

The Ayer Disabilities Commission (ADC)
Ayer Town Hall, One Main Street, Ayer MA 01432

Ayer Disabilities Commission

Minutes of Meeting – Thursday, November 9, 2023

Location: Ayer Town Hall, 2nd Fl. Great Hall - Time: 6:00PM

In Attendance: D. Cibor, M. Titus, B. Boisseau, D. Lavoie, R. Anderson, A. Manoian

Item - Call Meeting to Order at 6:01PM:

Chair-D. Cibor called the Ayer Disabilities Commission meeting of Thursday, November 9, 2023 to order.

Item - Vote on Acceptance of Agenda:

Chair-D. Cibor requested members to review posted Agenda, and if acceptable to make motion for acceptance of Agenda.

Motion by R. Anderson to accept Agenda

Second: by B. Boisseau

Discussion: (None)

All in Favor: (Unanimous)

Public Comment:

None.

Old Business:

Item: Continue Review & Update of the Town of Ayer "Personnel Manual" – schedule invitation/discussion at next ADC Meeting with Town of Ayer Payroll & Benefits Manager.

A Manoian stated that Town Manager, Robert Pontbriand has reviewed and is prepared to work with the ADC to begin the update on the Town of Ayer Personnel Manual with particular regard to updating with appropriate "disabilities/handicapped" content, definitions, sections, etc.

A Manoian will provide preliminary DRAFT content for Town of Ayer Personnel Manual to the next ADC meeting for review/discussion.

Item: Follow-up Report on October's ADC Group Visit/Tour to Our Lady of the Lake Church & H.E.L.P. Program Site in Leominster.

D. Cibor, B. Boisseau & M. Titus provided the ADC members with a report on their recent group visitation to the H.E.L.P. (*Handicap Equipment Lending Program*) Program located at Our Lady of the Lake Church in Leominster.

B. Boisseau stated that the H.E.L.P. program managers would be interested in giving advice/suggestions the ADC with coordinating our equipment lending program.

R. Anderson inquired if the Leominster H.E.L.P. Program is managed by all volunteers? The response was – yes, all volunteers.

M. Titus stated the H.E.L.P. Program could provide the ADC program with a “starter kit”.

D. Cibor recommended that the ADC make outreach, inquiry, and request to utilize a portion of the Parks Dept. Garage Building at Pirone Park to start the ADC Program. A. Manoian will make outreach to Parks Director to start inquiry & report back to ADC.

The ADC then discussed the need for an official municipal Disclaimer Form for those residents who borrow handicap equipment. It was agreed that the ADC will make request of Office of the Town Manager to make inquiry to municipal legal counsel, KP Law, as to the proper language, composition & form of an official Disclaimer Form for the ADC program.

The ADC then discussed the best approach as to how and when the residents of Ayer would access the proposed Ayer handicap equipment lending program – operational hours. It was agreed upon that the program access would be by individual appointment and that hours of operation would be on Saturdays.

New Business:

Item: Required handicapped parking space design for proposed new residential units. Review & comment on proposed mixed-use redevelopment site plan at 42 Park Street property (historic 1824 Park House) between Jiffy Lube & large brick Kleen-It Building on Park Street.

The ASD proceeded to review the certified Site Plan for the property located at 42 Park Street – with particular regard to ADA-compliance for the proposed on-site Handicapped Parking Spaces.

It was agreed that the ADC would like further clarification on the slope and grade of the location of the proposed handicapped parking spaces, and further clarification on the design/compliance of the “access aisle”, located at the parking lot sidewalk/walkway for the proposed handicapped parking spaces .

A Manoian will compose letter/comments that will be submitted to the Ayer Planning Board and to be addressed/answered at the next Planning Board Meeting by the property applicants/owners for the ADC.

Motion to Adjourn

Motion by R. Anderson to adjourn

Second: by D. Cibor

Discussion: (None)

All in Favor: (Unanimous)

The ADC Meeting adjourned at 7:10PM.

Meeting Minutes respectfully prepared & submitted by Alan S. Manoian, ADC Secretary.

Date Minutes Approved by ADC 12/19/23 12/14/23 Chm. 1/8/24

Signature Indicating Approval Alan S. Manoian