



Penobscot Shores  
Life with a view

# Newsletter

May 2024

## Upcoming Calendar of Events

- Mondays & Fridays @ 1:30 PM – Dominos
- Tuesdays 12 PM – 2 PM – Population Health
- Wednesday @ 2 PM – Hearts
- Fridays @ 9 AM - Coffee Talk (Solving the World's Problems)
- Fridays @ 1 PM – Knitting or Not Group
- May 7 @ 4 PM – New Resident Social
- May 10 @ 10 AM – Keep Belfast Maine Beautiful Cleanup Day & BBQ for volunteers.
- May 12 – Mother's Day
- May 13 @ 11 AM – Building & Grounds Committee Meeting
- May 14 @ 2 PM – Ice Cream Social for Sally Thomson's 90<sup>th</sup>
- May 16 @ 1 PM – Coastal Mountains Land Trust Presentation
- May 17 @ 10 AM – Building Garden Boxes – Volunteers Needed
- May 20 @ 11 AM – Activities Committee Meeting
- May 21 @ 4 PM – Hymn Sing
- May 23 @ Project Planet with Scrap Dogs and Pen Shores Staff
- May 27 – Memorial Day
- May 28 @ 1 PM – Memorial Stones
- June 3 @ 11 AM – Resident Meeting

## New Bees

Mike in Maintenance constructed a new platform for our beehives this week that can easily accommodate residents. Tim picked up the new bees in Hampden from the Bee Whisperer Wednesday afternoon and Judy & Steve installed them into the long hives while many residents were watching. The bees seemed to like their new abodes. And, we now have honey!



## **Penobscot Shores Association Resident Meeting Minutes** Monday, May 6, 2024 @ 12:00 Noon in person and by Zoom

**The meeting was called to order by Larry Theye**

### **Approval of Past Minutes:**

- There was a motion, second and unanimous approval of the April 1, 2024 Meeting Minutes.
- New residents Diane Carlsey and Kirk & Helen Newsom were introduced.
- Mary Kate Cole called this morning to send her well wishes and to thank the residents and staff for their cards and support. She said that “Penobscot Shores is the best place in the world”. She is at Brewer Rehab and would welcome visitors.

### **Director’s Report: Steve Bowler**

- Waterfront Update – Farley, Inc had a skid steer taking rocks to the south side to fill the washout areas. We are still considering what to do with providing access to the shore.
  - Plantings – Steve has connected with a horticulturalist in Cape Elizabeth, Maine Department of Agriculture and Bobby Sorrentino for input on salt resistant plants. We are looking to put crown vetch along the sloping bank and nicer plants along the top. Steve invited anyone interested in selecting and planting to contact him.
- Maintenance Update
  - Please send all landscaping requests to the office; Steve will be meeting with Bobby Sorrentino every other week or as needed to address your requests.
  - Unit Inspections – Maintenance will be coming around to all units to look at decks, doors, appliances, and other parts. You can start by doing your own list now to share with the staff.
  - Preventative Maintenance Schedule Cottage – a schedule has been developed with responsibilities for each maintenance person.
  - Window & Deck Washing - we are trying to pull this work in-house as opposed to spending \$12,000 on a vendor like we did last year. Window washing has already started.
  - Domestic Hot Water Heat Pump Anode Rods – Joe Cyr has ordered the correct rods now but does not have a timeframe yet to when they will arrive.
  - Streetlights – we have Mac Electric coming to do an evaluation of the street light system.
  - Garden Boxes – planning to build two 4’ x 10’ community boxes on Friday May 17 at 10 AM. Looking for volunteers with a BBQ to follow.

### **Dining Update: Emerson DellaMattera**

- Emerson thanked the Dining Committee and Sue Remsberg for putting together “Food for Thought” with guidelines for filling out the menu, requesting reservations, and making changes.
- He is working on getting some level of nutritional information available in a few months.
- Meals numbers are up, especially compared to last year.
- We did lose a chef, so Emerson and Ryan are the only ones in the kitchen right now. Resumes are coming in for a replacement.

### **Sales & Marketing**

#### **Activities**

- May 7 @ 4 PM - New Resident Social
- May 10 @ 9 AM – Keep Belfast Beautiful Clean Up & BBQ for volunteers.
- May 14 @ 2 PM – Ice Cream Social for Sally Thomson’s 90th
- May 16 @ 1 PM – Coastal Mountains Land Trust Presentation
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# May 2024

## PSA Resident Meeting continued from page 2

- May 27 – Memorial Day
- May 28 @ 1 PM – Memorial Stones – stones are in the Library for anyone to put a name or significant event on that will be tossed into the bay.

### Committee Reports:

- Activities Committee – Tim Waitowitz, Monday May 20 @ 11 AM
- Budget Committee – Monday, June 24 @ 11 AM
- Dining Committee - Kay Hunt, Monday, August 26 @ 11 AM
- Building and Grounds – Roy Moore, Monday, May 13 @ 11 AM – we will have special guest January Peavey, our State Farm Insurance agent here to share what our insurance covers as well as looking into the future.

### New/Other Business:

- Larry will be inviting new residents to a get-together to help with their orientation.
- The city-wide Keep Belfast Beautiful is Saturday, May 11 in the morning; you can go down to the parking lot by Front Street Pub to have an assigned area.
- Signs of the Season – please contact the office by this Friday if any resident is interested in helping scientists document the local effects of global climate change.
- Belfast Fire Chief Patrick Richards will be our guest speaker at the June meeting.
- Next Resident Meeting – Monday, June 3, 2024 @ 11:00 AM

**Adjournment: 11:45 AM**



**Penobscot Shores Association Board of Directors Meeting Minutes  
Friday, April 26, 2024@ Noon in the PS Library**

Board Members present: Larry Theye, Connie Waitowitz, Syrena Gatewood, Steve Bowler and Heather Shanklin via Zoom. Others present: Loriman Looke, Travis Longtin, Court Dwyer & Tim Waitowitz.

**Larry Theye called the meeting to order @ 12:20 PM.**

**There was a motion, second and unanimous approval of the Minutes from January 19, 2024.**

**Shareholder Comment Period** – 10 Minutes. Court Dwyer thanked the Board for their work. He made a comment about the policies coming to the Board for approval, that they all had consensus but had not been voted on by the residents.

**1<sup>st</sup> Quarter Financial Report** – Heather Shanklin

Revenue is down slightly due to timing with billing on Unit Refurbishment and Enhancement. Operating expenses appear to be favorable. We are favorable with excess revenue over expenses. Resident fees are in line. The five sales this winter will have a very favorable impact on the Replacement Reserve in the second quarter.

**Penobscot Shores Policy Recommendations** – Steve Bowler

Steve explained there were unwritten processes in place that needed to be put into writing. The following policies were discussed and revised first at the Building & Grounds at two different sessions and then presented at the Resident Meeting for consensus.

- Priorities on Vacancies (new) – the policy was briefly reviewed. If two current shareholders are interested in a unit for sale, the shareholder who has been living at Pen Shores the longest will have first right of refusal. There was a motion, second and unanimous approval to approve the new policy.
- Common Area (new) – to clarify that 5 feet out from the cottage footprint and all other areas are considered common area. There was a motion, second and unanimous approval to approve the new policy.
- Pet Policy (revised) – there was an addition to the policy that long leashes are not allowed in the yard without human supervision. There was a motion, second and unanimous approval to approve the new policy.
- Building & Grounds (revised) – the revised policy clarifies lighting with window candles, garden lights, holiday lights; charcoal grills are not allowed; and bird feeders are not allowed except for thistle feeders and hummingbird feeders. There was a motion, second and unanimous approval to approve the new policy.
- Rules of Residency (revised) – there was an issue with an apartment in the past owned by a hoarder which was a safety concern; the responsibility for pet damage was put into writing; and smoking was changed to tobacco. Tobacco use of any kind and vaping is not allowed on campus. There was a motion, second and unanimous approval to approve the new policy.
- Internal Transfer of Appliances (new) – this clarifies that when people make a move internally, the appliances, heat pumps and other fixed items stay with the unit. There was a motion, second and unanimous approval to approve the new policy.
- Appliance Allowances (new) – we had this in writing, but it was not a policy. The policy outlines what paints are recommended and that there is a cost to having a dark color paint. Appliance standards are now established; if residents want a different item and the cost is higher,

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- the resident would pay the difference over the allowance. There was a motion, second and unanimous approval to approve the new policy.

### **Marketing/Sales Report – Steve**

- Cottage 5, 9, 13, 59 and Apartment 102 have all closed this winter. We continue to work on Cottage #13 and #59. There have been many nice upgrades to the units.
- The Priority Waiting List (PWL) continues to be strong. The challenge is that we have not had openings since last fall and PWLs wanting to move here.
- Judy Landry has restarted our Enrichment Series; Astronomy and the Total Eclipse was our first program followed by the actual Eclipse Watch outside.

**Waterfront Storm Damage Update – Steve** – we were fortunate that the seawall was installed last winter. Crosby Manor lost a lot of shorefront on the project they had just started with the recent high tides and storms. Farley had come back in January to repair our stairs and then four days later another storm came and rearranged them again. A group of residents and staff got together to discuss what would work here for access to the waterfront while keeping the shore intact. Farley is coming back in May to repair the south side seawall that was washed out in several areas. There were questions about the vulnerability of the waterfront cottages with the rising sea level. We have our State Farm agent coming to the next Building & Grounds Meeting to discuss some of those questions. We will be planting the top of the seawall as was required in the permitting process for the seawall. The MaineHealth Sustainability Committee, which Steve is a part, has provided a list of salt resistant plants. Rosa Virginiana was mentioned by Syrena.

**Maintenance** – we are fully staff with a knowledgeable crew who are willing to work hard towards improving and keeping our community running top notch.

**Dining** – Emerson served 996 meals in March which is up 225 meals from last year. The Dining Committee has been very active with new table clothes, reupholstered chairs, seasonal centerpieces and nicely decorated common areas which contributes to the dining experience. Special cooking events are planned by the chef such as pasta making.

**Building & Grounds** – The committee did a great job with the policies and procedures that were just approved as well as their involvement in coming up with ideas for repairing the seawall.

**Budget Committee Update** – the hot topics are the proposed second person fee, increasing the covered parking fee and the Unidine expenses.

**Next Meeting – August 23 @ Noon**

**Adjournment at 12:59 PM.**

## **Budget Committee Meeting Minutes April 29, 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 March 25, 2024, Budget Meeting.

Steve explained that the budget meetings were started earlier in the year at shareholders' request. The budgets are still draft until the Board votes on it in August. Travis was with us online to help answer questions.

- **FY2025 Draft Operating Budget – Steve**

- It was explained that as to projections, we only have the first quarter financials for estimating the FY25 Operating Budget; the second quarter will be available in mid to late May.
- Steve is concerned that the second person fee has been somewhat divisive in our community. He has had many comments and emails from residents about the topic. Where the elephant in the room is Unidine, he provided a handout that showed that couples take 287 more meals a month than single people, adding \$43,050/year to revenue. He also provided a **Second Person Fee Comparison for Communities with Shareholders like Penobscot Shores.**
  - Quarry Hill \$99
  - Dirigo Pines \$75
  - Schooner Cove \$663, includes daily dinner.
  - Birch Bay \$80
  - St. Andrews \$100

The impact of 26 Second Person Fees of \$100 comes out to \$31,200/year. There was good discussion among the shareholders making comparisons of 54 shareholders to 80 residents. How will the second person fee impact the budget? It will increase the revenue budget by \$31,200 to offset expenses. Some people did not like the terminology “second person” and the concern that the fee could go up every year. There were many comments about the Unidine cost impact on the budget, both good and bad.

- There was a revised proposal to increase the Carport Fee by \$10 to \$65/month. There were no relative comments from the group.
- Steve had proposed a 10% increase per year to the **Replacement Reserve (RR)** through 2035 to eliminate the deficit that will be caused by new roofs and pavement projected into the early 2030's. Steve has spoken with Cordjia who did our community capital assessment about returning in FY2026 to update the numbers.
- With the current budget proposal, it looks like the Monthly Fees (including RR) will be an overall 3% increase = \$52 to \$76/month. There were two handouts with current rates compared to the projected monthly fee.
- Unit Assessments will be done this summer by either an appraiser or realtor.

### **Other:**

- It was asked if starting the budget early was a good thing? Steve felt starting the Capital Budget was good, but since we only have one quarter of financials for projections, it might be best to wait until April or May to start the Operating Budget process.
- It was asked if the budget could be projected on the large screen TV. Great idea.

### **Future Meeting:**

- Next Meeting is Monday, June 24, 2024 @ 11AM.

**Adjournment 12:08 PM**

**Dining Committee Meeting Minutes  
April 22, 2024**

**Staff Present:** Emerson DellaMattera

**Residents:** Kay Hunt, Nancy Perkins, Connie Woitowitz, Barney Lutsk, Jane Erskine, Betty Johnson, Karna Olsson, Court & Sue Dwyer, Joyce Goodfield, Peter & Marcy Simpson, Debbie Smith, Ruby Bennett, Sue Remsburg, Sally Thomson, Pam Moore, Ruth Degenhardt, Lorraine Martorana and Rhoda Waller.

Chair Kay Hunt called the meeting to order at 11 am and welcomed Emerson and all attendees. In her opening remarks she reported that the dining room chair reupholstering project is now 50% complete. Several attendees commented on how good the new chairs look.

Marcy Simpson gave a brief report on the table decorations, which will be seasonally changed. With summer coming, it was hoped to have fresh flowers on the dining tables, but Marcy said the cost and labor involved were prohibitive. Sue Dwyer will be arranging for fresh flowers in the lobby from time to time. Barney Lutsk thanked Marcy and her helpers for the excellent results of their work.

Kay compiled all the comments received from past meeting attendees, as requested on her April 11 memo prior to this meeting. She has reviewed these with Emerson. She mentioned that Emerson says that 95% of the comments he receives on the meal chits are positive.

Emerson reviewed meal statistics for the past year and reported that in December the kitchen prepared 1,000 meals, in January 902, in February 853 (a short month), in March 996, and in the month of April as today the number was 667. He is personally quite pleased with the numbers and of course will be happy to see them continue to rise. These numbers are almost double this time last year.

**The remainder of the meeting was devoted to the compiled questions and comments received.**

Request to dim the lighting: this has been done in all the dining areas by removing the middle light in each section. As discussed in an earlier meeting, dimmer lights are not compatible with the current wiring.

Problem of late menu order submissions: This has been improving due to many reminders – just 4 this week and 5 last week. It tends to be the same people. A penalty was suggested at the last meeting, but at this time there are no plans to do that. Emerson tries to accommodate the late request if the unordered meal is at least 3 days out – otherwise you might be asked to select from the “always available” menu. It is very important to get your order in on time because Emerson must order groceries for the week early Monday morning.

Problem with buffets: Even if residents sign up for a specific protein entrée, people often go through the line and take one of everything. This is probably inherent in buffets, but it can cause issues if an item runs out by the time the last diner is in line. A suggestion was made to charge an additional \$5 to cover the additional protein or main item (chicken, meat, chops, burgers, seafood, etc.). Emerson concurred that would easily cover the cost. Kay called for a show of hands, and it appeared to be unanimous. This will be presented to Steve as the position of those in attendance. (Note: It has subsequently been decided not to take this action, but to explore limiting the choices instead.)

## Dining Committee Meeting Minutes Continued from Page 7

Problems with the online menu selection form: Some people need help. Donna assists them, plus some residents informally volunteer to help others. A brief discussion ensued regarding a possible Welcoming or Hospitality Committee to personally meet with new residents to explain Penobscot Shores' written policies and procedures. This idea received positive remarks from attendees. (Note: since the meeting, a new instruction form has been designed.)

Requests for nutritional information on foods served, as Unidine verbally offered last year: Kay emphasized that Emerson's recipes are uniquely his own, not Unidine's. It would be extremely time-consuming and difficult for Emerson to provide this for everything he prepares, but he is happy to meet one-on-one with the few individuals who want this. Kay mentioned that anyone can go for help to <https://www.verywellfit.com/>. Select Tools, then Nutrition Calculator, then put in any recipe's ingredients, and you will get a nutritional breakdown of that recipe. Emerson says he should be able to do this soon for the items on the "always available" menu. Sue Remsberg offered to help with this project. For food items with which we are not familiar, please note there is a culinary dictionary located next to the elevator. (e.g., "Texas Caviar" is a black-eyed pea salsa with varied ingredients).

Portion sizes: For both delivered and served meals, they should be the same size. Please email Emerson if you think a particular delivered meal was not adequate. If someone wants a double portion of any item, that may be requested, but if it's for the protein portion, the cost might be adjusted.

Closing the dining room: If the number of people who sign up on any night falls below six (which frequently happens due to cancellations), all ordered meals will be delivered, due to labor costs. If the dining room is to be closed, Emerson and his staff will make phone calls to the people who wanted to dine in.

Offer more sugar-free and low carb desserts: In dealing with the "too sweet" issue, there are some differences of opinion. Emerson asked that we not make staff adjust but that they would explore some new options. In addition, he asked us to send him our recipes.

More vegetarian options: These are now being offered two to three times a week.

Salad dressings for delivered meals: not available for small dinner side salads due to waste created by plastic containers, but yes in the case of entrée dinner salads.

Size of cut fruits in dessert fruit cups: some diners want larger pieces, some smaller. Emerson will try to find the golden mean of fresh fruit sizes.

Package meat sauces separately in delivered meals: If a sauce is part of the cooking process, then it is not practical to pack separately, but otherwise it will be.

Take-out meal containers: all are recyclable but the white fiber containers are the most environmentally friendly. The black ones with clear lids can go in your dishwasher and be re-purposed. (Some communities like ours collect, sterilize, and re-use them.) Very small plastic containers are not recyclable. All meal containers can go into the microwave. Kay asked the group by show of hands how many of us ate out of the box vs. plating and re-heating? Some indicated straight out of the box; most reported it depended on the meal.

Please offer more grilled items: Emerson commented he now has a new 8-foot grill on the front deck and will be happy to do so, because "I love grilling."

### Dining Committee Meeting Minutes Continued from Page 8

Requests to list the “sides”, as well as the entrees, on the printed menu: Emerson explained that there is no room on the printed menus for any more information without doing a complete re-design. Also, available fresh vegetables often change after his initial ordering. Suggestions were made to offer more starch choices, and he agreed to do this. Several applauded the baked stuffed potatoes of the previous Friday! He agreed to offer portobello mushroom burgers when available, and he agrees that roasted veggies are the best.

A second set of salt & pepper shakers will be placed on the large tables. The kitchen will not tie plastic meal delivery bags so tightly. It was mentioned that paper liners for food containers are available.

Evening meal delivery, especially in winter, can be a challenge; however, delivery will always be available, and no charge for this is contemplated at this time. To deliver to the cottages, wait staff who drive must use their own vehicles. Several cottage residents now pick up and deliver meals for neighbors. This is a big help and should be encouraged.

Table reservations: Emerson asks that only one person in a group make the reservation, and list their names, in a separate email; **not** in the menu comments section. He will explore posting names of people planning to come to the dining room in a convenient spot like the pantry so that someone might form a group after he has the response forms in hand.

Please do not ask the kitchen to move your reserved table; Unidine staff is no longer doing this. The front office must make these decisions.

Finally, Emerson will explore having background music during dinner; this is possibly something that the wait staff could handle.

There being no other items to discuss, Kay and everyone present gave Emerson a big round of applause. One written comment: “Food has improved beyond expectations since August of 2023”. A motion was made to adjourn the meeting at 12:15 pm. The next meeting will likely take place on August 19, 2024.

Respectfully submitted,  
Nancy Perkins, Secretary



### Earth Day Recognized

Residents started celebrating Earth Day by planting three blueberry and three razzberry bushes by the Garden Boxes. From there a presentation of “An Inconvenient Truth” was played in the Dining Area. Emerson had prepared “Earth Day snacks” like seaweed balls and humus for Earth Day Trivia presented by Steve. It was a great day and a reminder to do what we can to help the planet.