



Sudbury Commission on Disability Meeting Minutes

Thursday, September 8, 2022

Open Meeting

Kay Bell, Chair, read remote meeting protocols and called the virtual meeting to order with roll call at 7:32 PM

Members Present

1. Pat Brown
2. Randi Korn
3. Karyn Jones
4. Cameron LaHaise
5. Kay Bell

At 7:40 Jane Kline joined the meeting.

Member absent: Liesje Quinto

1. No public comment was offered.
2. Randi Korn was made Zoom co-host.
3. Karyn and Randi joined Kay in welcoming new members Pat Brown and Cameron LaHaise to the work of the COD.

Minutes

Minutes for the meeting of May 5, 2022: Amendments to draft minutes were offered.

Motion: Randi moved and Karyn seconded the motion to accept the minutes as amended.

1. Pat Brown: Aye
2. Cameron LaHaise: Aye
3. Jane Kline: Aye
4. Karyn Jones: Aye
5. Randi Korn: Aye
6. Kay Bell: Aye

Vote: 6-0. Motion carried unanimously.

Belatedly, Kay agreed to produce minutes for the meeting.

Minutes for the meeting of June 29, 2022: One amendment to draft minutes were offered.

Motion: Karyn moved and Jane seconded the motion to approve the minutes as amended.

1. Pat Brown: Aye
2. Cameron LaHaise: Aye
3. Jane Kline: Aye
4. Karyn Jones: Aye
5. Randi Korn: Aye
6. Kay Bell: Aye

Vote: 6-0. Motion carried unanimously.

Minutes for the meeting of July 6, 2022

Motion: Karyn moved and Pat seconded the motion to approved the minutes as submitted.

1. Pat Brown: Aye
2. Cameron LaHaise: Aye
3. Jane Kline: Aye
4. Karyn Jones: Aye
5. Randi Korn: Aye
6. Kay Bell: Aye

Vote: 6-0. Motion carried unanimously.

Minutes for the meeting of August 18, 2022: Amendments to draft minutes were offered.

Motion: Pat moved and Randi seconded the motion to approved the minutes as amended.

1. Pat Brown: Aye
2. Cameron LaHaise: Aye
3. Jane Kline: Aye
4. Karyn Jones: Aye
5. Randi Korn: Aye
6. Kay Bell: Aye

Vote: 6-0. Motion carried unanimously.

Disability Awareness project flyers (0:28:00)

1. Karyn shared images of flyer and lawn sign graphics for the “Together We Play” in-person event and the “Unlearning Ableism” virtual event. Members were impressed with the quality of the graphic design in both cases.
2. Kay reminded members that ADA requires all materials informing the public of programs and services are required to clearly offer accommodation.

3. Karyn explained that the library and staff are very good on inclusion and that for print materials it is late to change things now. She said the online material can include the offer of accommodation.
4. Randi pointed out that it is not possible to predict every disability that every participant may have, which is why it is important to put offer of accommodation on materials.

Motion: Randi made a motion to approve the graphic material for the Together We Play event. Kay seconded the motion.

1. Pat Brown: Aye
2. Randi Korn: Aye
3. Karyn Jones: Aye
4. Cam LaHaise: Aye
5. Jane Kline: Aye
6. Kay Bell: Yes.

Vote: 6-0. Motion carried unanimously.

5. For the Unlearning Ableism event Kay suggested considering providing ASL interpretation. Cam wondered what Ashley, the person delivering the event, would think about it.
6. Randi spoke strongly in favor of providing sign language interpreting and Cam agreed that if we have the budget would be good. Kay showed an estimated balance in the Handicap Parking Fines account of \$12,000 and noted that the account has not had any income in several years.
7. Pat inquired as to who will be paying for printing. Karyn said the library will print flyers to hang there and that they won't be put elsewhere.
8. Discussion of the variation of methods of communication for the variety of people in the Deaf Community and the community of those who have reduced hearing. Randi explained that the combination of live speech recognition transcription and ASL interpreting is the appropriate arrangement to meet the range of communication needs.

Motion: Karyn made a motion to approve the for the Unlearning Ableism event amended to include a statement that ASL interpreting will be available. Kay seconded the motion.

1. Pat Brown: Aye
2. Randi Korn: Aye
3. Jane Kline: Aye
4. Karyn Jones: Aye
5. Cam LaHaise: Aye
6. Kay Bell: Yes.

Vote: 6-0. Motion carried unanimously.

9. Karyn shared a press release that the library, preschool and the town have read and approved. Karyn crafted the various organization's quotes and got their feedback and approval.
10. Pat asked where will the press release go? Karyn explained that Leila Frank, the town manager's office manager and information officer will "push it out."
11. Jane wondered if the Disability Flag pins will be part of the October awareness activity. Kay suggested that after the decisions related to the collaboration of the three groups is taken care of, additional activities can be considered. Jane suggested changing the title of the press release from "Disability Awareness Month Events Coming to Sudbury in October" read, instead, "Disability Awareness Month Events Returning to Sudbury in October" since we did things in 2021. Discussion lead to leaving the title as it is.
12. Cam suggested that where "parents, grandparents" appears it include "guardians" as well.
13. Kay pointed out that the second sentence of the mission statement of the COD was not accurate. Karyn said that the town changed it because they believe it is inaccurate. Karyn said that the town is unclear whether the town worked with the group to approve the mission statement and the are looking into it. Karyn said that three people in the town looked at it. Kay stated that the COD has for twenty-nine years taken actions based on their votes and that the town administration has not needed to approve their actions.
14. Pat encouraged that the second paragraph be removed in order to move on. Members discussed whether the mission statement being changed should hold up the press release. Kay proposed including the whole mission statement or none of it. Karyn spoke in favor of deleting the second sentence only.

Motion: Pat made a motion to approve the press release as amended (per Karyn's suggestion).

Randi seconded the motion.

1. Jane Kline: Aye
2. Pat Brown: Aye
3. Karyn Jones: Aye
4. Cam LaHaise: Aye
5. Randi Korn: Aye
6. Kay Bell: No.

Vote: 5-1. Motion carried.

15. Karyn shared the marketing plan. Cameron will email a number of committees and boards. Karyn wondered if the words of emails need to be approved by the town. Kay indicated that the COD and other committees communicate with each other routinely and need not seek approval of the town administration to do so.
16. Karyn showed a list of facebook pages to post to. Pat suggested that Karyn ask the town to post the material and then ask the groups listed to share it. Karyn said she can manage the facebook posting.-

17. Lawn signs will be made. Placement on town property requires permission and community events are usually ok. People can place them on their own private property.
18. Karyn will email the principals for promotion in the school newsletters and will ask the various event participant groups to cross promote the virtual event as well as the. Randi volunteered to help email.
19. People will be asked to register for the virtual event and will receive an email reminder and a thank you for attending and an email survey. Kay asked about screenreader compatibility. Karyn indicated that Google now provides instructions for the specific types of questions and settings to make the survey form compatible. The results of the survey will be available to all sponsoring groups.
20. Kay asked if we will gather the contact information in order to reach out to participants for future events. Karyn was unsure if we could do that. Cam suggested that one more item be added offering those returning the survey the option to give their email address for future contact.
21. Kay asked Karyn to share the budget page so new members could see it. Karyn confirmed that she did receive from Kay the procedures for payments and reimbursements.

Motion: Karyn made a motion to approve spending approximately \$500 for American Sign Language interpreting for the October 13 Disability Awareness event. Cameron seconded the motion.

1. Jane Kline: Aye
2. Pat Brown: Aye
3. Karyn Jones: Aye
4. Randi Korn: Aye
5. Cam LaHaise: Aye
6. Kay Bell: Aye.

Vote: 6-0. Motion carried unanimously.

22. Karyn stated that the COD can have a table at the event in the library. It will be indoors. Kay said it would be a positive thing to do. Cameron and Kay both are available. Disability flag pins could be there for giving out and materials about the COD and related items can be displayed. (2:24:18)

Other Disability Awareness outreach

1. Jane had inquired and Kay suggested that we repeat the model that we implemented in terms of providing pins to the Sudbury Historical Society (SHS) for giving out with a suggested donation. The SHS would then keep the donations.

2. Kay would also like to communicate with committees, schools, and town staff to offer the pins again and to offer to attend an October meeting to speak briefly about Disability Awareness.
3. Karyn has asked the town whether the COD can fundraise. She suggested that Kay check with the town director of finance about giving pins. Kay explained that the question was discussed and settled last year. Pat asked for an explanation from the beginning. Kay will look for any records of the discussion and provide them. Jane explained that the COD wanted a public location where people could acquire a pin and the SHS Museum was a good choice. Kay noted that the building has recently been renovated and is accessible, and that the COD wanted to support a group that preserves Sudbury's history.

Municipal ADA Improvement Grant

The Combined Facilities Director and Interim Town Manager suggest that they can meet with us on Wednesday, September 28 for the purpose of being shown what they have decided to request funds for and to see if the COD will offer support. The sense of the board is to book that meeting.

Pending business for future meetings

1. Sudbury Doing Good community event table
2. Two open seats
3. Group norms
4. Goals for the coming year
5. Postings to the town website and other media

Adjournment

Motion: Karyn made a motion to adjourn. Pat seconded the motion.

1. Pat Brown: Aye.
2. Karyn Jones: Aye.
3. Kay Bell: Aye.

Vote: 3-0. Motion carried.

The meeting was adjourned at 10:13 PM.

Minutes respectfully submitted by Kay Bell.

**Sudbury Commission on Disability
Minutes of September 28, 2022**

Virtual Meeting. All attendees present remotely.

Members Present: Kay Bell (Chair), Karyn Jones (Vice-Chair), Pat Brown, Cameron LaHaise, Liesje Quinto

Members Absent: None

Also Present: Interim Town Manager Maryanne Bilodeau, Joint Facilities Director Sandra Duran

Kay Bell, Chair, called the meeting to order by roll call at 7:41 pm, and reviewed the protocols under which remote meetings are conducted. She then welcomed Town Manager Maryanne Bilodeau and Joint Facilities Manager Sandra Duran as panelists and asked Ms. Duran to present three Municipal ADA Improvement Grant applications she (Duran) will file on behalf of the town. Pat Brown will produce minutes for this meeting.

Ms. Duran briefly outlined the grant application process. The Massachusetts Office on Disability (MOD) is accepting grant applications until September 30, 2022, for projects that remove barriers to participation. Using the town's ADA self-assessment and transition plan, she identified three projects for which Sudbury can apply for funding under this program and is finalizing the grant application information for these projects under a very tight deadline.

She then presented the following three projects to the COD using forms (dated September 28, attached) updated from those available as Supporting Materials (dated September 23):

1) Accessible Water Fountain Installation in Town Buildings and PreK-8 Schools

This request is for a \$201,000 grant to provide and install twenty-three ADA compliant Hi-Low drinking fountains to provide universal access to drinking water in public spaces. Ms. Duran cited with gratitude the Sudbury Master Plan as her source of information quantifying the positive impact (number of affected people) this project would have on our community. She described specifics of how she estimated both project completion times and labor costs to arrive at the project total.

2) Accessible Pathways to Athletic Fields, Accessible Bench and Picnic Seating Areas on the grounds of town and PreK-8 Schools

This request is for \$636,752 in grant funding to provide pathways and benches and is “based upon existing conditions”—that is, addressing all the deficiencies identified in the transition plan and providing all benches and paths in their current locations.

- a) The range in the completion date (18 months to 24 months after award) is weather dependent. Kay Bell mentioned that a project receiving an ADA grant must be completed within one year. Ms. Duran will follow up.
- b) Ms. Duran requested the project as described in the town’s ADA assessment. The cost estimates in that assessment did not include restrictions explicitly required for municipal construction—that labor be compensated at prevailing wage, for example. Municipal construction requirements add substantially to the expect project cost as reflected in the proposal.
- c) While grants are capped at \$250,000, even a grant only partly covering this project would be helpful.

3) Assisted Listening Devices in Town and PreK-8 School Meeting Rooms and Auditoriums

The contractor is still scoping costs on this request. Ms. Duran will have numbers for the grant applications due on Friday. The proposal is for WiFi Assisted Listening Devices with reusable headsets available for those requiring them, based upon balancing various considerations including cost, functionality (encryption available for sensitive conversations) and general utility.

The COD discussed the individual projects as they were brought forward, with strong support and gratitude for all the work that had gone into defining the projects and compiling information for the grant proposals in the limited time available.

The COD then voted separately on their support for the three grant proposals. These votes were:

1. To support the Accessible Water Fountain project.

Motion by Karyn Jones, second by Pat Brown.

Unanimous support by roll call vote.

2. To support Accessible Pathways to Athletic Fields, Accessible Bench and Picnic Seating Areas

Motion by Cam LaHaise, second by Karyn Jones.

Unanimous support by roll call vote.

3. To support Assisted Listening Devices in Town and PreK-8 School Meeting Rooms and Auditoriums

Motion by Karyn Jones, second by Liesje Quinto.

Unanimous support by roll call vote.

Ms. Duran indicated that letters of support for these three projects submitted to the MOD from the COD would be welcome—the SPS School Committee and the Town Manager are also submitting letters.

The wording of these letters had to be approved by the COD at this meeting—that is, the remainder of this meeting was to be devoted to editing these documents. The COD thanked both the Town Manager and the Joint Facilities Director, and they were encouraged to leave the meeting about 9 pm, although they remained available by email.

The COD crafted letters of recommendation for each of the three grant proposals.

Kay Bell, Karyn Jones, and Liesje Quinto comprise the Transition Plan Subcommittee of the COD. They were updated by the Town Manager and Joint Facilities Manager on September 23. Each had drafted a letter of support for one project to be signed by the COD Chair on behalf of the entire Commission. Following a spirited session of live editing, the COD approved language for these letters that reflects our support of these initiatives. Each of the document owners will email the approved language to the Town Manager and Joint Facilities Director.

The COD voted to accept the language in the three letters of support for the three grant applications as approved at this meeting, with formatting and errors corrected, for submission in support of the MOD ADA grant applications.

Moved by Liesje Quinto, seconded by Karyn Jones.

Approved unanimously by roll call vote.

Karyn Jones will update the COD on events for Disability Awareness Month (October) at the October 6 COD meeting. We will miss Jane Kline, who resigned from the COD by email on September 27.

Motion to adjourn made by Pat Brown, seconded by Liesje Quinto, **unanimously approved by roll call vote at 10:27.**

Town Manager – COD Officer Monthly Check-in

9:00 AM Wed, Sep 21, 2022 via Zoom Webinar

Present: Interim Town Manager Maryanne Bilodeau (Maryanne), Vice-chair Karyn Jones (Karyn), Chair Kay Bell (Kay)

Items contributed by Kay and Karyn :

Membership - next steps: Do you intend to recommend appointment of the remaining applicants for the seats that remain open?

1. Maryanne suggests giving some time for the new group of members to work together for a few months to get acquainted and settle in before taking more action on filling positions.
2. Kay expressed concern that remaining prior applicants might feel passed over. Maryanne has communicated courteously to those applicants already regarding not being recommended for appointment in this round. She expressed that they certainly can be in another round of application.
3. Karyn and Kay both agree that waiting a while before working on filling empty seats is a good idea.

How can the COD support the formation of an “Action Plan Team” as described in the New England ADA Center’s ADA Title II Action Guide?

1. Maryanne reported that the concept of working with the various town departments and SPS is in the works. The project is complex with various levels and sources of funding to do the work that is required.
2. Maryanne expressed that the Town values input from the COD. No specific arrangement has yet been developed for COD involvement in a “Action Plan Team.”

Does the Town have a complete list of restaurants? That could be useful for an accessible dining guide should the COD choose to adopt that as a project.

1. During the meeting Maryanne sent a table of the more than thirty restaurants operating in Sudbury. All food serving establishments must be issued a Common Victualer License by the Select Board and the Health Department does inspections.
2. If ever a question or complaint about accessibility comes to the Town about a restaurant or other business, it is referred to the Inspector of Buildings for follow up.
3. Maryanne mentioned that some years ago the COD, including Lotte Diomedea, did an accessible restaurant project. Kay added that back in the 1990’s the early COD also did a restaurant project promoting accessibility.

What do you suggest for ways to procure funding from the town or other sources for projects the COD may choose to pursue going forward?

1. Maryanne explained that this is the season of capital project planning and submission are being made by departments for the Town Manger to submit to the Capital Improvement Advisory Committee. (CAIC) for study and recommendations. In December and January warrant articles for funding capital projects will be submitted for the warrant for the 2023 Town Meeting. Many needs will be reflected in those proposal and some will capture work needing to be done based on the Transition Plan.
2. Karyn asked what amount is in the Handicap Parking Fund and Maryanne obtained the current figure: \$12,932.90.
3. Karyn expressed that there are so many projects possible for enhancing accessibility (e.g. a hippocampe all-terrain wheelchair that can traverse trails, beaches, and even snow and ice) that those parking fine funds would be gone really quickly. Maryanne suggested that seeking funds from outside of the Town budget would be useful for that kind of project and looking at guidelines for Sudbury Foundation grants would be good. Kay wondered if partnering with other committees like Park and Recreation and Conservation to pursue that kind of project would strengthen a request.
4. Maryanne said she will need to investigate policy regarding Commissions on Disability doing fundraising as the question came up last October related to the COD's donation of pins. Kay noted that any financial transactions will need to follow the policies and practices of the Finance and Accounting Department.

Item contributed by Maryanne:

Protocols for posting on town web site:

1. Maryanne explained that there has only been one other committee (Community Emergency Response Team – CERT) that has posted information on the town website, beyond meeting agendas and approved meeting minutes. When the COD was given access to posting¹ the town should have given an access request form to sign and to be approved by the Town Manager. That did not happen. Now the form will be provided and once approved, posting of information beyond meeting materials will go through Leila Frank who manages these things for departments and committees. (Leila Frank is the Town Manager's Office Supervisor/Information Officer.)
2. Kay said that COD postings had been non-controversial for four years and that adopting the new procedure will not be difficult going forward. Kay spoke of the heavy toll the controversy around a posted article last summer took on the Commission's work and on herself personally. The discussion became very difficult for both Kay and Karyn.

¹ Mark Thompson provided training to Susan Uliano, Pat Guthy, and Kay Bell on October 9, 2018. At the COD meeting of October 30, 2018 policy for what subject matter would be posted was discussed. At the COD meeting of November 26, 2018 it was voted unanimously that Kay Bell be authorized to implement the posting of articles according to the guidelines discussed earlier.

3. Maryanne suggested leaving that history in the past and focusing on moving forward positively with the policy outlined. She said she is available to talk as needed and is eager to support the CODs work.

Next month:

1. The recently shared KP Law memo from January 2021
2. Any further information about policy or legalities on CODs fundraising
3. Other topics of priority as Town Manager or COD officers may add

COD Mandate

Sudbury adopted MGL Chapter 40, Section 8J
by passing Town Meeting Warrant Article 11
on April 7, 1993

Actions described in MGL Ch 40 Sec 8J

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 Massachusetts office on disability
4. review and make recommendations about policies, procedures, services, activities and facilities of departments, boards and agencies of said city or 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 activities of other local groups organized for similar purposes

Grouping of actions into functional categories

ASSESS

- Research - local problems of people with disabilities
- Review - policies, procedures, services, activities

EDUCATE

- Advise - municipal officials and employees
- Provide information - to individuals, public agencies, businesses and organizations
- Make recommendations - about policies, procedures, services, activities and facilities of departments, boards and agencies of said city or town

ASSIST

- Assist - municipal officials and employees in ensuring compliance
- Coordinate or carry out programs - in coordination with Massachusetts office on Disability
- Coordinate activities - of other local groups

Broad GOALS adopted March 25, 2019 to guide COD actions:

1. To ASSESS the needs of and challenges for persons living with disabilities and to identify barriers to participation of persons living with disabilities in activities, programs, and services of community life in Sudbury.
2. To EDUCATE the Town Government and the broader community about resources for persons living with disabilities, barriers to equal participation, and the ability of all persons to positively contribute to the community.
3. To ASSIST and support the Town Government and individuals living with disabilities to provide equal access and opportunities for all persons.

Action goals collected: open ended list for expanding, discussing, prioritizing

1. Partner with library for October Disability Awareness activities focused on inclusive play, books portraying positive socializing...
2. Pursue creation of Transition Plan Team/working group with admin, COD, community stakeholders to prioritize and monitor progress
3. Continue to monitor capital projects
4. Make presentation to Sudbury Chamber of Commerce
5. Celebrate 30th anniversary of Sudbury COD
6. Bring disability education event(s) to community
7. Create a warrant article for 2024 Town Meeting for an improvement project
8. Develop group norms
9. Participate in Sudbury Doing Good in November 2022
10. Collaborate on Municipal ADA Improvement Grant application
11.



Disability Awareness Month

Dear Chair and members,

The Sudbury Commission on Disability embraces October as Disability Awareness Month. Last year we were pleased to distribute lapel pins replicating the International Disability Awareness Flag and to tell the story of the “overcoming” spirit of the flag’s designer who is a young ballet dancer with Down Syndrome. We hope you will wear your pins at your meetings this month. Let me know if you need more pins and I will deliver them.

This October we would like to come to your meeting and make use of your Public Comment opportunity to speak briefly on Disability Etiquette. People in Sudbury want to treat everyone with dignity and respect and some of us may not know for sure what the best practice is when interacting with people with different kinds of disabilities.

Our webpage offers resources on Disability Etiquette and we’d like to share just a few samples at your meeting.

Thank you for allowing a few minutes for all of us to grow our Disability Awareness,

Kay Bell, Chair

On behalf of the Sudbury Commission on Disability

STATEMENT FOR PUBLIC COMMENT: (time: about 4 min)

Thank you for this opportunity. I'm _____ and I'm a member of the Sudbury Commission on Disability.

The Commission embraces October as Disability Awareness Month. Last year we shared our International Disability Awareness Flag lapel pins, and told the story of the flag's designer who is a young ballet dancer with Down Syndrome. This year we're here to offer a few ideas about Disability Etiquette.

People in Sudbury want to treat everyone with dignity and respect and many of us may not know for sure what the best practice is when interacting with people with different kinds of disabilities. Here are some examples and some guiding principles:

1. Should I bend down to speak with a person who's using a wheelchair?

Most wheelchair users don't feel comfortable if someone bends over them to talk to them. If there's a seat nearby, sitting is the most natural way to chat with a person who uses a wheelchair. If that's not an option standing normally and speaking naturally is good. If it's a noisy situation and hearing each other isn't working, many wheelchair users are fine if you kneel, if that's something you can do.

2. If I meet a blind person about to cross a road, should I take their arm?

People who are blind or who have low vision would be startled by a person taking ahold of their arm. First identify yourself – "Hi, I'm _____. I'm crossing the street. Can I give you a hand?" If agreed to, stand a little ahead and to one side of the person and offer your arm – "I'm on your left side, here is my arm." When the person takes your arm or holds onto your elbow, you can move ahead. Be sure to tell them when there's a curb to step down or to step up, or if there is a change in the surface, like from pavement to grass.

3. What's the best way for me to speak to a person who has loss of hearing?

If you're speaking to a person with hearing loss – Don't shout. That will distort your words. Be sure you have their attention and face the person directly. Good lighting helps them see your face and lips, and a quiet corner or room is helpful. Then just speak clearly, and if the person doesn't understand, restate what you said.

4. If a person with a disability has a companion or sign language interpreter with them, who should I speak to?

This is a simple one: Speak directly to the person with a disability. Talk with them as you would with anyone else.

We're all just people with more in common than we sometimes realize, whether we have a particular condition or not. So, interact with anyone with a disability as though they are your neighbor or a family member. When you do that, you'll be a kind and respectful friend.

For more information and encouragement on Disability Etiquette please visit the COD on the town website under "Committees." (at <https://sudbury.ma.us/disability/>)

And please, tune into "Unlearning Ableism" a virtual event on Thursday, October 13 at 7:30 PM and our in-person special event at Goodnow Library for children and families called "Together We Play" on Sunday, Oct 23 beginning at 1 PM. More details are on our webpage.

TO: Henry L. Hayes, Jr., Town Manager (*By Electronic Mail Only*)
FROM: Gregg J. Corbo, Esq.
RE: Role of Disability Commission – ADA Self Evaluation and Transition Plan
DATE: January 8, 2021

I am writing in response to your request for an opinion concerning the role of the Town's Disability Commission with respect to the preparation of an ADA self-evaluation and transition plan. It is my understanding that the Town has retained the services of a consultant to prepare a self-evaluation and transition plan with respect to the Town's properties, programs and services and to issue a report to the Town Manager. During the course of this work, a question has arisen as to what role, if any, the Town's Disability Commission should play in the process of developing the plan. For the detailed reasons set forth below, it is my opinion that the Disability Commission's role is to provide input to the Town Manager in the form of comments and non-binding recommendations.

Pursuant to ADA's implementing regulations, 28 CFR 35.105(a), the Town is required to evaluate its current services, policies, and practices, and the effects thereof, that do not or may not meet the requirements of [the ADA] and, to the extent modification of any such services, policies, and practices is required, the Town is required to proceed to make the necessary modifications. This process is referred to as the Self Evaluation and Transition Plan (the "Plan"). As part of the procedure for developing the Plan, the Town is required to provide interested parties, including individuals with disabilities or organizations representing individuals with disabilities, with an opportunity to participate in the self-evaluation process by submitting comments. 28 CFR 35.105(b).

The implementing regulations do not specify who in a municipality is responsible for preparing the Plan or implementing its recommendations. By passage of Chapter 131 of the Acts of 1993, the Town Manager is the Chief Administrative Officer of the Town and in that capacity he is responsible for responsible for the efficient use, maintenance and repair of all town facilities. In my opinion, the Town Manager's responsibility for Town facilities includes development and execution of plans to ensure that they comply with the requirements of law. Therefore, it is my opinion that the Town Manager, as the Chief Administrative Officer of the Town, has the final authority over all aspects of the Plan, subject to the requirement that he provide members of the public with an opportunity to be heard with respect thereto. The nature and extent of such public input, however, is not specified in the regulations, and is left to the reasonable discretion of the Town Manager.

The Disability Commission was formed pursuant to Massachusetts General Laws, Chapter 40, Section 8J. The Disability Commission is an advisory board, charged with, among other things: researching local problems of people with disabilities; advising and assisting municipal officials and employees in ensuring compliance with state and federal laws and regulations that affect people with disabilities; and reviewing and making recommendations about policies, procedures, services, activities and facilities of departments, boards and agencies of the Town as they affect people with disabilities. The statute does not confer upon the Disability Commission the authority to implement policy or to make decisions that are binding on the Town.

While the Disability Commission and its members are a valuable resource to the Town, and their input with respect to the Plan should be encouraged, it is my opinion that the Disability Commission does not have a formal role to play with respect to the development and implementation of the Plan. Rather, in my opinion, the Disability Commission's role is limited to providing input and recommendations to the same extent as other members of the public and other organizations representing individuals with disabilities.

It is my understanding that the Town Manager intends to provide the Disability Commission and its members with an opportunity to review a draft of the Plan and that members of the Commission will have an opportunity to provide comments and recommendations prior to the Plan being finalized by the Town's professional consultant. In my opinion, this level of participation satisfies the Town Manager's obligation for soliciting comments from organizations representing individuals with disabilities. While the Town Manager may, in his discretion, allow the Commission to play a larger role in the process, it is my opinion that it he is not required to do so.

Please do not hesitate to contact me if you have any questions or if you would like to discuss this matter.

Website Access Request Form

The Town of Sudbury website is a Town asset and, its use is permitted by approval of the Town Manager. Several restrictions and guidelines apply. A request should be either emailed to townmanager@sudbury.ma.us or by letter addressed to Town Manager, Flynn Building, 278 Old Sudbury Rd., Sudbury, MA 01776.

Permission will be based upon completion of the following information and agreement to the guidelines provided

Name of Applicant: _____

Street address and phone: _____

Email address: _____

Request and reason for access: _____

Guidelines for use:

_____ I agree to post only notices/agendas of upcoming meeting to my Committee's website

_____ I agree to post only minutes which have been approved by my Committee at an open meeting.

_____ A training session on using the Web Editor Interface will be scheduled with the Technology Administrator, infosystems@sudbury.ma.us before permission is granted to the requestor.

I agree to the terms outlined above and request permission to access the Town's website.

Applicant: _____

Town Manager approval: _____

Date of approval: _____



Report on COD Webpage

Compiled by Kay Bell 09-26-22

1. It appears the page was first created in 2006.
2. In the first seven years eleven articles were published.
3. Then there was a gap of five years with no information published.
4. Since early in 2018 there have been 124 articles published - an average of about 3 per month.
5. Bethany Hadvab, Community Social Worker; Debra Galloway, Director Senior Center; Leila Frank, Town Manager Office Supervisor; and Mark Thompson, Director Information Systems have all published articles of common interest on the COD webpage by sharing an article from their own webpage. That has happened 15 times in four years.
6. Occasionally a COD article was shared to the Front Page of the town website, the Council on Aging, or the Social Worker page.
7. Most articles relate to Sudbury resources or events, including – of course – COD information. A few articles focus on topics of wider reach, like resources available regionally or statewide, or broad health and mental health resources.
8. A sequential list of articles and their authors is below.

Author Network Admin 11 articles

09-20-06	Community Access Monitor Training
03-20-07	Contact Us!
12-05-08	Handicap parking is for those who need it
10-28-09	Low-Vision Computer Workstation Available
11-01-11	Learn more about our Commission
11-17-01	Next Meeting
02-02-12	Commission Meeting Dates
03-19-12	COD sponsors scholarship program

- 05-30-12 Next Meeting
- 03-07-13 Meeting tonight cancelled
- 09-09-13 Meeting dates 2013-2014

Author Bethany Hadvab 7 articles

- 02-07-18 Advocacy Opportunity in DC for Families with Children Age 0-3
- 03-09-18 SENIOR CENTER IS EMERGENCY SHELTER, CHARGING AND WARMING STATION
- 03-11-18 Senior Center Shelter Closing at 10am/List of Additional Resources
- 03-15-18 SNAP Reimbursements for Lost Food During Storms
- 04-11-18 Route 20 Shuttle Services Begins on April 12th!
- 04-30-18 Your Opinion is Critical: Take the Sudbury Needs Assessment Survey
- 09-11-18 Holiday Gifts for Families in Need

Author Kay Bell 17 articles

- 10-23-18 We're Listening
- 10-23-18 Food Allergy Fun and Safety
- 10-31-18 Department of Developmental Services Event
- 11-03-18 Meet & Greet SPS Admin, SEPAC Meeting & Parent Social
- 11-09-18 Commission on Disability Has Six Open Seats
- 12-03-18 Social Security Benefits for Autistic Adult Children
- 12-10-18 SPS SEPAC Open Board Meeting Thu 12-13-18 9 AM
- 12-20-18 COD Sets Meeting Schedule
- 01-26-19 Food Allergy Issues? Free Help via Three Live Stream Events
- 02-19-19 Families – Two Helpful Workshops Coming Up
- 03-06-19 SEPAC Board Meeting Thu Mar 14 / Topic on Safety
- 03-13-19 L-S SEPAC Hosts Event with Teen-related Tips
- 03-13-19 Fri May 3 – Sudbury Students Compete in Unified Games
- 03-20-19 Accessible Voting Available
- 04-01-19 CANCELLED – Special Education Mediation Event
- 04-23-19 DESE Review of SPS Special Education Underway
- 05-06-19 Sudbury Center Serves Seniors Living with Disabilities

Author Bethany Hadvab 1 article

05-15-19 Neighbor Brigade Needs Volunteers to Serve Sudbury

Author Kay Bell 13 articles

05-23-19 What's On Your Mind?

05-23-19 How's Your Disability Etiquette?

05-23-19 Survey for SPS Families and Annual Meeting

07-23-19 Be a Member of Sudbury Housing Trust

07-23-19 Has a Loss Touched Your Life?

07-26-19 The Bus Can Get You Back and Forth

07-27-19 Up Next! Get a RIDE Within Minutes

07-29-19 Home Medical Equipment Giveaway

08-23-19 Join the Neighbor Brigade

08-31-19 What's So Good About Sudbury (Sudbury Doing Good)

09-03-19 SPS SEPAC Will Meet 7 PM Wed Sep 4

10-19-19 Halloween Fun and Food Allergy

10-19-19 SPS SEPAC Offers Learning for Parents and More

Author Debra Galloway 1 article

10-25-19 Dementia Friendly Sudbury Kick-off!

Author Kay Bell 13 articles

10-30-19 Free Basic Rights Workshops Support Learning

11-11-19 This Wednesday – Chat with SPS Administrators

11-11-19 Dementia-Friendly Sudbury, a How To Opportunity

11-13-19 Can You Help Out at the Food Pantry?

12-23-19 Kind Community Even If Memory Fades

02-19-20 Over 55? Be Well in Many Ways

02-19-20 Income Taxes Due Apr 15 – Help Is at Hand

02-25-20 For High Functioning Autism Spectrum Students' Families

03-17-20 In this Together

04-06-20 In This Together – Resource Guide

04-06-20 The Arc Connecting with Persons with Intellectual and Developmental Disabilities

04-08-20 Virus Pandemic Can Affect Mental Health

04-08-20 SCRAM! Scams

Author Bethany Hadvab 1 article

04-16-20 CDC Recommends Cloth Face Coverings to Slow the Spread

Author Kay Bell 47 articles

06-06-20 Pandemic Can Affect Mental Health
06-06-20 How to Make It Through a Pandemic
08-04-20 Sudbury SEPAC Releases Survey Results
08-04-20 Town Manager to Attend COD Meeting
08-20-20 Your Right to Vote – You’re Right to Vote
08-25-20 Adult & Senior Recreation Inclusion Forum for MA Families
08-25-20 Parent Advisory Council Meets the Moment
08-28-20 LSRHS SEPAC Launches with New School Year
10-10-20 LSRHS SEPAC Welcomes All L-S Families
10-12-20 Help Make Sudbury More Accessible
11-10-20 CAN DO-ability: swim, bike, run
11-10-20 Chat & Relax at Sudbury SEPAC Café
12-05-20 Thank You for Doing Your Part
01-20-21 Thank You for Doing Your Part
02-02-21 College and Transitions – Explore / Plan
02-02-21 This Week! Special Education Help
02-19-21 Mass Health Provides Free Transportation for COVID Vaccine
02-23-21 Sudbury SEPAC to Meet
02-24-21 March 2 Select Board Launches Accessibility Project
03-01-21 8:30 PM, Tue, Mar 2 – ADA Experts Present
03-07-21 Speak Up at ada@disability.ma.us
03-10-21 L-S SEPAC to Meet 7 PM, Thu, Mar 11
03-15-21 Apply for Vote-by-Mail Ballot by Tue, Mar 23 – actually, SOONER
03-15-21 Doors Open for Visiting Virtually
03-19-21 Your Experience Counts
04-05-21 Virtual Visiting with an Eye on Accessibility
04-05-21 Tue, Apr 6, 7-9 PM – The IEP
04-11-21 Sudbury RESIDENTS: Your Input Counts
04-15-21 Let’s Talk Access, Inclusion, and Fun

- 04-26-21 Hear Ye, Hear Ye – The Report Is In
- 04-28-21 Virtual Visiting – Including Everyone
- 05-05-21 You Are Invited to a COD Meeting
- 05-07-21 Who Is Judy Heumann?
- 05-13-21 Fun Can Be Accessible
- 05-21-21 Need a Ride?
- 05-27-21 Need a Ride? Oh, here it comes!
- 06-02-21 Experts Offer Q & A on Accessibility
- 06-08-21 Let's Look at Transportation
- 06-23-21 Affordable Rides Can Get You There
- 08-23-21 LS SEPAC to Meet Wed, Aug 25, 7 PM
- 08-23-21 Sudbury SEPAC to Meet Thu, Aug 26, 7 PM
- 10-05-21 SEPAC Café – In Person & Outside
- 10-06-21 Calendar of Caring
- 10-13-21 Regional Newspaper Takes Notice
- 10-15-21 Interacting with and Writing about Individuals with Disabilities
- 10-21-21 Pathways to Employment
- 11-01-21 Wed, Nov 10th 7 PM Sudbury COD Inclusive Community Event

Author Leila Frank 1 article

- 11-10-21 Creating a Welcoming Community for People with Brain-Based Disabilities

Author Kay Bell 2 articles

- 11-12-21 School Mental Health Systems to Support Students Beyond the Pandemic
- 11-15-21 Taking Care of Business and Socializing

Author Leila Frank 1 article

- 11-17-21 Commission on Disability Seeking New Members

Author Kay Bell 12 articles

- 11-24-21 Boston to Make Curb Ramps All Over City
- 12-01-21 Community Center Project Walk-through Tonight 7:00 PM
- 12-01-21 View Creating a Welcoming Community for Brain-Based Disabilities

- 12-08-21 Individuals with Disabilities White House Briefing
- 01-10-22 ADA Self Evaluation and Transition Plan
- 01-18-22 Inclusion Discussion – 2 PM Sun, Jan 30, 2022
- 02-08-22 Support for Students – Thu, Feb 10, 7-9 PM
- 02-15-22 Sudbury SEPAC to Meet Wed, Feb 16, 7 PM
- 04-02-22 Bylaws Refreshed
- 04-02-22 Sudbury COD Seeks New Members
- 04-22-22 Disabled Persons Protection Commission
- 04-30-22 Legislators Address Accessibility Legislation

Author Mark Thompson 1 article

- 05-02-22 Closed-Captioning Available at Town Meeting

Author Kay Bell 5 articles

- 05-07-22 COD Voiced Support for Articles at Town Meeting
- 05-21-22 Celebrating Spring 4 – 8 PM, Thu, June 16
- 06-02-22 Film Screening: Intellectual Disabilities Community + COVID
- 07-03-22 Sharing Playground in Summer
- 07-23-22 People with Disabilities Count, and Count the Years

Author Debra Galloway 1 article

- 07-25-22 Become a Dementia Champion

Author Leila Frank 1 article

- 09-15-22 Disability Awareness Month Event Coming in October
(content provided by Karyn Jones)