

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
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Member	Appointed or Reappointed	Term End	withdrawn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
	*en masse reappointment process used		

From: Kay Bell <kaybell@mail.com>

Sent: Friday, April 7, 2023 7:56 AM

To: Poteat, Ryan <PoteatR@sudbury.ma.us>; Select Board <SelectBoard@sudbury.ma.us>; Housing <Housing@sudbury.ma.us>; Council on Aging <COA@sudbury.ma.us>; Diversity, Equity, and Inclusion Commission <dei@sudbury.ma.us>; Commission on Disability <disability@sudbury.ma.us>

Subject: Re: Housing Production Plan

Dear Ryan and Adam,

Members discussed serving in this important process at the Commission on Disability meeting last night. We are eager to participate. With only four members currently and two applicants awaiting consideration and appointment, we are shorthanded and are seeking further information to work out how our small team can realistically participate and who will represent the COD.

1. Will the meetings be virtual? **We are not certain at this time, but it is likely the Working Group meetings will be virtual. However, there will be two (2) public meetings we are hoping the Working Group members can attend and those will most likely be in-person.**
2. Are dates of the meetings determined? Knowing those dates will help members know if they can be at those meetings. **The dates of the meetings of the Working Group have not been determined at this time and will not be until we get the consultant on board, which will not be until the end of April at the earliest. A determination has also not been made on how many meetings there will be, but we are anticipating about six (6) meetings of the Working Group during remainder of 2023.**
3. What time of day do you have in mind? Some members work during the day, so that matters. **The time of the meetings is unknown at this time. We will need to discuss this with the consultant and the Working Group members.**
4. Depending on the specifics of the meeting schedule two COD members could consider "job-sharing" participating in the process. Is that something the Housing Production Plan work group would consider? **Yes, this is fine, but only one (1) member would be able to be a voting member. However, I'm not sure this is a huge issue at all as I do not see there being every many votes by the Working Group. This will be a collaborative process with the Working Group and input will be taken in from all angles and people.**

The COD meets again next Thursday and this item will be on the agenda. I can share with you that if/when the two "pending members" are appointed the answers to our questions are still important, but item four might become moot, since either of them could make themselves available more readily. One pending member would bring the perspective of a person with lived experience in dealing with seeking and securing housing as a person with a disability.

Thank you for your help with the requested information. Kay 781 367-7380

2023 Town Meeting Warrant Articles

	Article		Submitted by	COD vote	
14	Funding of GO Sudbury! Taxi and Uber Transportation Programs for FY24	\$150,000	Select Board	4-0	
15	Fairbank Community Center A/V Equipment and Associated Funding	\$200,000	Select Board	3-1	
19	Curtis Middle School A/V System Replacement	\$160,000	SPS School Committee	3-0-1	
24	Americans with Disabilities Act Transition Plan Recommendations	\$200,000	Combined Facilities Director	pending	
42	Community Preservation Act Fund - Accessible Pathways on Town Properties	\$187,744	CPC	4-0	
44	Community Preservation Act Fund - Curtis Outdoor Health and Wellness Space	\$480,000	CPC	4-0	
45	Community Preservation Act Fund - Frank Feeley Fields Improvements Phase II	\$799,668	CPC	4-0	

Sudbury Commission on Disability (COD) Meeting Minutes

January 5, 2023 Virtual Meeting

Members Present

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

Absent: None

Kay Bell called the meeting to order at 7:34 and reviewed the protocols under which remote meetings are conducted and took a role call

1. Approval of Minutes:

December 1, 2022 Meeting Minutes accepted as amended.

Unanimous approval by roll call vote.

Roll Call:

Liesje Quinto - Yes

Camerson LaHaise - Yes

Pat Brown - Aye

Kay Bell – Aye

2. Reports from the Chair:

- Town Manager Check in – N/A for December 2023. Kay followed up on three invoices from the October event with the library. Signatures were not requested from the COD.
- DEI- No correspondence in December.
- Transportation Committee – Select Board has review Transportation projects. Projects must be come operationalized. Becoming a staff run program.
- SEPAC – N/A
- Council on Aging – New liaison

3. Discussion with applicants

Robert (Bob) May

- Participant in masterplan taskforce. Bob is concerned with accessibility at the facilities within Sudbury. He is interested in Sudbury's Dementia Friendly initiative. He believes the COD aligns with town initiatives. He is concerned that we need infrastructure at locations within Sudbury to be able to allow people with disabilities to be able to be employed at these locations. His background is negotiation, finance and for the last 10 years he has been working in the law offices at HP. He wants to be an advocate for the disabled within Sudbury.

Cheryl Wallace

- Cheryl is disabled. She is not a child or a senior and she finds it difficult to find programs for people in her age bracket. She has a real-life experience of living with a disability in Sudbury.

Pat Guthy

- Former chair of the COD. Has a long history of advocacy and teaching children with disabilities. She spoke about receiving funding for the ADA Transition Plan during her tenure on the COD. Her focus is on educating people in the town on the importance of accessibility and inclusion for people with disabilities.

Discussion on the three applicants:

There are a maximum of 5 seats available. One seat may be filled by a town official.

Cameron recommends writing a letter to the Select Board. Pat agreed as did Liesje.

Kay entertains a motion to write a letter to recommend appointing all three candidates to the COD.

Cameron moves the motion. Pat seconds the motion.

Roll Call:

Liesje Quinto - Yes

Camerson LaHaise - Yes

Pat Brown - Aye

Kay Bell – Aye

4. Review of Transition Plan KPI Report. Kay shared the KPI reports.

- Pat Brown questioned if we have received any of the grants that Sandra Duran had applied for in September. As the time of the meeting it was unknown.
- There was a discussion about subcommittees. Pat gave guidance that a successful subcommittee is useful when the subcommittee can lessen the work for the group.
- Liesje comments on the misuse of accessible parking that has been occurring during December. Kay recommends discussing this issue with Chief Nix. Liesje recommends also leveraging our relationship with the Sudbury Chamber of Commerce. Pat recommends creating a press release to share with Chief Nix and to share it separately with the Chamber of Commerce.
- Pat questioned if we should ask people reaching out to the COD for information via email and text should disclose their address in Sudbury. Currently this is not a requirement.

5. Annual Report

Kay made a motion to approve the Annual Report for 2022 to be approved as amended. Pat seconded the motion.

Roll Call:

Liesje Quinto - Aye

Cameron LaHaise - Aye

Pat Brown – Aye

Kay Bell – Aye

6. 2023 Goals

Discussed list of 2023 Goals. It was decided that the initiatives for 2023 would be Standard Operating Procedures (SOP), Education and Outreach. It was decided that Cameron would take the extensive list of potential goals and organize items in those categories with timelines for the February 05, 2023 meeting.

Motion to adjourn by Cameron LaHaise. Pat Brown seconded the motion.

Roll Call:

Pat Brown - Aye

Liesje Quinto - Yes

Camerson LaHaise - Yes

Kay Bell – Aye

Meeting adjourned at 10:40

**Sudbury Commission on Disability (COD)
Minutes of March 2, 2023**

Virtual Meeting. All attendees present remotely.

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

Members Absent: None.

Also Present: Select Board Chair Charlie Russo

Kay Bell, Chair, called the meeting to order by roll call at 7:38 pm, and reviewed the protocols under which remote meetings are conducted. Pat Brown will draft minutes for this meeting.

Public Comment: Karyn Jones, 27 Pendleton Road, expressed her pleasure that Sudbury is such a welcoming community actively engaged in accommodating people with disabilities. She supports the Town Meeting article to provide Assistive Listening Devices (ALD) at the new Fairbank Center. She believes the town should appropriate money for the COD annually so COD can support items like the ALD article and other projects.

Updates: Kay reminded new Town Manager Andy Sheehan that COD is short-handed and asked that he interview and appoint applicants. He has not yet been able to do this. He was also unable to attend the monthly update meeting with COD Chair and Vice-Chair scheduled only a few days after his official

start date. The OML guidance Kay obtained is available in supporting documents: final versions of minutes and other documents must be crafted in open meeting. The Transportation Committee has relaxed some of the caps previously imposed on ride use. SEPAC is holding social events and will have a special event for parents of children with autism later this month.

Mara Huston of the Park & Rec Commission was unable to attend; that presentation was deferred to a future meeting.

Goals Refinement: Cam LaHaise shared the COD goals spreadsheet as shared in the packet. The COD discussed the goals as she captured them on the spreadsheet. Kay supplied updates on the 30th Anniversary Celebration of Sudbury COD and associated items. She added that the Wayland-Sudbury Domestic Violence Roundtable (DVR) asked COD to collaborate on an educational event this spring to discuss relational abuse and disability, which was added to the COD goals. In particular, COD could enhance their event by engaging an ASL interpreter. There was a long discussion about what could or should be posted on the website. Warrant articles and website composition will be discussed in April. As part of a discussion on grants, Cam volunteered to find out grant application schedules from some local foundations, including the Sudbury Foundation.

Web Fixes, FAQs and Documents: Pat Brown presented the updates made to the COD webpage since the last meeting.

Tonight's focus is on the FAQ (Frequently Asked Questions) page. The proposed list was modified to remove the "grievance procedure", add a link on how to get a handicap placard, and reorder the items. Observing a FAQ concerning donations, Select Board Chair Charlie Russo cautioned the COD that soliciting donations can run afoul of legal restrictions, but Kay Bell responded that donations are permitted under the specific legislation enabling the COD and Pat Brown had tested this process previously. As Mr. Russo had been promoted to panelist for this discussion, the next agenda item was taken out of order.

Funds request for design of additional AV & ALD for the Fairbank Community Center: Select Board Chair Russo explained that at the February 7 Select Board meeting one concern was identifying funding for the Fairbank AV article. Subsequently \$13,640 to fund the design of the upgraded system was allocated from ARPA (American Rescue Plan Act). However, that uncertainty caused Mr. Russo to propose that the COD, in light of its support for the article, put some of its funds toward this effort and he was following up on that commitment.

Kay Bell shared our (COD) appreciation that funding for this design has been secured. She discussed historical COD revenue and expenditures included in the meeting packet.

Mr. Russo asked directly whether the COD was interested in contributing funding for the Fairbank AV article. Kay Bell

responded that the COD would like to collaborate by supplying input early in the process focused on accessibility for all town construction projects. Specifically on this project COD would like to contribute input and to discuss contributing money.

Pat asked whether this design effort would be available when presenting the Fairbank article at Town Meeting. Chair Russo confirmed but said that money remained tight and that a contribution by the COD would demonstrate concrete support. COD thanked him for attending and Chair Russo left as a panelist. Kay requested that any decisions by COD on spending money be deferred until a later meeting after the Commission considered the financial information presented in this evening's supporting materials. After a discussion about funding COD initiatives in other communities, the topic returned to website updates.

Web Fixes, FAQs and Documents (cont): The Proceedings from Town Meeting 1993 when the Sudbury COD was created and the text of MGL Chapter 40 Section 8J which defines the Commission's role in state law have both been added. Kay shared the memo containing the legal opinion from Town Counsel Corbo concerning the Role of Disability Commission – ADA Self Evaluation and Transition Plan from January 8, 2021. The opinion states that the COD does not implement policy for the town; the COD provides input and recommendations to the town.

Kay also shared a document included in the supporting materials that the COD had previously discussed from the New COD Meeting March 2, 2023 (Draft 1)

England ADA Center. This is the Action Guide, which describes the implementation of an ADA Self-Evaluation and Transition Plan. She proposed that this document also be included on the COD Documents Page.

Pat summarized the **proposed changes to the web page**:

- 1) Reorder the FAQ questions as shown in the supporting documents to this order: 2b, 2d, 2a, and omit 2c (public grievance procedure) entirely until COD has had a chance to develop such a procedure with Town Staff.
- 2) Insert **prior to** the 2b item in the FAQ above (that is, first thing on the list) “How do I get a placard?” linking to the DMV page.
- 3) Post both the memo from Town Counsel about the role of the COD and the Action Guide from the New England ADA Center on the COD documents page.

Pat moved that COD make the changes outlined above and Liesje seconded. Cam requested that the public grievance procedure be placed upon a future agenda. **It carried unanimously on a roll call vote.** Kay noted that the Transition Plan Subcommittee could do some work on developing a grievance procedure to present at a future COD meeting.

Remote Meeting Exception This item--should the COD write a letter or otherwise request that the remote meeting provisions introduced under COVID be continued?--was deferred to a future meeting.

Draft letter from the COD to the Town Manager (Transition Plan Subcommittee) The Transition Plan Subcommittee (TPS), consisting of Kay and Liesje, provided a draft letter reaching out to the new Town Manager and inviting him and ideally Facilities Manager Sandra Duran to discuss how he handled collaboration on the ADA transition plan at his previous post and how he will proceed on this task in Sudbury.

Discussion focused various times which COD could propose for a meeting with the Town Manager to discuss the Transition Plan and editing the letter to describe the COD intent for this meeting more specifically.

Cam moved that the Commission send a letter to Mr. Sheehan inviting him to a future meeting, and also Sandra Duran. Liesje seconded. The motion passed unanimously on a roll call vote.

Community input: SMILE Mass request. Kay has acknowledged the request, but discussion was deferred until COD discusses its financials next month.

Kay updated the Commission on a controversial statement made by the Chair of the Framingham Democratic Town Committee concerning children with disabilities.

Public Comment: Jennifer Roberts from the Sudbury Select Board said that the Diversity, Equity and Inclusion (DEI) Commission was meeting on the second Thursday of the

month, and that COD appoints an advisory member of the DEI Commission.

Approve Minutes:

The January 26, 2023, COD minutes were accepted as amended (moved by Kay, seconded by Liesje) unanimously by roll call vote.

The February 2, 2023, COD minutes were accepted as submitted (moved by Pat, seconded by Liesje) unanimously by roll call vote.

Kay received an invitation to participate in the Sudbury Chamber of Commerce “Market Place” event on March 15. Kay asked for a sense of the Commission authorizing her to attend using the same materials Kay had collected for the COD table at the “Sudbury Doing Good” event last fall. The COD very much approved, and Liesje can possibly attend with Kay as well.

Motion to adjourn made by Liesje Quinto, seconded by Pat Brown, **unanimously approved by roll call vote at 10:27 pm.**