aging as well as the co-founder of Harpswell Aging at Home to speak at a Steering Committee meeting on May 9, 2019. Jess described the process that her hometown of Harpswell embarked upon, emphasizing the importance of identifying resources and resource gaps through a community mapping process. She stressed the value of going through this process to developing a community-driven action plan that capitalized on partnerships and existing resources versus duplicating efforts.

Taking their cues from Jess' advice, the FCS team began an information gathering and outreach campaign, and on June 6, 2018, the Steering Committee met to begin mapping resources in the areas identified by the Community Needs Assessment as referenced earlier in the report.

A copy of the results of this project are included in Section 5 of this document.

It is important to note that the Steering Committee recognizes that the community mapping process is an ongoing process; the process began during this initial meeting, but they have agreed to continue to add to the resource list and gap analysis as their work evolves. In fact, many of the action steps identified by subgroups during the action

planning process include ongoing identification of resources, potential partners and gaps in services and resources.

Plan Development Meetings

The following outlines the key meetings that took place during which Steering Committee members developed this Action Plan. As noted in the Overview Section of this report, a series of meetings beginning in April 2019 preceded and informed the Action Plan Development meetings. The knowledge, resources and relationships garnered and established from these earlier meetings were applied to in the meetings outlined below to develop the goals, objectives, action steps of the action plan. As part of their planning process, FCS applied to and received a grant to hire a consultant to assist them in development and writing of their Action Plan. She began her work with the committee in fall 2019.

Planning Retreat

November 7, 2019, 9AM -12:30PM Participants: Steering Committee members

- Developed goals based on the assessment report conclusions and recommendations. A list of the goals is included in Section 3 of this document.
- Developed initial subgroups to establish objectives and action steps to achieve goals. These Sub Groups are included in Section 3 of this document.
- Began the process of developing objectives and action steps.
- Meeting minutes are included in Section 5.

In addition to work done to develop initial goals and objectives, a governance structure was established during this Planning Retreat. This is discussed in more detail later in this report.

Sub Group Meetings

Subcommittees (called “Sub Groups”) were formed at the Planning Retreat with chairs identified from the Steering Committee. The Sub Groups were charged with meeting at subsequent Steering Committee meetings to develop objectives and action steps that could be taken to meet objectives, and ultimately, the goal of the Sub Group.

After the Planning Retreat, AFFP communicated with folks who were not able to attend the Retreat to invite them to join one of the groups.

Using an action-planning tool shared at the retreat, Sub Groups met to develop objectives to align with their goals and action steps to meet those objectives. This action-planning tool is included in Section 4 of this document.

Initially, 4 Sub Groups were developed to work on the goals identified at the Planning Retreat. A list of the Goals and a list of the Sub Groups are included in Section 3 of this document.

Plan Approval Meeting

A draft of the plan was circulated in February 2020 to the Steering Committee members who reviewed it and offered their feedback. This feedback was incorporated into the Plan, which was then reviewed and approved at their March 5, 2020 Steering Committee.

How the Plan Will Be Implemented

People

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

- **Steering Committee**

The Executive Committee is made up of six individuals who include two Co-Chairs, the Secretary, the Chair of the Communications Committee and two additional members. This Committee provides organizational direction and oversight and makes recommendations for action to the Steering Committee, which is the decision-making body. Because the efforts include both Freeport and Pownal, Co-Chairs will represent both towns.

- **Sub Groups**

Sub Groups will be responsible for developing objectives and action plans for the goals associated with their group. These Sub Groups will include members of the Steering Committee, as well as volunteers from the community. Sub Groups meet either at designated times at Steering Committee meetings or outside of the Steering Committee meetings. They report back to the Steering Committee on their progress during Steering Committee meetings and communicate/collaborate among themselves to ensure they are aligning their efforts toward their collective goals.

- **Volunteers**

AFFP maintains a list of nearly 20 volunteers who have expressed a willingness to support AFFP, including through participation on Sub Groups. As such, subcommittees are made up of Steering Committee members and community volunteers.

- **Freeport Community Services**

The role of FCS in launching age-friendly efforts in Freeport and Pownal has been substantial; FCS has been the catalyst for the development of this initiative, bringing its resources, reputation and influence to bear to bring people together and “get the ball rolling.” Moving forward, FCS will not act as the facilitator of the efforts; instead, FCS will continue to participate and offer resources, including meeting space, support staff and assistance with fundraising efforts.

- **FCS Staff Support**
FCS hosted a VISTA who helped launch the age-friendly efforts from January-September, when the VISTA left her position for personal reasons. Moving forward, FCS applied to the Maine Community Foundation County Fund in February to hire a part-time temporary (10 month) AFFP Coordinator to continue the work of the VISTA and to help the Steering Committee implement the action plan in its early stages to lay the ground work for sustainability in the future.
- **Transportation Coordinator**
FCS was successful in their grant proposal to the Maine Charity Fund and received funds to hire a part-time Transportation Coordinator to assist in running FCS's current Transportation Program, which the Steering Committee hopes to enhance as part of their age-friendly work. The Transportation Sub Group has crafted an outline of the allocation of roles between FCS and the Transportation Sub Group to streamline their efforts and maximize the impact of their efforts.

Processes

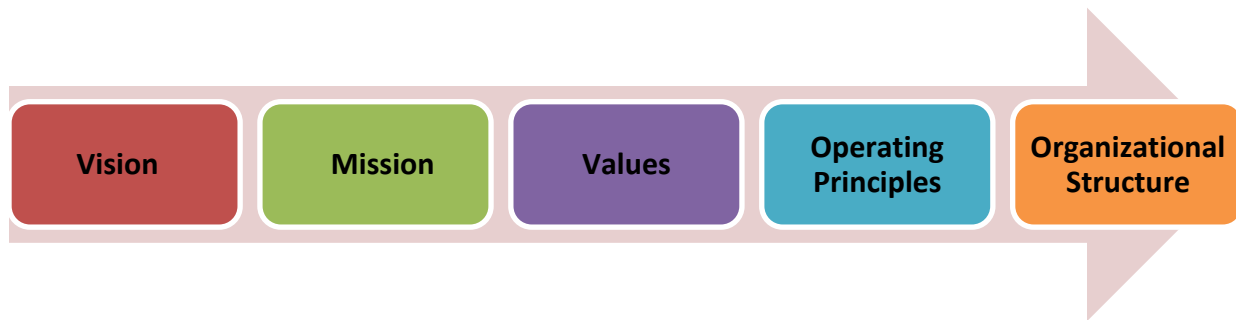
The Steering Committee has agreed that adherence to the action plan is critical to ensuring forward momentum of AFFP, mitigating the potential for conflict and misunderstanding, and ensuring everyone is moving in the same direction. The following processes have been established to ensure on-going accountability to the action plan:

- **On-going Subcommittee Action Reports at Meetings**
It was decided that at each Steering Committee meeting, Sub Groups will report on their action items, note any challenges they are facing, and propose any changes they want to make to their plan. A suggested Monthly Reporting Form is included in Section 4 of this report.
- **Approval of Action Items/Objectives**
When new objectives or action items are added to the subgroup's plan, or changes made to current objectives and action items, these changes will be presented to and approved by the Steering Committee.
- **Timeline**
AFFP 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 2

AFFP Strategic Framework

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



Age-friendly Freeport & Pownal Defined:

Age-friendly Freeport & Pownal is a volunteer-driven, formal network of community collaborators, individual residents and groups as well as community organizations interested in making sure our community works for all residents (all ages, disabled, etc.) now and long term.

AFFP is dedicated to the promotion of age-friendly initiatives in Freeport and Pownal. Members of this network will serve as age-friendly community advocates, ambassadors, educators and trainers. We will tap and build upon existing age-friendly programs and services (collaborating wherever possible), work to close gaps and encourage and inspire the start of new initiatives as needs are identified or arise.

Vision

The vision of Age-friendly Freeport & Pownal is that people of all ages will contribute and thrive in our communities throughout their lifetime.

Mission

The mission of Age-friendly: Freeport/Pownal is to encourage and promote the growth of Freeport and Pownal to be livable communities for people of all ages.

Values

- Respect
- Compassion
- Inclusion
- Community

Operating Principles:

- Engage neighbors, remove boundaries and transform lives with respect and compassion for all
- Be a voice for the health and well-being of citizens of all ages
- Optimize opportunities for active aging, health, engagement and safety
- Build a community for a lifetime
- Help people stay in their homes
- Advocate for change
- Connect people to community
- Make Freeport and Pownal a great place to live, work and play

The Three P's of Action Planning:

When considering objectives and action items, AFFP members will consider the “Three P’s” of action planning, as shared with the group during their Retreat by Action Plan development consultant, Patricia Kimball, and as defined below:

- *Partnerships:* AFFP will focus on developing partnerships that carry out AFFP objectives in cooperation with existing groups or organizations.
- *Projects:* Rather than building long-term, time intensive programs, AFFP will prioritize developing and implementing time-limited (even one time) projects or initiatives. Once completed, AFFP will evaluate the effectiveness of the project. If it is decided the project is worth replicating, continuing or expanding—AFFP will seek a partner to assist with or take over the effort.
- *Programs:* For the purposes of AFFP planning, programs are considered long-term, on-going services provided by AFFP. Programming will be a “last resort” activity for AFFP, as aligned with the values and strategy of the organization.

The AFFP mantra: **Prioritize Partnerships and Projects!**

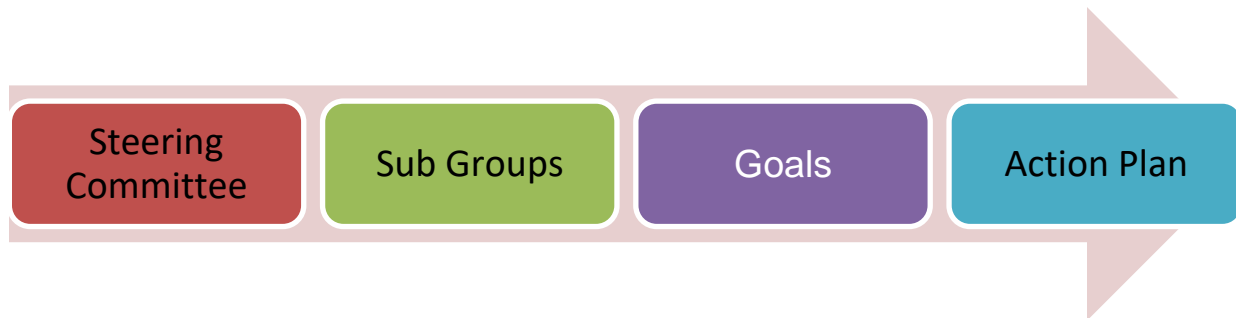
Organizational Structure

AFFP is a volunteer run organization, governed by a Steering Committee of 15-20. Meetings are open to anyone who is interested in attending even if they do not want to become a “formal member.” Freeport Community Services acts as a Fiscal Agent for the Steering Committee.

Membership includes: Any resident of Freeport or Pownal, and any representative of a nonprofit organization, faith-based group or business located in or serving Freeport and Pownal who has an interest in making the community more livable for everyone.

Section 5 includes the Steering Committee Governance Agreement that will guide operations of the AFFP.

Section 3



Goals, Objectives and Action Plan

The goals, objectives and action steps that were developed by AFFP as part of its planning process are outlined below.

AFFP Goals & Objectives

Sub Groups

Given the agreed upon vision, mission and overarching strategy of AFFP, and given the conclusions of the Community Assessment, AFFP members identified and agreed that the work of the Committee would be divided up into the following 4 subgroups.

- **Sub Group #1: Health and Social Inclusion**
- **Sub Group #2: Safety and Home Repair**
- **Sub Group #3: Communication and Marketing**
- **Sub Group #4: Transportation**

○

Goals, Objectives & Action Steps

The following outlines highlights from the AFFP Action Plans developed by the AFFP Sub Groups, aligned with the 8 Domains of Livability under which these goals fall. More details on these plans are included – in the planning format used by participants – in Section 4 of this report.

Sub Group #1: Health and Social Inclusion

Domains: Community and Health Services, Social Participation, Respect and Social Inclusion.

Goal 1: Enhance the health goals of residents as they age by providing timely needs assessments for identified needs such as balance and fall reduction, BP/Heart rate measures, end-of-life decision making, or others as identified:

Objective 1: Engage the community in a plan to increase conversations regarding end-of-life decision making

Activities:

1. Identify current community resources available to assist with end of life planning
2. Form a collaborative Advance Directives sub team
3. Subteam to develop a 1-year plan to begin Advance Directive Conversations in Freeport/Pownal

Objective 2: Reduce fall injury for participating Freeport/Pownal residents while encouraging greater mobility independence.

Activities:

1. Establish the collaboration between FCS and SMAA to provide Matter of Balance Training (and potentially additional healthy aging education and opportunities)
2. Hold an informational session to inform the community of potential educational opportunities to improve health as we age
3. Establish a course offering date and location
4. Marketing plan developed and initiated including physician practices, FCS community, newspapers, newsletters

Goal 2: Increase and enhance the well-being of all citizens of Freeport and Pownal as we age through increased social inclusion and a focus on healthy aging.

Objective 1: Create opportunities to enhance intergenerational activities while identifying collaborative partners.

Activities:

1. Catalogue current opportunities for intergenerational social activities
2. Identify potential collaborative partners for the development of an annual calendar of events (churches, business groups, social clubs, other)
3. Locate potential space for possible community social meetings including maximum attendance, cost, contact person, and accessibility

4. Work with the local schools to identify cross-generational opportunities for mentoring and support

Sub Group #2: Home and Safety Repairs

Domains: Housing, Communication and Information

GOAL 1: Help older adults and those in need avoid leaving their homes due to inability to keep them habitable and accessible.

Activities:

1. Identify, share information and work with potential partners to address needs.
 - i. Habitat for Humanity
 - ii. Living to Last
 - iii. Rotary
 - iv. Comfortably Home / Bath Housing Trust
2. Develop Handyman Helpers for each town

GOAL 2: Help older adults who are unable to keep up with routine maintenance to stay in their homes.

1. Meet with identified partners to discuss potential collaboration.
2. Identify, share information and work with potential partners to address needs.
 - i. INTERACT / High School
 - ii. Freeport Friends
 - iii. JMG (Jobs for Maine Graduates / FHS)
3. Develop list of volunteers to do the work

GOAL 3: Help older adults remain safe in their own homes or when out and about in the community.

1. Meet with identified partners to discuss potential collaboration.
2. Help with alarms, monitors, batteries, etc.
3. Establish a Sand Bucket Brigade
4. Identify resources for safety railings, ramps, etc.
5. Work with municipalities to identify safety issues, i.e. sidewalks, etc.

GOAL 4: Establish partnerships to facilitate the services and programs.

1. Meet with identified partners to discuss potential collaboration.
 - i. Living to Last / Nathan Ochsner
 - ii. Harpswell Handyman Help
 - iii. Comfortably Home / Bath Housing Authority
 - iv. Freeport Friends / Tawni Whitney

GOAL 5: Develop a communication strategy to ensure we are reaching people who need assistance and volunteers to support these efforts

Activities:

1. AFFP Communication Sub Group
2. FCS staff person to function as community liaison and to field and administer calls for services

GOAL 6: Develop the administrative infrastructure to support our efforts.

Activities:

1. Develop volunteer training
2. Develop liability releases and other legal requirements related to working in someone's home

Sub Group #3: Communication and Marketing

Domains: Communication and Information

Goal: To build understanding and awareness of Age-friendly Freeport & Pownal and emerging (evolving) services, programs and opportunities it endeavors to offer starting with the areas of Transportation, Safety and Home Repair, Health and Social Inclusion among all key target audiences.

1. Define Mission, Vision and Values for AFFP
2. Define Age-friendly Freeport & Pownal
3. Determine what is important for Freeport and Pownal Community members to know about Age-friendly Freeport & Pownal and develop key messages for all communication.
4. Develop examples of collaboration existing and planned as AFFP "stories"
5. Ensure consistent branding in all in outreach, marketing and communication.
6. Develop Overarching Communication Plan with goals, strategies and tactics for AFFP
7. Create a clear process and a toolbox for developing all AFFP outreach and communication.
8. Develop an evaluation tool(s) for each communication project or campaign.

Sub Group #4: Transportation

Domain: Transportation

Goal: Increase transportation options for Freeport and Pownal residents.

Activities:

1. Work with the Communication subgroup to develop and implement marketing/communication strategies (website, social media, posters, etc.) to advertise for additional drivers.
 - a. Identify the process for working in partnership with Communication Subgroup (who will do what, when and how)
 - b. Identify marketing/communication strategies (website, posters), needed marketing materials, potential audiences and locations for material distribution
 - c. Create process to measure effectiveness of recruitment campaign

1. Explore the potential use of existing busses/vans operated in the Freeport/Pownal area. Examples include vehicles owned by the Freeport Elder's bus, YMCA and RSU 5.

2. Evaluate the potential to partner with other agencies offering rides to elders as a means of expanding our transportation network. Examples include Freeport Friends and the Independent Transportation Network (ITN) which serves the greater Portland area.

3. Investigate practices used by other towns in Maine to provide transportation services for their elderly residents. Document findings.

4. Evaluate current FCS practices for screening and training drivers. Make required changes to current FCS documentation as appropriate.

5. Define the roles/responsibilities of the transportation subcommittee vs. the person hired to support the transportation grant FCS was just awarded.

6. Schedule a meeting with representatives from Yarmouth, N. Yarmouth, Cumberland and Falmouth to share ideas about transportation programs.

Complete action plans for each Sub Group are included in Section 5 of this document.

Section 4

Tools & Resources

This section includes:

- Two tools available to AFFP to help with the planning process;
- A reporting form AFFP subcommittees can use to share activities and the status of their work at Steering Committee meetings
- AFFP governance agreement

AIP Action Step Planning Tool 1

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?)

Age-friendly Communities – Action Planning Tool 2

Developed by Patricia Oh, AARP Age Friendly Consultant

Appendix 7: Domain- or Initiative-Specific Strategy Chart/Action Plan

Domain/Initiative: _____ Goal: _____

Collaborating Organization(s): _____

Beneficiaries: _____

Activities	By whom	By when	Resources and support available/needed		Potential barriers or resistance	Partnerships	Metrics
<i>What needs to be done?</i>	<i>Who will be responsible for getting it done?</i>	<i>By what date will the action be done?</i>	<i>Resources available</i>	<i>Resources needed (financial, human, political, etc.)</i>	<i>What individuals and organizations might resist? How?</i>	<i>What individuals and organizations should be informed about/involved with these tasks?</i>	<i>What indicators have been identified to measure progress?</i>

Who is responsible for maintaining and updating information: _____

Frequency of meetings: _____

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?

Age-friendly: Freeport & Pownal Steering Committee Governance Agreement

Introduction

Age-friendly: Freeport/Pownal (AFFP) exists to improve the options for people aging at home and in their community in Freeport and Pownal. The Steering Committee coordinates AFFP's activities.

Steering Committee Membership

The membership will range between 15 and 20 people.

Membership Terms

Current members will be given the opportunity to serve for 2 years from January to December. Beginning in Year 1, based on preference, some members will serve for two years and others for one year, to establish staggered terms. Members can serve an unlimited number of consecutive terms. Steering Committee members are expected to attend a majority of meetings and be active in AFFP activities. Vacant seats on the Committee will be filled by agreement of the remaining members, taking geographical divisions and program activities into account.

Consensus Decision Making

The Steering Committee will use a consensus decision making model. In this model, members will be asked to indicate that they support, or can live with, or oppose a proposal. To make a consensus model work, all members have to agree that they'll not block the clear majority of members unless they really cannot live with the outcome. So, if ONE member opposes a proposal on a formal vote, that proposal is rejected and will be reworked until the Committee can find common ground the opposing member "can live with" or it is dropped entirely.

In the event that the consensus decision-making model does not work, a two thirds majority of the members may vote to abandon the consensus decision making model in favor of a majority rules model.

Executive Committee

An Executive Committee, composed of the conveners, the secretary, the chair of the Communications Committee, and at least two other members, will take responsibility for preparing recommendations and coordinating the work of the Steering Committee.

Annual Meeting:

The Steering Committee will hold an annual meeting in April each year during which the Action Plan will be revisited and updated, as needed, a fiscal report will be shared by FCS and

Adopted: March 5, 2020

Section 5

Supporting Documents

- Results of questionnaire distributed at Community Lunch
- Aging in Place Kick-Off Meeting Flyer
- Asset Mapping
- Executive Summary of Needs Assessment
- Action Plans from Sub Groups

Results of questionnaire distributed at Community Lunch

<ol style="list-style-type: none"> 1. Are you at or over the age of 65% <ol style="list-style-type: none"> a. Yes - 97% b. No - 3% 2. Do you need rides to the store, doctor, social events, etc.? <ol style="list-style-type: none"> a. Yes - 5.4% b. No - 94.6% 3. If not, do you think you will need rides in the future? <ol style="list-style-type: none"> a. Yes - 25.7% b. No - 74.3% 4. If you own a car, would you be willing to volunteer as a driver? <ol style="list-style-type: none"> a. Yes - 6.1% b. No - 93.9% 5. Do you own your own home in Freeport or Pownal? <ol style="list-style-type: none"> a. Yes - 45% b. No - 55% 6. Is it your goal to stay in your home for as long as possible? <ol style="list-style-type: none"> a. Yes - 76.5% b. No - 23.5% 7. Do you currently need inside or outside home repairs? <ol style="list-style-type: none"> a. Yes - 9.1% b. No - 90.9% 8. Do you currently need safety equipment installed in your home (like shower handles or wheel chair ramps)? <ol style="list-style-type: none"> a. Yes - 2.9% b. No - 97.1% 	<ol style="list-style-type: none"> 9. Do you currently need help with daily activities like: cooking, medicine, or chores? <ol style="list-style-type: none"> a. Yes - 0% b. No - 100% 10. Do you work? <ol style="list-style-type: none"> a. Yes - 2.7% b. No - 97.3% 11. If no, would you like to work? <ol style="list-style-type: none"> a. Yes - 14.7% b. No - 85.3% 12. Do you volunteer? <ol style="list-style-type: none"> a. Yes - 40% b. No - 60% 13. If no, would you like to volunteer? <ol style="list-style-type: none"> a. Yes - 13% b. No - 87% 14. Do you attend social activities outside your home weekly? <ol style="list-style-type: none"> a. Yes - 80% b. No - 20% 15. If no, are rides keeping you from social activities? <ol style="list-style-type: none"> a. Yes - 15% b. No - 85% 16. Would you like to see more local activities that are free or of little cost? <ol style="list-style-type: none"> a. Yes - 88% b. No - 12% 17. Would you like to see more social activities where all ages are involved? <ol style="list-style-type: none"> a. Yes - 85.7% b. No - 14.3%
---	---



Connecting Neighbors • Enriching Lives

Freeport Community Services

“Making Freeport and Pownal
Livable Communities for Everyone”

Join us in the discussion

COMMUNITY NIGHT

WHAT: A livable community is one that enables citizens to thrive across their lifespans. A livable community is a great place for people of all ages to live, work, play and do business. In a livable community, policies and services encourage people to remain as active as they want to be at any age and to live life to their own satisfaction regardless of individual challenges.

PURPOSE: Please join us to brainstorm what currently exists that make our community livable, and what else is needed to make our community more livable so that people remain active, healthy and engaged in our community. We will identify how we are engaging our residents in the civic, social, cultural, spiritual and economic aspects of life and what else is needed to make our community even more livable.

WHEN: May 15th / 6:00-7:30 pm

WHERE: Freeport Community Services | Community Center

53 Depot Street

REGISTER BY MAY 13TH: 865-3985 x 220 | www.fcsmaine.org



Freeport/Pownal Aging in Place Group

Planning Retreat at Oakleaf Terrace

November 7, 2019

REVISED 11-27-19

Facilitated by Patty Kimball, consultant

Note: For the purposes of clarification, in these notes, the coordinating body of age friendly efforts in Freeport and Pownal is called a “Steering Committee.”

Participants:

Eric Geredien, Valerie Geredian, Marc Miller, Tawni Whitney, David Steckler, Helen Kincaid, Carol Southall, Vaughndella Curtis, Angela King, Brenda White, Kathy Hogue, Matt Peters, Paula Paladino, Sarah Lundin, Dede Bennell

Expectations for Retreat:

Group agreed to focus on the following objectives for the retreat:

- Steering Committee Governance
- Identification of Main Goals
- Establish basic processes to move goals from ideas to action
- Identify what is already underway (transportation) that can be expanded upon, what the group needs to “birth” itself and what it can support via advocacy.

Agreements:

The following were agreed upon by the Steering Committee:

- The work of the Age Friendly efforts in Freeport and Pownal focus on older people, regardless of income.
- The group’s efforts focus on both Freeport and Pownal, and this should be reflected in all communication, policies and initiatives developed by the Steering Committee.
- The Steering Committee partners with FCS but is not an FCS program.
- The Steering Committee partners will all relevant agencies.
- When we design and promote services/initiatives/resources for older people, they benefit people of all ages (i.e. if it is safe for an 8-year-old, it is safe for an 80-year-old).

Governance: Mission/Vision and Name of Steering Committee will be worked on by subgroup. This group will bring their suggestions back to the Steering Committee for feedback and approval.

Group: Paula, Kathy, Matt, Valeria

Group/Meeting Leadership Roles:

- Marc and David will act as co-chairs of Steering Committee
- Kathy will take meeting notes
- Group will continue to clarify its relationship with FCS
- Group agreed that having one chair from Freeport and one from Pownal was important.

AmeriCorps VISTA (Volunteers in Service to America): FCS can recruit for a VISTA to support the Steering Committee's efforts; group agreed this would be beneficial. FCS needs assistance in recruiting a person to fill this role as it is time sensitive and the position would begin in January. Marc offered to assist with recruitment.

Group agreed that continuing to define the role of the VISTA in relation to both FCS and the Steering Committee is important.

Processes for moving from goals to action:

- Group agreed to prioritize its activities using the following:
- Partnerships, Programs, Programs (see below for description)
- Group agreed to focus on 4 Goals: these goals align with the AARP domains
- Group agreed to establish subcommittees to work on these goals, establishing objectives and action steps (Patty provided a template to use to help outlining action steps).
- Group agreed subcommittees can include people both from the Steering Committee and others from the committee interested in working on that particular focus area.
- Group agreed to call these subcommittees "groups."
- Group discussed ways to get the word out about these groups in an effort to recruit new members.
- As members of the Steering Committee continue to do focus groups with area residents, they will include these goals in their focus groups to gather more information about the needs of residents, and to "check in" to make sure what the group is planning aligns with what residents want/need.

Goals:

The Steering Committee agreed to focus on the following "big picture" goals. These goals were decided upon and "mini-wordsmithed" by the group during the retreat, but there was agreement that the language might need to be further tweaked by the subgroups responsible for leading that goal. Objectives and Action Steps will fall under each of these goals.

Notes about each goal, and folks who volunteered (or in some cases were volunteered) are listed below each goal.

Goal 1:

Increase transportation options for Freeport residents.

Members: Sarah, Eric, Carol, Betsy, Brenda and Barbara

- Needs based rides
- Expanding- building upon existing programs
- Need more drivers and expand where people can go using existing program
- Data Collection
- Explore use of FEA bus/L.L. Bean/YMCA
- Evaluate other transportation resources
- If FCS gets the transportation grant, what will be the relationship between subcommittee and the hired position?
- Some goals may overlap, for example a bus trip to Walmart may not be about Walmart, but more about socialization.

Goal 2:

Decrease social isolation through increasing opportunities for social inclusion, access and respect.

Members: Helen, Carole, Dede, Tawni, Brenda

- What role can the group play in advocating for accessibility with businesses, town agencies, etc.
- What role can the group play in advocating for accessibility options for events like public meetings (using microphones rather than asking if anyone needs accommodations for hearing impairments, for example).

Goal 3:

Increase health and safety among older residents of Freeport and Pownal to support their aging in place

Members: Eric, Marc, David, Sarah, Kathy, Susan G.

Potential Objectives:

- Friendly visitor/calls (telephone reassurance program?)
- Sand bucket initiative
- Checklist when visiting (who visits as part of their regular work?)/offer of services
- Handyman Initiative – Regular ongoing seasonal chores
- Home safety/repair – batteries, light bulbs, etc.
- Plans to support older folks in cases of emergency i.e. knox boxes
- Paramedicine/visiting nurse idea – regular home visits to check BP and help fill pill minders.

○

Goal 4:

Communication (within the Steering Committee and between group and community)

Steering Committee volunteers:

Members: Valerie, Angela, Matt, Vaughndella, Joyce V.

Next Steps:

1. Subgroup Group (identified earlier) will meet and bring their suggestions to next Steering Committee meeting.
2. At the next Steering Committee meeting, subgroups will meet to begin action planning; the template provided by Patty may help facilitate this process.
3. This work will all be combined into the Action Plan to be submitted AARP by end of the calendar year. This work will be done by Patty in consultation with Paula and Sarah, and the draft will be shared and approved by Steering Committee prior to it being finalized and submitted to AARP.

Attached to this document is the Action Planning Tool and a suggested Tool for subgroups to use to report their work back to the larger Steering Committee on a regular basis.

The Three P's of Action Planning:

When developing objectives and action items, the Steering Committee will consider the "Three P's" of action planning, as defined below:

- *Partnerships*: Focus on developing partnerships that carry out Steering Committee objectives in cooperation with existing groups or organizations.
- *Projects*: Rather than building long-term, time intensive programs, Steering Committee will prioritize developing and implementing time-limited (even one time) projects or initiatives. Once completed, Steering Committee will evaluate the effectiveness of the project. If it is decided the project is worth replicating, continuing or expanding—Steering Committee will seek a partner to assist with or take over the effort.
- *Programs*: For the purposes of planning, programs are considered long-term, on-going services provided by the Steering Committee. Programming will be a "last resort" activity, as aligned with the value of sustaining programming into the future.



Connecting Neighbors • Enriching Lives

Freeport Community Services

Asset Mapping

Over the last month, the Aging in Place Steering Committee has been working hard to identify current resources in our community and surrounding communities. Jess Maurer, Executive Director of the Maine Council on Aging and Director for the Tri-State Collaborative on Aging as well as co-founder of Harpswell Aging at Home spoke to the Steering Committee on May 9, 2019. She described the process that the town of Harpswell embarked upon. She described the importance of identifying resources, gaps and identifying what the unmet needs are as key to developing an action plan.

As a result, we have had several speakers identify some resources including the Town of Freeport, Freeport Friends, Freeport Community Services and Key Bank. In addition, Tegan has learned about many existing resources in our community and has met with many individuals who are able to provide important information relative to aging in place. On June 6, 2018, the Steering Committee began mapping resources in the following areas:

1. Keeping Seniors home
2. Affordable housing
3. Health Care
4. Transportation
5. Food Insecurity
6. No money for emergencies

The next few pages will describe the resources identified in the June 6th meeting as well as additional resources that Tegan has identified through her research and meetings. The plan is to continue to build upon these resources and ensure we have thoroughly covered all existing resources. As we do so, the gaps and unmet needs will begin to emerge. It will be the responsibility of the Steering Committee to engage in dialogue about what the priorities are and to develop a plan on addressing those needs.

Keeping Seniors Home

Aging in Excellence

Freeport Friends

Grocery stores: Shaw's/ Bow Street/ Hannaford delivery

Taxi/Uber

Home Cleaning

Yard Chores

Home medical needs

Pownal:

- General Assistance
- Property tax assistance program

Aging in Excellence: <https://www.seniorsonthego.com/>

Non-Medical Elder Care Services to Keep Seniors Active and Independent in their own Home and Community including: Aging Life Care Management, Handyman/Chore Services, In-Home Services, Personal Care Services, Reminder/Telephone Reassurance, Senior Transportation Services, Social Companion/Homemaking, and SWIFT® Wellness Program.

- 113 Pleasant St, Brunswick, ME 04011
- (207) 729-0991

AlphaOne: <http://www.alphaonenow.org>

Enables thousands of people with disabilities to live more fully and more independently in all aspects of their lives. Including: wheelchair accessibility, OT, car repair, grants, adaptive equipment, and low interest loans.

- 127 Main Street South Portland, ME 04106
- (207) 767-2189

Comfortably Home: <http://bathhousing.org/aging-in-place/comfortably-home/>

We specialize in one-time, minimally disruptive but high-impact minor home improvements.

- 80 Congress Avenue, Bath, Maine 04530
- (207)-443-3116

Freeport Friends: <https://www.freeportfriends.org/who-we-are-1>

Help families in Freeport who are facing crisis, and support seniors in Freeport age in place.

- P.O. Box 93, South Freeport, ME 04078
- (774) 212-0269
- join@freeportfriends.org

○

Friends in Home Care: <https://friendsinhomecare.com/>

Companionship, assistance with nutritional management, respite care, medical witness, help tidying up at home, dementia care, errands, personal care, and transportation.

- 40 Lafayette Street, Yarmouth, ME 04096
- (207) 846-5525

Habitat for Humanity: <http://habitatportlandme.org/index.php/info/ReStore>

Critical home repairs if the building is safe: handicap ramps, roofs, boilers, etc

- 659 Warren Avenue, Portland, ME 04103
- (207) 221-0047

Home Instead: <https://www.homeinstead.com/321>

Offers many different types of in-home senior care that can be individualized to meet the needs of your family members. Companionship Care, Personal Care, Meals & Nutrition, Transportation, Household Duties, Respite Care, Hospice Care Support Services, 24 Hour and Live-In Care, Dementia and Alzheimer's, Transitional Care, Arthritis, Diabetes, and Other Conditions

- 502 Main St Gorham, ME 04038
- (207) 405-2590

General Assistance: <https://www.freeportmaine.com/general-assistance>

Assists residents of Freeport with basic necessities, such as: rent/mortgage, fuel, non-elective medical services, telephone when medically necessary, necessary work-related expenses, clothing, personal supplies and food.

- 30 Main Street, Freeport, ME 04032
- (207) 865-4743 x120

Southern Maine Agency on Aging (SMAA): <https://www.smaaa.org/>

Improve the quality of life for older adults, adults with disabilities, and the people who care for them.

- 136 US Route One, Scarborough, ME 04074
- (207) 396-6500

Missing/Gaps?

Affordable Housing

Key Community (Key Bank resources for homeownership)

Freeport Housing Trust: affordable housing developer and owns 82 units of family housing and 67 units of senior housing. This number does not include their recently acquired Quarry Ridge Apartments.

Voucher Programs for low income and disabled individuals and families: Housing Choice Voucher (formerly Section 8), BRAP (Bridging Rental Assistance Program), SPC (Shelter Plus Care), STEP (Stability Through Engagement Program), Veterans Housing (Cabin in the Woods, etc.)

Habitat for Humanity

Remaining at Home:

- Comfortably Home Program
- CMP disconnect assistance (FCS and GA)
- Town Assistance through GA (General Assistance)
- AARP Tax Return Assistance
- Homestead Exemption on taxes for homeowner and Veterans exemption
- Fuel Assistance
- Transportation to medical appointments through FCS
- SSVF Program: Supportive Services for Veterans and Families provides prevention assistance such as rent/mortgage payments to help veterans remain at home
- Food: allows disposable income to be spent on essential items

Avesta Housing: <https://bartlettwoods.avestahousing.org/>

Improves lives and strengthens communities by promoting and providing quality affordable homes for people in need.

- 307 Cumberland Ave, Portland, ME 04101
- (207) 553-7777

Foreside Management: <http://foresidemanagement.com/>

Specializes in Maine Residential Property Management

- 202 US Route 1, Suite 206, Falmouth, ME 04105
- (207) 775-2325

Freeport Housing Trust: <https://freeporthousingtrust.org/>

Community-based charitable organization whose mission is to provide safe, decent and affordable housing opportunities to the lower and moderate-income households of Freeport, Maine

- 24 South St, Suite A Freeport, ME 04032
- (207) 865-1652

○

General Assistance: <https://www.freeportmaine.com/general-assistance>

Assists residents of Freeport with basic necessities, such as: rent/mortgage, fuel, non-elective medical services, telephone when medically necessary, necessary work-related expenses, clothing, personal supplies and food.

- 30 Main Street, Freeport, ME 04032
- (207) 865-4743 x120

Habitat for Humanity: <http://habitatportlandme.org/index.php/info/ReStore>

of Greater Portland is a non-profit organization that builds communities of new energy efficient homes, with affordable financing.

- 659 Warren Avenue, Portland, ME 04103
- (207) 221-0047

Home Instead: <https://www.homeinstead.com/321>

Offers many different types of in-home senior care that can be individualized to meet the needs of your family members. [Companionship Care](#), [Personal Care](#), [Meals & Nutrition](#), [Transportation](#), [Household Duties](#), [Respite Care](#), [Hospice Care Support Services](#), [24 Hour and Live-In Care](#), [Dementia and Alzheimer's](#), [Transitional Care](#), [Arthritis, Diabetes, and Other Conditions](#)

- 502 Main St Gorham, ME 04038
- (207) 405-2590

Housing and Urban Development (HUD): <https://www.hud.gov/>

Housing, fairness, rental assistance, sustainability, and research. Grants for rental assistance, in combination with supportive services from other sources, to assist hard-to-serve homeless persons with disabilities.

- 202 Harlow Street Suite D2000 Bangor, ME 04401-4901
- (207) 945-0467

Key Community: <https://www.key.com/personal/home-loans-lines/mortgage/community-mortgages.jsp>

This program lets you take advantage of low-down payment options, making qualifying easier

- 135 Main St, Freeport, ME 04032
- (207) 865-4472

Maine State Housing Authority: <http://www.mainehousing.org/>

[Addresses affordable housing issues, provides affordable home ownership, rental housing, house related programs and advocacy.](#)

- [353 Water Street, Augusta, ME 04330](#)
- [\(207\) 626-4600](#)

Preservation Management: <https://www.preservationmanagement.com/>

Is a comprehensive, full-service residential property management firm, specializing in affordable residential multifamily, subsidized and tax credit properties.

- Family Housing - (207) 865-9517
 - 26 Village View Lane, Freeport, ME 04032
- Senior Housing - (207) 865-1486
 - 24 South Street, Freeport, ME 04032

Missing/Gaps:

- Home cleaning services/chores/yardwork throughout the year and seasonally (i.e. snow shoveling)
- Handyman services for minor repairs
- Housing for all income levels with living options to suit specific needs and activities for older adults (e.g. Highlands in Topsham).

- ADU Housing (Accessible Dwelling Units): would need to identify zoning/ordinance regs.
- Lengthy waiting list for Meals on Wheels
- Balance Classes
- Companionship

Healthcare

Free Clinics: Brunswick and Portland

Dental Clinics: Oasis (Brunswick) and UNE

Maine Health Geriatric Division

United Health/Aetna/Medicare/allotment

Medical loan closet at FCS

Town: Gould Fund

SMAA: health insurance app

Vision and hearing assistance- phones/Lion's Club/ms??????

CHANS Flu Clinic held in the fall at FCS

In-home health care: various local: CHANS, Aging & excellence

Be Well My Friend: <http://www.bewellmyfriend.com/>

Primary Family Care, Osteopathic Manipulation, Geriatrics, Obstetrics, Pediatrics, Diabetes Management, Acupuncture, Holistic Nutrition

- 14 S Freeport Rd Ste 2A, Freeport, ME
- (855) 239-3556

Community Health and Nursing Services (CHANS):

<https://www.chanshomehealth.com/>

skilled home health, hospice, private duty care services, and an array of community-based wellness clinics and support services in Mid-coast Maine.

- 60 Baribeau Dr, Brunswick, ME 04011
- (207) 729-6782

Freeport Medical Center: <https://www.freeportmedicalcenter.com/>

Family Walk-in Clinic

- 23 Durham Rd Suite 201 Freeport, ME
- (207) 865-3491

○

General Assistance: <https://www.freeportmaine.com/general-assistance>

Assists residents of Freeport with basic necessities, such as: rent/mortgage, fuel, non-elective medical services, telephone when medically necessary, necessary work-related expenses, clothing, personal supplies and food.

- 30 Main Street, Freeport, ME 04032
- (207) 865-4743 x120

Maine Medical Center: <https://mainehealth.org/maine-medical-center>

- 22 Bramhall St, Portland, ME 04102

- (207) 662-0111

Mercy Hospital: <https://northernlighthealth.org/Mercy-Hospital>

- 144 State St, Portland, ME 04101
- (207) 870-3000

Mid-Coast Hospital: <http://www.midcoasthealth.com/>

- 123 Medical Center Dr, Brunswick, ME 04011 (207) 373-6000

Oasis: <http://www.oasisfreeclinics.org/>

Free medical and dental services to those who have no health insurance and cannot afford to pay for care.

- 66 Baribeau Drive Suite 5B Box 1 Brunswick ME, 04011
- (207) 721-9277
- Email: oasis@oasisfreeclinics.org

Opportunity Alliance: <https://www.opportunityalliance.org/>.

Provides advocacy, leadership, and support to help individuals, families, and communities identify goals and address their needs. Can help with fuel assistance, case management, mental health needs, etc.

- 50 Lydia Lane, South Portland, Maine 04106
- (207) 523-5049

Southern Maine Geriatrics Associates (SMGA): <http://smga.me/>

Providing specialized medical care to older adults and certified medical direction to nursing and assisted living facilities in southern and central Maine

- 50 Marquis Rd, Freeport, ME
- (207) 865-9399

Sweetser: <https://www.sweetser.org/>

Non-profit community mental health provider in mental and behavioral health, developmental, and educational services.

- 50 Moody Street, Saco, Maine 04072-0892
- (800) 434-3000

Missing/Gaps:

Co-pay assistance/medical bills for under or non-insured

Wait lists for some services

Health care worker shortage

In-home health care assistance is not affordable and has wait lists

Transportation

FCS

Freeport Friends

Metro Breeze

Freeport Elders Bus

Neighbors/Relatives

Uber/Taxi

Bicycles

Walking

AB Cab:

Taxi Service

- 13 South St, Freeport, ME 04032
- (207) 865-2222

Aging in Excellence: <https://www.seniorsonthego.com/>

Non-Medical Elder Care Services to Keep Seniors Active and Independent in their own Home and Community including: Aging Life Care Management, Handyman/Chore Services, In-Home Services, Personal Care Services, Reminder/Telephone Reassurance, Senior Transportation Services, Social Companion/Homemaking, and SWIFT® Wellness Program.

- 113 Pleasant St, Brunswick, ME 04011
- (207) 729-0991

Amtrak: <https://amtrakdowneaster.com/stations/freeport>

- 23 Depot Street, Freeport, ME 04032
- (800) 872-7245
- info@nnepra.com

Rings Marine Service (bike rental): <http://ringsmarineservice.com/bike-rental.html>

Enjoy a peaceful ride out on any of Freeport's scenic roads. Rent any of our bikes to take right around the area, or if you'd like, we can deliver them to anywhere you'd like to bike. Includes helmet, horn, basket and lock/chain.

- 22 Smelt Brook Road, Freeport, ME 04078
- (207) 865-6143
- info@ringsmarineservice.com

Freeport Taxi Service: <http://airporttaxitransportation.com/index.php/freeport-taxi-service-5/>

Our transportation services are available 24/7. For convenient and timely transportation simply give us a call. All of our services come with a 100% money back guarantee.

- 29 Lunt Road, Freeport, ME 04032
- (207) 239-7605

- AIRPORTTAXITRANSPORTATION1@gmail.com

○

Freeport Community Services: <http://www.fcsmaine.org/>

Community-run, community-based organization that coordinates services and supplies a handful of direct services for our neighbors in the towns of Freeport and Pownal, Maine.

- 53 Depot Street, Freeport, ME 04032
- (207) 865-3985

Freeport Elders: <https://freeporteldersmaine.weebly.com/>

- P.O. Box 176 Freeport, ME 04032
- (207) 865-3985 ext. 219
- freeporteldersmaine@gmail.com

Freeport Friends: <https://www.freeportfriends.org/who-we-are-1>

Help families in Freeport who are facing crisis, and support seniors in Freeport age in place.

- P.O. Box 93, South Freeport, ME 04078
- (774) 212-0269
- join@freeportfriends.org

Friends in Home Care: <https://friendsinhomecare.com/>

Companionship, assistance with nutritional management, respite care, medical witness, help tidying up at home, dementia care, errands, personal care, and transportation.

- 40 Lafayette Street, Yarmouth, ME 04096
- (207) 846-5525

Go Go Grandparent: <https://gogograndparent.com/>

Go Go Grandparent turns on demand transportation companies like [Lyft](#) into services that help families take better care of older adults.

- (855) 464-6872

Go Maine: www.gomaine.org

Statewide commuter program that matches up carpoolers, vanpooling, walking, biking, bus or telecommuting.

- 2360 Congress St, Portland, ME 04102
- 1-800-280-RIDE (7433)

Home Instead: <https://www.homeinstead.com/321>

Offers many different types of in-home senior care that can be individualized to meet the needs of your family members. [Companionship Care](#), [Personal Care](#), [Meals & Nutrition](#), [Transportation](#), [Household Duties](#), [Respite Care](#), [Hospice Care Support Services](#), [24 Hour and Live-In Care](#), [Dementia and Alzheimer's](#), [Transitional Care](#), [Arthritis](#), [Diabetes](#), and [Other Conditions](#)

- 502 Main St Gorham, ME 04038
- (207) 405-2590

Logisticare: <https://www.logisticare.com/>

Helps state governments and managed care organizations run transportation and integrated health care programs – affording more than 24 million covered plan members better access to care in their communities. Accepts MaineCare and requires 2-day advanced notice of ride.

- (855) 608-5178

○

Metro Breez: <https://gpmetro.org/155/METRO-BREEZ>

Offers 14 round trips, Monday through Friday (additional service on Saturdays), between Portland, Yarmouth, Freeport and Brunswick.

- 114 Valley Street, Portland, ME 04102
- (207) 774-0351
- info@gpmetro.com

Lyft: <https://www.lyft.com/rider>

Southern Maine Agency on Aging (SMAA): <https://www.smaaa.org/>

Improve the quality of life for older adults, adults with disabilities, and the people who care for them.

- 136 US Route One, Scarborough, ME 04074
- (207) 396-6500

UBER: <https://www.uber.com/cities/maine/>

Taxi Service

Missing/Gaps?

Waiting List

Food Insecurity

FCS

Pownal:

- Food pantry
- Both Churches

Freeport Community Services: <http://www.fcsmaine.org/>

Community-run, community-based organization that coordinates services and supplies a handful of direct services for our neighbors in the towns of Freeport and Pownal, Maine.

- 53 Depot Street, Freeport, ME 04032
- (207) 865-3985

North Pownal United Methodist Church: <http://northpownalumc.org/>

Food Pantry: Wednesdays; 9:30 AM to 11:30 AM. (Is open to all in need.)

- 851 Lawrence Rd, Pownal, ME 207-688-4938

- (207) 688-4938

Southern Maine Agency on Aging (SMAA): <https://www.smaaa.org/>

Improve the quality of life for older adults, adults with disabilities, and the people who care for them. Senior Farm share, Senior boxes, Meals on Wheels and restaurant vouchers

- 136 US Route One, Scarborough, ME 04074
- (207) 396-6500

Missing/Gaps?

No Money for Emergencies

LOC (line of credit) and fixed rate options

Pownal:

- General Assistance
- First Parish Congregational Church

Missing/Gaps?

Faith Based Community

Freeport

First Baptist Church of Freeport

185 Main, St Freeport, ME 04032 207-865-4404

<http://firstbaptistchurchoffreeport.org/>

Pastor: Steve Kerhoulas 828-421-1211

President: Lew Flagg 207-833-3269

Chairman of Deacons: John Schwanda 207-865-4470

Freeport First Parish

40 Main St, Freeport, ME 04032 207-865-6022

<http://www.freeportfirstparish.org/>

Reverend: Madelyn Hennessey

South Freeport Congregational Church, UCC

98 S Freeport Rd, South Freeport, ME 207-865-4012

<https://www.southfreeportchurch.com/>

Interim Minister: Rev. Peter Heinrichs

Administrator: Bethany Dunfee

St. Jude

134 Main St, Freeport, ME 04032 207-847-6890

<https://pothe.org/st-jude-freeport>

Fr. Daniel Greenleaf: pothe@portlanddiocese.org

Freeport Church 7 (Seventh Day Adventist)

63 Pownal Rd, Freeport, ME 04032 207-865-3990

<http://www.freeportchurch7.com/>

Community Resources: <http://www.freeportchurch7.com/community-resources>

Pownal

North Pownal United Methodist Church

851 Lawrence Rd, Pownal, ME 207-688-4938

<http://northpownalumc.org/>

Pastor: Raymond St. Pierre northpownalumc@gmail.com

First Parish Congregational Church

262 Hallowell Rd, Pownal, ME 04069 207-688-4791

Doris Blackstone blackardor@yahoo.com

Low-Moderate Income Population Needs Assessment for Freeport and Pownal Page 1

I. Executive Summary

The primary purpose of this report is to identify the unmet needs of the low-moderate income population in Freeport and Pownal, including those currently served and unserved by Freeport Community Services and Freeport Housing Trust. A second purpose is to provide an analysis of housing needs.

There are different ways of defining low-moderate income households. “Poverty” is a federal definition, and depends on household size. However, the federal poverty level (FPL) tends to underestimate the number of people who struggle to meet basic needs. A commonly used alternative is **200% FPL**. This threshold includes households living below the official federal poverty level, as well as households earning up to two times as much. Many households living below 200% FPL face the same challenges as those living below FPL.

For the purposes of this report, the low-moderate income population in Freeport and Pownal is defined as those with annual household income of 200% FPL or less. In 2014, 200% FPL for a family of four was \$47,700.

The findings in this report are organized around six themes that emerged during three focus groups conducted in March 2016 as well as interviews conducted with service providers, including school administrators, General Assistance, and local churches.

1. Keeping Seniors Home: Approximately 125 people over age 65 and living below 200% FPL would likely use in-home services such as recreation, housekeeping, home repair, and transportation but probably couldn’t afford to pay for them

2. Transportation: At least 125 people over age 65 living below 200% FPL would likely use a ride service but probably couldn’t afford to pay for it

3. Food Insecurity: Estimated 175 out of 400 food insecure households in Freeport and Pownal are not served by the food pantries

4. Decent Affordable Housing: There is a need for two new 25-35 unit affordable rental projects, one for families and one for seniors

5. Health Care: More than 250 people below 200% FPL in Freeport and Pownal have no health insurance

6. No Money for Emergencies: Estimated additional 50-250 households could need emergency assistance for heat, electricity, and rental assistance.

ACTION PLANS

Sub Group 1: HEALTH AND SOCIAL INCLUSION

Goal 1) Enhance the health goals of residents as they age.

Objectives:

- 1) Provide timely needs assessments for identified needs such as balance and fall reduction, BP/Heart rate measures, end-of-life decision making, or others as identified
- 2) Engage the community in a plan to increase conversations regarding end-of-life decision making

Collaborating Organization(s): Southern Maine Chapter of the American Association of Critical Care Nurses; local churches; local physician practices, others as identified

Beneficiaries: All members of the Freeport and Pownal Communities

Activities	By whom	By when	Resources and support available/needed		Potential barriers or resistance	Partnerships	Metrics
<i>What needs to be done?</i>	<i>Who will be responsible for getting it done?</i>	<i>By what date will the action be done?</i>	<i>Resources available</i>	<i>Resources needed (financial, human, political, etc.)</i>	<i>What individuals and organizations might resist? How?</i>	<i>What individuals and organizations should be informed about/involved with these tasks?</i>	<i>What indicators have been identified to measure progress?</i>
Identify current community resources available to assist with end of life planning	Sue Goran	December 1, 2020	Entire Age-friendly committee	Human	Topic that makes many uncomfortable	Local churches, physician practices, community social groups	List of potential community resources for the topic are collated and identified

Form a collaborative Advance Directives sub team	Sue Goran	December 1, 2020	Entire Age-friendly committee	Human	Increased meetings/time; uncomfortable topic	Others passionate about the topic of Advance Directives	Sub team identified
Subteam to develop a 1 year plan to begin Advance Directive Conversations in Freeport/Pownal	Sue Goran and subteam	May 30, 2021	TBD	TBD		Local churches, physician practices, community social groups Others passionate about the topic of Advance Directives	A planned program to educate the community on end-of-life decision making is implemented by May 30, 2021

Who is responsible for maintaining and updating information: Sue Goran

Frequency of meetings: Beginning in June 2020, a minimum of monthly or as needed

Sub Group 1: HEALTH AND SOCIAL INCLUSION

Goal 2: Increase and enhance the well-being of all citizens of Freeport and Pownal as we age through increased social inclusion and a focus on healthy aging.

- 1) Create opportunities to enhance intergenerational activities while identifying collaborative partners.

Collaborating Organization(s): Local schools, Freeport Community Center, Local churches, Local social clubs, and others as identified

Beneficiaries: Freeport and Pownal residents of all ages, but with an emphasis on the elderly.

Activities	By whom	By when	Resources and support available/needed		Potential barriers or resistance	Partnerships	Metrics
<i>What needs to be done?</i>	<i>Who will be responsible for getting it done?</i>	<i>By what date will the action be done?</i>	<i>Resources available</i>	<i>Resources needed (financial, human, political, etc.)</i>	<i>What individuals and organizations might resist? How?</i>	<i>What individuals and organizations should be informed about/involved with these tasks?</i>	<i>What indicators have been identified to measure progress?</i>
Catalogue current opportunities for intergenerational social activities							
Identify potential collaborative partners for the development of an annual calendar of	To Be Determined						

events (churches, business groups, social clubs, other)							
Locate potential space for possible community social meetings including maximum attendance, cost, contact person, and accessibility							
Work with the local schools to identify cross-generational opportunities for mentoring and support							

Who is responsible for maintaining and updating information: TBD
Frequency of meetings: TBD

Sub Group 1: HEALTH AND SOCIAL INCLUSION

Goal: Enhance the health goals of residents as they age by providing timely needs assessments for identified needs such as balance and fall reduction, BP/Heart rate measures, end-of-life decision making, or others as identified:

Objective: Reduce fall injury for participating Freeport/Pownal residents while encouraging greater mobility independence.

Collaborating Organization(s): Southern Maine Agency on Aging, (Potentially) Town of Freeport Library, Yarmouth Intermed, and local Freeport Physician Practices

Beneficiaries: Clients over the age of 65, Caregivers of clients over the age of 65, Area businesses including the Freeport Library (potentially)

Activities	By whom	By when	Resources and support available/needed		Potential barriers or resistance	Partnerships	Metrics
<i>What needs to be done?</i>	<i>Who will be responsible for getting it done?</i>	<i>By what date will the action be done?</i>	<i>Resources available</i>	<i>Resources needed (financial, human, political, etc.)</i>	<i>What individuals and organizations might resist? How?</i>	<i>What individuals and organizations should be informed about/involved with these tasks?</i>	<i>What indicators have been identified to measure progress?</i>
Establish the collaboration between FCC and SMAA to provide Matter of Balance Training (and	Sarah Lundin, Sue Goran	Jan 10, 2020	Marketing resources (Nancy from FCC); potentially use of Freeport Community TV	Human, possible financial support	Sense that activities associated with FCC are only for those with certain financial needs.	SMAA, FCC, Local physician practices Transportation Committee	1)Marketing plan developed and implemented for the targeted audience. 2)Information session provided to the community regarding MOB and other

potentially additional healthy aging education and opportunities)					Issues of transportation		programs prior to the first MOB course. 3) First Matter of Balance Course offered and completed with at least 10 participants in May of 2020
Hold an informational session to inform the community of potential educational opportunities to improve health as we age	Sarah Lundin, Sue Goran, Anna Guest	Be the beginning of April	Marketing, Freeport Library, Freeport Community TV	Freeport Community TV, Availability of space at Freeport Library	Weather, adequate marketing to both communities of the event	Marketing, SMAA, Town of Freeport	1) Information session will be held in April with a minimum of 15 participants 2) Session will be recorded and played on FCTV 3) Informational session will provide at least 2 participants for the May MOB course
Establish a course offering date and location	Anna Guest (SMAA), Sue Goran & Barbara Cole availability (Instructors) & Sarah Lundin	Feb 29, 2020	SMAA to provide program registration, some financial support, and organizational support for	Appropriate classroom size & location; program support	Instructor schedules, weather,	SMAA, FCC,	Date and location available for marketing by 2/29/2020

			the course leaders				
Marketing plan developed and initiated including physician practices, FCC community, newspapers, newsletters	Nancy from FCC, Sue Goran, Sarah Lundin, & Anna Guest	March 25, 2020	Marketing resources	Access to physician practices, written articles for newspaper inclusion, identified participants and locations for advertising program	Human resources; physician practice list,	FCC, Town website,	1 Physician practices educated on MOB 2 Marketing of program produces at least 6 of the participants 3 Marketing strategies available for all elderly health programs/opportunities

Who is responsible for maintaining and updating information: Sue Goran

Frequency of meetings: Minimum of monthly and as needed

Sub Group 2: SAFETY AND HOME REPAIRS

Collaborating Organization(s): FCS, Towns of Freeport & Pownal, Living to Last, Comfortably Home, Habitat for Humanity, RSU5

Beneficiaries: Residents of Freeport and Pownal in need of assistance with home maintenance or repairs to improve their safety and the habitability of their home so they can remain in their homes as they grow older.

Activities	By whom	By when	Resources and support available/needed		Potential barriers or resistance	Partnerships	Metrics
<i>What needs to be done?</i>	<i>Who will be responsible for getting it done?</i>	<i>By what date will the action be done?</i>	<i>Resources available</i>	<i>Resources needed (financial, human, political, etc.)</i>	<i>What individuals and organizations might resist? How?</i>	<i>What individuals and organizations should be informed about/involved with these tasks?</i>	<i>What indicators have been identified to measure progress?</i>
Sand Bucket Brigade	Home Repair Committee & Freeport Friends	Implemented 12/2019	Freeport Friends Towns of Freeport and Pownal Interact Club	Human, materials such as buckets and sand	Town of Freeport expressed concern that sand not be given to people living in apartments.	Freeport Friends, people with transportation issues or physical limitations who cannot pick up buckets of sand on their own, 2-1-1	Number of people receiving buckets. Number of refills needed per winter. Number of connections made to other resources.

Home Maintenance	AFFP Handyman Program, Living to Last?	Summer 2020	Living to Last	Human, time, skills and funds	Code Regulations	FCS, Towns of Freeport & Pownal, Living to Last, 2-1-1	Number of homes repaired. Number of people able to remain in their homes because of repairs. Could we measure decreased number of hospitalizations or medical visits due to addressing maintenance issues in home?
Home Repair Projects	AFFP Handyman Program, Comfortably Home, Freeport Friends	Spring 2020	Comfortably Home Freeport Friends	Human, time, skills and funds	Code Regs	Comfortably Home, Towns of Freeport & Pownal, FCS, 2-1-1	Number of repairs done. Number of mobility and accessibility enhancing projects completed. Again, look at the potential in harm reduction or decreased

							medical visits because of falls, etc.
Communication & Community Outreach	AFFP committees: this and communications	Spring 2020	AFFP Communications Committee	Human, time, funds for printed materials		Towns of Freeport & Pownal, FCS, Library, Schools -JMG (kids may help?), 2-1-1	Number of people reached. Number of partnerships made.
Train and Vet Volunteers	This committee, partnering with Living to Last or Habitat to help train, FCS	Summer 2020	FCS Volunteer Coordinator Freeport Friends Local Repair Programs	Human, time, space		FCS, Living to Last, Habitat for Humanity, Towns	Number of volunteers trained. Number of volunteer hours and how many employees would this equal, also the \$ equivalent to vol. hours.

Who is responsible for maintaining and updating information:
 ___TBD___ Frequency of meetings: ___TBD___

Sub Group 3: Communications and Marketing Sub Group

Group Members: Paula Paladino, Joyce Veilleux, Matt Peters, Angela King, Valerie Geredien (chair).					
Goal: To build understanding and awareness of Age-friendly Freeport Pownal services, programs and opportunities.					
Today's Date: January 20, 2020			Objective Completion Date:		
Objectives	Action Step(s)	Person(s) Responsible	Target Date	Status	Completion
1. Define Mission, Vision and Values for AFFP	Two work sessions.	Paula Paladino, Kathy Hogue, Joyce Veilleux, Valerie Geredien	Complete	Complete	Complete
2. Define Age-friendly Freeport and Pownal	1. Describe AFFP role in the community. 2. Determine and describe how it differs from and relates to other community organizations that align with its mission - such as Freeport Community Services, Cumberland YMCA Freeport Friends and others.	Paula, Sarah, Joyce, Angela, Valerie	15-Feb	Draft is done.	

<p>3. Determine what is important for Freeport Pownal Community members to know about Age-friendly Freeport Pownal and develop key messages for all communication.</p> <p>Develop examples of collaboration existing and planned as AFFP "stories"</p>	<p>1. Discover and write up key messages and stories. Interview collaborators, 2. Identify and develop a list of all community players who should be part of AFFP network including those who offer relevant programs and services by September 2020 3. Use this list to develop an Age-friendly Resource Guide similar to the one produced for Cumberland by end of year - 2020. 4. Host an AFFP Conference in Jan 2021 to bring all parties together.</p>	<p>Paula, Sarah, Joyce, Angela, Valerie,</p>	<p>Sept. 2020</p> <p>Jan 2021</p>		
<p>4. Ensure consistent branding in all in outreach, marketing and communication.</p>	<p>1. Work with a volunteer artist to create attractive representation of our brand. Age-friendly Freeport Pownal. 2. Follow guidelines from AARP, Maine Council on Aging, Southern Maine Agency on Aging and Maine State Blue Print to frame up communication.</p>	<p>Valerie</p> <p>Valerie to consult with Paula and Sarah</p>	<p>June 2020</p>		

<p>5. Develop Overarching Communication Plan with goals, strategies and tactics for AFFP</p>	<p>1. Joyce is developing a list of all media, publicity and promotion outlets - including traditional, digital, bulletin boards, collaborative. 2. Angela is researching same for Pownal communication outlets. 3. Valerie is drafting a backgrounder. Media Kit and List - One-page AFFP background - A list of vetted spokespeople from our group and our collaborators for journalists to interview</p>	<p>Joyce Angela Valerie Valerie/Paula</p>	<p>Sept. 2020</p>	<p>Draft plan is underway.</p>	
<p>6. Create a clear process and a toolbox for developing all AFFP outreach and communication.</p>	<p>1. Work with artist to develop templates for communication tools - postcard, poster, press release, labels etc. 2. Describe process for working with Communication subgroup as needed on larger scale outreach/ communication needs. 3. Communication Planning Worksheet will guide all communication projects, large and small. Distribute worksheet to all subgroup along with instructions on how to use it to support/attain specific goals. 4. Photo files will be set up in a central place as we have them available and a photo release form will be on file</p>	<p>Paula, Sarah, Joyce, Angela, Valerie</p>	<p>Sept. 2020</p>		

<p>7. Develop communication workplans (strategies and tactics) to support specific communication goals and objectives with priorities for each subgroup. Develop key messages by target audience and streamline message delivery. Reflect key findings of community needs assessment and focus groups</p>	<p>1. Invite – Transportation Services, Health and Social Inclusion, Safety and Home Repair to schedule communication planning session with Communication group.</p>	<p>Paula, Sarah, Joyce, Angela, Valerie</p>	<p>June 2020</p>		
<p>8. Develop an evaluation tool(s) for each communication project or campaign.</p>		<p>Paula, Sarah, Joyce, Angela, Valerie</p>	<p>Sept. 2020</p>		

Sub Group: Transportation

Group Members: Lynn Ellis, Sarah Lundin, Carol Southall, Brenda White, Barbara Gifford, Chris Abbe, Eric Geredien (chair)				
Goal: Increase transportation options for Freeport and Pownal residents.				
Objective: Develop and implement a strategy to enroll additional drivers				
Today's Date: 1/16/20		Objective Completion Date:		
Action Step	Person(s) Responsible	Target Date	Status (1/16/20)	Completion
1. Work with the Communication subgroup to develop and implement marketing/communication strategies (website, social media, posters, etc.) to advertise for additional drivers.	Group	March/ April	Discussion held with Comm. Subgroup. List of questions developed that need to be answered prior to advertising for drivers. Further work on this is on hold until Lynn has a chance to review the status of all current drivers, and finalize the new driver application process	
2. Explore the potential use of existing busses/vans operated in the Freeport/Pownal area. Examples include vehicles owned	Barbara- Elders Carol- YMCA Brenda- RSU 5 Eric- Casco Bay Ford	Feb. 1	Elder's bus and RSU 5 vans <u>do</u> appear to be options; The YMCA is not. Separate write-up on findings to be provided by Eric once all options have been investigated. If we decide to pursue one or more of these	

<p>by the Freeport Elder's bus, YMCA and RSU 5</p> <p>3. Evaluate the potential to partner with other agencies offering rides to elders as a means of expanding our transportation network. Examples include Freeport Friends and ITN</p>	<p>Carol -French Immersion School Eric/Brenda/Sarah</p>	<p>Feb. 1</p>	<p>options the goal is for this service to be provided at no cost to the riders.</p> <p>Freeport Friends, ITN Portland and Aging Excellence contacted. Brenda to contact Southern Maine Agency on Aging. Sarah to identify the other towns that may have been awarded a Maine Community Foundation grant. Possible partnership opportunities?</p>	
<p>4. Investigate practices used by other towns in Maine to provide transportation services for their elderly residents. Document findings</p>	<p>Carol/Eric</p>	<p>Feb. 1</p>	<p>Carol contacted Yarmouth, Cumberland and Falmouth. Summary of discussions distributed to subgroup members via e-mail on 1/24/20.</p>	
<p>5. Evaluate current FCS practices for screening and training drivers. Make required changes to current FCS documentation as appropriate</p>	<p>Lynn</p>	<p>Feb. 1</p>	<p>Draft completed by Sarah and Paula. This is Lynn's top priority, along with identifying and re-certifying all current FCS drivers</p>	
<p>6. Define the roles/responsibilities of the transportation subcommittee vs. the person hired to support the transportation grant we were just awarded</p>	<p>Group</p>	<p>Dec. 9</p>	<p>Document developed and provided to Lynn</p>	<p>###</p>
<p>7. Schedule a meeting with representatives from Yarmouth, N. Yarmouth, Cumberland and Falmouth to share ideas about transportation programs</p>	<p>Eric</p>	<p>March/ April</p>	<p>Carol has provided Eric with contact info for each town</p>	