



Sudbury Commission on Disability Meeting Agenda

Thursday, May 5, 2022

6:30 – 8:45 PM

Supporting Materials Provided Below

1. Template for subcommittee purpose and parameters
2. Bylaws Subcommittee Authorization draft
3. Minutes: 22-03-15 SCOD Minutes draft

TEMPLATE FOR SUBCOMMITTEE AUTHORIZATION

Title of Subcommittee

Mission Statement

Write statement here. It could have

1. numbered items
2. ...

...or not

Members

1. name
2. name
3. name

Goals and Objectives

Write goals and objectives here

1. numbered items
2. ...

...or not

Reporting requirements

Explain how, how often reporting to whole commission

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.

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.



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).
 1. Need to secure more funding and town must plan-
 2. 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.
 3. Formed at administrative level by town manager and superintendent
4. Concerns raised by COD about a lack of a plan going into town meeting- suggested a group work on a plan.
5. Facilities concerns include wayfinding, entry and signage for all over- are getting a list for all the sign and be a single bid
6. Small projects that maximize accessibility and address the most people. Safety items always addressed first.
7. Creating a culture shift and awareness in facilities/building staff and in town. residents happens when we publicly share what has been done.
8. \$200K requests/funding can be extended over multiple fiscal years.
9. 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.

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.

1. Discussion: Conversation ensued about how best to get support for this work.
2. 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.