

\*\*\*APPROVED\*\*\*

Stamford Access 4 All, Mayor's Committee  
Meeting Date: 9/18/14, 2pm  
Location: Mayor's Conference Room, 10<sup>th</sup> Floor

Attending: F. Mercede, M. Molgano, P. Sciarretta, K. Burbank, I. Lupinacci, L. Ross, A. LiVolsi, P. Zeiss, E. Orgera, P. Magalnick, M. Levine, L. Hunter, G. Gasparino

## M I N U T E S

### Welcome

First official meeting of this Committee.

Committee Chairman Frank Mercede welcomed members and called meeting to order. Attempted to play introductory video, but encountered technical difficulties. Will play at next Committee meeting to summarize Committee goals and mission.

### Administration Update

Stamford ADA Coordinator Amy LiVolsi reminded members of ADACC state conference on 10/22/14. Encouraged attendance by all.

Martin Levine explained benefits of group being organized as a "committee" rather than a "commission. This was followed by a discussion of how we are to follow city rules for holding meetings, posting agendas with the town clerk, refraining from doing business via email, etc.

Amy encouraged all Committee members to establish Stamford city government email addresses. She will work with the technology office to set these up ASAP. She will notify us by email once this is completed and will forward log-in procedures to our personal email addresses so we can begin to use the new government-issued email addresses for all Committee-related emails immediately.

### Community Update

Committee Secretary Kris Burbank reported on an informal meeting she and Frank Mercede had earlier this month with the Stamford Museum & Nature Center to discuss its desire to become more accessible to all persons, regardless of ability. The Committee decided these kinds of informal meetings will be helpful to continue holding, but that we should be clear that we are meeting with people as "ombudsmen" and not in any official Committee capacity if/when we hold such discussions.

Mike Molgano then shared some materials he recently received from the U.S. Department of Justice, including one particularly helpful brochure called "ADA Primer for Small Business." Mike will request additional copies for all Committee members. It was suggested that we may want to offer these types of materials at some point in the permitting process to help educate small business owners about ADA compliance. Mayor Martin briefly stopped by the meeting to welcome us and encourage our efforts.

### Project Plan Review

We next reviewed and discussed the draft project timeline prepared by Kris for this Committee.

We agreed that the four main activities are appropriate; however, we removed the informational meeting milestone under Training and Networking as not a priority. Paul Zeiss will request an ADA compliance line be added to the sign off stamps used in his department.

After additional discussion, Frank recommended that the Committee develop some type of system by which members can become educated about the current permitting process followed by City officials, including zoning ordinances for sidewalk clearance, etc.

Committee members agreed that such instruction is vital to our adding value both short- and long-term to the ongoing work of the city as it relates to access for all.

The Committee agreed we should review all city departments and recommend which could benefit from ADA-related training (e.g., Clerk of the Works, Engineering, etc.).

Regarding another priority, the Stamford ADA Assessment, Frank will email a digitized copy of a sample self-evaluation and transition plan from Vancouver, Washington, to all Committee members for review. This plan was identified by Amy's predecessor, Clemon Williams, as a model plan/template for Stamford to follow.

Kris asked Committee members to review this Vancouver plan and be prepared to discuss suggestions for how to make it work for Stamford at the next meeting.

Amy offered to research possible resources and costs associated with conducting the audit to share with the Committee at our next meeting.

Discussion ensued about how broad or deep to go with our self-evaluation and recommendations for Stamford.

### Introduction to FOIA

Amy briefly reviewed guidelines about Freedom of Information and encouraged us to be mindful when corresponding by email.

### Next Steps

Regular meeting dates for the Committee were established: 10/23/14, 11/20/14, 12/18/14 and 01/15/15; all at 2:00pm.

Lolli Ross moved the official name of the Committee is Stamford Access 4 All with the "for" always being the number 4, also to be called "Stamford A4A" for short.

Kris seconded the motion. A vote was taken and the motion was approved unanimously. Frank is going to check with his contact to see if they will help to develop a pro-bono logo for use on all communications.

Amy is going to check with the city tech department to see if they can help us develop a website highlighting our efforts.

Tom Dec is going to draft and issue a press release by the end of September announcing the Committee to local media outlets.

The meeting was adjourned at 3:40pm.