

Senior Citizen Advisory Committee

Minutes – June 8, 2016

The meeting was called to order at 8:10 am by Chair Vail.

Roll Call

Members present were: Lucky D’Ascanio, Joel Glass, Catherine Hannon, Herb Hartley, Amy Lamontagne, Peggy McGehee, and Dolores Vail. Russ Anderson, Jen DeRice, and Carol Kauffman were absent.

Item 1 – Approve Minutes of April 14 and May 14 meetings

Peggy moved to approve the minutes; Joel seconded. Motion carried 5-0.

Dolores asked to correct the misspelling of her name in the May minutes. Herb moved to approve the minutes; Joel seconded. Motion carried 5-0.

Item 2 – Discuss Job Description

The group discussed a draft job description that was e-mailed in advance of the meeting. Tentatively called a “Senior Coordinator”, this position will be recruited in the fall/winter after the Senior Room has been constructed inside the Mason Motz Activity Center. The group offered many suggestions about numbers of hours and wanted details about the pay range. Amy explained that the job description must be created first before determining the pay range (i.e. if job requires specific educational background or experience then the pay range must correspond). The draft description specifically asked for an education or social work background and the group decided to broaden that requirement. The ideal candidate could have a health background or an unrelated degree with specific experience related to seniors. One group member was concerned that there was no mention of working out of the Senior Room. Amy explained that job descriptions are often vague about physical locations in case an employee needs to work in multiple places. This position could work one day at Town Hall and the other days at Mason Motz, etc. Amy will review the language as the process continues. The group also discussed the amount of hours for the part-time position. The draft says 24 hours (based on three eight-hour days). The position could be increased or decreased based on work duties and/or the scheduling requests of the future employee. Lucky also explained that she has a Senior Programmer working at least ten hours every week and this new part-time position will augment that position. If the new position is working 24 hours and the current employee is working 10 hours, that would be 34 hours dedicated to senior programming and services.

Amy will work on job description edits and this item will be discussed again at a future meeting.

Item 3 – Senior Room Construction Update

Lucky had a meeting with Andy Hyland, an architect with Port City Architecture. Andy has worked on multiple town projects including the Police Station and Casco Bay hockey and offered his services at a discounted rate. He visited the space inside Mason Motz and suggested taking the wall down where the kitchen would be located. He thinks an open concept will provide a better layout and increase interaction inside the space. The group was excited about this new idea and looks forward to seeing some designs. Lucky isn't sure if she'll have designs by July but definitely for the August meeting.

Once designs are available, the group discussed a Forecaster article as well as a fundraising campaign. This item will be discussed at a future meeting.

Item 4 – Other Business

The group discussed Herb's concept for "Senior Citizen Days." His proposal outlines the idea to establish special Senior Citizen privileges co-sponsored by proclamation by the Town Council and by participation of Falmouth businesses (service and retail) to extend a 10% discount to Senior Citizens on the first Tuesday of every month. This item will be discussed at the Town Council retreat in July. Also, there was a suggestion that the new Senior Coordinator position would create and manage this project.

Item 6 – Adjourn

Chair Vail adjourned the meeting at 9:22 am.