



Sudbury Commission on Disability Meeting Agenda

Thursday, April 7, 2022

6:30 – 8:30 PM

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 869 581 20920

Open Meeting

1. Convene with confirmation of quorum. Roll call of members present
2. Reading of protocols
3. Select minutes recorder
4. Public Comment

Reports

1. Monthly Meeting with Town Manager (Lisa/Kay)
2. Diversity Equity and Inclusion Commission (Karyn)
3. Transportation Committee (Doug)
4. Brain-based Disabilities Subcommittee (Randi/Lisa)
5. Disability Awareness Subcommittee (Caroline/Lisa)
6. Capital Projects Subcommittee (Randi, Lisa)
7. Council on Aging (Kay/Peg Espinola)
8. L-S SEPAC and SPS SEPAC (Lisa/Kay)

Discussion / Potential Action Items

1. Select Transportation Committee member candidate; consider committee assignments
2. Task subcommittees to write their purpose and parameters
3. Recruitment of new member(s) for COD
4. Town Meeting Warrant Articles to take position on

5. Accessibility of documents and surveys (Karyn)

Close Meeting

1. Approve minutes:
 - a. Feb 3, 2022 (LK)
 - b. Mar 3, 2022 (KB)
 - c. Mar 15, 2022 (RK)
2. Future Meeting Dates:
 - a. 6:30 PM Thu, May 5 with Senator Eldridge and Representative Gentile as guests at 7: 30 PM
 - b. 6:30 PM Thu, Jun 2 with Jeff Dougan, Assistant Director for Community Services, MA Office on Disability
3. Future Agenda Items
4. 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.

Supporting Materials Provided

1. Committee Assignments draft
2. Template for subcommittee purpose and parameters
3. Town Meeting Warrant Articles
4. Minutes: 22-02-03 SCOD Minutes draft
5. Minutes: 22-03-02 SCOD Minutes draft
6. Minutes: 22-03-15 SCOD Minutes draft

COD Committee Assignments Draft List

1. **Listen:** Attend meetings as attendee, virtual or in-person, real time or view meetings on STV. Report relevant developments at COD meetings.
2. **Liaise:** By arrangement between the COD and the other body, “listen” as described above. Answer questions or share information with the body on behalf of the COD, staying within boundaries of information already discussed by the COD. Report developments at COD meetings.
3. **Advise:** Attend meetings, participate in discussions, but do not vote on motions. Information may be offered and questions raised proactively. Participate in the work of the committee. Report developments at COD meetings.
4. **Member:** Sit as a full member at meetings. Participate in the work of that committee. Report developments at COD meetings.

Table 1: COD Committee Assignments

	Member assigned	Function
Monthly Mtg – Town Manager	Chair & Vice Chair	Liaise
Board of Health		Listen
BFRT Advisory Task Force		Listen
Conservation Commission		Listen
Council on Aging		Listen or Liaise
DEI Commission	Karyn	Advise
Park and Recreation Commission		Listen
Permanent Building Committee		Listen
Select Board		Listen
Sudbury Housing Authority / Trust		Listen

	Member assigned	Function
Transportation Committee		Voting member
Veterans Advisory Committee		Listen
Ad Hoc – Town Mtg Planning		Advise
Sudbury School Committee		Listen
SPS SEPAC	Kay	Liaise
L-S Regional High School		Listen
L-S SEPAC	Lisa	Liaise

Sudbury Commission on Disability

Title of Subcommittee

Mission Statement

Write statement here. It could have

1. numbered items
2. ...

Or paragraph

Members

1. name
2. name
3. name

Goals and Objectives

Write goals and objectives here

1. numbered items
3. ...

Or paragraph

Reporting requirements

Deadlines, to whom reporting

Recommendations

Write recommendations

Compliance with Open Meeting Law

1. The Subcommittee will post, conduct and record its meetings in compliance with Massachusetts Open Meeting Law.
2. The Subcommittee shall keep minutes of all meetings and post them on the Town of Sudbury website.
3. All meetings shall be posted on the Town of Sudbury website and at the Town Clerk's office.

Selected Articles from May 2022 Town Meeting Warrant

ARTICLE 14. FUNDING OF GO SUDBURY! TAXI AND UBER TRANSPORTATION PROGRAMS FOR FY2023

To see if the Town will vote to raise and appropriate, or to transfer from available funds, the sum of \$100,000, or any other sum or sums, for the purposes of the continued operations of the Go Sudbury! Taxi and Uber Transportation Programs, including all incidental and related expenses; or act on anything relative thereto.

Submitted by the Select Board (Majority vote required)

SELECT BOARD REPORT: The Go Sudbury! Taxi program started in 2020 and Go Sudbury! Uber in 2021 and has been funded with grants and mitigation fund appropriations. Through the end of 2021 the program has provided over two thousand rides to Sudbury's financially vulnerable, residents with a disability, those aged 50+, essential workers, and military veterans to and from healthcare and social service appointments, shopping, community resources, and places of employment. Approval of this article will provide funds to continue the operation of the Go Sudbury! Taxi and Uber Transportation programs into and through fiscal year 2023.

SELECT BOARD POSITION:

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article.

ARTICLE 15. FUNDING OF OPERATIONS FOR PASSIVE RECREATION REQUIREMENTS OF THE SEWATARO/LIBERTY LEDGE PROPERTY

To see if the Town will vote to raise and appropriate, or to transfer from available funds, the sum of \$155,000, or any other sum or sums, to be expended under the direction of the Director of Planning and Community Development, for the purpose of hiring an independent land use consultant to study, evaluate, and expand the options for the short-term and long-term uses for the Sewataro/Liberty Ledge property.

Submitted by the Select Board. (Majority vote required)

SELECT BOARD REPORT: The independent land use consultant's evaluation and report shall include, but not be limited to, new and prior information regarding the financial operating costs and revenues attributed to the site, the identification of the range of all potential uses for the site, the identification of uses that could increase the number and/or diversity of users of the site, the identification of potential uses in addition to a private camp (either off-season or concurrent with the camp season), the capital costs and potential funding sources for those alternative or additional uses on a one-time or phased basis, costs for increased Town responsibility of the site, and all options that are available to maximize use of the entire site. The consultant

shall prepare a written report of their findings and conclusions for the Town to use in its future decisions regarding the use of the Sewataro/Liberty Ledge property for the benefit of Town residents.

SELECT BOARD POSITION:

FINANCE COMMITTEE REPORT:

ARTICLE 22. FAIRBANK COMMUNITY CENTER AUDIO-VISUAL EQUIPMENT FUNDING

To see if the Town will vote to raise and appropriate, or to transfer from available funds, the sum of \$300,000, or any other sum or sums, to be expended under the direction of the Town Manager, for the purpose of purchasing any one or more of the furniture, fixtures, and equipment categories for the Fairbank Community Center project to address needs and budget challenges, or act on anything relative thereto.

Submitted by the Select Board. (Majority vote required)

SELECT BOARD REPORT: This request is submitted to meet the user group and professional staff needs for enhanced audio-visual equipment to address new methods of delivery of Fairbank Community Center services that rely more heavily on audio-visual technology, developed in response to the pandemic and not foreseen in the feasibility study phase of the project. The associated purchases will enhance the level of service to the patrons of the Fairbank Community Center. These will be valuable tools now as well as in a post-pandemic world.

SELECT BOARD POSITION:

FINANCE COMMITTEE REPORT:

ARTICLE 27. NOYES ELEMENTARY SCHOOL CLASSROOM SINKS REPLACEMENT

To see if the Town will vote to raise and appropriate, or transfer from available funds, \$130,000 to be expended under the direction of the Sudbury Public School Department for the purpose of replacing the existing classroom sinks at the Peter Noyes Elementary School, and all expenses incidental and related thereto; or take any action relative thereto.

Submitted by the Sudbury Public Schools School Committee. (Majority vote required)

SUDBURY PUBLIC SCHOOLS SCHOOL COMMITTEE REPORT: This project will replace the existing original 1970 sinks and sink basis in 31 Noyes Elementary School classrooms. The existing sink bases were constructed from wood and have deteriorated and are not repairable, have absorbed moisture and are unable to be properly cleaned and sanitized.

The existing classroom sinks and bases will be replaced with wall mounted accessible stainless steel sinks that are able to be properly cleaned and maintained. The existing sink bases are no longer a programmatic need, and any contents within the existing basins will be stored in separate existing storage.

The existing sinks do not meet current ADA requirements and were identified in the recent Town Wide ADA Self Evaluation and Transition Plan as Priority 1 Program Access Barriers. The new classroom sink installations will meet current ADA requirements.

SELECT BOARD POSITION:

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article.

ARTICLE 32. AMERICANS WITH DISABILITIES ACT TRANSITION PLAN RECOMMENDATIONS

To see if the Town will vote to raise and appropriate, or transfer from available funds, \$200,000 to be expended under the direction of the Combined Facilities Director for the purpose of addressing recommendations identified in the Town Wide Americans with Disabilities Act Self Evaluation and Transition Plan; or take any action relative thereto.

Submitted by the Combined Facilities Director. (Majority vote required)

COMBINED FACILITIES DIRECTOR REPORT: In 2021 as part of the on-going effort to assess the current level of Americans with Disabilities Act (ADA) compliance in programs, services and activities and Town-owned facilities The Institute for Human Centered Design was contracted to prepare an ADA Self Evaluation and Transition Plan on the Town's behalf to identify deficiencies, compile a prioritized list of recommendations for corrective actions and provide associated costs. The Self Evaluation found many key facilities are generally usable by people with disabilities but are not in full compliance with current accessibility requirements. This article would provide funding to begin addressing identified recommendations in schools, Town buildings and public spaces.

SELECT BOARD POSITION:

FINANCE COMMITTEE REPORT: The Finance Committee does not recommend approval of this article.

ARTICLE 34. ON-CALL ARCHITECTURAL & ENGINEERING "HOUSE DOCTOR" SERVICES

To see if the Town will vote to raise and appropriate, or transfer from available

funds, \$100,000 for the purpose of contracting on-call architectural and engineering “House Doctor” services for municipal building and facility projects, to be performed on an as-needed and task order basis as determined by the direction of the Combined Facilities Director.

Submitted by the Combined Facilities Director. (Majority vote required)

FACILITIES DIRECTOR REPORT: The Town anticipates a number of future building and/or facility projects requiring architectural and/or engineering services. In an effort to mitigate risk and provide predictability during the planning, design and construction of these projects, the Town is seeking the services of an architectural and/or engineering firm that can provide specialty services on an as-needed basis to support the delivery of these projects. Projects are expected to vary in size and scale, but generally will have a construction cost range of approximately \$10,000 to \$500,000, per project. For some projects, the services required may only be a feasibility or other study. Types of projects and services under consideration are for facility repairs, upgrades, renovations and additions at various school and municipal buildings including but not limited to sustainability and accessibility measures.

The anticipated contract will provide for performance of services for projects identified by the Town within the three-year period while the time for performance of services may extend beyond that three-year period.

SELECT BOARD POSITION:

FINANCE COMMITTEE REPORT: The Finance Committee does not recommend approval of this article.

ARTICLE_51. COMMUNITY PRESERVATION ACT FUND – OPEN SPACE & RECREATION PLAN AND ATHLETIC FIELDS NEEDS ASSESSMENT & MASTER PLAN

To see if the Town will vote to appropriate a sum or sums of money not to exceed \$100,000 from the Open Space and Recreation category of Community Preservation Act Funds, funded from FY23 revenue, for the purpose of updating the Town’s Open Space & Recreation Plan and the Athletic Fields Needs Assessment & Master Plan; or act on anything relative thereto.

Submitted by the Community Preservation Committee.
vote required)

(Majority

COMMUNITY PRESERVATION COMMITTEE REPORT: Open Space & Recreation Plans allow a municipality to maintain and enhance all the benefits of open space that together make up much of the character of the community and protect the “green infrastructure” of the community. Planning this “green infrastructure” of water supply, land, working farms and forests, viable wildlife habitats, parks, recreation areas, trails, and greenways is as important to the economic future of a community as planning for schools, roads, water, and wastewater infrastructure. The Town’s Open Space & Recreation Plan expired in 2013 and the need for an updated version of this planning document is critical. It is woefully out of date and is also needed to make the Town eligible to apply for certain grants. The prior plan is also significantly lacking in recreational information. Development of a robust Open Space & Recreation Plan will help guide the Town for future acquisitions to be proactive instead of reactive when lands/opportunities become available. **The Open Space & Recreation Plan will include an ADA assessment and recommendations.** The timeline for completion should be approximately one year.

The original Athletic Fields Needs Assessment & Master Plan was a fields use survey. It was essentially a supply and demand analysis for field use and users, completed in 2012. The Needs Assessment described the current state of the athletic fields, and provided an assessment of unmet needs, demand from users, and expected future demand. In updating this document, the Town would also want to know about the trends of field users in general and what that would indicate for the Town’s future athletic field needs.

As the Master Plan indicates, the Broadacres Farm property, Davis Field, and Feeley Fields are the biggest known issues. There are also other recreational properties around the community that are undeveloped. The hope is that this new planning initiative and product will help the Town, and the Park & Recreation Commission in particular, dive into these issues more deeply. The Broadacres Farm property has an opportunity to serve many constituents and the planning process to update the Athletic Fields Needs Assessment & Master Plan would help to make the best use of this important property.

SELECT BOARD POSITION:

FINANCE COMMITTEE REPORT

TICLE_53. COMMUNITY PRESERVATION ACT FUND – SUDBURY HOUSING AUTHORITY ACQUISITION, CREATION, PRESERVATION, AND SUPPORT OF AFFORDABLE RENTAL HOUSING

To see if the Town will vote to appropriate a sum or sums of money not

to exceed \$276,600 from the Community Housing category of Community Preservation Act Funds, funded from FY23 revenue, for the purpose of funding the Sudbury Housing Authority's acquisition, creation, preservation, and support of affordable rental housing, or act on anything relative thereto.

Submitted by the Community Preservation Committee. (Majority vote required)

COMMUNITY PRESERVATION COMMITTEE REPORT: This article requests an appropriation to the Sudbury Housing Authority (SHA) using the ten percent (10%) of estimated annual revenue the Community Preservation Act requires to be annually set aside or expended for community housing purposes. The SHA is a quasi-governmental entity overseen by the state Department of Housing and Community Development (DHCD) under 760 CMR. While locally controlled, and created by Town Meeting in 1971 under MGL Chapter 121B, Section 3, it is not legally a part of Sudbury's Town government. The SHA, as the original and substantial creator of affordable rental housing in Sudbury, has received Sudbury Community Preservation Act funding in past years.

The SHA owns, maintains, and manages scattered-site, single-family and duplex rental houses, and 64 rental apartments at Musketahquid Village in Sudbury Center for those over 60 and disabled people. The SHA intends to use the funds, in combination with Community Preservation Act funds previously appropriated by Town Meeting and other funding sources as necessary, to create additional units of rental housing for families or individuals, particularly focused on those in the Housing and Urban Development (HUD)-defined extremely low- or very low-income range. The SHA primarily houses families and individuals who do not and will not qualify for affordable homeownership or the types of housing created by the various Chapter 40B developments in town. The SHA is singular in its exclusive commitment to the Town, combined with its interest in both expanding and managing rental opportunities for those with incomes at the lowest extreme of the income limit. The SHA prides itself in covering all of its operational costs through the rents it collects. As housing and development costs continue to rise, significant financial resources are required to maximize the SHA's flexibility to respond to those most in need of affordable housing.

SELECT BOARD POSITION:

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article

ARTICLE 57. HIRE LAND USE CONSULTANT FOR LIBERTY LEDGE/SEWATARO PROPERTY (Citizen Petition Article)

To see if the Town will vote to raise and appropriate, or to transfer from available funds, \$200,000, or any other sum, to be expended under the

direction of the Director of Planning and Community Development for the purpose of hiring an independent land use consultant to study, evaluate and expand the options for the short-term and long-term uses for the Liberty Ledge property with the address 1 Liberty Ledge and consisting of approximately 44.32 a. of land inclusive of "Camp Sewataro" acquired by the Town pursuant to a vote under Article 25 of the 2019 Annual Town Meeting. The consultant's evaluation and report shall include new and prior information regarding the financial operating costs, the identification of environmental and health issues, the capital investments required, and any restrictions with respect to access and use of the property including ADA or other compliance requirements , for each alternative. The consultant shall prepare a written report of his/her findings and conclusions for the Town to use for its decisions regarding the use of the Liberty Ledge property for the benefit of the Town's population.

Submitted by Petition.
vote required)

(Majority

PETITIONERS' REPORT: When the Town was presented with an opportunity to purchase the /Liberty Ledge/Sewataro property in 2019 three concerns were raised.

First, there was no plan about how to use the 44.32-acre property. Second, there was no time to do a land use study. Third, there were no funds earmarked to maintain the property to prevent it from falling into disrepair. For these reasons the Finance Committee, the Park and Recreation Commission, the Capital Investment Advisory Committee and the Land Acquisition Review Committee voted not to support the purchase.

The primary objective was to acquire the Liberty Ledge/Sewataro property to keep it as open space and other municipal uses. This objective was supported by Town Meeting on May 6, 2019.

The Select Board's solution to having the property maintained, and prevent it from falling into disrepair, was to enter into a short-term contract with a day camp operator who could run a day camp using the Camp Sewataro site and have the responsibility of maintaining the property.

This agreement limits Sudbury residents, who approved the purchase of the property for more than \$11,000,000, from using many of the facilities, and the majority of the property, from late May through September, the warm months of the year. Per the agreement, all swimming facilities, in their entirety, are completely off limits all the time. The agreement calls for lease and profit sharing payments from the operator. There is a substantial deficit between the revenues collected and the debt service (interest and principal) required to paid by the town.

The agreement was intended to be a temporary solution until a study could be done to evaluate and consider the options for the long-term use of the property. Upon completion of the study a decision on the long-term use would be made by Sudbury residents. The Select Board felt that a three-year agreement with a camp operator would be enough time to complete

the land use study and plan for the implementation of its recommendations.

Because of the complex features of 44.23 acres of Liberty Ledge/Sewataro property, including four houses, a swimming/boating pond, a fishing pond, multiple open-air structures, a bomb shelter, athletic fields, parking areas, lack of permanent sanitary facilities, lack of ADA compliance, and the presence of four shallow swimming pools used to teach swimming, the land use study would take time and require the expertise of an independent land use consultant with broad based experience in developing a site like the liberty Ledge/Sewataro property. During the initial two years of the camp operator contract, the Select Board never authorized or allocated money to do the study.

Meanwhile, beneath the ground there is a hidden problem; underwater streams that fed the headwaters of Pantry Brook and are used to fill and maintain the swimming and fishing ponds. The town has been alerted that there are hygienic and environmental issues with the swimming and fishing ponds due to the underground streams. Modifications may be needed to comply with state law regarding the swimming pond and the fishing pond. As of the writing of this article it is unclear if the problems can be fixed, what such fixes will entail, how long they will take, and what the costs will be.

It is clear that the options for residents' use of Liberty Ledge/Sewataro will require intensive study and analysis. In essence, Liberty Ledge/Sewataro will need its own mini-Master Plan.

Not until the Select Board's January 10, 2022 meeting did the Select Board consider a warrant article to do a study to determine the potential uses for Liberty Ledge/Sewataro property.

This article authorizes the Town to hire an independent land use consultant to study and determine options for the use of the property that will provide the greatest benefit to the entire Town's population.

This study will include evaluation of the environmental issues, the land use issues, the capital investment cost issues, the operating costs issues, maintenance issues, real estate tax issues, the ADA issues, the issues surrounding scheduling and availability for the Town's population to use the property, the potential for revenue for the Town, as well as any other issues that should be included to evaluate the potential long-term uses of the property for the benefit of the Town's population.

This study will include evaluation of the environmental issues, the land use issues, the capital investment cost issues, the operating costs issues, maintenance issues, real estate tax issues, the ADA issues, the issues surrounding scheduling and availability for the Town's population to use the property, the potential for revenue for the Town, as well as any other issues that should be included to evaluate the potential long-term uses of the property for the benefit of the Town's population.

In addition to the identification of the best use options for the property by the

Town, a further objective of the study is to answer questions on subjects for which there was inadequate information in 2019, and answer questions that have arisen recently.

Before the Town enters into any long-term arrangement for Liberty Ledge/Sewataro, a full due diligence review of the options for the use of the property should be done by an independent land use consultant.

The complete results of the study will be made available to residents for their use in making an informed decision about the long-term use of the Liberty Ledge/Sewataro property. Town forums and discussions will be convened to answer questions and assist in the decision-making process. The consultants who conduct the study will be invited to participate in the forums and discussions.

The final determination of how Liberty Ledge/ Sewataro should be used should be placed before the residents in the form of a ballot question. That way, all residents would have an equal say in the outcome.

Liberty Ledge/Sewataro can become the durable jewel residents sought when they voted to purchase the land. The land use study proposed in this article is the tool needed to understand what is possible, and breathe life into this vision. Your support is vital to its success.

ARTICLE 58. CREATION OF SUSTAINABILITY DIRECTOR POSITION
(Citizen Petition Article)

To see if the Town will vote to authorize the creation of the position of Sustainability Director to serve under the direction of the Town Manager, and further, to raise and appropriate, or transfer from available sums, the sum of \$130,000, or any other sum or sums to be expended under the direction of the Town Manager for the purpose of funding salary, benefits, and overhead for said position for FY23 with such funding thereafter to be included within the Town budget, and further vote to approve the following Resolution:

WHEREAS, cascading environmental harms, severe health impacts, and property destruction are already happening in many places around the world due to the current average global warming of more than 1°C relative to a pre-industrial baseline (World Meteorological Organization, 2020);

WHEREAS, restoring a safe and stable climate will require deep greenhouse gas emissions reductions through rapid, unprecedented transitions in all aspects of society, as described in the Intergovernmental Panel on Climate Change's (IPCC) *Sixth Assessment Report, Climate Change 2021*;

WHEREAS, progress toward this future is already underway in Massachusetts, a national leader on climate initiatives, including through the recently passed 2021 *Next-Generation Roadmap for Massachusetts Climate Policy*;

WHEREAS, Sudbury officials have recognized the threat and signed on to climate resilience, mitigation, and sustainability goals and actions in Sudbury's 2021 Master Plan, 2020 Hazard Mitigation Plan, and 2019 Municipal Vulnerability Preparedness Report;

WHEREAS, the Sudbury Select Board has recently voted to include "Sustainability and Climate Change Initiatives" among their top 5 goals;

WHEREAS, Sudbury has already undertaken important steps on climate resiliency and is well-positioned to join the growing number of Massachusetts communities leading the way on the critical transition away from fossil fuels;

WHEREAS, there remains a need and opportunity for Sudbury to accelerate its efforts in addressing the urgent challenges posed by climate change, including by refining goals, facilitating the sharing of reliable information, and establishing ways to assess and communicate community-wide progress;

WHEREAS, the scope and complexity of this work will require the leadership of an experienced, professional, and dedicated Sustainability Director;

WHEREAS, based on the experience of other towns, we can expect the work of a Sustainability Director to produce cost savings, potential additional revenues, and other tangible benefits to Sudbury.

BE IT THEREFORE RESOLVED that the citizens of Sudbury:

Declare that a climate emergency significantly threatens the safety and wellbeing of our town, its residents, the natural world, and our fellow people around the world;

AND declare that mobilizing urgently in response is a moral imperative and also an opportunity to build a more just and ecologically sustainable economy;

AND call on Town government and staff, as well as all Sudbury civic groups, businesses, and residents to commit to a climate mobilization effort to reduce community-wide greenhouse gas emissions as quickly as possible, but in no case slower than the state benchmarks of 50% reduction by 2030, 75% reduction by 2040, and net zero by 2050 (relative to 1990 baseline levels), as enacted by the Massachusetts General Court and signed into law by Governor Baker;

AND request the Sudbury Select Board to charge and fully support the Sudbury Town Manager or other Town Staff, as their agents:

- 1) to invite all Sudbury stakeholders to a meeting to be held within 90 days of the adoption of this resolution to educate them about the risks posed by the climate emergency and the process the Town of Sudbury is planning to address it;
- 2) to immediately create and take steps to fill an

ongoing, director-level staff position of Sustainability Director that will continue until such time as the Town Meeting votes to end this position, with the responsibility to direct and coordinate Town sustainability actions including, but not limited to resiliency, mitigation and adaptation actions called for in the 2021 Sudbury Master Plan, the 2020 Hazard Mitigation Plan, and the 2019 Municipal Vulnerability Preparedness Report;

- 3) to convene an advisory team led by the Sustainability Director and consisting of municipal representatives and a diverse group of residents, to research and develop, by the following Annual Town Meeting, a Climate Mobilization Action Plan (CMAP) for the Town of Sudbury, that at a minimum includes:
 - a. an estimate of present community-wide greenhouse gas emissions from the Town of Sudbury broken down by sector (*e.g.*, electricity, transportation, heating, etc.),
 - b. an estimate of community-wide 1990 baseline greenhouse gas emissions for the Town of Sudbury,
 - c. a method for estimating benefits and costs of potential changes and actions relative to the ‘business as usual’ case,
 - d. a menu of strategies, tactics, and policies for the residents, businesses, and municipal government of Sudbury to reduce their share of greenhouse gas emissions and sequester greenhouse gasses,
 - e. plans for community outreach, engagement, and education to facilitate implementation and,
 - f. plans to ensure that the costs of the required

mobilization do not unfairly burden those who are economically or socially disadvantaged and that the realized benefits of a more just and sustainable future accrue to all;

- 4) to provide an annual status report to the Town Meeting on progress towards meeting community- wide greenhouse gas reduction goals

;or act on anything related thereto.

Submitted by Petition. (Majority vote required)

SELECT BOARD POSITION:

FINANCE COMMITTEE REPORT: The Finance Committee does not recommend approval of this article.

Sudbury Commission on Disability

Date: February 3, 2022

Time: 6:30 p.m.

Location: Virtual Remote via Zoom

Members Present: Kay Bell, Karyn Jones, Randi Korn, Lisa Kouchakdjian, Caroline Santangelo

Members Absent: Doug Frey, Jane Kline, Liesje Quinto

1. Call To Order

Kay called the meeting to order at 7:38 p.m.

2. Meeting Recorder

Lisa will record minutes.

3. Public Comment

None.

4. DISCUSSION / POSSIBLE ACTION:

a. Bylaws Subcommittee

Kay provided background regarding the work of the subcommittee. Kay included existing by-laws and the amended version in the packet for Commission members. Kay would like to begin discussing changes to the by-laws at the next meeting. Kay said the intent is to update the By-laws to reflect how the Commission works.

b. Brain-based Disabilities Subcommittee

Lisa stated the Subcommittee began a conversation with Valerie Fletcher. Moving forward the Subcommittee will meet another time and brain-storm on its own in preparation for meeting with Valerie again.

c. Disability Awareness Subcommittee

No report.

d. Self Evaluation and Transition Plan

Kay shared that we have asked how we will see progress on the process to rectify the items identified in the Self-Evaluation and Transition plan. We have been told that the Self-Evaluation and Transition plan spreadsheet will be used to check off items when completed. She indicated that Mr. Hayes said that Bill Barletta is involved with preparing the spreadsheets and that we should invite Mr. Barletta to one of our meetings. Kay stated that Mr. Barletta is willing to come to one of our meetings and begin a dialogue regarding process of addressing items in the Transition Plan.

e. Fairbank Community Center Project Subcommittee

The Commission discussed the response from Jennifer Pincus, the project manager of the FCC project to the Commission's proposal for an accessibility statement. As it pertains to this letter, Randi discussed the case involving disparate impact from Los Angeles that addressed unintentional discrimination. Randi suggested language from the letter was concerning, including the dismissal tone of the email, no mention of what constitutes a qualified bidder, and that the email indicates they will be limiting who they will choose as a bidder. Randi proposed that the Commission respond to this email. Randi stated that by meeting minimal ADA standards, we are not supporting inclusion. Lisa made a motion to authorize Randi to respond to the PBC email, and authorize Randi to sign the communication on behalf of the Commission. Caroline seconded the motion. Motion passed 6-0 each member stating aye:

Kay Bell – aye

Karyn Jones -- aye

Jane Kline – aye

Randi Korn – aye

Lisa Kouchakdjian -- aye

Caroline Santangelo -- aye

Peg Espinola, 224 Goodman's Hill Road, provided public comment during this portion of the meeting and requested a copy of the accessibility statement. She will be communicating with the Council on Aging regarding this topic.

f. Fire Station Project design development

Lisa mentioned in watching the recent Permanent Building Commission (PBC) meeting of January 27, 2022, there was a discussion regarding the design of Fire Station 2 and the portion of the building that pertains to the restroom facilities in the bunks. The project manager put up plans that showed totally accessible bathrooms in these areas with a roll in showers, sinks, toilets in both bathrooms. The project manager shared with the PBC that these areas should be accessible as they are open to the public, and that not providing accessible bathrooms would pose a liability to the town. The Commission discussed whether it should take a position regarding the accessibility of the bathrooms at Fire Station 2. Karyn stated that if the bathrooms are not accessible, it may prevent people from working at the fire station. Jane stated that there are different people from the public who will use the fire station, not just fire fighters. Commission members expressed concerns about the bathrooms not being fully accessible. Caroline stated it is systemic discrimination to not make the bathrooms totally accessible. Commission members agreed that someone with a disability could be a fire fighter someday. Randi agreed with Karyn that it was clear from the meeting that there was no significant cost associated with making the bathrooms totally accessible. Randi stated the architect kept stating that this is universal design and that the bathrooms should be accessible.

Kay shared that the PBC's comments indicate biases against people with disabilities and that the PBC needs education and training. She also stated that the PBC did not consider the requirements of Title I and the employment of town staff at the fire station in the design of fire station 2. Motion by Lisa to include in the communication to PBC the issues regarding the design of the fire station. Caroline seconded the motion. Motion passed 6-0 by roll call vote each member stating aye:

Kay Bell – aye

Karyn Jones -- aye

Jane Kline – aye

Randi Korn – aye

Lisa Kouchakdjian -- aye

Caroline Santangelo -- aye

Motion by Lisa to change the name of the Fairbank Community Center Subcommittee to the Capital Projects Subcommittee. Seconded by Kay. Motion passed by roll call vote 6-0 each member stating aye:

Kay Bell – aye

Karyn Jones -- aye

Jane Kline – aye

Randi Korn – aye

Lisa Kouchakdjian -- aye

Caroline Santangelo -- aye

5. LIAISON REPORTS and OTHER REPORTS:

a. Monthly Meeting with Town Manager

Kay reported that Lisa and she met with the Town Manager. Kay stated we closed the loop on the fact that the Commission on Disability does not appear in the town-by-laws and that that is okay as the Commission on Disability was voted at Town Meeting. The Self-Evaluation and Transition Plan was also discussed. The most productive piece of the meeting was getting direction from the Town Manager to speak directly with Bill Barletta.

b. Transportation Committee

Kay follows the Transportation Committee meetings. The Committee is seeking funds from a variety of places. The Committee is working on a survey regarding what people want to see in transportation.

c. Diversity Equity and Inclusion Commission

Karyn stated the Diversity Equity and Inclusion Commission (DEI) Commission voted to extend its time from May 2022 to November 2022, and also voted the Commission on Disability as an advisory role in the Mission Statement of the DEI Commission.

d. Sudbury League of Women Voters' DEI Roundtable event

Two members of the Commission on Disability attended the LWV event. Karyn shared the importance of our Commission working with the groups that participated in the event.

e. L-S SEPAC and SPS SEPAC

Lisa shared LS SEPAC is collaborating with Sudbury SEPAC on an Executive Function event. LS SEPAC is also working with LS faculty on a College Fair for Students with Disabilities. Lisa also reported that there is

an upcoming transition event for families of rising 9th graders for SPS, Lincoln Public and LS families.

Kay reported Sudbury SEPAC holds a social event each month.

f. Membership

Kay tabled this issue to the next meeting.

g. Bills S. 1629 Accessible MA Act, H.2419 Accessible Workplace MA, H.2420 Adaptable Housing MA testimony

Kay mentioned these bills concerned the ones that David Correia brought to the Commission. Intention, in part, is to strengthen MAAB Board. Lisa mentioned bringing our legislators to one of our upcoming meetings. The Commission may want to get into a practice of having our legislators attend one of our meetings on a yearly basis. Both State Representative Carmine Gentile and State Senator Jamie Eldridge are supportive of these bills.

6. APPROVE MINUTES: 01-06-22, 01-20-22

Motion to approve minutes from January 6, 2022 as amended by Lisa. Seconded by Kay. Motion passed 6-0 via roll call vote each member stating aye:

- Kay Bell – aye
- Karyn Jones -- aye
- Jane Kline – aye
- Randi Korn – aye
- Lisa Kouchakdjian -- aye
- Caroline Santangelo – aye

Motion to approve minutes from January 20, 2022 as amended by Lisa. Seconded by Randi. Motion passed 6-0 via roll call vote each member stating aye:

- Kay Bell – aye
- Karyn Jones -- aye
- Jane Kline – aye
- Randi Korn – aye
- Lisa Kouchakdjian -- aye
- Caroline Santangelo – aye

7. Future Meeting Dates and Future Agenda Items

Next meeting is April 7th and May 5th. Caroline suggests that the first Thursday of every month will be considered our meeting. In the event, we need to change a date, the Commission will discuss that change.

Karyn suggests the accessibility of the Town of Sudbury website as an agenda item. Karyn suggested communicating with Mark Thompson of the town's technology department. Karyn will talk with Mark Thompson and report back at the next meeting.

8. Adjournment

Motion to adjourn the meeting by Caroline at 9:13 p.m. Seconded by Lisa. Motion passed by roll call vote each member stating aye:

Kay Bell – aye

Karyn Jones -- aye

Jane Kline – aye

Randi Korn – aye

Lisa Kouchakdjian -- aye

Caroline Santangelo -- aye

Sudbury Commission on Disability Meeting Minutes

Thursday, March 3, 2022

Kay Bell, Chair, called the virtual meeting to order with roll call at 6:37 PM

Members Present

1. Lisa Kouchakdjian, Vice Chair
2. Doug Frey
3. Caroline Santangelo (left meeting at 7:30 PM)
4. Karyn Jones
5. Kay Bell, Chair

Members Absent

1. Randi Korn
2. Jane Kline (joined at 6:57 PM, left meeting at 8:30 PM)
3. Leisje Quinto (joined at 6:45 PM)

Other Attendees

1. Nolan Schlessman, Eagle Scout Candidate
2. Peg Espinola, Council on Aging Liaison
3. Jennifer Roberts, Select Board Chair and Liaison

Opening

1. Kay stated that the meeting is a public virtual meeting that it is being recorded for future viewing and there should be no expectation of privacy. She explained that the agenda and meeting materials are available on the town website and that live transcript captioning is available by selecting that Zoom feature. She asked that if an attendee is to offer public comment that they please state their name and address or position in the Town.
2. Kay will take the minutes for this meeting.

Guest

1. Nolan Schlessman, Eagle Scout Candidate, shared photos and information about the project he executed, building two new picnic tables for use at the Senior Center that are designed to be wheelchair accessible. He followed part of the Boy Scout oath “to help others.” He solicited help from family and friends, received a discount on materials, raised funds online, and concluded with extra funds that he donated to the Friends of Seniors organization.
2. Doug asked about features of the tables and, having helped another Eagle Scout candidate last summer, forewarned Nolan that achieving Eagle Scouts will also involve some significant paperwork. Lisa told Nolan how proud she is of his work to include everyone. Caroline believes others beyond the seniors will also benefit from these tables. Karyn loves the design and that it shows that making things accessible is not so much more costly and that it’s beautiful. Nolan confirmed that it added very little cost and that really it only took “a little extra thinking.” Liesje believes her family which includes someone who needs that kind of seating space will enjoy these table, too. Kay added that this project is an example of Universal Design and thanked Nolan for presenting his project to us.

Reports

1. **Monthly Meeting with Town Manager:** Lisa and Kay met with Mr. Hayes on March 2. We learned that Mr. Barletta, Combined Facilities Director, is retiring and the COD can make suggestions about anything we would like to see in the job description. Lisa requested that the COD have a representative in the search and hiring group. We reported on our various inputs to the Permanent Building Committee on both ongoing building projects and the accessibility statement. We also touched on the progress for the accessibility of the website.
2. **Transportation Committee:** Doug reported that GoSudbury Uber and Taxi program going well. Uber provided 52 rides in February and 52% were

persons with disabilities. Ridership continues to increase. Committee is in process of securing more funding. Doug will need to leave the COD by the end of April as he is moving out of town. Members need to think about who is interested in transportation and can fill the COD seat on this committee that meets every two weeks on Friday mornings.

- Doug also has served on the Town Meeting Planning group just to bring the perspective of accessibility to arrangements, and someone may be needed for that.
 - Kay encouraged members to consider what involvements they are most interested in developing to serve in existing roles or even in building relationships they see a worthwhile.
3. **Brain-based Disabilities Subcommittee:** Kay reported that a meeting is scheduled to take place at 9:00 AM, Friday, March 4, 2020.
 4. **Disability Awareness Subcommittee:** Caroline reported that the subcommittee has not met recently and has some tasks pending. Kay will forward a information related to requesting a town declaration, possibly, about October being Disability Awareness month. Caroline sees a need to sort out how to manage that October is also Domestic Violence Awareness month.
 5. **Council on Aging – Accessibility Statement:** Peg Espinola, liaison from COA, asked what COD wants COA to do. COD asked that the COA write a letter to the Permanent Building Committee and the Town Manager supporting the inclusion of the statement in all building RFPs. Lisa sees no negative in including an accessibility statement and it can serve as a kind of insurance contract if something is built improperly. COD is unclear about the timing of the Fairbank Community Center bid process, but inclusion in all projects going forward is the goal.
 6. **Transition Plan:** COD will meet with Bill Barletta at 6:30 PM on Tuesday, March 15, 2022 to discuss the plan, how the COD may become actively engaged in supporting the process, and more details of the intended uses of the the \$200,000 being requested at the upcoming Town Meeting.
 7. **Diversity Equity and Inclusion Commission:** DEI is beginning to collect stories of lived experience of Sudbury residents. Karyn is working to learn

and pass on how to create accessible surveys. Lisa encouraged all to feel comfortable contributing their stories as the DEI Commission plans a very respectful process. DEI is “casting a wide net” to collect any experience a person might have had, with the goal being to make Sudbury as welcoming as it can be. Karyn suggests it could be possible to incorporate positive stories that are collected as a part of Disability awareness month.

8. **L-S SEPAC and SPS SEPAC:** Guidance at Lincoln-Sudbury Regional High School has worked with L-S SEPAC to offer a virtual college fair for high schools students with disabilities at 7 PM on Thursday, March 31. Randi, who works at Lesley University, is assisting with that effort. L-S will directly send information and L-S SEPAC will post to social media soon. SPS SEPAC and L-S SEPAC both worked with student services at L-S and Curtis Middle School to host a Transition event for rising ninth graders that is happening simultaneous to this COD meeting. SPS SEPAC has hosted an outdoor event during school break and a virtual social evening for parents, both of which have been well attended.

Discussion / Possible Action

1. **Bylaws:** Proposed version is organized more traditionally and draws as much as possible from the enabling legislation. Three sections were highlighted as needing members attention and remote meeting participation was discussed.
 - a. **Name:** Members discussed aspects of possibly renaming the commission. It could be changed to express positivity such as “Accessibility and Inclusion Commission.” There are other towns who have done so. The word disability can conjure a negative image. Most other towns do use Commission on Disability and changing names has the potential to have us lose our identification. The statute states “may establish a Commission on Disability.” Without specifically saying “shall” it leaves an option. Words like accessibility/inclusion/advisory were discussed. Rebranding a group is or could be a big project. We could consult Mr. Dougan from the

Massachusetts Office on Disability. Members expressed that we should carry this idea to a future meeting.

- b. **Officers:** Members discussed if a treasurer is needed. Since there is infrequent financial activity, we have operated with the chair overseeing any transactions and keeping in touch with the Town accounting department and no one sees a need to change that. Duties of a secretary have been handled by the vice chair or chair keeping a roster and members rotating as minute takers. Members expressed the desire to continue with rotating taking minutes.
- c. **Term limit of Chair:** Lisa described advantages of having change of leadership – different style, fresh ideas, prevent burnout. Members considered that two years may be too short as it takes a while to get up to speed. They noted that the annual meeting is in place to elect officers and at that time serving in an office can be reconsidered, so no one sees a need to specify a limit.
- d. **Accessible Meetings:** Karyn expressed concern that meetings should be available for remote participation. Jen Roberts explained that the ability to meet as a quorum of member in person with others attending remotely has been an option for a long time and that if the current option for full remote participation is not continued in July, the old option would remain. She also expressed the expectation that option for remote participation will continued. She and Kay both affirmed that Commissions on Disability are permitted full remote participation in Open Meeting rules. Technical details were also discussed as to member and public participation.

Motion: Lisa made a motion to approve the Bylaws as amended. Doug seconded the motion.

1. Doug Frey: Aye.
2. Karyn Jones: Aye.
3. Liesje Quinto: Aye.
4. Lisa Kouchakdjian: Aye.
5. Kay Bell: Aye.

Vote: 6-0. Motion carried.

2. **Capital projects:** The Capital Projects Subcommittee has created and delivered the accessibility statement to the Permanent Building Committee; they have offered input regarding accessible bathrooms throughout Fire Station 2; and responded to the Fairbank Community Center working group about location of a limited number of automatic door openers within the building.
3. **Web site and document accessibility:**
 - a. **Karyn has spoken with Mark Thompson, Director of Information Systems,** to learn about the Town website. An evaluation two years ago showed that the website is 63.8% accessible. The software to make the site fully accessible costs \$3,500 per year with additional cost for a professional to perform work. What was approved was to spend \$6,500 annually to work on 2500 pages of the website. It will take years to reach 90% as the goal. Documents being generated now are not accessible. If the COD learns how to generate accessible documents and offers guidance for that to other boards and committees that would help. The COD can consider formulating a Town Meeting warrant article for the next Town Meeting (after May 2022) to procure the funds to employ the outside service to get the conversion of older documents done more quickly and take that task off Mark's list.
 - b. Kay and Karyn have searched for and are finding resources that will help get us started on making Word documents accessible.
 - c. Karyn has vetted various survey tools seeking what is most user-friendly for making a survey that is accessible. It seems Survey Monkey is the best. We have connected with the Low Vision Support Group and some members have offered to test a sample survey Karyn is creating and give feedback on how it works with screen readability.
 - d. Once instructions are formulated Karyn would like to get a training video created as a resource for all to use and review.

Approve Minutes

Minutes pending from meetings on February 3, 2022 and February 23, 2022 were not yet available. They will be considered at the next regular meeting.

Future Meeting Dates

1. A special meeting is scheduled for 6:30 PM, Tuesday, March 15, 2022 to discuss the ADA Transition Plan with Bill Barletta, Combined Facilities Director for the Town.
2. Regular meetings are scheduled for 6:30 PM on the first Thursday of the month for April 7th, May 5th, and June 2nd.

Future Agenda Items

1. Items that were not closed in the present agenda will carry forward.
2. Invite Jeff Dougan, Assistant Director of Community...MOD come to a future meeting to...for some professional development as we have so many members
3. Invite Sudbury's State Representative CG and State Senator JE for a legislative night.
4. Consider seeking a Town Meeting article for funds (\$35,000?) for hiring an outside company to implement web conversion.
5. Select a member to serve on the Transportation Committee.

Adjournment

Motion: Lisa made a motion to adjourn. Karyn seconded the motion.

1. Doug Frey: Aye.
2. Karyn Jones: Aye.
3. Liesje Quinto: Aye.
4. Lisa Kouchakdjian: Aye.
5. Kay Bell: Aye.

Vote: 6-0. Motion carried.

The meeting was adjourned at 9:10 PM.

Sudbury Commission on Disability - Meeting

Tuesday, March 15, 2022 6:30 – 8:00 PM

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

Convene with confirmation of quorum. Roll call of members present

1. Convene at 6:35 Karyn Jones, Randi Korn, Lisa Kouchakdjian, Kay Bell (chair), Doug Frey, Caroline joined at 6:44
2. Guest Bill Barletta
 1. Reading of protocols
 2. Select minutes recorder (Kay next in rotation) Randi Korn
3. Public Comment
4. DISCUSSION / POSSIBLE ACTION:
 - a. Updates from Bill Barletta, Combined Facilities Director on ADA Transition Plan Schools:
 - Everyone must digest the information before action
 - Maintenance and minor work- building staff using a workbook as a guideline- and addressing many items from the IHCD
 - Staff taking more ownership of items, new repairs done with workbook in mind.
 - Funding- operational funds for devices tools, materials, and in future years will invest in this.
 - Larger scale- \$ address larger scale items (which there are many).
 - Need to secure more funding and town must plan-
 - Bill proposed- but public (stakeholders) needs discussion needs to help prioritize a plan and timeframe- parks and rec, facilities, COD and building staff have different understanding of different sides of the projects and need to collaborate.
 - Formed at administrative level by town manager and superintendent
 - Concerns raised by COD about a lack of a plan going into town meeting- suggested a group work on a plan.
 - Facilities concerns include wayfinding, entry and signage for all over- are getting a list for all the sign and be a single bid
 - Small projects that maximize accessibility and address the most people. Safety items always addressed first.

- Creating a culture shift and awareness in facilities/building staff and in town. residents happens when we publicly share what has been done.
- \$200K requests/funding can be extended over multiple fiscal years.
- Architecture engineering retainer for \$100K to create a plan to give to a contractor.
- Follow up-
 - COD- how do we communicate to the town our priorities and plan- see a committee established and communicate to the town that we need a better process for prioritizing and for the 200k and the full transition plan so that at town meeting we can explain to the community

- Suggestion that Kay to communicate in writing, to request a working group or committee formed forthwith.
- Kay in favor, Caroline agrees and feels there should be no waiting time, Randi, Karyn and Doug gave a thumbs up.
- Discussion ensued about creating a committee to create a process for the transition plan.
- Lisa moves to authorize Kay Bell as chair to communicate to the town manager our support of the \$200K article that is contingent upon the formation of a group of stakeholders to include the COD to prioritize action items in the ADA Transition Plan to be addressed.
 - Kay seconded the motion
 - Kay called the question: 6 in favor and motion carries.

- Lisa amends to include \$100K. A second move to form a committee of stakeholders, including COD members, to be convened before town meeting to prioritize the use of the \$200K funds for the transition plan, and any portion of the \$100K for an architectural engineer to provide input for the town meeting.
- Caroline seconded
- Discussion- Stress the importance of prioritizing how the 200K gets spent; ensure the architectural engineer does not repeat something that has been done. Money used for both ADA and not ADA, if they do not get 100K it will impact what we can do with the 200K.
- Kay- clarification of which budgets each of the activities will come from

~~5. APPROVE MINUTES if available: 02-03-22 (LK), 02-23-22 (CS), 03-03-22~~

6. DISCUSSION / POSSIBLE ACTION:

- a. Consider requesting funds at the ARPA Listening Session on Thursday, March 24 for improving the accessibility of the Town website
- b. Ask for ARPA funds for website
 - c. Lisa makes a motion to Authorize Kay Bell to attend the public forum on ARPA funds on March 24 and request approximately \$75K to bring the website up to current ADA standards pursuant to W3 web accessibility standards
 - d. Karen seconded the motion
 - e. Roll call vote all voted aye. 6 in favor; Motion carries

Discussion: Conversation ensued about show best to get support for this work.

Site improvement services scans the website for inaccessible features and trains staff to make the fixes

7. Future Meeting Dates and Future Agenda Items
8. Adjournment Lisa makes motion to adjourn Randy seconds
9. All aye motion 6 in favor carries meeting adjourns at 9:10

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.