

Sudbury Commission on Disability (COD)

Minutes of December 1, 2022

Virtual Meeting. All attendees present remotely.

Members Present: Kay Bell (Chair), Pat Brown, Cameron LaHaise

Members Absent: Liesje Quinto

Also Present: Select Board Chair Charlie Russo

Kay Bell, Chair, called the meeting to order by roll call at 7:35 pm, and reviewed the protocols under which remote meetings are conducted. Pat Brown will produce minutes for this meeting. There were no public comments.

Minutes

1) Approval of minutes.

Approve **the October 6 COD minutes** as amended.

Motion by Kay Bell, second by Pat Brown.

Unanimous approval by roll call vote.

Approve **the November 11 COD minutes** as submitted.

Motion by Cam LaHaise, second by Pat Brown.

Unanimous approval by roll call vote.

2) Subcommittee minutes will be addressed at a future meeting.

Reports from the Chair

1) Town Manager Check-in November 16

Notes from the meeting with Kay Bell, Interim Town Manager Maryanne Bilodeau and Finance Director Dennis Keohane are posted with the December 1 supporting meeting materials. Kay added two additional points:

Municipal funds, like the Handicap Parking Fines fund available to the COD are governed by various regulations for municipalities and may not be distributed directly to private groups or entities without restriction.

Maryanne stated that she will put forward a request to 2023 Town Meeting for another \$200,000 to apply to ADA Transition work, noting that urgent accessibility project needs were identified in the course of this that required some of the funds approved at 2022 Town Meeting.

The COD Chair and Vice-Chair plan to meet monthly with the Town Manager in the future.

2) DEI (Diversity, Equity and Inclusion) Commission

Kay reminded the COD that the Commission should nominate a new advisory member to the Select Board to serve as COD Advisory Member following Karyn Jones' resignation from COD. The DEI Commission is currently rebuilding membership and interviewing potential new members. Selecting a member from COD to recommend to serve as advisory member of the DEI Commission will appear on a future COD agenda.

3) Transportation Committee

The Transportation Committee is actively meeting to formulate what items to request the Select Board place upon the 2023 Annual Town Meeting Warrant.

4) Subcommittees and SEPACs

The Subcommittees have not met. Both SEPACs (Special Education Parent Advisory Council—one for Sudbury Public Schools and one for Lincoln-Sudbury Regional High School) worked together to host an event in November concerning student mental health.

Discussion and Potential Action Items

1) ADA Transition Plan – Select Board Chair Charlie Russo

Chair Kay Bell introduced Select Board Chair Charlie Russo, Juniper Road. When the Select Board ranked its top five goals, he identified the ADA Transition Plan as his specific focus. He is excited to learn more about this area and looks forward to implementing the town's ADA Transition Plan.

Kay has been engaged in this process for a long time and looks forward to seeing progress reports as the specific issues identified in the assessment are addressed. Because of membership turnover the COD Transition Plan Subcommittee has not met. As new members join the COD, we could either re-constitute the subcommittee or the entire COD could work together on the Transition Plan.

Cam LaHaise suggested a regular meeting, perhaps monthly, with Charlie or the Select Board to check-in on the Transition Plan. Pat Brown requested notification when the Board will discuss progress on the Plan. Charlie mentioned that the Board receives KPI (Key Project Indicator) updates quarterly, and the next KPI meeting is scheduled for December 20. The most recent presentation was on September 27. In addition to the KPI updates, Pat requested that progress be kept by checking off items on the extremely detailed list of items in the Transition Plan as they are accomplished. Kay mentioned that in addition to physical modifications, the Plan lists changes to Policies and Practices which should also be addressed and tracked. After a discussion of many initiatives in town to serve those with disabilities, Charlie stressed that he is open and willing to receive input from the COD to help keep the focus on the best way forward as things evolve.

The COD thanked Select Board Chair Russo for his involvement, and he left the panel.

Kay recognized Bob May, 98 Maynard Farm Road, for public comment. Mr. May recommended the Tower Gardens in Bolyston as a model ADA compliant facility for conservation and public access, owned and operated by the Worcester Garden Club. He also described concerns with management of the Fairbank Community Center project.

Elect Vice-Chair

Pat stated that the COD is composed primarily of new members—only Kay has served for a full year—and that it is advisable to develop leadership capacity in a range of members. Pat requested that Cam train to serve as chair when the COD reorganizes in May. Pat then nominated Cam for Vice Chair; Kay seconded.

Cameron Hayes was elected Vice-Chair of COD unanimously on a roll call vote.

Membership Recruitment

COD currently has four members—there should be between five and nine. An announcement requesting new members to serve on the COD was posted on the Town website, both the main page and the COD page, on November 16. So far we have received one application from Bob May.

Kay stated that it is up to the committee to decide how to handle applicants. Generally, the COD has not had more applicants than openings. However, last spring there were seven applicants for four openings. The COD chose to

interview all the applicants and send these rankings to the Town Manager and to the Select Board for their consideration. However she believes this COD can decide differently.

Pat stated that it is Select Board policy that committee openings be advertised for a month, but that last spring the COD kept taking applications after the specified end-date. The current posting indicates an end-date of December 20. Kay questioned closing applications by a specific date if there are still openings but recommended in leaving applications open until all seats are filled. Perhaps the Select Board meant a minimum of thirty days before consideration of candidates? If we have as many or more applicants than seats by December 20, then we close the applications on December 20—but if not, they should remain open until the seats are filled. After December 20 COD will begin the process of evaluating candidates to submit recommendations to the Town Manager.

Kay will share this consensus with the Town Manager and relay her response.

Kay again recognized Bob May, 98 Maynard Farm Road, for public comment. He, as an applicant to join COD, requested that he receive feedback on his application on or near December 20. It would be a problem to have to wait for months for an update, and it would a problem to have to wait for consideration until all seats are filled.

Letter of support for TOPPS Soccer grant application

Cam shared a copy of her draft letter to the Sudbury Foundation from the COD in support of the grant application by Sudbury Youth Soccer for equipment for the TOPPS Soccer program.

Kay Bell moved that she (Kay, as chair) sign the letter composed by Cam LaHaise in support of the TOPPS Soccer application on behalf of the Commission on Disability to the Sudbury Foundation and send it to Karyn Jones. Cam seconded, and the motion carried unanimously by roll call vote.

Discussion of 2022-2023 Goals

This item was deferred. Pat asked whether goals are things we still have to do or all items we have planned. Should we check off items as we complete them?

Kay suggested she reorder the existing list and asked that members consider what personal priorities they want to add to this list and what goals we represent for the community prior to the January COD meeting. Cam described how we can use this list to come up with specific, meaningful, time-constrained and prioritized actions to pursue.

Annual Report – due January 27, 2023

Pat had submitted draft 1 of the COD Annual Report, which was included in the packet materials. For January, the second draft should include the financials, some visuals, and remove an included link. Once COD has approved the document, then all members must sign. Pat will confirm this can be done by leaving a copy in the Select Board office and having all members come by to sign prior to January 27.

“Understanding Our Differences” followup

The materials following up this event are in the supporting packet for this meeting. Both Karyn Jones and Liesje Quinto on the COD worked to organize and hold this event. Kay proposed writing a note of thanks from the COD to Karyn for her efforts, and the COD readily concurred.

Action Items:

Kay – Distribute a goals process task list

 Note of thanks to Karyn

 Ask Town Manager about COD application process

Pat – follow-up Annual Report visuals, financials,
 and signature procedure

Cam – Send TOPPS Soccer support letter to Karyn

All – Consider COD goals—both personal and collective—to
 be discussed in January

Motion to adjourn made by Pat Brown, seconded by Cam LaHaise, **unanimously approved by roll call vote at 9:29.**



Sudbury Commission on Disability

December 1, 2022a

Dear Sudbury Foundation Board Members:

The Sudbury Commission on Disability (COD) is proud to submit this letter of support for the Sudbury Youth Soccer TOPSoccer grant request. The COD had the opportunity to learn about this program during a presentation from Karyn Jones, TOPSoccer Coordinator Sudbury Youth Soccer, and Steve O'Keefe, President Sudbury Youth Soccer.

This adaptive program would greatly benefit the Sudbury community and there is a strong need for this type of accessible and inclusive programming, as shown by the overwhelming participation rate last season. As a COD, part of our mission is to promote equal access to all aspects of community life for individuals in Sudbury living with disabilities. The TOPSoccer Program supports the individual with a disability in providing adaptive equipment and accommodations so that each person can participate to the best of their individual ability. The TOPSoccer Program would allow ALL Sudbury athletes to be a part of a team and meaningfully enjoy the sport of soccer, an opportunity that many individuals are not able to access in traditional youth sports programming. Even more, this program would allow ALL members of the community to participate either as an athlete, a "buddy", a coach, or a family member.

The TOPSoccer Program supports a larger vision of equal access in Sudbury. It would be incredible if the program could receive the support and financial assistance from the Sudbury Foundation.

Thank you,

Sudbury Commission on Disability

Kay Bell, Chair

On behalf of the Sudbury Commission on Disability

disability@sudbury.ma.us - (978) 639 - 3265 - <https://sudbury.ma.us/disability/>



Sudbury Commission on Disability Capital Projects Subcommittee

Minutes draft

Thursday, Aug 18, 2022

4:00 – 5:00 PM

Randi called the virtual meeting to order with roll call at 4:05 PM

Members Present

1. Randi Korn
2. Kay Bell

Minutes recorder:

Randi

Discussion / Action

1. Members noted that there are less frequent Permanent Building Committee meetings and both the Fairbank Community Center and the Fire Station project are beyond design and have building contractors engaged. Members will continue to monitor meetings.
2. With new COD members being appointed, this subcommittee could seek additional members and current members might move off the subcommittee.

Close Meeting

1. Future meeting dates: TBD
2. Future agenda items: TBD
3. Adjournment: Kay moved, Randi seconded that the meeting adjourn at 4: 47 PM. The vote was unanimous in favor of 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.



Sudbury Commission on Disability Transition Plan of July 2021 Subcommittee

Minute DRAFT

Friday, September 23, 2022

9:00 AM

Open Meeting

1. At 9:09 AM Liesje noted a quorum present and took roll call. Karyn Jones, KayBell, and Liesje Quinto – present. Also present Interim Town Manager Maryanne Bilodeau and Combined Facilities Director Sandra Duran.
2. Liesje read virtual meeting protocols.
3. Kay volunteered to do the minutes.
4. Kay noted that the newly assigned Liaison from the Council on Aging, Marilyn Tromer, was in attendance in the audience and offered a brief welcome.

Minutes

The minutes from the July 27, 2022 Transition Plan of July 2021 were shown by Kay, who produced them. Liesje moved and Karyn seconded that the minutes be approved as submitted. The motion passed unanimously by roll call vote.

Discussion / Action

1. Sandra Duran, Combined Facilities Director, showed what the Massachusetts Office on Disability (MOD) online grant application looks like. The text for the fields is to be compose in advance and pasted in.
2. Sandra then showed draft content for three distinct projects for grant applications: Accessible water fountain/bottle filler appliances, accessible routes into recreation fields, and assisted listening devices and technology of different types.
3. **Accessible water fountain/bottle filler appliances:** About \$5000 each. Nineteen at various locations in schools and town buildings with one to be located outdoors at Haskell Field.
4. **Accessible routes into recreation fields:** Some will be paved paths, others crushed packed granite. Variety of locations. Feeley Field is already in a Park and Recreation Department project, so will not be in this project.

5. **Assisted listening devices and technology:** Hearing loop technology (wire in walls of a room that cast the sound to cochlear implants, hearing aids, and listening devices) and other wireless hearing technology are involved. Meeting and gathering spaces (e.g. Curtis Middles School auditorium)
6. Sandra showed slides depicting the results of the funds voted at May Town Meeting 2022 for sink replacements at Noyes. Also work on an egress route there that is now accessible for emergency evacuation. There were pictures of an art room sink to be improved, alternate accessible entrances/exits at the community center construction site, adjustments to grab bars and dispensers as an example of making bathrooms truly compliant, and even the height change of a urinal for the same purpose. Karyn and others expressed appreciation of this progress.
7. If letters of support are to be written they are needed ASAP. Deadline for submission is September 30. The whole Commission on Disability (COD) would need to vote to do so. COD meets on Wednesday September 28 at 7:00 PM.
8. Maryanne suggested that reminding MOD that Sudbury has applied for Planning grants and for an Improvement grant in the past without success. She was told that in the pool of applicants Sudbury is seen as a wealthy town.
9. Kay said that at the May COD meeting Jeff Dougan, Assistant director for Community Services at MOD, came to present on the role of CODs. When asked about Sudbury's eligibility for an MOD grant (with the reminder that we'd applied before and never won a grant) Mr. Dougan suggested explaining that explicitly in the application.
10. Kay pointed out that Sudbury took full financial responsibility for obtaining a Self Evaluation and Transition Plan, contracting with the top-notch professionals at the Institute for Human Centered design.
11. Members of the Transition Plan Subcommittee will each draft a letter to be available for working on if the COD votes in favor at that meeting. Water fountains – Karyn; accessible routes to fields – Liesje; hearing technology – Kay.
12. Liesje needed to leave the meeting at 10:00 AM.

Close Meeting

1. Future meeting dates: TBD
2. Future agenda items: TBD
3. Adjournment: Karyn moved and Kay seconded the motion to adjourn. Motion carried unanimously by roll call vote. Kay adjourned the meeting at 10:03 AM.



What the Commission on Disability has been up to since September 2022

Disability Awareness Campaigns – month of October

1. COD collaborated with Goodnow Library and Sudbury Cooperative Preschool to deliver a virtual learning opportunity, Unlearning Ableism, and a festive in-person, family friendly event at Goodnow Library, Together We Play. These active awareness events reached 900 people.
2. COD visited 17 town committees and boards to deliver a brief message about Disability Etiquette with a few examples of best practice when interacting with people with a variety of disabilities. We also delivered dozens of International Disability Awareness Flag lapel pins to public servants around town.

Municipal ADA Improvement Grant applications endorsement

1. Combined Facilities Director, Sandra Duran, and Interim Town Manager, Maryanne Bilodeau presented three draft grant requests intended to be submitted to Massachusetts Office on Disability within a few days. All were related to implementing projects to address issues enumerated in the ADA Transition Plan of July 2021.
2. The COD would have preferred to have the opportunity to participate in a prioritization process and made the best of it by offering a number of constructive questions and suggestions to improve the requests. The COD voted to endorse the three requests and produce letters of endorsement on quick turnaround.

Regular meeting with Town Manager

1. Monthly “check-in” meetings have been revived after a lengthy suspension when the prior town manager departed.
2. Various technical, legal, procedural, and logistical questions are discussed among the Interim Town Manager, the COD Chair and the COD Vice Chair monthly. With no other staff assigned to the COD, this is a very useful contact.

Membership

1. After a loss of four out of five “veteran members” to various life circumstances, early in 2022, the COD went through a complex process with town administration to fill in our ranks.
2. Of the five members who had joined the COD more recently (from late 2021 through June 2022) three have resigned, two due to other demands on their time, and one to continue working on accessibility and inclusion in the public non-profit sector.
3. Currently there are three applicants “in the pipeline.”

Other

1. COD has a member sitting on the Transportation Committee who provides a disability perspective and direct support to development of transportation programs.
2. COD received a presentation from Sudbury Youth Soccer Association on an inclusive and adaptive soccer program called TOPSoccer. It had been piloted in the fall with great success. The COD voted to endorse their application to the Sudbury Foundation for full program launch funds. We wrote the letter on a quick turnaround.

Goals

1. The currently serving members have been considering how to develop an abbreviated set of goals for next five months.

Submitted by Kay Bell, COD Chair

12-07-22

Application Form

Profile

Robert May
First Name Middle Initial Last Name

robert.may3@comcast.net
Email Address

98 MAYNARD FARM RD
Home Address Suite or Apt

SUDBURY MA 01776
City State Postal Code

Home: (978) 443-4526
Primary Phone Alternate Phone

Which Boards would you like to apply for?

Commission on Disability: Submitted

Question applies to multiple boards

TERM EXPIRATION STATUS: Do you wish to be REAPPOINTED

☐ Yes ☒ No

Sudbury Residency

Years Lived in Sudbury

42

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on this board or commission?

I believe in the principle that focusing on ADA issues will help a broad segment of the population. With the new community center in critical equipment ordering phases I would like to help to insure ADA issues are properly addressed.

Please describe your experience pertinent to this board/committee.

12 years on Council on Aging. Spouse now in a memory care unit where ADA issues are clearly a high priority.

Do you have previous municipal experience? If so, in what capacity have you served?

Vice Chairperson and Secretary on COA over my 12 years. Participant on Update of Town Masterplan in 2019.

What is your educational background?

Masters Degree

retired from Hewlett Packard

Employer

Job Title

[May_Robert_Resume_Review_V14.docx](#)

Upload a Resume

Availability

When are you available to attend board/committee meetings? (Please select all that apply) *

- ☒ Weekday Mornings
- ☒ Weekday Evenings
- ☒ Weekends

Town Interest

Do you or any member of your family have any business dealings with the Town? If yes, please explain.

No conflicts

Signature Confirmation

Check below to indicate that you have read, understand and agree to the following statement:

I agree that if appointed, I will work toward furtherance of the committee's mission statement; and further, I agree that I will conduct my committee activities in a manner which is compliant with all relevant State and Local laws and regulations, including but not limited to the Open Meeting Law, Public Records Law, Conflict of Interest Law, Email Policy and the Code of Conduct for Town Committees.

☒ I Agree

Fill in your name below to confirm: I hereby submit my application for consideration for appointment to the Board(s) or Commission(s) indicated above.

Robert May

ROBERT MAY
Cell 508-517-5814
robert.may3@comcast.net

www.linkedin.com/in/robertmay3

SENIOR CONTRACT AND SALES OPERATIONS MANAGER

Accomplished internationally experienced operations manager with a unique combination of engineering, financial, and legal skills integrated with the leadership ability to resolve complex challenges for a variety of businesses or functions. Industry experience includes software, data systems, consumer goods, pharmaceutical, and services that add more depth to solutions proposed.

Competencies include:

Financial	Contracts	Supply Chain or Acquisition
Controllership Analysis Budgeting Cash management Divestitures	Software licensing Intellectual property Subscription based contracts Technology transfers Privacy, Security, and compliance focus	Contracts Negotiation skills Outsourcing issues International focus Program management Business Process improvement

SELECTED ACHIEVEMENTS

- Added Direct customer and revenue focused contract management skills and received several service awards from sales management. Improved the effectiveness of the operations by updating and creating templates for major business groups, and added outbound licensing as well as SAAS contracting skills. Developed specialized skills in the area of electronic data storage with complex security issues.
- Ensured business continuity by implementing a \$12 Billion procurement plan with a multinational vendor creating a new outsource manufacturer contract template, a new business planning process, and a custom training schedule to insure strong execution of deliverables.
- Generated cost savings and cash gains of over \$100 Million by implementing profit enhancement programs, end of life programs, and divestitures.
- Turnaround: Transitioned an operating loss of 10% to a 6% profit within one year by creating a new operating model for Swedish Banking subsidiary.
- Enabled strategic marketing and development programs to meet or exceed target deliverables by managing 100 to 200 Alliance and licensing transactions annually within budget and on schedule.
- Provided financial leadership producing consistent, predictable, on-plan performance as Finance Director for Latin America and major development programs.

PROFESSIONAL EXPERIENCE

HEWLETT-PACKARD COMPANY

Revenue Contracts Manager, Software Division

2011 – 2015

Served in the Legal Department, focusing on the Autonomy Products (Autonomy business merged with HP in 2011).

- Executed 350 or more revenue contracts annually on World-wide basis including software licensing, channel partners, professional service, and subscription businesses.

IRON MOUNTAIN

Revenue Contracts Manager, Iron Mountain Digital Division

2009 - 2011

- Managed high volumes of SaaS subscription type software contracts as well as Global Professional Services.

Robert E. May III continued

- Redesigned contract architecture to include EMEA, and PAC-RIM. Integrated multiple currencies into the architecture.

HEWLETT-PACKARD

Contracts Manager –Inbound Licenses and other strategic vendor transactions (2003-2009)

- Reduced legal risk in large supply contracts by recommending a three-year schedule of renewals and renegotiations after auditing the major legal risk clauses for 90 major suppliers
- Created a plan for the reduction of legal risks within overseas contracts by completing a review of regional legal support for procurement transactions. Completed review within 60 days and recommended an expansion and refocus of several country teams
- Managed a team of 10 negotiators with high morale and effectiveness based upon annual employee surveys
- Reduced costs for training and increased learning choices by introducing the first formal skills assessment program within the negotiating team utilizing the IACCM certification process

Compaq Computer Corp

Strategic Business Development Manager (1998-2003)

- Maximized the return on investment for software product line by executing a unique licensing deal with a gain of over \$80 million. (BEA)
- Optimized return from banking subsidiary by developing a detailed plan for its divestiture that resulted in a \$10 million gain
- Reduced expense run rates by \$25 Million through the achievement of a new business model stressing the systems integration services and licensing of software in the video transmission business

Additional Experiences

DIGITAL EQUIPMENT CORP.

Group Controller–Digital Equipment

Division produced \$300 million in revenues

Operations Manager \$50 million in revenue

Director Finance Latin America \$200 million in revenues

Education

- MBA, Finance and Marketing, Kellogg School of Management, Evanston, Illinois
- BS Chemical Engineering, Northwestern University, Evanston, Illinois

Affiliations

- International Association of Commercial Contract Managers (IACCM)
- Financial Executives Institute (FEI)

Community Leadership

Vice Chairman of Council on Aging, Sudbury Mass.

Chairman of Lutheran Church

Application Form

Profile

Cheryl

First Name

Wallace

Middle Initial

Last Name

Email Address

26 Bay Drive

Home Address

Suite or Apt

Sudbury

City

MA

State

01776

Postal Code

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Commission on Disability: Submitted

Question applies to multiple boards

TERM EXPIRATION STATUS: Do you wish to be REAPPOINTED

☐ Yes ☒ No

Sudbury Residency

Years Lived in Sudbury

4

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on this board or commission?

I am a 54-year-old Sudbury resident, have been legally disabled since 2003, and have decades of experience living in Massachusetts as a disabled woman. I was widowed at 47 and am totally responsible for every aspect of my life. Consequently, I have a lot of experience with Medicare, Medicaid, SMOG, and Social Security.

Please describe your experience pertinent to this board/committee.

As a disabled person with a community of disabled friends, I have a lot of experience dealing with most organizations required to exist as a low-income MA resident. I also feel there are a lot of resources for children and seniors but very little for all those who fall in between. That would be my main area of interest in bringing new programs for this otherwise invisible demographic.

Do you have previous municipal experience? If so, in what capacity have you served?

I have volunteered for Natick and Framingham's cable access networks. I also volunteer for TCAN and ATAC, both locally funded arts programs. I'm a lifetime member of the Heinlein Society which runs blood drives at science fiction, fantasy, and steampunk conventions all over the country.

What is your educational background?

I attended the New England School of Photography and worked professionally in the field until I became ill.

None

Employer

None

Job Title

Upload a Resume

Availability

When are you available to attend board/committee meetings? (Please select all that apply) *

Town Interest

Do you or any member of your family have any business dealings with the Town? If yes, please explain.

Signature Confirmation

Check below to indicate that you have read, understand and agree to the following statement:

I agree that if appointed, I will work toward furtherance of the committee's mission statement; and further, I agree that I will conduct my committee activities in a manner which is compliant with all relevant State and Local laws and regulations, including but not limited to the Open Meeting Law, Public Records Law, Conflict of Interest Law, Email Policy and the Code of Conduct for Town Committees.

☒ I Agree

Fill in your name below to confirm: I hereby submit my application for consideration for appointment to the Board(s) or Commission(s) indicated above.

Cheryl Wallace

Application Form

Profile

Cheryl

First Name

Wallace

Middle Initial

Last Name

cherbrav@gmail.com

Email Address

26 Bay Drive

Home Address

Suite or Apt

Sudbury

City

MA

State

01776

Postal Code

Mobile: (774) 279-1388

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Commission on Disability: Submitted

Question applies to multiple boards

TERM EXPIRATION STATUS: Do you wish to be REAPPOINTED

☐ Yes ☒ No

Sudbury Residency

Years Lived in Sudbury

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Interests & Experiences

Please tell us about yourself and why you want to serve.

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Please describe your experience pertinent to this board/committee.

As a disabled person with a community of disabled friends, I have a lot of experience dealing with most organizations required to exist as a low-income MA resident. I also feel there are a lot of resources for children and seniors but very little for all those who fall in between. That would be my main area of interest in bringing new programs for this otherwise invisible demographic.

Do you have previous municipal experience? If so, in what capacity have you served?

I have volunteered for Natick and Framingham's cable access networks. I also volunteer for TCAN and ATAC, both locally funded arts programs. I'm a lifetime member of the Heinlein Society which runs blood drives at science fiction, fantasy, and steampunk conventions all over the country.

What is your educational background?

I attended the New England School of Photography and worked professionally in the field until I became ill.

None

Employer

None

Job Title

Upload a Resume

Availability

When are you available to attend board/committee meetings? (Please select all that apply) *

☒ Weekday Evenings

Town Interest

Do you or any member of your family have any business dealings with the Town? If yes, please explain.

None

Signature Confirmation

Check below to indicate that you have read, understand and agree to the following statement:

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☒ I Agree

Fill in your name below to confirm: I hereby submit my application for consideration for appointment to the Board(s) or Commission(s) indicated above.

Cheryl Wallace

TOWN OF SUDBURY
APPLICATION FOR APPOINTMENT

SELECT BOARD
278 OLD SUDBURY ROAD
SUDBURY, MA 01776

FAX: (978) 443-0756
E-MAIL: selectboard@sudbury.ma.us

Board or Committee Name: Commission on Disability

Name: Patricia A. Guthy

Address: 24 Pinewood Avenue

Email Address: C.Guthy@Verizon.net

Home phone: 978-443-5280

Work or Cell phone: 508-868-3456

Years lived in Sudbury: 47 years

Brief resume of background and pertinent experience:

- degreed BA & MS -- Education, Political Science - Special Education
- 18 years - Human Resources - Personnel Director Allyn & Bacon; Director of Compensation, Benefits, HR Systems; Asst. V.P. - same title - Lechmere, Tufts New England Medical Center
- 18 years - Education - Special Education. I am a certified Access Monitor by the MGO.
- Municipal experience (if applicable):
- Sudbury - Commission on Disability - 4 years (resigned 11/21 - due to family illness)
- Master Plan Committee (duration of committee - 1 1/2 years)
- Town Report Committee 3 years (when the report was edited & prep. by volunteers)

Educational background:

See above

Reason for your interest in serving: To assist in assuring accessibility to services, programs and events for those with all levels of abilities. To provide education & background to all in the Town of our responsibility to provide such support & service.

Times when you would be available (days, evenings, weekends):

Do you or any member of your family have any business dealings with the Town? If yes, please explain:

No.

pl

(Initial here that you have read, understand and agree to the following statement)

I agree that if appointed, I will work toward furtherance of the committee's mission statement; and further, I agree that I will conduct my committee activities in a manner which is compliant with all relevant State and Local laws and regulations, including but not limited to the Open Meeting Law, Public Records Law, Conflict of Interest Law, Email Policy and the Code of Conduct for Town Committees.

I hereby submit my application for consideration for appointment to the Board or Committee listed above.

Signature Patricia A. Guthy

Date 12-19-22

Term rotation roster

Group A End of term 5/31/25	Group B End of term 5/31/23	Group C End of term 5/31/24
Cam LaHaise	Kay Bell	Liesje Quinto
xxx	Pat Brown	xxx
xxx	xxx	xxx

Current Member roster:

Member	Started	Term End
Pat Brown	08/30/22	05/31/23
Cameron LaHaise	08/30/22	05/31/25
Liesje Quinto	01/24/22	05/31/24
Randi Korn	04/27/21	05/31/24
Jane Kline	03/23/21	05/31/24
Kay Bell	08/08/17	05/31/23

Appointment and term information is found in minutes of Select Board meetings.

Member	Appointed or Reappointed	Term End	withdrawn
Pat Brown	08/30/22	05/31/23	
Cameron LaHaise	08/30/22	05/31/25	
Liesje Quinto	01/24/22	05/31/24	
Karyn Jones	12/27/21	05/31/23	Nov 2022
Pat Guthy	07/27/21*	05/31/24	Nov 2021
Randi Korn	04/27/21	05/31/24	Sep 2022
Jane Kline	03/23/21	05/31/24	Oct 2022
Kay Bell	07/14/20 *	05/31/23	
Caroline Santangelo	06/11/19	05/31/22	May 2022
Doug Frey	03/12/19	05/31/22	May 2022
Sue Rushfirth	03/12/19	05/31/22	Sep 2019
Lisa Kouchakdjian	01/08/19	05/31/22	May 2022
Susan Iuliano	08/14/18	05/31/21	Apr 2019
Pat Guthy	05/15/18	05/31/21	reapplied
Kay Bell	08/08/17	05/31/20	reapplied
	*mass reappointment process used		

First Key Project Indicator Report on the Transition Plan

Update: 2022-06-23

Town Manager, Human
Resources & Facilities
Staff Project Lead

<https://sudbury.ma.us/townmanager/2021/04/09/ada-evaluation-and-transition-plan/>

ADA Self-Assessment & Transition Plan

Goal: Upgrades, adjustments and repairs to increase accessibility for Town resources



Original Target	Current Target
2026?	2026?

Risk	Controls (Options)
ADA non-compliant inventory of facilities and assets should be remedied as best as practicable.	<ul style="list-style-type: none"> Utilize Self-Assessment and Transition Plan files, along with feedback from others to identify mitigation strategies.

Original Plan	Current Budget
\$0.00	\$200,000

Milestone	Original	Current (Actual)	Notes
Institute for Human Centered Design (IHCD) as consultant - evaluation	2020 SUMMER	2021 Feb	Finalizing. (5) public schools and 14 public buildings – including one (1) police station, three (3) fire stations, one (1) library, two (2) DPW facilities, two (2) historic buildings, one (1) transfer station and four (4) municipal buildings. The outdoor facility set includes 11 recreation facilities.
Community feedback	2021 Apr 14	2021 Apr 27	Finalizing. Expecting final report May/June 2021. Public meeting held 27 April 2021 with COD.
Final Reports		2021 Jul 22	Final report received 22 July 2021
36-60 month compliance and adjustment goal	INFO		If the work done in any 36-month period is greater than \$100,000, the "work being performed" is required to comply. In addition, an accessible entrance and an accessible toilet room, telephone and drinking fountain (if toilets, telephones and drinking fountains are provided) shall also be provided.
Transition Plan and mitigation actions	2021 Aug start	2021 Aug	IHCD reports/files will be utilized, priorities will be set based on staff input and COD feedback assessment. As we move throughout the process, all items will be tracked and made visible.
			See next slide 9/15/22
Project completion	2026?		

Funding Source	Appropriated	Unspent	Matters Addressed
2022 ATM, Article 32	\$200,000	\$200,000	\$20,000 has been used to create accessible routes at Nixon and Noyes Schools.
	\$	\$0	
	\$	\$0	
	\$	\$	
	\$	\$0	
	\$	\$	
TOTAL	\$200,000	\$200,000	

Tracking Started: 2021-04-09

1 Kay Bell : Wouldn't it make sense for the funds paid to IHCD to conduct the Self Evaluation and produce the Transition Plan to be included in the funding portion of this report?

1 Chair Russo: Fair point. My understanding is that funding was obtained because another planned project did not materialize, so that was more of an internal funding transfer rather than a project approved on its own, but you're right that it's worth tracking that expenditure as part of this overall effort.

2 Kay Bell: "IHCD report/files will be utilized, priorities will be set based on staff input and COD feedback assessments. As we move through the process, all items will be tracked and made visible." KPI report helps with tracking some things in the Transition Plan, but the Transition Plan has many items that are not reflected in a KPI report. At the September meeting with the COD Transition Plan Subcommittee the idea of using the Transition Plan document to check off completed items and having that posted publicly on the town website was discussed and agreed to. Earlier in the meeting tonight we heard reports from other projects where communicating with the public was clearly integral. Can this project emulate that practice and fulfill this earliest item listed on the KPI report related to the ADA Self Assessment & Transition Plan?

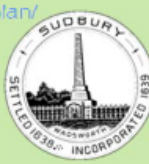
2 Chair Russo: My understanding is that staff fully intends to use the Self Evaluation Report as a tracking checklist.

Second Key Project Indicator Report on the Transition Plan

Update: 2022-09-15

Town Manager, Human Resources & Facilities Staff Project Lead

<https://sudbury.ma.us/townmanager/2021/04/09/ada-evaluation-and-transition-plan/>



ADA Self-Assessment & Transition Plan

Goal: Upgrades, adjustments and repairs to increase accessibility for Town resources

Risk	Controls (Options)
ADA non-compliant inventory of facilities and assets should be remedied as best as practicable.	<ul style="list-style-type: none"> Utilize Self-Assessment and Transition Plan files, along with feedback from others to identify mitigation strategies.

Original Plan \$0.00	Current Budget \$200,000
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Milestone	Original	Current (Actual)	Notes
Recommendations and actions	March through June 2022		FY23 Warrant Article submitted for ADA Recommendations in the amount of \$200,000 to be included at Annual Town Meeting, May 2022. Met with each school principals regarding coordination of in house work on identified recommendations by teams or individual interested staff. Actions to be recorded in electronic format for tracking and reporting. Facilities staff enacting Recommendations related to doors, floor mats, movable obstructions and wall mounted obstructions. Meetings with community stakeholders have begun as of June 2022.
	July through September 2022		<p>An accessible path was created at the Noyes School correcting a significantly deteriorated path enabling students of all abilities to exit safely from the building.</p> <p>An accessible path was created at the Nixon School correcting an unstable deteriorated path that connects the school building to the playground.</p> <p>Accessible sinks and cabinets were installed in the Noyes School. Nixon School will receive handicap sinks in three classrooms and the Art room this fall to support two students who use wheelchairs.</p> <p>Haynes School will receive handicap sinks in a classroom, the art room and the music room to support a new student who will use a wheelchair beginning this fall.</p> <p>Meeting with COD Sub-committee on 9/23/22</p>
Project completion	2026?		

Funding Source	Appropriated	Unspent	Matters Addressed
2022 ATM, Article 32	\$200,000	\$200,000	\$20,000 has been used to create accessible routes at Nixon and Noyes Schools.
	\$	\$0	
	\$	\$0	
	\$	\$	
	\$	\$0	
	\$	\$	
TOTAL	\$200,000	\$200,000	

Tracking Started: 2021-04-09

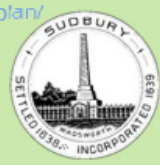
3 Kay Bell: A completed action item was listed (sinks and cabinets at Noyes Elementary School) that was funded on a separate Town Warrant article in May 2022. The amount was \$130,00. But the funds referred to (\$200,000) was a different warrant article, so these figures are confusing. Can they be reconciled?

3 Chair Russo: I can check with staff.

Third Key Project Indicator Report on the Transition Plan delivered 12-20-22

Update: 2022-12-12
Town Manager, Human Resources & Facilities
Staff Project Lead

<https://sudbury.ma.us/townmanager/2021/04/09/ada-evaluation-and-transition-plan/>



ADA Self-Assessment & Transition Plan

Original Target
2026

Current Target
2026

Risk

ADA non-compliant inventory of facilities and assets should be remedied as best as practicable.

Controls (Options)

- Utilize Self-Assessment and Transition Plan files, along with feedback from others to identify mitigation strategies.

Original Plan
\$0.00

Current Budget
\$200,000

Milestone	Original	Current (Actual)	Notes
Recommendations and actions	September through December		<p>Grants applied for awaiting decisions (Continued)</p> <p>Assisted Listening Devices in Town and PreK-8 School meeting rooms and auditoriums Amount Requested: \$93,300 Grantor: Massachusetts Office on Disability Grant Scope: Install a combination of public address systems and wi-fi assistive listening systems, at Town and PreK-8 large meeting rooms, Senior Center and school auditorium.</p> <p>Accessible Pathways to Athletic Fields and Accessible Picnic and Bench Seating Areas Project on Town Building Grounds and Fields Amount Requested: \$187,745 Grantor: Community Preservation Commission Grant Scope: Install a combination of decomposed granite surfacing (fine gravel/stone dust & stabilizer) and asphalt paving to provide accessible pathways to athletic fields, to create accessible bench and picnic seating areas and accessible pathways to said seating areas to provide equitable access to users of the Town fields and grounds of Town buildings. Public Hearing Scheduled: December 21, 2022</p>
Project completion	2026?		

Funding Source	Appropriated	Unspent	Matters Addressed
2022 ATM, Article 32	\$200,000	\$162,876.21	\$37,123.29 has been used to create accessible routes at Nixon and Noyes School bathroom partition installations
	\$	\$0	
	\$	\$0	
	\$	\$	
	\$	\$0	
	\$	\$	
TOTAL	\$200,000	\$162,876.21	

Tracking Started: 2021-04-09

Attachment2.a: KPI - updated for SB Meeting 12-20-22 FINAL (5607 : KPI update)

4 Kay Bell: In the grant requests submitted to the MA Office on Disability for Assistive Listening Technology among the places listed where this technology will be installed is the Senior Center. Is there coordination with the Senior Center on this grant as the Senior Center is also engaged in design, prioritization, and funding related to the Fairbank Community Center ALD and Audio Visual?

4 Chair Russo: I have to defer to staff and/or PBC on this.



Sudbury Commission on Disability

Monthly Community Input Summaries

Dec 2022

1. Text and email: Are tables for Park and Recreation that are being ordered for the Fairbank Community Center wheelchair accessible for both children and adults? (12/14)
2. Phone: Senior Center newsletter still not screen-readable. (12/11)
3. Phone, etc.: Resident who is late deaf called to state concerns about the AV and assisted listening technology plans for the Fairbank Community Center. Resident has also contacted the COA and Interim Town Manager with these concerns. (12/08...)
4. Email: Representative from Domestic Violence Roundtable sent email to say a liaison from DVR will contact me with further thoughts. (12/12)

Nov 2022

1. Text: Mathnasium entrance not wheelchair accessible
2. Email: GoSudbury user concerned about misuse of program
3. Email: Relationship violence worker: seeking collaboration on victims with disabilities
4. Email: Blind resident receives emailed Senior Center newsletter that is not screen readable

Oct 2022

1. Email: LS student has started Disabled Students Union. Volunteering for Together We Play
2. Email: Adult ed user: crumbling curb ramp at LS parking lot

Sep 2022

1. Email: SPS parent: student transportation issues



Dear commissioners,

The lists below are the items raised during our meetings as things we might want to take on as a commission. Three have been done and some things not listed here were also done, e.g. delivery of a disability etiquette message to fellow committees. You may have ideas for our work that don't appear here.

On January 5 the main agenda item will be identifying what action items we agree are most important for us to work on from January to June 2023. We will select those items, prioritize them, and consider how to proceed to work on them.

Ideas / goals mentioned by members since June 2022

1. Pursue creation of Transition Plan Team/working group with admin, COD, community stakeholders to prioritize and monitor progress
2. Continue to monitor capital projects
3. Make presentation to Sudbury Chamber of Commerce
4. Celebrate 30th anniversary of Sudbury COD
5. Bring disability education event(s) to community
6. Host a Community Access Monitor training in Sudbury
7. Work on an outreach and information strategy/method
8. Develop group norms
9. Create a warrant article for 2024 Town Meeting for an improvement project
10. Apply for grant to procure items for Goodnow Library of Things: games, fidget toys, adaptive aids for day-to-day tasks, some number of hippocamps (trail-capable wheelchairs in different sizes)

Action on expressed goals already taken

1. Collaborate on Municipal ADA Improvement Grant application
2. Partner with library for October Disability Awareness activities focused on inclusive play, books portraying positive socializing...
3. Participate in Sudbury Doing Good in November 2022



Dear commissioners,

The lists below are the items raised during our meetings as things we might want to take on as a commission. Three have been done and some things not listed here were also done, e.g. delivery of a disability etiquette message to fellow committees. You may have ideas for our work that don't appear here.

On January 5 the main agenda item will be identifying what action items we agree are most important for us to work on from January to June 2023. We will select those items, prioritize them, and consider how to proceed to work on them.

Ideas / goals mentioned by members since June 2022

1. Collect COD foundation documents (state law, Town Meeting article, Town Counsel opinion, mission, bylaws) and post these as documents on committee documents page.
2. Develop and adopt a formal COD communications policy for interactions with the public, Town Staff, and outside groups.
1. ~~Pursue creation of Transition Plan Team/working group with admin, COD, community stakeholders to prioritize and monitor progress—COD is an advisory committee, per state law. Creating another advisory committee to duplicate our mission is confusing and slows the process.~~
2. Continue to monitor capital projects —Further detail on what this means?
3. Make presentation to Sudbury Chamber of Commerce —What would this convey?
4. Celebrate 30th anniversary of Sudbury COD
5. Bring disability education event(s) to community
6. Host a Community Access Monitor training in Sudbury —will the COD do this, or is it another's responsibility?
7. Work on an outreach and information strategy/method —vague.
8. Develop group norms —vague.
9. Create a warrant article for 2024 Town Meeting for an improvement project
10. Apply for grant to procure items for Goodnow Library of Things: games, fidget toys, adaptive aids for day-to-day tasks, some number of hippocamps (trail-capable)

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wheelchairs in different sizes) [Will COD write the grant application? Or petition the Town Manager and/or Select Board?](#)

Action on expressed goals already taken

1. Collaborate on Municipal ADA Improvement Grant application
2. Partner with library for October Disability Awareness activities focused on inclusive play, books portraying positive socializing...
3. Participate in Sudbury Doing Good in November 2022

Commission on Disability
2022 Annual Report
Draft November 28, 2022

Membership:

During 2022, the Sudbury Commission on Disability (COD) experienced significant turnover. Over the course of the year members Lisa Kouchakdjian, Doug Frey, Caroline Santangelo, Randi Korn, Jane Kline, and Karyn Jones resigned. We would like to express our appreciation for their efforts on the COD to include and accommodate people with disabilities in our community. The COD welcomed new members Liesje Quinto, Cameron LaHaise and Patricia Brown. In addition to COD Chair Kathleen Bell, the COD now consists of four members. By statute—MGL Chapter 40 Section 8J—there should be at least five; Town Meeting approved up to nine members when forming the Commission on Disability .

The COD encourages anyone interested in serving with us to apply, using the form available on the COD webpage [here](#).

Initiatives:

COD Chair Kathleen Bell engaged in monthly meetings through May of 2022 with Town Manager Hayes to track the town's progress in implementing the steps in Sudbury's Americans with Disabilities Act (ADA) Transition Plan. Karyn Jones served as COD's Diversity and Inclusion Advisor to the Sudbury Diversity, Equity and Inclusion (DEI) Commission to advocate for inclusion of those of all abilities in our community. Karyn and Randi Korn from COD were panelists at the Sudbury Diversity, Equity and Inclusion Forum held by the League of Women Voters on January 30. COD Chair Kathleen Bell submitted testimony for a legislative hearing in January to support specific legislation (H.4758/S.1629) strengthening the Massachusetts Architectural Access Board (MAAB). Town Meeting approved \$200,000

to implement the ADA Transition Plan as proposed by the Joint Facilities Manager and supported by the COD, and the COD successfully petitioned for \$75,000 in American Rescue Plan Act (ARPA) funds-- \$35,000 to scan documents, and \$40,000 to hire a contractor to perform the work--to render documents available on the town's website accessible using screen-readers for the vision-impaired.

Fairbank Community Center:

During February and March, the COD corresponded with and met with the Permanent Building Committee (PBC) to advocate for accessibility features in the new Fairbank Community Center. Recommendations included two universal changing rooms and specific insights on the type and placement of six automatic door openers. The PBC included recommended changes from the COD in the Fairbank Community Center project scope.

Reaching Out:

On March 31, COD member Randi Korn, working with Lincoln-Sudbury (LS) Regional High School and the LS Special Education Parent Advisory Council (SEPAC), coordinated a special event to inform families of junior and senior students with disabilities at LS and from other towns about preparing for college and the disability services available at the college level. About 75 people attended this event.

During Sudbury's recognition of National Disabilities Month in October, COD member Karyn Jones engaged with the Goodnow Library and the Sudbury Co-Op Preschool to offer both an online presentation by Ashley Harris Whaley called "Unlearning Ableism: Teaching Children about Disability" and also a hands-on "Together We Play" event at the library. Thanks to extensive pre-event publicity other civic organizations became sponsors for these events and they were widely

attended. Over two hundred people came to the library on October 23 for “Together We Play” —many of them children—to celebrate disability awareness with a variety of activities and presentations.

Financials:

Fiscal Year 2022

July 1, 2021 to June 30, 2022

Account	HANDI PARK	118357 522100	
		Beginning balance	15,595.29
10/3/2021	Disability Awareness Flag Lapel Pins		2,174.21
10/26/2021	Brain-Based Disability Program - Flyers		49.41
11/2/2021	Brain-Based Disability Program ASL Interpreting		438.75
6/22/2022	Sudbury Chamber of Commerce organization membership		100.00
	Police Department income		100.00
	Ending balance		12,932.92
	FY22 Expenses total		2,762.37

Respectfully submitted,

COMMISSION ON DISABILITY

Kathleen Bell, Chair

Patricia Brown

Cameron LaHaise

Liesje Quinto