

Date and Time: 07/08/19 10:08 AM
Location: Silva Room, Flynn Building, 278 Old Sudbury Road, Sudbury
Members Present: Kay Bell (KB), Doug Frey (DF) Pat Guthy, Chairperson (PG), Lisa Kouchakdjian (LK), Susan Rushfirth (SR), Caroline Santangelo (CS)
Members Absent:
Also Present: Jeff Dougan, Maryanne Biladeau
Public Commenters:

Convene: The special meeting of the Sudbury Commission on Disability (COD) was called to order by Pat Gathy at 10:08 AM. A quorum (at least a majority of 4 of 6) was present.

1. **Selection of Meeting Recorder:** Kay Bell volunteered to record minutes.

§ Information Update 1

Upon the retirement of Building Inspector, Mark Herrick, his assistant, Andrew Lewis, has been appointed Building Inspector.

§ Information Update 2

PG printed the COD Public Comment Policy as amended at the previous meeting and placed it in a Public Comment log book that will be used at future meetings to record who the public individuals are who speak at COD meetings.

2. Presentation of Professional Development

After a round of introductions, Jeff Dougan, Assistant Director for Community Services for the Massachusetts Office on Disability (MOD) addressed questions the COD had provided to him (see attachment) and explained many of the functions of the MOD and aspects of the Americans with Disabilities Act.

Mr. Dougan explained that Commissions on Disability are charged to advise their municipal administrators, in Sudbury's case the Town Manager, regarding accessibility to participation in services, programs and activities for people living with disabilities in their communities.

Mr. Dougan provided materials to assist the COD and the Town. Most of the materials can be found at the MOD website www.mass.gov/orgs/massachusetts-office-on-disability

- MOD Overview of Services leaflet
- MOD Service Animals and Public Accommodations leaflet

- ADA Title II Action Guide for State and Local Governments flyer directing attention to the complete guide and other resources available at the website of the New England ADA Center, a Project of the Institute for Human Centered Design. The guide explains seven essential steps to take to bring a town successfully into ADA compliance and the website offers many other support resources.
- MOD Municipal ADA Improvement Grant Program flyer explaining Planning Grant and Project Grant details and directing attention to complete information on the MOD website
- Tax Incentives for Improving Access Fact Sheet, explaining how small business may reduce their tax burden when they implement improvements in accessibility of their facilities.
- MOD Disability Rights Laws in Massachusetts, flyer directing attention to an online booklet available on their website for reference regarding MA's laws on this topic
- Benefits of Creating a Commission on Disability Flyer, listing such benefits in the categories of Advise, Research & Information, Review, Coordinate
- MOD Community Access Monitor Training Flyer, promoting attendance at upcoming two-day training opportunities offered at nominal fee. The trainings inform participants on the history, content, and current status rules and regulations at the federal and state levels and it teaches skills in effective communication, surveying a facility, and advocacy.
- Sample of a "Survey of Residents' Needs" successfully used in Sandwich to compile useful data related to the number of the people living with disabilities and the nature of those disabilities to be used both to provide safety and protection in case of emergency and to assist the town in planning and setting priorities in efforts to improve access for all.

Discussion ranged through many topics with a great deal of interest in getting support for implementing a Self-Evaluation and Transition Plan, optimizing collaboration with Town departments and boards, and participating in Community Access Monitor Training.

Adjourn

MSV LK moved and DF seconded the motion to adjourn at 12:30 PM. The motion carried unanimously.

A true copy attest: Kathleen (Kay) F. Bell
Meeting Recorder

October 21, 2019

General List of Topics: For July 8th COD Meetings

1. What are the basic functions of a COD? What does an effective Town COD look like? What do the CODs generally get involved in? How do they communicate within the Town structure and with the residents of the Town?
2. What is the general reporting structure for a Town Commission within the Town?
3. What are training opportunities available through the MOD? Do you have a listing/schedule of such programs in the future? Which of these programs which you recommend for us?
4. We are exploring recommending an Accessibility/Transitional Planning study to the Town. The motivating factor is the fact that the Town has undertaken several projects which are requiring input from the COD. Presently, the Town does not have a clear picture of accessibility within the Town. Since we don't know where we are, we are at a disadvantage to offer input into a plan to address such issues. What is the procedure involved to start the ATP application process? What is the funding mechanism from the State? Generally, if you know, what is the cost of such a study?
5. What is the role of the Architectural Review Board, what criteria do they use to approve variances, when variances are applied for by a Town?
6. Do you have a list of adjacent Towns' CODs with the contact info for their chair?
7. What additional support is available from the MOD to help local CODs?
8. We have come up with an initial outline of Sudbury's Commission on Disabilities Goals/Vision for our second year, and we would like your review and comment on them as we proceed refining them.