

**Town of Southborough, MA**

**Meeting of the Southborough Public Accessibility Committee (SPAC)**

**Tuesday, June 20, 2023 at 9AM.**

**Southborough Town House, McAuliffe Hearing Room  
17 Common St, Southborough, MA 01772**

**Meeting Minutes**

**Committee Members Present:**

- William (Bill) Sines (BS), Chair
- Marguerite Landry (ML)
- Bonnie Phaneuf (BP)
- William (Will) Warren (WW), Clerk

**Absent Committee Members**

- None

**Ex-Officio Members Present**

- Mark Purple (MP), Town Administrator / ADA Coordinator
- Casey Burlingame (CB), Building Commissioner / Zoning Enforcement Officer

**Absent Committee Members and Ex Officio Members:**

- None

**Representatives of Other Town Entities Present:**

- None

**Other Attendees:**

- Tim Litt (TL)

1) **Meeting called to order** by the Chair BS at 9:04 AM.

2) **Approval of Minutes:** BP made a motion seconded by WW and voted unanimously (with the exception of ML who arrived 5 minutes late to) approve the minutes of 5/24/2023 minutes as written.

**3) Topics of Discussion**

**a) 120 & 250 Turnpike Road Development**

- i) BP – Her understanding is that there is no application filed in the Town House with regards to building affordable housing units at 120 or 250 Turnpike Road.
- ii) When the Ferris Development Group files a plan with regards to 120 & 250 Turnpike Road, BP would like to invite Mr. David Ferris to a SPAC meeting so that he can inform the committee about ADA compliance features of the plan that he is proposing. BP is interested in hearing primarily about outside amenities and, if the proposed building is over 3 floors, whether an elevator will be included.
- iii) With respect to 120 Turnpike Road, BP would like to see some sort of access to the adjacent open space.
- iv) BS believes that the building inspector and the Planning Board should look at number of accessible parking spaces, slopes of sidewalks, curb cuts, etc.
- v) BS would like the SPAC to meet with the Planning Board to discuss the ADA compliance aspects that should be reviewed in the plans for these sites.
- vi) BP requested MP to forward in the future all building permit applications (other than those for private homes) to the SPAC for review.

**b) ADA Compliance of Fayville Village Hall**

- i) The SPAC discussed the ADA compliance of the Southborough Historical Society use of the Fayville Village Hall.

**c) Encumbrance of the SPAC's \$2,500 2022-2023 Budget**

- i) BP moved that the SPAC encumber all \$2,500 of the SPAC 2022-2023 budget to help pay for automatic door openers for the Public Safety Building. WW seconded the motion and the motion passed unanimously.

**d) Sidewalks**

- i) BP asked MP about the status of striping the sidewalks around the Town House, but MP did not have an updated status.
- ii) TL informed the SPAC that sidewalk blocking by delivery and construction vehicles seems to be on the rise again based on his observations after a temporary decline.
- iii) TL also presented photos of garbage containers blocking sidewalks and encroaching on roads.
- iv) BP asked MP to ask the Police Chief to instruct his officers to keep an eye out on these issues and to ticket or issue warnings when needed to try and reduce these incidents.

**e) Available Grants for Remediating ADA Issues**

- i) Since the Town has done an ADA self-assessment, the Town is eligible for various state grants for remediating these issues.
- ii) MP confirmed that the Town has been applying for these grants each year since the ADA self-assessment was completed, but so far has not won any money.

**f) Statuses by Departments of Remediating ADA Issues Identified in the Town's ADA Self-Assessment**

- i) The SPAC requested MP, the Town's ADA Coordinator, to request a written status from each department on their progress towards remediating the ADA compliance issues that were identified in the Town's ADA Self-Assessment. The departments that should provide reports include the Facilities Department, the Recreation Department, the Technology Department, the Department of Public Works, the Schools, and any other departments that own any ADA compliance issues.
- ii) The SPAC will use these statuses to report to the Select Board as it has requested. The target for receiving these reports is the first or second week of July.

**g) Reaching Out to the MA Commission for the Blind and the MA Office On Disability**

- i) The SPAC discussed accessing outside resources with regards to phone apps and other technologies targeted at the disabled and visually impaired for information and navigation.
- ii) WW volunteered to reach out to these state entities and to look for other towns that might have already adopted navigation aids for the visually impaired.

**h) Town Website Upgrade Issues**

- i) WW volunteered to create a list of website issues that are important for accessibility and key useability aspects.
- ii) BP requested that any list compiled by WW should be sent to MP, the ADA Coordinator.

**i) Hosting Zoom Meetings**

- i) BP complained that the Town's virtual meetings are frequently hard to follow because of sound issues or bad imaging of exhibits/presentations used at these meetings.
- ii) BP proposed that the Town's virtual meetings should, in the future, follow best practices that have been laid out by the State in:
  - (1) From the Massachusetts Office on Disability: "Best practices for hosting accessible web-based meetings", <https://www.mass.gov/info-details/best-practices-for-hosting-accessible-web-based-meetings>
  - (2) From the Massachusetts Department of Transportation: "Guidelines for successful virtual public meetings", <https://www.mass.gov/guides/guidelines-for-successful-virtual-public-meetings>

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**j) State Form for ADA Coordinator**

- i) BP requested MP, the ADA Coordinator, to fill out the appropriate state form to list him as the Town's ADA Coordinator.

**k) Braille Printer**

- i) TL noted that there are now thermoplastic stock that can be used to print weather-proof Braille signs using a Braille printer.
- ii) WW volunteered to research the availability of shared Braille printing services in the state.

**l) Date for Next SPAC Meeting**

- i) July 18<sup>th</sup>, 2023

**4) Meeting adjourned at 10:15 AM by a unanimous vote of the SPAC members on a motion by BS with WW seconding.**

**5) Documents Shared / Discussed at the Meeting**

- Recent photos of Town sidewalks blocked by trash cans and vehicles shared by TL.

Minutes Prepared and Respectfully Submitted by Will Warren









