

Swampscott Disability Commission | Approved MINUTES  
 March 24, 2016 | 7:00 pm | Elihu Thomson Administration Building

<b>Meeting called by</b>	Patricia Malphrus	Attendees
<b>Type of meeting</b>	Monthly meeting	Patricia Malphrus
<b>Secretary</b>	Sara Osborn	Linda Fistel
<b>Timekeeper</b>	Sara Osborn	Linda Lengyel
		Rupinder Sembhi
		Laura Spathanas
		Sara Osborn

## Agenda topics

| 7:00 | Agenda topic Meeting is called to order | Presenter Patricia M.

| 7:10 | Agenda topic Secretary Appointment | Presenter Patricia M.

Patricia nominates Sara Osborn to be commission secretary

Committee agrees unanimously

| 7:15 | Agenda topic Letter for Humphrey St Renovation Project | Presenter Patricia M.

A preliminary letter was written to be presented at the March meeting. Discussion was held about what should be included, how it should be worded and of whom it should be sent to. Any other ideas or changes must be submitted by 3/29

Action items	Person responsible	Deadline
Letter for Humphrey St. Project	Patricia M.	3/29/2016 12:00 AM

| 8:00 | Agenda topic Survey Monkey | Presenter Patricia M.

Surveys are being entered into the Survey Monkey database. Asked if anyone needed assistance

Action items	Person responsible	Deadline
Survey completion	Patricia M.	4/6/2016 12:00 AM

| 8:10 | Agenda topic Mission Statement | Presenter Patricia M.

A commission mission statement was written out along with a list of committee goals.

Votes were unanimous

| 8:30 | Agenda topic Meeting Adjourned | Presenter Patricia M.

Special notes: Both Jim Badger and Sam Paster are not in attendance for excused reasons