

**Commission for Persons with Disabilities  
Regular Meeting Minutes**

April 7, 2016

6:00 PM

**Present:** Michael Menders, Raymond DeBlasio, Lisa Harrison and Lottie Scott

**Absent:** Cynthia Litton, Jane O’Friel, George Chaput, and Kevin Harkins

**Call to Order:** The meeting was called to order at 6:00 pm by Michael Menders.

**Determination of Quorum:** It was determined a quorum was not present.

**Approval of Minutes:** Meeting minutes were reviewed, however minutes from the March 3<sup>rd</sup> and April 7<sup>th</sup> will need to be approved at the May 5<sup>th</sup> meeting if a Quorum is present.

**Citizen Comments:** No citizen comments were made.

**Old Business:**

Sidewalk condition observations to report to DPW – Ray noted some areas of concern on Boswell Avenue, exact location to be determined.

City Transition Plan – Mike will write a letter to the Mayor recommending an updated transition plan or ADA compliance survey. The letter will be reviewed at the next meeting.

Convenience seating in public access area of City Hall – The Mayor has agreed to have benches out in City Hall for convenience seating.

Disabled Access at St. Vincent de Paul Place Soup Kitchen – Jane contacted Sharon Heddle. There is an option for a chair lift to the lower level of the Soup Kitchen. The first step is always to start with speaking with a contractor to get a professional opinion. Once a contractor says this is a project that could happen based on the building codes and rules in Norwich. Then we need to look at getting 3 bids and finally try to figure out financing.

Program opportunity for public awareness – Mike would like to have a program at Otis Library to help with public awareness of the function of the Persons with Disabilities Commission. It will be on a Saturday this summer from 10:00 AM to 11:30 AM. The Commissioners will be in attendance to field questions and explain the objectives we fulfill in the community.

**New Business:**

Suggestion from Elanah Sherman – Elana Sherman e-mailed Mike a suggestion for the Commission to request that the City ADA Coordinator submit, for the Commission’s consideration, the City’s ADA Effective Communication Policy and Manual.

**Adjournment:** On a motion from Lottie, seconded by Ray, the meeting adjourned at 7:20 pm. The next meeting will be at 6pm on Thursday, May 5, 2016 at Norwich City Hall, Room 319.