**COMMISSION ON DISABILITIES MEETING MINUTES**

**Wednesday, October 11, 2017**

**Scituate Public Library – Large Conference Room**

**MEMBERS PRESENT:** Megan Sommer, Michelle Murphy, Athena Brodsky, Jeffrey Dougan, Linda Fulton, John McLaughlin, and Elaine Schembari.

**GUEST(s):** Frank Snow and Penny Scott-Pipes, Conservation Commission

1. **Call to Order.**

* Chairperson Megan Sommer called the meeting to order at 7:33 PM at the Scituate Public Library Large Conference Room.

2. **Acceptance of Past Minutes**.

* Request made by Ms. Fulton to correct the spelling of her last name from the September minutes.
* Request made by Mr. McLaughlin to add “DLC” to item 3(c[a]) of September minutes.
* Mr. McLaughlin raised a concern that the current Agenda does not look like or contain the items from the former agendas and would like those former items to be on the current agendas. Ms. Sommer, Mr. Dougan and Ms. Brodsky explained that the former agenda items are going to be addressed under the current agenda item 4E(iv). Item 4E(iv) will address old agenda items to see if they are still active and/or need to remain as active items for the COD. Mr. Dougan also discussed that agendas need to reflect only what is planned to be discussed at the meeting, not items that are still open and not intended to be discussed.
* ***Motion by Mr. Dougan to accept September minutes with proposed changes. Seconded by Ms. Schembari. September minutes accepted unanimously with proposed changes.***

3. **Old Business.**

A. Disability Forum (11/4/17)

* Ms. Brodsky and Ms. Murphy notified the COD that the flyer has been posted on Scituate Monthly (Facebook), putting flyers up around town, and they continue to work on confirming vendors, agencies and departments for the event.
* Ms. Brodsky reminded the COD that up to $500 was allocated for the event from the MGL Chapter 40 Section 22G account (HP Parking Fines). She further explained, that after discussing this with the Town Accountant, our standard budget would cover this.
* Ms. Murphy also raised the idea of having Ms. Sommer provide an introduction at the event.
* ***Motion by Ms. Brodsky, to rescind the vote from last month to take “up to $500” from the HP Parking fund and, instead, use up to $800 for costs associated to this event, to be taken from our Budget. Seconded by Mr. Dougan. Vote passed unanimously.***
* ***Motion by Ms. Brodsky to have, at 11:45am on the day of the Event, Ms. Sommer provide a welcome announcement and introduce speakers and guests. Seconded Ms. Murphy. Passed unanimously\*. (\*Ms. Schembari was not present for this vote. Please see item 4(e[ii]) below.)***

4: **New Business**

A.) Conservation Commission Presentation Regarding West End Park

* Presentation by Frank Snow and Penny Scott Pipes.
* Presented proposed ideas for accessibility and usability features for the conservation parcels located at the Damon Property, Bates Lane, Crosby Property, and Higgins-McAllister Property, such as accessible parking, accessible trails, and future plans for accessibility.
* The further explained that there is $320k of unused funds for CPC/Open Space use. They advised that they will be, at the upcoming Town Meeting, be turning those funds back to CPC. They will then be requesting $520k from CPC.
* They also presented that the plans are at 80% completion with signage and gates still being worked on. They stated that they plan to return to the appropriate Town Boards with final plans, the COD being one of them.
* They affirmed that they have been very specific with the Engineer that accessibility is a priority. Mr. Dougan mentioned Massachusetts Architectural Access Board obligations for trails and outdoor developed areas and, where appropriate, the need for variances.
* Mr. Dougan also mentioned the need for policies regarding motorized vehicles and accommodations for individuals with disabilities using motorized vehicles as mobility devices. Mr. Dougan also recommended they research DCR’s policies as they have developed extensive policies related to this.
* They stated that they are seeking, from the COD, a letter/email of support to the BOS, Advisory Board, and Community Preservation for what they are proposing at Town Meeting. They would need it by next week (w/e 10/20/17).
* ***Motion by Mr. Dougan to have Ms. Sommer write a letter/email of support to be sent to BOS, Advisory Board and Community Preservation. Seconded by Ms. Schembari. Passed Unanimously.***

B.) Scituate Beach Access – Minot Beach

* Ms. Murphy explained that Karen Canfield raised some questions to her regarding access to Minot Beach and proposed improvements. Ms. Murphy explained she will pull together everything and invite Karen Canfield, if appropriate, to the next meeting and have it placed on the agenda.
* ***Tabled until next month’s meeting.***

C.) Scituate Marina Project

* Ms. Sommer explained that the Harbormaster has reached out to the COD regarding a project at the Front Street Marina. Ms. Sommer reached out to him to establish a dialogue and to see how best the COD could assist. She has not, at the time of this meeting, received a response. She would like to reach out again.
* ***Motion by Mr. Dougan to have Ms. Sommer reach out to Steven Moan, Harbormaster, to research and see if he wants to bring questions, or visit, the COD as we were unable to attend their meeting in September. Seconded by Ms. Brodsky. Passed Unanimously.***

D.) Scituate Public Library – AAB Complaint Notification

* Ms. Sommer explained that she received a notification of a complaint, from the Massachusetts Architectural Access Board (MAAB), regarding the Scituate Public Library. The notification stated that a complaint was about the accessible parking and a non-compliant slope of a walkway provided.
* Ms. Sommer explained that she has forwarded the complaint to the BOS, as the notification indicated a 14 day response time and she wanted to ensure the Town had appropriate response time.
* Mr. Dougan explained that the MAAB sends notifications to the local COD, local Building Inspector, local Independent Living Center as well as the Entity the complaint is about.
* ***No further action needed from the COD.***

E.) Review of COD Procedures and Goals

E.i.) Discussion of COD Role/Responsibilities within Local Government

* Ms. Sommer started of the discussion explaining that the COD is an Advisory Board serving the Appointing Authority, in this case the Board of Selectmen. No discussion resulted from this.

E.ii.) Procedures for Handling Technical Assistance Requests/Referrals

* Ms. Sommer, in explaining this procedure, mentioned that the COD body must vote to elect a representative from the COD in order for a member to attend another department’s meeting. Ms. Sommer further explained people should not be representing the COD without an official COD vote for the person to do so.
* Ms. Schembari requested clarification regarding attending public meetings as a citizen, not as a COD member. Ms. Sommer responded affirmatively, that any COD member can attend a public meeting as long as they are not there representing themselves as a COD member unless directed by the COD to do so.
* Ms. Schembari commented that she has a right to attend a public meeting as a citizen regardless of a COD directive. Ms. Sommer, Mr. Dougan and Ms. Brodsky tried to explain that Ms. Schembari was correct in that statement. Before further clarification could be provided, Ms. Schembari left the meeting.
* Ms. Schembari left the meeting at 8:29pm.

E.iii.) Procedures for BOS Liaison Communication

* As Ms. Sommer was starting this discussion, Ms. Fulton explained that the COD should allow more time for these items (the entirety of Agenda items 4E) to be discussed so actual policies can be drafted, not just discussed.
* ***Mr. Dougan motioned, Agenda items 4E.i-vii, with the exception of 4E.vi be tabled until next meeting so we can discuss and create policies in a slower, more thorough manner. Seconded by Ms. Brodsky.*** ***Passed unanimously\*. (\*Ms. Schembari was not present for this vote. Please see item 4(e[ii]) above.)***

E.iv.) Procedures for Agenda Setting, Adding, and Removing Items

* ***Tabled until next meeting (see item 4E.iii).***

E.v.) COD Representation/Introductions to other Scituate Boards, Departments, and Commissions

* ***Tabled until next meeting (see item 4E.iii).***

E.vi.) COD Website Administration

* Mr. Dougan discussed that, since he is the new Secretary for the COD, he has been given access and permission to the town website authoring controls. He further explained that since he has been given these permissions, Ms. Schembari, who is no longer the COD Secretary, her permissions have been revoked. Mr. Dougan explained that since Ms. Schembari was no longer at this meeting, and since she was the one who wanted this on the agenda, no further discussion was needed.

E.vii.) Procedure for COD to Write Press Releases and Interact with Other Media Outlets

* ***Tabled until next meeting (see item 4E.iii).***

5.) **Items not Reasonably Anticipated 48 Hours in Advance of the Meeting/Agenda Setting**

A.) Ms. Sommer explained that she will look into alternate locations for the COD meetings. She will look into seeing if the Little Red Schoolhouse is available for usage again.

B.) Ms. Brodsky would like to add “Town Nurse” to next month's agenda under New Business.

C.) Mr. McLaughlin mentioned that he has received architectural design plans for Nautical II in Humarock. He explained that the business approached him for plan review awhile back regarding parking and deck extension related renovation. Ms. Sommer asked Mr. McLaughlin to email her the business owner's request and she will add it to the next month’s agenda. Mr. McLaughlin handed her the architectural plans that he had been given and confirmed that he will email her the agenda item.

6.) **Adjournment**:

* ***Motion to adjourn the meeting was made by Mr. Dougan and seconded by Ms. Brodsky. Passed unanimously\*. (\*Ms. Schembari was not present for this vote. Please see item 4(e[ii]) above.) Meeting adjourned at 8:49 pm.***

Next Meeting will be on Wednesday, November 8, 2017 at 7:30 pm at LOCATION TO BE DETERMINED.

Respectfully submitted,

Jeffrey L. Dougan