



# Town of Sudbury

## Master Plan Steering Committee

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### MINUTES

JANUARY 31, 2020 AT 8:45 AM

POLICE STATION MEETING ROOM, 75 HUDSON ROAD, SUDBURY, MA

**Members Present:** Chair John Sugrue, At-Large; Vice-Chair Susan Asbedian-Ciaffi, At-Large; Dan Carty, Board of Selectmen; Janie Dretler, Board of Selectmen; Nathalie Forssell, At-Large; Patricia Guthy, Commission on Disability; Jan Hardenbergh, At-Large; Dave Henkels, Conservation Commission; Ellen Joachim, Lincoln Sudbury Regional High School Committee; Lisa Kouchakdjian, Sudbury Public School Committee; Amy Lepak, Sudbury Housing Authority; Robert May, Council on Aging; John Riordan, Zoning Board of Appeals; Lee Swanson, Historic Districts Commission; and Dick Williamson, Park and Recreation Commission

**Members Absent:** Fred Taylor, Historic Districts Commission

**Others Present:** Fabiola Alikpokou, Staff Planner, Horsley Witten Group; Kay Bell, Commission on Disability; Jan Costa, Historical Commission; Jeff Dougan, Assistant Director for Community Services, Massachusetts Office on Disability; Adam Duchesneau, Director of Planning and Community Development; John Hincks, Planning Board; Nate Kelly, Principal, Horsley Witten Group; Krista Moravec, Senior Planner, Horsley Witten Group; and Beth Suedmeyer, Environmental Planner

### **Welcome**

Mr. Sugrue opened the meeting at 8:50 AM.

### **Regular Meeting Business**

#### *Approval of Meeting Minutes*

Mr. Sugrue motioned to approve the minutes of September 20, 2019 as amended. Ms. Asbedian-Ciaffi seconded the motion. The vote was unanimous, 14-0, with Ms. Joachim absent from the vote.

Mr. Sugrue motioned to approve the minutes of November 12, 2019. Ms. Asbedian-Ciaffi seconded the motion. The vote was unanimous, 14-0, with Ms. Joachim absent from the vote.

#### *2019 Annual Report*

Mr. Duchesneau provided a brief summary of the draft 2019 Annual Report for the Master Plan Steering Committee.

Mr. Williamson motioned to adopt the 2019 Annual Report. Mr. Riordan seconded the motion. The vote was unanimous, 14-0, with Ms. Joachim absent from the vote.

*Administrative Report*

Ms. Suedmeyer noted a draft of the updated Hazard Mitigation Plan would be available next week for public review for one month and would then be revised with any comments provided. She stated Federal Emergency Management Agency (FEMA) funding would be available with the adoption and approval of the Hazard Mitigation Plan. Ms. Suedmeyer indicated the Hazard Mitigation Plan would be posted to the Town website and she welcomed any comments from the Master Plan Steering Committee.

**Review of Packet Materials**

Ms. Moravec reminded the Master Plan Steering Committee the purpose for the upcoming four meetings was to discuss topics where specific further deliberation was needed. She noted the discussion that day would involve Town Services.

*Presentation and Q&A with Jeff Dougan, Assistant Director for Community Services, Massachusetts Office on Disability*

Mr. Dougan presented an overview of aspects of the Americans with Disabilities Act (ADA) and compliance. He noted the ADA jurisdictional titles:

- Title I: Employment
- Title II: State and Local Governments
- Title III: Public Accommodations
- Title IV: Telecommunications
- Title V: Miscellaneous

At this time Ms. Joachim arrived at the meeting.

Mr. Dougan mentioned discriminatory practices requiring drivers' licenses as the only acceptable form of identification; with special focus on the blind and other forms of disability. Mr. Dougan identified people with "hidden" – non-obvious – disabilities. He also discussed the ADA three prong definition of a disability:

- A Physical or Mental Impairment that Substantially Limits One or More Major Life Activities
- A Record of Such an Impairment
- Being Regarded as Having Such an Impairment

Mr. Dougan stressed the importance of ADA standards being incorporated into any new municipal construction/renovation project. He suggested Sudbury renew the ADA statement for the Town which was created in 2000, while noting funding sources available to cover such updating. Mr. Dougan also outlined the municipal responsibilities when 50 or more employees work for the municipality, including the inclusion of an ADA Coordinator, grievance procedures, retaining a self-evaluation every three years, and the implementation of a transition plan which would identify necessary structural modifications and related scheduling of such modifications.

At this time Ms. Dretler left the meeting.

Mr. Hincks commented about visual and hearing disabilities, and how Town Meeting or the Town website might address such issues. Ms. Kouchakdjian stated the Sudbury Public Schools (SPS)

maintained a handicapped accessible website and indicated SPS would share this type of website with other Town departments. Mr. Dougan mentioned a specific IT contract was available for this as well.

Mr. Dougan discussed buildings with historical significance and possible methods for ADA compliance. Ms. Kouchakdjian inquired about the differences between Title II and Title III, and indicated there was confusion about Title III in Sudbury with regard to private businesses. Mr. Dougan confirmed Title III applied to private businesses/non-profit organizations and mentioned the two mandates – programmatic access (for public buildings) and readily achievable barrier removal (for private buildings). He stressed the size of the private organization had varying mandates and ADA obligations.

### *Municipal Comparisons*

Ms. Moravec reviewed various aspects of the Municipal Comparisons document.

Mr. Riordan noted Sudbury was at the low end (except for education) when compared to the per capita/year spending of neighboring communities and Ms. Moravec agreed.

### **Small Groups**

Ms. Moravec presented discussion questions to be addressed by the Master Plan Steering Committee in consideration of growing needs of older residents, investment in new technology, tools for communication, capital investments in upkeep and maintenance of Town facilities and infrastructure, accessibility, the role of volunteers in Town services, providing utilities, and investment in new facilities:

- Do we highlight this issue in the Master Plan?
- What is the direction and level of commitment?

Ms. Moravec noted the discussion of wastewater management and Route 20 would occur at the February 28, 2020 meeting. She also suggested the Bruce Freeman Rail Trail be discussed at that time as well.

The Master Plan Steering Committee then broke into small discussion groups to address the above questions.

At this time Ms. Dretler returned to the meeting

### **Report Out and Discussion**

Mr. Kelly reviewed the small group discussion results within his group, noting significant modification was seen in the areas of Town volunteer services and provision for Town utilities.

At this time Mr. Carty left the meeting.

Ms. Moravec stated her group made similar comments and also included discussion regarding Town board, committee, and commission vacancies. She concluded her group indicated the undertaking of Town utility inclusion was too extensive a task, with exception of possible internet service.

Ms. Alikpokou stated her group indicated the volunteer role should be connected to the communications piece and forming relevant communities. She mentioned a proposed IT Committee, which could advance communication aspects and a Health Committee which might assist with the Senior Center.

Mr. Hincks noted his proposal regarding the implementation of a utility strategy for Sudbury with the inclusion of sustainable energy possibilities. Mr. Moravec stated her group had a similar discussion.

Ms. Suedmeyer commented about the high level of technological expertise many volunteers possessed, which could significantly contribute to a proposed IT Committee.

Ms. Dretler described the connection between increased technology in Town, and the maintenance and attraction of various jobs. Mr. Hincks affirmed such implementation would help with the reduction of traffic.

### **Next Steps**

Ms. Moravec confirmed small break out groups would be used at future Master Plan Steering Committee meetings.

### **Adjourn**

Mr. Duchesneau stated the next Master Plan Steering Committee meeting would be held on February 7, 2020.

Mr. May motioned to adjourn the meeting at 11:15 AM. Mr. Hardenbergh seconded the motion. The vote was unanimous, 14-0, with Mr. Carty absent from the vote.