



Sudbury Commission on Disability Annual Meeting Agenda

Thursday, June 2, 2022

6:30 – 8:45 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

Open Meeting [5 min]

1. Convene with confirmation of quorum. Roll call of members present
2. Reading of protocols
3. Select minutes recorder (rotation: Kay, Randi, Liesje, Karyn)

Welcome Guest [45 min]

Jeffrey L. Dougan, Assistant Director for Community Services, Massachusetts Office on Disability, will present key information about the Americans with Disabilities Act and Massachusetts laws and regulations as they relate to municipalities and he will elaborate on the role Commissions on Disabilities.

Public Comment Opportunity

Discussion / Possible Action Items [63 min]

1. Elect chair and vice-chair [5 min]
2. Committee member, liaison, and subcommittee assignments [15 min]
3. Transition Plan “Town Manager Working Group” representative [5 min]
4. Bylaws Subcommittee Authorization document [5 min]
5. Membership: process for applicants for appointment [15 min]
6. Sudbury Chamber of Commerce (SCC) membership - \$100; July 4 Parade; presentation at a future SCC meeting [10 min]
7. Introduce goals process for 2022-2023, using SMART goal method [8 min]

Reports/updates, if available [10 min]

1. Monthly Meeting with Town Manager (Kay) [1 min]
2. Diversity Equity and Inclusion Commission (Karyn) [3 min]
3. Transportation Committee (Kay) [3 min]
4. Web Accessibility [3 min]
 - a. Accessible content efforts (Karyn/Kay)
 - b. Status of ARPA request
5. Brain-based Disabilities Subcommittee (Randi) [?]
6. Disability Awareness Subcommittee (____) [?]
7. Capital Projects Subcommittee (Randi) [?]
8. L-S SEPAC and SPS SEPAC (Kay) [?]

Housekeeping [15 min]

1. Approve minutes if available:
 - a. Feb, 23, 2022 (Kay for Caroline) [3 min]
 - b. Mar 15, 2022 (Randi) [3 min]
 - c. Apr 7, 2022 (Liesje) [3 min]
2. Future Meeting Dates: [3 min]
3. Future Agenda Items: [3 min]

Close Meeting

1. 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.

Draft List

1. **Liaison:** By arrangement between the COD and the other body, attend meetings or watch recordings. Answer questions and 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.
2. **Advisory:** 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.
3. **Voting 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

Group	Member assigned	Role
DEI Commission	Karyn	Advisory member
Transportation Committee	Kay	Voting member
Council on Aging		Liaise
SPS SEPAC		Liaise
L-S SEPAC		Liaise
Town Manager check-in	Chair & Vice Chair	Liaise
Town Meeting Planning Group		Liaise

Table 2 Subcommittee Assignments

Subcommittee	Members assigned
Capital Improvements	
Brain-based	
Disability Awareness	
ByLaws	
Transition Plan	



Sudbury Commission on Disability Bylaws Subcommittee Authorization

Mission

The Bylaws Subcommittee shall assure that the Bylaws are maintained in compliance with the Commission's enabling legislation, Massachusetts General Law Chapter 40, Section 8J, and Sudbury Town policies. The Subcommittee shall assure that provisions in the Bylaws reflect the practices Commission members have chosen to adopt within those parameters.

Members

1. Kay Bell
2. To be determined

Goals and Objectives

1. Be familiar with the practices defined in the articles of the Bylaws.
2. Provide answers if questions arise about practices defined in the articles of the Bylaws.
3. If a change in practice is desired by Commission members, provide text for an amendment to the Bylaws and present it for consideration as prescribed in the Bylaws.
4. Review the existing Bylaws annually to assure they remain compliant and reflect Commission practice.

Reporting Requirements (to whom, dates and deadlines)

1. The Bylaws Subcommittee reports directly to the Sudbury Commission on Disability as a whole. Information and proposed amendments may be delivered in written form and/or in person at Commission meetings.
2. Annual review of the Bylaws shall be reported no later than April. If any amendments will be proposed, they shall be presented no later than May for a first reading so they may be considered for adoption at the June annual meeting.

3. If, at any time within a year, an amendment to the Bylaws is requested, the Subcommittee shall convene to formulate the amendment as soon as reasonably practicable. Adoption of an amendment requires a first reading at a regular meeting prior to the meeting at which the amendment will be considered for adoption.

Recommendations

The Bylaws Subcommittee shall explain the contents of the Bylaws and shall make recommendations to the whole Commission for amendments to the Bylaws.

Compliance with OML

The Subcommittee shall post agendas and conduct and record meetings in compliance with Massachusetts Open Meeting Law. Agendas shall be posted at the Town Clerk's office and on the Town of Sudbury website. Meetings minutes shall be posted on the Town of Sudbury website.

SMART Goal

S Specific	Describe with clear details.
M Measurable	Tell what will show that the goal is accomplished.
A Achievable	Can this be done with the time, skills, and resources available?
R Relevant	How is this goal aligned with core values and mission?
T Timely	Set a start and finish date for your goal and. Start Date: _____ Finish Date _____

What steps do you need to take to get you to your goal?

Action Items	Expected Completion Date	Actual Completion Date

Potential Obstacles and Solutions

Potential Obstacles	Potential Solutions

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What steps do you need to take to get you to your goal?

Action Items	Expected Completion Date	Actual Completion Date

Potential Obstacles and Solutions

Potential Obstacles	Potential Solutions



Sudbury Commission on Disability Meeting Minutes

Wednesday, February 3, 2022

Kay Bell, Chair, called the virtual meeting to order with roll call at 7:08 PM

Members Present

1. Lisa Kouchakdjian, Vice Chair
2. Karyn Jones
3. Liesje Quinto
4. Kay Bell, Chair (left 7:25, returned 7:45 PM)
5. Caroline Santangelo
6. Doug Frey (arrived 7:30 PM)

Members Absent

1. Randi Korn
2. Jane Kline

Other Attendees

1. Peg Espinola, Council on Aging Liaison
2. Jennifer Roberts, Select Board Chair and Liaison
3. Jennifer Pincus, Permanent Building Committee

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. Caroline will take the minutes for this meeting.

Discussion / Possible Action

1. Kay gave information on ADA requirements under Title II for minimum specifications for force required to open doors, the inclusion of automatic opening doors that surpass minimum ADA requirements in plans for restrooms in design plans for Fairbank Community Center (FCC), and (due to cost) the need for the COD to consider priority for locations in the community center for those doors. The Permanent Building Committee (PBC) sent an urgent request for COD's opinion on priority of location for automatic fewer door openers. The plan had been for all restrooms to have them until they learned that the per door cost is estimated to be \$16,000, possibly.
2. Karyn asked about the budget for the FCC. After consideration of not knowing with certainty about cost of each automatic door, the members decided to focus on the key request for minimum number (5) and their locations.
3. Members examined plan drawings and discussed in detail how automatic opening doors figure into access to exercise and fitness activity for people with disabilities. Members recognized and emphasized how difficult and important it is for individuals with disabilities to get good exercise.
4. Though PBC has not indicated automatic door openers for the universal changing rooms (UCRs), members believe it is of utmost importance that the larger UCR have one and that the door between Locker 3 area and the pool have a touchless one. Recently sent information indicates that the doors from the corridors into the locker rooms cannot be automatic opening. Members discussed this a serious obstacle.
5. Jennifer Pincus from the PBC explained that the doors without automatic openers meet MAAB and ADA standards for accessibility based on meeting low force requirements. "Yes, you may have some quadriplegics who are above and beyond, um,...maybe somebody who just has a problem with there legs but there hands work, their arms work. You may have some people who have issues with that. But if you want to put a door opener with a hand wave and a button on every room that they might want to get into you're going to go down a rabbit hole here and we're not going to be able to afford this building." She mentioned that

the doors to all locker rooms will have card readers which require power, so that will be there already, and adding a switch for automatic opening will not require much more expense. However, the doors from the lockers to the pool have no electric power, so would be costly to change to automatic opening, though without the privacy lock, that would be something less than bathroom/changing room door kits.

6. Jennifer explained that originally the plans had no automatic opening doors, but that Kay had asked for them to be considered and the architect was familiar with them, so they were incorporated on all accessible bathrooms. Then the high cost estimate came, and it was clear they had to be reduced to five and the PBC wants the CODs take on location.
7. Kay raised the idea of seeking more funds. Jennifer explained how having the funds in place before the bids go out for this would be important. Kay expressed frustration that the disability community's input has not taken in until so late in the design process. Lisa also elaborated that point.
8. Jennifer explained that PBC was handed the project after the feasibility study with various definitions and constraints in place. They needed to limit the "number of cooks in the kitchen" as the user groups and designers and project managers was a large group. The design and planning get more detailed only at this later phase so the door openers would not have emerged until this phase anyway.
9. In looking at the distribution of five auto opening doors members considered that three at the senior center might be reduced to two and one of those could be placed at the larger universal changing room. That or increase the number to six.
10. Peg Espinosa expressed her personal view supporting that two auto opening doors in the senior center would be OK and the auto opening door for the changing room would be helpful to seniors there. She added that the Council on Aging is interested in writing a letter of support for the request COD has made to include an accessibility statement in the upcoming request for bids on this project.
11. Set of priority options distilled out of discussion:
 - a. Have five bathroom auto openers: move one from the senior area to a UCR.

- b. Have six: seniors keep two and put two into the family UCRs.
- c. Have seven: five remain where they are and put two into the family UCRs.

Motion: Doug made a motion to authorize Kay, as chair, to write a letter to PBC with the list of priorities discussed. Karyn seconded the motion.

Discussion to clarify ensued.

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

Vote: 6-0. Motion carried.

Kay asked about the door from the locker 3 area to the pool that had been discussed earlier. Jennifer Pincus asked: If the cost of making that door automatic opening is substantial, is the pool door more important than the UCR door? Karyn and Liesje both believe at least one UCR and the pool door need to be auto open. Jen pointed out adding the pool door mean adding to one to each option on our list – to 6, 7, and 8.

Motion: Doug made a motion to strike the prior motion. Caroline seconded the motion.

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

Vote: 6-0. Motion carried.

Motion: : Doug made a motion to authorize Kay, as chair, to write a letter to PBC making a recommendation for six automaking opening doors with wave sensors:

1. 1 at recreation area
2. 1 at Sudbury Public Schools
3. 2 at senior center
4. 1 at the larger UCR
5. 1 at door to pool from locker 3 without a lock

Kay seconded the motion.

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

Vote: 6-0. Motion carried.

Future Meeting Dates

1. Kay asked if March 15 at 7:00 PM would work well for a time for Combined Facilities Director, Bill Barletta, to come to discuss the Transition Plan. Most members are available.

Adjournment

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

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

Vote: 6-0. Motion carried.

The meeting was adjourned at 9:31 PM.

Minutes respectfully submitted by Kay Bell as Caroline Santangelo is no longer a member.



Sudbury Commission on Disability Meeting Minutes

Tuesday, March 15, 2022

Kay Bell, Chair, called the virtual meeting to order with roll call at 6:35 PM

Members Present

1. Lisa Kouchakdjian, Vice Chair
2. Doug Frey
3. Randi Korn
4. Karyn Jones
5. Kay Bell, Chair
6. Caroline Santangelo (joined at 6:44 PM)

Members Absent

1. Jane Kline
2. Leisje Quinto

Other Attendees

1. Bill Barletta, Combined Facilities Director
2. Peg Espinola, Council on Aging Liaison?
3. Jennifer Roberts, Select Board Chair and Liaison?

Opening

1. Reading of protocols by Kay.
2. Randi will take the minutes for this meeting.
3. There was no Public Comment offered.

Guest Presenter, Bill Barletta, Sudbury Combined Facilities Director

1. Schools: Everyone must digest the information before action

2. Maintenance and minor work- building staff using a workbook as a guideline- and addressing many items from the IHCD
3. Staff taking more ownership of items, new repairs done with workbook in mind.
4. Funding- operational funds for devices tools, materials, and in future years will invest in this.
5. Larger scale- \$ address larger scale items (which there are many).
 6. Need to secure more funding and town must plan-
 7. 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.
 8. Formed at administrative level by town manager and superintendent
9. Concerns raised by COD about a lack of a plan going into town meeting- suggested a group work on a plan.
10. Facilities concerns include wayfinding, entry and signage for all over- are getting a list for all the sign and be a single bid
11. Small projects that maximize accessibility and address the most people. Safety items always addressed first.
12. Creating a culture shift and awareness in facilities/building staff and in town. residents happens when we publicly share what has been done.
13. \$200K requests/funding can be extended over multiple fiscal years.
14. Architecture engineering retainer for \$100K to create a plan to give to a contractor.

Discussion / Possible Action – Warrant Article for \$200,000

1. 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.
2. Suggestion that Kay to communicate in writing, to request a working group or committee formed forthwith.
3. Kay in favor, Caroline agrees and feels there should be no waiting time, Randi, Karyn and Doug gave a thumbs up.

4. Discussion ensued about creating a committee to create a process for the transition plan.

Motion: 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.

1. Doug Frey: Aye.
2. Karyn Jones: Aye.
3. Carolyn Santangelo: Aye.
4. Randi Korn: Aye.
5. Lisa Kouchakdjian: Aye.
6. Kay Bell: Aye.

Vote: 6-0. Motion carried.

Motion amendment: Lisa moves to amend to include \$100K. A second motion 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 the motion.

5. **Discussion of amended motion:** 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 would like clarification of which budgets each of the activities will come from.

1. Doug Frey: Aye.
2. Karyn Jones: Aye.
3. Carolyn Santangelo: Aye.
4. Randi Korn: Aye.
5. Lisa Kouchakdjian: Aye.
6. Kay Bell: Aye.

Vote: 6-0. Motion carried.

Discussion / Possible Action – American Rescue Plan Funds Request

1. Consider requesting funds at the ARPA Listening Session on Thursday, March 24 for improving the accessibility of the Town website
2. Ask for ARPA funds for website

Motion: Lisa made a motion 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. Karen seconded the motion.

1. Doug Frey: Aye.
2. Karyn Jones: Aye.
3. Carolyn Santangelo: Aye.
4. Randi Korn: Aye.
5. Lisa Kouchakdjian: Aye.
6. Kay Bell: Aye.

Vote: 6-0. Motion carried.

3. Discussion: Conversation ensued about how best to get support for this work.
4. Site Improvement services scans the website for inaccessible features and trains staff to make the fixes.

Adjournment

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

1. Doug Frey: Aye.
2. Karyn Jones: Aye.
3. Caroline Santangelo: Aye.
4. Randi Korn: Aye.
5. Lisa Kouchakdjian: Aye.
6. Kay Bell: Aye.

Vote: 6-0. Motion carried.

The meeting was adjourned at 9:10 PM.