

Andover Commission on Disability

After the agenda was duly posted and distributed, the meeting was convened on Wednesday, June 24, 2015 at 6:32 p.m. in the Memorial Hall Library, Activity Room, Lower Level.

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

Minutes Stephen made a motion to accept the Minutes of the May 27th meeting and Maddy seconded. Unanimously passed.

Old Business – Updates

- **Spot Checks:** Stephen gave an update on the status of previously-mentioned access issues such as the utility pole which was placed in the middle of the sidewalk at West knoll road which has since been removed, but the remaining hole must be re-paved. There was some discussion regarding a recent Townsman article about needed repairs to the “imitation brick” cross-walk on Chestnut street, and further discussion about the status of the \$250 parking violation signs. Justin Sr. Reported on some tactile pads which seem to be improperly placed and curb cuts should be checked to see whether they comply with State ADA regulations along the Route 28 through Route 495 state road. *Action Item: Stephen will follow up with the Highway Department on the re-paving issue and and curb cut compliance along Main street from the Stop and Shop area up to Route 495 and will also check on whether the new \$250 signs have been ordered and report back to the commission at the August meeting.*
- **Website updates:** Sarah reported that while the ACOD Website is currently ready to be built out, both she and Jen wanted to get input from commission members to see if anyone wants to be involved before it is finalized. Sarah explained that the process so far has been fairly standard web-site design using an ADA-designed template to incorporate existing content. The plan is to update the content and then Jen and Sarah can simply update as needed. The time-line is to have the site up and running by the end of the

summer. *Action Item: Ruth will help with content and will think about what data changes need to be made. Jen and Sarah will complete the basic web site design and will present at August meeting.*

- **Budgetary spend down:** ACOD donated \$5000.00 for the Ballardvale playground equipment which is ADA-compliant including “clam-shell swing set” and other ADA modified equipment and pathways. Sarah noted that the playground will also have a gazebo. A grand opening is planned tentatively for mid-July.
- **Table for Andover Day** – This year ACOD has budgeted (but still needs to complete payment) for a full table and it has been reserved with a request to be next to the Melmark table in the hope for greater visibility than we had last year. There was general discussion about the possible need to re-stock printed materials such as bookmarks and brochures in the various locations around town. There was also discussion around ordering promotional items to have on hand for Andover Day and other upcoming events. It was agreed that the non-latex jar openers are useful and would have ACOD printed on them. *Action Item: Commission members will assess which print materials are on hand and re-order as needed. Justin Sr. will get the bookmarks printed if needed and check the Town Office Info desk, the Town Planning Office and the Center at Punchard. Ruth will check with the library to see which if any brochures such as the “basic access brochure” need to be re-stocked and whether there are electronic versions available. Stephen will check supplies at Old Town Hall. Sarah will check with Christine Barraford who works in Purchasing at Town Hall to see if there is a designated vendor that we would need to use for ordering possible promotional materials. Members will continue to think about which promotional items we should stock with the ACOD printed on them.*
- **Library rooms are booked for upcoming ACOD meeting dates**

New Business

- **Budget for FY2016:** Sarah noted budgets are locked in for FY2016 and if there was some big thing or change that we wanted to plan for in FY2017, we need to do so by October 2015.
- **We have CAM training in October:** *Action Item: Jen and Sarah plan to attend CAM training in Newton in October. Donna may also attend. There is a training planned for Salem in August and Julie will attend as will Katherine Bishop an interested citizen/volunteer. .*
- **Playground Plaque-** We will be able to place a plaque at the Ballardvale playground and have been invited to the opening of the park. *Action Item: we still need to to address the plaque with Ellen Townson. Park Opening it TBD but see above.*

Maddy asked about when a walk through will be ready for a site inspection of the new Youth Center. The ADA review is scheduled for the last week in July and the “punch list” for items that may need to be remedied is open for 6 months after the site opening. *Action Item: Justin Sr who is on the committee for site visits, will let us know when the site visit will be.*

Maddy also mentioned that a designated person who knows about “specs” for the Andover Village Square development will attend interdepartmental meetings about various issues on access, furniture, permitting and related issues.

Adjournment At 7:55 p.m Stephen made a motion to adjourn and Ruth seconded. Unanimously approved.

Next meeting August 26th at 6:30 pm, Memorial Hall Library, Activity Room, Lower Level

Respectfully submitted,

Susan McKelliget