



## Merrimac Commission on Disability Meeting Minutes

# TOWN OF MERRIMAC

Meeting Date: July 13, 2022

Time: 6:30 p.m.

Meeting Location: Merrimac Senior Center, 86 West Main Street, Merrimac, MA

### Members Present:

Christopher Gaudet, Chairman  
Robert Hart, Vice Chairman  
Kathleen Sullivan, Secretary  
Charlotte Eileen Stepanian, Member  
Brienne Walsh, Member

### Members not Present:

John Joseph Murphy, Treasurer  
Ann Marie Murphy, Member  
Bob Sinibaldi, Member/ADA Compliance Officer  
Anne Brown, Alternate  
Margaret Sullivan, Member

### **Agenda Item No: I**

#### **Call to Order**

Meeting called to order at 6:33 p.m.

### **Agenda Item No: II**

#### **Approve Agenda**

Brienne Walsh made a motion to accept the agenda for the June 1, 2022 meeting. Eileen Stepanian seconded the motion. Members unanimously accepted the motion. The agenda was accepted.

### **Agenda Item No: III**

#### **Reorganization of the Commission on Disabilities**

Kathleen Sullivan made a motion to continue with the current organization and officers for the Merrimac Commission on Disabilities for 2022-23. Robert Hart seconded the

motion. Members unanimously accepted the motion. Because no changes are being made, no swearing in is needed by the Town Clerk.

#### **Agenda Item No: IV**

##### **Approve Minutes from June 1, 2022 Meeting**

Commission on Disabilities members considered the minutes. Brienne Walsh made a motion to accept the minutes from the June 1, 2022 meeting. Robert Hart seconded the motion. Members unanimously accepted the motion. The minutes from the June 1, 2022 meeting are accepted.

#### **Agenda Item No: V**

##### **Old Business**

**1. \$45,000 Earmark Request for ADA Improvements at Sweetsir and Donaghue Schools sent to Representative Mirra and Senator Dizoglio**

State budget is still not passed so there are no updates.

**2. Draft Copy Americans with Disabilities Act (ADA) Policies, Procedures, and Practices**

ADA Policies, Procedures, and Practices document was submitted to Town Counsel for review. Counsel approved the document but requested the COD develop and include a grievance form. Christopher Gaudet will develop the grievance form and submit it to the Town Counsel. COD will submit the form for approval so that the ADA Policies, Procedures, and Practices document can be approved with minimal additional cost to the town in legal fees.

**3. Handicap Parking for Old Home Days**

Christopher Gaudet met with the Merrimac Old Home Days Committee. They gave approval for Handicapped Parking spaces to be designated to the right of the Donaghue School. If the Touch a Truck event is not held in the front of the school, the spaces in front of the school will be designated for Handicap Parking. Christopher Gaudet had reusable signs and arrows made to designate the area to be utilized. Signs will be delivered and installed by 10:00 a.m. Friday morning of Old Home Days.

**4. Light Department ADA Items**

There have been no updates on any progress to improve access to the Light Department property. The new light bill and format for online billing was reviewed and approved by COD members via email last month. The new bills will be implemented for the August billing cycle and online billing will be implemented for the September billing cycle. Currently the Light Department website does not include accessibility features.

**5. Deaf Inc. Information Sheet (Update from Brienne Assisted Listening Devices**

Brienne Walsh is awaiting information from Deaf Inc. that will include grant request instructions for assistive listening devices. Christopher Gaudet reached out to Northeast Independent Living and they will also share information

regarding assisted listening devices with COD. It was noted that Northern Essex Community College teaches sign language and could be a resource.

## **Agenda Items No: VI**

### **1. Invoices for EJ Paving and Steve Merritt**

The COD considered invoices from EJ Paving and Steve Merritt for sidewalks. Kathleen Sullivan made a motion to pay the invoices. Robert Hart seconded the motion. Members unanimously accepted the motion.

### **2. \$87.40 bill for Commission on Disabilities Email**

Payment for the email was authorized at a previous COD meeting.

### **3. ADA Variances**

Christopher Gaudet will email Robert Sinibaldi to ensure the COD is kept up to date on ADA Variance requests that are submitted to the town.

### **4. Two Day Training for Community Access Monitor**

Christopher Gaudet attended the training and will share the slide show with COD members.

### **5. MOD Grant**

Applications for the MOD grant open August 1, 2022 and are due in September. This will be the sixth year that the COD and town have applied for the grant. COD will apply for funding for more sidewalks and curb cuts with the focus on connecting the areas surrounding the schools. Kathleen Sullivan made a motion to apply for the MOD grant in the amount of \$45,000. Brienne Walsh seconded the motion. Members unanimously accepted the motion.

### **6. Commission on Disabilities Remote Meeting**

Christopher Gaudet shared that the COD may authorize remote participation of COD meetings. Meetings may be hybrid as long as the Chair is physically present. Members present virtually will be able to participate as part of the quorum. Cable Access will be utilized with meetings held via Zoom. Meetings will be recorded and made public. Brienne Walsh made a motion to provide the remote option to meeting participation. Robert Hart seconded the motion. Members unanimously accepted the motion.

### **7. Reasonable Accommodations in the Workplace**

Christopher Gaudet attended a class on making reasonable accommodations in the workplace. Information will be shared with COD members at the next meeting.

## **Agenda Item No: VII**

### **Open Discussion**

Veterans' service officers from Newburyport (Kevin Hunt) and Amesbury (Jeremiah Murphy) were invited to attend COD meetings and they may attend in the future.

**Agenda Item No: VII**  
**Adjourn**

**Next Meeting:** September 7, 2022 at Merrimac Senior Center 86 West Main Street, Merrimac, MA with the option to attend virtually. Robert Hart made a motion to adjourn the meeting. Eileen Stepanian seconded the motion. Members unanimously accepted the motion to adjourn the meeting.

Meeting adjourned at 7:23 p.m.

List of Documents and Other Exhibits Used at Meeting:

EJ Paving Invoice  
EJ Paving Invoice-Church Street  
Abbott Street Sidewalk Invoice  
Chris Gaudet Certification  
Section 20  
COD 7-13-22 Meeting Agenda  
Invite

Minutes respectfully submitted by Kathleen Sullivan, Secretary

Minutes Approved by Committee on:

Chairman Signature:

Vice Chairman Signature:

Secretary Signature: