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Merrimac Commission on Disability Meeting Minutes

TOWN OF MERRIMAC

Meeting Date: November 24, 2020

Time: 6:30 p.m.

Meeting Location: Remote Meeting via global.gotomeeting.com

Members Present:

Christopher Gaudet, Chairman
Robert Hart, Vice Chairman
John Joseph Murphy, Treasurer
Kathleen Sullivan, Secretary
Ann Marie Murphy, Member
Margaret Sullivan, Member
Charlotte Eileen Stepanian, Member

Members not Present:

Bob Sinibaldi, Member/ADA Compliance Officer
Anne Brown, Member
Jeffrey MacLeod, Alternate

Also Present: Brienne Walsh, Merrimac Senior Center Director

Agenda Item No. 1

Call to Order

Meeting called to order at 6:32 p.m.

Eileen Stepanian made a motion to accept the agenda for the November 24, 2020 meeting. Margaret Sullivan seconded the motion. Members unanimously accepted the motion. The agenda was accepted.

Agenda Item No: 2

Approve Minutes November 4, 2020 Meeting

Commission on Disabilities members considered the minutes. Christopher Gaudet suggested the minutes be amended to include \$225.25 for the final cost of the **The ADA Transition Plan Legal Notice in the Newburyport Daily News**. Robert Hart made a motion to accept the amended minutes from the November 4, 2020 meeting. Margaret Sullivan seconded the motion. Members unanimously accepted the motion. The minutes from the November 4, 2020 meeting are accepted as amended.

Agenda Item No: 3

Committee Review and Evaluation of ADA Transition Plan Proposals

Six bids were submitted but two of the bids were incomplete. One bid was too expensive. The COD members reviewed the proposals and Robert Hart made a motion to submit the following proposals to the Board of Selectmen on 12/7/2020: **Institute for Human Centered Design, WT Group, Disability Access Consultants, and Bureau Veritas**. Margaret Sullivan seconded the motion. Members unanimously accepted the motion. Christopher Gaudet will submit the four proposals to the Board of Selectmen on 12/7/2020 at 7:00. Because the COD members have selected the proposals for consideration, the 12/1/2020 COD meeting is cancelled. After the Board of Selectmen Meeting, Christopher Gaudet will invite the respondents selected for interviews.

On 12/14/2020, interviews will be conducted from 3:00-5:00 and will take 20 minutes each. COD members will email Christopher Gaudet with possible interview questions and he will compile them into a master list.

12/21/2020: Recommendation of selected candidate to the Board of Selectmen

12/22/2020: Selected candidate notified.

Old Business:

DPW is working on the ramp at Town Hall. COD members are appreciative of the fine work being done. The COD will send a letter of acknowledgement and appreciation to the individuals at the DPW who have worked tirelessly to get this important project completed. The COD discussed the \$4200.00 invoice for the Ton Hall sidewalk that leads to the new ramp. Kathleen Sullivan made a motion to Release funds to pay the invoice. Robert Hart seconded the motion. Members unanimously accepted the motion. The invoice will be paid.

Open Discussion

There is a Shared Streets grant that can be applied for for sidewalks replacement in conjunction with the DPW. The COD will work with Robert Sinibaldi to determine

the appropriate number. Kathleen Sullivan made a motion to apply for the grant and Robert Hart seconded the motion. Members unanimously accepted the motion.

Agenda Item No: 4

Adjourn

Next Meeting: December 14, 2020 (NOTE DAY CHANGE) at 2:55 REMOTELY on GoTo Meeting for interviews.

Eileen Stepanian made a motion to adjourn the meeting. Margaret Sullivan seconded the motion. Members unanimously accepted the motion to adjourn the meeting.

Meeting adjourned at 7:12 p.m.

List of Documents and Other Exhibits Used at Meeting:

Proposals from: Institute for Human Centered Design, WT Group, Disability Access Consultants, and Bureau Veritas

Minutes respectfully submitted by Kathleen Sullivan, Secretary

Minutes Approved by Committee on:

Chairman Signature:

Vice Chairman Signature:

Secretary Signature: