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**Town of Ayer**  
**Ayer Commission on Disabilities**  
**Meeting Minutes for November 4, 2021**

**Attendance:** David Cibor (Chair); Laura Warner (Vice-Chair); Caitlin Gamache (Treasurer)

**Absent:** Alan S. Manoian (Secretary/Staff Representative); Thomas Sylvester (Member); Ava Sheriff (Member)

**Also Present:** Robert Pontbriand, Town Manager (Municipal ADA Coordinator)

**Call to Order:** The meeting was called to order at 4pm by David Cibor, Chair.

R. Pontbriand read the following statement into the record:

Due to the ongoing COVID-19 Pandemic, in accordance with Chapter 20 of the Acts of 2021, suspending certain provisions of the Open Meeting Law (ONL), public bodies otherwise governed by the OML are temporarily relieved from the requirement that meetings be held in public places, open and physically accessible to the public, so long as measures are taken to ensure public access to the bodies' deliberations "through adequate, alternative means." This meeting will be live on Zoom. The public may participate remotely by joining Zoom (Meeting ID # 824 5126 4294) or by calling (929-205-6099). For additional information about remote participation, please contact Alan Manoian at [amanoian@ayer.ma.us](mailto:amanoian@ayer.ma.us) or 978-772-8220 ext. 141 prior to the meeting.

**Approval of Meeting Agenda:**

The Commission reviewed the meeting agenda.

**Motion:** A motion was made by D. Cibor and seconded by L. Warner to approve the meeting agenda. **Motion passed (3-0)** by Roll Call Vote: D. Cibor, Y; L. Warner, Y; C. Gamache, Y.

Review and Acceptance of the Meeting Minutes of September 22, 2021:

The Commission reviewed the DRAFT meeting minutes of September 22, 2021.

**Motion:** A motion was made by C. Gamache and seconded by D. Cibor to approve the meeting minutes of September 22, 2021. **Motion passed (3-0)** by Roll Call Vote: D. Cibor, Y; L. Warner, Y; C. Gamache, Y.

**Old Business:**

**Discussion of process/framework to produce updated/new "Mission Statement" and Commission "Goals" and Municipal Dept./Board/Commission Interaction.**

R. Pontbriand reviewed the Mission Statements provided by A. Manoian from other Municipal Commission on Disabilities and asked what Commission Members thought of them as well as what they thought the role of the Ayer Commission on Disabilities should be.

C. Gamache stated that she views the Commission as an advisory board on all ADA issues and as an enforcement board in terms of the ADA. We should be reviewing compliance issues with the ADA.

L. Warner stated that she liked the Mission Statement from the Town of Hudson. It was inclusive and liked that it was shorter.

C. Gamache stated that she liked the last par of the Town of Brookline's Mission Statement and the idea of "fostering a town culture."

L. Warner stated that she liked the first sentence of the Town of Salem's Mission Statement.

C. Gamache stated that Salem's statement is more direct.

R. Pontbriand suggested that we take the elements from each of the Mission Statements that the Commission likes and blend them into a proposed DRAFT version or versions of a mission statement for Ayer.

The Commission concurred with this approach.

R. Pontbriand stated that he and Alan will put something together and get to the Commission before their next meeting.

**New Business:**

**Current and Prospective Local Construction/Development Projects for ADC Review and Comment.**

R. Pontbriand stated that one of the functions of the Commission should be to play an active role in the review of potential projects before the Town to ensure ADA compliance.

C. Gamache stated that one of our roles can be of fact finding with respect to ADA issues and compliance.

L. Warner suggested that the Commission should also hold a Community Listening Session on ADA issues and questions that the community may have. We could host the session.

C. Gamache stated that we could also aid with the Building Department in terms of projects and issues as well as meetings with the schools.

L. Warner also suggested that the Commission could conduct a survey of the community regarding ADA issues, challenges, and questions. She stated that she would investigate a potential survey model.

D. Cibor stated that we should also focus on educating the public about existing services.

C. Gamache stated she liked that idea, and we could host an "Education Month" on "ADA Awareness."

L. Warner stated that it would be helpful to meet with Departments to learn not only what they do but what potential ADA issues they may face or deal with.

C. Gamache stated that we could start with meeting with 2-3 Departments at a meeting. Perhaps the Building Department and DPW to start?

R. Pontbriand also suggested the Information Technology Department.

L. Warner stated that we should also meet with the Housing Authority and other Committees as well.

R. Pontbriand stated that perhaps the next three projects for the Commission should be to have the DPW and I.T. come to a future meeting; further development of the mission statement; and the development of a community ADA survey.

The Commission concurred with this approach.

L. Warner suggested that the next meeting be on December 16, 2021, at 4pm on Zoom.

The Commission concurred.

### **Adjournment:**

**Motion:** A motion was made by D. Cibor and seconded by C. Gamache to adjourn the meeting at 4:47pm. **Motion passed (3-0) by Roll Call Vote:** D. Cibor, Y; L. Warner, Y; C. Gamache, Y.

The meeting adjourned at 4:47pm.

Minutes recorded and submitted by R. Pontbriand, Town Manager, ADA Coordinator

Minutes reviewed and approved by the Commission on 2/17/22

Signed: 