

COD Meeting Minutes
April 18, 2023



Meeting called to order: 6:15pm

Present: Chairperson Mike McCue, Lesley Allison, Daryl Blaney; Volunteers present: Jim Peters, Kathy Suits

Absent: Geno Brazeau, Rose Marie Bissonette

1. Minutes were reviewed from the February and March meetings and approved.
2. Town meeting accessibility:
 - a. Mike communicated to the group his awareness of legislation in the Massachusetts State House looking at town meeting law and accessibility.
 - b. Lancaster officials plan to follow the same accessibility procedures for the Annual Town meeting on May 3 as took place for the special town meeting in January.
 - c. Lesley and Jim have discovered how to correctly implement Zoom closed captioning. Lesley will meet with Mike to implement for the next COD meeting.
 - d. Lesley still needs to address the accessibility requirements for in person town committee / commission meetings. She will research and plan a list of priority committees to address initially. The COD should draft a list of requirements and / or recommendations and best practices to be adopted by the town.
3. Prescott Building handicapped parking:
 - a. Two additional proposed handicapped parking spots were identified: one in the top Community Center lot, and one on Thayer Memorial Drive close to the Prescott building.
 - b. Geno and Kathy measured the distances from the proposed new handicapped spot at the top Community Center lot and the back door of the Prescott Building. The distance was 48ft.
 - c. Kathy will measure the difference between the existing spots and the additional proposed spots. Kathy will be making a drawing with all parking spots illustrated. Kathy will also remark on removal of old spots in the back of the town hall. New parking signage will be recommended for the present handicapped parking to indicate use for the town employee.
 - d. Mike recommends that the town erect a sign on Main Street indicating town municipal parking directing drivers to the library lot on Harvard Street.
4. Town website accessibility: Jim will try calling Christine. He has had no response to his requests by email.
5. Other Action Item follow up:
 - a. Holiday Lane accessibility concerns: There are town requirements that must be met for a private road to be converted into a public road which include width, drainage, undersurface of road, etc. Police Chief Moody communicated to Kathy that there has never been a time since his employment with the town that a resident could not be reached in an emergency no matter the road conditions.

- b. Elderly veteran resident in need of affordable housing: Mike reached out to him to follow up on his situation. The resident was happy to report he got into a nice apartment complex in Leominster.

Meeting adjourned: 8:05pm

Respectfully submitted,
Lesley Allison