

**Disability Commission**  
**Meeting Minutes**  
**January 10, 2023**  
**In Person Meeting**

Meeting convened and called to order at 6:08 PM.

Roll Call:

**Members Present**

Kim Hopewell, Marcia Cairns, Ronald Menard, Lisa Thompson

**Members Absent**

Pat Crowley and Michael McConville

**Approval of Minutes:**

Minutes of December 6th, meeting approved by unanimous vote.

**Old Business:**

- **ADA Coordinator**

Kim reads the letter sent to the Select Board regarding the appointment of Town Administrator Jennifer Warren-Dymont to the position of ADA coordinator. The letter was submitted to the Office of Select Board on December 8<sup>th</sup> after our Commission voted unanimously in support of Mrs. Warren-Dymont for the Select Board's consideration and vote.

- **Discussion about the By-Laws**

Kim: We amended 2 sections of the bylaws. Article III Membership section 1, by reducing the membership from 7 to 5 members, and Article V Meetings section 2, by reducing the quorum from 4 to 3 members.

Kim tracking changes made to bylaws.

Marcia inquires about when we will meet with the Bylaw Committee. Kim responds that Jen will set it up. Should be done before April.

- **Grants**: How can we start looking at grants to help with getting various projects completed so that we are meeting ADA compliance guidelines? Kim found that the Community Compact Cabinet allows grants for ADA projects. Kim met with the Town Administrator regarding this grant. With the new Governor in office the status of this grant is in limbo. Plus, now we need the completed Transition Plan to get the grant, so waiting on this. Jen will keep us posted on this.

- **Transition Plan** These sections of the Transition Plan were incomplete in the September 20<sup>th</sup> version of the transition plan. Reviewing these items from the

Transition Plan/Action Plan. Looking at Transition Plan timelines and what things will need to be done.

1. 7.1.1 Administrative Action Items

1. Update Public Notice
2. Update Role of ADA Coordinator (waiting on this until Select Board votes on appointment of new ADA Coordinator).
3. Revising ADA job description (waiting on this until Select Board votes on appointment of new ADA Coordinator)
4. Revise and adopt a new grievance procedure: already done, and sent to BOS, they need to vote and approve in next few meetings.
5. Check in on Self Evaluation. The hope is the transition plan would be completed- Maybe we need to investigate an update as to when this will be coming.

7.1.2 Town-Wide Action Items

- Update Comprehensive Emergency Management Plan to address accessibility under this section. Kim provides handouts regarding Emergency Management to address this issue.
- Marcia inquires if there are any online trainings? We should investigate the state's training programs.
- It will be up to Jen to make sure the Town employees get adequate training on ADA standards and accessibility awareness.
- We need to discuss these action items with Jen once she is appointed ADA Coordinator. She should be part of the Disability Commission's meetings. We can help with this.
- Some action items in this section require reaching out to other community members (i.e., Emergency planning include the Fire Chief).
- Kim can set up a meeting with the Fire Chief to ask more about Emergency Preparedness. Who is the CERT director? We need more discussion on this.

Kim would like us to be a Proactive group. Encourages us to look at our materials, review documents being shared, take time to focus on what needs to be done.

Kim reports the database she created is coming along well and helping highlight what we need.

Kim asks Marcia when do we meet with Capitol Investment Board?

Ron wonders if we can ask for some money for ADA compliance projects on May's town warrant?

Kim already asked Jen for \$1,000 to get us started. Marcia says we need more, maybe \$5,000. Kim asked for \$1,000 so we at least have a balance.

We can receive grants and gifts.

Set up next meeting: February 7<sup>th</sup> at 6PM.

Motion to adjourn by Marcia, seconded by Lisa

Roll Call Vote:

Lisa: yes

Marcia: yes

Kim: Yes

(Ron on zoom, so could not vote).

Meeting Adjourned at 7:17PM

Respectfully Submitted,

Lisa M. Thompson, Scribe