



Town Clerk Date/Time Stamp
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## Merrimac Commission on Disability Meeting Minutes

# TOWN OF MERRIMAC

Meeting Date: May 3, 2023

Time: 6:30 p.m.

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

### Members Present:

Christopher Gaudet, Chairman  
Robert Hart, Vice Chairman  
Kathleen Sullivan, Secretary  
Ann Marie Murphy, Member (remote)  
Bob Sinibaldi, Member/ADA Compliance Officer (remote)  
Margaret Sullivan, Member  
Brienne Walsh, Member

### Agenda Item No: I

#### **Call to Order**

Meeting called to order at 6:30 p.m.

### Agenda Item No: II

#### **Approve Agenda**

Robert Sinibaldi made a motion to accept the agenda for the May 3, 2023 meeting. Kathleen Sullivan seconded the motion. Members unanimously accepted the motion. The agenda was accepted.

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

#### **Approve Minutes from April 5, 2023 Meeting**

Commission on Disabilities members considered the minutes. Robert Hart made a motion to accept the minutes from the April 5, 2023 meeting. Kathleen Sullivan seconded the motion. Members unanimously accepted the motion. The minutes from the April 5, 2023 meeting are accepted.

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

#### **Old Business**

1. **Americans with Disabilities Act (ADA) Policies, Procedures, and Practices**  
ADA Policies, Procedures, and Practices was sent to all of the Merrimac Town Department Heads and employees.
2. **\$45,000 Earmark for ADA improvements at Sweetsir and Donaghue Schools Update**  
Robert Sinibaldi gave an update: The sidewalks and curb cuts will be completed before Memorial Day once it stops raining. New parking lot lines will also be completed by the DPW. COD to set aside \$2000.00 for line painting.
3. **MOD Sidewalk Grant Update**  
Sidewalks on Church Street to be completed by DPW once it stops raining.
4. **\$45,000.00 special article request for sidewalks update**  
Article passed at Town Meeting.

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

#### **Agenda Items**

1. **5 East Main Street Ramp**  
COD discussed the need for ADA compliance at 5 East Main Street. Although the building is privately owned, compliance does fall under Title 3 because the building does have public access. The owner needs to move the power door opener to the bottom of the ramp and install a two-line handrail on the new ramp to meet ADA regulations. COD Chairman will have a conversation with the owner to discuss compliance.
2. **Haverhill Bank Donation to COD of 5,245.90 and North Shore Bank Donation to COD of \$2,500.**  
COD members discussed very generous donations from Haverhill Bank and North Shore Bank for ADA compliant cafeteria tables. Margaret Sullivan made a motion to accept the donations. Robert Hart seconded the motion. Members unanimously accepted the motion.

**3. ADA Signs for Schools Quote**

Quotes were considered from Port Signworks(Newburyport) and Lubins (Waltham). Port Signworks quote averaged \$80/sign at \$12,780 and Lubin quote averaged \$148/sign. Robert Sinibaldi proposed getting a quote on the full job so that DPW does not have to install the signs. Kathleen Sullivan made a motion to contract with Port Signworks to complete the signage at the Sweetsir and Donaghue Schools. Robert Hart seconded the motion. Members unanimously accepted the motion. Robert Sinibaldi made a motion for Christopher Gaudet to approve the signs and have the authority to execute the project and purchase once approved by the BOS. Brienne Walsh seconded the motion. Members unanimously accepted the motion.

**4. Elevator Handrail for Donaghue School Quote**

COD reviewed quotes for handrail in the Donaghue School elevator: \$3772.38. Kathleen Sullivan made a motion to table the purchase of the handrail for now. Margaret Sullivan seconded the motion. Members unanimously accepted the motion.

**5. Town's New Website**

The Town of Merrimac is in the process of developing a new town website. Christopher Gaudet talked with Alyssa Sexton and met with Kristen Potter from John Guilfoil regarding the website accessibility. When the website is redesigned, ADA regulations will be considered.

**6. ADA Electric Vehicle letter and information sent to ZBA regarding 40B.**

During the last ZBA meeting Robert Sinibaldi advocated not to approve the proposed accessible parking spaces at the development and proposed that no variance should be granted. If a variance is granted, there will be no ability to expand the parking. There is no information about the building available and approval is still in process.

**Agenda Item No: VI**

**Open Discussion**

Old Home Days may request COD to fund handicapped accessible portable restrooms. COD has recently spent considerable funds on signs, tables, parking space lines, and sidewalks. COD will wait until these projects are all completed before we commit to more funds for other items or projects.

**Agenda Item No: VII**

**Adjourn**

Next Meeting: June 7, 2023 at 6:30 p.m. Hybrid: Merrimac Senior Center, 86 West Main Street, Merrimac, MA and Zoom. Robert Sinibaldi made a motion to adjourn

the meeting. Margaret Sullivan seconded the motion. Members unanimously accepted the motion.

Meeting adjourned at 7:06 p.m.

List of Documents and Other Exhibits Used at Meeting:

COD April 2023 Meeting Minutes

COD meeting agenda May, 2023

\$45,000 Earmark for ADA Improvements at Schools update

April 10, 2023 Letter from North Shore Bank

April 21, 2023 Halley Elevator handrail quote

Quotes for signs

April 18, 2023 Letter from Haverhill Bank.

Minutes respectfully submitted by Kathleen Sullivan, Secretary

Minutes Approved by Committee on:

Chairman Signature:

Vice Chairman Signature:

Secretary Signature: