

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 applicants 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 of 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 comment. 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.