

West Boylston Commission on Disabilities
April 12, 2022

- Co- Chairwoman Kim Hopewell opened the Virtual Meeting at 5:59PM.

Members Present

Kim Hopewell
Marcia Cairns
Ron Menard
Jeff Dougan of the Mass Office on Disabilities (MOD)

Members Absent

Michael McConville
Patrick Crowley
Lisa Thompson

Old Business:

- Ron Menard made a motion to approve the Minutes of the 01/11/2022 meeting. Seconded by Marcia Cairns.

Roll Call Vote

Kim Hopewell- yes
Marcia Cairns- yes
Ron Menard- yes

Unanimously voted

Minutes Approved

New Business:

- Chairwoman Kim Hopewell introduced Jeff Dougan of the Mass Office of Disabilities to conduct a virtual training session. Jeff is the Assistant Director of Community Services at MOD, and he has been with MOD for 27 years. He is also a member of Scituate's Commission on Disabilities (COD).

- Mr. Dougan proceeded to discuss provisions of MGL 40 S 8J, as well as other sources.

- All of the information discussed is contained in the documents provided by Kim Hopewell to Commission members via email and can be accessed by clicking on the hyperlinks provided at the end of this document.

- Highlights of the training session are as follows:

- There are 14 employees and 2 contractors at MOD.

- The Client Assistance Program (CAP) at MOD offers 2-day training sessions that can be attended in person or virtually. Sessions are listed on the MOD website.

(www.mass.gov/MOD)

- Executive Order 592 calls for the advancing of workplace diversity and inclusion. The Order includes providing a reasonable accommodation to an individual's disability, and it applies to all state agencies.

- Mr. Dougan then discussed MGL 40 S 8J, which lays out the formal creation, responsibilities, powers, and duties of a Disability Commission.

- Mr. Dougan stressed the importance of our Commission to reach out to other Town Boards and Departments, as well as to Town residents, letting them know of our existence and of our mission. He also stated that we are essentially an advisory Board to the Town's Selectboard and Town Administrator.

- Mr. Dougan then discussed provisions of MGL Ch 40 S 22G, which allows this Commission to acquire money from fines involving disabled parking violators. Kim and Marcia said they would talk to Chief Minnich about this possible income source.

- The Commission is allowed to have a revolving account, a gift account, and a budget account from Town funding.

- Mr. Dougan touched on the creation of by-laws for our Commission, and he said he'd provide us with samples from other Towns, including Scituate's COD by-laws.

-Kim Hopewell asked how the Commission would know the difference between legitimate handicap request that the Commission could assist with a request that is beyond the scope of the Commission. Or someone looking to make it difficult or cause trouble for a new board or Commission. Mr. Dougan said it can sometimes be difficult, and he offered that MOD will get involved if requested by our Commission, including doing site inspections.

- Ron Menard asked if a Town's Building Inspector is aware of ADA regulations. Mr. Dougan said an inspector's job is to enforce building codes, which include provisions for people with disabilities.

- The next meeting is scheduled for Tuesday, May 3, 2022 at 6:00 PM. Mr. Dougan will continue the present training session.

- Ron Menard made a motion to adjourn the meeting at 6:57 PM. Seconded by Marcia Cairns.

Roll Call Vote

Kim Hopewell- yes

Marcia Cairns- yes

Ron Menard- yes

Adjournment unanimously approved.

Respectfully Submitted,

Ron Menard, Vice-Chairman

Reference Materials:

1. [MOD Brochure of Services](#) – From our [Publications Page](#)
 1. [Client Assistance Program \(CAP\) Brochure](#)
 2. [Community Services Brochure](#)
2. [Establish a Commission on Disability Webpage](#):
 1. The information provided on this webpage discusses the process for establishing a COD in a community and how and what COD's can do if the town enacts MGL Chapter 40 Section 22G.
 2. Local Officials Guide – [Best Practice for Establishing a COD](#)
 3. [Benefits of Establishing a COD](#)
 4. [Commission on Disability Process and HP Parking Fines to COD Slides](#) – I have attached this document to this email just in case the link doesn't work.
3. [MGL Chapter 40 Section 8J](#)
 1. This is the MGL that is adopted to formally establish a COD.
4. [MGL Chapter 40 Section 22G](#)
 1. This allows an "8J" COD to collect the fines collected for people illegally parking
5. [COD Description, Bylaws, and Goals](#) – From our [Publications Page](#)
6. [Center for Living and Working](#) (This ILC serves West Boylston) – ([All Independent Living Centers in Massachusetts](#))
7. [MOD's Municipal ADA Improvement Grant Program](#)