



**COMMONWEALTH OF MASSACHUSETTS  
TOWN OF NEW MARLBOROUGH  
807 Mill River Southfield Road, Mill River, MA 01244**

Minutes of the Commission on Disabilities  
Town Library, New Marlborough, MA  
Tuesday, August 6, 2019

Members Present: Tom Stalker, Chair/Secretary  
Marsha Pshenishny, Vice-Chair  
John Hotaling  
John Pshenishny  
Tara White, Liaison

Also Present: Joan Hotaling

The meeting of the Commission on Disabilities (COD) was convened at 9:34am.

**Review and approve meeting minutes for July 10, 2019**

Motion to approve: Marsha

Second: John P.

All agree.

**Elihu Burritt Day Table**

A table has been made available for our use along with a suggestion that we share it with the Council on Aging.

Group reviewed a draft brochure which will be handed out. Tara suggested changes as follows: (inside of brochure) Introduction to the ADA – left panel, Mission Statement - middle panel, Notice Under the Americans With Disabilities Act – right panel; (outside of brochure) Grievance Procedure Under the ADA – left panel, other panels remain the same.

Tom indicated he and Prue Spaulding would be on hand to answer questions. Tara thought she might be able to help out starting at 10 as she'll be around.

**Discuss publishing and publicizing the ADA notice and grievance procedures**

Tom brought several samples of accommodation disclaimers from other towns and public entities for review. The disclaimer would be used in legal notices as well as meeting agendas.

Tara asked what happens when someone asks for a special accommodation. Tom indicated we should reach out to the different ADA organizations for assistance in finding a solution to the accommodation request. The most important issue is to not respond with "no" before the proper person [ADA Coordinator] has done the appropriate research.

The chosen disclaimer "The Town of New Marlborough does not discriminate on the basis of disability. If you are disabled and require special accommodation, please contact the Board of Selectmen (413-229-

8116), preferably 7 days before the activity or event.” will be sent out to all department heads and committee chairs, as well as Kathy Chretien, by Tom.

Tom will also send an email to Mari indicating the 2 notices, Notice Under the Americans With Disabilities Act and Grievance Procedure Under the ADA, need to be posted at all applicable facilities.

#### **Survey of Town employees, committees, boards, commissions, etc.**

Three choices had been passed out at the previous meeting. After discussion the group chose the General Non-Discrimination and the Effective Communication forms. Tom will send the forms to the department heads and the committee chairs. He also indicated that this exercise was not optional. All committees and departments should be prepared to respond.

#### **ADA Compliance Item: Paving of Highway Department yard**

Because the Town will be paving the Highway Department yard, they will need to address the ADA issues as indicated in our Title II Self-Evaluation and Transition Plan.

Tom will send a letter to Chuck to designate and create handicap parking spaces with appropriate signage. He'll also indicate a need for a sign posting for the sand area (where townspeople obtain sand for use during inclement weather). The sign should indicate who to contact for assistance for those who need it. The same information should be placed on the Town's website.

#### **Any new business for commission review (time permitting)**

Tom had two announcements:

First, the Massachusetts Office on Disability has released the paperwork for their two grants.

Second, he had received a copy of the CDBG 2019 application for barrier removal project at Town hall. The request for funding was \$90K, far below the previously indicated \$200K at the public hearing. Documents will be shared for the next meeting agenda.

#### **Adjourn**

Tara made a motion to adjourn with John P. second. All agreed.

Prepared by:

Tom Stalker, Chair/Secretary