

Disability Commission
Meeting Minutes
Thursday, September 28, 2023
In Person Meeting

Meeting convened and called to order at 6:03 PM

Roll Call:

Members Present

Marcia Cairns, Ronald Menard, Lisa Thompson, Patrick Crowley

Invited Guest

Jennifer Warren-Dyment (West Boylston Town Administrator/ ADA Coordinator for West Boylston)

New Business:

Patrick brings up Nuha Circle as a town road, someone reached out to say sidewalks not ADA compliant. Jen working on it.

No minutes to approve yet.

Going over website for compliance

- On Board of Registrar link: Mass General Law has a symbol means section, maybe replace section symbol with word "section"
- Ron asks about why need no abbreviations, Pat and Jen explain it's because a reader for the blind would try to pronounce (for example zoning board of appeals (zba) a reader would try to blend ZBA instead of saying each letter.
- Ron asks about the color main page about the color of Town Clerk and Assistant Town Clerk name. (for color blindness) may be able to change the color shading to make words more visible, more readable for the colorblind.
- Absentee/ Vote by mail link: no issues
- Local Election Calendar: its from last election, which has come and gone, needs to be updated, but we don't have the date yet.
- Dog Licensing: Application is a dead link, and the pay online is fine, spacing seems off, Ron mentions "Letter from DCR" it's an acronym Department of Conservation and Recreation.
- Doing -Business as Certificates: Fillable form has DBA acronym on it, so need to fix that.
- Elected and Appointed Official: Add Disability Commission, there are lots of acronyms to be fixed.
- Election Results: PDFs, not scans. 2017 has a dead link, Some have dates, some don't, be consistent
- Forms: Dog License is not fillable, Pat pointed out extra space, DBA needs to be spelled out, meeting posting form is word.

- Citizens Petition: Scanned document? Jen will have it verified to be PDF
- Marriage License Intentions: No issues
- Open Meeting Law Guide: It's the state
- Pay Bills Online: Do we deal with it now, or when we get to Treasury Collection Page (See Ron's notes). (we can look at this when we do Treasurer Collector page) Ron give Jen notes
- Public Records Request: Dead link, not fillable, not spell out MGL,
- Raffle and Bazar Permits: we have raffle application not fillable, and it is old, and there are MGL and CMR acronyms.
- Run for Public Office: No issue.
- Submit a Public Records Request: Can embed in the link on the page. Fill put and send directly from the website is better.
- Town Clerk Fee Schedule: Comic Sans font, add an as of date?
- Town Meetings: Citizens Guide to Town Meeting: dead link, green communities, stretch energy code, scanned, but no need to be there anymore. No one is looking for that and likely from a past meeting.
- Vital Records: Vital Records Request form is not fillable.
- Voter Registration: acronym (RMV), am. And pm. Should be lowercase with periods, and do we need to spell them out.
- Contact the Town Clerk: has a webform and is fine.
- News and Announcements: They are old and we don't need them. Can we have them self-archive? Yes, we can. Pretty sure it can be self-archived. When things come off the website, it doesn't go away, it is archived.
- Meeting Minutes: Town Meeting minutes are scanned; the agendas are fine.
- Jen shows us May Town Meeting Warrant: It's a scan, if you use a screen reader, please find the Town Warrant here (link), unsigned.
- Save Pay online until the next meeting.

Project Grants:

ADA Project Grant has been submitted. Maximum is 200,000, but average is 70,000. Jen submitted some things for the Town Hall building, looking for a ramp because the pitch is too steep, and another project is Pride Park Phase 2. Estimate for Pride Park is over 700,000. The building issues here, are not as pressing as the Pride Park Phase 2. Jen put in for phase 2 of Pride Park for the full 200,000. The work of the commission helped with writing the grant. We need to use the grant by June of 2024, we already have 150,00 from Jim O'Day, if we get the 200,000, that hopefully we can get CPC funds... But that is Mid May, the project doesn't have to be complete, the money needs to be spent, so we can buy equipment and spend the grant money on time if we get the grant.

-Ron asks about new members. We have a flexible amount (between 5 and seven) If we have 5 we need 3 for quorum. Jen would like to see someone with a different disability to join.

-Town Meeting has been moved to the gymnasium, we rented chairs and sound has to be put in. Chairs from senior center for people who need chairs with arms.

-At town meeting Ron Speak for updates of Town Boards.

-Look over Pay On-Line on Town Clerk website, is a link to the Treasure. All the Treasurer...

Next Meeting: October 24th at 6PM and Select Board Meeting

Patrick Motions to adjourn, Marcia seconds.

All Aprove

Meeting adjourned at 7:05PM

Respectfully Submitted,

Lisa M. Thompson