

**Norwich Commission on Persons with Disabilities
Regular Meeting**

Minutes

January 12, 2026, 5:00 PM – 6:00 PM
Norwich City Hall, Room 319

Present: Wendy Fenner, Aiyana Jenkins (Vice Chair), Mark Marcy, Elanah Sherman (Chair), Robert Scalise (Norwich ADA Coordinator)
Absent (without notice): Joanne Philbrick

Call to Order

Elanah called the meeting to order at 5:00 PM.

Public Comment

No members of the public were present.

Approval of December 8, 2025 Minutes

On a motion from Mark, seconded by Wendy, the Minutes were unanimously approved, with one correction.

Old Business

Brochure Revision: Members reiterated the changes that must be made to bring the brochure up to date (name of the ADA Coordinator, etc.). Aiyana requested that the brochure clarify the broad coverage of ADA in terms of disability type. Elanah will adjust the language and present this change at the next meeting.

Continued Discussion - Six-Month Plan of Action: Elanah suggested that the Commission develop an outreach schedule and asked that members suggest possible presentation venues at the next meeting. Wendy noted the barriers to full participation at municipal meetings by people with hearing disabilities created by a lack of diverse technological communication systems, including Zoom options. Elanah said she would send a formal memo to Rob asking that discussions on this matter be opened with the City Manager's Office. Wendy agreed to create a document on equipment possibilities. Elanah explained the 'Primary

Consideration' obligation in Title II of the ADA, which requires that state and local governments work extra hard to provide the communication preferences of people with sense or speech disabilities.

Other

Distribution of 2026 Calendar: Elanah forgot to bring the copies. She will bring them to the next meeting. As she did at the last meeting, she referred members to the City's website, where the calendar appears.

Meeting with Rob Scalise: Elanah reported that she met with Rob on January 2 to introduce the work of the Commission and review current issues (as described in the Commission's November and December Minutes).

Protocol for Responding to ADA Title II Complaints: Rob explained that the Commission should refer all complainants with bona fide Title II complaints to him for review and resolution. The Commission shall refer other complainants to the appropriate literature and agencies.

Adjournment

On a motion by Mark, seconded by Wendy, the meeting unanimously adjourned at 5:56 PM.

Next meeting: Monday, February 9, 2026 from 5:00 PM – 6:00 PM in Room 319.