

FALL 2016 TOWN MEETING MOTIONS

ARTICLE LIST

1. Sewer Study
2. Repurchase of Cemetery Lots
3. SEIU Contract Settlement
4. Police Union Contract Settlement
5. Police Removal from Civil Service
6. Replenish Stabilization Fund
7. OPEB
8. Proposed Land Swap
9. Assessors – Change Minimum/Maximum Income Amount Ch. 41C
10. Assessors – Adopt 41D
11. Establish Commission on Disability
12. Adopt Provisions for collecting Handicap Parking Fines
13. Unpaid Bills
14. Dean Street Water Main
15. CPC – Etchings Restoration
16. DPW – 1 Ton Dump Truck Request
17. DPW – DPW Vehicle for Deputy Director
18. School-Clyde F. Brown Roof Analysis and Repair
19. School – MS/HS Intercom Replacement
20. Petitioned article – Door Improvements at VMB

ARTICLE 2. To see if the Town will vote to raise and appropriate a sum for money to **repurchase cemetery lots** no longer wanted by their current owners, or act in any manner relating thereto.
(Submitted by Board of Selectmen)

I move that the Town do vote to raise and appropriate the sum of \$950.00 from Cemetery lots sales funds for the repurchase of Prospect Hill cemetery lots.

Xxxx xxxxx

8/7/2016

June 19, 1975
Section D 37
C+D

Board of Selectman
900 Main Street
Millis, MA 02054

RE: Gilbert E. Atherton and Jane E. Atherton
Refund Non-use of Cemetery Plots

To Whom It May Concern:

We have moved from 20 Spencer, Millis, MA to Phoenix, Arizona. We are requesting a refund for unused cemetery plots.

There were two plots purchased. One plot under Gilbert E. Atherton and one plot under Jane E. Atherton. The address was 20 Spencer Street, Millis, MA.

Unfortunately, we are unable to locate the cemetery information on the plots.

This is our current mailing address, which is our daughter Nancy Atherton's home address.

Jane and Gilbert Atherton
3438 W Diana Avenue
Phoenix, AZ 85051

If there are any questions, please do not hesitate to contact us via our daughter's cell number 602-391-4476. If we are unavailable to answer please leave a message and we will return your call.

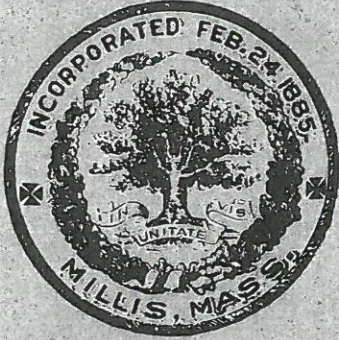
Thank you for your assistance.

Sincerely,

Gilbert Atherton
Gilbert Atherton

Jane Atherton
Jane E. Atherton

DEED TO RIGHT OF BURIAL
PROSPECT HILL CEMETERY



Department of Public Works
Town of Millis
Millis, Massachusetts
(376-5424)

Date of Deed June 19, 1975

Owner Mr. & Mrs. Gilbert Atherton

Address 20 Spencer Street

Millis, Massachusetts

Lot Number 37 C & D

Size of Lot 2 grave

Location Section D

Price of Lot \$25.00 - \$ 50.00

Perpetual Care 50.00 - 100.00 (Donation)

Total \$150.00

A separate check in the amount of one
dollar is required for the Town Clerk
for recording the lots.

Superintendent Richard C. Burt

(subject to rules and regulations on reverse side)

Received and Filed June 26, 1975

Roma L. Cullary
Town Clerk

2 graves @ \$25.00 each
\$50.00 total

May 25, 2016

Dear Linda Medan,

My husband Robert N

Leslie passed away on 3/3/16.

On June 11, 1993 he payed for

4 grave lots with over Ameri-

can Express Card. There are

3 remaining lots. I would

like to be reimbursed for all

3. Enclosed is the plots record-

a copy of his death certificate

+ a copy of 55 benjets showing

my name. Please mail a

check in my name Joan D.

Leslie to 1216 Old Hwy 70W,

Black Mountain, NC 28411

If you need additional

info - my email is rnljdl@

g.mall.com

V

Town of Millis
PROSPECT HILL CEMETERY



TO Robert N. & Patricia E. Leslie

331 Village Street

Millis, Ma. 02054

*for
me - Bob & John*

INVOICE FOR:

3 grave lots - Sec. D. Lots 128B&C & 129A

@ \$300.00 per lot

\$900 00

Perpetual Care for three grave lots

\$300 00

TOTAL DUE

\$1200 00

*paid
for*

A SEPARATE CHECK IN THE AMOUNT OF \$5.00 IS REQUIRED FOR THE
RECORDING OF THE DEED. THIS CHECK SHOULD BE INCLUDED WITH
YOUR PAYMENT. PLEASE MAKE CHECKS PAYABLE TO THE TOWN OF MILLIS
AND REMIT SAME TO:

DEPARTMENT OF PUBLIC WORKS

PROSPECT HILL CEMETERY

7 WATER STREET

MILLIS, MA 02054

THANK YOU.

ARTICLE ____

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for special legislation providing that the positions of Police Officers of all ranks appointed after passage of the Act not be subject to the Civil Service statute, all as set forth below; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court which are within the scope of the general public objectives of the petition, and to authorize the Board of Selectmen to approve such amendments:

AN ACT EXEMPTING CERTAIN POSITIONS IN THE POLICE DEPARTMENT OF THE TOWN OF MILLIS FROM THE CIVIL SERVICE LAW

Be it enacted by the Senate and House of Representatives, in General Court assembled, and by the authority of the same as follows:

Section 1. Notwithstanding any general or special law to the contrary, all future Police Officer positions within the police department of the Town of Millis shall be exempt from chapter 31 of the General Laws.

Section 2. Section 1 shall not impair the civil service status of any Police Officer employed in the Town of Millis on the effective date of this act.

Section 3. This revocation shall not affect any contractual or civil service rights which have come into existence between the town and any employee of the Police Department as a result of original acceptance.

Section 4. This act shall take effect upon its passage.

At the Town Meeting, the Union shall support the passage of the warrant article and shall so state the following: "As part of the contractual resolution between the Town and the Union, the Union agrees to support an Article revoking the acceptance of the civil service statute for future employees of the Town and Request the Town Meeting adopt the Article."

10. The parties agree to amend Paragraph 19 of the agreement that will become effective upon the revocation of c. 31: "For those officers hired after the 2016 revocation of civil service Seniority within the Millis Police Department shall commence from the date of appointment as a regular full-time member thereof. Officers appointed on the same day will flip a coin to determine the senior officer."

11. The Town and the Union agree to the addition of a new article entitled “Promotions,” which shall be effective upon the revocation of c 31 and shall read:

FORM 7

TOWN OF MILLIS FISCAL YEAR 2017 BUDGET	FORM #7 OPERATIONS REQUESTS
DEPARTMENT: ASSESSOR DIVISION: REQUEST PRIORITY #:	
PROJECT TITLE: LOW INCOME (SENIORS) 41 C INCREASE MIN/MAX INCOME	
LOCATION: JUSTIFICATION FOR PROJECT (please attach copies of reports, master plans, or supporting documentation) CURRENTLY APPLICANTS OVER 70 RECEIVE \$1,000 EACH OFF THEIR ASSESSMENTS WE HAD 5 APPLICANTS LAST YEAR AND RECEIVED \$500 REINBURSEMENT ON THE CHERRY SHEET ANTICIPATE A POSSIBLE 4-5 MORE FOR THE FY18 YEAR.	
PROJECTED START DATE: FY 18	
ARE THERE ANY FORMS OF REIMBURSEMENT FOR THE PROJECT? CHERRY SHEET FROM PRIOR YEAR ALONG WITH SUBMITTED MDM-1 BY THE ASSESSOR	
IS THE PROJECT REVENUE PRODUCING, OR MAY OTHER FORMS OF REVENUE, OTHER THAN TAXATION, FUND THE PROJECT? NO	
EXPECTED ANNUAL OPERATION & MAINTENANCE COSTS NO	
WILL THE PROJECT REMOVE PROPERTY FROM THE TAX LIST? NO	

WARRANT ARTICLE

To see if the Town would authorize the Board of Assessors to change the minimum and maximum amount qualifications for Chapter 41 C elderly senior citizens on both Single and Married couples.

Current:

Single

Maximum Income 41C - Single from \$13,000 proposed change to \$17,000

Maximum Assets 41C - Single from \$28,000 proposed change to \$40,000

Proposed:

Married couples

Maximum Income 41C - Married from \$15,000 proposed change to \$20,000

Maximum Assets 41C - Married from \$30,000 proposed change to \$55,000

The Board of Assessors recommends this article.

9-21-15
Date

BOARD OF ASSESSORS

[Signature]
Debra M. Brown
Paul Royce

Information:

These amounts have not changed since 1999 and would coincide with the States Personal Exemptions. The age would not change and would still be 70 years old or older, with a \$1,000 exemption.

Income is calculated less social security and the assets do not include the value of the home. Each applicant is required to submit a bank statement indicating income to the Assessor's office. (ALL CONFIDENTIAL)

In addition to owning and occupying the subject property, an individual must have been continuously domiciled in Massachusetts for the 10 years preceding the application and have owned and occupied the property or other property in Massachusetts for 5 years.

The applicant must file with Assessors office on or before December 15 or 3 months after actual (not preliminary) tax bills are mailed for fiscal year if later.

According to the Department of Revenue we receive 50% reimbursement on each applicant, which is indicated on the Cherry sheet every year, the Assessor's office did not know this because when submitting the MDM it does not indicate a reimbursement. Reimbursement is based on the prior year's 41C.

Also according to the Department of Revenue the average income in Millis for seniors over 65 is \$37,799.

History: In 1985 the Assessor's office submitted 27 applicants and that number would never change. We more than likely would not have a problem going over the 27 limit. What we also can do for the 41C is adopt the 41E clause which adds in the COLA for income requirements, this would increase yearly depending on the COLA adjustments. So if the DOR increases the Income and Asset numbers we would change as well.

Millis is 6% poverty level people over 65

According to 2013 US Census

	2015	Amount		2014	Amount		2013	Amount		2012	Amount	
41 C over 70	6	6000		3	3000		5	5000		2	2000	

41 C Over 70 - \$1,000.00

Single Person:

Current Income limits

13,000	17,000
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Income limits

15,000	20,000
--------	--------

Current Proposed Asset limit

28,000	40,000
--------	--------

Asset limit

30,000	55,000
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Married Couple:

ONLY CHANGE WOULD BE THE INCOME LEVEL NOT THE AMOUNT

Current

TOWN OF MILLIS CURRENT PERSONAL REAL ESTATE TAX EXEMPTIONS

	MILLIS	STATE	MILFORD	NORFOLK	BELLINGHAM	FRANKLIN	MEDWAY	SHERBORN
AGE	70	70	68	65	70	70	70	70
17 D	175	175	175	175	175		210	500
41 C SINGLE	1000	500	500	750	500	500 (65 YRS OLD)		<2001
41 C MARRIED	1000	500	500	750	500	500 (65 YRS OLD)		<2001
MAXIMUM INCOME 17 D	N/A	N/A		N/A				N/A
MAXIMUM ASSETS 17 D	40000	40000		40000				57160
MAXIMUM INCOME 41 C S	13000	17000	20000	20000	17000	17-40		25486
MAXIMUM ASSETS 41 C S	28000	40000	40000	28000	55000	20-55		50972
MAXIMUM INCOME 41 C M	15000	20000	30000	30000	20000	20000		38229
MAXIMUM ASSETS 41 C M	30000	55000	55000	30000	55000	55000		70087
VETERANS								
22 - 10% DISABILITY	400	400	VARIES	400-1000				> \$800
22 A - LOSS FOOT, HAND OR E	750	750	VARIES				400	
22B - LOSS OF 2 LIMBS	1250	1250	VARIES				1250	
22 E - 100% DISABILITY	1000	1000	VARIES				1000	
22F - PARAPLEGIC	100%	100%	VARIES				100%	
OTHERS								
37 BLIND	500	437.5	500	500			437.5	> \$1,000
17 D WIDOWS/WIDOWER	175		175	175				
42 & 43 SURVIVING SP	100%		175					
18 EXTREME HANDSHIP				VARIES				BY VOTE
			BY VOTE	AGE, DISABILITY				ASSESSORS
DEFERRED TAX PAYMENT			ASSESSORS	FINANCIAL				
41A	N/A							
NEEDS A (TOM) VOTE			50% OF VALUE	65 YRS OLD			YES	AGE 65
INCOME				<40000				50% OF VALUE
SENIOR WORK OFF	900		750					<55000
VETERANS WORK OFF	900							

PERSONAL REAL ESTATE TAX EXEMPTIONS

CLAUSE	DESCRIPTION	BASIC QUALIFICATIONS	MAXIMUM INCOME	MAXIMUM ASSETS	EXEMPTION AMOUNT
				not including domicile	

ELDERLY:

17 D	seniors, widow and widowers	Age 70 or older	n/a	\$40,000	\$175
41 C	low income	Age 70 or older-single	\$13,000	\$28,000	\$1,000
41 C	low income	Age 70 or older-married	\$15,000 and SS adjustments	\$30,000	\$1,000

VETERANS:

22	10% Wartime Service Disability or a Purple Heart	n/a	n/a	\$400
22A	Loss of foot, hand or eye	n/a	n/a	\$750
22B	Loss of two limbs or eyes	n/a	n/a	\$1,250
22E	100% Disability/10% service	n/a	n/a	\$1,000
22F	Paraplegic due to war injury	n/a	n/a	100%

OTHERS:

37	Legally Blind (need a certificate)	n/a	n/a	\$500 (local option)
17 D	widows	Surviving spouse or orphaned minor child	n/a	\$40,000
42 & 43	Surviving spouse or orphaned minor of Police Officer or Fire Fighter killed in the line of duty	n/a	n/a	100%
18	Extreme Hardship - There are several qualifications. Seek further information at the Board of Assessors office.	n/a	n/a	varies

Deferred Tax Payment:

41A	Age 65 or older	\$20,000	n/a	varies
Deferred taxes accumulate with simple interest at 8%, as a lien on the property until it is sold or the owner(s) is deceased.				

COMMONWEALTH OF MASSACHUSETTS
TREASURY DEPARTMENT

DISTRIBUTION BREAKDOWN

JULY 29, 2016

ALL PAYMENTS EFFECTIVE: JULY 29, 2016

FOR TOWN OF MILLIS

Local Aid:

Chapter 70	\$393,804
Unrestricted General Government Aid	83,888
School Choice Receiving Tuition	35,326
Charter School Tuition Assessment Reimbursement	0
Suffolk County Retirement Payment	0
State-Owned Land	0
Elderly Person Exemptions	<u>251</u>

Gross Distribution 513,269

Assessments:

School Choice	13,262
Charter School	0
Registry of Motor Vehicles Nonrenewal Surcharge	570
Retired Employees Health Insurance	0
Retired Teachers Health Insurance	0
Mosquito Control Projects	2,901
Air Pollution Districts	207
Metropolitan Area Planning Council	341
Old Colony Planning Council	0
Boston Metropolitan Transit District	0
Massachusetts Bay Transportation Authority	2,346
Regional Transit Authority	0
Suffolk County Retirement	0
Special Education Assessment	0
STRAP Repayment	0
Essex Emergency Response	0
Multi Year Repayment	<u>0</u>

Total Deductions 19,627

Net Distribution \$493,642

MDM-1 - Fiscal Year 2015

Clause	Type	Number of Exemptions Granted	Tax Dollars Abated on Exemptions	State Reimbursement
17	Surviving Spouses, minors or persons 70 years or over	0	0.00	0.00
17C	Surviving Spouses, minors or persons 70 years or over	0	0.00	0.00
17C 1/2	Surviving Spouses, minors or persons 70 years or over	0	0.00	0.00
17D	Surviving Spouses, minors or persons 70 years or over	18	3,150.00	1,050.00
18	Hardship	0	0.00	0.00
18A	Deferred taxes	0	0.00	0.00
22(a-f)	Veterans	27	10,800.00	6,075.00
Para	Paraplegics & surviving spouses of paraplegics (G.L. 58 §8)	0	0.00	0.00
22A	Veterans & surviving spouses	0	0.00	0.00
22B	Veterans & surviving spouses	0	0.00	0.00
22C	Veterans & surviving spouses	0	0.00	0.00
22D	Surviving spouse	0	0.00	0.00
22E	Veterans & surviving spouses	23	23,000.00	18,975.00
37	Blind	0	0.00	0.00
37A	Blind	5	2,500.00	437.50
41	Certain elderly persons 70 years of age or over	0	0.00	
41B	Certain elderly persons 70 years of age or over	0	0.00	
41C	Certain elderly persons 70 years of age or over	6	6,000.00	
41C 1/2	Certain elderly persons 70 years of age or over	0	0.00	
41A	Deferred taxes -- persons 65 years or over	0	0.00	0.00
42	Surv. spouses of police officers/firefighters killed in the line of duty	0	0.00	0.00
43	Surv. minors of police officers/firefighters killed in the line of duty	0	0.00	0.00
50	Elderly housing (G.L. 59 §5)	0	0.00	0.00
52	Elderly persons water/sewer debt shift (G.L. 59 §5)	0	0.00	0.00
53	Septic system/cesspool (G.L. 59 §5)	0	0.00	0.00
56	Guardsmen and Reservists Deployed	0	0.00	0.00
57	Optional Senior Exemption	0	0.00	0.00
Total		79	45,450.00	26,537.50
Chapter 73, §4, Acts of 1986, percentage adopted			0.00	

Signatures

Assessor Clerk

Paula Dumont, Assessment Director, Millis, 508-376-7049 | 5/8/2015 11:50 AM

Comment: Signed and submitted for the Board of Assessors

MDM-1 - Fiscal Year 2015

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17D	Surviving Spouses, minors or persons 70 years or over	18	3,150.00	1,050.00
18	Hardship	0	0.00	0.00
18A	Deferred taxes	0	0.00	0.00
22(a-f)	Veterans	27	10,800.00	6,075.00
Para	Paraplegics & surviving spouses of paraplegics (G.L. 58 §8)	0	0.00	0.00
22A	Veterans & surviving spouses	0	0.00	0.00
22B	Veterans & surviving spouses	0	0.00	0.00
22C	Veterans & surviving spouses	0	0.00	0.00
22D	Surviving spouse	0	0.00	0.00
22E	Veterans & surviving spouses	23	23,000.00	18,975.00
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Regional Transit Authority	0
Suffolk County Retirement	0
Special Education Assessment	0
STRAP Repayment	0
Essex Emergency Response	0
Multi Year Repayment	<u>0</u>
Total Deductions	<u>19,627</u>
Net Distribution	<u>\$493,642</u>

WARRANT ARTICLE

To see if the Town would authorize the Board of Assessors to adopt the 41 D Clause which would increase the annually amount from the Consumer Price Index. COLA (Cost of Living Adjustments) for income requirements.

The Board of Assessors recommends this article.

Date

Board of Assessors

Information:

Chapter 59:5 Forty-first D, The amounts of the gross receipts and whole estate, real and personal, as set forth in clauses Forty-first, Forty-first B and Forty-first C, shall be increased annually by an amount equal to the increase in the Consumer Price Index published by the United States Department of Labor, Bureau of Labor Statistics, for such year. The department of revenue shall annually inform each city or town that accepts this clause of the amount of this increase.

This clause shall take effect in a city or town upon its acceptance by such city or town. Acceptance of this clause by a city or town shall not increase its reimbursement by the commonwealth under this section.

The Massachusetts Office on Disability (MOD) was created in 1981 under M.G.L. Chapter 6 Section 185. The primary mission of MOD is 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. It is the state advocacy agency that serves people with disabilities of all ages.



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.



Massachusetts Office on Disability

One Ashburton Place, Room 1305 Boston, MA 02108

Charles D. Baker, Governor
Karyn E. Polito, Lt. Governor
David D'Arcangelo, Director

617-727-7440 TTY
800-322-2020 TTY
617 727-0965 FAX

April 14, 2016

Charles J. Aspinwall
Town Administrator
900 Main St. Room 220
Veterans Memorial Building
Millis, MA 02054

RE: Local Adoption of M.G.L Ch. 40 Sec. 8J & M.G.L Ch. 40 Sec. 22G
Establishing a Commission on Disability for Millis

Dear Town Administrator Aspinwall:

Thank you for your service to Millis and for the constituents that you represent who are Persons with Disabilities. Our records indicate that Millis does not have a duly established Commission on Disability, COD, and we are contacting you with hopes of forming one.

As you may know, the Massachusetts Office on Disability, MOD, serves as the Coordinator for COD's. Municipal CODs are established by vote of the Legislative Body of each City or Town. The mission of a COD is to promote the inclusion and integration of persons with disabilities in the activities, services and employment opportunities or the community. CODs can also:

- Advise and assist municipal officials in ensuring compliance with federal and state disability laws;
- Attain the ability to allocate funds from Handicapped Parking fines for the benefit of persons with disabilities;
- Provide research, information, advocacy and technical assistance to individuals, businesses and organizations in disability related matters; and
- Coordinate the activities of other local groups organized to meet the needs of persons with disabilities.

COD's consist of no less than five and no more than nine members. The majority of the appointed members must be persons with disabilities and one may be a member of the immediate family of a person with a disability. Also, at least one member must be an elected or appointed municipal official.

Obviously, our office works with CODs from all around the state and we witness the great value that a well formed COD can bring to a community. Indeed, establishing a COD in your community can benefit all of our constituents and make Millis a better place to live, work and raise a family.

Please review the enclosed materials, which should help answer many common questions about forming your COD. MOD looks forward to working with you on local adoption and establishment of your COD. We stand ready and able to be a resource to you and your constituents.

Of course, if you have any questions or comments about this or any other issues please do not hesitate to contact me directly at 617 979-7317 or david.darcangelo@state.ma.us

Sincerely,

David D'Arcangelo
Director



The Commonwealth of Massachusetts
General Laws

PART I: ADMINISTRATION OF THE GOVERNMENT
TITLE VII: CITIES, TOWNS AND DISTRICTS

CHAPTER 40: POWERS AND DUTIES OF CITIES AND TOWNS

Section 8J: Disability commission; powers and duties; members; terms

Section 8J. A city which accepts the provisions of this section by vote of its city council, subject to the provisions of its charter, or a town which accepts the provisions of this section at an annual or special town meeting, may establish a commission on disability, hereinafter called the commission, to cause the full integration and participation of people with disabilities in such city or town. Such commission shall (1) research local problems of people with disabilities; (2) advise and assist municipal officials and employees in ensuring compliance with state and federal laws and regulations that affect people with disabilities; (3) coordinate or carry out programs designed to meet the problems of people with disabilities in coordination with programs of the Massachusetts office on disability; (4) review and make recommendations about policies, procedures, services, activities and facilities of departments, boards and agencies of said city or town as they affect people with disabilities; (5) provide information, referrals, guidance and technical assistance to individuals, public agencies, businesses and organizations in all matters pertaining to disability; (6) coordinate activities of other local groups organized for similar purposes.

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

Said commission shall consist of not less than five nor more than nine members. In cities, the members shall be appointed by the mayor, subject to the provisions of the city charter except that in cities having a Plan D or Plan E form of government said appointments shall be by the city manager, subject to the provisions of the charter, and in towns they shall be appointed by the selectmen, except towns having a town manager form of government, in which towns appointments shall be made by the town manager, subject to the approval of the selectmen and except towns having a town council form of government, the town manager. A majority of said commission members shall consist of people with disabilities, one member shall be a member of the immediate family of a person with a disability and one member of said commission shall be either an elected or appointed official of that city or town. The terms of the first members of said commission shall be for one, two or three years, and so arranged that the term of one-third of the members expires each year, and their successor shall be appointed for terms of three years each. Any member of said commission may, after a public hearing, if so requested, be removed for cause by the appointing authority. A vacancy occurring otherwise than by expiration of a term shall be filled for the unexpired term in the same manner as an original appointment. The chairperson and other officers shall be chosen by a majority vote of said commission members.

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

Sample Operating By-Laws

By-Laws of the _____ COMMISSION ON DISABILITY

ARTICLE I: TITLE AND PURPOSE:

1. The name of this commission is the Commission on Disability (hereafter referred to as the Commission).
2. The purpose of the Commission is to coordinate or carry out programs in coordination with programs of the Massachusetts Office on Disability in order to bring about full and equal participation in all aspects of life in the City/Town of _____ - for people with disabilities.
3. The purpose of these by-laws is to establish principles, policies and procedures for the governance of this Commission.

ARTICLE II: POWERS AND DUTIES:

1. Research, understand, evaluate and advocate local issues, challenges and opportunities encountered by people with disabilities.
2. Coordinate the activities of other local groups organized to meet the needs of people with disabilities.
3. Review and make recommendations about policies, procedures, services and activities of departments and agencies of the City/Town of _____ - as they affect people with disabilities.
4. Work in cooperation with the departments and agencies of the City/Town of _____ - to bring about maximum participation of people with disabilities.
5. Initiate, monitor, and promote legislation at the city, state and federal level which advances the equal status of people with disabilities.
6. Encourage public awareness of disability issues.
7. Provide information and advice to individuals, businesses, organizations and public agencies in all matters pertaining to disability.
8. Recruit and recommend prospective Commission members to the Mayor. At least one month prior to making recommendations, the Commission shall solicit nominations and ensure that said nominations reflect different disabilities.
9. File an annual report, which shall be printed in the City/Town report.
10. Receive gifts of property, both real and personal in the name of the City/Town subject to the approval of the city council; such gifts to be managed and controlled by the Commission.
11. Take such action as the Commission considers appropriate to ensure the equal access status of persons with disabilities.

ARTICLE III: MEMBERSHIP:

1. The Commission shall consist of seven members appointed by the Mayor. The majority of members shall consist of people with disabilities. One of the members may be a member of the immediate family of a person with a disability. One member shall be either an elected or appointed official of the City/Town. The members shall initially serve the following terms: (a.) Two members shall serve one-year terms; (b.) Two members shall serve two-year terms; and (c.) Three members shall serve three-year terms.
2. After the initial term, all members shall serve three-year terms.
3. Resignation shall be made by notifying the chairperson in writing.
4. If any member is absent from three regularly scheduled meetings in any one calendar year, a recommendation shall be made to the Mayor that he/she be removed from the Commission, unless any or all absences have been excused for good cause by the chairperson. Good cause shall include, but not limited to: illness, a death in the family, weather, and professional responsibilities.
5. The Mayor shall fill any vacancy for the remainder of the unexpired term in the same manner as an original appointment.
6. Any members of said Commission may, after a public hearing, is so requested, be removed for cause by the appointing authority.
7. Members shall get the approval of the Commission prior to making statements or joining activities on behalf of the Commission.
8. All members shall have full voting rights.

ARTICLE IV: OFFICERS:

1. The officers shall include a chairperson, vice chairperson, secretary and treasurer.
2. Officers shall be elected annually by the majority vote of the Commission.
3. One member may hold more than one office.
4. Duties:

The chairperson shall:

Develop the agenda in coordination with the other officers; preside over all meetings; appoint subcommittees as needed; and authorize expenditures as needed. (The vice chairperson shall perform all the functions of the chairperson in his/her absence.)

The secretary shall:

Keep records of all meetings attendance, minutes, and correspondence; post notice of all meetings forty-eight (48) hours before each meeting at the City/Town clerk's office; and send notice of meetings and minutes of the prior meeting to the members at least fourteen (14) days prior to the meeting.

The treasurer shall:

Keep records of all financial matters; develop a budget in coordination with the Commission; prepare a financial statement for inclusion in the annual report.

ARTICLE V: MEETINGS:

1. Regular meetings shall be held at least six (6) times a year.
2. A quorum shall consist of four (4) members.
3. Meeting minutes will be amended and approved at the next meeting.
4. Special meetings can be called by the chairperson or by any three (3) members.



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



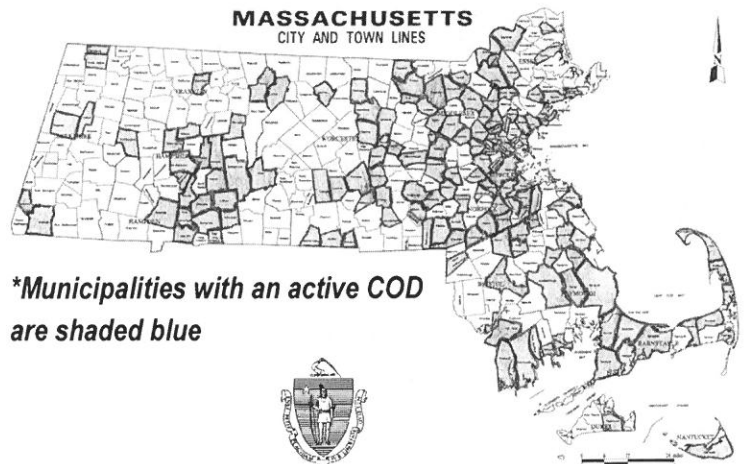
@ the 5/23/16
BOS MTG.
the Board asked
the T.A. to reach
out to the MOD &
state that the Board
is in favor of putting
this on the Fall
T.M. warrant



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*

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Americans With Disabilities Act
Accessible Design
healthcare community
laws services
programs Long Term Support
recreation Universal Access Symbol regulations
employment disability
events Access
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housing design
Architectural Access
Structural Access procedures
Emotional Support requirements
access education
Public Accommodations
policies Persons With Disabilities
parking supports
State Government
equality
insurance placard
Building Code
adaptive
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Americans With Disabilities Act
Americans With Disabilities Act
data
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Service Dogs
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**TOWN OF MILLIS
TOWN MEETING
UNPAID BILLS**

AS OF 9/14/2016
9:23 AM

DEPARTMENT	VENDOR	AMOUNT	COMMENT
Selectmen/Administrator	GateHouse Media	\$ 32.76	Invoice Date 6/27/16-No Encumbrance Requested
Veterans	AD Print	\$ 63.00	Invoice Date 5/19/16-No Encumbrance Requested
DPW	Fairmount Fruit Farm	\$ 203.76	Invoice Date 6/25/16-No Encumbrance Requested
DPW	Fairmount Fruit Farm	\$ 818.39	Invoice Date 6/25/16-No Encumbrance Requested
Police	Rocky's Ace Hardware	\$ 24.97	Invoice Date 6/15/15-Received 6/10/16
Police	Rocky's Ace Hardware	\$ 27.57	Invoice Date 4/2/15-Received 5/20/16
Police	Rocky's Ace Hardware	\$ 90.29	Invoice Date 4/4/15-Received 5/20/16
Police	Rocky's Ace Hardware	\$ 92.40	Invoice Date 5/15/15-Received 5/20/16
Police	Rocky's Ace Hardware	\$ 24.97	Invoice Date 6/2/15-Received 5/20/16
Police	Rocky's Ace Hardware	\$ 10.47	Invoice Date 2/4/15-Received 5/20/16
Police	Rocky's Ace Hardware	\$ 19.47	Invoice Date 2/9/15-Received 5/20/16
Selectmen/Administrator	Patriot Disposal	\$ 130.00	Invoice Date 5/1/16-No Encumbrance Requested
Selectmen/Administrator	Patriot Disposal	\$ 95.00	Invoice Date 5/1/16-No Encumbrance Requested
Selectmen/Administrator	Patriot Disposal	\$ 110.00	Invoice Date 5/1/16-No Encumbrance Requested

\$ 1,743.05 TOTAL GENERAL FUND UNPAID BILLS

\$ - TOTAL SEWER ENTERPRISE UNPAID BILLS

\$ - TOTAL WATER ENTERPRISE UNPAID BILLS

TOTAL UNPAID BILLS \$ 1,743.05

FY 2017 FALL TOWN MEETING

11/7/16

ARTICLE # _____

LIST AS OF 9/14/16