

Date and Time: 05/20/19 10:11 AM
 Location: Silva Room (changed from Thompson Room at time of meeting), Flynn Building, 278 Old Sudbury Road, Sudbury
 Members Present: Kay Bell (KB), Doug Frey (DF) Pat Guthy, Chairperson (PG), Lisa Kouchakdjian (LK)
 Members Absent: Susan Rushfirth (SR)
 Also Present: Caroline Santangelo
 Public Commenters:

Convene: The meeting came to order at 10:11 AM. A quorum (at least a majority of 3) was present.

1. Assign clerk to take minutes

Kay Bell volunteered to record minutes.

2. Review and approve minutes of 04/08/19 and the 04/29/19 meetings

Corrections were noted for the draft minutes for 04/08/19.

MSV LK moved, DF seconded the motion to approve the minutes as corrected. The motion passed unanimously.

A date correction was noted for the draft minutes for 04/29/19.

MSV KB moved, LK seconded the motion to approve the minutes as corrected. The motion passed unanimously.

3. Updates for ongoing issues and activities

i. Master Plan Steering Committee

PG attended the meeting at which it was noted that the cost of elementary and high school education, the largest fraction of the Town's spending, are rising while the population in the schools is not. Various factors are involved. The question: Is this trend sustainable? Ninety percent of Town revenue is derived from residential taxes, ten percent comes from business taxes.

ii. Vocational Technical Education

Questions remain regarding the Town budget for voc/tech education. The brief budget report the Town makes available does not indicate what portion of the funds go to residual debt to Minuteman Technical High School, current tuition, transportation, and special education services. PG will arrange a meeting with Town Manager, Melissa Rodriguez and Assistant Town Manager, Maryanne Bilodeau, to learn more. The consensus of the commission is to schedule the meeting for after professional development with Jeff Dougan, Assistant Director for Community Services for Massachusetts Office on Disability.

iii. Municipal Vulnerability Preparedness

On May 14 the Town held a workshop of a large number of stakeholders (staff from many departments, members of many Town committees and commissions, and various others) led by the Horsley Witten Group (the same consultants working with

the Master Planning Steering Committee). The all-day process involved participants in identifying and prioritizing hazards to health and safety during weather-related emergencies and in general. They also looked at the now-expired list of “Key Recommendations from 2010 Hazard Mitigation Plan” that showed the hazards identified and prioritized in 2010. A “listening session” will be held for the public to report on the results of the workshop and to look at the Hazard Mitigation Plan which, if updated every five years helps the Town remain eligible for receive funding for prioritized projects.

iv. Web page and email recipients

- Tracking information about visits to the COD web pages on the Town website have not yet been received from Mark Thompson, Information Systems Director. The first request for the information was made by KB on February 25 and she has followed up a couple of times. PG will follow up with Mark Thompson.
- The email link that appears on the COD website sends messages to the email addresses on the recipient list associated with that link. The list currently includes two people who are not appointed to the COD. Some confusion of communication has occurred as more than one person responded to an inquiry that came in. A question is should the list include only members of the commission? LK expressed acceptance of other people with related positions on staff being on the list. The consensus of the COD is that the chairperson is the one and only person who should respond to inquiries to avoid confusion or duplication.
- Email addresses on the list should be personal rather than work or official email addresses.

PG will bring these items to the attention of Mark Thompson.

v. SPS SEPAC/ LS SEPAC (KB reporting)

KB reported the SPS SEPAC will have a feedback session including SPS administrators as follow up to the Special Olympics Unified Games that took place with participation of most, though not all, SPS schools. Looking at possibilities for wider participation will be a on the agenda.

SPS SEPAC will hold 2 more meetings this schools year: Thu May 23, 9-10:30 AM at Loring School (regular business) and Wed June 12, 7-9:00 PM at Loring School (annual meeting, election of board). The May meeting is preceded by coffee time and the June meeting is followed by a social at a restaurant.

SPS SEPAC has completed the formulation of a Family Survey that is inclusive of both families with students using special education services and families with students in general education alone. SPS administration is supporting the effort by informing families of the survey.

vi. Recruitment

We recognize that we are receiving more inquiries, input, and requests to participate in the work of Town committees and even staff efforts (e.g. a request for input on the color of tactile pads at curb cuts coming from Dan Nason, Director of Public Works). The COD needs more members to share in this important work. SEPAC may have a

potential recruit and we can all think about other possible sources of people with interest and availability. Including people living with disabilities is a priority.

vii. Town Hall Project

The Permanent Building Committee and the representatives of Bargmann Hendrie + Archetype, Inc., the consultants working on the Town Hall renovation design plan will be available at 6:30 PM to provide a walk through the building prior to the 7:00 PM start of the scheduled meeting to review key features of the plan related to accessibility.

Based on the consensus of the COD PG will request of the Sudbury Council on Aging that they consider inclusion of the COD as a liaison or participant in consideration of the Fairbank Community Center / Senior Center building project.

4. Community Input

PB distributed a draft of a protocol submitted by KB. It is a one-page consolidation of a number of practices and considerations that have been discussed by the COD. Discussion and passage will be on a future agenda.

5. Public Comment No public comments were offered.

6. Future Meetings Scheduling

- i. June 6, 2019 at 10 AM and June 20, 2019 at 10 AM
- ii. July 8, 2019 time to be determined
- iii. PG will contact Jeff Dougan, Assistant Director for Community Service at Massachusetts Office on Disability to accept his offer to come to Sudbury to provide a professional development session and look for a time to do that in July.

 **Filming Privacy Policy and startup date**

Tabled to a future meeting.

 **Continuing Work on Goals/Tasks for 2019-2020**

PG distributed a worksheet listing COD's three overarching Goals and the several Objectives for each Goal accepted at the May 13 meeting. Space is available to list specific tasks the commission may commit to undertaking in the coming year. Adoption of commitment to tasks will be taken up at a future meeting.

 **Adjourn**

MSV LK moved and PG seconded the motion to adjourn at 12:06 PM.
The motion carried unanimously.

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

June 20, 2019