

COD Meeting Minutes  
February 20, 2024



Present: Chair Mike McCue, Daryl Blaney, Lesley Allison  
Volunteers present: Kathy Suits, Pat Maguire, Jim Peters

Meeting called to order: 6:05pm

1. Minutes were approved as amended from the January meeting.
2. Accessibility Canvassing:
  - Daryl and Kathy were looking at the tool we will use for evaluating accessibility.
  - We should all be assigned various entities to address and each have a checklist that we can use for evaluation.
  - Mike will reach out to the town clerk to ask about an updated list of town businesses.
  - We should continue to address designated town entities of which we are already aware such as parking and the gazebo path.
  - A draft of a form letter to businesses is saved on the hard drive in the COD office in the old town hall.
3. Tracking tool
  - Pat is looking for feedback on when we plan to start certain initiatives. Mike would like to promote “monitoring accessibility” as the core initiative for the year of 2024.
4. New office space
  - The space being offered is the same room the COD used as an office in the past, and is currently being used.
  - The room is now tidy but remains somewhat small and would be cramped if we were to try to have a meeting there.
  - With remote meetings, we are unlikely to need a larger space.
  - Mike will follow up with Kelly with questions regarding sharing the space.
5. Action Item / Recent activity status
  - Website accessibility - John Ditomasso has left town employment. The town clerk, Amanda Cannon, is now in charge of the town website.
6. 2023 COD Annual Report
  - Mike shared a very thoroughly drafted report to all COD members and volunteers via email.
  - Mike requests feedback ASAP because he would like to submit the document.
7. Miscellaneous:
  - Lesley will follow up with Geno on the details of the memorial bench for Rose and follow up with Mike by email.
  - COD ID Badges for use in community access monitoring would be beneficial. Previous used badges may be located in the COD office desk

Meeting adjourned: 8:00 pm

Respectfully submitted,  
Lesley Allison