

## **Andover Commission on Disability-- October 28, 2015 Committee Meeting**

After the agenda was duly posted and distributed, the meeting was convened on Wednesday, October 28<sup>th</sup>, 2015 at 6:32 p.m. in the Memorial Hall Library, Activity Room, Lower Level.

**Present** Co-Chair Sarah Paterson, Maddy St. Amand, Donna Gorzela, Julie Pike, Justin Coppola Jr., Ruth Rosensweig, and Stephen Surette. **Also Present:** Former Chair Justin Coppola Sr.

**Minutes** Stephen made a motion to accept the Minutes of the August 26, 2015 meeting and Julie seconded. Unanimously approved.

### **Old Business—Updates**

- a. **Spot Checks--** Stephen reported that the town is working with a new contractor and Washington Ave will be finished soon. The sanders and winter equipment including plows are ready to go.
- b. **Ballardvale playground--** Sarah reported on the grand opening. The ACOD plaque is displayed. She reported that there is plenty of seating and a great line of sight.

### **New Business**

**Potential collaboration on Andover Trails accessibility review**—Jen received an email recently inviting ACOD involvement in seeking to make local trails more accessible. Stephen went with Ellen Townson, from the Conservation Commission to take a look at 5-7 local spots and ended up focusing on the Haggetts Pond area. Maddy mentioned that there are resources outside ACOD with expertise specific to outdoor trails.

Justin Sr. handed out an outline of the Conservation and ACOD Meeting of October 9, 2015 which included Conservation Director Robert Douglas, Ellen Townson, Steve Surette, and Justin Sr. Any upcoming trail or amenity work must comply with state and federal regulations on access and Justin Sr. gave Mr. Douglas a Customized Accessibility Documentation Notebook which included this information. **Action Item:** *Stephen will work with Ellen Townson on trail /outdoor recreation accessibility issues.*

**CAM training review--** Sarah, Julie, and Donna attended the Newton, Mass. CAM training recently and reported that there was a great deal of information and Jeff Dougan of MOD was the main presenter. Julie said that although Jeff did not get into measurement issues there was a lot of information on 2010 standards etc. Jeff may follow up with advanced CAM training next year. **Action Item:** *Sarah will notify commission members of upcoming training.*

**Follow up on September 25<sup>th</sup> event at Center at Punchard**—Maddy and Julie presented ACOD information at a table for this event at the Center for Punchard. At a separate “Abilities Expo” Maddy attended, she brought back to tonight’s meeting a sampling of “marketing goodies” ( hand-out items with an agency/group logo attached such as oven mitts, chap-sticks, band-aid holders, pens and the like.) See <http://www.abilities.com/boston/>

Maddy noted that ACOD only has paper bookmarks at the moment. **Action Item: The commission members will email their preferred items to Sarah to be ordered for future events.**

**Announcements:** Maddy mentioned that it might be useful for Senator Barbara L'Italien to have commission members' e-mails as contacts and handed out one of her newsletters which include disability issues from time to time. Maddy also expressed her concern that when phone calls pertaining to individual cases involving disability issues crop up, there should be a network of ACOD members willing and able to respond to the calls so that no one person is responsible for all/most calls. Although Sarah and Jen receive phone calls from time to time which they handle, Maddy's number has routinely been the one which is forwarded by town officials for referrals. **Action Item: Sarah will draft a memo pertaining to contact information for the commission and specify that the personal phone numbers of any of the members should not be given out by town officials.**

Maddy recently assisted with four client cases on access issues and she stressed two things: First, there should be better coordination/ sharing of such cases among commission members with clear protocols for handling and recording them, and most importantly, members should assist with **Information** and **Referrals** only. **Action Item: Sarah and Jen will delegate to commission members, client cases for information and referral regarding disability issues. ACOD should have on hand business cards with phone numbers to be given to people who are looking for such information. Also, Maddy will create a first draft of a policy regarding the handling of information and referral calls and the recording of such calls for follow up among members.**

Justin Sr. asked about the ACOD web-site relative to the town website. Sarah said the ACOD site is "live" and hosted by MHL but not linked to town web-site yet. **Action Item: Sarah will contact Paul Puzanghera and report back to the commission.**

**Adjournment:** At 7:58 p.m. Stephen made a motion to adjourn and Maddy seconded. Unanimously approved.

**Next meeting November 18<sup>th</sup>, 6:30 pm**

**Memorial Hall Library, Activity Room, Lower Level**

Respectfully Submitted

Susan McKelliget