

## Stoneham Disability Commission Minutes

In Attendance: Sue Coughlin, Jon Delman, Lynda Allard and Jerry Powers, Dave Ragucci, Ann Marie O'Neill and guest Craig Celli

Date: May 6, 2014

Meeting called to order at 5:58pm.

Minutes from March 25, 2014 meeting were reviewed and accepted.

Petty Cash: \$100.00 was approved for appropriate expenditures. Keep receipts and submit to Dave for reimbursement.

Location of our office: Dave to research if the office space attached to selectmans office is available for us to use. If so, he will present this option at next Selectman's meeting.

Parking Fines: Dave to speak to Selectmen about increasing HP fines.

Common Street Parking: Sue's letter approved and to be sent to Bob Grover.

Staffing and procedures: A motion was made to address both issues next meeting.

Website: A decision was discussed to have a link to the Disability Commissions webpage so that it can be formatted W3C compliant. Sue to research towns that may already use this strategy. Dave to have Tom "reach out" to Sue to help with this.

Networking Event: Our committee would like to have a "meet and greet" event with other town hall employees who may be interested in our mission. We will provide snacks and drinks. We have set a tentative date of June 24<sup>th</sup> at 5:30pm. This was added to next meetings agenda.

Town Day: Dave to speak to Jen Welter from the Chamber of Commerce to secure a space for us for upcoming town day.

Print Materials \$200. for the purpose of creating and printing marketing materials some of which will be used for Town Day was approved. Send Dave the invoice for payment. We are tax free.

ADA Study: Jon made a motion last meeting and we discussed tonight to conduct an ADA Study pursuant to **§ 35.105 Self-evaluation**. Jon will research towns that have had this study done and provide information on these resources so we can discuss details of having our own study done. Also, Jerry to go to town hall in Reading tomorrow and will research this issue there.

May 6, 2014

Resident Request: The committee approved this request but with the stipulation that: Town Parking Ordinances be followed as necessary, there will be an annual review, there will specific criteria that apply for any requests/renewals and the town can revoke this privilege for any reason including misuse/abuse.

Town HP Parking: Dave informed us that he has hired a contractor to repaint the HP spaces from Montvale Ave to about Maple Street. Sue to send Dave a diagram of ADA compliant layout. Dave will pass this on to Mr. Grover to enforce with contractor.

Mission Statement: Sue to tweak our research to finish our mission statement. This was tabled until next meeting.

Bleachers: A motion was made and accepted to accept the donation of two sets of bleachers pending state approval. Mr. Craig Celli joined us to request help with the approval of 2 new bleachers for AP Rounds Park/Playground. He is spearheading a donation from the Little League for two sets of bleachers to be installed. He will provide some information on ADA compliant bleachers (if available and feasible) and we will work with the State to see if we can determine if we need a variance or can we approve without and speed up the process. We will try to accelerate this issue as we will communicate via email on some of the research.

St. Pat's HP/sidewalk parking: There have been complaints about cars parking on the sidewalk at St. Pat's. This obstructs handicapped individuals from maneuvering the HP parking area and entering the church safely. Ann Marie and Dave presented some great ideas on solving the issue of parishioners parking on the sidewalk in front of the church. Dave will research placement options with DPW and draw up a map with some suggestions for St. Pat's to choose from.

Next meeting is June 3<sup>rd</sup> at 5:45 pm

Meeting adjourned at 7:19pm

#### **Agenda for next meeting**

Revisit old business

Election of officers – open positions

Policies/responsibilities of being on Committee

Pamphlet Content

Meet and Greet 6/24<sup>th</sup> @ 5:30pm

Stoneham Disability Commission Minutes

In Attendance: Sue Coughlin, Lynda Allard, Jerry Powers, and Dave Ragucci

2014 JUN -4 A 9:05

Date: June 3, 2014

Meeting called to order at 5:55pm.

Minutes from May 6th, 2014 meeting were reviewed and accepted.

Location of our office: Selectmen have approved sharing their office space for use. We need to decide on our weekly hours to let selectmen know our schedule. Our location will be on the third floor. Dave to have a sign/plaque made for office door and provide a mailslot.

Parking Fines: Dave will ask Police Dept. for input about what surrounding towns charge for HP fines. We will present a recommendation to Selectmen with request to increase our fines.

Common Street Parking: Dave will speak to Bob Grover to get a start date.

Staffing and procedures: Sue provided a list of procedures/guidelines for the committee to review. If no changes after all members review, we will post as policy.

Website: Sue has researched other towns that have compliant websites. She will meet with Tom to discuss what we can do and how to make changes for our town.

Networking Event: We have decided to finish printed materials for our committee before hosting the meet and greet with Selectmen. We have moved the event to August. Date TBD.

Town Day: Dave to speak to Jen Welter to secure one space. We will bring our own table/chairs. We will create a Survey to collect feedback from attendees. We will also distribute the Survey prior to town day at different town venues (Senior Center, Library, etc.). We will research magnets or some other promotional item to distribute. Lynda will donate mints for table. Survey questions will be finalized next meeting.

ADA Study: Jerry visited Reading town hall and found that they have not had a study and in fact don't even have a committee. There is one person dedicated to handle any issues that arise in Reading. We will revisit this issue after Jon has had an opportunity to present his findings at a future date.

Resident Request: The committee has written a clear policy on requests for HP parking requests. Motion made and accepted to have requests that meet all criteria be sent to Disability Committee. TA will then forward to Police Dept. for confirmation of legitimacy (valid HP plate, residence, etc.) Policy will be posted on our website for any future requests. Sue to provide copy of Commonwealth handicapped parking rules/regulations for our website.

Town HP Parking: Sue to send Dave a diagram of ADA compliant layout. Dave will pass this on to Mr. Grover to put out to bid with contractor.

Mission Statement: We have decided on a mission statement. Sue to tweak and we will vote next meeting and then post on our website.

Bleachers: Mr. Craig Celli has communicated to Dave that he would like to hold off on the bleachers for AP Rounds Park/Playground until next spring. It is Dave's understanding that the bleachers will be ADA compliant. Lynda to send an email to Mr. Celli to remind him of our support and to let us know his choices asap so we can help expedite approval so it can be approved before next Spring.

St. Pat's HP/sidewalk parking: Father Mario was presented with the "barrels" option which he did not like. Sue will invite him to our next meeting so we can get his input on how to resolve the problem.

HP Ramp to enter Town Hall: The potholes have been repaired. Dave to speak with Larry Brophy about providing some lighting near the ramp. Possible solar.

Stoneham Substance Abuse Coalition: Jerry has agreed to be our representative for this committee. There are monthly meetings, usually on Mondays. Dave to forward further info. to Jerry.

Next meeting is July 15<sup>th</sup> at 5:45 pm

Meeting adjourned at 7:01pm

**Agenda for next meeting**

Revisit old business

Election of officers – open positions

Pamphlet Content

Promotional Items for Town Day