

**Acton Commission on Disability
Minutes
June 10, 2010**

Members Present: Daniel Factor, Lisa Franklin, Gordon Lagrow and Brenda Viola.
Town Liaison: Frank Ramsbottom, Building Inspector

Meeting was called to order at 7:25 pm.

**May 13th and June 2nd minutes were reviewed and approved as written.
May 1st minutes were tabled for approval.**

OLD BUSINESS

Architectural Access Board: Lisa will call Tom Hopkins Director of the Architectural Access Board to discuss dates he is available to meet with the COD and other Town departments for a presentation on the variance process. Lisa will also call for room availability for those dates.

Variance Process: Suggestions were made to improve timely handling of variances:

- Pick up mail from Town Hall more frequently
- Frank notifies us as soon as he is notified
- Form a subcommittee of three members which can be chosen based on availability

HP Parking Violation Fines: Reviewed draft of letter to Steve Ledoux concerning the increase of a parking violation fines. Suggestions were made for revisions to the letter. We need to state what our recommendation is for the increase. Also, we need to invite Steve to discuss the fine increase with us. The increase will also need to be approved by the BOS.

Award Certificates: Reviewed and approved certificate design. The design is formatted on Microsoft Office Publisher that can be modified/personalized as needed for each recipient.

West Acton Farmers' Market: Lisa contacted the organizer of the Farmers' Market and requested our use of the information booth. A date in August is planned.

NEW BUSINESS

West Acton Market: The Market is expanding into the adjoining store front. Frank reports there will be a new door for a compliant entrance. A question was raised, whether there is more that the COD can do to ensure accessibility and a barrier free environment at the market by visiting the site as renovations are being done. We need to find out what we are allowed to do as far as community education to the extent of our charter. Further action was tabled until we can discuss this with Mike Gowing.

WAVE: Frank reports the developers are applying for variances due to changes in their design plans. One is to eliminate an elevator in a two story office building.

Disability Policy Consortium: Robyn Powell, Assistant Director notified us of a Regional Meeting held in Wilmington on June 29th. ADA coordinators were invited. Steve Ledoux was unable to attend. Lisa and Mike Gowing are going to attend.

Exchange Hall: Frank reports there is an application for a time variance for construction of an elevator to be in compliance.

Meeting was adjourned at 9:00 pm

Respectfully submitted,
Brenda Viola, Secretary