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

Ayer Disabilities Commission

**Minutes of Meeting** – Thursday, December 14, 2023

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

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

**Item** - Call Meeting to Order at 6:03PM:

Chair-D. Cibor called the Ayer Disabilities Commission meeting of Thursday, December 14, 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 M. Titus

Discussion: (None)

All in Favor: (Unanimous)

**Item** - Vote on Acceptance of Meeting Minutes of November 9, 2023

Motion by D. Cibor

Second: R. Anderson

Discussion: (None)

In Favor: (Unanimous)

**Public Comment:**

Mr. Dennis Curran, resident of 51 Pleasant St., and Chairman of the Ayer Council on Aging (COA) Board of Directors made public comment to inform the ADC of the concern of COA Board members with regard to the existing design of asphalt walkway (which is fully & legally ADA-compliant) and which provides entrance & egress to the Ayer Housing Authority's Park at the Ayer Housing Authority's Historic Pleasant Street School Apartments. Mr. Curran provided the ADC with an overview of the public space characteristics of the Apartment Building, the ADA-compliant asphalt walkway to the Park which is accessed via the front driveway & the upgrade sidewalk on the west-side of Pleasant Street, which in the opinion of COA Board members could be better designed for improved accessibility, convenience, and more direct connectivity with the Housing Authority Apartment Building via the side & rear surface parking lot area.

A. Manoian, member of ADC, provided several photographic images of the Park, the Pleasant St. sidewalk, the existing asphalt walkway to and from the Park, the Pleasant Street School Apartments surface parking lot, and the front of the Apartment Building for the ADC meeting attendees to benefit the public comment period. Mr. Curran suggested the ADC members take a tour of the Park & the parking lot of the Pleasant Street Apartment Building to observe the existing design.

Mr. Curran and members of the COA Board are advocating a possible new walkway accessing the Park via the surface parking lot, rather than requiring Park-users to access the Park via the Pleasant Street sidewalk as is currently designed.

ADC members commented that a suggested new access pathway via the surface parking lot of the Apartment Building may present significant public safety concerns, and potential ADA-compliance design deficiencies.

Mr. Curran concluded with the request that the ADC & COA jointly advocate for an improved ADA-compliant Park walkway design with the property-owner, the Ayer Housing Authority.

**Item:** Letter to Ayer Housing Authority re: Pleasant Street Park – Handicap Accessibility:

**Motion by R. Anderson:** To compose a DRAFT joint letter from the ADC & COA to the Ayer Housing Authority to confirm the ownership of the property, to request an opportunity to meet and discuss possible needed remedies, and to advance all feasible opportunities to address the issues of concern by the COA, and to remove any accessibility barriers identified at the Pleasant Street Park in a timely manner.

**Second:** M. Titus

**Discussion:** (None)

**In Favor:** (Unanimous)

#### **Old Business:**

**Item** - Continue Review & Update of the Town of Ayer "Personnel Manual" re: Disability/Handicapped/Accommodation Policy/Definitions Sections:

A Manoian, ADC Secretary & Dir. AOCED, prepared and presented suggested DRAFT new ADA-based "Definitions" for the Town of Ayer Personnel Manual. A Manoian also presented suggested DRAFT new sections for Town of Ayer Personnel Manual including "Protected Class Harassment Prevention Policy" & "Americans With Disabilities Policy".

**Motion by R. Anderson:** To approve the suggested DRAFT ADA-based "Definitions", the suggested DRAFT "Protected Class Harassment Prevention Policy", and the suggested DRAFT "Americans With Disabilities Policy" as presented for the Town of Ayer Personnel manual.

**Second:** M. Titus

**Discussion:** (None)

**In Favor:** (Unanimous)



**Item** - Continue discussion, exploration, and formulation of proposed Ayer Disabilities Commission "Community Mobility Aids & Disability Equipment Provision" Program:

The ADC members engaged in an open discussion regarding the ongoing exploration & advancement of the proposed Town of Ayer Handicap Equipment Lending Program. A Manoian reported that following a discussion with the Parks & Recreation Director, it was determined that the small concrete 2-bay garage close to the Parks Dept. Administration Building at Pirone Park would not be available for the proposed Handicap Equipment Lending Program, as it at full capacity for Parks Dept. activities.

A Manoian reported that Parks Dept. Dir. expressed support for concept and that there may be a possible location/space for a small portable shed structure at Pirone Park near the Administration Building side of the Park to get the Handicap Equipment Lending Program launched. The ADC members engaged in a general discussion of the potential opportunity to coordinate with Parks Dept. and it was agreed that the ADC Chairman would outreach to Parks Dir. and discuss scheduling a group tour of the possible locations for a small portable shed structure in the near future.

**Item** - Invitation/Introduction of Ms. Solvig Steeman of Ayer at January ADC Meeting:

A Manoian provided a brief update on the outreach from and ongoing conversations with Ms. Joanne Sears of the Edinburg Center of Lexington MA <https://www.edinburgcenter.org/> on behalf of Ms. Solvig Steeman of Ayer MA. Ms. Steeman who is living with physical disability seeks professional engagement/service with a local business, organization, institution, etc. to advance her professional development. The ADC discussed possible opportunities for Ms. Steeman and that there may a professional civic service opportunity through the ADC in organizing, coordinating, developing, and administering the formation & launch of the proposed Ayer "Handicap Equipment Lending Program" into the upcoming year. It was agreed to extend a warm invitation to Solvig Steeman to attend the January Meeting of the ADC for introduction and dialogue.

Note: (Attached please find Resume of Solvig Steeman).

### **News Business:**

**Item** – Recommendation to Establish Permanent ADC Meeting Schedule on 3<sup>rd</sup> Monday of each Month:

During the last several months a number of ADC members have expressed the desire and benefit of establishing a more permanent meeting date/time/location in the 1<sup>st</sup> Floor Select Board Meeting Room at Ayer Town Hall.

**Motion** by M. Titus to establish a permanent meeting date/time/location of the 3<sup>rd</sup> Monday of each month, at 6:00PM, in the 1<sup>st</sup> Floor Select Board Meeting Room at Ayer Town Hall.

Second: A. Manoian

Discussion: (None)

In Favor: (Unanimous)

Item - Motion to Adjourn

Motion by R. Anderson to adjourn

Second: by M. Titus

Discussion: (None)

All in Favor: (Unanimous)

The ADC Meeting adjourned at 7:15PM.

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

Date Minutes Approved by ADC 26 Feb 2024

Signature Indicating Approval 