

Sudbury Commission on Disability
11/22/11
Meeting Minutes

Meeting called to order by Commission Chair at 7:00

Present: Lotte Diomede, Jackie Kilroy, Peter Sargent, Anna Wood

Absent: Dina Johnson, Susan Stocker

1. Approval of minutes from October

- a. Motion to approve minutes by Peter Sargent.
- b. Anna seconds motion to approve,
- c. Minutes approved.

2. Old Business:

a. Parking Detail Update

- Lotte contacted the police department about setting up dates for the parking details.
- Last year, the commission requested 8 details during the month of December.
- Commission agreed on getting details for the weekend of 11/25/11 as well as every weekend in December.
- **NEXT STEPS:**
 - Jackie is going to go to police department 11/23/11 to set up the details.

b. Yearly Report

- Anna brought a report from accounting that shows the revenue that the commission currently has in the account from the parking violations.
- Commission does not have the monthly statements from last year to compile a yearly report.
- **NEXT STEPS:**
 - Anna will contact accounting and request the monthly print outs.
 - Jackie will create a spreadsheet and compile all the information that Anna gets from accounting to create the yearly report.
 - Moving forward, Jackie will continue to compile the information on a monthly basis as she is given the documents from accounting.

c. School Project

- Susan sent Lotte the documents that she has for the school reports.
 - All reports are ready to disseminate expect for Nixon report.
 - Nixon will be ready by the end of January.
- **NEXT STEPS:**
 - Lotte will send the reports that are ready to the schools on 11/23/11
 - Lotte will also send all the reports to the superintendent.

d. Restaurant Project

- Discussion on the project. Commission wants to move forward and complete the restaurant guide with the Town's permission.
- Timeline for the project would be as follows:

- Formulate rough draft of the restaurant accessibility chart, questionnaire/checklist for restaurants, cost of project and maintenance plan by January 2012
- Invite the Town Manager to the Commission on Disability Meeting to review the project on February of 2012
- Finalize the project documents March 2012
- Reach out to restaurants that wish to take part in this project and begin the collection of data in the Spring of 2012
- Ideas for rough draft include:
 - One page spreadsheet that shows what the restaurants have in terms of accessibility
 - Accessible parking
 - Ramp access
 - Bathroom accessibility
 - Seating arrangements allowing for wheelchairs
 - Delivery
 - Online ordering
 - Vegetarian/vegan food options
 - Food allergies
 - Include a disclaimer that the information collected and documented by *no means* requires the restaurants to change in any way; simply observation and collection of data for the 20% of the community that has a disability.
- Spreadsheet can be made available in the following ways:
 - On the Commission on Disability website so people can access the information on their computer or smart phones.
 - Give to real estate agents in town so they can share the information with new homebuyers who have family members with disabilities.
 - Provide the newcomers club with the spreadsheets to share with new families in town.
 - Send to the Sudbury Special Education Parent Advisory Council
 - Made available at Council on Aging

2. New Business:

- In the News
 - Peter is going to write an article in hopes of recruiting more people to join the Commission on Disability.
 - Two spots currently available.
 - The article will include information on who is on the board, when we meet, as well as the projects that we are currently working on.
 - The article will be sent to the following organizations:
 - Newspapers: Town Crier, Patch
 - Sudbury TV
 - Community Announcement Board and Park and Recreation Department
 - Sudbury Special Education Parent Advisory Council
 - Police Department

- Fire Department
 - Local real estate agents
 - VA group in town
- The article will be written and disseminated by the end of December 2011
- Scholarship Program
 - Anna emailed the Town Manager and the Town Clerk to ask about the policy behind using some of the collected parking ticket monies as scholarships for residents to participate in adaptive recreation programs.
 - Waiting to hear back from both.
 - Commission very interested in doing this and would like to move forward if given permission.
- Technology & Commission on Disability Files
 - Commission had a discussion about the necessity of keeping all Commission files (electronic and hard copy) in one place.
 - Anna has access to the town server so she will now store all electronic files there.
 - **NEXT STEPS:**
 - a) All Commission members are asked to bring ANY documents (electronic or hard copy) to the next meeting.
 - b) Anna will bring her computer and will take all electronic documents and save to the town server at that time.
 - c) All hard copies will be given to Lotte. We will store the documents in our space in the Council on Aging so they are in one central location should anyone need to access them.
 - d) Lotte will start to scan all documents so they too can be stored electronically.

3. Next Meeting Date

- Tuesday December 20th
- Thursday January 26th
- Thursday February 16th

4. Adjourn

- Meeting adjourned at 9:00pm