

ADA Advisory Committee Minutes  
February 23, 2017

Members Present: Lisa Bonneville, Beth Heisey, Laurie Werle and Gretchen Wood  
Members Absent: none  
Others Present: Town Administrator Greg Federspiel

The meeting was called to order at 3:00 p.m.

**Minutes:**

Gretchen Wood moved to approve the September 1, 2016 minutes as submitted. Laurie Werle seconded the motion and it passed unanimously.

**Discussion about use of second floor of Seaside One Building for Town Office**

The Committee and Town Administrator Federspiel discussed logistics for use of the inaccessible second floor area of Seaside One for office space to be used by the Town's land use departments. Beth Heisey had contacted the Mass Office on Disabilities (MOD) for their opinion on whether this would be an acceptable use. Robert Dias of MOD replied that it would not be prohibited and he sent information (copy attached) with regard to providing public access to services and what steps would need to take place in the event an existing employee or new hire/potential applicant requires access to the second floor.

The Committee and Town Administrator Federspiel also looked at the accessible entranceway to the building and found that there is work that needs to be done to make it ADA compliant. The walkway and access ramp need repairs. It was also noted that a display case attached to the wall inside the building needs to be moved (it is currently located near the accessible exit/entrance area) and some of the equipment rearranged to allow for unimpeded flow.

After discussion, Gretchen Wood moved to approve the plan with the stipulation that there is clear signage and a system in place for notifying the office personnel, repairs made to the handicap access and with the understanding that arrangements may need to be made in the future if an employee or future employee needs an accommodation.

There was also discussion of making a handicap parking space in the near vicinity.

**Other business**

- There was discussion with general agreement for the need to conduct annual checks of Town properties for accessibility compliance.
- Mrs. Heisey noted that there are plans to resurface the Town Hall walkways at which time the handicap parking spaces will be added to the area to the left of the driveway between Town Hall and the Congregational Church.

At 4:18 p.m., Gretchen Wood moved to adjourn. Laurie Werle seconded the motion and it passed unanimously.

Respectfully submitted,

Elizabeth A. Heisey

Approved October 30, 2017