

Town of Kennebunk Committee on Aging Meeting Minutes

Thursday, June 23, 2016

Present: Christina Bronzetti, Donna Curtis-Binette, Bevan Davies, Marti Hess-Pomber, Susan Petit, Ted Trainer, Alice White, Barbara Yates

Absent: Susan LeBlanc Malley, Sassy Smallman

Also in attendance: Judy Bernstein, Town Planner, Alaina LeBlanc Tridente, Chamber of Commerce, Barry Tibbetts, Town Manager, Karen Winton, General Assistance

1. Introduction of Committee Members

Town Manager, Barry Tibbetts began introductions of committee members noting ex-officio staff members Judy Bernstein, Town Planner and Karen Winton, General Assistance Administrator as well as a member of the Police Department (to be named) and Alaina LeBlanc Tridente, representative from the Kennebunk, Kennebunkport and Arundel Chamber of Commerce. Tibbetts noted he would also be on hand to provide support if needed especially during the start up phase of the committee.

2. Functioning of Committee

Tibbetts explained that this committee is non-binding and reviewed the by-laws. Members agreed to read and bring any modifications to the next meeting. The committee discussed a set meeting date and agreed to the second Thursday of each month from 4-6 p.m. Tibbetts cautioned that during the start-up phase the committee may need to meet more often than once/month and members agreed if more frequent meetings were necessary they could also meet on the fourth Thursday of each month from 4-6 p.m.

The committee discussed the need for a name with Tibbetts offering several suggestions raised by town staff; some comical and some mundane. Members were asked to bring suggestions to the next meeting.

Tibbetts advised of the need for a mission statement for the committee. Members agreed that the description on the website already lent itself to a mission:

“We expect the committee will:

Gather relevant information pertaining to senior citizens residing in Kennebunk, pertaining to:

- medical services
- recreation centers for seniors
- senior residences, nursing homes, rehab centers, hospices
- nursing services, physician/elder care specialists
- private groups concerned with elder care

- establish a liaison with other Town committees and departments which have relevant concerns: Social Service/GA Department, Town Committees (Affordable Housing, Community Garden, Festival, Recreation, Planning Board)

Gather information from seniors and interested entities working on behalf of seniors, so that the committee might advise Town officials about issues of immediate concern.”

Members also suggested reviewing the letter sent to Tibbetts by Bevan Davies, which was the impetus for the committee and perhaps forming a cohesive mission statement from a combination of the two sources.

Tibbetts also reviewed the Freedom of Access Act and Public Documents. He stated that as committee members all communication must be done in an open forum (i.e., a public meeting) and that any communication via email or phone must be restricted to meeting times and dates and compiling the agendas. He offered the following sage advice: “If you don’t want to see it on the cover of your local newspaper... don’t write it.”

The committee agreed to elect officers during their next meeting, Thursday, July 14, 2016 from 4-6 p.m. on the third floor of Town Hall. Tibbetts said the committee will need a Chair who would run the meetings and prepare and submit agendas to the Town Clerk for posting on the bulletin board and the town website, as well as a Secretary to record the minutes of the meetings and submit them in a timely manner to the Town Clerk for posting on the website and to keep in the record books.

3. Goals and Objectives for first year

Committee members agreed to be thinking of goals and objectives and were encouraged to prepare for intervals of time. For example, the committee could set goals for the next six months, and then reevaluate. Tibbetts encouraged members to identify needs and challenges in the community as they relate to seniors as well as to identify resources that are available to seniors and resources that are needed. He described possible areas of involvement for the committee including creating and distributing literature and educational materials/resource guides, hosting events, etc.

4. Any other business

Tibbetts offered to send the following to committee members in advance of the next scheduled meeting:

- Copy of by-laws for review/modification/adoption
- Copy of committee description from website and Davies’ letter to Tibbetts to create mission statement
- Committee name suggestions
- Copy of handout provided by Bernstein, “An Introduction: AARP Network of Age-Friendly Communities”
- Draft of next agenda

Tibbetts made a motion to adjourn the meeting at 5:42 p.m. The motion was seconded by Trainer. With all in favor the motion carried and the meeting was adjourned.