

6.5.1



Print

**PART I** ADMINISTRATION OF THE GOVERNMENT**TITLE XX** PUBLIC SAFETY AND GOOD ORDER**CHAPTER 148A** CODE ENFORCEMENT OFFICER**Section 5** Fines, penalties, assessments

Section 5. All fines, penalties or assessments in actions under this chapter, brought by a local code enforcement officer, shall be paid to the general fund of the city or town in which the violation occurred. Such city or town shall earmark such fines, penalties or assessments collected for enforcement, training and education of fire prevention officers, building inspectors, and the stipend for municipal hearing officers, which shall be not less than \$2,500 a year. All fines, penalties or assessments in actions brought under this chapter by a state code enforcement officers shall be paid to the commonwealth and shall be forwarded to the department of fire services as revenue to the General Fund and shall be assigned to the department's retained revenue account for the purposes of enforcement, training and education of state code enforcement officers.



APPLICATION FOR VOLUNTEER SERVICES  
Boards/Committees

6.5.1  
Town of Upton  
JUN 21 2016  
Selectmen's Office

OFFICE OF THE BOARD OF SELECTMEN  
One Main Street, Box 1 Upton, MA 01568

Ryan Newfell  
Name

June 15, 2016  
Date

95 Main St. #2 Upton, MA 01568  
Address

ryan.newfell@gmail.com 508-446-4890  
Email Phone

A. What Board / Committee are you applying for? Municipal Hearing Officer

B. How long have you lived in Upton? 2 yrs. 2 mo. Are you a registered voter? yes

C. Why are you seeking an appointment? Would like to do my part for the town - to further my involvements with town activities

D: Please list any education, experience, knowledge or special interests you may have that will assist you with this Board / Committee.

- Associates of Science in Criminal Justice from QCC.
- Ability to learn new skills quickly, and a willingness to complete necessary training to become Municipal Hearing officer.
- current administrative career requires organization + proper administrative skills (resume attached)

E: Have you attended a meeting of this particular Board / Committee? No

Applicant's signature: 

Please submit this application to the Board of Selectmen

\* I have no prior exp as Municipal Hearing Officer, but if called upon I would be happy to complete necessary training and serve this role.

# Ryan Newfell

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95 Main Street, Second Floor — Upton, MA 01568 — (508) 446-4890  
ryan.newfell@gmail.com

## Work Experience

Taneja Group, Inc. — Hopkinton, MA

*Research Assistant / Social Media Coordinator* (April 2013 – present)

*Intern* (April 2012-May 2012)

- Lead the Taneja Group social media campaign on such platforms as Twitter, Facebook, LinkedIn, Google+, YouTube, and BrightTALK video service
- Create, design, and run email newsletters, as well as maintaining a healthy list of over 2,500 subscribers, organically grown with our content
- Create original visual and textual content, including charts on Photoshop, Canva, and Microsoft Excel to engage our audience
- Administer and manage content on Taneja Group website: Updating blog entries, PR material, white papers, front page slides, widgets, and recent news articles
- Coordinates client management, setting up meetings and coordinating meeting details internally and externally
- Design and run complex surveys that include branching, skip logic, survey piping, as well as helping our analysts with the aggregation of results
- Successfully implemented a greenfield CRM system and file system (Evernote) for the business with the help of an outside consultant
- Manage our webinar and webcast efforts through a partnership with BrightTALK, working directly with clients on logistics and promotion of these consulting services.
- Coordinates our relationship with news agencies and our industry analysts to maintain our industry presence through analyst blogs and published articles
- Promote and market our B2B services via multiple channels, as well as conducting business intelligence about our competitors and reporting directly to the President
- Advise superiors, including President, on how to maintain a healthy website and social media presence in an industry where prominence and perception is important

Cumberland Gulf Group — Framingham, MA

*Human Resources File Clerk* (Temporary – July 2012 — September 2012)

(Full Time – September 2012 — February 2013)

- Received, collated, and filed new hire employment files and other paperwork related to personnel
- Coordinated and organized the transmission of terminated employment files to Iron Mountain and DigiScribe ImageSilo (third-party digital scanning company)
- Extracted paperwork relating to current legal matters with employees and former employees on cases ranging from Worker's Compensation to Equal Employment Opportunity Commission discrimination lawsuits
- Performed a variety of office tasks, including handling phone calls, e-mails, and keying data entry of personnel information, relating to merit increases, changes in contact information, and promotion/demotion information

Complete Staffing Solutions — Southborough, MA (February 2010–July 2012)

\*Selected Positions (further details available upon request)\*

UBM Channel — *Market Research Contractor* (January 2012–April 2012)

- Sorted and profiled internet technology and consulting companies using Sales Force software
- Assisted in creation and maintenance of a marketing database of over 100,000 IT & IT analyst companies
- Communicated any discrepancies or changes in database to superiors

The TJX Companies — *Sales Audit Contractor – Chargeback Division* (June 2011–January 2012)

- Keyed credit card transaction receipts into computer, using Fifth-Third Bank software
- Maintained list of retail stores that require follow-ups on compliance policies
- Performed follow-ups and phone calls to retail stores regarding compliance policies

Energy Federation Inc. — *Data Entry Specialist* (February 2010–August 2010)

- Keyed written, typed, and oral data into Paradox DOS system
- Worked with superiors and peers to ensure completion of projects in a timely manner
- QC: Ensured data entered by peers was accurate through quality control practices

U.S. Census Bureau

*Enumerator* (February 2010–April 2010)

- Conducted interviews with residents in assigned areas by following stringent guidelines and confidentiality laws
- Explained the purpose of the census interview, answered residents' questions, elicited information following a script, and recorded census data on forms
- Complied with accuracy standards while maintaining high production rates

Starbucks Coffee Company

*Shift Supervisor* (February 2006–February 2010)

- Prioritized and delegated tasks to keep store running efficiently and on-budget based on store, regional, and corporate needs
- Resolved customers' issues independently to maintain customer satisfaction
- Settled employees' issues independently & communicated to upper management when necessary to foster a healthy work environment

## Education

Quinsigamond Community College — Worcester, MA

Associate of Science Degree, Criminal Justice, 2014

*Honors: Dean's List, Merit List*

## Computer Skills

- Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, and SharePoint)
- Social Media: Twitter, Facebook, LinkedIn, Google+, YouTube, etc.
- Advanced: Zoho CRM, BrightTALK (webinar & video service), ExpressionEngine (CMS), SurveyGizmo, MailChimp, Canva
- Intermediate: Adobe Photoshop, Google Analytics, SurveyMonkey, Salesforce, Paradox DOS, FileSurf Records Management, DigiScribe ImageSilo, Adobe PageMaker, Sony Acid Pro, Garage Band, Digidesign Pro Tools, UltiPro
- Beginner: HTML, CSS

**Blythe Robinson**

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**From:** Town Collector <collector@mendonma.gov>  
**Sent:** Tuesday, July 05, 2016 11:02 AM  
**To:** Blythe Robinson  
**Cc:** Kimberly Newman  
**Subject:** RE: Municipal Hearing Officer

Good Morning Blythe,

I am a trained Municipal Hearings Officer and would be happy to serve Upton as such. Please contact me at your earliest convenience to discuss it further.

Thank you in advance for your consideration.

Jenn Welch  
Assistant Treasurer/Collector  
Town of Mendon  
20 Main Street  
Mendon, MA 01756  
(508) 473-6410

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**From:** Kimberly Newman  
**Sent:** Tuesday, July 05, 2016 10:57 AM  
**To:** Jenn Welch <JWelch@mendonma.gov>; Linda Hawkes <LHawkes@mendonma.gov>; Blythe Robinson <brobinson@uptonma.gov>  
**Subject:** Fwd: Municipal Hearing Officer

See below. Contact Blythe ASAP if interested

Sent from my iPhone

Begin forwarded message:

**From:** Blythe Robinson <BRobinson@uptonma.gov>  
**Date:** July 5, 2016 at 10:11:51 AM EDT  
**To:** Kimberly Newman <KNewman@mendonma.gov>, "tkozak@northbridgemass.org" <tkozak@northbridgemass.org>, "Jim Malloy (jmalloy@town.westborough.ma.us)" <jmalloy@town.westborough.ma.us>, "nkhumalo@hopkintonma.gov" <nkhumalo@hopkintonma.gov>, "ssette@hopedale-ma.gov" <ssette@hopedale-ma.gov>, "Timothy McInerney (McInerneyT@Grafton-MA.gov)" <McInerneyT@Grafton-MA.gov>, Richard Villani <rvillani@townofmilford.com>  
**Subject:** Municipal Hearing Officer

Hello all,

I hope you had a nice 4<sup>th</sup> of July holiday.

We are currently without a municipal hearing officer and need to appoint someone. We do have someone interested, but that person would have to take the training. Thus I am reaching out to you to ask if you have a person filling that role, and whether you think they would be interested in serving another town for the \$2,500 mandated by State law.

If you do, would you please let me know?

Thanks,  
Blythe

Blythe C. Robinson  
Town Manager  
Town of Upton  
1 Main Street, Box 1  
Upton, MA 01568  
T - (508) 529-6901  
F - (508) 529-1010  
[brobinson@uptonma.gov](mailto:brobinson@uptonma.gov)

*This electronic message is confidential and intended for the named recipient only. Any dissemination, disclosure or distribution of the contents of this communication is unlawful and prohibited. If you have received this message in error, please contact by return email or telephone 508.529.6901 and delete the copy you received. Thank you.*



APPLICATION FOR VOLUNTEER SERVICES  
Boards/Committees

OFFICE OF THE BOARD OF SELECTMEN  
One Main Street, Box 1 Upton, MA 01568

Town of Upton  
JUN 29 2016  
Selectmen's Office

Dominic Coombe

6/28/2016

Name

Date

118 high street, upton, ma 01568

Address

dominic@coombefamily.com

781 267 4551

Email

Phone

A. What Board / Committee are you applying for? cable television advisory committee

B. How long have you lived in Upton? 1.4 years Are you a registered voter? yes

C. Why are you seeking an appointment? I would like to help the town with my experience and knowledge and be an active town member and help give back to the community

D: Please list any education, experience, knowledge or special interests you may have that will assist you with this Board / Committee.

BS in Computer science

Work as an IT Manager and technical advisor and work daily with vendors and new technology

worked with it infrastructure since 1995

Love to have public talking, working with budgets and financials and providing the best options available

E: Have you attended a meeting of this particular Board / Committee? not yet

Applicant's signature: 

Please submit this application to the Board of Selectmen

# Dominic S. Coombe

118 High Street, Upton, Ma, 01568  
781-267-4551

[Dominic@coombefamily.com](mailto:Dominic@coombefamily.com)

Linkedin: <https://www.linkedin.com/in/dominic-coombe-1a71945a/>

## SUMMARY:

I am seeking a position that will allow me to address and solve your company's deadline driven projects by applying my experience and dedication and cross team collaboration skills. I am willing to travel and do not mind working weekends and on call. I am very innovative yet cost effective.

## CERTIFICATIONS:

- SCO Unix Systems Administrator basic and advanced
- AIX Systems Administrator I and II
- Microsoft Office Support certification 1996
- Customer Service performance driven approach certification
- MCITP (windows 7 and windows server 2008)



-   **CompTia A+** September 2013



-   **CompTia Network +** February 2014

## COMPUTER TECHNICAL SKILLS:

### Software/OS:

- Unix(Sun solaris, AIX, SCO Unix, Linux Redhat and Ubuntu)
- Windows XP, Vista, 7, 8, 10
- Active Directory management, DNS, DHCP
- Novell Netware, IBM OS/2, Mac Osx
- Microsoft Office suite, Antivirus, and other desktop applications
- Oracle and Mysql Database, Microsoft SQL
- Exchange server 2003, Office 365
- Windows server 2003, 2008, 2012 r2
- Barracuda Backup Appliance and cloud, Barracuda Cloud email security and archive

### Hardware:

- Cisco, Watchguard, NetGear, Sonicwall Routers, Switches, Firewalls, hubs, packet filtering.
- PC, Apple Mac, Sun, IBM Series, Blackberry and Android mobile devices, LaserJet and Inkjet, thermal printers
- Handheld scanners

### Programming:

- Powershell, HTML, Perl, PHP, C, C++, shell (csh, Bourn, AWK, Korn), Basic, Visual Basic

## EDUCATION:

May 2013 – Nov 2013 **Sullivan and Cogliano Training Centers Inc. – Brockton, MA**

Currently enrolled in Systems Administrator course, leading to certification in Comptia Network+, MCITP.  
Graduated in November 2013.

Sep 1989 – May 1991 **Thames Valley University - UK**

BS in Computer Science, Minor in Software Engineering

EXPERIENCE:

April 2003 – Present **Quicken, Unpaid Beta Tester, Home**

- Part of the external testing group for the Quicken family of products, perform tests as assigned, report bugs and work with internal teams to resolve, use the product freely to find application issues or suggestions. And follow structured test cases, from design, alpha, beta and production release and maintenance builds.

May 2014 – Present **BMB Associates, Technology Specialist, systems and network manager, Mass**

- Specializing in virtual, cloud and networking technology. Cloud backup and anti-spam and content filtering.
- Reporting and big data analysis, compliance management. Work documentation and network diagramming.
- Vendor management, investigate, recommend and price equipment and submit for approval and purchase then setup. Proposing solution for upgrade migration of servers and email following through to purchase and setup and install
- Systems and network administration, working with windows server 2003, 2012. Exchange 2003, office 365, with Active Directory, DNS, DHCP
- Security analysis
- Maintain ERP system, Vantage Eipcor.
- VPN and Firewall management across multiple sites.
- Phone system administration.

Nov 2013 – Dec 2014 **A.C.A. Computers, PT Field Service Technician, Mass**

- Installing and servicing MBTA terminals and peripherals and communication equipment at merchant's sites. Systems are running specialized sales system on top of Windows XP OS on specialized terminals. Traveling from site to site on a call basis and on Mondays collecting data from terminals not having communicated back to head MBTA center in last week and troubleshooting communications equipment as to why terminals did not report data.

Jan 2007 – Dec 2012 **Proactive, Contract, Lead Support Technician, Boston, MA**

- Worked in between seasons at H&R Block then on a daily basis after finishing H&R Block
- Installation and repair on various contract assignments usually day duration but up to week long
- Provides various technical services from internet connection problems to pc rollout projects and deskside and home services
- Team lead on various projects for large Boston companies, mostly conferences, and sales presentations or company fairs

Sept 2007 – Apr 2009 **H&R Block. (Seasonal) Help desk Technician – Brockton, MA**

- Remote office call resolution using Remote desktop to control and resolve issues that were not fixable over the phone or dispatch a service technician if required
- Office server performance making sure efile systems were able to send tax returns to the IRS and State Revenue departments.
- Responsible for servicing the tax offices in Maine, New Hampshire, Massachusetts

Jan 2002 – Dec 2006 **Core Technologies, Contract, Lead Support Technician, ME**

- Installation and repair on various contract assignments mostly day assignments updating or repairing systems at various different retail stores.
- Experience as team lead on various projects
- Projects included:
  - Software upgrades to photographic systems at retail pharmacy stores
  - Setting up equipment for company presentations and de-installation post event
  - De-installation of retail facilities servers and POS systems
  - Migration of bank branches from Mainframe based systems to pc based work stations and local servers requiring LAN cable installation and printer placement, and shipment of old equipment back to designated location, Time scale was from close and reconciliation of bank to the beginning of day the next day and making sure that all previously provisioned pc based systems had all Microsoft updates applied.

Jan 2001 – Dec 2001 **Central Maine Medical Center, Systems Engineer, Lewiston, ME**

- Supervised a first line support team on help desk and pc support and provided escalated support as required
- Unix, Novell, and Cisco network equipment administration and setup
- Projects included:
  - Implementation of electronic healthcare systems
  - Project based office acquisition including cabling installation and Cisco router and managed switch installation
  - Installation of LAN filtering equipment to optimize data links between remote sites and central data center.
  - On Call rotation

Sept 2000 – Dec 2000 **Cisco, Unix Administrator, Chelmsford, MA**

- Managed Sun Solaris servers and desktops for Cisco IOS development and test teams
- Managed Sun Solaris servers for remote offices north Massachusetts and southern New Hampshire
- Setup and installed replacement and new servers for remote offices
- Wrote shell scripts for servers to maintain service and backups
- On Call rotation

May 2000 – Sept 2000 **Genuity, Test Lab Manager, Burlington, MA**

- Managed a team of 5 assessing performance, daily assignments, hiring and firing.
- Maintained and created budgets, approving purchase requests, working with vendors to get prerelease Cisco modules for testing and possible purchase, as well as PC's and Unix work stations.
- Environmental and power system planning and maintenance
- Unix servers and Cisco routers administration, setup and testing of next generation equipment
- Help desk support managing tickets, making sure service level agreements were adhered to, and reassigning staff to complete outstanding issues or escalating as required. Also dependent of volume would have to jump in at times of need.
- On Call rotation

Aug 1999 – May 2000 **Lotus/IBM, Senior E Business Engineer, Cambridge MA**

- Managed a team of 3 on daily performance and assignments.
- Gained IBM AIX system administration I and II certification
- Maintained up time and automation scripts for web services, back end email, development case systems on Unix platforms
- IBM committee member for Tivoli product progression
- IBM Linux open source project design and implementation team member using Redhat Linux
- Liaison and integration between Sun Solaris, Novell and Windows NT Servers for Lotus Notes platform
- Wrote systems configuration and use documentation adhering to the ISO standards.
- Y2K preparation writing scripts to test systems and for capturing date change and monitoring over the Y2K change over for rogue systems missed in previous testing and taking appropriate actions as needed to maintain uptime and prevent adverse network performance.
- On Call permanently

Oct 1995 – Aug 1999 **Thomson Financial Services, Unix Systems Engineer, Boston, MA**

- Unix servers daily monitoring, script writing and server maintenance and installs
- Proposed use of Apache on Solaris servers to provide internal (intranet) websites for communication purposes that were later used to host time reporting systems.
- Wrote time reporting systems in html and perl for myself that were later taken from me for developers to develop into an enterprise wide system.
- Cisco network infrastructure administration and setup
- Supervised first line, provided second and third line help desk support and recommending and implementing a ticket based system
- Maintained, installed and recommended cc:Mail global network infrastructure and up time
- On Call rotation
- Projects included:
  - Implemented migration of SCO Unix to Sun Solaris
  - Early Y2K analysis checking software compatibility and hardware, and as part of project making sure servers were fully license compliant and recording license keys.

May 1991 – Oct 1995 **Thomson Financial Services, Network Systems Engineer, London, UK**

- Unix servers daily monitoring, script writing and server maintenance and installs
- Cisco network infrastructure administration and setup
- Supervised first line, provided second and third line help desk support and recommending and implementing a ticket based system
- Wrote c based utilities to massage data into one of the company's products, which were later to become a main interface to the product
- Gained SCO Unix Server basic and advanced and Microsoft Office Support certification
- Maintained UK and Europe and Asia cc:Mail network and up time
- Backup infrastructure recommendation, setup, maintenance
- Daily backup monitoring and tape change and archive
- Technical support for European sales force, utilizing my ability of French and Spanish
- On Call rotation
- Projects Included:
  - Migration from Novell Netware to Microsoft Server infrastructure
  - Integration of Appletalk to ethernet
  - Managed project driven office moves and consolidation including, cable installation, implementing FDDI backbone and managed hub star based floor layouts using CAT5.
  - Implemented routers (Wellfleet then changed over to Cisco) including direct connections internationally
  - Implemented Unix based network management systems
  - Assisted communications in implementing a VOIP PBX system from Nortel



# TOWN OF UPTON, MASSACHUSETTS

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## COUNCIL ON AGING

July 6, 2016

Ms. Blythe Robinson  
Town Manager  
1 Main Street  
Upton, MA 01568

RE: Commission on Disability for Upton

Dear Ms. Robinson:

As you know, the Town received a letter from Senator Michael O. Moore noting that the Town has not formed a State structured Commission on Disability and he provided information about that should we choose to do so. At your request, I researched and gathered lots of information in order to determine if Upton's current Commission on Disability meets needs and/or requirements of the disabled population or if a new commission needs to be formed. The short answer is that I believe what is currently in place is meeting the needs of the residents of Upton with disabilities.

Upton's Commission on Disability (COD) consists of Town Manager Blythe Robinson and resident Karen Intinarelli, a person with a disability. I act as the Disability Affairs Grievance Coordinator for the Town. We are appointed by the Board of Selectmen.

The Massachusetts Office on Disability (MOD) suggests that on a COD that there are no less than five members and no more than nine. The majority of the appointed members must be persons with disabilities and one may be an immediate family member. Also, at least one member must be an elected or appointed municipal official. Even though we don't meet the suggested number of members, we have the "qualifications" suggested.

According to the Massachusetts Healthy Aging Community Data Profile, 29.4% of Upton's residents present with a disability. However this number may be deceiving as we look at the definition of disabled. Recruiting volunteers is very challenging at best and meeting the MOD's suggested number of members would be extremely difficult, and even more challenging would be to recruit a representation of the different needs.

**TOWN MANAGER**  
Blythe C. Robinson

**COUNCIL ON AGING DIRECTOR**  
Janice Read Nowicki  
2 Farm Street • Upton, MA 01568  
T: 508.529.4559 • F: 508.529.1014

The mission statement of the COD is to promote the inclusion and integration of persons with disabilities in the activities, services, and employment opportunities in the community. This is currently being done very well by you as Town Manager and the Personnel Board.

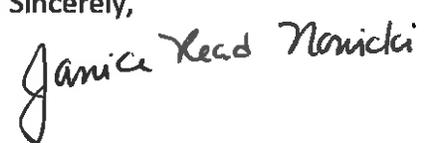
As a result of further research I determined that you do not have to have to adopt MGL Chapter 40 Section 8J to reap the benefits of advice, review, research and information. The benefits listed includes "A Presentation: How to Start a Local Commission on Disability In Your Community". I would refer to our Police Chief because it specifically discusses benefits related to police details and parking fines.

A benefit of MOD is the information and trainings offered. This is all listed on the website and trainings are open to the public.

In speaking with the Office of Elder Affairs and other COA's this is not something that the COA typically is responsible for.

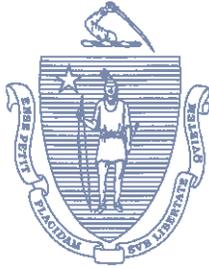
Please feel free to contact me should you have any further questions.

Sincerely,

A handwritten signature in black ink that reads "Janice Read Nowicki". The signature is written in a cursive style with a large initial 'J'.

Janice Read Nowicki  
Council on Aging Director

6-5-3



The Commonwealth of Massachusetts  
MASSACHUSETTS SENATE

Chairman  
HIGHER EDUCATION  
Vice Chairman  
PUBLIC SAFETY AND  
HOMELAND SECURITY

SENATOR MICHAEL O. MOORE  
Second Worcester District

STATE HOUSE, ROOM 109B  
BOSTON, MA 02133-1053  
TEL. (617) 722-1485  
FAX (617) 722-1066

MICHAEL.MOORE@MASENATE.GOV  
WWW.MASENATE.GOV

Town of Upton  
MAY 13 2016  
Selectmen's Office

SENATE WAYS AND MEANS  
POST AUDIT AND OVERSIGHT  
BONDING, CAPITAL EXPENDITURES  
AND STATE ASSETS  
LABOR AND WORKFORCE DEVELOPMENT  
INTERGOVERNMENTAL AFFAIRS

May 5, 2016

Ms. Blythe C. Robinson, Town Manager  
Town of Upton  
1 Main Street  
Upton, MA 01568

Dear Ms. Robinson:

It has come to my attention that the Town of Upton is one of two towns in the Second Worcester District without a Commission on Disability (COD). I am writing to share information regarding how to establish such a commission, should the Town of Upton decide to move forward with this opportunity.

As you may know, municipal CODs are focused on promoting inclusion and integration of persons with disabilities in the activities, services, and employment opportunities or the community. Municipal CODs are tasked with many responsibilities, including advising and assisting municipal officials to ensure compliance with federal and state disability laws, coordinating activities of other local groups to meet the needs of persons with disabilities, and providing research and technical assistance to individuals, businesses and organizations in disability related matters.

Municipal CODs are established by vote of the governing body of each community, and the Massachusetts Office on Disability (MOD) serves as the coordinator for CODs. COD membership may range from five to nine members. According to standards set by the MOD, one member of the COD must be an elected or appointed municipal official, and the majority of the appointed members must be persons with disabilities, one of whom may be a member of the immediate family of a person with a disability.

Enclosed, please find additional information provided to me by the MOD, which may be helpful to you. Thank you for your service to the Town of Upton, and please do not hesitate to contact me with any questions.

Sincerely,

Senator Michael O. Moore  
Second Worcester District



# What Does MOD Do?

**Mission:** to ensure the full and equal participation of all people with disabilities in all aspects of life by working to advance legal rights, maximum opportunities, supportive services, accommodations and accessibility in a manner that fosters dignity and self determination.

## MOD's Four Areas of Focus

### Advocacy

- Information & Referral on civil rights and resources
- Technical Assistance on reasonable accommodations, applicability of architectural access codes, etc.
- Client Assistance Program for Vocational Rehabilitation and Independent Living Center consumers
- Assistance with disability-related discrimination and denial of service
- Architectural review/site visits
- Technical Advisor to local Commissions on Disability

### Training

- Community Access Monitor
- Emergency Preparedness
- Americans with Disabilities Act
- Commissions on Disability
- Customized & Special Topics

### Monitoring

- Commonwealth Executive branch ADA Coordinator
- Architectural Access Board Member
- State 911 Commission
- Disability policymaking

### Resources

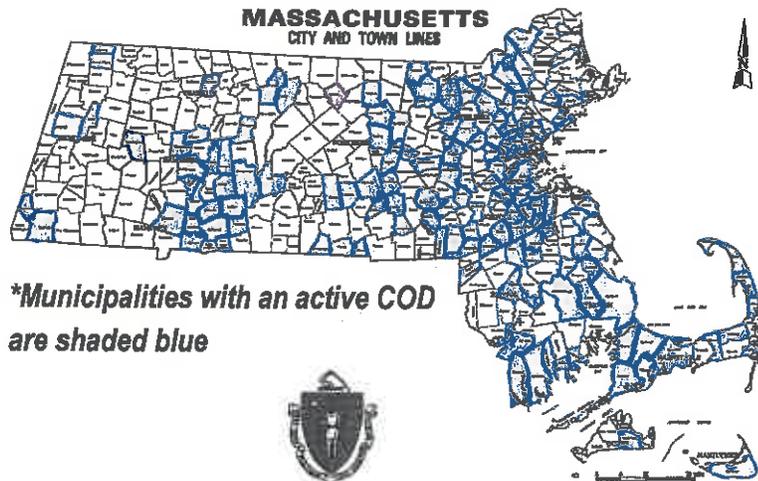
- Quarterly Newsletter
- Website
- Fact Sheets
- Disability Laws Booklet
- Videos
- Public Outreach
- Other Publications



# Local Commissions on Disability

## Commissions on Disability (COD)

- Advise and assist municipal officials in ensuring compliance with federal and state disability laws;
- Review policies and activities of municipal departments and boards as they affect persons with disabilities;
- Provide information, referral, advocacy and technical assistance to individuals, businesses and organizations in all matters pertaining to disability;
- Coordinate the activities of other local groups organized to meet the needs of persons with disabilities.



*\*Municipalities with an active COD are shaded blue*



Connect with



For Information On...



Mass.gov

Visit our website:  
mass.gov/mod



Follow us on Twitter:  
@Massdisability

Massachusetts Office on  
Disability  
One Ashburton Place  
Room 1305  
Boston, MA 02108  
Phone: 617.727.7440  
Toll Free: 800. 322.2020  
Fax: 617.727.0965



Subscribe to our Blog:  
blog.mass.gov/mod



Watch us on YouTube:  
Mass Office on Disability



# Local Officials Guide

Presented by the Massachusetts Office On Disability



## Process for Establishing a Municipal Commission On Disability and Accepting Handicapped Parking Fines

### Establishing Your Commission On Disability...Easy As 1, 2, 3

Local acceptance of a General Law is subject to municipal charter provisions of your community. Generally speaking a member of the legislative body proposes a paper/warrant item. The Legislative Body would then vote on the measure.

#### **Step 1** - Adopt MGL 40, 8J *This Creates the COD*

✓ Identify a sponsor to propose the acceptance of MGL 40, 8J

##### **Legislative body votes on...**

✓ *Ordered: That the City/Town of \_\_\_\_\_ accept the provisions of Massachusetts General laws Chapter 40, Section 8J relative to the establishment of the municipal Commission On Disability*

##### **In Cities;**

If the VOTE is approved, your measure goes to your Mayor for approval.

##### **In Towns;**

✓ If the VOTE is approved then your COD is created. Now, you can propose another measure to accept HP Parking fines

#### **Step 2** - Adopt MGL 40, 22G *This Allows Collection of Fines*

✓ Identify a sponsor to propose the acceptance of MGL 40, 22G

##### **Legislative body votes on...**

✓ *Ordered: That the City/Town of \_\_\_\_\_ accept the provisions of Massachusetts General laws Chapter 40, Section 22G relative to collecting Handicap Parking Fines*

##### **In Cities;**

If the VOTE is approved, your measure goes to your Mayor for approval.

##### **In Towns;**

✓ If the VOTE is approved then your COD can accept HP Parking fines

### **Step 3** - Appoint Members

✓ Commissions On Disability may have from Five (5) to Nine (9) members. Members are usually appointed by the Mayor or Town Manager, but MGL 40, 8J outline the particulars for each City/Town charter. A majority of members should be persons with disabilities.



# Benefits of Creating a Commission On Disability

## *Advise*

- ✓ Advise and assist local officials with compliance to federal and state disability laws
- ✓ Assist local disability advocates with Technical Assistance, advocacy and Disability related matters

## *Research & Information*

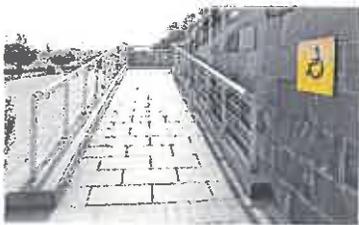
- ✓ Be a voice to let developers know that they have obligations to comply with Disability Laws and regulations
- ✓ Represent the interest of Persons with Disabilities, at certain times some PWD's may need assistance to express their views
- ✓ On behalf of Taxpayers who expect and deserve equal protection under the law

## *Review*

- ✓ Projects that may come before Planning Board, Town Meeting, City Council, etc.
- ✓ Assist municipality with ensuring the Self-Evaluation meets the requirements of the Americans with Disabilities Act
- ✓ Assist municipality with implementation and upkeep of their Transition Plan

## *Coordinate*

- ✓ With the MOD to keep abreast of applicable laws & regulations
- ✓ With advocates and elected officials



**Contact the Massachusetts Office On Disability**

**Mass. Office On Disability  
1 Ashburton Place, Room 1305  
Boston, MA 02108**

**Email: info-mod@state.MA.US  
Call: 617 727-7440  
URL: www.Mass.Gov/MOD**