

BARNSTABLE DISABILITY COMMISSION

Mailing address - 230 South Street
Hyannis, MA 02601



Officers
Raye Kaddy, Chair
Linda Cook, Vice Chair
William Cole, ADA
Tammy Cunningham, Secretary/Treasurer

Office: 508-862-4914
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Members and Advisors
Patricia Andres
Jim Berks
Jean Boyle
Merrill Blum
Anne Mazzola
Al Melcher
Sheila Mulcahy
Ann Canedy, Council Liaison

BARNSTABLE DISABILITY COMMISSION MINUTES

April 18, 2012

Minutes

11:30 a.m.

Barnstable Senior Center, Route 28 Hyannis, MA 02601

ATTENDEES: Raye Kaddy, Chair, Linda Cook, Vice Chair, Merrill Blum, Pat Andres, Sheila Mulcahy, Jim Berks, Ann Canedy, Town Councilor/Council Liaison, Tammy Cunningham, Treasurer/Secretary. Also Present: Dick Andres, resident.

Meeting called to order at 11:30 A.M.

Minutes:

Approval of the minutes of March 21, 2012: Pat Andres moved to approve, as amended, Sheila Mulcahy seconded.

Finance Report:

Chair Kaddy stated for the next agenda, she would like the Commission to discuss the creation of a friends account. A brief discussion was held on the gift account.

Other item:

Jean Boyle provided a response from Jeff Dougan, MOD, concerning placards and handicap parking tickets.

The Commission thanked Councilor Canedy for setting up the meeting with Representative Vieira.

A discussion was held on the proposed draft resolution recommendation. It was suggested complaints should be brought to the ADA Coordinator and/or the designee and

Chair of Disability Commission, with the complaint being brought forward to the appropriate parties/department for resolution.

Linda Cook moved to approve recommending to the ADA Coordinator designing a policy for addressing complaints, Merrill Blum seconded.

Councilor Canedy asked that the complaint policy/process be placed on the Town website home page.

Tammy Cunningham stated she would like to investigate current policies and practices in place to file complaints to ensure consistencies with the Town's practices. Councilor Canedy commented on the citizen resource line.

Survey Assignments:

Survey assignments are subject to change.

Jean Boyle stated one year ago there was training held on conducting access surveys. Ordinarily, a meeting is held prior to the summer to discuss and train on how to survey establishments. It was suggested to use part of the June meeting for this training.

In June, a State training is being held in the Town of Harwich. Individuals who complete the training will obtain a certificate as a State Monitor.

Beach access – Demonstrations were held in Dennis hosted by Smile Mass. Jim Berks stated he did meet both women who owned the company and they would like to give away 100 chairs. A list was provided and it shows Barnstable is to receive 19 chairs. A discussion was held about the provisions of lawn signs to receive the chairs. Jim Berks and Patti Machado attended the meeting. Jim Berks did not test the chair.

Patti Machado will attend next months meeting to discuss the status of the chair. Jean Boyle was going to investigate the donation of the chairs and gather more information.

Dining Guide:

On the first phase of the dining guide, Elizabeth Wurfain of the Main Street BID was going to distribute the surveys to business owners. At this time, Elizabeth Wurfain is recommending Elizabeth Spillsbury, Administrative Assistant working in the Main Street BID office, coordinate the project. The BDC will be responsible for payment of the hours Ms. Spillsbury works on the project. Ms. Spillsbury will also help to design the book.

On June 21st there is a long table event being held where Ms. Spillsbury hopes to capture the establishments to discuss the project.

Chair Kaddy stated the pay per hour will be \$20.00 with no maximum hours established. Commission members seemed receptive to the idea of the pay and participation of Ms. Spillsbury on this project.

By Laws Page:

A discussion was held on changing the name from Barnstable Disability Commission to Town of Barnstable Commission on Disability. Sheila Mulcahy made a motion to approve changing of the name, Jim Berks seconded. Information and correspondence will be sent to the Town Council for review and approval.

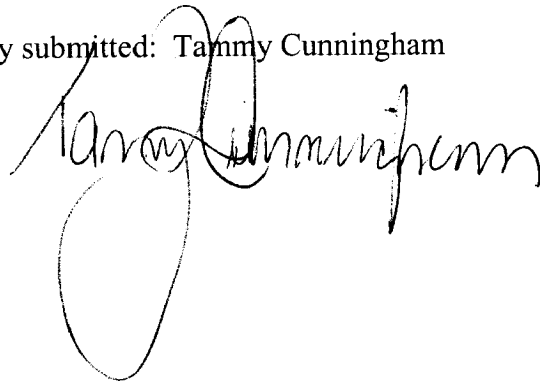
Office Report:

Chair Kaddy brought to the Commission's attention a matter concerning accessibility on charter buses. A complaint was filed by a Mashpee resident who was going to participate in an event advertised through the Barnstable Senior Center. It was brought to Chair Kaddy's attention that the buses who would be transporting activity participants do not have lifts. Madeline Noonan, Senior Services Director happened to be walking by the meeting during the discussion and, commented the program is organized and sponsored by an individual/company and not the Senior Center.

Chair Kaddy stated she would contact other Cape Commissions to inquire on whether there was interest in the agenda item of 911 flagging and disaster preparedness for those who have difficulties with accessibility.

Meeting adjourned at 1: 30 p.m.

Respectfully submitted: Tammy Cunningham

A handwritten signature in black ink, appearing to read "Tammy Cunningham". The signature is written in a cursive style with a large, prominent loop at the end.

**BDC NET INCOME STATEMENT
FISCAL YEAR FISCAL 2012**

UPDATED 04/17/2012

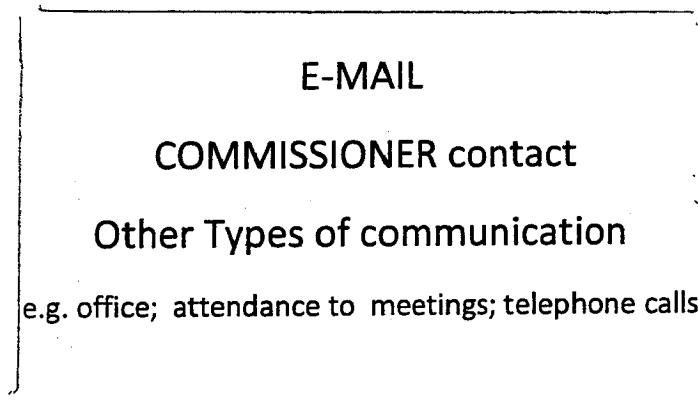
	July	August	September	October	November	December	January	February	March	April	May	June	Total
Revenue:													
Parking fines	825.00	400.00	925.00	525.00	50.00	300.00	600.00						3,625.00
Interest income	56.33	47.86	59.55	48.54	64.55	54.64	38.98	26.22					396.67
Other													
Total	881.33	447.86	984.55	573.54	114.55	354.64	638.98	26.22					4,021.67
Expenses:													
Postage													
Scholarships		2,500.00			3,000.00								5,500.00
Other grant payments					1,980.42	145.18		87.79		582.16			3,045.55
BDC admin expense	250.00	524.20		1,104.25									1,628.45
Other Expense													
Total	250.00	3,024.20	-	1,104.25	4,980.42	145.18	-	87.79	-	582.16	-	-	10,174.00
Net increase/(decrease)	631.33	(2,576.34)	984.55	(530.71)	(4,865.87)	209.46	638.98	(61.57)	-	(582.16)	-	-	(6,152.33)
Beginning Balance	48,143.57	48,774.90	46,198.56	47,183.11	46,652.40	41,786.53	41,995.99	42,634.97	42,573.40	42,573.40	41,991.24	41,991.24	48,143.57
Ending Balance	48,774.90	46,198.56	47,183.11	46,652.40	41,786.53	41,995.99	42,634.97	42,573.40	42,573.40	41,991.24	41,991.24	41,991.24	\$ 41,991.24

Barnstable Commission on Disability

PROBLEM RESOLUTION POLICY

Incoming complaint/problem is received

via
↓



Chairperson – Commission on Disability



ADA COORDINATOR for Town of Barnstable



Chairperson – Commission on Disability



Other Members



Other questions:

Should all requests be funneled through the chairperson to the ADA coordinator/designee? Should all requests be made in writing (e.g. e-mail to ADA or BDC chairperson?)

BARNSTABLE DISABILITY COMMISSION

Town of Barnstable Commission on Disability

The Barnstable Disability Commission (BDC) hereby adopts the Town of Barnstable Section 15.01 – 15.02 – 15.03 as sponsored by the Town Manager and accepted and approved by the Town Council:

Article 15.01: Term of Office: There shall be a Disability Commission consisting of not more than eleven members. A majority of the persons appointed shall consist either of persons with disabilities or persons in an immediate family of a person with a disability or persons who have extensive experience in the field of disabilities and one member shall be an employee of the town. The Commission may appoint two alternates.

Article 15.02: Authorities and Responsibilities.

1. **Research local problems of people with disabilities residing within the town of Barnstable.**
2. **Advise and assist municipal officials and employees in ensuring compliance with state and federal laws and regulations that affect people with disabilities.**
3. **Coordinate or carry out programs designed to meet the problems of people with disabilities in coordination with programs of the Mass. Office of Disabilities.**
4. **Review and make recommendations about policies, procedures, services, activities and facilities of departments and boards of the town as they affect people with disabilities.**
5. **Provide information, referrals, guidance and technical assistance to individuals, public agencies, businesses and organizations in all matters pertaining to disability.**
6. **Coordinate the activities of other local groups organized for similar purposes.**
7. **The Commission may draft rules and regulations concerning disabled persons needs and issues, for adoptions by Town Manager and Town Council.**
8. **The Commission may receive gifts of property, both real and personal, in the name of the Town, subject to approval of the Town Manager; such gifts to be managed by the Commission.**
9. **The Disability Commission is an advisory committee of the Town.**

Article 15.03: Interrelationships

- A. **Town council:** The Disability Commission interacts with the Town Council to advise the Council on policies designed to meet the needs of the disabled. The Commission interacts primarily with the Town Council's Committees on Human Resources and Planning and Development.
- B. **Town Manager:** The Disability Commission interacts with the Manager to ensure that Town programs and activities, as well as facilities, seek to improve and enhance service to the disabled, as well as

come into compliance with State and Federal standards concerning same. The Commission receives administrative support through the Human Resources Department.

- C. **Other Boards:** The Disability Commission interacts with the Planning Board, Zoning Board of Appeals, Conservation Commission, Board of Health, Historical Commission, Old King's Highway Historic Committee, Public Works Commission, Fair Housing Committee, Housing Authority and Subsidized Housing Committee to ensure compliance with relevant laws, rules and regulations concerning disabled persons

(Amended 8/19/93 – Item#93-130: 11/01/01-Item #2002-32 by Town Council vote)

THIS SECTION STATES THE COMMISSION RULES OF OPERATION:

MISSION STATEMENT

The mission of the Barnstable Disability Commission is to advise and guide the Town of Barnstable and its population in carrying out the rules and regulation of the Americans with Disabilities Act and Massachusetts Architectural Access Board and to assist in providing accessibility for the disabled.

In addition, the Barnstable Disability Commission shall provide information and referral services to residents requesting same.

The Barnstable Disability Commission (BDC) further adopts as its articles, the goals set forth by the Massachusetts Office on Disabilities for "Commissions on Disability" (March 1992) + (June 2008) and "Municipal Commissions on Disabilities" (Jan. 1992). These articles and future articles as adopted by a majority of the sitting Commission members may govern and guide this Commission and its members.

OFFICERS:

Further, this Commission will elect a slate of officers by majority vote consisting of:

1. A Chairperson, a Vice-chairperson, Secretary/Clerk, and a Treasurer.
2. An annual election of officers will take place at the first meeting after July 1st of each year.
3. One member may hold more than one office.

CHAIRPERSON shall:

- Develop agenda in coordination with the Chairperson, Vice-chairperson, and Clerk.
- Preside over meetings; in absence thereof, Vice-Chairperson, Secretary or Treasurer will preside.
- Make sure Commission adheres to the agenda. Be available for consultations at the request of the Commission or designate an assistant from among other members.

- Bring all statements proposed by individuals and members to be heard before the entire commission.
- Communicate to the Commission all communications sent or received related to position of Chairperson of Commission.
- Insure that all line items on yearly budget are adhered to.
- Appoint committees as needed.
- Will oversee all individual and committee activity.

VICE-CHAIRPERSON shall:

- Perform all the functions of the chairperson in his/her absence.
- Assist the chairperson as requested (eg. office monitoring).

SECRETARY/CLERK shall:

- Take care of all correspondence and minutes of all Commission meetings.
- Post notice of all meetings in a public place one week before each meeting is held or as regulated by MASS law.
- Keep all department heads and all other necessary entities informed of major changes on issues relating to 15.02 and the Commission's authorities and responsibilities.
- Submit reports to Town Council upon request or as needed.
- Mail minutes of previous meeting and agenda for upcoming meeting to members at least 10 days prior to upcoming meeting.

TREASURER shall:

- Keep records and establish separate accounts to handle gifts of property, both real and personal as outlined in 15.02, and the Handicapped Parking Funds.
- Develop annual budget to present to the Commission for approval and provide subsequent monthly reports to the Commission on all accounts under the control of the Commission.

MEMBERSHIP:

- Must be a registered voter of the Town of Barnstable.
- All members shall have full voting rights
- Can be either a person with a disability, a relative of a disabled person, or an advocate for the disabled
- Chairperson of a committee must be a Commission member. The general public may participate on a sub-committee.
- Town employee member is not subject to residency requirement.
- Meetings shall adhere to Robert's Rules of Order.
- If any member is absent from three regularly scheduled meetings in any one calendar year, a recommendation shall be made in writing to the Town Manager that he/she be removed from the

Commission, unless any or all absences have been excused for good cause by the chairperson. Good cause shall include, but not limited to: illness, a death in the family, weather, and professional responsibilities.

- Decisions will be made by a majority of those members present unless where otherwise noted in these by-laws.
- An open discussion shall be held within each meeting for items of information, reporting, and agenda setting.
- Meeting minutes to be amended and approved at the next meeting.

RECORDS:

- Commission shall keep minutes of all its official meeting and the minutes will be distributed to members at least 10 days prior to upcoming meetings.
- A file of minutes and activities shall be maintain by the Secretary/Clerk
- One copy of approved minutes shall be forwarded by the Secretary/Clerk to the Town Clerk, Town Council Chairperson and Town Manager to become part of the official record.
- Annual Report shall be prepared and submitted to the Town Manager on or before the date requested by the Town Manager.

FINANCES:

- Expenditures of up to \$100 \$200. may be approved for payment by the Chairperson of the Commission and/or the Treasurer without recourse to votes, however, subject to approval by the Finance Office for the Town of Barnstable. All other expenditures shall require the simple majority vote and with subsequent approval by the Town Council and Town Manager.

AMENDMENTS:

- By-laws shall be amended by majority vote of the Commission members at any meeting, provided written notice of the ~~purposed~~ proposed change is made to each member at least fourteen (14) days prior to the scheduled vote and with subsequent approval by the Town Council and Town Manager.
- By-laws shall be reviewed yearly for possible changes needed to assure smooth functioning of the Commission and to comply with changes in state and federal laws on disability.

Revised 1/6/2012
Revised 10/20/10
Revised 06/19/02
Revised 11/01/01
Revised 6/20/01
Revised 12/18/98
Issued 10/19/98