**COMMISSION ON DISABILITIES MEETING MINUTES**

**Wednesday, November 8, 2017**

**Scituate Public Library – History Room**

**MEMBERS PRESENT:** Megan Sommer (Chairperson), Athena Brodsky (Treasurer), Jeffrey Dougan (Secretary), Linda Fulton, and John McLaughlin.

**MEMBERS NOT PRESENT:** Michelle Murphy (Vice Chair)

**GUEST(s):** John Danehey (COD Liaison from BOS) and Jean Batty (Former Resident of Scituate).

1. **Call to Order.**

* Chairperson Megan Sommer called the meeting to order at 7:36 PM at the Scituate Public Library History Room.

2. **Acceptance of Past Minutes**.

* Mr. McLaughlin, again, 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 and Mr. Dougan explained, again, that the former agenda items are going to be addressed under the current agenda item 3E(iv). Item 3E(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/or not intended to be discussed.
* Mr. McLaughlin also asked why Nautical II was not on the agenda. Ms. Sommer explained that, at the October meeting, she requested Mr. McLaughlin to have the people who reached out to him for plan review to contact her directly so she could clarify the request. Since that did not happen, Nautical II does not appear on the agenda.
* ***Motion by Ms. Brodsky to accept October minutes with proposed changes. Seconded by Ms. Fulton. October minutes accepted unanimously with proposed changes.***
* During this portion of the Agenda, Ms. Sommer notified the COD members that Ms. Schembari has resigned from the COD. The COD thanked Ms. Schembari for her service.

3. **Old Business.**

A. Disability Forum (11/4/17)

* Ms. Sommer recognized the hard work that Ms. Brodsky and Ms. Murphy did to make the Forum a successful event. Ms. Sommer also thanked the rest of the COD for their hard work as well. There were about 20 vendors representing State, Municipal and non-profit organizations and there were about 100+ attendees.
* Discussion also focused on current invoices that have been collected and procedures for people's reimbursements for the expenses incurred for the Forum. The process is to send the invoices, after the COD acceptance and approval, to the Town Accountant. Mr. McLaughlin mentioned that monies need to be approved prior to submitting reimbursements. Ms. Brodsky explained that monies from the COD budget, approved at the October meeting, would cover these expenses.
* Ms. Fulton also explained that the Town Accountant mentioned that the COD could designate 1 person from the COD to have the signatory authority to approve the expenses; otherwise, all COD members would need to sign each expense.
* ***Motion by Ms. Brodsky to start planning the “2nd Annual Disability Forum” for the Fall of 2018. Seconded by Mr. Dougan. Motion passed unanimously.***
* ***Motion by Ms. Brodsky to designate Ms. Sommer to be the “authorized signer” of the expenses submitted for current and future expenses. Seconded by Ms. Fulton. Motion passed unanimously.***
* ***Motion by Ms. Brodsky to propose dates for the “2nd Annual Disability Forum” at the next meeting. Seconded by Ms. Fulton. Motion passed unanimously.***

Prior to Agenda Item 3B, Ms. Batty asked when she would be able to present her item, which does not appear on the current Agenda. She further explained that she sent an email to the Town Clerk to be disseminated to the COD for this meeting. Ms. Sommer explained she was in receipt of the email(s) sent to the Town Clerk, but due to the nature and content of the request, she is deferring to the COD Liaison to address as the topics asked to be addressed are no longer appropriate for the COD to address. Ms. Batty, visibly upset, began to discuss the contents of the emails she wanted the COD to discuss. Ms. Sommer, again, explained that she was deferring this topic to the COD Liaison. Mr. Danehey stated, since this topic was not on the Agenda, it is not something that can be discussed. Ms. Batty, again started to discuss the contents of the emails and wanted the COD to address her concerns. Again, Mr. Danehey explained that, since it is not on the Agenda, these topics can not be discussed. Ms. Batty left the meeting after leaving a copy of the emails on the table. Mr. Dougan asked for a 5 minute break. 5 minute break was taken. Upon resuming the meeting, Ms. Sommer took the email packet that was left by Ms. Batty upon her exit and gave it to Mr. Danehey. Mr. Danehey will offer guidance to the COD on how to proceed with this issue.

B. Letter to Conservation Commission Regarding West End Park.

* Ms. Sommer distributed and discussed the letter that she sent to the Conservation Commission per their request at the October COD meeting. This item is closed and will be removed from the agenda until such time as the COD is contacted again.

C. Scituate Beach Access - Minot Beach.

* Mr. Dougan discussed that Ms. Murphy was going to get the coordinate with the requestor to present the request to the COD at this meeting. Since Ms. Murphy is not present, and the request has not been received yet, the COD can take no action.
* Mr. McLaughlin discussed the issues and logistics at the site.
* ***Motion by Mr. Dougan to table this item until the next COD meeting so Ms. Murphy can pull together the details of the request to the COD. Seconded by Ms. Brodsky. Motion passed unanimously.***

D. Scituate Marina Project.

* Ms. Sommer spoke to the Harbormaster. Her discussion involved the 80’ gangway and the accessibility options considered. Ms. Sommer further explained that the Building Inspector would pass along the engineering letter to the COD. She has not received it as of the meeting. Mr. Danehey agreed to get those documents to the COD. The Harbormaster also explained to Ms. Sommer that the Massachusetts Office on Disability has also been consulted. Ms. Sommer explained to the COD that she offered assistance if needed and the Harbormaster explained that the COD would be contacted if needed. This item is closed and will be removed from the agenda until such time as the COD is contacted again.

E. AAB Complaint - Library.

* MS. Sommer received correspondence from the Massachusetts Architectural Access Board which notified the COD that the Town is pursuing remedies related to this complaint. She shared the letter with the COD members. Ms. Sommer explained that she forwarded it to the COD Liaison as it could be time-sensitive. This item is closed and will be removed from the agenda until such time as the COD is contacted again.

F. Fine Hearing - Jenkins

* Ms. Sommer received correspondence from the Massachusetts Architectural Access Board which notified the COD of a Fine Hearing, scheduled for 12/11/17 in Boston regarding the Jenkins School. As this is time sensitive, she forwarded it to the COD Liaison. She shared the correspondence with the COD members. This item is closed and will be removed from the agenda until such time as the COD is contacted again.

G. Review of COD Procedures and Goals.

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

* Ms. Fulton suggested that the COD pick one item from this section each month and place it at the top of the Agenda so the COD can spend appropriate time to address these items. She also suggested the COD allocated about 20 minutes per meeting to address these items so progress can be made..
* Mr. Dougan suggested adding “Items not reasonably anticipated 48 hours in advance of meeting” so the COD can discuss qualified topics, if needed, that may not have had adequate time to be added to the agenda.
* Mr. Dougan suggested adding “Public Input” to the agenda and consider the following policy, as is done in other communities.
	+ This agenda item would provide a set time limit of 5-10 minutes.
	+ This agenda item would allow someone 2 - 3 minutes to address the COD.
* Mr. McLaughlin suggested adding “treasurer’s report” to the agenda.

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

* Mr. McLaughlin notified the COD that he may need to participate by Remote next meeting and possibly other upcoming meetings. He reminded the COD that this was enacted by the COD at a previous meeting. He further explained there is a device that the Town purchased for this purpose. Ms. Sommer will inquire with the town to obtain this device for the next meeting if needed.

6.) **Adjournment**:

* ***Motion to adjourn the meeting was made by Mr. Dougan and seconded by Ms. Fulton. Motion passed unanimously. Meeting adjourned at 8:51 pm.***

Next Meeting will be on Wednesday, December 13, 2017 at 7:30 pm at a location TBD.

Respectfully submitted,

Jeffrey L. Dougan