

Town of Wayne

Ordinance Establishing an Aging-At Home Program, Committee and Reserve Account

1. Authority and Purpose.

This Ordinance is enacted pursuant to the Home Rule powers of the Town of Wayne, Maine, as provided in Article VIII, Part Second, Section 1 of the Maine Constitution and 30-A M.R.S. § 3001. The Purpose of this Ordinance is to establish an Aging-at-Home (“AAH”) Program (“Program”) and an Aging-At-Home Committee to provide support, services, and activities to Wayne’s elders, enabling them to live independently in their homes and in our community as they age. The Program, through collaboration with local organizations and community volunteers, will facilitate access to transportation, in-home assistance, social engagement opportunities, and educational activities to enhance Program participants’ quality of life by fostering independence while encouraging community involvement and inclusion. The Aging-At-Home Program’s goals are to help elders in Wayne thrive in their homes and community, maintain social connections, and support their well-being. Program offerings may be adjusted over time based on need and demand. Examples of Program activities include, but are not limited to:

- Providing food assistance;
- Distributing news and information to the elder community, volunteers, and community members;
- Conducting grant research and preparing grant applications to support the Program’s goals and purpose;
- Checking in with elders and providing resources, including home visits by the Outreach Coordinator;
- Recruiting and supporting community volunteers to connect and engage with isolated elders; and
- Planning and coordinating regular public events of interest to the community.

2. Aging-at-Home Committee.

a. Committee Established; Composition; Officers & Meetings: This Ordinance establishes an Aging-at Home Committee (“Committee”) of no less than five and no more than nine members, appointed by the Town Select Board to serve staggered three-year terms. At its first meeting following the commencement of the Town’s fiscal year the Committee shall elect from among its members a Chair, Vice-Chair and Secretary. A quorum for conducting business shall consist of a majority of the members currently appointed and serving on the Committee. All

Committee meetings must be held publicly with proper notice, following the requirements of Maine's Freedom of Access Act (FOAA). The Committee may create its own by-laws, rules, and procedures for conducting its work as it sees fit.

b. Purpose and Duties: The Committee's purpose is to represent the community, maintain and support the AAH Program and offer diverse input to guide its continued development and oversight. The Committee's duties shall include advising and assisting the Outreach Coordinator in the development and implementation of Program goals and activities. The Committee shall further advise and assist the Outreach Coordinator in providing guidance and recommendations to the Town Manager and other Town officials regarding Program priorities, budget needs, potential grant and funding sources, and opportunities for partnerships with other organizations. The Committee shall recommend adjustments necessary to ensure the Program continues to meet the evolving needs of Wayne's elders. In fulfilling these responsibilities, the Committee shall encourage ongoing feedback from participants and stakeholders to promote transparency and continuous improvement within the Aging-at-Home Program.

c. Annual Report: The Committee shall assist the Outreach Coordinator in preparing and submitting an annual report on the AAH Program goals, activities and accomplishments for the purposes of supporting the Program's budget request and for inclusion in the Town's Annual Report.

3. Aging-at-Home Outreach Coordinator.

In furtherance of the goals and purpose outlined herein, the Town Manager shall hire an Aging-at-Home Outreach Coordinator ("Outreach Coordinator"). The Outreach Coordinator shall be a Town employee appointed and hired by the Town Manager with input from the Committee.

a. Duties of the Outreach Coordinator: The Outreach Coordinator shall report directly to the Town Manager and is responsible for the day-to-day administration, coordination, and oversight of all Aging-at-Home Program activities, services, and volunteers. The Outreach Coordinator's duties shall include managing Program operations, supervising volunteers, maintaining records, and ensuring compliance with applicable Town policies and laws. The Outreach Coordinator shall serve as the primary point of contact among the Committee, Town officials, program participants, and community partners to support the Program's mission and create a welcoming environment for those served by the AAH Program. The Outreach

Coordinator shall also act as a liaison to private, public, and volunteer agencies involved in matters affecting the elderly.

b. AAH Program Volunteers: The AAH Program may be carried out in part by volunteers under the guidance and coordination of the Outreach Coordinator. The Outreach Coordinator shall provide oversight, set objectives, and ensure that the volunteers receive the support and resources necessary to perform their responsibilities effectively. Volunteers may assist in the execution of the Program's day-to-day activities. This collaborative approach is intended to maximize community engagement and promote the efficient and professional achievement of the Program goals.

4. AAH Program Budget and Funding.

a. Establishment of Aging-at-Home Program Reserve Account: The Town of Wayne hereby establishes the Aging-at-Home Program Reserve Account as a non-lapsing account for the purpose of supporting the Aging-at-Home Program, including but not limited to the hiring of the Outreach Coordinator and activities implemented under the Program. Fund balances for this account shall carry forward at the end of each fiscal year and remain available for the Aging-at-Home Program. Cash donations and unconditional grants may be accepted by the Select Board for deposit into this account. The Select Board is authorized and shall have continuing authority to expend funds from this account for Aging-at-Home Program purposes without further action or vote of the Town Meeting, and such authority shall continue from year to year unless rescinded by Town Meeting.

b. Annual Budget Appropriation. The Outreach Coordinator's initial salary shall be set in coordination with the Town Manager and the Select Board and appropriated by Town Meeting. After the initial hire, the Outreach Coordinator shall provide the Town Manager with all information necessary to request an appropriation in the annual budget for the Outreach Coordinator's salary, employment-related costs, and AAH Program expenses, with a designated amount to be funded by Town appropriations and the balance to be paid from donations received and the Aging-At-Home Program Reserve Account. This information shall be submitted by March 1 each year and shall include a report detailing the Program's activities and accomplishments during the prior year and its goals for the upcoming year. This report shall support the Program's budget request and be included in the Town's Annual Report.

d. Spending Limitation. At no time shall any cost or financial obligation for the Aging-at-Home Program be incurred that exceeds the uncommitted balance available in the

Aging-at-Home Program annual appropriation, together with funds in the Aging-at-Home Program Reserve Account.

6. Severability.

If any section of this Ordinance is declared to be invalid by a court of competent jurisdiction, such decision shall not invalidate any other section of this ordinance.

7. Amendment of Ordinance.

This Ordinance may be amended from time to time by a majority vote of the municipal legislative body at any regular or special Town Meeting called for that purpose. Any proposed amendments shall be made available to the public in advance of the meeting in accordance with applicable laws and Town procedures.

8. Effective Date.

This Ordinance is effective immediately upon enactment by the municipal legislative body and shall remain in effect unless and until it is amended or repealed.