



Commission for Accessibility Meeting Minutes June 8, 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: Maureen Culhane, Debbie Prieger, Divya Dorairrajan, Debra Franceschini, Don Ciota.

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

APPROVAL OF MINUTES: May 11, 2026

MOTION: To approve minutes from May 11, 2026.
Motion made by Divya, second by Debbie
Approved Unanimously.

PUBLIC COMMENT

NONE.

Ridgefield ADA Final Compliance System

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.

Governance:

ADA Transition Plan under Code of Federal Regulations (CFR).

The following references highlight the regulatory basis for the Transition Plan.

The requirement for an **ADA Transition Plan** is primarily established in the **Code of Federal Regulations (CFR)** under Title 28, which covers State and local government services (Title II of the ADA). [[1](#), [2](#)]

Key Regulatory Citations

The specific section governing transition plans is **28 CFR § 35.150(d)**. [[1](#), [2](#)]

Mandatory Requirements under 28 CFR § 35.150(d)

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- **Applicability:** Public entities with **50 or more employees** must create a plan if structural changes are needed for accessibility.
- **Key Contents:** Plans must identify physical obstacles, outline methods for accessibility, set a schedule for compliance, and name the responsible official.
- **Curb Ramps:** A schedule for installing curb ramps is required if the entity manages walkways.
- **Public Involvement:** The public, including people with disabilities, must have opportunities to participate in the process. [[1](#), [2](#), [3](#), [4](#), [5](#)]

Related Code Sections

- **28 CFR § 35.105:** Requires a **Self-Evaluation** of programs and services, which informs the transition plan.
- **49 CFR § 27.11(c):** Outlines similar transition requirements for DOT financial aid recipients.

§ 35.150 Existing facilities.

(d) *Transition plan.*

(1) In the event that structural changes to facilities will be undertaken to achieve program accessibility, a public entity that employs 50 or more persons shall develop, within six months of January 26, 1992, a transition plan setting forth the steps necessary to complete such changes. A public entity shall provide an opportunity to interested persons, including individuals with disabilities or organizations representing individuals with disabilities, to participate in the development of the transition plan by submitting comments. A copy of the transition plan shall be made available for public inspection.

(2) If a public entity has responsibility or authority over streets, roads, or walkways, its transition plan shall include a schedule for providing curb ramps or other sloped areas where pedestrian walks cross curbs, giving priority to walkways serving entities covered by the Act, including State and local government offices and facilities, transportation, places of public accommodation, and employers, followed by walkways serving other areas.

(3) The plan shall, at a minimum—

(i) Identify physical obstacles in the public entity's facilities that limit the accessibility of its programs or activities to individuals with disabilities;

(ii) Describe in detail the methods that will be used to make the facilities accessible;

(iii) Specify the schedule for taking the steps necessary to achieve compliance with this section and, if the time period of the transition plan is longer than one year, identify steps that will be taken during each year of the transition period; and

(iv) Indicate the official responsible for implementation of the plan.

(4) If a public entity has already complied with the transition plan requirement of a Federal agency regulation implementing section 504 of the Rehabilitation Act of 1973, then the requirements of this [paragraph \(d\)](#) shall apply only to those policies and practices that were not included in the previous transition plan.

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.

6:15 PM ADJOURN

Minutes by Don Ciota, Chairman

2026 Meeting Dates:

**July ---
Oct 19**

**Aug ---
Nov 9**

**Sept 14.
Dec 7**