

Sudbury Commission on Disability Meeting Minutes

Thursday, August 9, 2023

Open Meeting (10 minutes)

Cameron LaHaise, Chair, called the virtual meeting to order with roll call at 7:32pm. Members present (all): Liesje Quinto, Cheryl Wallace, Karyn Jones, Elizabeth Struck. Cameron read remote meeting protocols. Karyn was selected to take meeting minutes. Cameron gave the opportunity for public comment. None was offered. New members Elizabeth, Cheryl, and Karyn were welcomed and gave introductions.

Action Items

- 1.) Review and approve meeting minutes from April 6, 2023, April 13, 2023, and June 1, 2023.
 - a.) Cameron asks for a motion to approve April 13, 2023 meeting minutes. Liesje motions to approve meeting minutes from April 13, 2023. Karyn seconds motion. The motion is carried unanimously.
 - b.) Cameron asks for a motion to approve June 1, 2023 meeting minutes. Liesje motions to approve meeting minutes from June 1, 2023. Karyn seconds motion. The motion is carried unanimously.
 - c.) April 6 meeting minutes were not sent to members beforehand. Cameron asks Leijse to send her the meeting minutes to review. Vote will be moved to the September 6th meeting.
- 2.) Vote to change bylaws as discussed in the June 1, 2023 meeting.
 - a.) Cameron reads minutes from June 1, 2023 for verbiage regarding the proposed change in bylaws. Cameron asks for motion to change bylaws as discussed in the June 1, 2023 bylaws. Liesje makes a motion to approve change suggested in the June 1, 2023 meeting regarding the bylaws. Cameron seconds motion. Liesje read a public comment in the chat feature of the Zoom made by Sudbury resident Kay Bell. The comment was, "Are you certain the first phrase was included in the amendment? I thought it was just the second phrase, but I could be wrong." Cameron and Liesje agreed to move forward to change in bylaw based upon the June 1st minutes as they were just approved and voted on by the commission. The motion was carried unanimously.
- 3.) Discuss and vote a COD representative to the Sudbury Transportation Committee.
 - a.) There is discussion about what the Sudbury Transportation Committee is and why it is so important. Elizabeth offers to represent the Commission on Disability. Cameron asks for motion. Liesje makes a motion to put Elizabeth on the Transportation Committee to represent the Commission on Disability. The motion was carried unanimously. Cameron will send Elizabeth's name to the select board office.

Discuss/Potential Action Items

- 1.) Updates from Sandra Duran, Combined Facilities Director
 - a.) Sandra explained what her role is as the Combined Facilities Director and as the ADA Coordinator of Sudbury.
 - b.) With the new school year starting, Sandra will be educating Sudbury Public Schools' leadership team about ADA, including operation items like making sure your office space has clearance for a wheelchair, access, and reach. Sandra will also have mobility aids for able-bodied teachers so they understand at a deeper level what it is like to move around the schools with different mobility devices and why operational ADA requirements are so important. At Nixon Elementary Schools, they will be improving 9 sinks to meet ADA requirements so wheelchair users can access sinks. There is big news about Curtis Wellness Center. All the elements of the Center are ADA accessible. The project will not be done by school start, but the middle schoolers will have access sometime during this school year.
 - c.) As part of Camp Sewataro's contractual agreement, the town is putting some accessible parking spaces near the pond, accessible picnic spaces outside of the pond, and an accessible mat that will go to the pond. Sewataro has also purchased a beach wheelchair for residents who need it. Liberty Lodge is getting updates, including two van accessible parking spaces with accessible pathways. The accessible outdoor portapotty will be moved to be on the new accessible path. The pathway will go to the rear entrance of Liberty Lodge where there is a ramp. The ramp at the front entrance of Liberty Lodge is not accessible. Liesje asked if an accessible ramp will be built for the front entrance of Liberty Lodge. Sandra responded that this is not part of the current project. In order for it to be part of the project, the town will have to make new plans. It is something Sandra would like to do very soon as it is always important to have two ways to enter and exit a building. Community member Kay Bell asked a question through the Zoom chat feature. She was wondering if there have been plans to update signage so parking violations can be enforced. Sandra responded that in respect to this project, Sandra just has to make sure proper signage is purchased, which she will do.
 - d.) Elizabeth asked Sandra if it has ever been discussed on whether there are other ways of making areas trauma sensitive or accessible to people with autism. Sandra responded that there are so many different types of disabilities, and we do tend to defer to physical disabilities when it comes to facilities. However, Sandra said she does think about all different disabilities, especially when making design decisions. For example, Sandra said having a black carpet can be really disorientating for a person with dementia. She also talked about how when designing Fairbanks Community Center there was a type of flooring that was not chosen since it would be too disorientating for people with dementia and visual impairments. Sandra reiterated that education is key. She is really hoping to bring more tactile educational experiences for town teachers

and decision makers to “bring more awareness so it can be a fabric of our public service work.”

- e.) Karyn asked Sandra if there is a four-season structure on the Sewataro property. Sandra said not currently; there is a small house that hosts a program for young children during camp. Karyn also commented that while perhaps not a priority, the front door of Peter Noyes Elementary School doesn't have easy clearance for a wheelchair user to go from the ramp into the building because the door blocks the ramp when opened. Sandra agreed it is a problem, and said it is on the list of things that need to be done.
- f.) Sandra talked a bit about the Municipal Americans with Disabilities Act grant. The grant application closes on September 15th. Last year, Sandra submitted three grant applications; none received funding. If she were to resubmit the grants for this year, the COD would have to have a special meeting to write and approve a letter of support for the grant/s she submits. Sandra encouraged members to call her if we have ideas for grants or if we find grants that might be a good fit with the Town of Sudbury.
- g.) Cameron asked Sandra to share a little about the ADA Transition Status Report which is now live on the website. Sandra showed the Commission where it is located on the Town of Sudbury website. Sandra's goal is to have the report updated monthly.
- h.) Sandra also did a brief summary of what is currently being worked on: Fire Station 3 entrance is being worked on so it will be accessible as well as the DPW picnic areas. There are also plans being discussed about Haskell Fields, including picnic tables and pathways. Sandra has money for accessible pathways on fields, but she doesn't have any designs yet. Feeley Field is also in process. Sandra met a contractor about what modifications can be done at Feeley. Some examples of what is being looked at is that her predecessor installed a water fountain not long ago that is not accessible. The community kitchen adjacent to the large community room at Goodnow Library is also being renovated to be completely ADA accessible. The kitchen was not put in the original transition plan assessment.

2.) Accessible Trick-or-Treat

- a.) Karyn gave an update about the accessible trick-or-treat she and Dena Salom, resident in Sudbury, are planning. Since April when Dena and Karyn originally presented to the COD, they have created a website for the event. They have talked to Chief Nix about what neighborhoods might work best, how to handle parking, and if the street could be closed for two hours during the event. Chief Nix identified a few neighborhoods, including Meadowbrook Circle. The neighborhood is unique in that it is quiet, flat, and has a wide street with a sidewalk. As the date approaches, Chief Nix can provide “No Parking” signs to put on the sidewalk-side of the street so trick-or-treaters don't have to worry about cars. Karyn explained how they could even ask neighbors on the side of the street with no sidewalk to put their trick-or-treat tables on the side of the

street with the sidewalk. Chief Nix also said it is DPW who would decide if the street could be shut down during the trick-or-treat event. They have yet to reach out to DPW. Karyn explained that in June they sent a letter to everyone on Meadowbrook Circle inviting them to a Zoom informational session. Numerous people attended and the response has been positive. Once school starts and people are back from vacations, Dena and Karyn will go door-to-door to see if the remaining neighbors want to participate. They hope to solicit corporate sponsors very soon. Corporate sponsorship dollars will pay for marketing costs like yard signs as well as pay for non-edible treats to offset costs neighbors will be paying to participate.

- b.) Karyn asks if the COD would like to be a fiscal sponsor of the event; checks from sponsorships will be written out to the COD. Money will go towards the event and the COD could keep the remainder. Money would be solicited as unrestricted so the COD could use the money for speakers or any other initiative they so choose. It could function like a fundraising event for the COD.
 - c.) Cameron wants to talk to the Town Manager about whether or not the COD can solicit unrestricted money through corporate sponsorships and what type of account holds those monies. She wants clarification regarding the account the money would be put in, i.e., if the event costs X amount but we get more than X through corporate sponsorships, can the excess fund other initiatives of the COD or is it restricted to just the accessible Halloween event.
 - d.) Cameron suggests making a motion of whether or not the COD wants to be a fiscal sponsor of the trick-or-treat event. Liesje makes a motion for Cameron to speak to the Town Manager regarding the ability to accept funds into the COD and to use them for an event and hold the rest for the COD. Karyn seconds the motion. The motion is carried unanimously.
 - e.) Liesje makes a motion for the COD to be a fiscal sponsor of the accessible trick-or-treat event. Karyn seconds the motion. The motion is carried unanimously.
 - f.) Liesje makes a motion to give Cameron the authority to approve a letter seeking sponsorship for the accessible trick-or-treat event. Cheryl seconds. The motion is carried unanimously.
- 3.) Group Procedures (regularly scheduled meeting times, agenda process, etc.)
- a.) There is a discussion about when the COD should have its monthly meetings. Cheryl asks if meetings can be moved from Thursday to Wednesday evenings. It works for everyone. Meetings moved to the first Wednesday of the month at 7:30pm. The first meeting would therefore be September 6th at 7:30pm.
 - b.) Cameron has a running list of agenda items. What goes on the agenda is up to the chair. Cameron asks members to email her by August 30th if any member would like to include something on the agenda.
- 4.) Group Norms (positivity and language)
- a.) Moving this agenda item to the September 6th meeting.

Close Meeting

- 1.) Future agenda items and decide on some next month meeting topics
 - a.) Karyn asks if the COD would consider having Lisa Drennan from Merge Diverse Abilities Inclusion Consulting come to a COD meeting to talk about what panels she has done in the community. Karyn has been doing research on possible ideas for speakers, if the COD wanted to have a speaker this year to educate the community. The town of Reading had Merge do a panel with town groups, school system, and businesses about inclusive programming. Karyn spoke to Lisa and was impressed by what she heard. Cameron said she would feel comfortable in having Lisa present for 5-10 minutes at our September meeting.
 - b.) Group Norms will be added to September meeting
 - c.) Cameron would like a 30 minute discussion on COD finances. She asks Liesje to ask the town for updated financials. The purpose of September's conversation is to look at what money we have and make a list of what questions so we can work on getting questions answered and be able to better make a plan.
 - d.) Five minute update by Lesije regarding housing.
 - e.) Possibly transportation committee update by Elizabeth.

- 2.) Review Action Items
 - a.) Cameron will talk to Andy about unrestricted funds as well as look at a sample letter from Karyn which shows language for potential sponsors for accessible-trick-or-treat event. Cameron will also submit Elizabeth's name so she can join the Transportation Committee.
 - b.) Liesje will ask the town for the most updated budget. Liesje also has to send her April meeting minutes to the COD for review.

- 3.) Adjourn
 - a.) Motion to adjourn made by Liesje, seconded by Cheryl, unanimously approved by roll call vote at 9:36pm.