

FCOA Minutes 11/6/18

Sandy Boyle, Anne Cunningham, Rick Davidson, Cindy Fleming, Linda Habib

Discussed minutes from 10/29/18 – We agreed that we needed to clarify the statement about negative feedback. Our clarification should read: that we need to clarify the need for the senior coordinator position.

Anne moved to accept minutes as amended. Linda second. All accepted.

Discussion of senior coordinator position:

Linda presented information on Bowdoinham's senior coordinator. The person there is assistant town clerk. Works 35 hrs/week, but devotes 10 hours to senior coordinator. They have the Mason's, who runs a volunteer service, Handy Brigade, and the senior coordinator is the point person, who can refer people to Mason's to attain service. Linda is reaching out Porter, ME to learn about their position.

The Conway area, including Freedom, has Neighbor to Neighbor, a volunteer organization that provides home maintenance/building services. One of the functions of our coordinator position could be to serve as a point person to help people to attain these and similar services.

We discussed how difficult it is to find information at the state and local level about help services. Again, a vital role for the senior coordinator.

Anne circulated a potential job description for Freedom's coordinator, including duties, salary and associated salary costs (hiring, social security, worker's comp, etc), This description was based on our discussion at the 10/29/18 meeting.

Salary would be estimated to be approximately \$9688

Mileage would be separate (estimate \$680)

We agreed that this was an accurate preliminary description for the position that we wish to propose as a warrant article.

We continued the discussion to clarify remaining issues.

Cindy proposed clarifying what types of services the point person could refer people for. Anne will amend by providing a "such as" in the first bullet point of job description

Job qualifications reflected in minutes from 10/29/18

We also clarified that one aspect of the job of senior coordinator would be to coordinate volunteers (but not supervise)

Anne will provide an updated description to the committee so we can finalize a proposed position.

Communication budget –

Based on our first mailing, mailing costs are approximately \$500 because we paid a rate charged to towns (we aren't a non-profit).

The library pays \$90 – it is a non-profit.

For our needs, maybe a once a year postcard with updated senior coordinator information and list other places to access information. We can disseminate information online, in the Conway Daily Sun.

Perhaps ask for assistance from people in town to help develop website at a reduced cost.

Communication budget: Based on our mailing and the need to disseminate supplemental information in the form of posters, website we would estimate that we would need:

Website: \$250

Mailing: \$500

Posters: \$25

Printed newsletters to be distributed around town: Volunteer effort

Total budget proposed for senior services (communication, coordinator and associated costs)

- Proposed total communication budget would be approximately \$775
- Proposed budget for mileage: approximately \$680
- Salary 9688.50
- Total proposed budget for Aging position, mileage and communication would be approximately \$11,150

We will seek more realistic estimate for website developmental. We will circulate our to final draft of the proposal we'll bring back to selectman.