

**Sudbury Commission on Disability**  
**1/26/12**  
**Meeting Minutes**

Meeting called to order by Commission Chair at 7:00

**Present:** members: Lotte Diomede, Dina Johnson, Anna Wood; guests / potential members: Jen Ach, Peter Shaer, Karen Baker

**Absent:** Jackie Kilroy, Peter Sargent, Susan Stocker

- 1. Introduction of guests**
- 2. Approval of minutes from December**
  - a. Motion to approve minutes by Lotte Diomede
  - b. Anna and Dina seconded motion to approve
  - c. Minutes approved
  - d. Team agreed that Anna will post approved minutes from prior month
- 3. Old Business**
  - a. Braille project
    - i. Group agreed to double check accuracy of Braille signage in Haynes, Curtis and LS school before issuing reports to Superintendent
    - ii. Aim for new schools report format to mimic format of existing reports
    - iii. Next steps**
      1. Lotte to investigate Braille software, which allows for easy creation of signage
      2. Dina to email Noyes report to Lotte and Anna
      3. Rae to do site visits
  - b. Scholarship program
    - i. Agreed to allocate \$2,500 to scholarship programs for kids who want to participate in park & rec programs but cannot afford to
    - ii. Next steps**
      1. The full proposal is awaiting approval by the Board of Selectman at the meeting on the 31<sup>st</sup>
  - c. Restaurant project
    - i. Group discussed criteria for restaurant survey; made small adjustments to lost previously created
    - ii. Discussed a preliminary / draft action plan on data collection:
      1. Start with a reach out to restaurant owners via a letter and a copy of the survey for them to fill out; Lotte will ultimately be the sender, on behalf of SCOD
      2. Anna potentially has an intern who can do follow-up to follow-up; if any SCOD members have relationships with restaurant owners / managers, they should do the follow-up instead
      3. Create an FAQ sheet summarizing benefits, questions, how to do some of implementing this, how to make making these changes easy
      4. Post creation of plan to execute:

- a. Limited number of printed copies for key locations in town, such as: Senior Center, Library, Restaurants, Local Businesses, Realtors, etc.
- b. Electronic copy on our website with PR to drive visibility

**5. Next steps**

- a. Jen to contribute to an action plan
- b. Everybody to come up with “FAQs” for the Q/A sheet and bring to next meeting
- c. Anna to draft letter, which will ultimately go to restaurant owners / managers, along with survey
- d. Lotte to look up information from Jeff Dugan on tax benefits to businesses

d. Paperwork

- i. Open meeting law paperwork signed

**ii. Next steps**

- 1. Lotte to return it
- 2. Paperwork for non-present members to be signed and returned

e. New member status:

- i. Jen Ach and Peter Shaer were voted in
- ii. Karen Baker to fill out paperwork

**iii. Next steps**

- 1. Anna to write letter to selectman to notify selectman of the new pending members
- 2. Proceed with membership for new members

f. Discussion of additional police details

- i. It does not look like there was a spike in parking ticket revenue during the period that the additional detail was allocated

g. Annual report

- i. Anna finalizing annual report; we will get a report from Sudbury finance (Barbara) that has financials from June – June (fiscal year) and report will be submitted

**4. Next Meeting Date**

- a. Thursday, February 16<sup>th</sup>

**5. Adjourn**

- a. Meeting adjourned at 9:00pm