



BARNSTABLE DISABILITY COMMISSION

Mailing address - 230 South Street
Hyannis, MA 02601



Officers
Raye Kaddy, Chair
Linda Cook, Vice Chair
William Cole, Secretary, ADA

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Members and Advisors
Jean Boyle
Al Melcher
Jim Berks
Paul Nevosh
Ann Canedy, Council Liaison

BARNSTABLE DISABILITY COMMISSION

MINUTES

September 15, 2010
Barnstable Senior Center

ATTENDEES: Raye Kaddy, Chair; Linda Cook, Vice Chair; Jean Boyle, Paul Nevosh, Al Melcher, Sheila Mulcahy, Anne Mazzola, and Jim Berks.

Also Present: Richard Andres and Tammy Cunningham, Assistant Director of HR

Meeting called to order at 12:16 P.M.

Minutes of 8/18/10: Motion to approve as amended by Linda Cook, Paul Nevosh seconded. Unanimous.

Public Comments: Dick Andres reported a situation in Barnstable Village. Paul Nevosh stated he would look into the situation, and he also asked Mr. Andres to put his observation in writing to the Commission.

Remarks from the Chair:

Jean Boyle questioned the status of a gift account that was established for certain expenditures. Tammy Cunningham stated she would look into the status of the account and report back to the Commission.

Paul Nevosh commented that the discussion concerning reimbursements and appropriate expenditures reaffirms the need for a formal program recognizing the service performed by volunteers.

Finance update:

Tammy Cunningham reported that she had spoken with Mark Milne, Director of Finance, concerning the status of the reimbursements and appropriate expenditures. Tammy

Cunningham explained that expenditures directed at recognizing ones service as a committee member and the commission as a whole, were acceptable. Expenditures that resembled a “sunshine fund” and unrelated to the work of the Commission or its goals were not.

Jim Berks was nominated as the Treasurer. Jim Berks accepted. Paul Nevosh moved to nominate Jim Berks as Treasurer, Jean Boyle seconded. Jim requested that the financial reports be sent to him going forward.

Launching of Dining Guide project – update

Jean Boyle stated she had heard from Sturgis Charter School and they are very excited about the project. The students will be participating in the project from start to finish.

Tammy Cunningham commented she had been unable to meet with Ruth Weil or Lynne Poyant; however, she was making an effort to do so by the next meeting.

Raye Kaddy reported that she, Jean, and Linda had met with Ann Cannedy to discuss the current status of the Commission. Raye Kaddy commented that it is very important that information be included in the minutes, as Ms. Cannedy reads the minutes each month to keep current with the Commission. Jean and Raye commented that Ms. Cannedy is very supportive of this project.

Discussion occurred on the logistics of the project. Jean Boyle stated she would be conducting the training of the students on accessibility, parking, etc. Anne Mazzola volunteered to assist with the project.

Jim Berks commented he was upset Ms. Cannedy did not attend the commission meetings. The Commission discussed the fact that Ms. Cannedy is very busy. Al Melcher commented that when they were discussing sidewalks on Route 6A, she contacted Al and they had a meeting to discuss.

Raye Kaddy stated she is aware that Sturgis has their own insurance covering the liability for the students involved in the project.

Survey and Monitoring

Paul Nevosh commented that he spoke to Linda Hutchenrider concerning the Freedom Hall in Cotuit being in non compliance for voting. He was advised to contact the Prudential Committee. Paul Nevosh commented that this has been a long standing issue in Cotuit. The main door has not worked for 5 to 6 years and is not connected to anything.

A discussion was held on the issue at Christ Church on Race Lane. The handicap parking is located near the building, but not next to the building. They also commented on the poor lighting and the safety issues.

A discussion was held on the lack of a curb cut at the cross walk located in the front of Barnstable High School crossing West Main Street to Dunkin Donuts. Paul Nevosh requested that a formal letter be sent to each of the above mentioned locations from the Chair.

Raye Kaddy stated Sturgis Charter School purchased what used to be “Carriage House” and has installed a new ramp to make the building handicap accessible.

Al Melcher commented he was meeting with Bob Burgmann to discuss a project.

It was suggested that Thomas Perry, Building Commissioner, be invited to a meeting to discuss the new ADA regulations and the collaboration between the Building Commissioner and the Commission.

Scholarship Committee

Linda Cooke stated for the next meeting she would like to vote on what the Commission would like to see happen with the scholarships for the upcoming year.

Chair remarks

CORD – Raye Kaddy stated the Commission had received an invitation from CORD to attend a special event on September 30th. She is unable to attend and asked if others would be attending. Sheila Mulcahy stated she would attend the event.

Office visit to Revere – Raye Kaddy commented that Al Melcher is interested in having a few of the members take a trip to Revere to witness the Town’s disability commission operations. Raye Kaddy, Jim Berks, and Linda Cook will be traveling to Revere. Raye asked that they keep in mind that Revere has paid employees, as opposed to most Cape towns which are comprised of paid volunteers.

Paul Nevosh asked Tammy Cunningham to check on whether the Commission continues to receive their administrative budget from Human Resources.

Raye Kaddy stated that she was contacted by Gayle Albertini concerning installing a wheelchair path near the park that was just installed by the West end rotary. The Commission would be investigating.

Raye Kaddy asked that members read the first reading of the by-laws to discuss for the next meeting.

Adjournment 2:02 p.m.

Respectfully submitted: Tammy Cunningham

**Barnstable Disability Commission
Grant Application**

The BDC is offering three (3) grants of up to \$1000 each.

Deadline for entry is _____.

Our Mission Statement:

Barnstable Disability Commission mission is to advise and guide the Town of Barnstable and the general public regarding issues of accessibility in accordance with the American's With Disabilities Act.

If you have a project that will help fulfill these goals, please apply and your application will be considered for one of our grants. Once your application has been accepted, payment, accountability and other details will be forthcoming.

Please provide the following information:

Organization Name _____

Street _____

Town _____

Zip Code _____

Phone # _____

Email address _____

Please attach your detailed proposal and return with this entry application to:

**Grant Application
Barnstable Disability Commission
230 South Street
Hyannis, MA 02601**

We will notify you of our decision by _____.

Revision

2010 Ed.

1st Reading

Laws + regulations are changed frequently. These by-laws are based on laws/regulations in effect on June 1, 2008. Please, refer to laws + regulations for the current text.

**BY-LAWS
BARNSTABLE DISABILITY COMMISSION**

The Barnstable Disability Commission (BDC) hereby adopts the Town of Barnstable Section 15.01-15.02-15.03 as sponsored by 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.
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 on 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 adoption 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 are to be managed by the Commission.
9. The Disability Commission is an advisory committee of the Town.

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 District Committee, Public Works Commission, Fair Housing Committee, Housing Authority, and

sidized Housing Committee to ensure compliance with relevant laws, rules and regulations
ning disabled persons.

8/19/93 - Item #93-130; 11/01/01 - Item #2002-32 by Town Council vote)

AS SECTION IS THE COMMISSIONS RULES OF OPERATION:

MISSION STATEMENT

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

In addition, the Barnstable Disability Commission ~~will~~ ^{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) 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. *(+ June 2008)*

OFFICERS

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

1. A Chairperson, a Vice-Chairperson, a ~~Clerk~~ ^{secretary} 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:

1. Develop agenda in coordination with the Chairperson, Vice-Chairperson, and Clerk. *majority member*
2. Preside over meetings; in absence thereof, Vice-Chairperson, Clerk or Treasurer will preside.
3. Make sure Commission adheres to the agenda.
4. Be available for consultations at the request of the Commission or designate an assistant from among other members.
5. Bring all statements proposed by individuals and members to be heard before the entire Commission.
6. Communicate to the Commission all communications sent or received related to position of Chairperson of Commission.
7. Insure that all line items on yearly budget are adhered to.
8. Appoint committees as needed.
9. Will oversee all individual and committee activity.

VICE CHAIR PERSON (shall):

- Perform all the functions of the chairperson in his/her absence
- Assist the chairperson as requested (e.g. office monitoring) *Revised 061902*

SECRET Secretary

- 1. Take charge of all correspondence and minutes of all Commission meetings.
- 2. Post notice of all meetings forty-eight (48) hours before each meeting at Town Clerk's office.
- 3. 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 Council ~~on quarterly or as needed basis~~ upon request or as needed

- 4. Minutes of previous meeting and agenda for upcoming meeting will be mailed to members at least 10 days prior to upcoming meeting.

TREASURER:

- 1. 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.
- 2. Develop annual budget to present to the Commissioners for approval and provide subsequent monthly reports to the Commission on all accounts under the control of the Commission.

MEMBERSHIP:

- 1. Must be a registered voter of the Town of Barnstable. *All members shall have full voting rights.*
- 2. Can be either a person with a disability, a relative of a disabled person, or an advocate for the disabled.
- 3. ~~Committee~~ membership is open to the general public. Chairperson of a committee must be a Commission member. *the General public may ~~serve~~ participate on a sub-committee.*
- 4. Town employee member is not subject to residency requirement.

place is w/ #4 on #4

~~Commission members who have three (3) unexcused absences in a row shall be deemed to no longer be a member. Notice will be sent by Chairperson to the Town Council and Appointments Committee. Good cause shall include, but not limited to, illness, death in family, weather, and professional responsibilities.~~

MEETINGS:

9 times a yr

- 1. All Commission meetings shall be held on at least a bi-monthly basis. *Page 13 of MOD*
- 2. A quorum shall be constituted of a simple majority of the membership.
- 3. Special meetings shall take place when called by the Chairperson. *check this for accuracy re: Saturdays Sundays*
- 4. Notice of meetings shall be posted by Clerk forty-eight (48) hours before each meeting at ~~Town Clerk's office~~ *in compliance w/ MASS state Open Meeting law (2010) the town*
- 5. Be conveyed by Clerk contacting all Commission members by written notice ten (10) days before each meeting.

signed location(s) 1000

Meetings shall adhere to Robert's Rules of Order

#4

If any member is absent from three regularly scheduled meetings in any one calendar year, a recommendation shall be made to the Mayor 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.

? Decision will be made by a majority of those members present, unless where otherwise noted in these by-laws.

6. An open discussion shall be held within each meeting for items of information, reporting and agenda setting.

7, meeting minutes to be amended + approved at the next mtg.

RECORDS:

- 1 Commission shall keep minutes of all its official meetings and will be distributed to members at least 10 days prior to upcoming meetings.
2. A file of minutes and activities shall be maintained by the Clerk.
3. One copy of approved minutes shall be forwarded by the Clerk to the Town Clerk, Town Council Chairman and Town Manager to become part of the official record.
4. Annual Report will be prepared and submitted to the Town Manager on or before the fourth Friday in January. *date requested by the Town Manager indicated*

FINANCES:

- ? 1. Expenditures of up to \$100. may be approved for payment by the Chairperson of the Commission and/or the Treasurer without recourse to votes. All other expenditures shall require the simple majority vote of the Commission at any given meeting.

AMENDMENTS:

1. By-Laws shall be amended by majority vote of the Commission members at any meeting, provided written notice of the proposed change is made to each member at least fourteen ¹⁴ ~~10~~ days prior to the scheduled vote and with subsequent approval by the Town Council and Town Manager.
2. By-Laws shall be reviewed yearly for possible changes needed to assure a smooth functioning of the Commission. *and to comply with changes in state or federal laws on disability.*

Revised 06/19/02
Revised 11/01/01
Revised 6/20/01
Revised 2/18/98
Issued 10/19/98

? Should "alternates" attend all meetings?
Quorum vs majority votes