



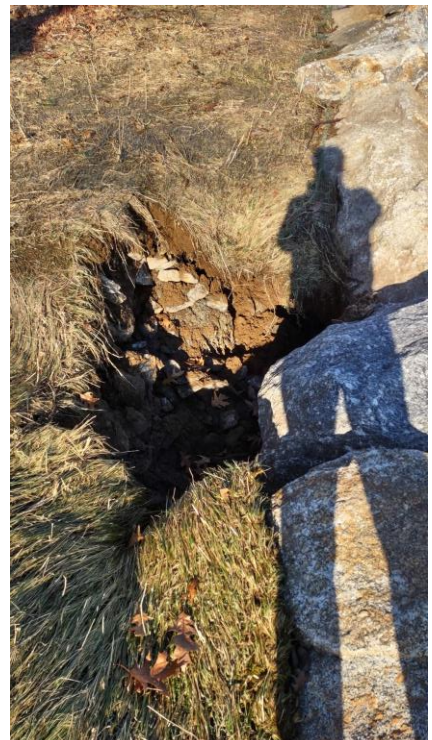
Penobscot Shores
Life with a view

Newsletter

February 2024

Upcoming Calendar of Events

- Mondays & Fridays @ 1:30 PM – Dominos
- Tuesdays 12 PM – 2 PM – Population Health (changed back to Tuesdays)
- Wednesday @ 2 PM – Hearts
- Fridays @ 9 AM - Coffee Talk (Solving the World's Problems)
- Fridays @ 1 PM – Knitting Group
- Sundays at 1 PM – Movies with Ellen in the Library
- February 9 @ 5:30 PM – Chinese New Year – Chinese Buffet (Date change from Feb Calendar)
- February 11 @ 2 PM – Ice Cream Social for Phil Brown's Birthday
- February 11 @ 4 PM – Pre-Super Bowl Party in the Library
- February 12 @ 11 AM – Resident Meeting
- February 13 @ 4:30 PM – Mardi Gras Party
- February 14 @ 4:30 – Valentine Cocktail Party
- February 19 – President's Day
- February 20 @ 11 AM – Building & Grounds Committee Meeting
- February 20 @ 4 PM – Masanobu on Piano
- February 29 @ 4 PM – Belfast Flying Shoes
- March 4 @ 11 AM – Resident Meeting



Penobscot Shores Association Annual Shareholder Meeting Minutes

Monday, January 8, 2024 @ 12:00 Noon in person and by Zoom

A light luncheon was made available at noon.

Steve Bowler called the meeting to order at 12:22 p.m.

1. **Review & approval minutes of the January 9, 2023 meeting** – there was a motion, second and unanimous approval of the 2023 Annual Meeting Minutes.
2. **Election of three Waldo County Healthcare Management Company Directors**
Heather Shanklin, CFO, Coastal Healthcare Alliance
Syrena Gatewood, Chair, Coastal Healthcare Alliance Board
Steve Bowler, Executive Director, WCHMC/Penobscot Shores
There was a motion, second and unanimous approval of the WCHMC directors.
3. **Election of two shareholder directors**
Nominees
Court Dwyer, Cottage #25
Pam Moore, Cottage #3
Larry Theye, Cottage #11
Connie Waitowitz, Cottage #57

It was a very close race with Larry & Connie receiving the majority of the votes. The new/returning Board members for 2024 are Larry and Connie.
4. **Penobscot Shores Association 2023 Year in Review:** See Steve Bowler for a copy.
5. Other

Adjournment at 12:32 PM

Penobscot Shores Association Board of Directors Meeting Minutes Friday, January 19, 2024 @ Noon, in person and Zoom

Board members present: Larry Theye, Connie Waitowitz, Steve Bowler; Syrena Gatewood and Heather Shanklin both sent their regrets, but health issues kept them from the meeting. Others present: Roy & Pam Moore, Travis Longtin, Debbie Smith, & Tim Waitowitz.

Steve reviewed the PSA Bylaws, which state that the majority of the Board present constitutes a quorum for decision-making.

Larry Theye called the Meeting to Order at 12:20 PM.

PSA Board of Directors Meeting continued from page 2

There was a motion, second and unanimous approval of the Minutes from November 30, 2023.

Shareholder Comment Period - there were no shareholder comments.

Penobscot Shores Revised Pet Policy – Steve reviewed the Pet Policy Handout. A change was recommended to the Pet Policy presented at the November 30, 2023 Board Meeting that explained what constituted an event:

- * Belfast does not have an ordinance on barking dogs, but a dog barking in excess of 10 minutes shall constitute an event. Other events, not limited to, but may include lunging, resident not picking up pet feces, pets off leash and other events as determined by the manager.

There was a motion, second and unanimous approval of the Pet Policy as presented.

Connie presented a slate Board Officers for 2024:

President – Larry Theye
Treasurer – Heather Shanklin
Secretary – Steve Bowler
Clerk – Ben Townsend

There was a motion, second and unanimous approval of the Board Officers presented.

Schedule of future PSA Board Meetings:

Friday, April 26 @ Noon
Friday, August 23 @ Noon
Friday, November 22 @ Noon

Marketing Report: Steve shared that:

- Cottage #59 was sold to Candace Sigerson on Jan 4
- Apartment #102 was sold to Ruth Degenhardt on Jan 11
- Cottage #5 was sold to Doug & Gail Smith on Jan 18
- Cottage #13 will be closing on February 1 to Kirk & Helen Newsom
- Cottage #9 will be closing on February 1 to Diane Carsley
- Dining Numbers continue to be on the rise; the committee has plans for reupholstering the chairs and new table cloths and napkin. The decorating group has been doing a nice job with special events and holidays.
- Activities have a good selection of events planned for the next six months.
- Building & Grounds has a full agenda for February with everything from parking to windows.
- The Budget Committee just got underway reviewing capital items for FY2025 this week.

Waterfront Storm Damage from January 10 and 13 – Steve walked the waterfront after the storms and witnessed considerable damage to the new granite stairway leading to the water that will need to have better underpinning to keep the granite in place; he said that we need to look at ways to secure that whole area from future storms. On the south side he said that there are numerous open pockets behind the rock wall where the earth and large gravel has been washed in to the bay that will need to be filled in. The storm water even reached up to the base of the gazebo; we may need to look to bringing it up the path a few feet. **For safety concerns and securing our investment in the seawall Steve ask the Board to authorize him the authority to negotiate and contract with Farley, Inc to fix the shorefront situation. There was a motion, second and unanimous approval for Steve to work with Farley to repair and re-secure our waterfront.**

Adjournment at 12:52 PM.

ACTIVITIES COMMITTEE **Meeting Minutes for January 9, 2024 @ 11 AM**

1. Finances

- Report from Larry – a handout was distributed showing we collected a total of \$5,755 from the Resident solicitation in November. There was a balance of \$14,602.25 after expenses, of which \$2,005.18 is designated to the Memorial Fund.

2. Scheduled programs for January 2024

- January 16 @ 11 AM - Hymn Sing w/ Meredith

3. Scheduled programs for February 2024

- February – Photo Display of your Parents
- February 10 @ 5:30 PM – Chinese New Year – Chinese Buffet
- February 11 @ 2 PM – Ice Cream Social for Phil Brown's Birthday
- February 11 @ 4 PM – Pre-Super Bowl Party in the Library
- February 13 @ 4:30 PM – Mardi Gras Party
- February 14 @ 4:30 – Valentine Cocktail Party
- February 20 @ 4 PM – Masanobu on Piano
- February 29 @ 4 PM – Belfast Flying Shoes

4. Scheduled programs for March 2024

- March 6 @ 2 PM – Bing Crosby Tribute with Michal Paul Lund
- March 17 @ 11 AM – Celtic Music during the Sunday Brunch for St. Patrick's Day
- March 19 @ 4 PM – Hymn Sing with Meredith
- March 20 @ 4 PM – First Day of Spring Campfire

5. Scheduled programs for April 2024

- April 10 @ 4 PM – Resident Arts & Crafts Show Reception
- April 16 @ 4 PM – Masanobu on Piano

6. Scheduled programs for May 2024

- May 1 @ 2 PM – Ice Cream Social for new residents
- May 5 @ 4:30 – Cinco de Mayo Party
- May 10 @ 9 AM – Keep Belfast Maine Beautiful & BBQ
- May 12 – Mother's Day Special Meal
- Week of May 13 – Coastal Mountain Land trust Presentation – Larry will arrange.
- May 21 @ 4 PM – Hymn Sing with Meredith
- May 28 @ 1 PM – Memorial Stones

6. Future Activities

- June 16 – Father's Day Special Dinner
- June 18 @ 4 PM – Masanobu on Piano

Continued from Page 2 Activities Meeting Minutes

- June 20 @ 4:30 – Music & BBQ with Mid-Coast Ukes
- November 23 from 9 AM – 1 PM – Penobscot Shores Arts & Crafts Show
- December – Making Christmas Decoration
- December – Christmas Shopping Day - Joy

7. Future Possible Trips

- 1. Birding Trip
- 2. Sailing Trip
- 3. Alpaca Farm in Unity
- 4. Schoodic Peninsular & lunch at The Pickled Wrinkle via Cyr Bus
- 5. Moosehead Lake via Cyr Bus
- Music
 - Doo-wop, Beatles Tribute, Soft Rock, Symphony
- Farnsworth Art Museum
- Cellar Door Winery
- Bangor Art Museum
- Abby Museum on MDI
- Cog Railway up Mount Washington
- Boat Ride from Stockton Springs to Castine
- Robbins Lumber

8. Other:

- Judy Landry will be our new Program & Marketing Coordinator starting January 22.
- The Kindness Community Market and Belfast Soup Kitchen can always use volunteers if anyone at Penobscot Shores is interested. The Market is open 10am to 6pm (with sit-down jobs). The kitchen & dining areas also need help with various jobs. Monetary donations are always appreciated.

9. Next Meeting: Monday, May 20 @ 11 AM

Meeting Adjourned 12:20 PM



Budget Committee Meeting Minutes

January 16, 2024 @ 11 AM - Dining Room Piano Area & by Zoom

Steve Bowler called the meeting to order.

There was a motion, second and unanimous approval of the minutes of the August 14, 2023 Budget Meeting.

- **Storm Damage Update**

- Steve distributed photos of some of the damage to the seawall and stairway; he said we were fortunate that it did not damage the gazebo. There was damage where water undercut the back of the seawall trying to reach the bay. Steve has contacted Farley, Inc. for repairs and applied to the Maine Emergency Management Agency for possible funding and contacted our State Farm agent. More information will be shared as it becomes available. Meanwhile, he discourages anyone from going near the seawall and stairway.

- **FY2024 Replacement Reserve Update** – Steve reviewed the list of capital projects:

- **Quad 53 – 59** – to start this spring/summer. Replacing the siding and windows. Siding is estimated to be \$150,000; windows came in at \$63,492 from Viking Lumber. There was a recommendation that the windows in the middle “I” cottages in the quads facing the neighbor’s bedroom be removed to save window expense and siding; all quad attendees agreed.
- **Cottage Decks** - \$30,000; #25 Railings, #TBD. Deck washing and treatment may prolong the life of the wooden decks; Steve has Rick evaluating decks.
- **Cottage Windows** – not budgeted - #36, #38: \$9,000 plus labor
- **Cottage Boilers** - \$44,000 to cover 4 boilers: #9, #TBD
- **Cottage Deck Doors** - \$10,833 for #9, #13, #21 & #33
- **Ocean House Decks/Rubber Membrane** - \$5,000: #203, #301 & #314 water is leaking into apartments and into the 2nd floor deck ceiling.
- **Ocean House Deck Doors** – not budgeted: #302: \$1,444 plus labor
- **Ocean House Side Doors** - \$9,375
- **Ocean House Siding** - \$60,000 – depending on the cost of the waterfront repairs this item may need to be delayed.
- **Ocean House Plumbing** - \$10,000 to fix Victaulic fittings.
- **Ocean House BAS Heat & Vent Computer System** - \$48,000 for part 1 and a long overdue upgrade.
- **Ocean House EV Charging Station** at the end of the south carport - \$3,000 unmetered; estimated cost is \$10 for a full charge.
- **Transport Vehicle** - \$20,000 plus trade-in of van. Looking at a Nissan Pathfinder. A resident recommended having it undercoated.

Steve will be meeting with Maintenance Staff and Darren to come up with a timeline for the work above in 2024.

- **FY2025 Replacement Reserve Recommendations**

- Steve shared handouts on the Replacement Reserve going out to 2035 with the current contribution of \$199,500 showing a deficit of \$1,672,097 in year 2035. His second handout had an increase of \$200/month showing no deficit beyond 2035.
 - Quad 1 - 7 Residing - \$160,000; window replacement \$68,000. The numbers could change after we do Quad 53 – 59 and have better numbers.

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Budget Meeting Continued from Page 5

- Quad 1 – 7 Additional Parking Spaces - \$4,040. There was good discussion for and whether the timing is right.
- Ocean House Boiler - \$34,375
- Cottage Boilers - \$44,000
- Cottage Driveway Leveling, #21, #23, #25, #27 to correct water pooling. There was a lot of support for this project.
- BAS Heat & Ventilation to finish the project - \$40,000.
- Kabota Tractor - \$35,000. Jeff did some work to keep it running, but it is time to replace.
- Replace Dining Room Furniture - \$13,000 – some felt this is important for marketing and some questioned if this was the right time to make that investment.
- Ocean House Plumbing Fittings - \$10,000
- Ocean House Domestic Hot Water Boiler - \$23,125
- Solar Panels for Ocean House - \$37,000; a couple residents felt strongly that this was a good investment.
- Sander for the Truck - \$6,000 – the current motor is having issues.
- Street Lights - \$10,000 – to correct an ongoing issues with them going out from broken wires, rusting poles, too high of poles and appearance.

There was good discussion on the above items; no decisions were made on these recommendations and all will be discussed again at future Building & Grounds Meeting once residents have an opportunity to look at the budget in total – both Capital and Operating Budgets. Steve compared the two Replacement Reserve handouts; one for staying on the current course of residents contributing a total of \$199,506 per year or an average of \$3,695 per shareholder per year or \$208/month where there is deficit of \$1,672,097 in year 2035. The second handout has a recommendation of increasing the contribution to the Replacement Reserve by \$200/month to \$500 per shareholder per month with a deficit of \$15,519 in year 2035 and positive numbers in the years after. A major future expense is replacing the roofs on the cottages and Ocean House scheduled for 2034 at just over \$1 M.

Discussion ranged from biting the bullet now and increase the contribution to having special assessments in the future. A second person fee was discussed briefly and will be a topic during the Operating Budget discussion in March. There was a recommendation to have a strategic plan for the community to help us with future budgets to address topics like rising sea levels, erosion, development and other items.

- It was noted that we did not have landscaping on the seawall which was part of the permitting process. Steve will be contacting Sorrentinos to have work done this summer.

- **FY2025 Operating Budget Highlight**

- **Unidine Contract**

- Contracted for \$432,000/yr or \$36,000/month for next five years.
 - Payroll: \$310,800
 - Food: \$54,000
 - Admin Fee: \$38,400
 - Other Direct Costs: \$28,800
 - Insurance
 - Sales Tax
 - Training
 - Uniforms

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Budget Meeting continued from Page 6

- Marketing
 - Computer Software
 - Cleaning Supplies
 - To-go containers
 - Oct Additional \$5,084 – Food & Supplies
 - Nov Additional \$2,738– Food & Supplies
 - Dec Additional \$802 – Food & Supplies
- Unidine Payroll has been under budget by ~\$2,000/month;
Food & Supplies are over budget by \$800 to \$5,000/month
- There is a regular \$32,800 paid monthly with additional monthly fee to sure up to actual expenses.
 - One resident recommended working on a strategy to increase the number of meals taken by residents. Steve said that the Dining Committee has that on their agenda.

Other:

- The Consumer Price Index went up 3.1% from November 2022 to November 2023.
- There was discussion about the original plans that had a north and south wing and possible future development. This was researched a few years ago and MaineHealth was not willing to upfront the cost for an expansion; Mary had checked with private entities with the same results. For the curious, the original drawings for Penobscot Shores are on the wall near the Ocean House mailboxes.

Future Meeting:

- Next Meeting is Monday, March 25, 2024 @ 11AM.

Adjournment at 12:24 PM



PENOBSCOT SHORES DINING COMMITTEE MINUTES JAN 22, 2024

Staff present: Steve Bowler, Emerson DellaMattera

Residents present: Rick & Joy Bowles, Don Cox, Joyce Crawford, Karna Olsson, Court & Sue Dwyer, Jane Erskine, Joyce Goodfield, Kay Hunt, Betty Johannessen, Betty Johnson, Barney Lutsch, Lorraine Martorana, Pam Moore, Susan Remsberg, Alix Sacknoff, Marcy Simpson, Rhoda Waller, Muriel Willman, Connie & Tim Woitowitz

Kay called the meeting to order at 11 am. Minutes of 10/23/2023 were approved.

Dining Decor

Kay and Marcy showed the committee a newly re-built “sample” dining room chair. We agreed to proceed with reupholstering the lot. We will end up with good chairs, reconditioned, rather than cheap chairs. Will cost about \$300 each. Lovely dirt resistant fabric. To be done by Art’s Canvas, a Belfast business. Will take most of a year to complete all 44 of them.

We then saw a sample new white “faux linen” polyester tablecloth in a hearty fabric that was tested by kitchen staff with various colors of food and grease stains. All stains were successfully removed by regular washing machine process. New tablecloths and napkins will be ordered in sufficient quantity to allow for laundry turnover and in the right size (longer than current ones) for about \$2,000.

Marcy and Kay also bought enough new centerpiece material, anchoring stones, vases, and other items from Hobby Lobby in Bangor to use for the next few months on the dining tables. When summer comes, we might be able to switch to fresh flowers from our own gardens. Sue Dwyer will help manage this.

Jane mentioned sitting at a wobbly table. Steve said that was on the to-do list (it has since been fixed). Alix mentioned that the round wood tops needed to be sanded on the edges; he will add that to the list.

Donna and Kay plan to inventory all the table linens and décor items we have on hand and dispose of whatever is no longer used. This will include contents of the open linen closet near the piano and a large storage closed on the 3rd floor.

Jane asked that different wine glasses be ordered, as the ones she was furnished require 2 hands to raise because of their width. Wait staff have subsequently been instructed to use the appropriate glasses, of which we have plenty on hand.

Late Orders

This is a major problem. If orders are in by Friday afternoon as requested, the software program produces a spreadsheet to guide the kitchen the next week. Any orders coming in after that can take up to 1½ hours for Emerson to enter by hand over the weekend. He needs complete data to place a food order for the week every Monday morning. The same people (about 15 of us) are habitually late every week.

Dining Committee Meeting Minutes Continued from Page 9

Suggestions to end this problem:

- Financial penalty?
- Rule that late orders on Mondays and Tuesdays can only be selected from the “always available” items.
- Call them. (This has been tried by Emerson...to no avail)
- No meals on Monday or Tuesday.

Brunch

At a brunch in late December, hot food was gone in an hour. People arrived at noon and hot food service had ended. Still lots of other stuff available. This happened because Chef was trying to avoid excess leftovers, as has happened at past brunches, and he cut it too close (people come back for seconds).

Suggestions:

- Only have hot food available for one hour, then pastries and coffee with no time limit
- If less than 20 people sign up, wait staff will take orders, like they do at evening meals, and plate the food. People will be served the main entrée they have ordered in advance. This will limit waste.
- Have buffet every week? No, the group decided, brunch needs to be special; leave it every other week.

There is some confusion about ordering from “always available” menu when there’s a buffet. Menu selection sheet need to make this clear.

Possible Special Menu and Extra Décor Days

Valentine’s Day (already arranged; piano player hired)

Chinese New Year? Mardi Gras? Presidents’ Day? International Women’s Day? St. Patrick’s Day? Easter? First Day of Spring? April Fools Day? Earth Day?

Wait Staff Training

Has been done in past. Judith Cox has volunteered. Emerson wants to wait a bit until all staff are in place.

Patty received kudos. Someone suggested that she be put in charge of wait staff. Emerson said it was a nice idea but there are not many times when they are all there at the same time. Patty recently did a terrific job handling a large crowd alone on a Friday night. Rex could help clear dishes if this happens in the future (he did once Fri night) – he cannot wash dishes until he gets them!

Staff should be verbally briefed each evening about the menu and ingredients. This is posted in writing but needs more emphasis. A few people still have issues with allergies/reactions to certain spices, which cause problems for them. Emerson has said in the past that it’s nearly impossible to list all ingredients on the order form.

Menu Ordering

Response form has a few “bugs”. Write in “Dining” or “Delivery” in comments box if a check-off box is missing. (e.g. Saturday)

Dining Committee Meeting Minutes Continued from Page 10

Written Comments, Suggestions, Complaints

If using the on-line feedback form, Emerson can't respond personally if you don't identify yourself. He is doing his best to keep up with the emails we send him. Kay would like to be kept in the loop. Don't forget you can use the suggestion box by the elevator.

Discussion with Emerson

Add portobello mushroom burger to the "always available" menu? "Beyond Beef" is available also, but someone commented that it has high sugar and huge salt content.

Emerson wishes that more cottage people could pick up their to-go meals at Ocean House. Also, if you are picking up, you might consider taking your neighbors' order to them also. Not all kitchen staff drive.

Steve said the new maintenance worker might be able to help with meal deliveries at the end of his day since his hours are a little later.

Emerson is still trying to find good 32-oz containers for deliveries.

Emerson might replace cut up fruit with an apple, orange, or banana when no other suitable fresh fruit is available. Also, there are not a lot of fresh green vegetables besides broccoli and green beans this time of year. He will check out more winter squashes.

Can people order both salad and soup at the evening meal? Answer is yes.

Emerson is now making a lot of items in-house from scratch like hamburger buns, pie crusts, ground meat and sausage. If people want, he could demonstrate sausage making – he says it's a lot of fun.

Tim Woitowitz moved to adjourn the meeting at noon.

In Nancy Perkins' absence, minutes were taken by Alix Sacknoff.

The next meeting is tentatively scheduled for April 22, 2024.