

**COMMISSION ON DISABILITIES MEETING MINUTES**  
**Wednesday, September 12, 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 7:30 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.**

A. **Review of COD Procedures and Goals.**

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

- Ms. Sommer presented letter to be sent to Boards and Commissions.
- Small edits discussed and Ms. Sommer will make changes.
- ***Motion by Mr. Dougan, to accept letter with changes and to have Ms. Sommer proceed with distributing letter to all Boards and Commissions Chairpersons. Seconded by Ms. Brodsky. Motion passed unanimously.***

B. **Accessibility Awareness Event.**

- Ms. Brodsky provided updates related to the event, such as location, theme and location.

C. **ADA Compliance for Portable Restrooms.**

- Mr. Dougan explained he was unable to reach out to the Building Department.
- ***Ms. Brodsky motioned to have MOD contact the Building Inspector and provide a letter (to Recreation Department; cc'd to BI) about obligations***

*for portable restrooms; specifically related to the Practice Fields.  
Seconded by Ms. Fulton. Motion passed unanimously with Mr. Dougan  
abstaining.*

D. ADA Transition Plan - Request for Proposals.

- Ms. Somer explained that she reached out to the Town Administrator's Office and the RFP has an expected return date of October 19th. Will report update at next meeting.

E and F. Appropriation of Funds for Town Recreational Purposes/Handicapped Parking  
Fine Spending

- These items are part of 4A: Treasurer's Report below.

G. Acceptance of Past Minutes.

- Small changes suggested.
- ***Ms. Brodsky motioned to accept the minutes from the 7/11 COD Meeting with revisions. Seconded by Ms. Fulton. Motion passed unanimously.***

4. New Business.

A. Treasurer's Report.

- FY 19 budget is \$4567.
- The Expendable Trust fund budget has a balance of \$4820.
- The Gift Fund has a balance of \$85.
- Ms. Brodsky reported that no fines appear to have been collected in 2018. She will inquire for a 5 year look back from the Town Accountant.
- ***Mr. Dougan motioned to accept Treasurer's Report, seconded by Mr. Coleman. Motion passed unanimously.***
- ***Mr. Dougan motioned to have Ms. Brodsky look into getting an analysis of parking tickets issued for HP parking violations over the past 5 years. Seconded by Mr. Coleman. Motion passed unanimously.***

B. Procedures for Citizens to Report Handicap Parking Violations

- Ms. Sommer explained someone contacted her relating to the procedures for reporting someone illegally parking within an accessible parking space.
- Discussion involved what type of "illegal" parking was happening. If no plate or placard present - call police to report issue. If questioning validity

of placard issuance, then someone can call police to report issue or use the RMV's online reporting process.

C. Meeting with Cork Delegation.

- Ms. Sommer reported that there will be a meeting on 9/24 from 9am-11am at the Library. Some COD members relayed that they may attend meeting.

D. Site Plan Administrative Review - Gunther Tooties (Formerly Morning Glories).

- Ms. Sommer shared the plan that was submitted to the Planning Board. The Planning Board shared with COD.
- Mr. Dougan agreed to review and send analysis to Planning Board, Board of Selectmen and the Building Inspector.
- ***Ms. Brodsky motioned to have Mr. Dougan review plans and send comments to PB, BOS and BI. Seconded by Ms. Murphy. Motion passed unanimously.***

E. Correspondence Received.

- Ms. Sommer reported there was no additional correspondence received.

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

- None.

5. Adjournment.

- ***Motion to adjourn the meeting was made by Mr. Dougan and seconded by Ms. Brodsky. Motion passed unanimously. Meeting adjourned at 8:36 pm.***

Next Meeting will be on Wednesday, October 10, 2018 at 7:30 pm at the small conference room of the Public Library.

Respectfully submitted,

Jeffrey L. Dougan