

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

BARNSTABLE DISABILITY COMMISSION

Mailing address - 230 South Street Hyannis, MA 02601



Office: 508-862-4914 FAX: 508-862-4960 E mail: bdc@town.barnstable.ma.us Members and Advisors Jim Berks Jean Boyle Anne Mazzola Al Melcher Sheila Mulcahy Paul Nevosh Ann Canedy, Council Liaison

BARNSTABLE DISABILITY COMMISSION MINUTES January 19, 2011 Barnstable Senior Center

ATTENDEES: Raye Kaddy, Chair, Linda Cook, Vice Chair, Ann Canedy, Town Councilor, Jean Boyle, Al Melcher, Sheila Mulcahy, and Jim Berks.

Also Present: Tom Lavin, Representative from ARC, Dick Andres, and Pat Andres.

Meeting called to order at 11:45 A.M.

Chair Kaddy called the meeting to order and thanked all of the members for their service to the commission and community. A celebration lunch occurred during the meeting.

<u>Minutes of 11/17/11:</u> Motion to approve by Linda Cook, Sheila Mulcahy seconded. Unanimous.

ARC Representative:

Tom Lavin of ARC of Cape Cod asked the board for their participation in an event to fundraise and raise awareness about the organization. The event "All Aboard the ARC" is being held on April 10th in Worcester at the Hanover Theater. In addition to fundraising for the event, All Aboard the ARC is to boost their image and bring light to the accomplishments of the organization. ARC is hoping to have 200 participants from the Cape & Islands participate in the rally (see attached literature).

Finance update:

Jim Berks reviewed the Income Statement with the Commission (see attached). Tammy Cunningham was asked to look into a discrepancy between the number of tickets paid and income credited to the BDC HPP account.

A brief discussion was held on HPP account and gift account.

Jim Berks commented that at the last meeting it was determined that effective July 2011, Fiscal year 2012; the Board would set aside \$3000 for scholarships and then \$3000 for projects. A discussion was then held on the grant form/application. Chair Kaddy commented that the Commission is going to ask the Grant Writer for the Town to review the application for comments.

Expenditures in fiscal year 2011 were upgrading the office computer and \$500 put aside for the dining guide project.

Chair Kaddy stated the discussion on the grant form/application would be placed on the agenda for discussion at the next meeting.

Councilor Canedy asked if the BDC had sent correspondence relating to the lack of accessibility at BWB, precinct 1. Chair Kaddy stated the Commission had sent a letter to Linda Hutchenrider, Town Clerk. Councilor Canedy asked for a copy of the letter. She added she would write a letter to Patricia Grenier, Superintendent.

Al Melcher asked about the status of the handicap pinball machine that was to be located at the Hyannis Youth & Community Center. \$2500 was set aside to assist with the cost of the machine. The total cost of the pinball machine is \$6500 with additional costs for maintenance of the machine. Councilor Canedy was going to contact the Recreation Department to check on the status of this matter.

Councilor Canedy and the BDC discussed holding a joint meeting between Cape Cod Challengers Club, CORD, and Cape Cod Collaborative to hold a presentation on developing a sailing program on Cape Cod for those with disabilities. Councilor Canedy will work with Chair Kaddy and Sheila Mulcahy.

Councilor Canedy stated she would ask for a meeting with Chair Kaddy and Al Melcher, and John Klimm, Town Manager, to discuss how to raise funds for the BDC gift account.

Calender:

Chair Kaddy presented the final draft of the BDC calendar to the Commission (see attached).

Councilor Canedy asked the Commission if they had ever presented an annual report before the Town Council. Councilor Canedy stated she would bring it before the Council to invite the BDC to a Town Council meeting.

Al Melcher commented he would like to see the BDC build a relationship with the Hyannis Chamber of Commerce, as they each hold valuable information that each organization could utilize. Councilor stated she would contact Jessica Tinti, Interim Director, to discuss.

Goals:

A brief discussion was held on the goals of the Commission. Sheila Mulcahy made a motion to approve, Al Melcher seconded (see attached).

Launching of Dining Guide project – update

Jean Boyle stated she spoke to Jeff Hyer of Sturgis Charter School. The forms have been drawn and the students will start the project this month. She added that Mr. Hyer will be accompanying the students during the first few visits to businesses.

ACCESS: Survey and Monitoring:

The BDC held a brief discussion on the assignments of the surveys for clarification on roles and expectations.

The BDC scheduled a meeting for Tuesday, February 15th at 10 a.m. to 12 p.m. in the JFK Museum conference room.

Sheila Mulcahy brought up the matter of accessibility and walking trails in the Town. Tammy Cunningham stated she would contact Conservation and invite Darcy Karle or Rob Gatewood to the March meeting to discuss walking trails.

Correspondence:

The BDC discussed a letter received from Carla Burke of the Harwich Disability Commission asking if the BDC would like to begin exchanging information with other Commissions on the Cape. They are specifically asking for copies of minutes and agendas. A discussion was held concerning this matter.

Chair Kaddy and Jean Boyle stated they would be willing to try it for a few months. They will report back to the BDC.

By-Laws:

Linda Cook distributed the final draft of the By-Laws to the Commission (see attached).

Next meeting to be held in March

Adjournment 1:42 p.m.

Respectfully submitted: Tammy Cunningham

Barnstable Disability Commission

Committee Structure 2010 – 2011

<u>Town Councilor&Liaison:</u> Ann Canedy

<u>Scholarship:</u> Chair – Linda Cook Raye Kaddy

Survey/Monitoring: Chair – Jean Boyle Jim Berks – Malls Linda Cook – Libraries Tammy Cunningham – Town buildings(not this year) Raye Kaddy Anne Mazzola – Private and Charter Schools Sheila Mulchay Al Melcher – Public Schools Paul Nevosh – Airports Polling Places Golf Courses

<u>Finance:</u> Chair – Jim Berks Al Melcher Raye Kaddy Linda Cook Tammy Cunningham

Special Projects: Chair – Sheila Mulcahy Al Melcher Jean Boyle – Sturgis Dining Guide Anne Mazzola Raye Kaddy Linda Cook

Revised: 1/19/11

Barnstable Disability Commission -- Annual Calendar Agenda Items 2010 - 2011

Month	Agenda Item	Responsibility
August	Review of the BDC mission Strategic planning for the year Review of by-laws Election of officers	Chair with members
September	Goal setting-first reading Update of contact list for members	All
October	Goals - vote Scholarships – discussion Committee structure & membership Submit completed surveys of beaches to Town Rec. Dept.	All
November	Invite Mass Office on Disability to winter meeting	
December	No meeting scheduled	
January	Review of progress to date – goals	Chair - members
February	No meeting scheduled	
March	MOD Speaker Assignment of accessibility surveys to BDC members	
April	Access Surveys - continued	
May	Preliminary annual report Report on scholarship recipients Meet with person in charge of Town beaches	
June	Perform self-evaluation Nominate slate of officers	

Monthly Organizational Calendar

Date	Activity	Responsibility
Monthly	Finance report	Treasurer
Monthly	Access report	Chair of Survey/Access committee
Monthly	Report on activities, projects et.al.	Individual members
Monthly	Updates from the chair/vice-chair	

BDC NET INCOME STATEMENT FISCAL YEAR 2011

UPDATED 10/28/10

	July	August	September	October	November	December	January	February	March	April	May	June	Total
<u>Revenue:</u> Parking fines	1,075.00												1,075.00
Interest income Other	36.70	92.83	89.75										219.28
Total	1,111.70	92.83	89.75	-	-	-	-	-	-	-	-		1,294.28
Expenses: Postage Scholarships Other grant payments BDC admin expense	3,000.00 500.00												3,000.00 500.00 - -
Total	3,500.00	-	-	-	-	-	-	-	-	-	-	-	3,500.00
Net increase/(decrease)	(2,388.30)	92.83	89.75	-	-	-	-	-	-	-	-	-	(2,205.72)
Beginning Balance	49,490.96	47,102.66	47,195.49	47,285.24	47,285.24	47,285.24	47,285.24	47,285.24	47,285.24	47,285.24	47,285.24	47,285.24	49,490.96
Ending Balance	47,102.66	47,195.49	47,285.24	47,285.24	47,285.24	47,285.24	47,285.24	47,285.24	47,285.24	47,285.24	47,285.24	47,285.24	\$ 47,285.24

BDC NET INCOME STATEMENT FISCAL YEAR 2011

UPDATED 01/11/11

	July	August	September	October	November	December	January	February	March	April	May	June	Total
Rev <u>enue:</u>													
Parking fines	1,075.00	975.00											2,050.00
Interest income	36.70	92.83	89.75	35.54	59.31								314.13
Other													-
Total	1,111.70	1,067.83	89.75	35.54	59.31	-	-	-	-	-	-	-	2,364.13
Expenses:													
Postage						100.00							100.00
Scholarships	3,000.00												3,000.00
Other grant payments	500.00												500.00
BDC admin expense						252.50							252.50
Total	3,500.00		_		-	352.50	-		<u> </u>	_	-		3,852.50
												<u> </u>	
Net increase/(decrease)	(2,388.30)	1,067.83	89.75	35.54	59.31	(352.50)	-	-	-	-	-	-	(1,488.37)
Beginning Balance	49,490.96	47,102.66	48,170.49	48,260.24	48,295.78	48,355.09	48,002.59	48,002.59	48,002.59	48,002.59	48,002.59	48,002.59	49,490.96
Ending Balance	47,102.66	48,170.49	48,260.24	48,295.78	48,355.09	48,002.59	48,002.59	48,002.59	48,002.59	48,002.59	48,002.59	48,002.59	\$ 48,002.59

.

BARNSTBLE DISABILITY COMMISSION

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.
- 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 polices, 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.

1.

- 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 that 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 <u>Robert's Rules of Order</u>.
- If any member is absent from three regularly scheduled meetings in any one calendar year, a recommendation shall be made 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 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 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 10/20/10 Revised 06/19/02 Revised 11/01/01 Revised 6/20/01 Revised 12/18/98 Issued 10/19/98

ACCESS SURVEYS CHAIRPERSONS

Jim Berks	Malls: Centerville, Festival, Stop & Shop
Linda Cook	Libraries
Tammy Cunningham	Town Buildings
Anne Mazzola	Beaches
Al Melcher	Public Schools
Sheila Mulcahy	Malls: Cape Cod, K-Mart, Enterprise Rd.
Paul Nevosh	Airports, Golf Courses, Polling Places
Linda Cook & Jean Boyle	Private and Parochial Schools
Sturgis Charter Schools	Dining Guide*

*Jean Boyle, Linda Cook and Raye Kaddy available to assist if needed

Re: Report of mid-year progress Barnstable Disability Commission Goals ~~~ 2010-2011

<u>GOALS</u>

• Membership and alternates; recruit new member(s) having public relations experience

*Two new members with vast experience were added to the commission

- Assess methods to take action steps to inform businesses, local citizens, boards, departments et.al of ADA information (regulations, requirements, laws).
 - a. Planned an in-house ADA training for Feb. 2011
 - b. Members can opt to attend MOD's CAM training and gain an update to Title II and Title III of ADA and Design Standards (location: Dartmouth, Worcester, Pittsfield MA.)
 - c. Sent correspondence to the Prudential Committee regarding issue of "access".
 - d. Collaborating with Sturgis High School for ADA Dining Guide
 - e. Revised the Disability Commission by-laws; to be shared with other departments within the town.
 - f. Redeveloped BDC committee structure (survey, finance, etc.)
 - g. Sent correspondence pertaining to public polling @ BWB
 - h. Invited Jeff Dougan of MOD to commission's March 2011 meeting to keep BDC members current with disability regulations and changes.
- Complete the Dining Guide (project).
 - a. Met with BDC members to research and plan the Dining guide Project.
 - b. Held meeting with Sturgis staff member (Mr. Hyer) who is overseeing the student community service program; reviewed project details and student responsibilities.

- c. Prepared a list of restaurants that will be given the option of becoming part of the ACCESS guide.
- d. Developed process and documents necessary for project to go forth
- Complete <u>accessibility</u> surveys of agreed-upon locations such as golf courses, libraries, airport, polling locations and HP signage within the town.
 - a. All Surveys completed by Survey committee
 - b. Meeting with Town Recreation Department.
 - c. Communication with Bob Burgman (town engineer).
 - d. Communication with Structures and Grounds.
 - e. Restructured the survey committee and assignments
 - f. Prepared a calendar for tracking of assignments and goals
- Implement grant application procedure expenditure of funds.
 - a. Designed a basic form to be used beginning August 2011 for applicants to use in applying for funding.

Other

- a. Awarded three scholarships to ; one to local college student; two to local high school students; those with disabilities or entering into the study of disabilities
- b. Awarded some funds for Luke's Love Playground (ACCESS).
- c. Awarded some fund for Senior Center Raised Garden beds (ACCESS).

December 15, 2010

Barnstable Disability Commission Goals ~~~ 2010-2011

Second reading

- Membership and alternates; recruit new member(s) having public relations experience
- Assess methods to take action steps to inform businesses, local citizens, boards, departments et.al of ADA information (regulations, requirements, laws).
- > Complete the Dining Guide (project).
- Complete <u>accessibility</u> surveys of agreed-upon locations such as golf courses, libraries, airport, polling locations and HP signage within the town.
- Implement grant application procedure expenditure of funds.

DRAFT: First reading October 20, 2010

				Barnstable cial Reporting					
11/19/2 cassidy	010 07:53 w		TOWN OF BAF ACCOUNT DET	NSTABLE AIL HISTORY	FOR 2000 00	TO 2011 13		 	PG 1 glacthst
ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	
111303	1100-10-30-130-	-1303-00000	-474040-261	6 CONTRIBUT	IONS & DONATI	ONS			
02/11	2284 05/31/02 /31/02 HUMAN H		10468900 DISABILITY				-1,000.00	-1,000.00	
03/04	1032 10/15/02	C/R 3602 E - SUSPENS	10496743	. G			-200.00	-1,200.00	
04/01	2025 07/31/03		10658208				-1,000.00	-2,200.00	
04/01	2025 07/31/03	C/R	10658244 • DISABILITY				-1,000.00	-3,200.00	
04/01	2025 07/31/03		10658243				1,000.00	-2,200.00	
07/11	496 05/01/07		11411967				-100.00	-2,300.00	
L	EDGER BALANCES	DEBITS:	1,	000.00	CREDITS:	-3,300	.00 NET:	-2,300.00	
111303	1100-10-30-130-	-1303-00000	-476070-261	6 TRANS.FROM	1 TRUST/AGE.F	UND			
01/12 A	3143 06/30/01 GENCY FND XFER AG	GEN XFER GENCY FND 1	6/30/2001 SO SPECIAL F	Rev			-926.57	-926.57	
L	EDGER BALANCES	DEBITS:		.00	CREDITS:	-926	.57 NET:	-926.57	
111303	1100-10-30-130-	-1303-00000	0-615090-261	6 OTHER EXPI	ENSES				
02/11	2284 05/31/02						1,000.00	1,000.00	
02/11	2284 05/31/02		10460008				-1,000.00	.00	
04/04	638 10/15/03	E - SUSPENS API 002474	Į	39749A	616672		2,126.57	2,126.57	
W L	E101603 DISABI EDGER BALANCES -	DEBITS:	MAIL 3,	KENMARK (126.57	OFFICE SYSTE CREDITS:	-1,000	.00 NET:	2,126.57	
	GRAND TOTAL	DEBITS:	4,	126.57	CREDITS:	-5,226	.57 NET:	-1,100.00	
	10 Records prin	ted		ID OF DEDOD					

** END OF REPORT - Generated by Cassidy, William **



You can raise awareness and funds for The Arc on Sunday, April 10, 2011.

About The Arc and the event:

The chapters of The Arc across Massachusetts have been the leaders in providing services and advocacy for people with intellectual and developmental disabilities for over 50 years. The Arc's services touch 180,000 people through direct care, education, job training, job placement and advocacy. The advocacy efforts have affected laws that change the way people with disabilities are treated.

The All Aboard the Arc event is a chance to unite and celebrate achievements while raising awareness and funds within our local communities and across the state.

Tips & tools:

- Register online at www.allaboardthearc.org or mail the attached card.
- Set a goal of \$600 or more and commit to reaching it.
- Be the first to donate. It shows your supporters how much you care.
- E-mail your entire address book. One in every 4 solicitation e-mails results in a donation.
- Use social networks like Facebook or Twitter to reach more people.
- Ask everyone you meet at home, work and in your community.
- Talk about The Arc at work and see if your company matches gifts.
- Shy? Develop a list of people and ask one from your list everyday.
- Organize an event such as a bake sale or yard sale to generate awareness and additional funds.

Collection date: April 7, 2011.*

Please send all checks or money orders to arrive by the official collection date or feel free to drop them off at your local Arc chapter.

Please make all checks payable to: "The Arc of Cape Cod." Any donations received after the event can be mailed to: The Arc of Cape Cod, Post Office Box 428, 171 Main Street, Hyannis, MA 02601.

*All on-line donations will be processed immediately.

Visit www.allaboardthearc.org for more details. YOUR PLEDGE OF SUPPORT WILL GO A LONG WAY!

Need more fundraising ideas? Questions about the event? Want to get your friends involved?

Contact your local recruitment manager:

Tom Lavin

508-790-3667 ext. 103 • tom@arcofcapecod.org The Arc of Cape Cod • Post Office Box 428 • Hyannis, MA 02601

Register today: Please cut, stamp and mail this card to the grind to the address on the back of this form. You can also register online at www.allaboardthearc.org	the cut, stamp and mail this card to ddress on the back of this form. V. allaboardthearc.org
☐ Yes! I'd like to register for All Aboard The Arc.	ll Aboard The Arc.
Name:	
Address:	
City:	
State: Zip Code:	e:
Daytime Phone:	
E-mail address:	
I am unable to ride, but would like to make a donation.	nake a donation.
For information on how to donate or for online registration, please visit us at: www.allaboardthearc.org.	registration, c. <i>org</i> .



