

## APPROVED SPAC 01/09/2023 MEETING MINUTES

### Town of Southborough, MA

**Meeting of the Southborough Public Accessibility Committee (SPAC)**  
**Monday, January 9, 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)
- William (Will) Warren (WW), Clerk

#### Absent Committee Members

- Bonnie Phaneuf (BP)

#### Ex-Officio Members Present

- None

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

- Mark Purple (MP), Town Administrator / ADA Coordinator
- Laurie Livoli (LL), Building Commissioner / Zoning Enforcement Officer

#### Representatives of Other Town Entities Present:

- Tim Davis (TD), Recreation Director, Town Recreation Department
- John Parent (JP), Director of Facilities, Town Facilities Department
- Sam Stivers (SS), Member of the Southborough Select Board

#### Other Attendees:

- None

1) **Meeting called to order** by the Chair Bill Sines at 9:16 AM.

2) **Approval of Minutes:** MLP made a motion seconded by WW and voted unanimously to approve the minutes of 12/12/2022 minutes with correction of typos.

3) **Motions Made and Approved During This Meeting**

a) BS moved that the discussion of the Trails Committee request for funding help from the SPAC budget be postponed until the next meeting. WW seconded and it was unanimously approved.

4) **Topics of Discussion**

a) **Topic Postponement**

i) WW suggested postponing the following topics on the agenda.  
(1) "Braille Printer Purchase" because Tim Litt was not present.  
(2) "Trails Committee Funding Request" because Kat McKee, Chair of the Trails Committee, was not present.  
BS made a motion to this effect which passed unanimously.

b) **Public Safety Building ADA Compliance Issues and DPW Issues**

i) WW raised an ADA compliance issues with the Public Safety Building that he and other members of the SPAC had noted.

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- (1) No automatic opener on the front door.
  - (2) Poor lighting in the entry alcove that prevents seeing signs about how to call for help in getting in.
  - (3) Signage for the button in the alcove could be better.
  - (4) Wall-mounted defibrillator impedes access to bathroom across from the meeting room.
- ii) DPW Issues with the Public Safety Building
  - (1) There is no stop sign at the end of the driveway out of the Public Safety Building.
  - (2) There is no marking on the pavement at the end of the driveway out of the Public Safety Building
- c) **Recreation Progress on Resolving ADA Compliance Issues**
  - i) Funding for Amenities at Parks and Playgrounds
    - (1) The application for Massachusetts Office On Disability (MOD) funding for this purpose was rejected.
    - (2) The Recreation Department will ask for ARPA funds for this purpose.
  - ii) Engineering Drawings for ADA Improvements to Town Fields
    - (1) The Recreation Department received an estimate of \$35,000 from an engineering firm they have worked with in the past for engineering, design, and construction drawings for Town fields that would allow the Town to put this work up for bid.
    - (2) Since this would be for multiple sites, the funding would need to be a capitol item that would come from a Town article or ARPA funding.
- d) **Public Outreach Flyer to Include in Tax Bill**
  - i) ML committed to ask Brian Ballantine, Town Treasurer-Collector, about cost/size/timing requirements for including a SPAC outreach flyer in an upcoming tax bill mailing.
  - ii) ML proposed that the insert for the SPAC insert for the tax bill mailing should be a 3"x5" or 3"x8" single-sided card that read something like: "The Southborough Public Access Committee is looking for resident input on disability access. Are there buildings or areas in Town that could use improvement? Your suggestions are important in helping to build a stronger, more inclusive community. If so, contact Mr. Mark Purple, the Town's ADA Coordinator via email at ..."
  - iii) In addition the card could contain a link to the SPAC website spelled out and as a QR code.
  - iv) WW suggested that if space permitted, the card could also point people to the SPAC website to see a list of known issues along with the status of progress towards remediating them.
- e) **Attendance of ADA Coordinator at SPAC Meetings**
  - i) Mark Purple, the Town's ADA Coordinator, asked in a conversation with BS that future SPAC meetings be moved to a day other than Mondays which are very full of other meetings and tasks for him.
  - ii) The SPAC agreed to move future meetings to Tuesday mornings.
- f) **Parking Regulations Revisions**
  - i) WW limited his analysis to parking on and blocking sidewalks and damaging curbs made of asphalt for all vehicles and of parking on granite or concrete curbs in the case of heavier vehicles.
  - ii) WW reported on his analysis of the parking regulations of surrounding Towns. As a result of this analysis, WW has concluded that Southborough's current simple set of parking regulations seems to be appropriate.
  - iii) WW believes that Southborough Police should continue to have latitude in enforcement. Occasional parking of delivery vehicles is probably tolerable. Alternatives should be sought for decreasing the impact of repeated parking of lawncare vehicles.
  - iv) WW agrees that the fines for parking on sidewalks and curbs should be increased.
  - v) WW estimated that increasing fines to \$30 for first offenses and \$60 for repeat offenses would be enough to discourage the practice, but not enough to cause more people to contest the fines in court. Parking that causes damage to curbs should be fined heavily in line with the costs of repair.
  - vi) BS noted that the police chief wants to do a 3-step process of "inform, warn, and fine". Whatever changes the SPAC asks for should not impeded the discretion of the police. Might want to have a 3-tier fine structure as well with lower fines for first offense, increased for repeat offenses, and maximum fines for flagrant repeat offenders. For landscapers, it might be possible for them to park in the driveways of the people they are working for.
- g) **Pole Hearing Process**
  - i) SS reported that recent pole permit hearings have made approval subject to the applicant making whatever efforts they can to locate poles when possible out of the way of any future sidewalks. However, there are cases where existing wiring does not permit much latitude in terms of pole placements.

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- ii) Existing poles placed in the middle of the sidewalks are a difficult issue because the utility companies are unwilling to relocate existing poles.
- h) **Gaps Between Asphalt and Sidewalks on Main Street**
  - i) SS reported that Karen Galligan had looked at this and had gotten the contractor that did the work to make some improvements.
  - ii) Though SS had not looked at these improvements, he understood from one of the merchants that it was better but still not "great" but that the merchant was not sure what more could be done.
  - iii) SS recommended that this issue should be raised with the new head of the Town's Department of Public Works.
  - iv) SS also mentioned that there are other accessibility issues with entrances to stores such as stairs and steep grades that have existed for some time but might be looked at for future improvements.
- 5) **Agenda Items for the Next SPAC Meeting**
  - a) Trails Committee Funding Request
  - b) Braille Printer Purchase
  - c) SPAC Outreach Flyer for Next Town Tax Bill Mailing
- 6) **Meeting adjourned at 10:45 AM by a unanimous vote of the SPAC members on a motion by BS with WW seconding.**
- 7) Documents Shared / Discussed at the Meeting
  - None

Minutes Prepared and Respectfully Submitted by Will Warren

APPROVED: 4/25/2023