

Sudbury Commission on Disability

Date: October 2, 2018
Time: 10:00 AM
Location: Thompson Room, Flynn Building, 278 Old Sudbury Road, Sudbury
Members Present: Kay Bell, Pat Guthy, Susan Iuliano
Members Absent:
Others:
Public Commenters:

Convene

The meeting came to order at 10:20 AM.
A quorum (at least a majority of 3) was present.

1. Assign clerk to take minutes.

- Kay Bell volunteered to record minutes of the commission meeting.

2. Review, amend (if necessary) and accept Minutes of the September 25, 2018 meeting.

- Commission members offered corrections and additions to the draft minutes.

MSV Susan Iuliano moved and Pat Guthy seconded the motion, to accept Minutes of the September 25, 2018 Meeting of the Sudbury Commission on Disability as revised.
The motion carried unanimously.

3. Discuss maintenance of the Commission's records and minutes.

- After some discussion the Commission agreed that

Task Pat Guthy will consult with Town staff responsible for storage of and access to records to ascertain proper practice for Commission to adopt.

4. Discuss letter requested by the Permanent Building Commission concerning the Town Hall/Loring Parsonage projects.

- Susan Iuliano had drafted a letter and considered sharing it by email with members prior to the current meeting. Kay Bell had drafted other materials and similarly had considered sharing by email prior to the current meeting. Both hesitated and refrained from so doing because doing so could be a violation of MA Open Meeting Law regarding deliberation.

Task KayBell: Contact the Attorney General's office for advice on the matter.

Task Susan Iuliano: Contact Town Counsel for advice on the matter.

- Susan Iuliano offered her draft of the letter to the Permanent Building Commission. revisions were made by the Commission.

MSV Kay Bell moved and Susan Iuliano seconded that the revised letter endorsing the use of Community Preservation Committee funds to enhance accessibility and inclusion aspects of the Town Hall renovation project be sent on the Commissions behalf to the Sudbury committees involved in the project.

The motion carried unanimously.

Task Pat Guthy, Chair, will submit the letter on behalf of the Commission to the appropriate Town committees and boards.

5. Discuss appointment of Liaisons from the Commission to the Transportation Committee, to the Lincoln Sudbury SEPAC, and to the K-8 Sudbury Public Schools SEPAC.

- Pat Guthy volunteered to serve as liaison to Lincoln-Sudbury SEPAC.
- Kay Bell volunteered to serve as liaison to Sudbury Public Schools SEPAC.
- Transportation Committee: Pat Guthy shared a 1975 Town Report that contained information about the busses that were in use around town at that time and about plans for further public transportation development. The current Transportation Committee has a core group of seven members and an advisory group and was formed to study, share information and advise Town bodies regarding transportation as relates to policies and development projects with an eye toward making Sudbury a more livable community.

MSV Pat Guthy moved and Kay Bell seconded that Pat Guthy submit a letter to the Board of Selectmen and the Transportation Committee requesting that a seat on the core Transportation Committee be created for a person from the Commission on Disability and that Susan Iuliano be appointed to fill the position.
The motion carried unanimously.

Task Pat Guthy, Chair, will submit letters on behalf of the Commission to the Lincoln-Sudbury and Sudbury Public Schools SEPACs officially informing them of the liaisons assigned to those committees.

Information Sharing: Pat Guthy shared that Our Lady of Fatima Parish will host an open community event on Monday, November 5 at the parish hall focusing on topics of safety for Sudbury residents who are elderly or living with disabilities. Our police and fire Chiefs, Public Health staff, and Council on Aging staff will present helpful information. Our Lady of Fatima Parish will also host a series of presentations by ministers in town in the coming months.

6. Discuss the need to review and become knowledgeable about OPEN MEETING LAW's rules, processes and regulations, and establish a time and action plan to accomplish this.

- Pat Guthy has assembled a binder containing the MA Open Meeting Law Guide to which we can refer as needed. Kay Bell noted that the MA Attorney General's Office offers regional meetings and webinars on Open Meeting Law as well.

7. Discuss the formatting of the Commission's agenda to include both an "Open Public Forum" and time parameters for discussion of items on the agenda. In addition, establish protocols for public comments during the meeting.

- Members discussed some of the ways various Town bodies handle public comment. The Board of Selectmen invite comment after each agenda item is considered. Sudbury Public Schools School Committee has used various policies in the last few years: before and after all business; in the middle of the agenda; time limits or no time limits. Kay Bell suggested that public comment should not include names of minors and perhaps others for privacy protection and public comment ought not be allowed during presentations.

Task Pat Guthy will collect information on the public comment policies of the Board of Selectmen, Sudbury Public Schools School Committee, and perhaps other Town bodies as models for us to consider in formulating a policy for the Commission on Disability.

8. Discuss dates and meetings with the Sudbury Housing Authority director, Sudbury Public Access TV director, and Sudbury Information Technology Administrator.

- After considering calendar openings of members, the consensus of members was to arrange a meeting with Sudbury Housing Authority first, training with Sudbury Information Technology second, and Sudbury Public Access TV third.

Task Pat Guthy will arrange meeting with Sudbury Housing Authority.

Task Susan Iuliano will arrange training with Sudbury Information Technology.

Task Kay Bell will arrange meeting with Sudbury Public Access TV.

9. Discuss response process and procedure to acknowledge and address issues brought to the Commission's attention by citizens.

- Pat Guthy related that upon visiting the MakerSpace at Goodnow Library she observed some conditions that may present barriers to access for persons using wheelchairs. It was the consensus of the Commission that Pat Guthy may follow up personally with Library staff or Director Esme Green.
- Members discussed possible procedures to follow to acknowledge and address issues brought to the Commission's attention by citizens.
 - Responses to issues brought to the attention of the commission will be situational.
 - A member (or should it be the Chair?) will contact appropriate Town staff with an inquiry and will inform the community person of the contact made. Members will make contact, by phone or visit if possible, both to Town staff and community members.
 - Following personal contacts a written or email appreciation will be sent to record/confirm personal or telephone communications that are made.

- The phone number appearing on the web page for the Commission on Disability on the Town website functions and may have recorded messages with citizen's concerns. We do not know how to access messages. When members meet with Mark Thompson in the Town Information Systems Department, we will discuss telephone options with him.
- The requirement to refrain from deliberation outside of open meetings could become a factor in responses to issues brought to our attention, whether verbal or written.
- Formatting emails properly to conform to Town and State requirements will be important.
- A method of receiving input to all members and passing it on to the Chair for response will need to be worked out.

MSV Kay Bell moved and Susan Iuliano seconded that the adoption of a protocol for response to issues brought to the Commission's attention by citizens via email and or phone be placed on a future agenda. The motion carried unanimously.

10. Discuss recruitment efforts for new members to the Commission.

- The consensus of Commission was to postpone consideration of this item to a future meeting.

11. Open Forum

- No comments were offered.

12. Review, discuss, prioritize items for future consideration by the Commission.

- Commission members offered the following list of items:
 - Protocol and format for email; possible "boiler plate" elements
 - Protocol for including Open Forum/Public Comment in meetings
 - Protocol for responding to concerns expressed about condition of architectural and programmatic access
 - State of the Commission's finances/account; how Commission funds might be used
 - Self-evaluation and action plan required by law; potential for a MA Office on Disability planning grant to defray its cost

Task Susan Iuliano will make inquiries of Town staff regarding the two items above.

- Recruitment of Commission members
- Educational meetings with additional Town and community bodies and groups
- Revision of the Commissions Rules and Regulations; Kay Bell submitted a document proposing some revisions for consideration at a future Commission meeting.

13. Establish date, time and place for the next Commission meeting.

- Next meeting of Sudbury Commission on Disability: Thursday, October 30, 2018 at 10 AM in the Thompson Room on the second floor of the Flynn Building, 278 Old Sudbury Road, Sudbury.

Adjourn

MSV Susan Iuliano moved and Pat Guthy seconded the motion to adjourn at 12:50 PM.
The motion carried unanimously.

A true copy attest: Kathleen (Kay) F. Bell
Clerk

October 30, 2018
Date