



For an accommodation to participate in this meeting please contact the ADA Coordinator as soon as possible at (978) 639 – 3381 or email ada@sudbury.ma.us

Sudbury Commission on Disability Meeting Agenda

Thursday, March 2, 2023

7:30 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

Open Meeting (5 minutes)

1. Convene with quorum. Roll call, read protocols
2. Select minutes recorder (Rota: Pat, Liesje, Cam, Kay)
3. Public Comment

Discussion / Potential Action Items (65 min)

1. (5 mins) Updates: Membership, Monthly Town Manager meeting, OML guidance on file editing, Financials, Transportation Committee, DEI Commission, L-S and SPS SEPACs - Kay
2. (10 mins) Park & Recreation warrant articles, projects - Chair Mara Huston
3. (15 mins) Goals refinement (members offer notes, updates, action plans) - Cam
4. (5 mins) Web fixes, FAQs and documents - Pat
5. (5 mins) Transition Plan Subcommittee: letter draft to Town Manager Sheehan - Liesje
6. (10 mins) Funds request for design of additional AV & ALS for FCC - SB Chair Russo
7. (5 mins) Remote meeting exception expiring end of March; possible letter – Kay
8. (5 mins) Community input items: SMILE request, Framingham Democratic Committee Chair statement about disabled children being burden - Kay
9. (10 mins) Approve minutes: 01-05-23 LQ, 01-26-23 CL, 02-02-23 KB

Close Meeting (8 minutes)

1. (5 min) Future Agenda Items
2. (3 min) Review Action Items
3. Adjourn

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

Greetings Town Manager Sheehan,

I am seeking your help filling in our ranks as soon as you possibly can. We have had a volatile year in terms of membership. Spring 2022 we had eight members, several of whom had years of experience. Some veterans departed and some new members have come in, with the net result being that now we are down to four members. Our mandate is to have between five and nine members.

The good news is that last fall we had three applications for membership. The wait period for moving their applications forward ended on December 20 and the COD interviewed each applicant on January 5, 2023. If you would like to see the interviews from the COD meeting at which applicants spoke and members asked a few questions, they are on Sudbury TV Video On Demand at this link:

<https://sudbury.vod.castus.tv/vod/?video=66f3e4b1-045a-488e-9304-1f705be48217&nav=recent>

At 20 mins – Robert May (note: Mr. May withdrew his application 02/21/23)

At 48 mins – Cheryl Wallace

At 1:07 mins – Pat Guthy ending at min 1:26

I hope the task of speaking to two applicants to consider sending them on to the Select Board to approve you appointing them will be one of the easiest things you can do as you dig into leading Sudbury.

You are our appointing authority; we have fewer members than we are mandated to have; we have no staff support; and we have lots of important work that needs attention. You can help us meet our challenges by expediting this appointment process that has been waiting in the wings for a while.

Thank you so much for considering my request. If there is anything I can do to smooth the way for this process, please contact me by phone 781 367-7380, or email kaybell@mail.com

Kay Bell, Chair of the Sudbury Commission on Disability

February 23, 2023

Guidance regarding public bodies using google docs

From: Kay Bell <kaybell@mail.com>

Sent: Wednesday, February 8, 2023 3:25 PM

To: OpenMeeting (AGO) <OpenMeeting@MassMail.State.MA.US>

Subject: Guidance needed regarding using google docs

Dear Open Government team,

Do you have a handy guide for members of a public body to tell us whether and/or how we may use something like google docs to work on a document between open meetings?


We assume it's OK within an open meeting (in-person or virtual) to use an application like that to "wordsmith" a letter or other document. But is there a way to do it while not in an open meeting.


For example: one member is the point person and other members contribute a paragraph each just to the point person to gather and bring to the next meeting.

I could not find anything myself, so if you can either explain or point me to a document I can read on this topic I will be most appreciative.

Thank you,

Kay 781 367-7380

From OpenMeeting (AGO) <openmeeting@state.ma.us> 

To Me 

2:34 PM

Subject **RE: Guidance needed regarding using google docs**

Date Thu, 9 Feb 2023 19:34:06 +0000

Good afternoon,

Thank you for contacting the Division of Open Government. Through our helpline we can provide general guidance with respect to the Open Meeting Law; we cannot provide advisory opinions.

1. A public body (including a subcommittee) must not deliberate outside of a properly posted meeting. Deliberation is broadly defined as "an oral or written communication through any medium, including electronic mail, between or among a quorum of a public body on any public business within its jurisdiction"; provided,

however, that ‘deliberation’ shall not include the distribution of other procedural meeting [sic] or the distribution of reports or documents that may be discussed at a meeting, provided that no opinion of a member is expressed.” G.L. c. 30A, § 18 (emphasis added).

2. The Open Meeting Law does not carve out an exception to the definition of “deliberation” for communications that do not result in a decision or vote. Any communications among a quorum of a public body on matters that are within the public body’s jurisdiction are considered deliberation.
3. Moreover, a one-way communication from one public body member to a quorum of the public body on matters within the body’s jurisdiction is deliberation, even if no other public body member responds.
4. Finally, even where the definition of “deliberation” does carve out an exception for reports or documents that may be discussed at a meeting, this exception comes with a strong caveat that the report or document, or communications related thereto, may not include the opinion of a member of the public body. Any contributions, suggestions, edits, etc. to a document by a member of the public body would necessarily include that member’s opinions.

If contributions to a document are provided to one public body member and that member does not share any of the contributions or a draft of the document with a quorum of the body until a properly held meeting, this might not violate the Open Meeting Law.

However, if a quorum of the public body (or a quorum of a subcommittee) would have access to the document and could see the contributions of the other members, then this would constitute improper deliberation.

I hope this information is helpful.

Sincerely,


Elizabeth Carnes Flynn
Pronouns: she/her/hers
Assistant Attorney General
Division of Open Government
Massachusetts Office of the Attorney General
One Ashburton Place
Boston, MA 02108
Hotline: 617-963-2540


openmeeting@state.ma.us

<https://www.mass.gov/the-open-meeting-law>

COD Goals and Initiatives 2023					
GOALS	NOTES/DETAILS	CRITICAL DATES	NEXT STEPS/ACTION ITEMS	RESPONSIBLE	STATUS
Goal #1: Outreach and Education					
Make presentation to Sudbury Chamber of Commerce					
Celebrate 30th anniversary of Sudbury COD	idea: proclamation in town and/or resolution. idea: Display at Goodnow Library in April or May (timeline of the COD, all the members, mission statement, how to get involved, etc.)	April/May 2023		Kay	
Disability Awareness Month (October) and National Disability Awareness Month (March)		August - Decide on campaign September - Promote campaign October - Implement campaign			
Bring disability education event(s) to community		-Consider March 2024 for Together We Play event (Ds Awareness month, Brain Injury Awareness month). Less competition with all the Fall activities in town.			
Host a social with past COD members and other casual social events	Idea: come together and look at the display			Kay	
Host a Community Access Monitor training in Sudbury	Many members have been reaching out, will continue to work on this.				
Goal #2: Establish Standard Operating Procedures/Group Norms					
Posting on webpage and other social media platforms: How do we decide what can and should be posted or linked to from our webpage?					
Edit/Add to our webpage					
Share other pertinent events on our FB page (from other commissions, orgs)					
Meeting length - time manage the agenda					
Incoming concerns or questions from the community. Create an SOP on how to manage, track, follow up.	Create a simple document with what Kay (or lead) did.	Ongoing			
Review Bylaws, Review Mission, Review Goals, Reorganization		Annually (June)			
Annual Report		Due every January			
Goal #3: Support the Town in ADA compliance and creating a more inclusive Sudbury					
Pursue creation of ADA Transition Plan Team/working group with admin, COD, community stakeholders to prioritize and monitor progress		ongoing			
Monitor Capital Projects					
Review warrant articles for Town Meeting	Cam to bring warrants that COD would be interested in to the March Mtg	ongoing/March		Cam	COD wrote a letter to the Select Board in Jan 2023 that they submit ARTICLE XX: FAIRBANK COMMUNITY CENTER AUDIO-VISUAL AND ASSOCIATED FUNDING to be included in the Warrant for the May 1, 2023

Apply for grant or support a grant to procure items for Goodnow Library of Things: games, fidget toys, adaptive aids for day-to-day tasks, hippocamps (trail-capable wheelchairs in different sizes)	Completed				Completed: Library has submitted this grant as of Jan 2023
Monitor projects seeking funding		November			
Continue Monthly Meeting with Town Manager		ongoing			
Liaise with and serve on o Transportation o Diversity, Equity, Inclusion o SPS SEPAC, L-S SEPACs o Council on Aging? o Park & Recreation? o Permanent Building?					
Provide Sudbury Police Dept with verbiage re: parking to put on their website		November (around Holidays)			
Subcommittees				All	
yellow highlight = complete before June 2023					

From Pat Brown 

To Town of Sudbury <Disability@sudbury.ma.us> 

2/22/2023, 3:57 PM

Subject **[COD] Updated FAQ and Document information (website) for discussion on March 2**

Hi, Kay, Cam (whoever is putting together the March 2 COD meeting packet),

I would like the FAQ proposals submitted here to be included in the March 2, 2023, COD Meeting packet.

1) The current FAQ consists of one question, to which the answer is incorrect. We should **remove the incorrect information** and update it (see (d) below).

2) Additional FAQ questions should include (not necessarily in this order):

a) **How can I donate to the Commission on Disability?**

Donations are made to the Town of Sudbury with directions that they are for the COD, with further restrictions as desired. Donations must be accepted by the Select Board before they can be received by the COD. Please contact the Select Board's Office <https://sudbury.ma.us/selectboardsoffice/> for details.

b) **Is there a list of resources available in Sudbury to address concerns of people with disabilities?**

<https://sudbury.ma.us/socialworker/2022/07/12/disability-resources/>

c) **What is the procedure for filing a grievance if I believe I have been discriminated against on the basis of disability as related to the Town's programs policies and procedures?**

We need to (with the help and/or review of staff) establish a grievance procedure as described in the Transition Plan and the ADA Toolkit here:

<https://archive.ada.gov/pcatoolkit/chap2toolkit.pdf>

d) **What transportation options are available to someone who doesn't drive a car in Sudbury?**

See the Transportation Committee's list of resources here:

<https://sudbury.ma.us/transportation/2022/07/21/low-cost-transportation-options-for-sudbury/>

and visit their News page for updated information.

3) In addition to the Documents changes we have already approved (see screenshot below) I would like to add as a document the memo from Attorney Corbo to Town Manager Hayes from 2021 concerning the ADA Transition Plan (PDF attached).

Thanks!

Pat

TO: Henry L. Hayes, Jr., Town Manager (*By Electronic Mail Only*)

FROM: Gregg J. Corbo, Esq.

RE: Role of Disability Commission – ADA Self Evaluation and Transition Plan

DATE: January 8, 2021

I am writing in response to your request for an opinion concerning the role of the Town's Disability Commission with respect to the preparation of an ADA self-evaluation and transition plan. It is my understanding that the Town has retained the services of a consultant to prepare a self-evaluation and transition plan with respect to the Town's properties, programs and services and to issue a report to the Town Manager. During the course of this work, a question has arisen as to what role, if any, the Town's Disability Commission should play in the process of developing the plan. For the detailed reasons set forth below, it is my opinion that the Disability Commission's role is to provide input to the Town Manager in the form of comments and non-binding recommendations.

Pursuant to ADA's implementing regulations, 28 CFR 35.105(a), the Town is required to evaluate its current services, policies, and practices, and the effects thereof, that do not or may not meet the requirements of [the ADA] and, to the extent modification of any such services, policies, and practices is required, the Town is required to proceed to make the necessary modifications. This process is referred to as the Self Evaluation and Transition Plan (the "Plan"). As part of the procedure for developing the Plan, the Town is required to provide interested parties, including individuals with disabilities or organizations representing individuals with disabilities, with an opportunity to participate in the self-evaluation process by submitting comments. 28 CFR 35.105(b).

The implementing regulations do not specify who in a municipality is responsible for preparing the Plan or implementing its recommendations. By passage of Chapter 131 of the Acts of 1993, the Town Manager is the Chief Administrative Officer of the Town and in that capacity he is responsible for responsible for the efficient use, maintenance and repair of all town facilities. In my opinion, the Town Manager's responsibility for Town facilities includes development and execution of plans to ensure that they comply with the requirements of law. Therefore, it is my opinion that the Town Manager, as the Chief Administrative Officer of the Town, has the final authority over all aspects of the Plan, subject to the requirement that he provide members of the public with an opportunity to be heard with respect thereto. The nature and extent of such public input, however, is not specified in the regulations, and is left to the reasonable discretion of the Town Manager.

The Disability Commission was formed pursuant to Massachusetts General Laws, Chapter 40, Section 8J. The Disability Commission is an advisory board, charged with, among other things: researching local problems of people with disabilities; advising and assisting municipal officials and employees in ensuring compliance with state and federal laws and regulations that affect people with disabilities; and reviewing and making recommendations about policies, procedures, services, activities and facilities of departments, boards and agencies of the Town as they affect people with disabilities. The statute does not confer upon the Disability Commission the authority to implement policy or to make decisions that are binding on the Town.

While the Disability Commission and its members are a valuable resource to the Town, and their input with respect to the Plan should be encouraged, it is my opinion that the Disability Commission does not have a formal role to play with respect to the development and implementation of the Plan. Rather, in my opinion, the Disability Commission's role is limited to providing input and recommendations to the same extent as other members of the public and other organizations representing individuals with disabilities.

It is my understanding that the Town Manager intends to provide the Disability Commission and its members with an opportunity to review a draft of the Plan and that members of the Commission will have an opportunity to provide comments and recommendations prior to the Plan being finalized by the Town's professional consultant. In my opinion, this level of participation satisfies the Town Manager's obligation for soliciting comments from organizations representing individuals with disabilities. While the Town Manager may, in his discretion, allow the Commission to play a larger role in the process, it is my opinion that it he is not required to do so.

Please do not hesitate to contact me if you have any questions or if you would like to discuss this matter.

About the New England ADA Center

The New England ADA Center is one of 10 regional ADA Centers comprising the [ADA National Network](#). Since 1991, the ADA National Network has provided information, guidance and training on the Americans with Disabilities Act (ADA), tailored to meet the needs of business, government and individuals at local, regional and national levels.

We are not enforcement or regulatory agency, but a helpful resource supporting the ADA's mission to "make it possible for everyone with a disability to live a life of freedom and equality." Call our toll free number to get your ADA questions answered 1-800-949-4232.

[The ADA National Network](#)



The New England ADA Center is located in Boston at the [Institute for Human Centered Design \(IHCD\)](#). IHCD is an educational, international non-profit. While the New England ADA Center provides access to information and guidance on disability rights laws and codes, IHCD provides education and consultation about best practices that go beyond legal requirements to design places, things, communication and policy that promote design that works for everyone across the spectrum of ability and age and enhances human experience. Call (1-617-695-1225) or visit us.

The New England ADA Center offers an Action Guide to assist municipalities in compliance in workable and positive ways. The excerpt below explains the first of seven steps. Step 1 lays the foundation for having a successful Action Plan grow out of the Transition Plan.

Find the entire ADA Action Guide here <https://www.adaactionguide.org/>

Step 1 – Start Implementation:

Each public entity must formulate an approach that best suits itself and the community it serves. There is no one approach to compliance.

Commitment by the public entity's senior political and executive leadership is essential and can be expressed in a variety of ways. A well-publicized public declaration of support or adoption of a formal policy statement can set a positive tone that facilitates staff involvement and promotes support and cooperation.

Most public entities start by appointing an ADA Coordinator and putting together an ADA team...

ADA Team

A team approach is key to achieving successful compliance for several reasons. First, the self-evaluation and transition plan require collecting information from all programs, services, and activities of the entity. This is too large a task for one person. Second, the transition plan and self-evaluation require varied expertise and specialized skills.

One of the important aspects of putting together a team is to identify the various players needed for this effort. The following criteria should be considered:

Representation of all departments

Each department or other major organizational unit should designate a liaison to participate in overall planning and decision making, collect information regarding his or her department's policies and practices, inform staff within the department of ADA requirements, and serve as contact person for the public within that department.

Special skills and expertise

Including staff and/or external parties with skills and expertise in the following areas will be very helpful to the team:

- finance and budgeting
- capital planning
- facilities management
- employment
- contracts and purchasing
- public works
- communication accessibility

Involvement of people with disabilities

There are several reasons to include people with disabilities. First, the regulation requires that public entities provide an opportunity for people with disabilities and other interested individuals or organizations to review and comment on the self-evaluation and transition plan. Second, involving the end users in the process will generate solutions that are creative and effective. Third, involving people with disabilities in decision-making will strengthen the accountability of the process and ensure wise use of limited public resources. The team should include representation of as wide a range of disabilities as possible. People with physical, visual, hearing, speech, intellectual, learning, behavioral health, and other disabilities may be included on the team.

ADA Training

Learning about the ADA, both the purpose and requirements, is critical. Participants should include staff, board members, committee chairs and others involved in running the public entity. Some public entities hold on-site trainings and invite the public. Here are a few training possibilities:

[ADA National Network Centers](#)

The ten ADA Centers and their state affiliates provide training on every aspect of the ADA.

[ADA Basics](#)

Web-based, free, covers the basic principles and core concepts in the five titles of the ADA. A project of the ADA National Network and sponsored by the Southeast ADA Center.

[ADA Title II Tutorial](#)

Web-based, free, covers the **basic principles and core concepts of title II**. A project of the ADA National Network and sponsored by the Southeast ADA Center.

[ADA Title I Employment Requirements](#)


Web-based, free, covers title I employment. A project of the ADA National Network and sponsored by the New England ADA Center.


[Annual Mid-Atlantic ADA Update Conference](#)

The region's leading 3-day conference, featuring speakers from federal agencies such as the U.S. Departments of Justice and Transportation, Equal Employment Opportunity Commission, and the Access Board. Sponsored by the Mid-Atlantic ADA Center.


[National ADA Symposium](#)

Four day event includes more than seventy breakout sessions on every aspect of the ADA. It is a project of the ADA National Network and is organized and run by the Great Plains ADA Center.

From Simon, Ravi (HOU) <Ravi.Simon@mahouse.gov> 

To Me 

2/23/2023, 4:43 PM

Cc Gentile, Carmine - Rep. (HOU) 

Hi Kay,

Rep. Gentile is abroad so I'm replying on his behalf.

He has been supportive of preserving a remote option for public meetings. We have absolutely seen increased accessibility and attendance at meetings as a result of the remote option, and it would be great to see that extended or made permanent. Rep. Gentile has been supportive of a local bill we filed on behalf of Wayland which would allow remote participation at Wayland's Town Meeting for similar reasons.

Last session, there was some disagreement between the House and Senate over how to handle elements of permanent remote access, like technology costs for smaller, or more rural municipalities. This is part of the reason that an extension was hung up last time around.

I will discuss HD.911 with Rep. Gentile, thanks for bringing it to our attention.

Best,

Ravi

Ravi Simon

Legislative Aide

Representative Carmine L. Gentile

State House, Room 167 | Boston, MA 02133

Office: 617-722-2810, Press 8

ravi.simon@mahouse.gov

Pronouns: He/Him/His

RECEIVED 02-16-2023 BY EMAIL



Dear Commission on Disability Members,

SMILE Mass (Small Miracles in Life Exist) is a 501c3 non-profit organization dedicated to helping families raising children or adults with disabilities enjoy happy, healthy memories through vacation and recreation experiences.

Over the past 13 years SMILE Mass has donated over 180 floating beach wheelchairs to public beaches throughout New England. Today we are reaching out with a request for your participation and support to SMILE Mass and your community.

In addition to our beloved Beach Wheelchair Program, we have built adapted playgrounds and created a short-term loaner program, stacked with adapted recreational equipment that families can sign out at no cost to them. We also have a fully adapted condominium located in Truro, MA. This space comes with the right amenities to accommodate individuals living with a variety of disabilities. Club SMILE offers in-person adapted gym, swim, music, and book club classes.

You can find a full list of cities and towns who have benefited from our Beach Wheelchair Program on our website at <https://smex-ctp.trendmicro.com:443/wis/clicktime/v1/query?url=www.smilemass.org&umid=824e1a5c-9f49-47ba-828b-7a8c6c9660e2&auth=f951e0bbe455ee22fa6fcc7e7ef3188c31a0819b-b4387c43f4590c41a71a89326c59fe5ef0cbd222>.

Today we are asking for your support. With the continued demand to donate floating beach wheelchairs throughout New England, we are now at a crossroads. We have 10 old beach wheelchairs that have been deemed beyond repair and are no longer safe to use. This year we have 12 communities who would love to be the recipients of their first floating beach wheelchair. To keep up with the demand, we are asking every town who has a Commission on Disability to consider helping their own, or other communities. By donating to the SMILE Mass Beach Wheelchair Program, you would be supporting your own town as well as surrounding towns, allowing access to your community members, so they can access their local beach. We need just under \$50,000 to accommodate the request for the beach season of 2023. If every commission would donate between \$500-

\$5,000, this will ensure that everyone can go to a beach or pond this summer, despite any disability.

SMILE Mass is on a mission to help every town and community throughout New England to ensure we all work together to make the world more accessible and inclusive. Can we count on your support?

It is estimated that approximately 18% of Massachusetts residents have one or more disabilities. If we work together, we can continue to push boundaries and advocate for kids and adults living with disabilities. SMILE Mass estimates that we will service over 30,000 families throughout New England, some of whom live in your direct community. If your commission can help, please respond to this email to let us know we can count on your support.

If you need support in your community, please reach out. We might just be able to help!

I can be reached at Lotte@smilemass.org or 617-967-7755.

Let's continue to make our communities welcoming, inclusive, and accessible. Thank you for your commitment in building a better tomorrow!

Sincerely,
Lotte Diomede
Co-founder and President, SMILE Mass
lotte@smilemass.org
617-967-7755

Susan Brown
Co-founder and Vice-President, SMILE Mass
susan@smilemass.org
978-460-7410

Sudbury Commission of Disability (COD) Meeting Minutes

January 26, 2023 - Virtual Meeting

Members Present:

Kathleen Bell (Chair), Cameron LaHaise (Vice Chair), Pat Brown, Liesje Quinto

Absent: None

Kay Bell called the meeting to order at 7:32pm and reviewed the protocols under which remote meetings are conducted and took a roll call.

Single issue special meeting to discuss the Fairbank Community Center Audio-Visual Equipment and Associated Design Funding

Discussion/Potential Action Items

Proposed Town Warrant Article

Fairbank Community Center Audio-Visual Equipment and Associated Design Funding

Jeff Levine, Chair of the Council on Aging, joined the meeting and gave history on the Fairbank building project.

- Notes from Jeff Levine's Presentation: \$500K estimated for AV approximately a year and a half ago.
- \$300K was approved in 2021 Town Meeting for AV plus the \$50K from the original budget = \$350K. Which would allow it to meet the minimum requirements of the ADA.
- Jeff Levine notes that the plans were insufficient for the senior center portion of the building.
- Jeff expressed a need to outfit all of the rooms to have assisted listening capability, enhanced audio systems (speakers and mics in the ceiling) - so that anyone in the room, regardless of where they are seated can hear and be heard. Also wanted interactive capabilities through virtual programming.
- Only room 1 has all of the above AV, on the Park and Rec side of the building.
- The \$350K is the baseline and what the Council on Aging wants is the enhanced version (see above). Not sure exactly how much the enhanced version will cost, need to wait until the bids go out.
- A resident has requested \$200K and the Select Board reviewed. (See updated article).
- Select Board discussion, could not come to a decision, postponed a final decision for a special mtg on Monday (1/30/23) about submitting the article directly.
- Council on Aging approved submitting the article, only if the Select Board chooses not to submit the article. However, believes that the Select Board would be the appropriate body to submit as they represent the entire town.

- Kay read the warrant article out loud.
- Kay asked if commissioners had questions for Jeff.
- Pat Brown asked about interactions. Jeff shared that he has spoken with Jennifer Pincus, Chris Everly, and Sandra Duran. All members of the project team.
- From Jeff: the user groups: Park and Rec, Senior Center/Council on Aging, School Department were not consulted as PBC and contractors made changes (value engineering/cost cutting measures) to designs. Not enough consultation with residents, or representatives of the residents.
- Jeff explained that this is a resident building, to be used by residents of ALL ages. This makes this building unique in Sudbury.
- Desire for anyone who comes into a room in the community center can be comfortable and able to interact. To be able to hear and be heard.
- Council on Aging believes that this is so critical that residents should decide at Town Meeting.

COD Member Discussion

- Liesje discussed other instances of COD advocating for inclusivity during the years of designing the Fairbanks Community Center.
- Kay stated that she has been doing research on AV needs and has been involved and participating as a citizen, not as a representative of the COD.
- Cameron asked, what are the motions we are considering? What are our options?
- The COD Members discussed the warrant specifically.
- Pat expressed that she would like to talk to the joint facilities manager, PBC, meetings we should review.
- Cameron stated she would support this, no matter who were to bring it forward.
- Pat expressed concerns about not having all of the information and the short timeline to make a decision before town warrants are due on Jan 31.
- Kay asked the liaison to the COD from the Select Board, Jennifer Roberts- when a warrant article is submitted, is there a mechanism for a committee or a citizen, to submit text to be printed in the town warrant.
- Jennifer does not recall seeing another group write something in support in the article. Other mechanisms to show support - stand up at town meeting, for example.
- COD discussion about who would be best to submit the article (Select Board or Council on Aging).
- Kay recognizes Dan Carty, 15 Stonebrook Rd to give public comment.
- Dan asks why the COD supported this last year (article from 2022) when it was underfunded and part 2, will we be doing this again next year?
- All COD members responded
- Kay recognized Robert May, 98 Maynard Farm Rd to give public comment. This is to put a placeholder and there is an expectation that there will be much more research, data gathered, more discussion
- Kay recognized Dan Carty to give public comment, he did not feel like the COD answered his question.

Original Motion: Kay made the motion to authorize the chair of the COD to write a letter to the select board in support of them submitting the article to the town meeting warrant. The COD recognizes the need expressed in the article [Article XX: Fairbank Community Center Audio-Visual Equipment and Associated Design Funding].

After the original motion, Cam made a suggestion to add to the motion that we (the COD) support the funding.

Motion: Cameron made the motion to amend the original motion by adding: The COD recognizes the need expressed in the article [Article XX: Fairbank Community Center Audio-Visual Equipment and Associated Design Funding].

Kay Bell seconded the motion.

1. Pat Brown: No
2. Cam LaHaise: Yes
3. Liesje Quinto: Yes
3. Kay Bell: Yes

Vote: 3-1; 3 in favor and 1 opposed

Pat had asked if this vote (above) implies that we support the funding.
Cameron and Kay responded, yes.

Motion: Kay made the motion to authorize the chair of the COD to write a letter to the select board in support of them submitting the article to the town meeting warrant. The COD recognizes the need expressed in the article [Article XX: Fairbank Community Center Audio-Visual Equipment and Associated Design Funding].

Liesje seconded the motion.

1. Pat Brown: Yes
2. Cam LaHaise: Yes
3. Liesje Quinto: Yes
3. Kay Bell: Yes

Vote: 4-0; 4 in favor, motion carried unanimously

Pat asks - that in the future - when a special meeting is called, that the objective of the meeting is clearly stated.

Motion to adjourn by Liesje Quinto, seconded by Cameron LaHaise.
Unanimously approved by roll call at 9:33pm.

Minutes Submitted by Cameron LaHaise

Sudbury Commission on Disability Meeting Minutes

Thursday, February 2, 2023

Open Meeting (4 min)

Kay Bell, Chair, called the virtual meeting to order with roll call at 7:35 PM

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

Kay read remote meeting protocols and will produce minutes for the meeting.

Kay handed over the meeting to Cam to chair and to lead the goals discussion.

Reports (10 min)

- 1) Kay reported: Vice-chair, Cam and Chair, Kay, met with Interim Town Manager Bilodeau 01-18-23. Ms. Bilodeau will defer any action on processing the applications for membership during the busy budget season. Kay was given authorization to inform the three applicant of that, and she did so. Ms. Bilodeau will submit an article for the Town Meeting Warrant requesting \$200,000 more to be applied to work specified in the Transition Plan. Ms. Bilodeau stated that the COD needs to prevent disrespectful comments at our meetings referring to our December 2022 meeting. She stated that the MA Office on Disability did not lie when she stated reasons that the Sudbury applications for Municipal ADA Improvement Grants were not successful. New Town Manager, Andrew Sheehan, will start three days before the next scheduled check-in. Ms. Bilodeau suggested letting this float and working out with Mr. Sheehan wants to handle monthly-check-ins.

Cam gave opportunity for public comment. None was offered.

- 2) Kay reported: Transportation Committee reduced the number of rides allowed monthly for both the Uber and taxi programs starting February 1 due to a shortfall in funding while awaiting the check for a grant award. The Select Board decided to submit an article for the Town Meeting Warrant to request \$150,000 to carry the subsidized programs forward for FY24. The town is exploring how to operationalize transportation, moving it from committee oversight to having staff for it.
- 3) Kay reported: The Diversity Equity and Inclusion Commission met simultaneous with the COD meeting and that's the first meeting in a number of months with a substantially new membership. No action so far on filling the advisory seat with a COD member.
- 4) Kay reported: Community input items that have come in or are ongoing: a parking issue, condition of the pour-in-place surface at the Smile Playground, Senior Center newsletter screen-readability, mental health needs of a resident, transportation to work for a young adult with a disability.

- 5) Kay reported: SEPACs are offering social opportunities for parents of children with disabilities; they are offering “Know Your Rights” workshops. Liesje added that they are offering an “Executive Function” workshop, too.

Discussion / Potential Action Items (74 min total, 3 topics)

Goals Discussion (47 min)

- 1) Review spreadsheet design (14 min):
 - a) Cam shared a spreadsheet with categories across: Goal, Notes/details, Critical dates, Next steps/action items, Responsible (member), Status
 - b) Cam organized goals that had been listed previously and/or discussed in prior meetings into “buckets”: #1: Outreach and Education, #2: Establish Standard Operating Procedures and Group Norms, #3: Support the Town in ADA compliance and in creating a more inclusive Sudbury. Under each heading several items were listed with a few of the management categories filled in.
 - c) Pat suggested distinguishing one-time goals from annual/ongoing projects. She suggested that the COD reorganize in June and then in July we immediately figure out what education message we want to promote. She pointed out that the collaborative nature of the Together We Play project is what made it so successful. She suggested back-timing work on annual work so we’re not wordsmithing on the fly at the last minute.
 - d) Kay shared that Chief Nix recently reminded her that in past years the COD has provided an article or statement around the December holidays to remind the community to respect Handicap Parking, which could be an annual item; and recently the Wayland-Sudbury Domestic Violence Roundtable approached us(her) seeking a collaboration on an educational event about the intersection of disability and relationship abuse, which might be a one-time thing.
 - e) Pat pointed out that the first week of November has good potential to be less busy as sport seasons transition and it could serve as a good education time.
 - f) Cam will revise the spreadsheet to incorporate the annual v. one time goal difference.
- 2) Discussion of specific goal items (33 min)
 - a) Kay suggested that we can remove one item, Library of Things project with the Goodnow Library because we’ve been informed that a grant request to the Sudbury Foundation has been submitted by the library with the help of Karyn Jones.
 - b) Pat suggested members taking the spreadsheet and come back in March with additional ideas. Cam agreed.
 - c) Cam yellow-highlighted items to address before June including:

- i) the 30th Anniversary celebration - a display based on list of all past members and perhaps a timeline at Goodnow Library with a social for past COD members and others; and getting a Select Board proclamation and a legislative resolution
- ii) addressing management of the content on the COD web page
- iii) a procedure for handling community input, such as describe contact and the resolution or action
- iv) status of existing subcommittees
- v) warrant articles for May Town Meeting
- d) Some goal items are ongoing, others are annual. Next meeting we'll revisit for "actioning."
- e) The question of whether/how committees may send ideas to Cam to incorporate into the base document and still stay within Open Meeting Law practice arose. As long as information is not sent to a quorum, and as long as no deliberating about the information occurs it seems to be alright. Working on the same Google.doc may not be acceptable. Kay will consult with the Office of Open Government on this question and share what they reply.

COD Town webpage (24 min)

- 1) Cam shared the "Documents" page of the COD webpage. Pat explained that some items are not relevant, some are "stale" meaning they refer to past events, Rules and Regulations is inaccurate (Kay added new bylaws were adopted in 2022), and the Mission Statement needs review. Pat indicated files for keeping and files for removal:
 - a) Keep: Unlearning Ableism Resources, ADA Transition Plan files, Mission Statement,
 - b) Remove: Agenda, Minutes, Press Release, Together We Play Event flyer, Rules and Regulations
 - c) Add Bylaws passed last spring

Motion: Pat made a motion that she be authorized to take the actions listed. Kay seconded the motion.

Cam opened the "Archived" portion of the Documents page. It revealed a total of 57 documents that have been posted most of which do not appear as current documents.

Pat clarified that removal of documents will simply place them in the archive. Kay agreed.

Vote: Cam took a roll call vote and the motion carried unanimously.

- 2) Pat directed attention to the "FAQ" page. It has one item that was published in 2010 and has incomplete and possibly inaccurate information about transportation options. There was consensus to remove the old item. There was discussion of the option to place "panel" headings on the first COD page with most often sought information under the headings. Liesje suggested noting what the community input and questions are and use that as a basis for FAQs or categories. Kay will look over the records and report back.

- 3) Cam opened the “Links” page. Pat had checked all nine links. CRANE, does not work to take one to the expected website. She suggests removing that link. The SPS SEPAC link takes two steps to reach the page, and Pat suggests revising that with the final URL. Pat suggests that the first link on our list be to the Town Social Workers excellent list of resources for people with various types disabilities. There was full support to do so.
- 4) Liesje mentioned that the Nantucket COD page is done well and could be helpful in thinking about what we want to do on ours. She suggests that we include a link to the “Library of Things” – the equipment and other resource lending program at Goodnow Library

Motion: Kay made a motion that the COD authorized Pat Brown to take the actions we have discussed tonight to the Town staff to implement. Cam seconded the motion.

Vote: Cam took a roll call vote and the motion carried unanimously.

Transition Plan Subcommittee (3 min)

Liesje reported that the subcommittee discussed whether it should continue or not and both Kay and Liesje agreed it should. The Key Project Indicator reports for the Transition Plan were noted to have either missing or confusing information and the Town Meeting warrant article for \$200,000 does not have specific project mentioned. Liesje will pursue more information by speaking with Sandra Duran. Minutes were taken care of and the plan is to meet more regularly with the next meeting set for 8:45 AM on Friday, Feb 10.

Minutes (3 min)

- 1) Kay shared minutes from August 30, 2022.

Motion: Kay made a motion to approve the minutes of the August 30, 2022 meeting as submitted. Cam seconded the motion.

Vote: Cam took a roll call vote and the motion carried unanimously.

Public Comment (3 min)

Cam offered another opportunity for public commit. Karyn Jones, Pendleton Road, spoke about March being National Disability Awareness month and October being specifically Disability Employment Awareness month. She suggested that an even with businesses might be good in October and that she would be happy to volunteer to help do a “Together We Play” event in March 2024.

Close Meeting (11 Min)

Future agenda item suggestions:

- 1) A visit from Mara Huston, Chair of the Park and Recreation Commission to explain relevant warrant articles and the Open Space and Recreation Inventory. (Kay)
- 2) Look at all warrant articles, or perhaps some in March and some in April. (Cam)

- 3) Capital Projects subcommittee – keep it or not? (Kay)
- 4) Hear more information from Sandra Duran (memo or in person) about the article the COD supported putting on the warrant. What does she see as the problem with the earlier proposal? What does she see as the goal of the new proposal? Does she see an optimal way of getting to that goal and how does this fit into the process? Or if Sandra is doing this explanation elsewhere, we can look at that. (Kay)
- 5) Progress on arranging 30th Anniversary events at the Library (Kay)
- 6) Goals tracking document will be sent to members to contribute notes and updates (Cam)

Adjournment (1 min)

Motion: Pat made a motion to adjourn. Liesje seconded the motion.

Vote: Cam took a roll call vote and the motion carried unanimously.

The meeting was adjourned at 9:21 PM.

Total time: 1:46

Minutes respectfully submitted by Kay Bell.