

HMP ENVIRONMENTAL INDICATORS SURVEY - MAINE MUNICIPALITIES 2011

PRELIMINARY REPORT OF FINDINGS

Prepared for:



**Maine Center for Disease Control and Prevention
Maine Department of Health and Human Services**

HMP is a collaborative effort among 28 local coalitions, the Maine DHHS (Maine CDC and Office of Substance Abuse) and DOE, supported primarily by the Fund for Healthy Maine with federal grants from US CDC, SAMSHA, and DOE.

Prepared by:



Center for Community
and Public Health

&



MARKET DECISIONS

RESEARCH • INSIGHT • STRATEGY

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DRAFT

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I. BACKGROUND ON MAINE ENVIRONMENTAL INDICATORS

There are two primary objectives for the HMP environmental indicator surveys:

- Conduct surveillance of key policies and environments that support the overall HMP goals and objectives addressing tobacco, physical activity, nutrition, cardiovascular disease and other chronic diseases in Maine.
- Track progress on local-level policies and environments, statewide – providing a picture of progress for both HMP and non-HMP initiated work across a particular setting.

2001 Initial HMP Environmental Indicator Data Collection Project

The original Environmental Indicator (EI) Data Collection Project was established in 2001 for the local HMP Project Directors to gather information about their local area. The purpose was to give the new Partnerships a tool to learn about the existing local policies and environments and spur conversation about potential community health promotion needs. Each Project Director collected or worked with someone to collect the EI data for their designated service areas. These data were then reported back to the State. The initial effort was designed to have the local HMPs collect information on 6 indicators covering 4 health promotion topics:

- municipal tobacco policies (2 indicators),
- community access to public buildings for physical activity (1 indicator),
- access to locally grown fruits and vegetables (2 indicators) and
- community committees addressing walking and biking (1 indicator).

2004 Statewide Survey -- Update of the Initial Environmental Indicators

In 2004, the State worked with their evaluation team to update the data collection on the original indicators and to re-design the data collection and reporting process. The 2004 EI Data Collection Project began as an effort to provide a second measure for the earlier set of indicators collected in 2001. Since the local HMPs were first established in 2001, the year the first data set was collected, the 2004 data collection project provided a measure of progress for the local HMPs after three years of funding.

However, the project grew to also include an additional set of statewide indicators to measure community-level environments and policies that support health. The redesign effort made two important changes to the effort: (1) the data collection was centralized through the use of 3 telephone surveys (municipalities, school districts, hospitals) and (2) the list of indicators was expanded. The initial 6 measures were updated and changes noted from the baseline measures in 2001. In addition, the data were mapped at the minor civil division level to illustrate the data statewide.

The indicators were developed through a five-month collaborative process based on a full review of relevant data, reports and experiences with EIs. The Program Managers, through a series of facilitated meetings and reviews, identified the set of new indicators that they wanted to collect and track. They identified the three priority settings for local policy and environmental change to support healthy choices: schools, municipalities, and hospitals. Data were collected through telephone interviews from April 2004 through June 2004.

2005 Critical Review of the Environmental Indicators

In 2005, the Maine Center for Disease Control and Prevention worked with their evaluation team partner, the Harvard School of Public Health, to conduct a thorough review of the set of EIs as well as the set of programmatic objectives for the local HMPs. The HSPH team conducted a thorough review of the relevant literature, both best practices and promising practices, and assigned a rating system for the EIs and the local HMP objectives based on a mix of criteria. In addition, the HSPH suggested new or alternative data sources for tracking and reporting statewide local-level indicators.

2007 Statewide Municipality Survey of Environmental Indicators

A third survey of EIs was conducted in municipalities in 2007 to demonstrate statewide local-level progress on the key health promotion indicators for State programs and local HMPs. It also established new indicators to track new focus areas and incorporate new ideas and lessons learned from previous indicator work. As with the prior effort, the overarching goals of the present initiative were to gauge support for healthy lifestyles at the community level throughout various municipalities across the state by measuring policy and environmental changes. Additionally, the results of the data collection effort will serve to provide the local HMPs with quantifiable feedback on their progress and encourage and further establish the health promotion dialogue among local officials. More specifically, the 2007 inventory of indicators focused on the following: tobacco use and compliance; physical activity and nutrition policies and environments; municipal EMS; and civic employee health care benefits. Many of the indicators employed in the 2007 instrument were consistent with those used in 2004. Where possible, comparisons were made with the 2004 survey data.

Environmental Indicators and the KIT Monitoring Tool

Beginning in FY 2007, the specific outcomes of each local HMP (community and school) are tracked and reported through a web-based reporting tool, KIT Prevention, which was customized for the local HMPs to capture their unique approaches and outcomes. This system allows the state-level HMP to track local HMP progress and aggregate the outcomes on the objectives for each of the state-level categorical programs. For example, the MCVHP will be able to use the information entered into KIT to track local HMP progress on their objectives related to increasing awareness on the signs and symptoms of stroke. While this system allows tracking and reporting of the work of the HMPs, it does not provide a means to track or report progress or efforts by organizations, agencies or communities that are undertaken outside of or in addition to the work of the HMPs. For example, if a local EMS agency works with the MCVHP to increase awareness of stroke in their community and does not work with a local HMP on the initiative, the work will not be recorded in KIT Prevention. Moreover, if a local EMS is working with the American Stroke Association on a stroke awareness initiative and does not work directly with the MCVHP, the information will not be recorded or captured in KIT or in program records. Yet, these two examples of local work to address stroke awareness demonstrate a positive contribution in progress toward increasing awareness of stroke. Therefore, Maine CDC programs expressed an ongoing need for statewide data related to policy and environmental change through continued EI surveys to supplement local HMP KIT data.

2008 Critical Review of Environmental Indicators

In 2008, the Maine Center for Public Health charted all the objectives of the HMPs, known as minimum common program objectives (MCPs) and all of their related program specific outcome objectives (short-, medium-, and long-term). For each objective, the primary data source was identified; many gaps exist. The MCPH then determined whether the gap had the potential to be filled by an EI Survey, and if so, in which setting.

HMP EI Survey – Maine Municipalities 2011

The following table identifies the number of objectives (from MCP to long-term) not currently covered by any other data source:

Number of Objectives (HMP and Program) Without Data Sources By Setting						
Objectives	Settings					
	Municipal	Worksite	Daycare	Healthcare	College	Other*
HMP MCPs	16	14	4	8	2	4
Program Short-term	3	6	1	7	0	4
Program Medium-term and long-term	0	1	0	0	0	1
Total	19	21	5	15	2	9

* Other includes settings such as social service and other community organizations.

Based on the findings of the critical review in the spring of 2008 and the past history of EI data collection efforts, the following schedule of EI surveys by setting was proposed: Worksite EI in 2009; Healthcare, College, Daycare and Other in 2010; and Municipal in 2011.

2010 Review of Environment Indicators for new HMP RFP Programming Matrix

In 2010 a new lead agency took over the HMP evaluation, the University of New England, although many of the evaluators from the prior team remained. In addition to taking into consideration the prior timeline for EI surveys, the evaluation team incorporated an analysis of the new objectives established for local HMP coalitions in their new 5-year funding cycle beginning July 2011. The result of this analysis of settings by objective is shown in the table below:

Number of New Objectives By Setting (Total =45)								
New RFP	Settings							
	Municipal	Worksite	Daycare	Healthcare	College	Tobacco Retailer	Website	Other*
Total Objectives	6	1	1	2	1	2	2	17

*Other includes settings mentioned once or hard to classify such as beaches, multi-unit housing, recreation areas, hotels, youth serving programs, restaurants, and social service and other community organizations.

Note: School objectives (13) not included due to availability of SHPS.

Based on the findings of the critical review in the spring of 2008 and the new RFP objectives, a survey of municipalities was proposed for 2011 and a survey of food security organizations for 2012.

General Guidance for Environmental Indicator Data Collection:

The following guiding points have been established over the course of the EI project to create a common understanding and shared approach to data collection.

Environmental Indicators will meet the following minimum criteria:

- Measurable statewide (able to map at the local level)
- Good “fit” with the HMP and Maine CDC Program objectives
- Supported by the literature/best practices/promising practices support the measure where possible
- Valid data collection approach

Process for Determining the Proposed Environmental Indicators:

- Use existing information—evaluation reports, Harvard Review of Environmental Indicators, other relevant information
- Determine the following by reviewing the existing indicators (2001, 2004, 2007, etc.)
- Identify the ones to keep tracking
- List the indicators that no longer need to be tracked
- Propose new/potential indicators to track—based on the literature/program objectives
- Review and identify sources for data collection
- Prioritize the indicators

Purposes of the data collection effort:

- To measure policy and environmental changes that support healthy lifestyles at the community level throughout the state.
- To give the local Partnerships a means to assess their community status on the priorities set by the state level HMP Programs.
- To give the local Partnerships a tool to use to establish the health promotion conversation with local officials and other community members as well as to enlist more support for the work of the Partnership

II. METHODOLOGY OVERVIEW

Total # of Completed Surveys: 490 out of 492

Response Rate: 99.6%

Start and End Date of Data Collection: June 6, 2011 to July 20, 2011

Summary of Data Collection: Nearly all respondents completed the survey by phone. About 20-25 respondents requested to have the survey emailed or mailed to them before completing it and 10 of those respondents actually completed a survey on paper and mailed it back to Market Decisions. The remaining surveys were completed over the phone with one or more people at the municipality, most often the town manager, clerk, code enforcement officer, or HR manager.

In some cases, multiple people were contacted to complete different sections of the survey based on their specific knowledge area. This was especially true in the larger cities, like Portland, South Portland, Augusta and Bangor, all of which required us to speak with at least three (and in Portland's case eight) people to complete a single survey. Smaller towns generally had one person with enough knowledge to complete a survey without additional help. Many of the smallest towns and plantations in the state only have a single person responsible for managing the municipality. In these cases, a number of the questions - especially around zoning - did not apply to the municipality and have been coded in the dataset as no answer or not applicable.

Policies: A total of 40 towns emailed or faxed policy information to Market Decisions through the course of this research. Most of these municipalities (39) sent a tobacco policy. A handful of towns also provided a policy related to one of the other areas of the survey: Physical Activity, Nutrition/Healthy Eating Policies, Breastfeeding, or Sun Safety. In addition, Market Decisions emailed or fax out 201 summary brochures describing the Maine Workplace Tobacco law to towns who requested the information.

III. RESULTS

The following tables present the Statewide findings for municipal policies and practices in the areas of tobacco, physical activity and nutrition, emergency services and chronic disease. Most tables present frequencies and valid percentages for the 2011 survey results. Tables with yellow highlighting are comparison tables that present 2011 results along with 2007 and/or 2004 results for questions that were asked in prior environmental indicator surveys of Maine municipalities.

TOBACCO USE POLICY INDICATORS

Tobacco Policies for Employees

T1: Does your municipality, as an employer, have a written tobacco smoking policy that complies with state law?

		Count	%
t1	Yes	201	41%
	No	286	58%
	DK/NO ANSWER	3	1%
	Total	490	100%

T1A: Is the policy posted where all employees can see it?

		Count	%
t1a	Yes	165	82%
	No	33	16%
	DK/NO ANSWER	3	1%
	Total	201	100%

T1b: Do you provide a copy to any employee who requests it?

		Count	%
t1b	Yes	198	99%
	DK/NO ANSWER	3	1%
	Total	201	100%

T1c: Does it also include a prohibition against all other tobacco products?

		Count	%
t1c	Yes	51	25%
	No	133	66%
	DK/NO ANSWER	17	8%
	Total	201	100%

Tobacco Policies for the Public

T2: Does your municipality ban smoking within any buildings under your authority into which the public is invited or allowed?

		Count	%
t2	Yes	455	93%
	No	26	5%
	NO BUILDING UNDER AUTHORITY	7	1%
	DK/NO ANSWER	2	0%
	Total	490	100%

T3: Do you have signs posted at the entrances of all municipal buildings to tell people that they cannot smoke within 20 of the entrances, windows and vents?

		Count	%
t3	Yes	160	33%
	No	309	63%
	NO MUNICIPAL BUILDINGS	9	2%
	DK/NO ANSWER	12	2%
	Total	490	100%

Tobacco Use Policy Regarding Municipal Grounds Where Business is Conducted

Comparison Table 1	2004 *	2007	2011**
	(n=476)	(n=477)	(n=490)
T4. Does your tobacco use policy completely prohibit smoking on the grounds around the buildings where municipal business is conducted?			
Yes	9%	29%	43%
No	91%	67%	55%
Don't know/No answer/NA	--	4%	2%

* In 2004, a similar question was posed, but with the following wording, "Does the policy completely prohibit the use of tobacco on the grounds around the buildings where municipal business is conducted?"

** In 2011, prompts to this question were added to say "e.g. 100% smokefree campus, beyond the Maine Public Places law"

Comparison Table 2	2007	2011
	(n=139)	(n=209)
T4a. Does it also include a prohibition against all other tobacco products? *		
Yes	60%	11%
No	30%	87%
Don't know/No answer/NA	10%	2%

* Based on respondents who indicated that their tobacco policy completely prohibits smoking around buildings where municipal business is conducted.

HMP EI Survey – Maine Municipalities 2011

Tobacco Use Policy Regarding Grounds of All Municipal Buildings			
Comparison Table 3			
	2004*	2007	2011
T5. Does your tobacco use policy completely prohibit smoking on the grounds of other buildings under your jurisdiction?	(n=480)	(n=477)	(n=490)
Yes	29%	24%	67%
No	70%	71%	27%
NO OTHER BUILDINGS UNDER JURISDICTION	-	-	3%
Don't know/No answer	1%	5%	3%
* In 2004, a similar question was posed, but with the following wording, "Does your municipality have a tobacco policy that restricts the use of tobacco on or around municipal properties?"			
** In 2007, the question was "Does your tobacco use policy completely prohibit smoking on the grounds of all municipal buildings?" but prompts used (e.g. firehouse, town garage etc.) were same			
Comparison Table 4			
	2007	2011	
T5a. Does it also include a prohibition against all other tobacco products? *	(n=116)	(n=329)	
Yes	62%	11%	
No	28%	86%	
Don't know/No answer	9%	2%	
* Based on respondents who indicated that their tobacco policy completely prohibits smoking on the grounds of ALL municipal buildings.			

T6: Does your policy prohibit smoking within municipal owned or leased vehicles used for municipal business?

		Count	%
t6	Yes	239	49%
	No	162	33%
	NO OWNED OR LEASED VEHICLES	75	15%
	DK/NO ANSWER	14	3%
	Total	490	100%

Tobacco Policies at Outdoor Events, Parks, and Beaches

T7: Is there a municipal policy or ordinance that restricts smoking at town-sponsored open air events?

		Count	%
t7	Yes	24	5%
	No	339	69%
	NO OPEN AIR EVENTS	121	25%
	DK/NO ANSWER	6	1%
	Total	490	100%

T7A: IF YES is this a...

		Count	%
t7a	complete ban	18	75%
	are there areas designated for smoking	5	21%
	DK/NO ANSWER	1	4%
	Total	24	100%

T7B: Does it also include a prohibition against all other tobacco products?

		Count	%
t7b	Yes	11	46%
	No	12	50%
	DK/NO ANSWER	1	4%
	Total	24	100%

T7C: Is this policy in effect...

		Count	%
t7c	All of the time	20	83%
	For the event only	3	13%
	NO ANSWER	1	4%
	Total	24	100%

HMP EI Survey – Maine Municipalities 2011

Operation of Recreation Fields Independent from School Land			
Comparison Table 5			
	2004	2007	2011
T8. Apart from any school land, does your municipality own or operate recreation fields or parks open to the public?	(n=480)	(n=477)	(n=490)
Yes	58%	59%	58%
No	43%	40%	41%
Smoking Restriction Policies on Recreation Fields Independent from School Land			
Comparison Table 6			
	2004	2007	2011
T8a. Apart from any school tobacco policy, is there a municipal policy for the fields or parks that restricts smoking? *	(n=276)	(n=283)	(n=285)
Yes	20%	34%	47%
No	78%	57%	51%
Don't know/No answer	3%	9%	3%

** Based on respondents who indicated that their municipality owns or operates recreation fields or parks open to the public.*

T8B: IF YES is this a...

		Count	%
t8b	complete ban	113	85%
	are there areas designated for smoking	15	11%
	DK/NO ANSWER	5	4%
	Total	133	100%

T8C: Does it also include a prohibition against all other tobacco products?

		Count	%
t8c	Yes	35	26%
	No	87	65%
	DK/NO ANSWER	11	8%
	Total	133	100%

T8D: Does the policy include all recreation fields and parks in your jurisdiction?

		Count	%
t8d	Yes	123	92%
	No	7	5%
	DK/NO ANSWER	3	2%
	Total	133	100%

HMP EI Survey – Maine Municipalities 2011

T8E: Is this policy in effect...

		Count	%
t8e	All of the time	127	95%
	Some of the time	2	2%
	For the event only	1	1%
	NO ANSWER	3	2%
	Total	133	100%

T8G: Are there signs posted at the fields or parks to inform everyone that they cannot smoke on the grounds of the recreation area?

		Count	%
t8g	Yes	102	77%
	No	12	9%
	DK/NO ANSWER	19	14%
	Total	133	100%

T9: Is there a municipal policy or ordinance that restricts smoking on municipal beaches?

		Count	%
t9	Yes	43	9%
	No	166	34%
	NO BEACHES	273	56%
	DK/NO ANSWER	8	2%
	Total	490	100%

T9A: IF YES is this a...

		Count	%
t9a	complete ban,	36	84%
	are there areas designated for smoking	4	9%
	DK/NO ANSWER	3	7%
	Total	43	100%

T9B: Does it also include a prohibition against all other tobacco products?

		Count	%
t9b	Yes	12	28%
	No	27	63%
	DK/NO ANSWER	4	9%
	Total	43	100%

T9C: Is this policy in effect...

		Count	%
t9c	All of the time	39	91%
	Some of the time	1	2%
	DK/NO ANSWER	3	7%
	Total	43	100%

HMP EI Survey – Maine Municipalities 2011

T9E: Are there signs posted at the beaches?

		Count	%
t9e	Yes	33	77%
	No	3	7%
	DK/NO ANSWER	7	16%
	Total	43	100%

T10: Are there conditional use permits, zoning, or licenses that restrict the number, location and or density of tobacco retail outlets within the municipality?

		Count	%
t10	Yes	3	1%
	No	461	94%
	DK/NO ANSWER	26	5%
	Total	490	100%

T11: Is there a municipal ordinance or policy that prohibits tobacco litter?

		Count	%
t11	Yes	8	2%
	No	469	96%
	DK/NO ANSWER	13	3%
	Total	490	100%

Tobacco Policy Enforcement

T12: How often are existing municipal tobacco policies and ordinances reviewed?

		Count	%
t12	Never, do not review	102	21%
	Monthly	2	0%
	Annually	87	18%
	As needed	241	49%
	Periodically (a set time every X-number of years)	15	3%
	Sporadic/random	10	2%
	Other	1	0%
	DK/NO ANSWER	32	7%
	Total	490	100%

T13: Does your municipality have a procedure in place to enforce tobacco policies?

		Count	%
t13	Yes	109	22%
	No	364	74%
	NA	1	0%
	DK/NO ANSWER	16	3%
	Total	490	100%

T13A: What person or group is responsible for ensuring tobacco policies are enforced?

		Count	%
\$T13A	Town manager	61	56%
	Selectmen	13	12%
	HR Director	6	6%
	Police	11	10%
	Admin Personnel	9	8%
	Board/Committee/Department Heads	24	22%
	Other	6	6%
	DK/NO ANSWER	1	1%
	Total	109	100%

PHYSICAL ACTIVITY AND NUTRITION POLICIES AND ENVIRONMENTS

Environmental Indicators Affecting Nutrition

Presence of Community Garden Plots & Physical Description of Community Garden Plots			
Comparison Table 7			
	2004	2007	2011
PAN1. In your municipality, apart from the schools, are there any community garden plots (on public land) where residents can grow vegetables?	(n=480)	(n=477)	(n=490)
Yes	6%	6%	6%
No	94%	94%	94%

PAN1A1: Number of each in the community: Small <500 square feet OR less than or equal to 20 by 25 feet.

		Count	%
pan1a1	0	12	40%
	1	7	23%
	2	3	10%
	3	2	7%
	5	1	3%
	25	1	3%
	27	1	3%
	40	1	3%
	DK OR REFUSED	2	7%
	Total	30	100%

PAN1B1: Number of each in the community: Medium: 501 to 2000 square feet OR less than or equal to 20 by 100 feet.

		Count	%
pan1b1	0	20	65%
	1	7	23%
	2	1	3%
	15	1	3%
	DK OR REFUSED	2	6%
	Total	31	100%

PAN1C1: Number of each in the community: Large: Greater than 2000 square feet OR greater than 20 by 100 feet.

		Count	%
pan1c1	0	23	74%
	1	2	6%
	2	3	10%
	4	1	3%
	DK OR REFUSED	2	6%
	Total	31	100%

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Presence of Municipal Farmer's Markets			
Comparison Table 8	2004	2007	2011
	(n=480)	(n=477)	(n=490)
PAN 2. Does your municipality have a farmer's market or markets?			
Yes	11%	18%	14%
No	89%	82%	86%

Advertising by City/Town Offices Promoting Farmer's Market		
Comparison Table 9	2007	2011
	(n=85)	(n=69)
PAN2e. Is the farmer's market promoted using posters, notices, brochures, etc. by the city/town office? *		
Yes	64%	54%
No	35%	43%
Don't know	1%	3%

** Based on respondents who indicated that they have a farmer's market.*

PAN2A1: Open to Public? Spring (March - May)

		Count	%
pan2a1	Yes	18	26%
	No	46	67%
	DK/NO ANSWER	5	7%
	Total	69	100%

PAN2B1: Open to Public? Summer (June - September)

		Count	%
pan2b1	Yes	68	99%
	No	1	1%
	Total	69	100%

PAN2C1: Open to Public? Fall (September - November)

		Count	%
pan2c1	Yes	42	61%
	No	25	36%
	NO ANSWER	2	3%
	Total	69	100%

PAN2D1: Open to Public? Winter (November - February)

		Count	%
pan2d1	Yes	9	13%
	No	55	80%
	NO ANSWER	5	7%
	Total	69	100%

Infrastructure & Land Use Indicators Affecting Physical Activity

Municipal Space Available for Indoor Community Recreation

Comparison Table 10			
	2004 *	2007**	2011
PAN3. Apart from school buildings, does your municipality own or operate buildings open to the public for indoor recreation activities such as walking, organized sports, or other physical activity opportunity?	(n=480)	(n=477)	(n=490)
Yes	27%	27%	20%
No	73%	73%	79%

* In 2004, the question did not include explanatory language and read as follows “Apart from school buildings, does your municipality own or operate a building open to the public for indoor recreation?”

**In 2007, asked if own or operate "a" building

PAN3A: How many buildings?

	Count	%
pan3a		
1	83	84%
2	9	9%
3	2	2%
4	2	2%
5	1	1%
DK OR REFUSED	2	2%
Total	99	100%

PAN3B: What indoor activities are either currently offered or enabled?

	Count	%
\$pan3b		
Walking/Running	63	64%
Organized Sports	73	74%
Aerobics	56	57%
Dancing	13	13%
Skating	3	3%
Yoga	5	5%
Martial Arts	3	3%
General activities/ community classes	5	5%
Gym Facilities	8	8%
Swimming	1	1%
DK/NO ANSWER	4	4%
Total	99	100%

HMP EI Survey – Maine Municipalities 2011

Number of Municipal Operated Outdoor Recreation Facilities		
Comparison Table 11		
	2007	2011
PAN4. How many city/town owned parks and/or outdoor recreation facilities are available to citizens in your municipality?	(n=477)	(n=490)
None	33%	40%
1 or 2	36%	34%
3 to 5	17%	15%
More than 5	13%	8%
Don't know/No answer	-	2%

PAN4A: How many total Acres?

		Count	%
pan4a	<1	2	1%
	1 to 5	118	40%
	6 to 10	39	13%
	11 to 20	15	5%
	20+	58	20%
	DK OR REFUSED	62	21%
	Total	294	100%

PAN4B: What outdoor activities are either currently offered or enabled?

		Count	%
\$pan4b	Hiking Trails	116	39%
	Bike Trails	45	15%
	Outdoor Sports Fields	220	75%
	Picnic Sites	22	7%
	Beaches	14	5%
	Playgrounds	71	24%
	Boat Launch	33	11%
	Music events	4	1%
	Horseback riding	1	0%
	Skating	3	1%
	Skiing/cross country/ATV trails	10	3%
	Swimming	13	4%
	Campgrounds	1	0%
	Hunting	1	0%
	Cycling trails	2	1%
	Art shows	2	1%
	Open Fields	5	2%
	DK/NO ANSWER	13	4%
Total	294	100%	

PAN5: How are these parks, indoor and outdoor recreation facilities promoted through your town or city?

		Count	%
span5	Word of mouth	65	24%
	Website	47	17%
	Events	5	2%
	Brochure, newsletter, kiosk, signs	64	23%
	Television	4	1%
	Newspaper	3	1%
	Rec department, town meetings, school	23	8%
	General yes	28	10%
	Not promoted	99	36%
	Total	276	100%

Availability of Maps and Resources for Local Outdoor Recreation Opportunities		
Comparison Table 12	2007	2011
PAN5a. Do you make maps or resource lists of local walking, biking or hiking opportunities available through your town/city office?	(n=477)	(n=294)
Yes	36%	38%
No	63%	56%
Don't know/No answer	-	5%

PAN5B: Where are these maps and resource lists made available?

		Count	%
span5b	Town Office	100	88%
	Town Website	79	70%
	Parks and Rec Department	10	9%
	Internet	4	4%
	Brochures, signs	11	10%
	Chamber of commerce	5	4%
	Newspaper	1	1%
	Non-profit group, clubs	3	3%
	Stores	1	1%
	Other	1	1%
	Total	113	100%

HMP EI Survey – Maine Municipalities 2011

Presence of Municipal Bicycle or Pedestrian Committees			
Comparison Table 13			
	2004 *	2007**	2011
PAN6. Does your municipality have an active bicycle and/or pedestrian committee?	(n=480)	(n=477)	(n=490)
Yes	7%	8%	7%
No	93%	92%	92%
Don't know/No answer	-	-	1%
* In 2004, the question did <u>not</u> include the word 'active' and read as follows "Does your municipality have an appointed bicycle or pedestrian committee?"			
**In 2007, said "active appointed..." and used "or" instead of "and/or"			

PAN6A: Is it...

		Count	%
pan6a	An appointed municipal committee,	11	33%
	Community based	17	52%
	Club	1	3%
	Non-profit	1	3%
	Planning department	1	3%
	DK/NO ANSWER	2	6%
	Total	33	100%

Inclusion of Municipal Budget Line for Sidewalks			
Comparison Table 14			
	2004 *	2007	2011
PAN7. Does your municipality include a current budget line for the repair, maintenance and new development of sidewalks?	(n=480)	(n=477)	(n=490)
Yes	30%	27%	25%
No	70%	72%	62%
Don't know/No answer	1%	1%	13%
* In 2004, response options were provided to specifically account for budget lines for repair, maintenance, and new development, respectively. These different 'Yes' response options were not included in the 2007 survey. Data from 2004 is aggregated to account for all 'Yes' options.			

PAN7A: Does your town have zoning policies that require some or all developers to install sidewalks in residential developments?

		Count	%
pan7a	Yes	70	14%
	No	388	79%
	DK/NO ANSWER	32	7%
	Total	490	100%

Regulations Concerning Zoning of Mixed Residential and Business Neighborhoods			
Comparison Table 15			
	2004 *	2007	2011
PAN8. Do current zoning rules allow for a mix of residences and businesses to exist in the same neighborhood?	(n=480)	(n=477)	(n=490)
Yes	91%	75%	80%
No	6%	18%	15%
Don't know/No answer	3%	6%	5%

** In 2004, responses classified into two categories: "Yes, in some neighborhoods" and "Yes, in all neighborhoods." The 2004 results are presented as aggregated "Yes" responses.*

PAN8A: Was this done to create walkable or traditional neighborhoods?

		Count	%
pan8a	Yes	102	26%
	No	276	71%
	DK/NO ANSWER	13	3%
	Total	391	100%

Regulations Concerning New Development and Requirement of Pedestrian Accessibility			
Comparison Table 16			
	2004*	2007	2011
PAN9. Does the municipality have a rule requiring new buildings and site plans to include walk or bike options, such as sidewalks, roads or pathways to work or shopping in their design?	(n=480)	(n=477)	(n=490)
Yes	10%	16%	8%
No	87%	75%	88%
Don't know/No answer	3%	9%	5%

** In 2004, the question was worded as follows: "Does the municipality have a rule requiring new buildings and site plans to be designed to increase opportunities to walk or bike to work or shopping?"*

PAN9A: Does this apply to commercial buildings?

		Count	%
pan9a	Yes	30	81%
	No	4	11%
	DK/NO ANSWER	3	8%
	Total	37	100%

PAN9B: Does this apply to residential buildings?

		Count	%
pan9b	Yes	29	78%
	No	6	16%
	DK/NO ANSWER	2	5%
	Total	37	100%

HMP EI Survey – Maine Municipalities 2011

Utilization of “Cluster Development” Strategy to Maintain Open Space			
Comparison Table 17	2004 *	2007	2011
PAN10. Does your municipality have zoning policies or rules that promote concentrated development on smaller lots to promote increased open space in the community which is also known as cluster development?	(n=480)	(n=477)	(n=490)
Yes	54%	29%	22%
No	38%	60%	68%
Don't know/No answer	8%	10%	10%
<i>* In 2004, a similar survey item was asked as follows: “Does your municipality allow cluster development?”</i>			

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Employee policies Affecting nutrition and Physical Activity

PAN11: Does your municipality have a written policy that promotes physical activity opportunities among employees?

		Count	%
pan11	Yes	50	10%
	No	410	84%
	DK/NO ANSWER	30	6%
	Total	490	100%

PAN12: How does your municipality encourage employee physical activity to maintain health or self-manage chronic disease?

		Count	%
\$pan12	We do not	387	79%
	Recommended stretch breaks	14	3%
	Structured physical activity program	11	2%
	Reimbursement or payment for fitness or exercise programs	18	4%
	Walking clubs	8	2%
	Promote Healthy Maine Walks	6	1%
	Wellness programs/MMA	65	13%
	Smoking cessation programs	1	0%
	Weight watchers meetings	1	0%
	Time off for physical activities	4	1%
	Other	1	0%
	DK/NO ANSWER	7	1%
	Total	490	100%

HMP EI Survey – Maine Municipalities 2011

PAN13: Does your municipality have a written policy that encourages healthy eating good nutrition for employees?

		Count	%
pan13	Yes	15	3%
	No	459	94%
	DK/NO ANSWER	16	3%
	Total	490	100%

PAN14: What does your municipality do to encourage healthy eating and nutrition among employees to maintain health or self-manage chronic disease?

		Count	%
\$pan14	Nothing	398	81%
	Identify healthy items on vending machines	6	1%
	Offer healthy items in vending machines	7	1%
	Make healthy eating options available	11	2%
	Wellness programs/MMA	54	11%
	Workshops on topic	9	2%
	Posters/handouts around office	7	1%
	Access to Farmers Market	1	0%
	Telephone numbers for help lines	1	0%
	Healthy food brought into the office	3	1%
	DK/NO ANSWER	14	3%
	Total	490	100%

PAN15: Are you aware of Maine’s law that requires employers to provide break time to breastfeeding mothers for the purpose of expressing breast milk and to make reasonable efforts to provide a clean place, other than a bathroom, where an employee may express milk?

		Count	%
pan15	Yes	264	54%
	No	215	44%
	DK/NO ANSWER	11	2%
	Total	490	100%

PAN15A: Does your municipality have a written policy that incorporates this law as it pertains to municipal employees?

		Count	%
pan15a	Yes	28	6%
	No	435	89%
	DK/NO ANSWER	27	6%
	Total	490	100%

HMP EI Survey – Maine Municipalities 2011

PAN15B: Does your municipality provide a clean place, other than a bathroom, where an employee may express breast milk in privacy?

		Count	%
pan15b	Yes	407	83%
	No	52	11%
	DK/NO ANSWER	31	6%
	Total	490	100%

PAN16: Are you aware of Maines law that grants mothers the right to breastfeed in any location-public or private-as long as she is otherwise authorized to be in that location?

		Count	%
pan16	Yes	243	50%
	No	230	47%
	DK/NO ANSWER	17	3%
	Total	490	100%

PAN16A: Does your municipality have a written policy that incorporates this law as it pertains to breastfeeding in municipal buildings or areas?

		Count	%
pan16a	Yes	16	3%
	No	449	92%
	DK/NO ANSWER	25	5%
	Total	490	100%

PAN16B: If so, does your municipality display signage that informs people of mothers rights to breastfeed publicly?

		Count	%
pan16b	Yes	4	25%
	No	9	56%
	DK/NO ANSWER	3	19%
	Total	16	100%

CANCER PREVENTION/SUN SAFE POLICIES AND STRUCTURES

SUN1: Does your municipality have a sun safety policy for parks and recreation centers?

		Count	%
sun1	Yes	22	4%
	No	344	70%
	NA/NO PARKS	114	23%
	DK/NO ANSWER	10	2%
	Total	490	100%

SUN2: Does your municipality provide shade structures in play or athletic areas?

		Count	%
sun2	Yes	250	51%
	No	114	23%
	NA	112	23%
	DK/NO ANSWER	14	3%
	Total	490	100%

MUNICIPAL HEALTHCARE INDICATORS

Availability of Free Blood Pressure and Cholesterol Screenings for Employees		
Comparison Table 18	2007*	2011
CD1. How frequently does your municipality offer or coordinate free screenings for employees to identify chronic disease risk factors such as high blood pressure, high cholesterol and diabetes?*	(n=477)	(n=490)
Never, do not offer	74%	82%
Monthly	3%	1%
Quarterly	1%	1%
Every six months	2%	3%
Yearly	10%	9%
Other time frame	6%	3%
Don't know	3%	1%
<i>*In 2007, asked "How frequently does your municipality offer or coordinate free blood pressure and cholesterol screenings for employees?"</i>		
Comparison Table 19	2007	2011
CD1a. Are follow-up or referrals included in screenings? *	(n=112)	(n=92)
Yes	69%	53%
No	17%	10%
Don't know	14%	37%
<i>* Based on respondents who indicated that they coordinate free blood pressure and cholesterol screenings for municipal employees.</i>		

HMP EI Survey – Maine Municipalities 2011

Availability of Free Blood Pressure and Cholesterol Screenings for the Public		
Comparison Table 20		
	2007*	2011
CD2. How frequently does your municipality offer or coordinate free blood pressure, high cholesterol and diabetes screenings for the public?	(n=477)	(n=490)
Never, do not offer	82%	90%
Monthly	3%	1%
Quarterly	1%	0%
Every six months	2%	2%
Yearly	6%	4%
Other time frame	4%	1%
Don't know	3%	2%
<i>*In 2007, asked "How frequently does your municipality offer or coordinate free blood pressure and cholesterol screenings for the public?"</i>		
Comparison Table 21		
	2007	2011
CD2a. Are follow-up or referrals included in screenings? *	(n=74)	(n=51)
Yes	62%	57%
No	22%	10%
Don't Know/No Answer	16%	33%
<i>* Based on respondents who indicated that they coordinate free blood pressure and cholesterol screenings for the public.</i>		

CD3: How frequently does your municipality disseminate chronic disease prevention and control education information to the public?

		Count	%
cd3	Never, do not offer	346	71%
	Monthly	11	2%
	Quarterly	4	1%
	Every 6 months	4	1%
	Yearly	7	1%
	Whenever the information is received by our office	26	5%
	Always made available	36	7%
	Whenever the information is made available from the state	38	8%
	As needed/if requested	7	1%
	DK/NO ANSWER	11	2%
	Total	490	100%

HMP EI Survey – Maine Municipalities 2011

Municipal Employee Health Care Coverage Plans		
Comparison Table 22		
	2007	2011
CD4. Which of the following does the health care coverage plan offered to municipal employees cover:	(n=477)	(n=490)
100% of preventative care services with no deductible including screening for high blood pressure and cholesterol	NA*	40%
Cardiac and stroke rehabilitation services	45%	41%
Physical, occupational and speech therapy	48%	40%
Prescription drug coverage	58%	42%
Disease management services	40%	40%
Mental health services	54%	41%
NO INSURANCE OFFERED	-	32%
<i>*Unable to obtain percentage for this response option from 2007 dataset</i>		

Promotion of Cardiovascular Health in Municipal Buildings		
Comparison Table 23		
	2007	2011
CD5. Do you post flyers or other information in town offices and facilities that promote cardiovascular health, such as awareness and education of heart disease and stroke?	(n=477)	(n=490)
Yes	58%	61%
No	41%	36%
Don't know	1%	3%

EMERGENCY MEDICAL SERVICES INDICATORS

Provision of Emergency Medical Services (EMS) to Municipal Residents		
Comparison Table 24	2007	2011
EM1. How are Emergency Medical Services (EMS) provided to local residents? (multiple responses accepted.)	(n=477)	(n=490)
By public/municipal service	45%	30%
By volunteer EMS agencies	27%	32%
By local hospital	19%	11%
By private non-profit agencies	18%	12%
By for profit agencies	12%	35%
By sharing services with other municipalities	12%	1%
Fire Department	3%	-
Provision of Emergency Medical Services (EMS) to Municipal Residents		
Comparison Table 25	2007	2011
EM2. What proportion of your town's budget is allocated for Emergency Medical Services?	(n=477)	(n=)
None	12%	9%
5 percent or less	64%	72%
6 to 10 percent	10%	8%
More than 10 percent	2%	3%
Other amount	1%	1%
Don't know	11%	8%
Charge to Resident for Emergency Medical Services Run		
Comparison Table 26	2007	2011
EM3. How much does your municipality charge for an Emergency Medical Services run?	(n=477)	(n=490)
Nothing	65%	53%
\$100 or less	2%	0%
\$101 to \$500	7%	14%
\$501 to \$1,000	1%	7%
More than \$1,000	1%	2%
The amount is based on the type of emergency	8%	4%
Don't know	14%	20%

HMP EI Survey – Maine Municipalities 2011

Provision of Emergency Medical Services to Those Residents Who Cannot Afford to Pay				
	2007		2011	
Comparison Table 27	Total Sample	Among Municipalities Charging a Fee *	Total Sample	Among Municipalities Charging a Fee *
EM4. Does your municipality cover the costs of those residents who cannot pay for an Emergency Medical Services run?	(n=477)	(n=101)	(n=490)	(n=134)
Yes	44%	67%	31%	55%
No	47%	28%	62%	38%
Don't know	9%	5%	7%	7%

** Based on respondents who indicated that their municipality charged a fee for an EMS run.*

Municipal Contracts with Emergency Medical Services Suppliers		
Comparison Table 28	2007	2011
EM5. Does your municipality have a formal agreement/contract with an agency/provider to supply Emergency Medical Services to local residents?	(n=477)	(n=490)
Yes	61%	66%
No	36%	30%
Don't know	2%	3%

Specific Services Supported by Agreements with EMS Provider		
Comparison Table 29	2007	2011
EM5a. Which specific services or resources are support or paid by agreements with an Emergency Medical Services provider? *	(n=293)	(n=324)
Equipment	81%	88%
Personnel	80%	89%
Training	72%	58%
Other	9%	4%
Don't know	10%	7%

** Based on respondents who indicated that their municipality has a formal agreement/contract with an agency/provider to supply Emergency Medical Services to local residents. Multiple responses accepted.*

Agreement with Neighboring Towns to Provide EMS		
Comparison Table 30	2007	2011
EM6. Do you take part in formal agreements with neighboring town(s) to coordinate or provide Emergency Medical Services to local residents?	(n=477)	(n=490)
Yes	61%	51%
No	36%	47%
Don't know	3%	2%

HMP EI Survey – Maine Municipalities 2011

Presence of Automated External Defibrillators in Municipal-Owned Buildings		
Comparison Table 31	2007	2011
EM7. How many AED's (Automated External Defibrillators) does your municipality/town have in any municipality-owned building?	(n=477)	(n=490)
None	46%	40%
One to three	34%	42%
Four to six	7%	6%
Seven to ten	2%	1%
More than ten	-	2%
Don't know	12%	9%
Automated External Defibrillator Operation Training		
Comparison Table 32	2007	2011
EM8. Does your municipality offer or coordinate in conjunction with another agency or institution such as a hospital or fire department an approved course in the use and operation of AED's?	(n=477)	(n=490)
Yes	43%	39%
No	44%	47%
Don't know	13%	15%
Comparison Table 33	2007	2011
EM8a. How frequently do you offer or collaborate on courses on the use and operation of AED's *	(n=205)	(n=189)
Monthly	2%	2%
Quarterly	6%	2%
Every six months	10%	8%
Yearly	46%	47%
Other time frame	5%	10%
Don't know	30%	33%
<i>* Based on respondents who indicated that they offer or coordinate with another institution for the use and operation of AED's.</i>		

HMP EI Survey – Maine Municipalities 2011

Availability of CPR Courses		
Comparison Table 34	2007	2011
EM9. How frequently does your municipality offer or coordinate an approved course in CPR?	(n=477)	(n=490)
Never, do not offer	41%	52%
Monthly	-	1%
Quarterly	5%	1%
Every six months	8%	6%
Yearly	29%	25%
Other time frame	6%	7%
Don't know	10%	8%

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HMP EI Survey – Maine Municipalities 2011

HEALTHY MAINE PARTNERSHIP & HEALTHY MAINE WORKS AWARENESS

RESA: How familiar are you with HMP? (All Respondents)

		Count	%
\$RESa	Very Familiar	28	6%
	Somewhat Familiar	208	42%
	Somewhat Unfamiliar	110	22%
	Very Unfamiliar	145	30%
	DK/NO ANSWER	5	1%
	Total	490	100%

RESB: Do you know who your local HMP is? (All Respondents)

		Count	%
\$RESb	Yes	97	20%
	No	393	80%
	DK/NO ANSWER	7	1%
	Total	490	100%

RESC: Have you had any interaction with your local HMP in the past year? (All Respondents)

		Count	%
\$RESc	Yes	91	19%
	No	395	81%
	DK/NO ANSWER	11	2%
	Total	490	100%

HMW1: Has your municipality participated in a worksite wellness program called Healthy Maine Works?

		Count	%
hmw1	Yes	34	7%
	No	143	29%
	Have not heard of HMW	306	62%
	DK/NO ANSWER	7	1%
	Total	490	100%

HMW1A: Are you interested:

		Count	%
hmw1a	Yes	98	20%
	No	345	70%
	DK/NO ANSWER	47	10%
	Total	490	100%

IV. APPENDIX A: 2011 EI SURVEY – MUNICIPALITIES

DRAFT

2011 Environmental Indicator Survey – Municipalities

Municipality:<COMPANY NAME>

Phone #: <PRIMARY PHONE>

Key Contact: <CONTACT NAME>

Position: <JOB TITLE>

Contact Info (if different from key contact above):

Survey Area	Page	Contact Name	Position	Phone	Contact Date/Time	Requested Policy
Tobacco	5					
Physical Activity	10					
Nutrition/Healthy Eating Policies	10					
Breastfeeding	14					
Sun Safety	15					
Employee Health Chronic Disease	15					
Emergency Medical Services	18					
Zoning	24					

Call Log:

Call	Date	Time	Disposition	Call	Date	Time	Disposition
1				8			
2				9			
3				10			
4				11			
5				12			
6				13			
7				14			

Notes: _____

INTRO

Hello, this is _____ calling on behalf of the Healthy Maine Partnerships Evaluation and The Center for Health Policy, Planning and Research at UNE. We are calling today to ask a few questions about tobacco, physical activity, nutrition, health and chronic disease policies in your municipality. Is now a good time for you?

IF NOT PERSON WHO CAN ANSWER QUESTIONS: Who is the person I should talk to about this? [ASK TO SPEAK TO THEM IF AVAILABLE; OTHERWISE SCHEDULE CALLBACK AND UPDATE CONTACT INFO ON PREVIOUS PAGE]

IF AGREE TO PARTICIPATE: In addition to the survey we are also trying to gather the written policies of towns and cities throughout Maine. We are collecting written policies in the following areas:

- Tobacco
- Physical Activity for Employees
- Nutrition/Healthy Eating Policies for Employees
- Breast Feeding
- Sun Safety

Could you email, fax or mail copies of these policies if your municipality has them?

IF NOT CORRECT PERSON FOR POLICIES, ASK: Who is the person I should speak with about getting copies of these policies? [UPDATE CONTACT INFO ON PREVIOUS PAGE AND CALLBACK AT A LATER TIME]

TO SEND BY FAX:

You may fax these to 207-767-8158. Please send the policy/policies to the attention of Patrick Madden.

TO SEND BY EMAIL

Please email to pmadden@marketdecisions.com

INFORMATION

About the Survey

This survey will measure the current services, policies, and environments of Maine's municipalities. The survey will provide feedback on the current status of policies and environments that support healthy lifestyles in Maine communities. The results of the survey will provide feedback for the HMP Initiative and its component programs. The survey will focus on municipalities' current experience with:

- Tobacco policies and environments;
- Policies and environments to improve physical activity and nutrition;
- Coordination of emergency medical services;
- Employee health: chronic disease prevention, early identification and self management policies and environments, and;
- Residents' health: chronic disease prevention, early identification and self management environments / activities.

Survey Length

The survey will take about 15 to 25 minutes, depending on your answers.

About the HMP

Maine's municipalities are critical agencies to drive long lasting policy and environmental changes aimed at making healthy options the default choice of individuals, supporting healthy behaviors and discouraging high-risk behaviors. The Healthy Maine Partnerships (HMP) Initiative is a statewide system of local coalitions engaging schools, worksites, health care organizations and governmental, civic and voluntary organizations to address priority health issues.

For More Information

If you would like more information about the survey, please contact Patrick Madden at 207-767-6440 ext 101 (pmadden@marketdecisions.com) or Kira Rodriguez at 207-221-4566 (KRodriguez@une.edu).

TOBACCO

First I'd like to ask you about smoking policies in your municipality.

	Yes	No
T1. Does your municipality, as an employer, have a written tobacco smoking policy that complies with state law? <small>[IF NO → SKIP TO T2]</small>	1	2
a. Is the policy posted where all employees can see it?	1	2
b. Do you provide a copy to any employee who requests it?	1	2
c. Does it also include a prohibition against all other tobacco products (e.g. snuff, spit tobacco and other smokeless products)?	1	2

T2. Does your municipality ban smoking within any buildings under your authority into which the public is invited or allowed (Maine Public Places law)?	1	2
T3. Do you have signs posted at the entrances of all municipal buildings to tell people that they cannot smoke within 20' of the entrances, windows and vents? <small>[NOTE TO INTERVIEWER: This is part of the Maine Public Places and Workplace state law]</small>	1	2

T4. Does your tobacco use policy completely prohibit smoking on the grounds around the buildings where municipal business is conducted, including parking areas (e.g. 100% smokefree campus, beyond the Maine Public Places law)? <small>[PROMPT: This would be the city hall, town, town office building, or municipal offices]</small>	1	2
a. Does it also include a prohibition against all other tobacco products (e.g. snuff, spit tobacco and other smokeless products)?	1	2

T5. Does your tobacco use policy completely prohibit smoking on the grounds of other buildings under your jurisdiction? <small>[NOTE TO INTERVIEWER: examples include firehouse, town garage, transfer station, etc. not in same location as Municipal Offices]</small>	1	2
a. Does it also include a prohibition against all other tobacco products (e.g. snuff, spit tobacco and other smokeless products)?	1	2

	Yes	No
T6. Does your policy prohibit smoking within municipal owned or leased vehicles used for municipal business? [NOTE TO INTERVIEWER:This is part of the Maine Workplace state law [NOTE TO INTERVIEWER: examples include plow trucks, employee owned cars used in the course of business with others present]	1	2

T7. Is there a municipal policy or ordinance that restricts smoking at town-sponsored open air events (e.g. celebrations, fairs, parades etc.)? <u>[IF NO → SKIP TO T8]</u>	1	2
---	---	---

a. IF YES is this a...

1	complete ban, or
2	are there areas designated for smoking?

b. Does it also include a prohibition against all other tobacco products (e.g. snuff, spit tobacco and other smokeless products)?

1	Yes
2	No
9	DON'T KNOW

c. Is this policy in effect...

1	All of the time	3	For the event only
2	Some of the time	4	Other: (Specify)

d. IF NOT ALL THE TIME: Under what circumstances is it not in effect?

	Yes	No
T8. Apart from any school land, does your municipality own or operate recreation fields or parks open to the public? [IF NO → SKIP TO T9]	1	2
a. Apart from any school tobacco policy, is there a municipal policy or ordinance for the fields or parks that restricts smoking? [IF NO → SKIP TO T9]	1	2

b. IF YES is this a...

1	complete ban, or
2	are there areas designated for smoking?

c. Does it also include a prohibition against all other tobacco products (e.g. snuff, spit tobacco and other smokeless products)?

1	Yes
2	No
9	DON'T KNOW

d. Does the policy include all recreation fields and parks in your jurisdiction?

1	Yes
2	No
9	DON'T KNOW

e. Is this policy in effect...

1	All of the time	3	For the event only
2	Some of the time	4	Other: (Specify)

f. IF NOT ALL THE TIME: Under what circumstances is it not in effect?

g. Are there signs posted at the fields or parks to inform everyone that they cannot smoke on the grounds of the recreation area?

- | | |
|---|------------|
| 1 | Yes |
| 2 | No |
| 9 | DON'T KNOW |

	Yes	No
T9. Is there a municipal policy or ordinance that restricts smoking on municipal beaches? [IF NO → SKIP TO T10]	1	2

a. IF YES is this a...

- | | |
|---|---|
| 1 | complete ban, or |
| 2 | are there areas designated for smoking? |

b. Does it also include a prohibition against all other tobacco products (e.g. snuff, spit tobacco and other smokeless products)?

- | | |
|---|------------|
| 1 | Yes |
| 2 | No |
| 9 | DON'T KNOW |

c. Is this policy in effect...

- | | | | |
|---|------------------|---|------------------------|
| 1 | All of the time | 3 | |
| 2 | Some of the time | 4 | Other: (Specify) _____ |

d. IF NOT ALL THE TIME: Under what circumstances is it not in effect?

e. Are there signs posted at the beaches?

1	Yes
2	No
9	DON'T KNOW

	Yes	No
T10. Are there conditional use permits, zoning, or licenses that restrict the number, location and/or density of tobacco retail outlets within the municipality?	1	2
T11. Is there a municipal ordinance or policy that prohibits tobacco litter?	1	2

T12. How often are existing municipal tobacco policies and ordinances reviewed?

1	Never, do not review	3	Annually
2	Monthly	4	Other time frame: (Specify)

	Yes	No
T13. Does your municipality have a procedure in place to enforce tobacco policies?	1	2
<p>a. What person or group (e.g. committee, workgroup) is responsible for ensuring tobacco policies are enforced? Please specify: _____</p>		

PHYSICAL ACTIVITY AND NUTRITION

	Yes	No
PAN1. In your municipality, apart from the schools, are there any community garden plots [on public land] where residents can grow vegetables? [IF NO → SKIP TO PAN2]	1	2

If yes, how would you describe the overall community garden space(s)?

Plot Size	a. Number of each in the community	b. What is the maximum number of residents that can access the(se) garden(s)
How many are...		
<u>Small</u> ≤ 500 square feet OR less than or equal to 20 by 25 feet		
<u>Medium</u> 501 to 2000 square feet OR less than or equal to 20 by 100 feet		
<u>Large</u> Greater than 2000 square feet OR greater than 20 by 100 feet		

	Yes	No
PAN2. Does your municipality have a farmer's market or markets? [IF NO → SKIP TO PAN3]	1	2

a. How often is/are the farmer's markets open to the public? [PROMPT: IF MORE THAN ONE ASK ABOUT ALL MARKETS AS A GROUP]

Season	a. Open to Public?	b. If Yes, Number of Days Open Per Week	c. If Yes, Number of Hours Open Per Day
Spring (March - May)	Yes / No		
Summer (June - September)	Yes / No		
Fall (September - November)	Yes / No		
Winter (November - February)	Yes / No		

b. Is the farmer's market promoted using posters, notices, brochures, etc. by the city/town office?

1	Yes
2	No
9	DON'T KNOW

	Yes	No
PAN3. Apart from school buildings, does your municipality own or operate buildings open to the public for indoor recreation activities such as walking, organized sports, or other physical activity opportunity? [IF NO → SKIP TO PAN4]	1	2

a. How many buildings? _____

b. What indoor activities are either currently offered or enabled (are possible but not necessarily being offered)?

1	Walking/Running
2	Organized Sports
3	Aerobics
7	Other [SPECIFY BELOW]
9	DON'T KNOW

PAN4. How many city/town-owned parks and/or outdoor recreation facilities are available to citizens in your municipality? _____ [IF NONE → SKIP TO PAN6]

a. How many total Acres? _____

b. What outdoor activities are either currently offered or enabled (are possible but not necessarily being offered) [PROMPT: This might include hiking trails, bike trails, outdoor baseball fields among others.]

1	Hiking Trails
2	Bike Trails
3	Outdoor Sports Fields
7	Other [SPECIFY BELOW]
9	DON'T KNOW

PAN5. How are these parks, indoor and outdoor recreation facilities promoted through your town/city?

	Yes	No
a. Do you make maps or resource lists of local walking, biking, or hiking opportunities available through your town/city office? [IF NO → SKIP TO PAN6]	1	2

b. Where are these maps and resource lists made available? [SELECT ALL THAT APPLY]

1	Town Office
2	Town Website
7	Other Locations [SPECIFY] _____

	Yes	No
PAN6. Does your municipality have an active bicycle and/or pedestrian committee?[IF NO → SKIP TO PAN12]	1	2

a. If YES, Is it...

1	An appointed municipal committee,
2	Community based
7	Other [SPECIFY] _____

PAN12. How does your municipality encourage employee physical activity to maintain health or self-manage chronic disease? [Check all that apply – Do not read responses]

1	We don't
2	Recommended stretch breaks
3	Structured physical activity program such as "Move More" or 'March into May'
4	Reimbursement or payment for fitness or exercise programs (such as YMCA, or gym membership)
5	Walking clubs
6	Promote Healthy Maine Walks (a website that lists places to walk in Maine)
7	Other [SPECIFY] _____
9	DON'T KNOW

	Yes	No
PAN13. Does your municipality have a written policy that encourages healthy eating/good nutrition for employees? (e.g. policy that ensures healthy food choices available at meetings and other work-related events)	1	2

PAN14. What does your municipality do to encourage healthy eating and nutrition among employees to maintain health or self-manage chronic disease? [CHECK ALL THAT APPLY – DO NOT READ RESPONSES]

1	Nothing
2	Identify healthy items on vending machines
3	Offer healthy items in vending machines
4	Make healthy eating options available
7	Other [SPECIFY] _____
9	DON'T KNOW

	Yes	No
PAN15. Are you aware of Maine’s law that requires employers to provide break time to breastfeeding mothers up to three years after giving birth for the purpose of expressing breast milk and to make reasonable efforts to provide a clean place, other than a bathroom, where an employee may express breast milk in privacy?	1	2
a. Does your municipality have a written policy that incorporates this law as it pertains to municipal employees?	1	2
b. Does your municipality provide a clean place, other than a bathroom, where an employee may express breast milk in privacy?	1	2
PAN16. Are you aware of Maine’s law that grants mothers the right to breastfeed in any location—public or private—as long as she is otherwise authorized to be in that location?	1	2
a. Does your municipality have a written policy that incorporates this law as it pertains to breastfeeding in municipal buildings/areas? [IF NO → SKIP TO CD1]	1	2
b. If so, does your municipality display signage that informs people of mothers’ rights to breastfeed publicly?	1	2

SUN SAFETY

	Yes	No
SUN1. Does your municipality have a sun safety policy for parks and recreation centers?	1	2
SUN2. Does your municipality provide shade structures in play or athletic areas? Examples of shade structures include trees, awnings, gazebos, playhouses, dugouts, etc.	1	2

EMPLOYEE HEALTH /CHRONIC DISEASE

CD1. How frequently does your municipality offer or coordinate free screenings for employees to identify chronic disease risk factors such as high blood pressure, high cholesterol and diabetes?

1	Never, do not offer[SKIP TO CD2]
2	Monthly
3	Quarterly
4	Every 6 months
5	Yearly
6	Other Timeframe [SPECIFY]_____
9	DON'T KNOW

a. Are follow-up or referrals included in screenings?

1	Yes
2	No
9	DON'T KNOW

CD2. How frequently does your municipality offer or coordinate free blood pressure, high cholesterol and diabetes screenings for the public?

1	Never, do not offer [SKIP TO CD3]
2	Monthly
3	Quarterly
4	Every 6 months
5	Yearly
6	Other Timeframe [SPECIFY] _____
9	DON'T KNOW

a. Are follow-up or referrals included in screenings?

1	Yes
2	No
9	DON'T KNOW

CD3. How frequently does your municipality disseminate chronic disease prevention and control education information to the public?

1	Never, do not offer
2	Monthly
3	Quarterly
4	Every 6 months
5	Yearly
6	Other Timeframe [SPECIFY] _____
9	DON'T KNOW

CD4. Which of the following does the health care coverage plan offered to municipal employees cover?[ALLOW MULTIPLE RESPONSES]

1	100% of preventative care services, with no deductible, including screening for high blood pressure and cholesterol
2	Cardiac and stroke rehabilitation services
3	Physical, occupational and speech therapy
4	Prescription drug coverage
5	Chronic disease management services
6	Mental health services
9	DON'T KNOW

CD5. Do you post flyers or other information in town offices and facilities that promote cardiovascular health, such as awareness and education of heart disease and stroke?

1	Yes
2	No
9	DON'T KNOW

EMERGENCY MEDICAL SERVICES

The next set of questions has to do with Emergency Medical Services in your municipality.

EM1. How are Emergency Medical Services (EMS) services provided to local residents?[READ RESPONSE OPTIONS; ALLOW MULTIPLE RESPONSES]

1	By public/municipal service
2	By local hospital
3	By volunteer EMS agencies
4	By private non-profit agencies
5	By "for profit" agencies
7	Other [SPECIFY] _____
9	DON'T KNOW

EM2. What proportion of your town's budget is allocated for EMS?

1	None
2	5 percent or less
3	6-10 percent
4	More than 10 percent
7	Other Amount [SPECIFY] _____
9	DON'T KNOW

EM3. How much does your municipality charge for an EMS run?

1	Nothing
2	\$100 or less
3	\$101-\$500
4	\$501-\$1000
5	More than \$1000
6	The amount is based on the type of emergency
7	Other Amount [SPECIFY] _____
9	DON'T KNOW

EM4. Does your municipality cover the costs of those residents who cannot pay for an EMS run?

1	Yes
2	No
9	DON'T KNOW

EM5. Does your municipality have a formal agreement/contract with an agency/provider to supply EMS to local residents?

1	Yes	
2	No	SKIP TO EM6
9	DON'T KNOW	SKIP TO EM6

a. Which specific services or resources are supported or paid for by agreements with an Emergency EMS provider? [ALLOW MULTIPLE RESPONSES]

1	Personnel
2	Equipment
3	Training
7	Other [SPECIFY] _____
9	DON'T KNOW

EM6. Do you take part in formal agreements with neighboring town(s) to coordinate or provide EMS to local residents?

1	Yes
2	No
9	DON'T KNOW

EM7. How many AED's (Automated External Defibrillators) does your municipality/town have in any municipality-owned buildings?

1	None
2	1-3
3	4-6
4	7-10
5	More than 10
9	DON'T KNOW

EM8. Does your municipality offer or coordinate in conjunction with another agency or institution such as a hospital or fire department an approved course in the use and operation of AED's?

1	Yes	
2	No	SKIP TO EM9
9	DON'T KNOW	SKIP TO EM9

a. How frequently do you offer or collaborate on courses on the use and operation of AED's?

1	Monthly
2	Quarterly
3	Every 6 months
4	Yearly
7	Other Timeframe [SPECIFY] _____
9	DON'T KNOW

EM9. How frequently does your municipality offer or coordinate an approved course in CPR?

1	Never, do not offer
2	Monthly
3	Quarterly
4	Every 6 months
5	Yearly
7	Other Timeframe [SPECIFY] _____
9	DON'T KNOW

ZONING

This set of questions has to do with the current zoning rules in your municipality.

	Yes	No
PAN7. Does your municipality include a current budget line for the repair, maintenance and new development of sidewalks?	1	2
a. Does your town have zoning policies that require some or all developers to install sidewalks in residential developments?	1	2

PAN8. Do current zoning rules allow for a mix of residences and businesses to exist in the same neighborhood? [IF NO → SKIP TO PAN9]	1	2
a. Was this done to create walkable or traditional neighborhoods?	1	2

PAN9. Does the municipality have a rule requiring new buildings and site plans to include walk or bike options such as sidewalks, roads or pathways to work or shopping in their design?	1	2
a. Does this apply to commercial buildings?	1	2
b. ... and residential buildings?	1	2

PAN10. Does your municipality have zoning policies or rules that promote concentrated development on smaller lots to promote increased open space in the community, which is also known as cluster development?	1	2
PAN11. Does your municipality have a written policy that promotes physical activity opportunities among employees? (e.g. policy that ensures break times for movement, flextime policies)	1	2

Finally, I have a few questions about the HMP.

[INTERVIEWER NOTE: YOR MAY NEED TO ASK THIS SERIES MULTIPLE TIMES FOR EACH MUNICIPALITY. ASK FOLLOWING QUESTIONS OF EVERY INDIVIDUAL WHO RESPONDS TO THE SURVEY OR ANSWERS ANY OF THE SURVEY QUESTIONS]

NOTE RESPONDENT POSITION:	Resp 1	Resp 2	Resp 3	Resp 4	Resp 5

**FAM1.
How familiar are you with HMP?**

Very Familiar	1	1	1	1	1
Somewhat Familiar	2	2	2	2	2
Somewhat Unfamiliar	3	3	3	3	3
Very Unfamiliar	4	4	4	4	4

**FAM2.
Do you know who your local HMP is?**

Yes	1	1	1	1	1
No	2	2	2	2	2

**FAM3.
Have you had any interaction with your local HMP in the past year?**

Yes	1	1	1	1	1
No	2	2	2	2	2

HEALTHY MAINE WORKS

	Yes	No	Have not heard of HMW
HMW1. Has your municipality participated in an worksite wellness program called Healthy Maine Works? IF NO: Ask; have you heard of Healthy Maine Works?	1	2	8

IF YES; END OF SURVEY, THANK YOU FOR YOUR TIME

- *Healthy Maine Works is a project of the state (Maine CDC, Maine Office of Substance Abuse, and Maine Department of Education) delivered in collaboration with local Healthy Maine Partnerships.*
- *The Healthy Maine Works program uses an online toolkit to guide and support Maine employers interested in developing new or boosting existing worksite wellness programs.*
- *Supporting employee health can improve employee on-the-job performance and impact the bottom line.*

If you have questions about Healthy Maine Works, or would like to participate in the project and directly address wellness issues of interest to your own business, simply give us permission to have a representative from your local Healthy Maine Partnership contact you. Your local Healthy Maine Partnership representative will introduce you to the no-cost service and online toolkit and provide you with technical support. You are free to dictate the amount of time you are willing to commit and to focus on areas of interest to you and your worksite.

Are you interested: YES NO (***THANK YOU FOR YOUR TIME***)

Who should be contacted: _____

At what telephone or email: _____



Paul R. LePage, Governor

Mary C. Mayhew, Commissioner

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