

**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 LaHaise 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 TOPS 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 TOPS Soccer program.

Kay Bell moved that she (Kay, as chair) sign the letter composed by Cam LaHaise in support of the TOPS 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 TOPS 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.**