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## Sudbury Commission on Disability Meeting Agenda

Thursday, June 1, 2023

7:30 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 86958120920

### Open Meeting

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

### Discussion / Potential Action Items

1. Reports: Chief Nix, 30<sup>th</sup> Anniversary, Survivorship and Disability Panel, other
2. Approve minutes: 04-04-23 (LQ), 04-13-23 (CL), 05-04-23 (KB)
3. Consider Bylaws
4. Ongoing/future agenda items from 05-04-23:
  - Finances: Income
  - Parking education and enforcement project
  - Webpage updates
  - Transition Plan
  - Applicants for membership
  - Request Town Manager appoint staff or other official
  - Committee Connections: Transportation Committee Member; Diversity, Equity, and Inclusion Advisory Member; Housing Production Plan Working Group Member; Liaisons to SPS SEPAC and L-S SEPAC
  - Community Connections: Incoming contacts; Family Pride Day information table, Chamber of Commerce membership
5. Goals for 2023-2024 term
6. Elect Chair
7. Elect Vice Chair

### Close Meeting

1. Future meetings and 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 MA Open Meeting Law.

Sudbury Commission on Disability  
 Spending 2022-2023 Term

6/7/2022	Sudbury Chamber of Commerce one-year membership	100.00
10/13/2022	Disability Reframed Unlearning Ableism	700.00
10/19/2022	Partners Interpreting ASL interpreting - Unlearning Ableism	202.50
10/15/2022	Various vendors materials to promote and implement October programs	159.98
10/23/2022	Understanding Our Differences presentation and activities	500.00
5/31/2023	Various vendors refreshments, supplies - 30th Anniversary reception	88.07
5/31/2023	Various vendors printing, display materials - 30th Anniversary reception	206.05
5/31/2023	Partners Interpreting ASL interpreting - Survivorship and Disability panel	540.00
	Term TOTAL	2,496.60

## **Sudbury Commission on Disability (COD) Meeting Minutes**

April 14, 2023 - Virtual Meeting

### **Members Present:**

Kathleen Bell (Chair), Cameron LaHaise (Vice Chair), Pat Brown, Liesje Quinto

Absent: None

**Kay Bell called the meeting to order at 7:05pm and reviewed the protocols under which remote meetings are conducted and took a roll call.**

### **Discussion/Potential Action Items**

**Andy Sheehan, Sudbury Town Manager, in attendance to discuss the Transition Plan.**

Updates from Andy:

- Shared that Sandra Duran is overseeing the Transition Plan.
- Expects that some work at Sewataro should be completed before it opens in May/June.
- Warrant on town meeting for some additional funding to support the transition plan
- Signed contracts for some work at the schools - sinks in some classrooms.
- In process of getting revised scope for additional AV equipment at the Fairbanks Community Center.

Liesje, as chair of the Transition Plan Subcommittee: would like to have transparency going forward about what projects have been checked off the list. And then, to see the plan for the next 40 months.

Andy: First \$200K came out of the capital appropriation last year. And there is a request for \$200K again this year. And will use that money to go through the transition plan. Looking to check off low hanging fruit. Being mindful of projects that have time restraints (like school projects that should take place over summer).

Trying to be orderly and take a coordinative approach and not "jumping from one brush fire to the next".

No decisions beyond the next town meeting that is coming up.

Kay clarifies that IHCD is the Institute for Human Centered Design - they wrote the transition plan.

Liesje: asked Andy about the transition plan he worked on in his prior community.

Andy: In the other community, they established a COD about 5 years ago. The town had large issues with being noncompliant with ADA.

Sandra will have an update for town meeting on May 1 about what they have accomplished and target areas going forward. They plan to create a living document that will be updated and viewed at any time.

Kay shared that the IHCD hosted a 4 hour event and towns shared their process on working through their transition plans, including case studies. Kay Bell, Pat Brown, and Pat Guthy attended. Noting the interest level is very high in seeing this transition plan successfully completed.

Pat Guthy (COD applicant) spoke: Shared that Town Hall in Sudbury is an issue and needs to be brought to ADA standards.

Brought up the issue of Lincoln - Sudbury High School. LS was not a part of the evaluation. Suggests that this town considers doing a plan for LS. Something to explore with Lincoln and school committee as it's a very important part of this town.

Expressed that it would be important to share the updates, not just through our webpage. Pat Guthy shared that she was on the commission when they were able to get the town to fund the plan.

Andy: What does community input look like on the plan?

Kay: Community forums, accessible surveys. The plan should be sectioned up since it's so massive. I.e. the schools, park and rec, etc.

Have to formulate now the projects that need to get into the capital plan.

Getting Sudbury to be full inclusive would happen faster if people are informed and can speak about what is most important.

Kay: Surprised that we, the town, are doing the bid to get the work down. If Kay had been involved, "I would have suggested we put things in order of priority - swim area is important, but taxpayers of the town get very little use of that area. But Liberty Lodge gets a lot of use. That type of conversation could happen." Might not have everyone agree, but good to have everyone have a voice.

Andy: re: prioritization. Wasn't there robust public involvement during IHCD process?

Kay: There was a kickoff mtg in the public works building. IHCD had a presentation with staff and the chair and vice chair of the COD. What happened next, the serving town manager gave a message that the IHCD was not to speak with anyone from the COD. And no public meetings. A blockage of communication. Not open communication. Staff surveys was fully fleshed out, no reporting on results from the public surveys.

Andy: Common issue that must come up with LS. Looking forward to working with the new Superintendent and happy to relay the message expressed about from Pat Guthy.

Pat Brown: Had asked the question about LS. Was told that they (LS) need to create their own plan.

Pat Guthy: In her experience, when bringing up issues with the high school they were incredibly responsive. Wonders - has the high school even been approached to do a transition plan?

Kay Bell: shared that part B needs attention on the transition plan as well. Some glaring examples of things that have not been done. For example, not having a grievance procedure. The implications in part B have to do with creating the policies and some training for staff. So achievable, would be wonderful to see those get attention.

Pat Brown: Thank IT for putting on the page assist widget.

### **Kay suggested new topic for Andy Sheehan - Membership:**

Andy: Two month anniversary of start date. Long transition. A lot awaiting him. A lot goes into considering appointments and doesn't want to rush. Understands there is desire on the commission to get this done. Also sees that the COD is getting a lot done and sees a "bit of a cushion there" which allows him to focus on a million other things. This is the busiest time in the municipal calendar.

Kay: Town manager appoints people to many committees, somehow in the busy time, it appears to Kay that time was found to make an appointment to the Historical Commission. What's the difference in the process for that commission?

Andy: Want to give it the time. Last year was a difficult year for appointments to the COD. And there has been transition since then. So, simply want to give it the attention it deserves. Understands that applicants were given a Dec deadline - that was prior to Andy's arrival.

In fairness, with what I (town manager) have facing in the next two weeks - wont be putting names before town meeting. Wont promise a deadline. Deserves a thoughtful process.

Pat Guthy: Served as chair of this committee for 4.5 years. Had to resign for personal issues. Does not understand what type of vetting would need to be done. Presently working with Kay on 30th anniversary. Doing the work because I want to do the work. Background in working with people with special needs. If Sudbury values it's volunteers, would have expected acknowledge of receipt of application - never received anything from the town. As a 47 year resident to Sudbury, courtesy is important. Extenuating circumstances happened last summer, was not a part of that. Suggest Andy look into what did happen last summer. Volunteers keep the cost down in this town.

Andy: Agrees, research needs to be done and watch some of the meetings and need the whole picture. And that's what he's after. Asking for respect to the job he does. And respects and thanks the COD. Would like the latitude to make thoughtful decisions before putting forth applicants.

Cheryl Wallace comment: Question to Kay - how many hours per week does Kay put in on a week?

Kay: Answer, 40 - 50 hours per week.

Group said goodbye, thank you, and Andy left the meeting as scheduled.

**Kay gave update to questions asked to Adam Duchesneau about Planning and Community Development Dept requesting a COD member to join the working group**

-6 meetings between now and the end of 2023.

-Day/time of the meeting is still TBD.

-Ok to have the job shared by two committee members on the same committee. But only one person votes.

Cameron LaHaise would like to do it, but expressed it's difficult that they do not have any dates.

Pat Brown assumes that the group will decide once formed what days they can meet.

Liesje also willing to serve.

Decide: Kay will let Adam know that Cameron and Liesje will attend the meetings on behalf of the COD

**Motion:** Cam and Liesje be nominated forward as job sharing member and backup to serve on the Housing Development Work Group. Pat Brown moves. And Kay Bell makes the second.

1. Pat Brown: Aye
2. Cam LaHaise: Aye
3. Liesje Quinto: Aye
4. Kay Bell: Aye

**Vote:** Unanimous in favor

## **Town Meeting Warrant Discussion**

Commission discussed and agreed on which warrants Pat Brown and Kay Bell would be able to comment on at Town Meeting

### **Discussion of Article 24**

Kay entertains a motion to support the passage of Article 24, the \$200K to support the Transition Plan Work.

(Pat Brown asks - does anyone know where the money is coming from? Kay looked at the information provided by the Town - but no answer was found.)

**Motion:** Kay entertains a motion to support the passage of Article 24, the \$200K to support the Transition Plan Work. Pat Brown moves. Cameron seconds.

1. Pat Brown: Aye
2. Cam LaHaise: Aye
3. Liesje Quinto: Aye
4. Kay Bell: Aye

**Vote:** Unanimous in favor

### **Discuss and vote on new COD Seal**

COD Committee and the COD applicants discussed the presented four versions of the COD seal.

**Motion:** Kay entertains a motion to approve the seal without shading as discussed. Liesje moved. Kay seconds.

1. Pat Brown: Aye
2. Cam LaHaise: Aye
3. Liesje Quinto: Aye
4. Kay Bell: Aye

**Vote:** Unanimous in favor

## **30th Anniversary Celebration**

Kay discussed and shared the revised budget

Discussion on the water bottle ban in Sudbury and if we can have water bottles since they were donated to the COD.

Discussed and determined that it should not violate the code to have the donation of water from Roche Bros.

Estimated cost of event is \$300

Liesje shared that she may have a discount code at VistaPrint should that be needed.

**Motion:** Liesje moved to authorize up to \$300 expenditure for the 30th Anniversary. Cam second.

1. Pat Brown: Abstain
2. Cam LaHaise: Aye
3. Liesje Quinto: Aye
4. Kay Bell: Aye

**Vote:** 3 in favor; 1 abstain

Pat Brown would like a larger financial discussion with parameters set prior to making decisions on our finances.

Plan to discuss financials at the upcoming May mtg.

### Meeting Minutes

**Motion:** Kay entertains a motion to approve the January 5, 2023, COD minutes as amended (moved by Pat Brown, seconded by Cam) unanimously by roll call vote.

1. Pat Brown: Aye
2. Cam LaHaise: Aye
3. Liesje Quinto: Aye
4. Kay Bell: Aye

**Vote:** Unanimous in favor

**Motion:** Kay entertains a motion to approve the March 2, 2023, COD minutes as submitted (moved by Cam, seconded by Liesje) unanimously by roll call vote.

1. Pat Brown: Aye
2. Cam LaHaise: Aye
3. Liesje Quinto: Aye
4. Kay Bell: Aye

**Vote:** Unanimous in favor

### Future Agenda Items

Look at finances at May 4 meeting: income, expenses, parameters for spending

- Liesje: suggests we align our finances with our goals
- Pat: suggests looking at prioritization of goals and where the COD should be putting effort and, possibly, putting money.
- Pat Guthy: we need to look at our income. And it looks as though we have not had income. And why have we not been receiving income from parking violations? Hard



to believe this town became law abiding. So, would like to know why we have not received money.

Pat Brown and Kay Bell terms are up at the end of May. Will likely get notification from the town. So that is something to think about.

Meetings currently only planned for May and June and will need to plan following meetings.

**Motion to adjourn** made by Pat Brown, seconded by Liesje.

Unanimously approved by roll call at 9:22pm.

1. Pat Brown: Aye
2. Cam LaHaise: Aye
3. Liesje Quinto: Aye
4. Kay Bell: Aye

**Vote:** Unanimous in favor

Minutes Submitted by Cameron LaHaise

## **Sudbury Commission on Disability Meeting Minutes**

**Thursday, May 4, 2023**

Kay Bell, Chair, called the virtual meeting to order with roll call at 7:33 PM.

Members present (all): Pat Brown, Cameron LaHaise, Kay Bell (Chair), Liesje Quinto (7:36 PM)

Applicants for membership present, non-voting: Cheryl Wallace, Pat Guthy

Kay read remote meeting protocols; will produce the minutes.

Kay offered opportunity for public comment. None was offered.

### **Reports:**

1. Kay reviewed outcomes of Town Meeting articles on which the COD took positions : 19 Curtis MS A/V System Replacement, 42 CPA Fund – Accessible Pathways of Town Properties, 44 CPA Fund – Curtis Outdoor Health and Wellness Space were all on the Consent Calendar, so were passed early and easily. 14 Transportation Programs, 15 Fairbank Community Center A/V Equipment and Associated Funding, 45 CPA Fund – Feeley Field Improvements Phase II were spoken for in favor on behalf of the COD by Pat Brown and Kay Bell. Those three articles also passed.
2. Kay reported on the collaboration with Sudbury Wayland Lincoln Domestic Violence Roundtable panel event: Preparations for the May 21, 2023 6:30 PM discussion of issues and intersections of relationship abuse and disability are complete. Kay will circulate the flyer by email and asks members to share it as they think useful. COD will fund the American Sign Language interpretation.
3. Pat Brown corresponded with Evan George, the grant administrator at Massachusetts Office on Disability, regarding how to make Sudbury's grant requests more competitive. He gave positive feedback about the applications submitted in the last cycle and emphasized readiness to complete projects in the one-year timeframe. Pat praised the work done by Sandra Duran, Combined Facilities Director, and Maryanne Bilodeau, Assistant Town Manager, to prepare and submit the set of three grant applications in 2022.

### **Cam led a check-in on goals:**

1. 30<sup>th</sup> Anniversary: Pat Guthy reported that Sudbury Farms/Roche Bros will donate a \$100 gift card for refreshments. The Town bylaw regarding small single serve water in plastic bottles prohibits the sale of them and allows their distribution at functions. Roche Bros. may provide boxed single serve water for the reception. Invitations have gone out and RSVPs have begun coming in. We will contact the Goodnow Local History Librarian about accessing archives. The Legislative Resolution, a display of an "honor roll" listing all members who have served, and several speakers will be part of the event on May 21, 2023. Sudbury TV will record the remarks for later viewing. Kay will follow up on proper procedure for receiving gifts. Pat Brown asked if there is a backup for tracking invitees and RSVPs. Pat Guthy, Kay, and Cheryl Wheeler have been sharing such files and can back each other up if needed.

2. Cam marked the goal related to Town Meeting Warrant Articles as completed.
3. Pat Brown asked if Cam could format the Goals document so it displays all information in each cell completely. Cam said it is an easy fix and she will implement that.

### **Financial Spending Guidelines**

1. Members examined and discussed the COD spending history, mandates for actions specified in MA General Law Chapter 40 Section 8J, handicap parking fines policy in MA General Law Chapter 40 Section 22G, and a draft motion for a policy for spending. Additions and amendments to the draft policy were made.
2. Cam moved to adopt the spending guidelines as discussed and amended. Pat Brown seconded the motion.
3. There was discussion of whether these guidelines would be part of the COD Bylaws. They would not be with this vote, but could be considered to be added to the bylaws using the amendment procedure specified in those bylaws. Pat Brown asked about and Kay explained that the COD Bylaws, developed as per MOD guidance, are differentiated from the Town's General Bylaws.
4. Kay took a roll call vote and the motion carried unanimously.

### **Web Page Updates**

1. Pat Brown reported that items approved at the April 6 meeting for updating the COD are in the queue for implementation and not completed yet.
2. An ADA grievance procedure document was posted to the COD web page. The public posting of a grievance procedure is a baseline ADA requirement and was enumerated in the Transition Plan. For months the COD has refrained from having changes made to the website without a vote. This posting, as useful as it may be, was done outside of that process.
3. A list of five action items for adding/removing documents, adding an "FAQ" and renaming two documents as listed in the supplementary materials was discussed. Cam moved that Pat Brown follow up on the list of action items as discussed. Kay took a roll call vote and the motion passed unanimously.

### **Transition Plan**

Liesje explained that the Subcommittee had not met. She noted that some improvements listed in the plan have been implemented in the schools. Kay noted that several Town Meeting articles passed will provided funding to address many items in the Transition Plan. Discussion of the benefits of public reporting of completed items and near-term plans ensued.

### **Membership solicitation article for webpage**

1. Kay explained that her term and Pat Brown's term expire on May 31. Pat Brown said she is not requesting reappointment. Kay said she has already applied for a reappointment. Were the three pending applications to be approved and those applicants appointed, the number

of members would then be five, leaving four seats vacant. Kay presented a draft of an article to solicit interest in membership. Pat Brown suggested inserting the link to the Town's general application. Using the newly designed COD seal as the graphic.

2. Liesje moved and Pat Brown seconded the motion to authorize Kay to submit the article as drafted and discussed to the Town administration for posting as soon as possible. Kay took a roll call vote and the motion passed unanimously.

### **Committee Connections**

1. Kay reported that the Housing Production Plan Working Group has not yet met and that Adam Duchesneau would likely communicate directly with Cam and Liesje as members sharing COD representation as that progresses.
2. Kay reported that the passage of Article 14 to continue to support the GoSudbury transportation programs plus the possibility of receiving yet more funds from the state based on the efforts of Representative Carmine Gentile will be extremely helpful in the process of transitioning support for these services into the Town operating budget. The Annex program is progressing toward full function. It will provide reasonable accommodation for riders with disabilities that prevent them from using the Uber part of GoSudbury which does not offer wheelchair accessible vehicles nor drivers trained to work with riders who are blind, deaf, or have other types of disabilities. Grant funding is also been pursued.
3. Cheryl encountered representatives of MetroWest Regional Transit Authority at an event in Framingham. She mentioned that the Route 20 Shuttle that no longer operates remains as information on their website. Cheryl also found that there is a malfunctioning link on the GoSudbury webpage. Kay will bring those notes to the attention of Transportation Committee.
4. SPS SEPAC has several parent support group meetings ongoing. Their annual education programs are complete for the year and they will have their annual meeting in June.
5. Diversity, Equity, and Inclusion Commission has requested that the COD nominate a member to serve in the Advisory seat designated. Two applicants for membership are interested. Cam suggests that without knowledge of who will be members the Commission not act but that we explain to the DEI our intent to fill the position as soon as we can.

### **Community Connections**

1. Kay reported on two incoming community contacts in April. There was some discussion of how people can request accommodation.
2. At the monthly networking meeting of the Town Social Worker Kay learned of the effort of the Gifts of Hope Unlimited (GOHU), the fundraising group supporting efforts of the Sudbury-Wayland-Lincoln Domestic Violence Roundtable, to procure a grant from Sudbury Foundation. Kay presented a draft letter of support for the application GOHU recently submitted. After discussion amendments were made. Liesje moved and Cam seconded

that Kay be authorized to send the amended letter to Sudbury Foundation on behalf of the Commission. Kay took a roll call vote and the motion carried unanimously.

3. Sudbury Cooperative Preschool sent a message inviting us and many community groups to have information or activity tables at the Family Pride event they are holding on June 11. Goodnow Library and several community groups and businesses are supporting the event. Kay is available. Pat Brown moved and Liesje seconded the motion that the Commission Disability have an information table at the Family Pride event on June 11. Kay took a roll call vote and the motion carried unanimously.

### **Future Agenda Items**

1. Liesje suggested reaching out to Chief Nix to inquire about what steps are needed to make the parking rules enforceable.
2. Pat Guthy suggested that the COD form a group (subcommittee) to write a request for a grant provide education for the community and businesses about accessible parking and to bring our accessible parking spots up to enforceable standards. Cheryl noted it could be possible to work in a unified effort to help Title III organizations and groups desiring to change parking for the better.
3. Kay noted that June meeting is the annual meeting. Bylaws require that officers be elected in June and that the Bylaws be considered, though no action is required to amend if there are no amendments offered.
4. Pat Brown noted that MGL Chapter 40 Section 8J indicated one seat to be filled by town staff or other town official. Kay explained that prior Town Managers were asked but chose not to appoint anyone in that capacity. Pat Brown suggests the COD ask the ne Town Manager, Andy Sheehan.

### **Adjournment**

Cam moved and Liesje seconded the motion to adjourn the meeting. Kay thanked those who attended the meeting and Sudbury TV for their work covering the COD. Kay took a roll call vote and the motion passed unanimously.

The meeting was adjourned at 10:04 PM.

Total time: 2:31

Minutes respectfully submitted by Kay Bell.



## Town of Sudbury Commission on Disability

### Bylaws

#### **ARTICLE I NAME AND PURPOSE**

##### **Section 1**

The name of the organization shall be the Sudbury Commission on Disability.

##### **Section 2**

The Sudbury Commission on Disability was established by the Town of Sudbury, by a Town Meeting vote on April 4, 1993, to cause the full integration and participation of people with disabilities in Sudbury in accordance with Massachusetts General Law Chapter 40, Section 8J. The Commission works independently and in collaboration with other Town boards and departments to eliminate barriers and to assist people living with disabilities in becoming empowered to advocate for themselves.

#### **ARTICLE II MEMBERSHIP**

##### **Section 1 Membership**

Membership shall consist of no fewer than five and no more than nine members. A majority of 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 Sudbury.

## **Section 2 Role**

The primary role of members is to implement the requirements of the statute including:

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 Sudbury 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

## **Section 3 Appointment**

Appointment to the Commission shall be made by the Town Manager, subject to the approval of the Select Board.

## **Section 4 Terms**

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.

## **Section 5 Resignation**

Any member resigning before the conclusion of their term shall submit written notification to the Chair of the Commission and to the Town Manager.

## **Section 6 Removal**

Any member of said commission may, after a public hearing, if so requested, be removed for cause by the Town Manager, subject to the approval of the Select Board.

## **Section 7 Vacancies**

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.

## **ARTICLE III MEETINGS**

### **Section 1 Open Government**

All functions of the Commission shall comply with Open Meeting Law. A simple majority of the members shall constitute a quorum. Meetings of the Commission shall be conducted only when a quorum is present. Written minutes of all meetings shall be taken and they shall be posted on the Town website.

### **Section 2 Decisions**

Actions of the Commission shall be decided by a simple majority of the members present at a duly convened meeting, except in the case of amendment to these Bylaws which shall be enacted by a two-thirds majority of the members present at a duly convened meeting.

### **Section 3 Annual Meeting**

The annual meeting shall be convened for the purpose of electing officers, liaisons, and representatives to other boards and committees in the month of June.

### **Section 4 Regular Meetings**

The Commission shall have at least ten meetings annually.



## **Section 5 Special Meetings**

It shall be the discretion of the Chair to convene special meetings of the Commission for whatever purpose deemed appropriate. If three members of the Commission make a request for a Special Meeting, the Chair shall honor such a request and convene a meeting.

## **Section 6 Meeting Accessibility**

Meetings of the Commission shall be convened in fully accessible facilities and/or using accessible technology. Reasonable accommodations shall be provided to anyone requesting them with sufficient advance time for arrangements to be made.

# **ARTICLE IV OFFICERS, LIAISONS, AND REPRESENTATIVES**

## **Section 1 Roles of Officers**

There shall be two officers of the Commission.

1. **Chair:** The Chair shall facilitate the orderly conduct of meetings of the Commission; compose the agenda for meetings; and express the will of the Commission to the public, other boards and commissions, and Town officials.
2. **Vice Chair:** The Vice-chair shall assist the Chair in their duties and substitute for the Chair in fulfilling any of those duties if needed.

## **Section 2 Elections and Terms of Office**

Members shall nominate and elect officers by simple majority vote at the Annual Meeting to serve in their positions for the term of one year.

## **Section 3 Liaisons**

Members shall be appointed for a term of one year by a simple majority vote at the Annual Meeting to attend the meetings of other boards and committees for the purposes of promoting exchange of information, supporting the mission of such boards and committees, and garner support from such boards and committees as deemed beneficial to the mission of the Commission.

#### **Section 4 Representatives on Other Boards and Committees**

A member shall be elected by a simple majority vote to serve for a term of one year as a full or advisory member on another board, committee, or working group at the request of another Town committee or board, or the Town Manager.

#### **Section 5 Position Vacancies**

If an officer, liaison, or representative vacates a position, members shall nominate and elect an interim officer, liaison, or representative by simple majority vote to fill the position until the next Annual Meeting.

### **ARTICLE V OPERATIONS**

#### **Section 1 Records**

The Commission shall keep records of its meetings and actions and shall file an annual report which shall be printed in the Sudbury annual report.

#### **Section 2 Finances**

The Commission may receive gifts of property, both real and personal, in the name of the Town, subject to the approval of the Select Board. The Town has been authorized to allocate all funds received from fines assessed for violations of handicap parking in Town to the Commission. Expenditures shall be managed and controlled by the Commission for the purpose of fulfilling its mission and in accordance with the accepted procedures of the Town for the disbursement of funds.

#### **Section 3 Formation of Subcommittees**

The Commission may create a Subcommittee for specified purpose and duration by a simple majority vote. A Subcommittee shall have at least two members. A Subcommittee is a public body and shall meet and act only for the purpose for which it was formed and must conform to Open Meeting Law. Upon formation, the Commission shall determine the necessity of drafting a Subcommittee template form to delineate the purpose, role and responsibilities of the Subcommittee based upon the purpose and extent of work. When the purpose of

the Subcommittee has been fulfilled or if the Subcommittee is unable to fulfill its purpose, the Subcommittee shall be dissolved by a simple majority vote of the Commission.

#### **Section 4 Goals**

The Commission shall create specific, measurable, achievable, realistic, and time-based goals annually that are reviewed periodically during the year at the discretion of the Chair.

#### **Section 5 Contact with Town Manager**

The Commission shall foster an amicable working relationship with Town Leadership and request to meet regularly with the Town Manager.

#### **Section 6 Bylaws**

The Commission shall maintain these Bylaws and review them annually.

### **Article VI AMENDMENTS**

#### **Section 1 Public Reading**

A proposed amendment to these Bylaws shall be read publicly at an Annual Meeting or a Regular Meeting prior to the meeting at which the amendment is brought to a vote of the Commission.

#### **Section 2 Vote to Amend**

These Bylaws may be amended by a two-thirds majority vote of the members present at a duly convened meeting.

#### **Approval**

These Bylaws were approved as amended at a meeting of the Commission on Disability on March 3, 2022.

Attest: *Kathleen F. Bell, Chair*

**List of items to post or attend to on COD web pages      May 4, 2023**

1. Add to Documents: Handicap Parking Fines MGL Ch 40 Sec 22G
2. Add to Documents: ADA Grievance Procedure 04-28-23
  - a. An FAQ regarding How to file a grievance could be posted.
3. Add to Documents: Sud Com on Disability Bylaws 03-03-22
4. Rename two documents to have more useful titles:
  - a. Section 8J - "Enabling Legislation MGL Ch40 Sec 8J"
  - b. COD\_Proceeding\_1993 - "TM 1993 Proceeding Accepting MGL Ch 40 Sec 8J"
5. How can we reconcile the posted COD application document with the different application available to potential applicants elsewhere on the Town website? The two applications are significantly different.
6. Other suggestions....

## Appointment Policy

(Amended 5/10/76, 8/23/99, 03/16/21, 06/29/21, 04/26/22, 08/09/22)

For positions appointed by the Select Board and the Town Manager

1. The expiration date for appointments is May 31st, or until their successors are appointed and qualified, with the exception of the following:

- a. Historic Districts Commission, which, under G.L. Ch. 40C, expire January 1st.
- b. Election Officers are appointed annually between July 15th and August 15th, in accordance with G.L. Ch. 54, s.12.
- c. Sudbury Cultural Council appointments may expire at varying times, depending upon date of appointment.

2. The Town Manager shall:

- a. Present, at the first regular meeting following Town Election, a list of appointments to be made or approved by the Board.
- b. Notify incumbents and request their statements of interest in reappointment.
- c. Notify the public, well in advance of the expiration of an appointed position's term, of the opportunity to apply for the positions.
- d. Advertise open positions to the public for at least thirty days.

- e. Actively seek volunteers for boards and committees.
- f. Provide Chairpersons of boards and committees with names of candidates and request recommendations from pertinent boards or committees to fill vacancies.
- g. Request recommendations from the chairpersons of the appropriate boards or committees for reappointments or filling of vacancies.
- h. Notify the Select Board in advance of intended Town Manager appointments (at least one week before Select Board approval).

### 3. Interviews for potential appointees.

- a. All potential appointees and re-appointees must apply.
- b. Copies of applications shall be provided to the Select Board and chairpersons of respective board or committee prior to interview.
- c. The Select Board should seek and acknowledge recommendations from the respective board or committee prior to interview.
- d. The Select Board shall interview in open meeting ~~the new~~ candidates for boards and committees which they appoint, and may interview Select Board reappointments and appointees by the Town Manager at its discretion.
- e. As permitted by the Chair, the public, and any others that the Select Board wishes to include may attend the interviews and ask questions.
- f. The Select board shall vote on all appointments.
- g. Appointments should be based on merit and qualifications.
- h. Whenever possible, the Board will seek to appoint members from

varied backgrounds and fields of expertise to reflect the diversity of the community.

i. All appointee candidate applications shall be acknowledged.

4. Annual appointments shall be completed as soon as possible.

5. Existing members with expired terms may remain in their roles until positions are filled.

6. Updated lists of members will be maintained by the Town Manager's office.

7. Retiring members will receive letters of thanks from the Town for their service.

8. The appointing body of the Town retains the right to rescind appointments if deemed necessary.

Red lines were discussed and generally agreed without a formal vote. There was also discussion of timing for informing Select Board members of upcoming appointments.

May 31, 2023 2:23 PM

Thank you, Janie and Ryan, for this follow up information.

Can someone please provide the "JM Goldson proposal" to members of the Commission on Disability? Ryan, you mention that it has a projected timetable.

Timetable information was identified at the April 6 COD meeting as important to the potential nominees, so it will be most helpful.

Appreciatively,

Kay 781 367-7380

On 5/31/2023 12:21 PM, Dretler, Janie wrote:

Thanks, Ryan!

Janie Dretler  
Sudbury Select Board Chair  
Pronouns: she/her/hers ([Why pronouns?](#))

The Secretary of State's office has determined that most e-mails to and from municipal offices and officials are public records. Consequently, confidentiality should not be expected.

---

**From:** Poteat, Ryan  
**Sent:** Wednesday, May 31, 2023 11:00:18 AM  
**To:** Dretler, Janie; [kaybell@mail.com](mailto:kaybell@mail.com)  
**Cc:** Sheehan, Andy  
**Subject:** RE: Housing Production Plan

Hi Janie,

I'm not sure if you received a copy of the JM Goldson proposal. On page four you will find the projected timetable. Thank you for reaching out to Kay.

@Kay; To stay in compliance with open meeting law please send COD's selection to [PCD@Sudbury.ma.us](mailto:PCD@Sudbury.ma.us). Staff will forward the recommendation to all compulsory parties.

Thank you and enjoy this beautiful day!

Ryan Poteat (he/him/his)

Community Preservation Coordinator, Town of Sudbury | Flynn Building, 278 Old Sudbury Road | Sudbury, MA 01776

t 978-639-3388 | f 978-639-3314 | [PoteatR@Sudbury.MA.us](mailto:PoteatR@Sudbury.MA.us), [www.sudbury.ma.us](http://www.sudbury.ma.us)



**From:** Dretler, Janie <[DretlerJ@sudbury.ma.us](mailto:DretlerJ@sudbury.ma.us)>  
**Sent:** Wednesday, May 31, 2023 10:40 AM  
**To:** [kaybell@mail.com](mailto:kaybell@mail.com); Poteat, Ryan <[PoteatR@sudbury.ma.us](mailto:PoteatR@sudbury.ma.us)>  
**Cc:** Sheehan, Andy <[SheehanA@sudbury.ma.us](mailto:SheehanA@sudbury.ma.us)>  
**Subject:** Re: Housing Production Plan

Hi Kay,

Thank you for sending this along to the Select Board last night.

There should be only one COD member put forward for the HPP Working Group similar to all of the other boards/committees. The COD can choose to put this on a future agenda for a vote. Please let Ryan know the outcome and the SB will put it on the agenda at a future meeting.

Thank you.

Janie Dretler  
 Sudbury Select Board Chair  
 Pronouns: she/her/hers (Why pronouns?)

The Secretary of State's office has determined that most e-mails to and from municipal offices and officials are public records. Consequently, confidentiality should not be expected.

**From:** Kay Bell <[kaybell@mail.com](mailto:kaybell@mail.com)>  
**Sent:** Tuesday, May 30, 2023 8:50:23 PM  
**To:** Select Board; Poteat, Ryan  
**Subject:** Fwd: Housing Production Plan

----- Forwarded Message -----

**Subject:**RE: Housing Production Plan  
**Date:**Thu, 20 Apr 2023 02:36:17 +0000  
**From:**Duchesneau, Adam <[DuchesneauA@sudbury.ma.us](mailto:DuchesneauA@sudbury.ma.us)>  
**To:**[kaybell@mail.com](mailto:kaybell@mail.com) <[kaybell@mail.com](mailto:kaybell@mail.com)>, Poteat, Ryan  
 <[PoteatR@sudbury.ma.us](mailto:PoteatR@sudbury.ma.us)>  
**CC:**[cameronlahaise@gmail.com](mailto:cameronlahaise@gmail.com) <[cameronlahaise@gmail.com](mailto:cameronlahaise@gmail.com)>,  
 <[liesje.carrigan@gmail.com](mailto:liesje.carrigan@gmail.com)>

Hello Kay,

Received and noted. We will keep you informed as this Housing Production Plan Work Group comes together in the next few weeks.

Please let me know if you have any questions. Thank you.

Adam

Adam L. Duchesneau, AICP (he/him/his), Director of Planning & Community Development

Town of Sudbury | Flynn Building, 278 Old Sudbury Road | Sudbury, MA 01776

t 978-639-3398 | f 978-639-3314 | [DuchesneauA@Sudbury.MA.us](mailto:DuchesneauA@Sudbury.MA.us) , [www.sudbury.ma.us](http://www.sudbury.ma.us)

**From:** Kay Bell <[kaybell@mail.com](mailto:kaybell@mail.com)>  
**Sent:** Wednesday, April 19, 2023 10:29 PM  
**To:** Duchesneau, Adam <[DuchesneauA@sudbury.ma.us](mailto:DuchesneauA@sudbury.ma.us)>; Poteat, Ryan <[PoteatR@sudbury.ma.us](mailto:PoteatR@sudbury.ma.us)>  
**Cc:** Cameron LaHaise <[cameronlahaise@gmail.com](mailto:cameronlahaise@gmail.com)>; Liesje Carrigan <[liesje.carrigan@gmail.com](mailto:liesje.carrigan@gmail.com)>  
**Subject:** Re: Housing Production Plan

Dear Adam and Ryan,

At the April 13 meeting of the Commission on disability two members stepped forward to share serving on the Housing Production Plan Work Group.

1. Cameron LaHaise: [cameronlahaise@gmail.com](mailto:cameronlahaise@gmail.com)
2. Liesje Quinto; [liesje.carrigan@gmail.com](mailto:liesje.carrigan@gmail.com).

When specifics about the timing of meetings is determined one of the members can become the voting member with her partner available for back up if necessary.

If you recall, Adam, I was an unofficial backup for Doug Frey when he served on the Transportation Committee, and I was able to keep the communication flowing in Doug's absence a couple of times.

All on the COD consider growth of affordable, accessible housing to be of high value for members of our community living with disabilities and so many others, too.

Appreciatively,

Kay            781 367-7380

On 4/7/2023 9:27 AM, Duchesneau, Adam wrote:

Hello Kay,

Responses to your questions below are in **RED**. Please let me know if you have any questions. Thank you.

Adam

Adam L. Duchesneau, AICP (he/him/his), Director of Planning & Community Development

Town of Sudbury | Flynn Building, 278 Old Sudbury Road | Sudbury, MA 01776

t 978-639-3398 | f 978-639-3314 | [DuchesneauA@Sudbury.MA.us](mailto:DuchesneauA@Sudbury.MA.us), [www.sudbury.ma.us](http://www.sudbury.ma.us)

**From:** Kay Bell <[kaybell@mail.com](mailto:kaybell@mail.com)>

**Sent:** Friday, April 7, 2023 7:56 AM

**To:** Poteat, Ryan <[PoteatR@sudbury.ma.us](mailto:PoteatR@sudbury.ma.us)>; Select Board <[SelectBoard@sudbury.ma.us](mailto:SelectBoard@sudbury.ma.us)>; Housing <[Housing@sudbury.ma.us](mailto:Housing@sudbury.ma.us)>; Council on Aging <[COA@sudbury.ma.us](mailto:COA@sudbury.ma.us)>; Diversity, Equity, and Inclusion Commission <[dei@sudbury.ma.us](mailto:dei@sudbury.ma.us)>; Commission on Disability <[disability@sudbury.ma.us](mailto:disability@sudbury.ma.us)>

**Subject:** Re: Housing Production Plan

Dear Ryan and Adam,

Members discussed serving in this important process at the Commission on Disability meeting last night. We are eager to participate. With only four members currently and two applicants awaiting consideration and appointment, we are shorthanded and are seeking further information to work out how our small team can realistically participate and who will represent the COD.

1. Will the meetings be virtual? We are not certain at this time, but it is likely the Working Group meetings will be virtual. However, there will be two (2) public meetings we are hoping the Working Group members can attend and those will most likely be in-person.
2. Are dates of the meetings determined? Knowing those dates will help members know if they can be at those meetings. The dates of the meetings of the Working Group have not been determined at this time and will not be until we get the consultant on board, which will not be until the end of April at the earliest. A determination has also not been made on how many meetings there will be, but we are anticipating about six (6) meetings of the Working Group during remainder of 2023.
3. What time of day do you have in mind? Some members work during the day, so that matters. The time of the meetings is unknown at this time. We will need to discuss this with the consultant and the Working Group members.
4. Depending on the specifics of the meeting schedule two COD members could consider "job-sharing" participating in the process. Is that something the Housing Production Plan work group would consider? Yes, this is fine, but only one (1) member would be able to be a voting member. However, I'm not sure this is a huge issue at all as I do not see there being every many votes by the Working Group. This will be a collaborative process with the Working Group and input will be taken in from all angles and people.

The COD meets again next Thursday and this item will be on the agenda. I can share with you that if/when the two "pending members" are appointed the answers to our questions are still important, but item four might become moot, since either of them could make themselves available more readily. One pending member would bring the perspective of a person with lived experience in dealing with seeking and securing housing as a person with a disability.

Thank you for your help with the requested information.

Kay 781 367-7380

Kay Bell, Chair, Sudbury Commission on Disability  
 Pronouns: She/her  
[disability@sudbury.ma.us](mailto:disability@sudbury.ma.us) - (978) 639 - 3265 - <https://sudbury.ma.us/disability/>

The office of the Secretary of State of Massachusetts has determined that most emails to and from municipal officials are public records. No confidentiality should be expected.

On 3/22/2023 12:29 PM, Poteat, Ryan wrote:

Good afternoon,

The Town of Sudbury will soon be updating our Housing Production Plan. The Planning & Community Development Department is looking for one member from each of the following committees to serve on this working group:

1. Select Board Member
2. Sudbury Housing Authority Member
3. Diversity, Equity, & Inclusion Committee Member
4. Council on Aging Member
5. Commission on Disability Member

We anticipate this commitment to include approximately 6 meetings during 2023 with a few additional public outreach meetings/forums.

It is important that each committee listed above recommend to the Select Board a member to serve on this committee as soon as possible.

Sudbury has long been a desirable residential community because of its natural areas and open spaces, the community's living history, its strong public school system, exceptional volunteerism, and its small-town feel and sense of community. These attractions, as well as the scarcity of available open land, have made Sudbury housing difficult for many to afford. High land prices contribute to ever-increasing housing costs, which make the town unaffordable to those who desire to move into the community, while an increasing tax burden makes it unaffordable for those who currently reside in the community.

The Town has worked to address these issues with the hope of preserving economic and social diversity, along with creating more diverse housing stock to promote a greater variety of housing options. Sudbury has committed to supporting and creating affordable

housing solutions which respect the historic and natural character of the community. The Town is also increasingly aware of the need to consider smart growth opportunities and environmentally sustainable solutions in all of its projects.

Ryan Poteat (he/him/his)

Community Preservation Coordinator, Town of Sudbury | Flynn Building, 278 Old Sudbury Road |  
Sudbury, MA 01776

t 978-639-3388 | f 978-639-3314 | [PoteatR@Sudbury.MA.us](mailto:PoteatR@Sudbury.MA.us), [www.sudbury.ma.us](http://www.sudbury.ma.us)

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