



**Commission for Accessibility  
Meeting Minutes  
May 11, 2026**

N.B. This was an in-person meeting which took place at town hall in the downstairs small conference room.

**5:06 PM CALL TO ORDER**

In Attendance: Debbie Prieger, Divya Dorairrajan, Tony Phillips, Christine Santori, Don Ciota.

**N.B. There was one motion made during this session.**

**APPROVAL OF MINUTES: April 13, 2026**

**MOTION 1:** To approve minutes from April 13, 2026.  
Motion made by Divya, second by Debbie  
**Approved Unanimously.**

**PUBLIC COMMENT**  
NONE.

## **Ridgefield ADA Final Compliance System**

# **The ADA and City Governments: Common Problems**

Access to civic life by people with disabilities is a fundamental goal of the Americans with Disabilities Act (ADA). To ensure that this goal is met, Title II of the ADA requires State and local governments to make their programs and services accessible to persons with disabilities. This requirement extends not only to physical access at government facilities, programs, and events – but also to policy changes that governmental entities must make to ensure that all people with disabilities can take part in, and benefit from, the programs and services of State and local governments. In addition, governmental entities must ensure effective communication – including the provision of necessary auxiliary aids and services – so that individuals with disabilities can participate in civic life.

## **Issue: Self-Evaluation and Transition Plans**

One important way to ensure that Title II's requirements are being met in cities of all sizes is through self-evaluation, which is required by the ADA regulations. Self-evaluation enables local governments to pinpoint the facilities, programs and services that must be modified or relocated to ensure that local governments are complying with the ADA.

### **Common Problem:**

City governments often have not conducted thorough self-evaluations of their current facilities, programs, policies, and practices to determine what changes are necessary to meet the ADA's requirements, and have not developed transition plans to implement these changes.

**Result:**

When self-evaluations are not conducted and transition plans not developed, city governments are ill-equipped to implement accessibility changes required by the ADA. Without a complete assessment of a city's various facilities, services, and programs, it is difficult to plan or budget for necessary changes, and the city can only react to problems rather than anticipate and correct them in advance. As a result, people with disabilities cannot participate in or benefit from the city's services, programs, and activities.

**Requirement:**

All city governments were required to complete a self-evaluation of their facilities, programs, policies, and practices by January 26, 1993. The self-evaluation identifies and corrects those policies and practices that are inconsistent with Title II's requirements. Self-evaluations should consider all of a city's programs, activities, and services.

If a city that employs 50 or more persons decided to make structural changes to achieve program access, it was required to develop a transition plan that identifies those changes and sets a schedule for implementing them. Transition plans must be available to the public. 28 C.F.R. § 35.150(d).

**Commission for Accessibility**  
**Town of Ridgefield, Connecticut**  
*Final ADA Compliance Monitoring & Implementation Guide*

## **Recommended Governance Structure**

The Commission for Accessibility should coordinate with the First Selectperson, ADA Coordinator, Human Resources, Public Works, Information Technology, and department heads to implement a uniform annual ADA review process.

## **Annual Evaluation Process**

Each employee whose duties involve public interaction, facilities, communications, digital content, public meetings, permitting, inspections, emergency response, or program delivery should complete the ADA evaluation annually.

## **Department-Level Accountability**

Departments should identify known barriers, document actions taken, assign responsibility, and report whether transition-plan items are not started, in progress, completed, or blocked.

## **Tracking Identified Deficiencies**

The Town should maintain a centralized dashboard tracking public buildings, sidewalks and pedestrian access, public meetings and programs, website and digital accessibility, communication access, policies and procedures, and training.

## **Training Plan**

Training should be role-specific for public-facing staff, Public Works/facilities staff, IT/content staff, supervisors, and department heads.

# Annual Reporting

The Commission should prepare an annual ADA compliance report summarizing progress, unresolved deficiencies, priority remediation needs, training completion, complaint trends, and recommended budget or capital-plan items.

# Documentation and Defensibility

The Town should preserve completed questionnaires, supervisor reviews, training records, complaint logs, remediation schedules, and annual reports to demonstrate good-faith compliance efforts and continuous improvement.

# Recommended Implementation Timeline

- Phase 1: Adopt framework; assign ADA evaluation owners; finalize questionnaire.
- Phase 2: Conduct staff training; distribute questionnaire during annual review cycle.
- Phase 3: Enter scores and status updates into dashboard.
- Phase 4: Review results; identify priority deficiencies and budget needs.
- Phase 5: Issue annual ADA compliance report.

**6:30PM ADJOURN**

Minutes by Don Ciota, Chairman

## 2026 Meeting Dates:

**June 8**

**Sept 14.**

**Dec 7**

**July ---**

**Oct 19**

**Aug ---**

**Nov 9**

