**COMMISSION ON DISABILITIES MEETING MINUTES**

**Wednesday, May 9, 2018**

**Town Hall - BOS Meeting Room**

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

**MEMBERS PRESENT REMOTELY:**

**MEMBERS NOT PRESENT:** Michelle Murphy (Vice Chairperson) and John McLaughlin

**GUEST(s):** None

1. **Call to Order.**

* Chairperson Megan Sommer called the meeting to order at 7:50 PM at the BOS Meeting Room at Town Hall. While the meeting started later than usual, the COD membership was present at the building at 7:20pm.
	+ It should be noted the COD did try to reach Mr. McLaughlin by phone (per his request to participate remotely) at 7:30pm (cell), 7:31pm (home), Text (7:32pm) to let him know there would be a late start.
	+ At 7:44pm, the COD attempted to call him and left a message on his home phone with the conference phone number for him to call if he was still planning on attending. Since the home number was used in the past, for stability of reception, that number was used.
	+ The COD waited 5 minutes before starting the meeting. With no response from Mr. McLaughlin, either by phone, text or email (as he has done in the past), the Chair started the meeting.

2. **Public Comment**.

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

3. **Old Business**.

1. Review of COD Procedures and Goals.

i. Procedures for BOS Liaison Communication.

* Mr. Dougan proposed suggested policy for review.
	+ **PROPOSED -** The Chairperson or their designee, as conditions warrant, will address all communication with the Board of Selectmen.
* ***Motion by Ms. Brodsky, to accept the proposed language as policy. Seconded by Ms. Fulton. Motion passed unanimously.***

ii. Procedures for Agenda Setting, Adding and Removing Items.

* Please reference the COD Agenda from 8/9/17 for more detailed information related to the item numbers.
* Commission discussed items 3Aa, 3Ab, 3Ac, 3Ad, 3Ae, 3Af, and 3Ag for relevance to current COD activities, staleness of item, or current status.
* ***Ms. Brodsky motioned for items 3Aa, 3Ab, 3Ac, 3Ad from the 8/9/17 agenda be removed from active status, therefore removed from the agenda as items are either no longer relevant for the COD activities; item 3Ae, 3Af, and 3Ag will reappear either on next months agenda or in the near future as the items are still relevant to COD activities. Seconded by Mr. Dougan. Motion passed unanimously.***
* The COD further discussed items 3B, 3C, 3D, 3E, 3F and 3H for relevance to current COD activities, staleness of items, or current status.
* ***Ms. Brodsky motioned for item 3B, 3C, 3D, 3F, and 3H from the 8/9/17 agenda be removed from actives status, therefore removed from the agenda as items are stale or no longer relevant to COD activities; items 3C and 3E are already represented on the current agenda. Seconded by Ms. Fulton. Motion passed unanimously.***
* The COD also discussed items 4A, 4B, and 4C for relevance to current COD activities, staleness of items, or current status.
* ***Ms. Brodsky motioned for items 4A, 4B and 4C from the 8/9/17 agenda be removed from active status, therefore removed from the agenda as items are no longer relevant to COD activities or will be revisited in the future and added to agenda at that time when discussion is warranted. Seconded by Ms. Fulton. Motion passed unanimously.***
* Mr. Dougan made a suggestion that, at a later time, the actual process for adding, removing, updating items on agenda should be determined. Through discussion, the COD decided to revisit this specific process in the future.

Items 3Aiii-iv

* These items will be discussed at the next COD Meeting.

 B. Accessibility Awareness Event.

* The subcommittee reported on a reconsideration on the art project proposed last month. Rather than selecting a winner from submitted artwork, the artwork would be displayed at the awareness event.
* As for the art work to be provided on the promotional bags to be given out at the event, Ms. Fulton will look into using the Town Seal, along with the wording of “Scituate Commission on Disability: Accessibility Awareness Event”. She will bring back suggestions at the next meeting.
* Ms. Fulton will also look into vendors for the promotional bag with the required printing for pricing and quantities. She will bring back suggestions at the next meeting.
* If a design can be picked at next meeting, there will still be sufficient time to make the purchase prior to the FY18 budget cycle closing.
* ***Mr. Dougan motioned that the Subcommittee continue to work on planning, as well as continue all related activities associated with planning the awareness event, including but not limited to, researching event related products, locations, vendors, and logistics. Seconded by Ms. Brodsky. Motion passed unanimously.***

C. Acceptance of Past Minutes.

* Ms. Sommer requested a change to the the Section titled 3B - 2019 Budget. She provided clarification of the actual interactions that were had with the Advisory Board related to the COD budget. Mr. Dougan agreed to reflect the changes in the minutes.
* ***Ms. Fulton motioned to accept the April 2018 minutes with revisions. Seconded by Ms. Brodsky. Motion passed unanimously.***

**4. New Business.**

 A. Council on Aging Representative Report (tentative).

* Since there was no COA representative present, this section closed early.

B. Treasurer’s Report.

* Ms. Brodsky explained that the FY18 budget cycle closes on 6/30/18 and the new budget cycle opens on 7/1/2018. She further explained that the budget has not changed since last month; however, the $4600, or remaining balance, will revert back on 6/30. Our budget for FY19 is $5000.
* The Expendable Trust fund budget has a balance of $4811.
* The Gift Fund has a balance of $85.
* The COD discussed the possibility of using some of the remaining FY18 budget funds to purchase items for the upcoming disabilities awareness event in November. Further discussion regarding this topic can be seen in item 3B above.

 C. Library Strategic Planning Representative.

* Ms. Sommer explained that the Director of the Library is looking for a COD representative to attend 2 meetings to discuss the 5-year Strategic Plan. The 2 dates are 5/24 from 6:30pm-9pm and 6/21 from 6:30pm-9pm.
* Ms. Brodsky offered to attend the 5/24 meeting.
* Ms. Fulton offered to attend the 6/21 meeting.
* Mr. Dougan offered to be an alternate if Ms. Brodsky or Ms. Fulton have conflicts.
* ***Mr. Dougan motioned to accept the offers of Ms. Brodsky, Ms. Fulton and Mr. Dougan to attend the appropriate meetings and report back to the COD. Seconded by Ms. Brodsky. Motion passed unanimously.***
* Ms. Sommer agreed to contact the Library Director to relay who will be attending which meeting.

 D. Outreach from State Research and Special Projects Manager.

* Ms. Sommer explained she received a notice from Robin Putnam, Research and Special Projects Manager from the Massachusetts Office on Consumer Affairs and Business Regulations. The letter indicated that their Office was willing to provide outreach regarding consumer rights and programmatic education. Since it does not appear to be disability specific, and it would appear this went to all Board’s within Scituate, the COD did not feel it was needed at this time.

 E. ADA Compliance for Portable Restrooms.

* Ms. Sommer explained that she was approached by the Recreation Department regarding the provision of portable toilets at the Hatherly Soccer Field and the Common Field. Ms. Sommer further explained that she told the Recreation Department that she would bring the concern to the COD for the next meeting (May); however, she also referred the Recreation Department to the ADA Coordinator/Building Inspector.
* The concerns revolve around the location for which the accessible portable toilets are located. At the Hatherly Field, they are located on gravel and at the Common Field they are located on grass. While the Town is not the renter of these amenities, the Scituate Youth Soccer League is.
* Mr. Dougan explained the obligations that are required under 521 CMR as well as the 2010 ADA Design Standards. Mr. Dougan offered to reach out to the Building Inspector to discuss these concerns and discuss a policy for the Recreation Department with regards to other entities renting portable toilets.
* ***Ms. Brodsky motioned for Mr. Dougan to reach out to the local Building Inspector to relay the concerns and obligations and to report back at next meeting. Seconded by Ms. Fulton. Motion passed unanimously.***

F. Peggotty Beach - AAB Decision.

* The MAAB sent the COD a recent decision about a variance request that was heard regarding the use of accessible mobi-mats at Peggotty Beach. The MAAB granted the variance with conditions.
* Ms. Sommer will also be sending the notice to the BOS.

G. Correspondence Received.

* Ms. Sommer shared a notice from the Massachusetts Office on Disability regarding an upcoming Regional Commission on Disability Meeting scheduled for June 6, 2018 in Webster.

H. Matters not reasonably anticipated 48 hours in advance of the meeting.

* No items to discuss.

5.  **Adjournment**.

* ***Motion to adjourn the meeting was made by Ms. Brodsky and seconded by Ms. Fulton. Motion passed unanimously. Meeting adjourned at 9:08 pm.***

Next Meeting will be on Wednesday, June 13, 2018 at 7:30 pm at a location to be determined.

Respectfully submitted,

Jeffrey L. Dougan