

City of Cambridge

## Commission for Persons with Disabilities

51 Inman Street · Cambridge, MA · 02139-1732

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Gary Dmytryk  
*Chair*  
Nicole Horton-Stimpson  
*Secretary*

Katie Ashwill Allen  
Maria Fontellio  
Stelios Gragoudas  
Mike Langlois  
Luis Loya  
Bet MacArthur  
Julie Miller  
Jim Wilcox  
Alicia Zeh-Dean

Michael Muehe  
*Executive Director/  
ADA Coordinator*

Kate Thurman  
*Project Coordinator*

**The next meeting of the Cambridge Commission for Persons with Disabilities will be held in the 2<sup>nd</sup> Floor Conference Room at 51 Inman Street on Thursday, October 13, 2016 at 5:30 p.m.**

**PLEASE MAKE EVERY EFFORT TO ARRIVE BY 5:30 PM**

### AGENDA

**Please turn OFF your cell phones before the meeting begins. Thank you.**

**NOTE: CCPD meetings may be audio recorded for the purpose of taking minutes.**

- |   |         |                    |
|---|---------|--------------------|
| 1. Introductions                        | 2 min.  |                    |
| <i>If needed, alternates named</i>      |         |                    |
| 2. Approval of September 8 Minutes      | 2 min.  |                    |
| 3. Announcements                        | 2 min.  | CCPD staff / board |
| 4. Chair's Report                       | 20 min. | Gary Dmytryk       |
| <i>Welcoming New CCPD Members</i>       |         |                    |
| <i>Review of CCPD Meeting Structure</i> |         |                    |
| 5. Public Works Update                  | 10 min. | Jim Wilcox         |
| 6. Police Community Liaison             | 10 min. | Jack Albert        |
| 7. Disability Reframed Film Series      | 5 min.  | Bet MacArthur      |
| 8. Executive Director's Report          | 5 min.  | Michael Muehe      |
| 9. Project Coordinator's Report         | 5 min.  | Kate Thurman       |
| 10. Public Input                        | 3 min.  | general public     |
| 11. Old Business                        | 2 min.  |                    |
| 12. New Business                        | 2 min.  |                    |

**This is a scent-free meeting.** In consideration of individuals with environmental illness and/or multiple chemical sensitivity, please refrain from wearing perfume, after-shave or any other scented products to our meetings. Thank you for your consideration.

The City of Cambridge, Commission for Persons with Disabilities, does not discriminate on the basis of disability. The Commission for Persons with Disabilities will provide auxiliary aids and services, written materials in alternative formats, and reasonable modifications in policies and procedures to persons with disabilities upon request.

**The next meeting will be held on Thursday, November 10, 2016**



## **DRAFT**

### **Cambridge Commission for Persons with Disabilities (CCPD)**

Minutes for Thursday, October 13, 2016

51 Inman Street, 2<sup>nd</sup> Floor Conference Room, Cambridge, MA 02139

Meeting was called to order at 5:35 pm

#### **Present**

**Members:** Katie Ashwill Allen, Gary Dmytryk, Stelios Gragoudas, Nicole Horton-Stimpson, Mike Langlois, Luis Loya, Bet MacArthur, Julie Miller, and Alicia Zeh-Dean.

**Absent:** Debbie Cheng, and Maria Fontellio.

**Staff:** Michael Muehe and Kate Thurman.

**Guests:** Deputy Superintendent Jack Albert; Bob Goodwin; Carmelle Madhere; Merrily Nykoruk; and Don Summerfield.

#### **Documents/Materials Used:**

- Agenda
- Minutes from September 08
- Traffic, Parking & Transportation Parking Violations, May—September, 2016

#### **Minutes:**

A motion to approve the September 8, 2016 minutes was seconded and passed unanimously.

**Chair's Report:** Gary Dmytryk welcomed new members Katie Ashwill Allen, Stelios Gragoudas, Mike Langlois, Luis Loya, and Julie Miller. He encouraged folks to read their brief bios that were published in the October-November AccessLetter, and asked the remaining CCPD members to write brief bios about themselves, as well.

Gary noted that having an infusion of new members gives the Commission an opportunity to think about the structure of meetings. As Chair, he gave an overview of the basic structure as to how the meetings are run, including the following points:

- During introductions, he will note whether or not a quorum has been met. Six of 11 members must be present in order to form a quorum.
- In the event that not enough members are present to form a quorum, any former Commission member, after their term expires, may serve at the sole discretion of the Chair as an alternate member for that meeting only. As a custom, the former member whose term most recently expired will serve as an alternate.
- The discussion of agenda items is limited to board members.
- There is a designated time on the agenda for public comment, which limited to 3 minutes; there is no debate during this time. The board is not expected to respond to comments, but will take them into consideration.
- Seasonal items, such as DPW's Five Year Plan update in the spring, snow plan in the fall, as well as topical discussions with guest speakers will be added to the agenda as appropriate.

There was also discussion about tasks that members have been and may wish to become involved in and forming committees comprised of two to three members. Committees discussed included the following:

- Community Outreach/Field Trip Committee – hosting informational tables at City events; conducting outreach to neighborhood business groups, schools, senior and disabled housing, faith communities, etc.
  - It was noted that it would not be the sole responsibility of the committee to do all of the outreach; rather, the committee would do the logistical and organizational work, report back to the board, and solicit other volunteers from the board.
  - This committee would not be limited to any specific topic; outreach could be focused on spreading the word about CCPD, providing technical assistance or general information on disability rights, etc.
  - Planning trips for members to visit agencies universally designed structures such as the Institute for Human Centered Design, Spaulding Rehabilitation Hospital and the Mayor Menino Park.
- Media/Technology Committee – developing PowerPoint presentations, PSAs, communication, keeping an eye on current events, writing articles for AccessLetter, publications
- Disability Reframed Community Film Series – working on the ongoing film series, with which CCPD partners with the Boston Commission.
- Advocacy Committee – watching for legislation and employment issues affecting people with disabilities; soliciting participatory budgeting ideas to promote inclusion, writing proposals, etc.
- Access Cambridge/Sidewalk/Snow Committee – street & sidewalk accessibility issues, review MAAB variance applications, respond to complaints, etc.

Gary will send out the list of committees to members so they can consider which ones they may be interested in.

Other thoughts to keep in mind included business relations and doing more around mental health issues; these can be folded into the committees.

There was discussion about members holding a strategic retreat and developing a clearly defined mission and purpose, as well as the need for cohesion.

Kate will look into what other commissions have done in regards to holding strategic retreats for members.

Michael said that staff typically holds an orientation session for new CCPD members, inviting existing members to attend, as well. He is working with Gary to put together an agenda for an orientation.

**Police Community Liaison's Update:** Deputy Superintendent Jack Albert reported on the following topics:

- The PD has three electronic messaging boards, which are currently being used for bicycle safety messages. If CCPD has a public safety related message they would like displayed, they can be used for that. Matt Nelson is the contact person for those boards.
- Parking enforcement in bus stops, disability parking spaces, spots blocking curb ramps and crosswalks (see attached document Traffic, Parking & Transportation Parking Violations, May—September, 2016).
  - If anyone suspects that someone is abusing a disability parking placard, they should report it to the Police Department, which will investigate it.
  - Jack noted that there has been an ongoing problem with people parking in an MBTA bus stop near a funeral home; the funeral home is now placing signage in the bus stop asking funeral goers not to park there.
- The City has an open data webpage, which can be accessed from [www.cambridgema.gov](http://www.cambridgema.gov), where users can search for data on crime, crashes, violations, etc. The PD is now looking at mapping all that information.
- Jack encouraged folks to sign up for Code Red, an alerting system that alerts users to all snow and other emergencies in the City via phone, text messaging and email.

**Disability Reframed Film Series:** Bet MacArthur is working with the Boston Commission to encourage them to host a screening.

**Executive Director's Report:** Michael Muehe reported on:

- Holding an orientation for new members. He will be in touch in the next week or two with topics and dates.
- Vision Zero
- Meeting with Jason Slavok, artistic director of Liars and Believers Theater Company, which is making an effort to make sure all their performances embrace universal design principles
- Opposing an application for MAAB variance for 625 Mass Ave, which is undergoing a three-million-dollar renovation to be transformed into a shared work space. While 90% of the workspace is accessible, there is an elevated area that is only accessible via stairs, but regulations for full building accessibility have been triggered. He wrote a letter stating that they did not have an argument for impracticability. Given the nature of this flexible work space, they have no way of knowing when someone with a disability would need to access this space.

**Project Coordinator's Report:** Kate Thurman's report included the following:

- The September 30 Social Security and Employment event that CCPD co-sponsored with the Disability Law Center was very successful, with 175 RSVPs and a full house at the Library
- CCPD will be co-sponsoring another DLC event on October 14, Fire Emergency Evacuation for People with Disabilities
- CCPD will be moving email outreach to the Constant Contact platform, which will be a much cleaner format, in compliance with spam laws, and will allow people to sign up in a variety of ways, including via text, social media, online, etc. This will require reformatting outreach materials such as the AccessLetter.

The meeting adjourned at 7:06PM

Respectfully submitted by Kate Thurman