**COMMISSION ON DISABILITIES MEETING MINUTES**

**Wednesday, April 11, 2018**

**Library - Large Conference Room**

**MEMBERS PRESENT:** Megan Sommer (Chairperson), Michelle Murphy (Vice-Chairperson), Athena Brodsky (Treasurer), Jeffrey Dougan (Secretary), and Linda Fulton.

**MEMBERS PRESENT REMOTELY:** John McLaughlin

**MEMBERS NOT PRESENT: N/A**

**GUEST(s):** Regian O’Brien, Leslie Brigham, and Ted Good - Representing North Scituate Beach Improvement Association (NSBIA).

1. **Call to Order.**

* Chairperson Megan Sommer called the meeting to order at 7:34 PM at the Town Hall BOS Meeting Room.

2. **Public Comment**.

* Since no public was present, this agenda item closed early.

3. **Old Business**.

A. Review of COD Procedures and Goals.

ii. Procedures for Handling Technical Assistance Requests/Referrals.

* Ms. Sommer opened the discussion by stating this should be an internal policy. She started the discussion by suggesting that when the COD is presented an issue, the COD should be seeking assistance from the Board of Selectmen (BOS) and Appointing Authority as the COD is not an immediate service Board.
* After further discussion from members, the following general procedure was drafted:
	+ Issue raised to the COD/Member:
		- Appropriately added to agenda for full COD Discussion. As COD is not an immediate service Board, all items raised, either through written correspondence or in person must be brought to the COD Chair to be added to agenda for discussion. Once discussed at a regularly scheduled COD meeting;
			* COD either provides referral to appropriate entity and Chair notifies the BOS of action taken, OR
			* COD accepts to take action. If action taken, notification by Chair of proposed action to BOS, appropriate action taken, and results given to BOS by Chair.
* Mr. Dougan agreed to capture the discussion for a vote of acceptance at next meeting.
* Mr. Dougan also agreed to start creating a document that will capture these internal policies.

vi. COD Website Administration.

* Mr. Dougan explained that the current policy by Scituate IT is to have one person per Board responsible for website administration; typically this responsibility falls to the Secretary of the Board. As this is a Town policy, no internal COD policy is needed.

Agenda items 3iii,iv,v and vii.

* To be discussed at next months meeting.

 B. Scituate Beach Access - Minot Beach.

* The COD was joined by 3 guests from the NSBIA.
* The guests raised accessibility questions to the COD regarding obligation under the Americans with Disabilities Act (ADA). Mr. Dougan explained possible ADA and Massachusetts Architectural Access Board (MAAB) obligations as well as ADA Title II Programmatic Access obligations.
* Additional questions were raised about the process for who the NSBIA should contact in town regarding work they specifically want to do. Mr. Dougan explained, most likely, the first discussion should be with the BOS as the Town will ultimately own any improvements made, either through grants or private funding regardless of who performs the work.
* Further questions were raised about level of work/types of projects/funding streams and who, ultimately, would own the work performed. As questions became more specific on design and ADA obligations, a motion was made to have the guests reach out to the Massachusetts Office on Disability (MOD).
* ***Motion by Ms. Brodsky to provide NSBIA contact information for MOD and refer their questions regarding accessibility and scoping obligations to MOD. Seconded by Mr. Dougan. Motion passed unanimously.***

 C. 2019 Budget.

* Ms. Brodsky reported the 2019 COD budget proposal was submitted. She further explained that there are 2 upcoming meetings related to the COD budget. A meeting in February is before the Advisory Board and a meeting in March is before the BOS. Ms. Sommer and Ms. Brodsky will attend those meetings as needed. No vote required.

 D. Accessibility Awareness Event.

* The event subcommittee reported that the date of 11/3/18 from 11am - 1pm was confirmed for the Scituate Community Center.
* Subcommittee reported thank you notices went out.
* Subcommittee will continue to work on planning/advertising/promoting the event.
* Mr. Dougan agreed to add the event to the Scituate Community Calendar.

E. Acceptance of Past Minutes.

* + ***Motion by Ms. Brodsky to accept the minutes. Seconded by Ms. Murphy.***
	+ ***Motion passed. In Favor - Ms. Sommer, Ms. Murphy, Ms. Brodsky and Mr. Dougan. Abstained - Ms. Fulton and Mr. McLaughlin.***

4. **New Business.**

A. Treasurer’s Report.

* Ms. Brodsky explained that the remaining COD General Fund budget for FY18 is $4671. The COD Expendable Trust Fund budget for FY18 has a remaining balance of $4807.
* Ms. Brodsky explained that the monies remaining in the COD General Fund budget is for trainings, transportation, other events and supplies.
* ***Motion by Mr. Dougan to accept Treasurer's Report and seconded by Ms. Fulton. Motion passed unanimously.***

 B. Correspondence Received.

* Ms. Sommer explained that no correspondence was received.

 C. Matter not Reasonably Anticipated 48 Hours in Advance of Meeting.

* Discussion regarding the February COD meeting; which is scheduled for 2/14/18, came up. As it is Valentines Day, discussion as to whether or not to hold the meeting was discussed.
* ***Motion by Ms. Brodsky to skip the 2/14 meeting and reconvene in March. Seconded by Mr. Dougan. Motion passed unanimously.***

5.  **Adjournment**.

* ***Motion to adjourn the meeting was made by Mr. Dougan and seconded by Mr. McLaughlin. Motion passed unanimously. Meeting adjourned at 8:42 pm.***

Next Meeting will be on Wednesday, March 14, 2018 at 7:30 pm at the Town Hall BOS Meeting Room.

Respectfully submitted,

Jeffrey L. Dougan