



For an accommodation to participate in this meeting please contact the ADA Coordinator as soon as possible at (978) 639 – 3381 or email ada@sudbury.ma.us

Sudbury Commission on Disability Meeting Agenda

Thursday, February 2, 2023

7:30 – 9:30 PM

To participate in this virtual meeting click the link: <https://us02web.zoom.us/j/86958120920>

For audio only, call 978-639-3366 or 470 250 9358, enter Meeting ID 869

Open Meeting (5 minutes)

1. Convene with quorum. Roll call, read protocols
2. Select minutes recorder (Rota: Kay, Pat, Liesje, Cam)
3. Public Comment

Reports (10 minutes)

Monthly Town Manager check-in, Transportation Committee, Diversity Equity and Inclusion Commission, Community Input, Fairbank Community Center, L-S SEPAC & Sudbury SEPAC

Discussion / Potential Action Items

1. (15 mins) Goals - Cam
2. (15 mins) Items generated by goals discussion that need discussion/action now - All
3. (10 mins) COD town webpage - Pat Brown
4. (10 mins) Transition Plan Subcommittee - Liesje
5. (5 mins) Approve minutes

Close Meeting (10 minutes)

1. Future Agenda Items
2. Review Action Items
3. Adjourn

These agenda items are those reasonably anticipated by the Commission to be discussed at the meeting. Not all items listed may in fact be discussed and other related items, not listed, may also be brought up for discussion to the extent permitted by the Open Meeting Law.

Annual Calendar Terms begin in June

June

1. Reorganization – officers, subcommittees, liaison & committee assignments
2. New members
3. Review mission & broad goals

July

1. Define annual goals that are SMART: Specific, Measurable Attainable, Relevant, Time oriented
2. Quarterly finance report

August

1. Plan Oct Disability Awareness
2. Plan fall education event

September

1. Promote awareness campaign and education event
2. Apply for CPA funds for a project

October

1. Implement awareness campaign
2. Deliver education event
3. Quarterly finance report

November

1. Prepare Annual Report
2. Plan next event
3. Monitor projects seeking CPC and other Town funding

December

1. Approve annual report
2. Consider Town Mtg warrant article submission (30th Anniversary)

January

1. Submit annual report
2. Quarterly finance report

February

1. Promote next education event

March

2. Deliver next education event

April

1. Support Unified Games
2. Quarterly finance report
3. Consider positions on Town Meeting warrant articles relevant to accessibility

May

1. Town Meeting participation
2. Review Bylaws

Ongoing

- Monitor & collaborate with Town staff on Transition Plan
- Liaise with & serve on
 - Transportation
 - Diversity, Equity, Inclusion
 - SPS & L-S SEPACs
 - *Council on Aging?*
 - *Park & Recreation?*
 - *Permanent Building?*
- Monthly mtg w/ Town Manager
- Take Community Access Monitor training and other professional development opportunities

01-24-23

Hi, Kay.

One facet of our webpage is the **documents** we have posted. These should be updated to

- a) archive items which are dated (e.g. event announcements for past events)
- b) add foundation documents (MGL Chapter 40 Section 8J, Article 11 Proceedings 1993 Annual Town Meeting)
- c) discuss and modify items that are outdated or subject to discussion

I have attached supporting materials for COD Documents update for my agenda item:

- 1) a screenshot of our existing documents page, and suggestions for how to update
- 2) a copy of the 1993 Proceedings for Article 11 creating the COD
- 3) a copy of MGL Chapter 40 Section 8J governing the COD at the state level

I welcome other suggestions during our meeting.

01-30-23

2) Additional FAQ questions should include (not necessarily in this order):

a) How can I donate to the Commission on Disability?

Donations are made to the Town of Sudbury with directions that they are for the COD, with further restrictions as desired. Donations must be accepted by the Select Board before they can be received by the COD.

b) Is there a one-page list of resources available in Sudbury to address concerns of people with disabilities?

<https://sudbury.ma.us/socialworker/2022/07/12/disability-resources/>

c) What is the procedure for filing a grievance if I believe I have been discriminated against on the basis of disability as related to the Town's programs policies and procedures?

We need to (with the help and/or review of staff) establish a grievance procedure as described in the Transition Plan and the ADA Toolkit here: <https://archive.ada.gov/pcatoolkit/chap2toolkit.pdf>

01-30-23

Hi, Kay.

One last website update to discuss on Thursday—the “Links” page on our website.

The links we supply should work. We can add other links if necessary.

These are the last packet materials I plan to submit for February 2. (Documents on January 26, FAQ, and now this.) Let me know if you need anything else.

Thanks.

Pat

Search document contents:

Search

Category:

All Categories

Submit

Start typing to filter

filter

Already in "Minutes." Remove/archive?

Commission on Disability - All Active Documents			Include Archived Items
Title	Date	Categories	Site
Meeting minutes_11.10.22	December 6, 2022		Commission on Disability
Unlearning Ableism Resources	October 24, 2022		Commission on Disability
Ashley Harris Whaley	September 15, 2022		Commission on Disability
Together We Play_CODE Event	September 15, 2022		Commission on Disability
Press Release Understanding Differences Campaign	September 15, 2022		Commission on Disability
ADA Report Part C – Self Evaluation Sites Summary	January 10, 2022		Commission on Disability
ADA Report Part B – Policies & Practices	January 10, 2022		Commission on Disability
ADA Report Part A – Executive Summary	January 10, 2022		Commission on Disability
ADA Report Priorities All Sites	January 10, 2022		Commission on Disability
ADA Report Parks & Open Spaces	January 10, 2022		Commission on Disability
ADA Report Schools	January 10, 2022		Commission on Disability
ADA Report Municipal Buildings	January 10, 2022		Commission on Disability
Mission Statement – 2018 statement updated fall 2018 at COD meeting	October 10, 2018	Commission on Disability	Commission on Disability
Rules and Regulations of the Sudbury Commission on Disability By-Laws adopted March 27, 2007	April 29, 2015	Bylaws Commission on Disability	Commission on Disability
Commission on Disability Application for membership	May 21, 2012	Commission on Disability	Commission on Disability

Archive (event passed)

Add MGL Ch 40 8J

Add Proceedings 1993
Annual Town Meeting
Article 11

Update to align with
law and goals

EVERSOURCE Sudbury to Hudson Transmission Line Project

[News](#) [Documents](#) [Meetings](#) [Members](#) [FAQs](#) [Links](#)

<https://sudbury.ma.us/disability/faq/i-dont-drive-how-can-i-get-around-town/>

I don't drive. How can I get around Town? stale (!)

Published February 23, 2010 | Commission on Disability | Updated October 16, 2018

I don't drive. How can I get around Town?

Answer

People 60 and older and people with disabilities can ride the Council on Aging Van. It is equipped with a wheelchair lift, and provides service from 8:30 AM to 3:30 PM Monday through Friday within Sudbury. The fare is \$1.00 each way. The cost of operating the van is paid by the MetroWest Regional Transit Authority. To schedule a ride, call 978-443-3055.

Replace with: <https://sudbury.ma.us/transportation/2022/07/21/subsidized-transportation-options-summary-sheet/>

FAQ Categories

[Commission on Disability](#)

 [Email this FAQ](#)

 [Print this FAQ](#)

 [Back to Commission on Disability](#)

Commission on Disability


 — [Subscribe to Content Updates](#)



[Mission Statement](#)

[To Request Reasonable Accommodation](#)

Upcoming Meetings

We welcome you to attend 

Sudbury Lincoln Community Resource Awareness Network (CRANE)

Coordinated access to education, support, prevention, and intervention services that help raise healthy, resilient youth

Categories: [Education](#), [Health](#), [Services/Adults](#), [Services/Children](#), [Services/Teens](#)

MetroWest Center for Independent Living (MWCIL)

Provides an array of independent living services that enable people with disabilities to live in the community...by teaching the practical skills and confidence to take control over their lives and become active members of the communities in which they live.

Categories: [Education](#), [Services/Adults](#), [Services/Teens](#)

Federation for Children with Special Needs (FCSN)

Provides information, support, and assistance to parents of children with disabilities, their professional partners, and their communities. Direct services, training, and advocacy are available.

Categories: [Education](#), [Services/Children](#), [Services/Teens](#)

LSSEPAC

Lincoln-Sudbury Regional High School Special Education Advisory Committee serves children 14-22 years old by collaborating positively with families and schools to ensure students' needs are met as they progress toward adulthood.

Categories: [Education](#), [Services/Teens](#)

SPS SEPAC

Sudbury Public Schools Special Education Parent Advisory Committee collaborates with the schools to continuously improve student outcomes and well-being and serves as a resource to local families of students with disabilities.

Categories: [Education](#), [Services/Children](#), [Services/Teens](#)

Massachusetts Office on Disability (MOD)

Info about the rules and resources for all aspects of lives of persons with disabilities

Categories: [Education](#), [Employment](#), [Services/Adults](#), [Services/Children](#), [Services/Teens](#)

Greater Boston United Spinal Association

Dedicated to enhancing the quality of life of people living with spinal cord injuries and disorders.

Categories: [Health](#), [Services/Adults](#), [Services/Children](#), [Services/Teens](#), [Veterans](#)

Does not resolve.

To Request Reasonable Accommodation

Upcoming Meetings

We welcome you to attend

- 7:30 pm, Thu Feb 2, 2023
- 8:45 am, Fri Feb 10, 2023
- 7:30 pm, Thu Mar 2, 2023



More info and link to attend: Go to "Meetings" menu above and to the left; or go to Calendars/[Town Calendar](#) in the banner above

Contact

Email: disability@sudbury.ma.us

Phone: (978) 639 - 3265



Related Departments

➡ Counterpart Committees

- [Council on Aging](#)
- [Health Department](#)

Stale (redirects). Update link to: www.sudburysepac.org

Part I	ADMINISTRATION OF THE GOVERNMENT
Title VII	CITIES, TOWNS AND DISTRICTS
Chapter 40	POWERS AND DUTIES OF CITIES AND TOWNS
Section 8J	DISABILITY COMMISSION; POWERS AND DUTIES; MEMBERS; TERMS

Section 8J. A city which accepts the provisions of this section by vote of its city council, subject to the provisions of its charter, or a town which accepts the provisions of this section at an annual or special town meeting, may establish a commission on disability, hereinafter called the commission, to cause the full integration and participation of people with disabilities in such city or town. Such commission shall (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.

Said commission shall keep records of its meetings and actions and shall file an annual report which shall be printed in the city or town annual report and shall have at least ten meetings annually.

Said commission shall consist of not less than 5 and not more than 13 members. In cities, the members shall be appointed by the mayor, subject to the provisions of the city charter except that in cities having a Plan D or Plan E form of government said appointments shall be by the city manager, subject to the provisions of the charter, and in towns they shall be appointed by the selectmen, except towns having a town manager form of government, in which towns appointments shall be made by the town manager, subject to the approval of the selectmen and except towns having a town council form of government, the town manager. A majority of said commission members shall consist of people with disabilities, one member shall be a member of the immediate family of a person with a disability and one member of said commission shall be either an elected or appointed official of that city or town. The terms of the first members of said commission shall be for one, two or three years, and so arranged that the term of one-third of the members expires each year, and their successor shall be appointed for terms of three years each. Any member of said commission may, after a public hearing, if so requested, be removed for cause by the appointing authority. A vacancy occurring otherwise than by expiration of a term shall be filled for the unexpired term in the same manner as an original appointment. The chairperson and other officers shall be

chosen by a majority vote of said commission members.

Said commission may receive gifts of property, both real and personal, in the name of the city or town, subject to the approval of the city council in a city or the board of selectmen in a town, such gifts to be managed and controlled by said commission for the purposes of this section.

APRIL 7, 1993

ARTICLE 11 ACCEPT GENERAL LAWS CHAPTER 40, SECTION 8J
CREATE COMMISSION ON DISABILITY

To see if the Town will vote to accept Chapter 40, Section 8J of the Massachusetts General laws, which provides the authorization to cities and towns to establish a permanent Commission on Disability for the purpose of developing, coordinating or carrying out programs designed to meet the needs of persons with disabilities, in cooperation with the Massachusetts Office on Disability and Town agencies, and to raise and appropriate or transfer from available funds a sum of money for this purpose; or act on anything relative thereto.

Submitted by the Board of Selectmen and Town Clerk

John Drobinski of the Board of Selectmen *moved to accept Chapter 40, Section 8J of the Massachusetts General Laws, which provides the authorization to cities and towns to establish a permanent commission on disability for the purpose of developing, coordinating or carrying out programs designed to meet the needs of persons with disabilities, in cooperation with the Massachusetts Office on Disability and Town Agencies.* The motion was seconded.

Finance Committee Report: (J. Haughey) The Committee took no position on this article.

Irena P. Schmid of Austin Road, one of the two residents who originally presented the idea of a Sudbury Commission on Disability to the Board of Selectmen, addressed the Hall and noted the purpose of the Commission would be to act as a resource for the Town's disabled citizens as well as business community. The Commission would provide support services, referrals, disability awareness information and educational training programs. There are presently 135 active Commissions throughout the State. Ms Schmid having worked directly with the Acton Commission, spoke with first-hand knowledge as to many of the on-going accomplishments in that community.

Site visits are made to employers, upon request, to talk with them about compliance with the Americans Disability Act (ADA). A needs analysis was conducted to determine those residents in Acton who are disabled, so as to address their needs, many training programs have been sponsored by the Commission. Strikingly as it may sound, Ms. Schmid noted there are 43 million disabled Americans, which represents one out of every six individuals. As to how many there are in Sudbury, at this time there is no accurate figure, but it was certain Sudbury is well represented in those statistics. With the passage of the ADA of 1990, the "civil rights" of all individuals with disabilities has been assured, as the provisions of ADA prohibit discrimination in the areas of public accommodation, private sector employment, transportation, state and local government services and telecommunications. ADA is a very comprehensive piece of federal legislation.

As of July 26, 1992, all businesses with 25 or more employees are required to comply with the employment provisions of the ADA. Ms. Schmid pointed out that attitudes cannot be legislated no matter how good a piece of legislation may be. There are still many myths, stereotypes and fears which prevent disabled people from enjoying full participation in our society and our community. The breakdown of barriers, the dispelling of myths and the allaying of our fears take time and resources. Sudbury has already made strides and demonstrated its commitment to these issues through the work of the Sudbury Access Advisory Group, Bob Williams, Jack Hepting, Jean MacKenzie and the ADA Employment Task Force.

The Task Force reviewed all the employment practices and policies presently in place in the Town and the Schools. The Town, she reported, is in very good shape in many areas; however, there are some things that need to be fine tuned and worked upon.

Addressing the funding for the Commission, Ms. Schmid noted that she was under the impression this would initially come from handicapped parking violations here in Town, as well as donations in-kind from many local employers and companies. As many employers are very active in this area, she was confident they would donate some services.

APRIL 7, 1993

Otherwise, the Commission plans to be self-supporting. The benefits to be derived from the Commission, she observed, will impact all of us. The disabled of our community need a forum and a support network. For the most part, businesses want to comply with the provisions of ADA. However, many of them do not know where to start and they need referrals and resources. Sudbury's Commission on Disability would be where to find these referrals and resources.

After some discussion both in support and opposition, a motion to amend was presented to the voters by Thomas Hillery of Willow Road, *move to add to end of the motion 'such Commission shall consist of five members.'* The motion was seconded.

Selectmen Blacker spoke to the defeat of the motion to amend, but supported the main motion noting that such a Commission would reach a segment of the population that doesn't have anyone who is acting for them. He further noted there are other commissions, such as the Council on Aging, and they all work.

The motion to amend failed

The main motion under Article 11 was VOTED a hand vote.

[Name of public entity]
Grievance Procedure Under
The Americans with Disabilities Act

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 (“ADA”). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the ***[name of public entity]***. The ***[e.g., State, City, County, Town]***’s Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

[Insert ADA Coordinator’s name]
ADA Coordinator [and other title if appropriate]
[Insert ADA Coordinator’s mailing address]

Within 15 calendar days after receipt of the complaint, ***[ADA Coordinator’s name]*** or ***[his/her]*** designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, ***[ADA Coordinator’s name]*** or ***[his/her]*** designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the ***[name of public entity]*** and offer options for substantive resolution of the complaint.

If the response by ***[name of ADA coordinator]*** or ***[his/her]*** designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the ***[City Manager/ County Commissioner, or other appropriate high-level official]*** or ***[his/her]*** designee.

Within 15 calendar days after receipt of the appeal, the ***[City Manager/ County Commissioner/ other appropriate high-level official]*** or ***[his/her]*** designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the ***[City Manager/ County Commissioner/ other appropriate high-level official]*** or ***[his/her]*** designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by ***[name of ADA coordinator]*** or ***[his/her]*** designee, appeals to the ***[City Manager/ County Commissioner/other appropriate high-level official]*** or ***[his/her]*** designee, and responses from these two offices will be retained by the ***[public entity]*** for at least three years.