

**Stoneham Disability Commission  
Minutes - January 23, 2018  
Town Hall Conference Room**

STONEHAM  
TOWN CLERK  
REGISTRARS

2018 APR 13 AM 8:43

<b>Attendance:</b>	Erin Alacon, Robert Meltz, Paul Condon, Kathleen Bardell
<b>Absent:</b>	Thomas Younger
<b>Guest:</b>	Lou Chiulli (Stoneham Rink)
<b>Meeting Called to Order At:</b>	6:54 pm
<b>Meeting Adjourned At:</b>	8:30 pm

<b>Approval of Minutes:</b>	No minutes from last meeting to approve.
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**Agenda Items:**

(please note agenda items are listed out of order from original agenda, but in order as discussed, as proposed by Erin Alacon due to our guests and some critical topics and all approved in favor)

- **Skating Rink Progress:**
  - Lou reviewed the current state of the rink renovations and his concerns and wishes to ensure the rink is in compliance and would benefit the town and his clientele.
  - Start date targeted April and end by Labor Day
  - Potential plumbing upstairs, but better if could move all parking to the lower level, with a lift and viewing box/platform. Left side of building has more building potential for review.
  - MOD Jeff Dugan agreed to assist, will have a call with us Friday and review options for an on site visit
    - (follow up 02/09 – recommended roundtable and the MOD and SCOD handed off to the town and engineering firm to follow CMR521 guidelines)
  - Lou dismissed and KB said she would follow up with him
  
- **Chairperson/Board:**
  - We need to fill Chairperson, Vice Chair, Secretary
    - Motion to appoint Erin Alacon as Chairperson:
      - Motion: RM
      - Second: KB
      - AIF: 4 of 4 yes
  - Vice Chair and Secretary we will address at future meetings when we get more information on requirements, etc.

- **Questions on roles and requirements of COD and town:**
  - We are required to meet 6x a year
  - KB will follow up with Debbie on minute format, requirements, and if the recording is needed
    - 02/07 Update – (Maria Sagarino) recorder not needed, minutes any format, turned in to Maria, agenda due 48 hours prior to meeting.
  - Confirm Toms role as COD Director for the town and rep on our commission (next meeting)
  
- **Events:**
  - September 2017 – Hosted **Presentation on Disability and Housing Law at SATV**. Two people RSVP'd to attend but neither attended. Other than Commission members and SATV members present, 1 Stoneham resident and 1 Woburn resident attended.
    - PC will follow up with town on stats of how many watched and the reach we actually had
      - 01/25/18 Update – not available stats
  - Openly discussed ways to **increase our outreach and attendance:**
    - Senior Center – Maureen Cavanaugh
      - Potential rides to events?
    - Housing Platform (in the buildings)
  - **CAM Training – Advanced 2018**
    - PC - Confirm if Andover is hosting in Spring or we could host Summer 2018
      - All of us interested in basic or advanced
  - **Employment Law issues:**
    - Erin Alarcon plans to host presentation in Spring 2018 on. Possibly host second Spring 2018 presentation, too. Topic and present TBD. Ideas: Role of Commission; State and Local Resources for Individuals with Disabilities; Partner with another Commission/Organizations (i.e with Board of Health) re. interrelated topic
  - **MOD Grant:** 2017 grant proposal denied. Need to resubmit again for 2018. (1) Contact MOD for reasons why denied. (2) Meet with Erin Wortman and Thomas Younger to revise grant application and resubmit.
    - EA - Seems like we came in late. Trying again with revised application/proposal submitted early and following up Mr. Younger seems like a great course of action. (Erin will follow up)
  - **Health Fair (Organized through Chamber of Commerce:**
    - Do we want to participate?
      - YES, April dates
    - Purchase our own table or share with another Committee/Commission/Organizations?
      - EA – confirm with LIUB to see if we could share a table
      - Update 02/07 – Yes on LIUB, Erin confirming prices and signing us up
    - Give Aways - - would like stress balls or something to get our name out (something that people would use...especially kids)

- KB – Update: priced and submitted to the board, awaiting approval of cost
    - Raffle
  - **Town Day:**
    - (Organized through Chamber of Commerce): Participate? YES, if possible. Outreach as our name and purpose needs to get out to the town.
    - EA – will get details on table cost, if any.
    - EA – talk with Mr. Younger and Police Department to be more involved in the planning of town day around COD
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- **Complaints:**
    - **Mountain View Terrace.**
      - Complaint re. elevator replacement project in Nov 2017. Erin Alarcon gathered information regarding the project from resident and property manager and provided guidance to resident as to options.
      - *Complaint re. hotel accommodations related to elevator replacement project (Nov. – Dec. 2017)*
      - *Elevator in, but not working now*
    - **Mass Eye and Ear ADA Accessibility**
      - RM will take and review parking and entrance
      - Will contact building facility and management
      - Update: have defined area, still working with potential areas to make it easier for visitors
    - **Discussion re. Commission’s Role and Obligations re. complaints.**
      - **SCOD needs:**
        - All on town email – PC will follow up with Teddy (as of 02/09, all are on and working stoneham town email)
        - VM inbox going to Erin?
        - Build a complaint process and log for them
        - Guidelines of our role (need to build)
        - ByLaws that we should adhere to
        - Meetings – follow up with Tom Younger on Open Meeting law and guidelines
        - Recruiting new members? (possible Health Fair a great starting place)
        - FaceBook – KB will give admin rights to all who have FB
        - Reaching out and partnering with:
          - Spaulding
          - Adaptive Sports and other
          - eMarch
          - Wayside
          - LIUB
          - Stoneham Recreation Department

- Minutes – KB will submit minutes from this meeting and distribute
- Next Meeting – 02/27/18 – 6:30 – Town Hall Conference Room (EA will confirm)
- Meeting Adjourned: 8:30 pm