**Watertown Commission on Disability**
**Meeting Minutes**

**Wed. Oct 17th 2012, 7:00 p.m.**

**The meeting was called to order at 7:07 p.m.**

**ROLL CALL- Kim Charlson, Chair; Anne Doughty; John Hawes; Fred Isaacs; Jeanne O'Connell, WCOD Intern; Gayle Shattuck, Town Personnel Director and ADA Coordinator, and Carol Wilson-Braun. Absent: George Donohue and Carol Menton. Joining the meeting at around 8:20 were Judith Herzberg and Councilor Steve Corbett.**

**Guests: Elisabeth Schaefer, Watertown Public Schools, and Elan Rohde, Watertown SpedPac co-chair.**

**AUDIENCE ISSUES: Elan Rhode said that the parent lending library for assistive technology has been started. They are working on stocking and networking the devices. There are 15 ipads and 15 ipod touches with apps. They will catalog and place the devices in libraries in the 5 schools. On October 12th, all interested parents were invited and Beth Lloyd, occupational therapist, walked people through the apps. The librarian discussed the lending procedures and contracts. They will start lending the 1st or 2nd week of Nov. They also showed an instructional video made by students. Elisabeth Schaefer tried to upload a video for us to watch demonstrating communication using "proloquo2go" that helps to generate speech. She was unable to get the video going and said she'd send a link to the commission members. She made an additional funding request for 5 Proloquo2go's and screen protectors. The price for the items went up when they didn't order enough to qualify for bulk rate, and they needed to order items separately. Kim asked what the school system has put into this project, and Elisabeth responded education and training, development of policies, incorporating the items into the libraries, researching resources and occupational therapist and AT people, human resources and many man-hours. There are no other sources of funding. It was MOVED, seconded and passed unanimously to approve up to $1300 to fund the additional request for the SpedPac Assistive Technology Parent Lending Library with one abstention by Fred.**

**CHAIR'S REPORT: Kim. She and Fred attended the emergency preparedness open meeting on 10/5. It was attended by police, fire, health department, housing authority, Perkins and Springwell. The Shriver Center has a grant to run emergency preparedness planning for municipalities. An assessment tool was reviewed. Three priorities were set: 1) Build a coalition by December of COD, police, fire, health, housing. 2) Identify an accessible place for an Emergency shelter for Watertown, and 3) Communication between emergency responders, health department and community. They are waiting for follow-up from the health**

**department. Fred said that Everbridge, a new communication system in town, will add text and email messages to phone messages. It is being worked on now.**

**MINUTES: It was MOVED, seconded and passed unanimously to accept the minutes of the September meeting as corrected. Copies of the minutes may be requested from the Town Clerk's office.**

**TREASURER'S REPORT: Gayle said that September activity has not been posted yet in the system. The system is in the middle of being converted. It was MOVED, seconded and voted unanimously to accept the Treasurer's report for September. Copies of the Treasurer's report may be requested from the town's ADA Coordinator in the Personnel Office.**

**COMMITTEE REPORTS:**

**a) Art Exhibit- Anne. Thirteen artists have applied from Eastern mass. The reception is arranged and room is reserved. She will be asking for volunteers from Arsenal Center for the Arts. George has also offered to help. She is working with the library on a press release. Judith said she could help with that and the set-up. Fred volunteered his son Raymond. George will pick up items from the South Shore and Anne will pick up the other items. Judith also offered to help. The exhibit is part of the Watertown Open Studios except for Sunday 11/11/12 when the library will be closed; the library will be open on Monday 11/12/12. Anne will verify the dates. George submitted flier graphics to Open Studios.**

**b) Web Stats- George not here tonight. The web-policy sub-committee needs to meet to discuss what resources should be on the website (Carol M., Carol W-B. and Kim). Kim suggested they discuss via e-mail.**

**c) Closed Caption- Carol M. not here to present. Gayle said that a panel is being set up to do interviews for the cable director. Kim said we want applicants to be asked about their experience with closed captioning. Steve said he asked for the council to start with the announcement about WCOD sponsoring the closed captioning. Kim told Gayle that we need a back-up plan for the cable. The new director should be a part of this.**

**d) Sped Pac- Fred said that Steven Shore spoke on 9/26. He is the former head of AANE and a professor at a NY university.**

**e) Safety and Access- Jean said she is editing the audible signal reports with assist from Gayle. Kim needs to draft a letter to the State Highway Division requesting an audible signal for Main and Lexington streets.**

**f) Plans review- John said there is nothing new. Super Fitness case is still officially open. MAAB- Jean spoke with Mr. Dempsey. Gayle is officially taking over from Carol M. for the forwarding of email complaints. Jean shared the process for**

**complaints: complaint received, note sent to owner involved and copy sent to COD. Response sent to COD when received. Board meets to review complaint two weeks later and then notices sent out. Then, based on board's review of complaint, formal site visit will be arranged including WCOD, or, impromptu visit will be done with no notice. The timetable for the complaint can last from 1 mo. to 7 yrs., or 6-12 mo. if simple, such as simple parking issues. There is a similar process for variances. Refer to MAAB for details.**

**e) Restaurant Guide- Kim said that it is almost ready to go into production. The Guide should be done for the Nov. meeting.**

**OLD BUSINESS-**

**a) Carol M is thinking of January or February for the screening of Shooting Beauty.**

**b) Watertown Riverfront Project update- John says that 95% of the review is done.**

**c) Community Social Service Coordinator- Kim met with Will Twombly from the working group, and he gave her a proposal. The working group is close to having the money for the private part of the match. The working group includes the police department, Watertown Community Foundation and the WCOD. The council is waiting for a recommendation from human resource committee and the budget committee. Kim will send a letter encouraging progress to the town council. Gayle said that the town manager asked her in June to survey other communities about this position. She sent a summary report of 7 communities on Oct 5th. Each one has a different model; no one has a full time position for a community service coordinator. They include coverage of veterans, senior services and 18 and under for the position. Kim will stay in touch with Will and Tony.**

**NEW BUSINESS-**

**a) John had a Filippello Park renovation update. The Conservation Commission is seeking suggestions for the old recycling site. Perhaps a dog park? Steve said that Peter Centola would be having a meeting for public discussion.**

**b) Handicapped Parking Locations- Jean said that George sent her a list from Waltham to compare the number of spaces and addresses. George and she will go over what data to collect about spaces- car vs. van, slope, curb cuts, space for ramp, signage and lighting or other information. Judith expressed concern for parking in HP places at Mt. Auburn Club. She and John will talk to the owners. Kim stated that maybe we should invite a community outreach police officer, Sgt. Demos, to our next meeting to discuss enforcement of parking, emergency notification and the recycle and trash toters. She noted that police have no data on any Watertown residents regarding disabilities. There needs to be a registry.**

**c)Kim asked us to start thinking of recipients for annual holiday donations. We will decide in Nov.**

**d)Gayle announced that there will be training about the open meeting law for boards and commissions at WMS on 11/8/12. All are encouraged to go.**

**It was MOVED, seconded and passed unanimously to adjourn at 8:56 p.m.**

**The next meeting will take place on Wed., Nov. 28th at 7 p.m.**

**These minutes are recorded and respectfully submitted by Carol Wilson-Braun, Secretary**