



# TOWN OF ANDOVER MASSACHUSETTS

## *ANDOVER COMMISSION ON DISABILITY*

Town Offices  
36 Bartlet Street  
Andover, MA 01810  
(978) 623-8200  
www.town.andover.ma.us

May 27, 2002

Dana Snyder  
Commission on Disability  
Town Hall, Main Street  
Acton, MA 01720

Dear Dana:

I am writing to you as the chair of your commission as listed in MOD's list for the year 2000. If you are no longer the chair, please accept my apology and direct this to the appropriate person.

As the vice-chair of the commission in Andover, I am rewriting the bylaws to reflect what we are actually doing. I think we all started out with the MOD model but we now need to refine our goals locally and include policies we have adopted. I'm contacting several commissions in eastern Massachusetts to ask the favor of a **copy of their bylaws**. It will be interesting to see how various groups direct their energies and draft corresponding bylaws.

I assure you this is strictly for my use in "beefing up" our minimal bylaws and I would not copy your materials or send them further. I will also send the "lenders" a copy of our revised bylaws after they are approved by our commission.

Thank you in advance for this favor. They can be sent by snail mail to:  
115 Bailey Road, Andover, MA 01810-4242 or by e-mail to  
[maddyknows@aol.com](mailto:maddyknows@aol.com). If you have any questions or concerns, I can be reached at 978-685-2441.

Sincerely,

Maddy St.Amand



## *Shrewsbury's Commission on Disabilities*

1999 - 2000

Committee Chairpersons:

↓ John Harris

2nd Committee Chairpersons

Committee Members:

- ↓ Jerry Berrier
- ↓ Joe Bellil
- ↓ Emily Gerber
- ↓ Laurie Hogan

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Meetings are held the first Tuesday of the month and are open to the public.  
The next scheduled meetings are:

**December 6 7:00PM as usual  
Conference Room B**

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You can leave a voice mail anytime for more information at (508) 841-8448  
TTY number 841-8530

Massachusetts General Law provides for the following:

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

**Jeff.Dougan@modi.st, Come Again?**

To: Jeff.Dougan@modi.state.ma.us  
From: "George J. Lussier" <glussier@ma.ultranet.com>  
Subject: Come Again?  
Cc:  
Bcc:  
X-Attachments:

Jeff,

Sorry but I must have been leading you down a blind alley. As I read the material you sent me it seems to be mainly about the formulation of a Commission on Disability which we already are. My question was about the pros and cons of having a By-law section that covers our operation. Our Town liason recently raised a question about the origins of our by-laws, noting that no other board/commission in Acton has one.

My understanding is that without by-laws there is no common organization and therefore no Commission.

A new question has to do with the relationship between the local COD and the MCOB if any. From the material you sent under the heading of "Sample operating by-laws" there is a statement that states that we, the Acton COD, ".....is to coordinate or carry out programs in coordination with the MOD....." Do we have some agreement/affiliation?

What is behind my questions is some sense that we are going to feel squeezed by the town in order for them to have more control. Dana Snyder Grant has retired from being chairperson and from the Board. John Brako is the new Chairperson so the

Which reminds me, during our phone call, did you say something about a commission breaking off from the town and setting itself up as kind of a watchdog

TOWN OF ACTON  
 COMMISSION FOR THE HANDICAPPED

Needs Assessment  
 Survey Results

Types of disability or limitation

Physical	14
Visual	4
Hearing	<del>3</del> 7
Communication	<del>2</del> 5
Mental	2
Others	<del>1</del> 2

What aids are used

Wheelchair	8
Crutches	2
Cane(s)	10
Walker	4
Hearing Aid	<del>3</del> 7
Braces	3
Other	2

Gay - part in  
 survey -

What are your needs in the community

Transportation	6
Employment	4
Housing	2
Recreation	6
Social	5
Accessibility	10
TDD/TTY	<del>1</del> 2
Church Partip	2
Special Ed	<del>7</del> 9
Other	3

Other (disab.) -  
 Spec ed - 1

Total Surveyed was ~~24~~

~~28~~ 26

14 September 1989

October 3, 2002

Maddy St.Amand, Vice-chair  
Andover Commission on Disability  
Town Offices  
36 Bartlet Street  
Andover, Massachusetts 01810

Dear Maddy,

I am writing in response to your request for a copy of our bylaws. I apologize for the very late response. The Acton Commission on Disability Bylaws have been under review by the town manager since May of 2001 when they were rewritten to reflect updated language. The town manager does not believe we even need bylaws since there is already a State Laws that determines our scope of practice. We also have been told that no other commission or committee in town has bylaws therefore the COD doesn't need them. The term BYLAWS has confused the town officials and maybe our bylaws should be called something different. What is your position?

I have enclosed a copy of the Massachusetts General Laws, Chapter 40, Section 8J and the Acton COD Bylaws as proposed in May 2001.

Please send a copy of your rewritten bylaws and how your town officials have accepted them. I would greatly appreciate your input since I have just started as chairperson.

If you have any questions, please contact me at 5 Captain Forbush Lane, Acton, MA 01720 or 978-266-1129 or [Bviola3@aol.com](mailto:Bviola3@aol.com)

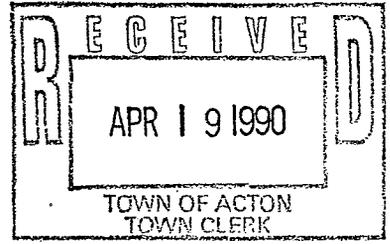
Sincerely,

Brenda Viola, Chair  
Acton Commission on Disability  
Massachusetts Community Access Monitor

town clerk

Town of Acton  
on *Disability*  
~~COMMISSION FOR THE HANDICAPPED~~

Bylaws  
February, 1990



Article I  
TITLE

Section A. There shall be established an Acton Commission for the Handicapped as provided by Massachusetts General Laws, Chapter 40, S8J, enacted 1983.

Article II

OBJECTIVES AND RESPONSIBILITIES

Section A. It shall be that the Acton Commission for the Handicapped (hereafter throughout this document referred to as the Commission):

1. Act as a centralizing force in the Town of Acton and the community which shall deal with all handicapped issues: providing information, referrals, guidance, coordination, offering and providing technical assistance to other public agencies and private persons, organizations and institutions engaged in activities and programs intended to eliminate prejudice and discrimination against person(s) with handicap(s) because of their status as a person with a handicap.
2. Take such action as the Commission considers appropriate to insure the equal status of person(s) with handicap(s) no matter what sex, creed, color, national origin, age, or sexual preference. *orientation* The Commission shall formulate, recommend, and support such programs as it deems important to assure compliance with Section 504 of the Rehabilitation Act of 1973 and other related legislation.

Article II (continued)

Section B. For the purpose of the Bylaws, a person with a handicap shall be defined as any person who:

1. Has a physical or mental impairment which substantially limits one (1) or more major life activities.
2. Has a record of such impairment or is regarded as having such impairments, as spelled out in Section 504 of the Rehabilitation Act of 1973.

Section C. The powers and duties of the Commission shall include the following, but not limited to:

1. Insure the equal status of the handicapped in education, employment, economics, political, health, legal and social spheres.
2. Design and implement programs that promote equality for all handicapped in town.
3. Review recommendations and policies of all departments, divisions, and agencies of the Town, when requested.
4. Initiate, coordinate and monitor the enactment of legislation which promotes equal status of the handicapped at the Town, State, Federal levels and to insure that appropriate regulations are adopted and enforced pursuant to such legislation, including but not limited to implementation of Section 504 of the Rehabilitation Act of 1973.
5. Assist in the planning and coordination of activities of all department and divisions within the Town upon request.
6. Participate in an advisory capacity in the hearing of complaints brought alleging discrimination against the handicapped, including but not limited to the Office of Affirmative Action.
7. Assist in public awareness of the handicapped through participation in public and media events sponsored by the administrative and/or legislative bodies of the Town, including but not limited to Town sponsored recreational, educational, developmental and legislative activities.

Article II, Section C. (continued)

8. Advertise, prepare, print and distribute books, maps, charts, plans and pamphlets necessary for the Commission's work.
9. Receive gifts of property, both real and personal, in the name of the Town, subject to the approval of the Board of Selectmen. Such gifts to be managed and controlled by the Commission for the purposes of the Commission work.
10. Hold at least a minimum of eight (8) regular meetings throughout the calendar year and to conduct additional meetings as necessary.

Article III

MEMBERSHIP

Section A. The Commission shall consist of <sup>(up to 9)</sup> ~~seven (7)~~ members. The majority of said Commission members shall consist of handicapped persons. One of such members should be a member of the immediate family of a handicapped person and one member of said Commission shall be either an elected or appointed official of the Town. Members shall represent as many cross-disabilities from the handicapped community as possible and the remaining members shall be concerned parents, friends and other interested citizens. The members shall initially serve the following terms:

1. All members will be appointed for a term of three (3) years.
2. If a member should resign before the end of his/her term, a replacement will be appointed to complete the term of office.

Section B. All members of the Commission are appointed by the Town Manager.

1. Commission members shall have full voting rights. (Members must be present to vote.)

Article III, Section B. (continued)

2. Members shall consult with the Commission whenever making any statements or joining any activities specifically on behalf of the Commission.
3. Members shall attend all meetings and other required functions.
4. Members shall call Commission Chairman when not able to attend meetings. A member who fails to attend three (3) consecutive meetings without good cause will be asked to discuss the situation with the entire membership.
5. Members shall submit agenda items to the Chairman three (3) working days before the scheduled meetings.
6. Members shall serve as members on the Commission without compensation with the understanding that members shall be reimbursed for any expense which shall be reasonably incurred through service as a member of the Commission.

Article IV

EXECUTIVE COMMITTEE

Section A. The Executive Committee shall consist of two (2) members; Chairman and Vice Chairman. The Executive Committee shall be elected by a majority vote of the Commission members as a whole.

Article V

CHAIRMAN

Section A. The Chairman Shall:

1. Develop all agenda items in coordination with the Vice Chairman.
2. Preside over all meetings.
3. Make sure the Commission members adhere to the agenda.
4. See that the Vice Chairman is left in charge in the Chairman's absence.
5. Be available for consultations at the request of the Commission or locate an assistant from among the other members.
6. Bring all statements proposed by individuals and members to be heard before the entire Commission.
7. Communicate to the entire Commission all communications he/she has sent or received related to his/her position as Chairman of the Commission.
8. Be responsible to insure that all line items on the yearly budget are strictly adhered to,
9. Appoint subcommittees as needed.

Article VI

VICE CHAIRMAN

Section A. The Vice Chairman Shall:

1. Take the place of the Chairman in his/her absence.
2. Assist support groups and subcommittees.

Article VII

SECRETARY

Section A. The Secretary shall:

1. Take charge of all correspondence and minutes of all meetings of the Commission.
2. Post notice of all meetings at least forty-eight (48) hours before each meeting at the Town Clerk's Office at the Town Hall.
3. The Secretary may delegate specific tasks with the approval of the membership.

Article VIII

TREASURER

Section A. The Treasurer shall:

1. Submit financial reports at the monthly meetings.
2. Submit all bills and vouchers to the Town financial administrator for payment.
3. Submit the Commission's budget to the Town.

Article IX

MEETINGS

Section A. All official meetings shall be held once a month, generally the second Thursday of each month at 7:00 p.m. The meeting will begin as soon as a quorum is reached.

Section B. A quorum shall be constituted when four (4) members are present.

Article XII, Section A. (continued)

2. may be elected by unanimous acclamation if running unopposed.
3. will serve a one-year term starting July 1st after the election and ending June 30th of the following year.

Article XIII

AMENDMENTS

Section A. These Bylaws shall be amended by a two-thirds (2/3) vote of the Commission members present at any meeting, provided written notice of the proposed change is made to each member at least fourteen (14) days prior to the scheduled vote and with subsequent approval by the Board of Selectmen.

Section B. The Bylaws shall be reviewed yearly for possible changes needed to assure a smooth functioning of the Commission.

Town of Acton  
COMMISSION FOR THE HANDICAPPED

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