



## Sudbury Commission on Disability ~ Meeting Agenda

Thursday, February 3, 2022 6:30 – 8:30 PM

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To participate in this virtual meeting click the link <https://us02web.zoom.us/j/86958120920>

For audio only, call 978-639-3366 or 470 250 9358, enter Meeting ID 869 5812 0920

1. Convene with quorum. Roll call of members present. Welcome Liesje Quinto.
2. Select minutes recorder
3. Public Comment
4. DISCUSSION / POSSIBLE ACTION:
  - a. Bylaws Subcommittee
  - b. Brain-based Disabilities Subcommittee
  - c. Disability Awareness Subcommittee
  - d. Self Evaluation and Transition Plan
  - e. Fairbank Community Center Project Subcommittee
  - f. Fire Station Project design development
5. LIAISON and OTHER REPORTS:
  - a. Monthly Meeting with Town Manager
  - b. Transportation Committee
  - c. Diversity Equity and Inclusion Commission
  - d. Sudbury League of Women Voters' DEI Roundtable event
  - e. L-S SEPAC and SPS SEPAC
  - f. Membership
  - g. Bills S. 1629 Accessible MA Act, H.2419 Accessible Workplace MA, H.2420  
Adaptable Housing MA testimony
6. APPROVE MINUTES: 01-06-22, 01-20-22
7. Future Meeting Dates and Future Agenda Items
8. Adjournment

These agenda items are those reasonably anticipated by the Commission to be discussed at the meeting. Not all items listed may in fact be discussed and other related items, not listed, may also be brought up for discussion to the extent permitted by the Open Meeting Law.

List of materials included for 02-03-22 meeting:

1. "Rules and Regulations" adopted March 27, 2007 as bylaws
2. Bylaws amended draft
3. Agenda for Brain-based Subcommittee meeting (01-31-22) and guidance from the MA Open Government Office regarding the option for a quorum of the "parent body," the COD, attending a subcommittee
4. Response from Permanent Building Committee to Accessibility Statement
5. Acceptance of invitation to attend COD meeting from Bill Barletta, Combined Facilities Director
6. Excerpt MGL Ch 40 Sec 8J regarding membership
7. Testimony delivered to Joint Committee on Public Safety and Homeland Security
8. Checklist from MA Open Government Office regarding what is required to be included in meeting minutes.
9. Draft minutes for COD meeting on January 6, 2022
10. Draft minutes for COD meeting on January 20, 2022

Town of Sudbury  
Commission on Disability  
40 Fairbank Road Sudbury, Massachusetts 01776-1681  
Phone: 978-639-3265 Fax: 978-443-6009

**Rules and Regulations of the Sudbury Commission on Disability  
(Pursuant to Sudbury Town Bylaws)**

**Article I: Name and Purpose**

**Section 1:** The name of the organization shall be the **Sudbury Commission on Disability**.

**Section 2:** The Sudbury Commission on Disability is organized exclusively for scientific and educational purposes, more specifically to work independently and in collaboration with other Town departments to create and implement programs to provide advocacy, education, and remediation to develop a culture focused on the elimination of barriers and to assist people with disabilities in becoming empowered to advocate for themselves. The Commission does this through independent action and by providing technical assistance to other Town departments and to people with disabilities and their families.

**Article II: Membership**

**Section 1: Membership** shall consist only of the members of the Commission and associate members.

**Article III: Meetings**

**Section 1:** The **annual meeting** for the purpose of election of officers shall be set by the Commission in March of each year.

**Section 2: Special meetings.** The Chair or the Commission may call special meetings.

**Section 3: Notice.** Notice of each meeting shall be given to each member and posted for public viewing as required by Sudbury Town Bylaws.

**Article IV: Commissioners**

**Section 1: Commission role, size, and compensation:** The Commission is responsible for overall policy and direction of the Commission. The Commission shall have up to 9 members and not fewer than 5 members. People with disabilities shall constitute at least 51% of the Commission. Commissioners receive no compensation.

**Section 2: Meetings:** The Commission shall meet at least once a month, at an agreed upon time and place.

**Section 3: Commission appointments:** Commissioners are appointed by the Sudbury Board of Selectmen upon the advice and recommendation of the Commission.

**Section 4: Terms:** All Commissioners shall serve three-year terms, but are eligible for reappointment by the Selectmen.

**Section 5: Quorum:** A quorum of a majority of members must be present before business can be transacted and motions made or passed.

**Section 6: Notice:** An official Commission meeting requires that each member have advance written notice. The date of the next meeting is set at the end of each meeting, and published in the draft minutes of that meeting.

**Section 7: Officers and Duties:** There shall be four officers of the Commission consisting of a Chair, Vice-Chair, Secretary and Treasurer. Their duties are as follows:

**Chair:** The Chair shall convene regularly scheduled Commission meetings, shall preside or arrange for other officers of the Commission to preside at each meeting in the following order: Vice-Chair, Secretary, and Treasurer.

**Vice-Chair:** The Vice-Chair will convene meetings and preside over them in the absence of the Chair.

**Secretary:** The Secretary shall be responsible for keeping records of Commission actions, including overseeing the taking of minutes at all Commission meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Commission member, and posting meeting notices, agendas, and minutes are required by the Town of Sudbury.

**Treasurer:** The Treasurer shall make a report at each Commission meeting.

**Section 8: Vacancies:** When a vacancy on the Commission exists, the Secretary shall publicize the vacancy and solicit applications for membership. When applications are received, they shall be reviewed by the Commission. The applicant shall be interviewed by the Chair of the Commission, who will present a recommendation on the candidacy of the applicant at the next Commission meeting. The Commission shall vote on the applicant's candidacy, and if the vote is favorable, shall formally recommend appointment to the Board of Selectmen.

**Section 9: Resignation, Termination, and Absences:** Resignation from the Commission must be in writing and received by the Secretary and the Selectmen. A Commission member shall be dropped for excessive absences from the Commission if s/he has three unexcused absences from the Commission meetings in a year.

**Section 10: Special Meetings:** Special meetings of the Commission shall be called upon the request of the Chair or at least three members of the Commission. The Secretary shall send out notices of special meetings to each Commission member and post notice of the meetings are required by the Town of Sudbury.

**Article V: Committees**

**Section 1:** The Commission may create committees as needed for special projects. Committee membership shall include at least one Commission member.

**Article VI: Amendments**

**Section 1:** These Bylaws may be amended when necessary by a two-thirds majority of the Commission. Proposed amendments must be submitted to the Secretary to be sent out with regular Commission announcements.

These Rules and regulations were approved at a meeting of the Commission on Disability on (date).                      Attest:

Town of Sudbury  
Commission on Disability  
Bylaws

**Article I Name and Purpose**

**Section 1** The name of the organization shall be the **Sudbury Commission on Disability**.

**Section 2** The Sudbury Commission on Disability was established by the Town of Sudbury, by a Town Meeting vote on April 4, 1993, to cause the full integration and participation of people with disabilities in Sudbury in accordance with Massachusetts General Law Chapter 40, Section 8J. The Commission works independently and in collaboration with other Town boards and departments to eliminate barriers and to assist people living with disabilities in becoming empowered to advocate for themselves.

**Article II Membership**

**Section 1 Membership** shall consist of no fewer than five and no more than nine members. A majority of members shall consist of people with disabilities; one member shall be a member of the immediate family of a person with a disability and one member of said commission shall be either an elected or appointed official of Sudbury.

**Section 2 Role** The primary role of members is to implement the requirements of the statute including:

- (1) research local problems of people with disabilities
- (2) advise and assist municipal officials and employees in ensuring compliance with state and federal laws and regulations that affect people with disabilities
- (3) coordinate or carry out programs designed to meet the problems of people with disabilities in coordination with programs of the Massachusetts office on disability
- (4) review and make recommendations about policies, procedures, services, activities and facilities of departments, boards and agencies of Sudbury as they affect people with disabilities
- (5) provide information, referrals, guidance and technical assistance to individuals, public agencies, businesses and organizations in all matters pertaining to disability
- (6) coordinate activities of other local groups organized for similar purposes

**Section 3 Appointment** Appointment to the Commission shall be made by the Town Manager, subject to the approval of the Select Board.

**Section 4 Terms** The terms of the first members of said commission shall be for one, two or three years, and so arranged that the term of one-third of the members expires each year, and their successor shall be appointed for terms of three years each.

**Section 5 Resignation** Any member resigning before the conclusion of their term shall submit written notification to the Chair of the Commission and to the Town Manager.

**Section 6 Removal** Any member of said commission may, after a public hearing, if so requested, be removed for cause by the Town Manager, subject to the approval of the Select Board.

**Section 7 Vacancies** A vacancy occurring otherwise than by expiration of a term shall be filled for the unexpired term in the same manner as an original appointment.

### **Article III Meetings**

**Section 1 Open Government** All functions of the Commission shall comply with Open Meeting Law. A simple majority of the members shall constitute a quorum. Meetings of the Commission shall be conducted only when a quorum is present. Written minutes of all meetings shall be taken and they shall be posted on the Town website.

**Section 2 Decisions** Actions of the Commission shall be decided by a simple majority of the members present at a duly convened meeting, except in the case of amendment to these Bylaws which shall be enacted by a two-thirds majority of the members present at a duly convened meeting.

**Section 3 Annual Meeting** The annual meeting shall be convened for the purpose of electing officers, liaisons, and representatives to other boards and committees in the month of June.

**Section 4 Regular Meetings** The Commission shall have at least ten meetings annually.

**Section 5 Special Meetings** It shall be the discretion of the Chair to convene special meetings of the Commission for whatever purpose deemed appropriate. If three members of the Commission make a request for a Special Meeting, the Chair shall honor such a request and convene a meeting.

**Section 6 Meeting Accessibility** Meetings of the Commission shall be convened in fully accessible facilities and/or using accessible technology. Reasonable accommodations shall be provided to anyone requesting them with sufficient advance time for arrangements to be made.

### **Article IV Officers, Liaisons, and Representatives**

**Section 1 Roles of Officers** There shall be \_\_\_ officers of the Commission.

**Chair:** The Chair shall facilitate the orderly conduct of meetings of the Commission; compose the agenda for meetings; and express the will of the Commission to the public, other boards and commissions, and Town officials.

**Vice Chair:** The Vice-chair shall assist the Chair in their duties and substitute for the Chair in fulfilling any of those duties if needed.

**Secretary:** The Secretary shall record minutes of meetings, bring the minutes to a subsequent meeting for editing and approval, and post the minutes to the Town website. In lieu of the appointment of a Secretary, it shall be the practice of the Commission to appoint a minute taker at the outset of each meeting to fulfill the duties of a Secretary.

**Section 2 Elections and Terms of Office** Members shall nominate and elect officers by simple majority vote at the Annual Meeting to serve in their positions for the term of one year. The office of Chair shall be held for no more than two full consecutive terms.

**Section 3 Liaisons** Members shall be appointed for a term of one year by a simple majority vote at the Annual Meeting to attend the meetings of other boards and committees for the purposes of promoting exchange of information, supporting the mission of such boards and committees, and garner support from such boards and committees as deemed beneficial to the mission of the Commission.

**Section 4 Representatives on Other Boards and Committees** A member shall be elected by a simple majority vote to serve for a term of one year as a full or advisory member on another board, committee, or working group at the request of another Town committee or board, or the Town Manager.

**Section 5 Position Vacancies** If an officer, liaison, or representative vacates a position, members shall nominate and elect an interim officer, liaison, or representative by simple majority vote to fill the position until the next Annual Meeting.

## **Article V Operations**

**Section 1 Records** The Commission shall keep records of its meetings and actions and shall file an annual report which shall be printed in the Sudbury annual report.

**Section 2 Finances** The Commission may receive gifts of property, both real and personal, in the name of the Town, subject to the approval of the Select Board. The Town has been authorized to allocate all funds received from fines assessed for violations of handicap parking in Town to the Commission. Expenditures shall be managed and controlled by the Commission for the purpose of fulfilling its mission and in accordance with the accepted procedures of the Town for the disbursement of funds.

**Section 3 Formation of Subcommittees:** The Commission may create a Subcommittee for specified purpose and duration by a simple majority vote. A Subcommittee shall have at least two members. A Subcommittee is a public body and shall meet and act only for the purpose for which it was formed and must conform to Open Meeting Law. Upon formation, the Commission shall determine the necessity of drafting a Subcommittee template form to delineate the purpose, role and responsibilities of the Subcommittee based upon the purpose and extent of work. When the purpose of the Subcommittee has been fulfilled or if the Subcommittee is unable to fulfill its purpose, the Subcommittee shall be dissolved by a simple majority vote of the Commission.



**Section 4 Goals:** The Commission shall create specific, measureable, achievable, realistic, and time-based goals annually that are reviewed periodically during the year at the discretion of the Chair.

**Section 5 Contact with Town Manager:** The Commission shall foster an amicable working relationship with Town Leadership and request to meet regularly with the Town Manager.

**Section 6 By-Laws:** The Commission shall maintain these By-Laws and review them annually.

### **Article VI Amendments**

**Section 1 Public Reading** A proposed amendment to these Bylaws shall be read publically at an Annual Meeting or a Regular Meeting prior to the meeting at which the amendment is brought to a vote of the Commission.

**Section 2 Vote to Amend** These Bylaws may be amended by a two-thirds majority vote of the members present at a duly convened meeting.

These Bylaws were approved at a meeting of the Commission on Disability on (date). **By-Laws adopted \_\_\_\_\_ date \_\_\_\_\_** Attest:

## Agenda

Commission on Disability Brain-Based Disability Presentation Subcommittee Meeting  
Monday, January 31, 2022  
11:30 a.m.

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Via Zoom:

<https://us02web.zoom.us/j/88510876860?pwd=YzUvdXhqYzdNczlTM3VoMW5OWFhqUT09>

- I I. Call to Order
- II II. Conversation with Valerie Fletcher of The Institute for Human-Centered Design regarding discussion topics for Part II of the Presentation, including timing and format for the event
- III III. Adjourn

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Here is the Open Government guidance on whether other members of the COD may join a subcommittee meeting if they like:

When it comes to the issue of a quorum of a parent body also sitting on its subcommittee, we have said that a quorum of a parent body may sit on a subcommittee, but the subcommittee may only discuss matters within the subcommittee's jurisdiction. However there is one special exception: if the subcommittee is a preliminary screening committee to consider applicants for employment, that screening committee may not be comprised of a quorum of parent public body members; rather, there must be less than a quorum of parent public body members sitting on a preliminary screening committee. For more information about preliminary screening committees, please see page 14 of our OML Guide

FOR THE PURPOSE OF RECEIVING AN UPDATE AND FOR DISCUSSING  
THE SELF EVALUATION AND TRANSITION PLAN

1/27/22

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Hi Bill,

Let's put a proverbial pin in Monday, Feb 14 at 6:30 PM. I'll be able to confirm solidly after the Feb 3rd COD meeting. Thanks for making yourself available.

Kay

~ ~ ~

On 1/27/2022 2:38 PM, Barletta, William wrote:

That's true Kay. We say in Facilities that we'll never work ourselves out of a job, there's always something to do.

We talked last night at the Energy Committee meeting about a possible meeting on the 16<sup>th</sup>.

May we plan for Monday, 2/14 at 6:30?

Thank you

William Barletta, Facilities Director

**From:** Jennifer Pincus <jenkpincus@gmail.com>  
**Date:** January 25, 2022 at 5:44:13 PM EST  
**To:** Randi Korn <rkorn5108@gmail.com>  
**Cc:** "Jones, Elaine" <jonese@sudbury.ma.us>  
**Subject:** Re: Accessibility Statement FCC building project

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Hi Randi,

I am responding to your email and attached document on behalf of the PBC after putting it before the project design team. Input I received from them suggests that this sort of document might best be part of an RFP for a designer or OPM, but not a general contractor. We are going through an elaborate process of prequalification for general and trade contractors in order to ensure we have only qualified bidders for this project. Combined with the oversight of the project team, and especially the OPM/on-site clerk of the works, that will continue throughout construction, we don't understand the need to include this document, *which may limit otherwise qualified contractors from bidding*, in the RFP. We are all educated in ADA and MAAB requirements.

If you still feel strongly that this is necessary, please reach out with more information to explain your reasoning. If you are aware of other projects where such a document was used in an RFP for a contractor, please include that information.

Jennifer Pincus  
FCC Project Manager  
Permanent Building Committee

Excerpt from MGL Ch 40 Sec 8j

Passages related to appointment of members and makeup of the Commission:

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Said commission shall consist of not less than 5 and not more than 13 members *[The higher number of 13 was adopted long after the COD was formed under the previous number of 9. Sudbury could adopt a higher number up to 13 by Town Meeting action.]* In cities, the members shall be appointed by the mayor, subject to the provisions of the city charter except that in cities having a Plan D or Plan E form of government said appointments shall be by the city manager, subject to the provisions of the charter, and in towns they shall be appointed by the selectmen, except towns having a town manager form of government, in which towns appointments shall be made by the town manager, subject to the approval of the selectmen and except towns having a town council form of government, the town manager.

A majority of said commission members shall consist of people with disabilities, one member shall be a member of the immediate family of a person with a disability and one member of said commission shall be either an elected or appointed official of that city or town.

January 26, 2022

Dear Chair Timilty, Chair Gonzalez, Vice-Chair Chang-Diaz, Vice-Chair Biele, and Honorable Members of the Joint Committee on Public Safety and Homeland Security,

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On January 26 I attended the joint committee hearing that was devoted to several compelling bills directed at the safety and well-being of citizens of the Commonwealth.

I did not get a chance to speak so here I write to you.

I'm relatively new to accessibility advocacy. I acquired my disability starting in middle age and have kept chugging along, now into my seventies.

I represent and am the chair of the Sudbury Commission on Disability. We strive to collaborate with town leaders to make Sudbury more inclusive. Transforming inaccessible places and programming and elevating awareness and attitudes is slow work; one step at a time, one day at a time.

But you legislators will really boost the work we in the community are doing when you favorably move H-2419, H-2420, and S-1629 out of committee and promote their passage on the floor.

Equitable access to housing and employee spaces will combine to give individuals with disabilities a fair shot at being self-supporting and living independently. That is not too much to expect.

Also, we all know that old habits and practices die hard. Especially if changing them might cost a nickel more. But spending that nickel will open up incalculable benefit both to individuals with disabilities AND the general public because accessible design is almost always universal design. And that is why the MAAB must be expanded and strengthened. It must have "teeth" or it cannot do its job of helping to make Massachusetts a true Common-wealth with the rights of individuals with disabilities protected and guaranteed.

Still I'm confused. With all these obvious good reasons to pass the bills, why has a full generation of time gone by with these bills (or one's like them) on the table without being passed? The only thing I can think of is the developer and builder lobby holds sway over legislators. That's the only sector that gains from leaving things as they are – full of barriers to full participation of all citizens regardless of ability status.

I respectfully ask you legislators and your colleagues to change course. I ask you to do these very right things. Get H-2419, H-2420, and S-1629 out of committee, onto the floor, and into Massachusetts General Law. And then, please make sure there is funding to put the strength of staffing and other resources into the MAAB so it can really make changes happen.

With support for your work to protect all Massachusetts citizens,

Kay Bell, Sudbury Commission on Disability Chair

[kaybell@mail.com](mailto:kaybell@mail.com)

781 367-7380

# Public Body Checklist for Creating and Approving Meeting Minutes

Issued by the Attorney General's Division of Open Government – September 25, 2017

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- Minutes must accurately set forth the date, time, place of the meeting, and a list of the members present or absent. G.L. c. 30A, § 22(a).
- Minutes must include an accurate summary of the discussion of each subject. See G.L. c. 30A, § 22(a). The summary does not need to be a transcript, but should provide enough detail so that a member of the public who did not attend the meeting could read the minutes and understand what occurred and how the public body arrived at its decisions.
- The minutes must include a record of all the decisions made and the actions taken at each meeting, including a record of all votes. G.L. c. 30A, § 22(a).
- The minutes must include a list of all of the documents and other exhibits used by the public body during the meeting. G.L. c. 30A, § 22(a). Documents and exhibits used at the meeting are part of the official record of the session, but do not need to be physically attached to the minutes. See G.L. c. 30A, §§ 22(d), (e).
- If one or more public body members participated remotely in the meeting, the minutes must include the name(s) of the individual(s) participating remotely. 940 CMR 29.10(7)(b).
- If one or more public body members participated remotely in the meeting, the minutes must record all votes as roll call votes. 940 CMR 29.10(7)(c).
- Executive session minutes must record all votes as roll call votes. G.L. c. 30A, § 22(b).
- The minutes must be approved in a timely manner. G.L. c. 30A, § 22(c). A “timely manner” will generally be considered to be within the next **three** public body meetings or within **30 days**, whichever is later, unless the public body can show good cause for further delay. 940 CMR 29.11(2).

**Note that this checklist is intended as an educational guide, and does not constitute proof of compliance with the Open Meeting Law. Checklists are updated periodically, so please confirm that you are using the most current version. For questions, please contact the Attorney General's Division of Open Government at 617-963-2540 or via email at [openmeeting@state.ma.us](mailto:openmeeting@state.ma.us). For more information on the Open Meeting Law, please visit [www.mass.gov/ago/openmeeting](http://www.mass.gov/ago/openmeeting).**

# **Sudbury Commission of Disability (COD) Meeting Minutes**

January 6, 2021

Virtual Meeting

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## **Members Present**

1. Kathleen Bell, Chair
2. Lisa Kouchakdjian, Vice-Chair
3. Karyn Jones
4. Jane Kline
5. Randi Korn
6. Caroline Santangelo

## **Members Absent**

1. Doug Frey

**Regular Session Meeting - Chair Kay Bell opened the meeting at 6:30PM.**

## **Open Statement**

1. Chair Kay Bell performed a roll call and made an announcement that the session is being recorded, shared live for the public to see and hear on SudburyTV and there should be no expected right to privacy, as this is a public forum.

## **Public Comment**

1. No public comment.

## **Report Updates**

1. **Town Manager Monthly Meeting:** Chair Kay Bell and Vice-Chair Lisa Kouchakdjian met with Town Manager Henry Hayes. Hayes has not begun the public tracking of progress yet in regards to the Self-



Evaluation Transition Plan or the narrative section of policies and practices of the town.

Kay spoke to Hayes about the benefits of having expert users who can verify design of buildings earlier in the design progress.

2. **FY23 COD Financials:** No change; \$12,000 range.
3. **Transportation Committee:** The Committee missed the funding cycle for the Community Connections grant so is seeking ARPA funding. Chair Kay Bell spoke positively on an online survey the Transportation Committee will be doing and how they are offering accommodations to residents with low vision or blindness by allowing residents to take surveys via phone.
4. **SEPAC Update:** SPS SEPAC had a teacher appreciation event in December. L-S SEPAC has an event about executive functioning on February 10. They are also working on a College Fair for Students with Disabilities and a transition event for students going from 8th to 9th grade.
5. **By-Laws Subcommittee:** Chair Kay Bell and Vice-Chair Lisa Kouchakdjian will meet on January 12.
6. **COD Membership Applications:** Liesje Quinto will be interviewing with Town Manager Henry Hayes on January 18.

## Fairbank Community Center

1. Chair Kay Bell sent a letter to the Permanent Building Committee and Design Group of Fairbanks Community Center in December regarding the COD's recommendations and questions regarding the design of Fairbanks Center.
2. Chair Bell shared the response to the letter with the COD. The response stated that input was valued and the design team has gone back to the drawing board to add an additional Universal Changing Room (UCR) to Locker Room 3 so Locker Room 3 will have two UCRs instead of one. COD will wait to see updated drawings to see what the design team does with recommendations.
3. Randi Korn will write an Accessibility Statement to give to the Permanent Building Committee for them to (hopefully) submit with the RFP as they move forward with the bidding process for Fairbanks Community Center. This will allow contractors in the bidding process to tell the town their commitment to ADA as well as give examples of how they go beyond what ADA requires in projects previously done. Discussion about forming a sub-committee to enable committee members to work on Accessibility Statement together.
4. **Motion:** Vice-Chair Lisa Kouchakdjian motioned to form a Fairbank sub-committee with Lisa Kouchakdjian and Randi Korn as members. Caroline Santangelo second the motion. Roll call vote:
  - a. Kathleen Bell, Aye
  - b. Lisa Kouchakdjian, Aye
  - c. Karyn Jones, Not Present
  - d. Jane Kline, Aye
  - e. Randi Korn, Aye
  - f. Caroline Santangelo, Aye

**Vote:** 5-0. Motion carries.

### **Appointment of Diversity and Inclusion Advisor to DEI Commission**

1. Chair Kay Bell motioned for Karyn Jones to serve as COD Advisor for DEI Commission. Lisa Kouchakdjian seconded the motion.
  - a. Kathleen Bell, Aye
  - b. Lisa Kouchakdjian, Aye
  - c. Karyn Jones, Aye
  - d. Jane Kline, Aye
  - e. Randi Korn, Aye
  - f. Caroline Santangelo, Aye

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**Vote:** 6-0. Motion carries.

### **League of Women Voters' Diversity, Equity, and Inclusion Round Table**

1. The League of Women Voters' of Sudbury has invited the COD to participate in their Diversity, Equity, and Inclusion Round Table to take place on January 30. Other participants include Sudbury Diversity, Equity and Inclusion Commission and Sudbury for Racial and Social Justice.
2. Vice-Chair Lisa Kouchakdjian motioned to appoint Randi Korn and Karyn Jones to represent the Commission of Disability for the League of Women Voters' Diversity, Equity, and Inclusion Round Table on January 30. Chair Bell seconded the motion.
  - a. Kathleen Bell, Aye
  - b. Lisa Kouchakdjian, Aye
  - c. Karyn Jones, Aye
  - d. Jane Kline, Aye
  - e. Randi Korn, Aye
  - f. Caroline Santangelo, Aye

**Vote:** 6-0. Motion carries.

## **Eagle Scout Accessible Bench Project**

1. Eagle Scout Nolan Schlessman was invited by Chair Kay Bell to be a guest speaker at the COD's March program. Nolan built two accessible picnic tables outside the Sudbury Senior Center. Nolan accepted the invitation.

## **COD to Provide Testimony at Hearing for Senate Bill 629, House Bill 2419, and House Bill 2420 on Adaptable Housing**

1. Dave Correia, Advocacy Director for Metrowest Center for Independent Living, invited Sudbury's Commission of Disability to give testimony on January 11. Bills give more clear guidance and expectations on accessible housing. COD voted in support of bills in May 2021.
2. Vice Chair Lisa Kouchakdjian motioned to appoint Chair Kay Bell to represent the Commission of Disability at the upcoming January 11th hearing on Senate Bill 629, House Bill 2419, and House Bill 2420 on Adaptable Housing and provide testimony in support of these bills. Chair Bell seconded motion.
  - a. Kathleen Bell, Aye
  - b. Lisa Kouchakdjian, Aye
  - c. Karyn Jones, Aye
  - d. Jane Kline, Aye
  - e. Randi Korn, Aye
  - f. Caroline Santangelo, Aye

**Vote:** 6-0. Motion carries.

## **Annual Report**

1. Chair Kay Bell will continue to write draft of Annual Report. Caroline Santangelo will help with formatting the Annual Report.
2. The Annual Report will be voted on at the January 20 COD meeting.

## **Added COD Meeting on January 20 at 7pm**

1. Agenda will be to vote on November 4, 2021 COD minutes draft and December 2, 2021 minutes draft, vote on Annual Report draft, and start discussion on Valerie Fletcher event.

## **Adjournment**

1. Vice Chair Lisa Kouchakdjian motioned to adjourn at 8:25 PM. Jane Kline seconded the motion.
  - a. Kathleen Bell, Aye
  - b. Lisa Kouchakdjian, Aye
  - c. Karyn Jones, Aye
  - d. Jane Kline, Aye
  - e. Randi Korn, Aye
  - f. Caroline Santangelo, Aye

**Vote:** 6-0. Motion carries.

Respectfully Submitted, Karyn Jones

## Sudbury Commission on Disability Meeting Minutes

Date and Time: 1/20/2022 7:00 pm

Location: via Town Zoom Webinar

Members Present: Kay Bell (KB), Doug Frey (DF), Karyn Jones (KJ), Jane Kline (JK), Randi Korn, (RK), Lisa Kouchakdjian (LK), Caroline Santangelo (CS),

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Members Absent:

BOS Liaison Attendee:

Public Commenters/Guests: Bethany Hadvab (BH), Abby Stoller (AS)

**1.Open Meeting** KB called the meeting to order at 7:05 PM. A quorum (at least a majority of 3) was present via a roll call.

**2.Select minutes recorder** DF volunteered to take minutes.

**3.Public Comment:** None

### **4.Discussion/Possible Action**

#### **a. Follow up on Nov 10 Valerie Fletcher presentation and panel**

KB thanked BH for her involvement in the Nov 10<sup>th</sup> meeting and asked her for comments and suggested next steps. BH commented that with Covid, almost everyone is affected by brain-based issues. She suggested the COD and DEI committee work in tandem to address the pressure in our performance-driven society which affects out interactions with people with brain-based disabilities.

The committee brain-stormed on next steps. Suggestions included:

-The COD should review the cultural impact, which Valerie touched on, and educate the community along with the DEI committee, of brain-based disabilities

-ADA is more focused on physical disabilities. Could the town develop material to help families affected by brain-based disabilities, with best practices guidelines and distribute

To schools, town departments and committees?

-The town's Transition Plan needs to include plans for people with brain-based disabilities. Valerie could provide evidence-base best practices for physical plant for light, sound, etc. The Mindfulness movement was cited for its positive impact.

-The COD should get to know the Chamber of Commerce and determine how we can work with them.

LK volunteered to take feedback to Valerie and get her thoughts and recommendations. RK volunteered to work with LK on this project.

KB suggested we consider spending COD money to fund further work or apply for a grant.

LK moved to establish a subcommittee to explore next steps for brain-based education. CS seconded and the motion passed 7-0.

KB moved that the subcommittee investigate opportunities for further education following the November 21<sup>st</sup> session with Valerie and take action steps for that education. LK seconded and the motion passed 7-0.

KB moved to appoint LK and RK to be members of the subcommittee. DF seconded and the motion passed 7-0.

### **b. COD Annual Report**

The committee discussed the draft of the Annual Report.

LK moved to approve the COD Annual Report, as amended. KB seconded and the motion passed 7-0.

BH thanked the COD and commented that we gave her hope that change is possible. BH left meeting at 8 16pm.

### **c. Accessibility Statement for Fairbank Community Center Project**

RK and Lk worked on an email from the COD to the Town Manager, Facilities Director and Permanent Building Commission. The email will ask for that future RFPS ask the following questions:

- Do you designate an ADA Compliance officer?
- Please address how your organization is contributing to accessibility and inclusiveness, and complying with the ADA.
- What is the process if plans conflict with the ADA?

LK asked to include Select Board to distribution list and to copy Valerie Fletcher.

LK moved to approve the Fairbank Community Center statement and authorize RK to send document to distribution list. KB seconded and the motion passed 7-0.

### **5. Approve Minutes**

LK moved to approve minutes of the 11/4/21 COD meeting. CS seconded and the motion passed 5-0, with JK (not at 11/4 meeting) and KJ (not a COD member yet) abstaining.

LK moved to approve minutes of 11/17/21 COD meeting. RK seconded and the motion passed 6-0 with KJ (not a member yet) abstaining.

CS moved to approve to approve the minutes of the 12/2/21 COD meeting. LK seconded and the motion passed 5-0 with JK (not at meeting) and KJ (not a member yet) abstaining.

### **6. Future Meeting Dates**

The next two meetings of February 3<sup>rd</sup>, 2022 and March 3<sup>rd</sup>, 2022 were confirmed.

### **7. Adjournment**

RK moved to adjourn the meeting at 9:08 pm. DF seconded and the motion passed 6-0.