**COMMISSION ON DISABILITIES MEETING MINUTES**

**Wednesday, July 11, 2018**

**Library - Small Public Conference Room**

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

**MEMBERS PRESENT REMOTELY:**

**MEMBERS NOT PRESENT:**

**GUEST(s):** None

1. **Call to Order.**

* Chairperson Megan Sommer called the meeting to order at 7:31 PM at the Small Public Conference Room at the Public Library.

2. **Public Comment**.

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

3. **Old Business**.

1. Review of COD Procedures and Goals.

i. COD Representation/Introduction to other Scituate Boards, Departments and Commissions.

* Discussion about other town boards/departments and assigning COD members certain agendas to monitor.
* Discussion about reaching out other boards/departments to re-introduce COD. Ms. Somer will draft a communication letter.
* COD member assignments will be discussed at the next meeting.
* ***Motion by Mr. Dougan, to confirm the process of reaching out/communication to other Scituate Boards, Departments, and Commissions is to be done by the Chair or his/her designated representative. Seconded by Ms. Fulton. Motion passed unanimously.***

ii. Procedures for COD to write press releases and interact with other media outlets.

* Discussion of process for press/media interactions.
	+ If COD contacted directly, Chairperson or his/her designee will communicate that request to the BOS.
	+ If COD to reach out to press/media, Chairperson or his/her designee will communicate intentions to the BOS for permission and the Chairperson or his/her designee will then reach out to the press/media.
* Ms. Murphy to see if there is already a policy in place at Town Hall and report back at next meeting.
* Ms. Somer will add agenda item for upcoming meeting to discuss strategies for proactive press interactions, such as bi-monthly/quarterly articles to Mariner to promote COD activities.
* ***Mr. Dougan motioned to accept procedure above, seconded by Ms. Brodsky. Motion passed unanimously.***

B. Accessibility Awareness Event.

* The subcommittee discussed the purchasing of items for the upcoming event.
	+ Invoices produced and signed by Chair.
* The subcommittee also discussed possible art projects and themes for the upcoming event.
* Confirmed the event date of November 3, 2018 from 11am to 2pm at the Old Pier 44.
* ***Mr. Dougan motioned to accept the Subcommittee report. Seconded by Mr. Coleman. Motion passed unanimously.***

C. Library Strategic Planning Representative.

* Ms. Fulton discussed meeting that she attended on 6/21/18. Purpose of meeting is to make the Library a more focal part within the community and how to get word out about the services available at the Library. She further reported that there are no additional meetings planned at this time.

D. ADA Compliance for Portable Restrooms.

* Mr. Dougan reported that he was unable to reach out to the Building Inspector to discuss the issues raised. Mr. Dougan agreed to reach out and find relevant technical assistance materials for the next meeting.
* (<https://www.ada.gov/smtown.htm>)

E. ADA Transition Plan - Request for Proposals.

* Ms. Somer explained that she reached out to the Town Administrator and will continue to work to ensure the COD will be involved with the RFP selection process. Will report update at next meeting.

F. Wampatuck Playground Remodel.

* Mr. Dougan discussed that MOD has been involved and shared correspondence received from the people leading the project about the current status.
* Mr. Dougan will ensure that MOD passes along the willingness of the COD to offer any support and assistance when asked.
* ***Ms. Brodsky motioned to accept Mr. Dougans report and MOD assurances. Seconded by Ms. Fulton. Motion passed unanimously.***

G. Passing of Hubert G. Hamacher.

* Ms. Sommer reported that she sent a card with condolences.

 H. Appropriation of Funds for Town Recreational Purposes.

* The beach wheelchair was purchased, assembled, and is now available for use at Peggotty Beach, where it is stored. People can request use through the Recreation Department during the week or through the lifeguard stand during off hours.

I. Acceptance of Past Minutes.

* ***Ms. Murphy motioned to accept the minutes from the 6/13 and 6/25 COD Meetings with no revisions. Seconded by Ms. Brodsky. Motion passed unanimously.***

**4. New Business.**

 A. Treasurer’s Report.

* Ms. Brodsky reported that $1773 of the FY18 budget reverted back to the town.
* FY 19 budget is $5000.
* The Expendable Trust fund budget has a balance of $4814.
* The Gift Fund has a balance of $85.
* ***Mr. Dougan motioned to accept Treasurer’s Report, seconded by Ms. Murphy. Motion passed unanimously.***
* ***Ms. Brodsky motioned, in accordance with town allowed procedures, to authorize the Chairperson signatory authority for all COD related budget expenditures. Seconded by Ms. Fulton. Motion passed unanimously.***

 B. Handicapped Parking Fine Spending.

* ***Mr. Dougan motioned to hold this agenda item until the next COD meeting. Seconded by Ms. Murphy. Motion passed unanimously.***

C. Correspondence Received.

* Ms. Sommer reported and shared the correspondence from MOD she received for two upcoming meetings.

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

* ***Mr. Dougan motioned to forgo August COD meeting and reconvene in September. Seconded by Ms. Murphy. Motion passed unanimously.***

5.  **Adjournment**.

* ***Motion to adjourn the meeting was made by Mr. Dougan and seconded by Ms. Fulton. Motion passed unanimously. Meeting adjourned at 8:37 pm.***

Next Meeting will be on Wednesday, September 12, 2018 at 7:30 pm at the small conference room of the Public Library.

Respectfully submitted,

Jeffrey L. Dougan