

# TOWN OF LUDLOW, MASSACHUSETTS

## COMMISSION ON DISABILITY

**CHAIRPERSON: BEVERLY BARRY**  
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### Ludlow Commission on Disability

Minutes of meeting held on  
August 5, 2021

**Present:**  
Beverly Barry, Chairperson  
Joanne Odatto-Staeb, Vice Chairperson  
Kerry Hotaling, Member  
Tara Bronner, Member  
Julie DiCesare, Member  
Harry Mills, Member

**Absent:** Mike Jarzabek, Member  
Diane Shea Walton, Member  
Margaret Scott, Member

**Guests:** Darlene Meak

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I. Called to Order: 6:30 P.M.

II. Mail/Correspondence:

1. None reviewed at this time

III. Agenda

1. Housekeeping:

- a. At this time, based on the Town regulations, facemasks are optional. All members have been vaccinated and the town is not requiring masks. It is up to individual choice. Joanne will bring new masks to each meeting should a member or guest request one.
  - b. Speaking during meeting time: Multiple people speaking at once or too quickly can present a challenge for individuals to hear and follow the discussion. It may be helpful for members to raise their hand and be recognized by the chair (following Roberts Rule of Order) to ensure the discussions are understood by all. This can sometimes be difficult as the meetings have been somewhat informal, however special attention will be paid to recognize and allow one person to speak at a time.
  - c. Presence of IT equipment: Becky Phaneauf, a citizen of Ludlow was interested in attending the meeting as a guest, however was unable to be physically present due to her disability. Beverly coordinated with the Town IT department to set up visual support equipment to allow her to attend remotely.
2. Review of minutes from the June 30<sup>th</sup> meeting: A motion to accept by Kerry Hotaling, Harry Mills seconded, Vote 6-0
  3. Conflict of Interest Certification: Tara Bronner completed the training, other members will follow-up. Certification form that is printed at the completion will need to be copied (for personal records) and submitted (can be emailed) to the Town Clerk Kim Batista at [clerk@Ludlow.ma.us](mailto:clerk@Ludlow.ma.us)
  4. Website/Increase the awareness of the Commission/Services for the community/Future direction: Discussion occurred as to what we would like to have listed and what links we should consider.
    - a. Julie DiCesare volunteered to be a point person to gather everyone's thoughts and ideas. Members should email Julie directly. Some thoughts would be to list out members and have links to state and private services/options (i.e. home remodeling, Caption Call device that Tara discussed). Julie will

- also attempt to find out potential local contractors that do home modifications. If members know of possible vendors that do home modifications, let Julie know.
- b. Beverly Barry will send Julie a digital copy of the Commission's older flyer that listed a variety of links as well as address the Commission's Mission Statement.
  - c. Discussion also occurred regarding listing out this information in the Ludlow Register. Beverly will contact the reporter that completed the prior articles, Michael Harrison [mharrison@turley.com](mailto:mharrison@turley.com) to discuss the interest further. Tara suggested the option of having the Ludlow Register to do an article to "highlight individuals with disability in our community".
  - d. Julie discussed a funding option with her place of employment (Mass Mutual) and possible other options to generate some funds to allow for the Commission to pay for items related to promotion and training.
  - e. A suggestion was made about having a monthly "table" during the day at the Ludlow Senior Center or an evening at Hubbard Library where members could take turns to be able to provide information, resources etc. for individuals with disabilities. All agreed that the Commission needs to increase our presence and access to the community.
  - f. Kerry will be connecting with the Town Administrator Ellie Vilano, about setting up a location at the Senior Center for our monthly meetings as well as the potential for having an information table.
  - g. Another option discussed was to do some sort of Disability Awareness Month but members did not want to wait until that time to present information. Some discussion occurred related to wheelchair accessibility. Joanne mentioned there was a staff from Adaptive Sports and Recreation that used to provide an in-service related to using wheelchairs for mobility. Joanne will try to see if this service still is available.
5. Training: CAMP training is only being offered virtually. Bev will contact the state to determine how that happens and what is specifically involved for participation

#### IV. Old Business

1. Beverly will continue to be in contact with Gary Blanchard in IT related to updating the Town Directory to include the Commission information.
2. Harry shared an experience he had with informing an individual with a truck and trailer that parked horizontally across three handicap parking spaces. He shared the flyer as to the law, explained the cost of the fine and that should the individual not move his vehicle and trailer, Harry would reach out to the local police as the individual was violating the handicap parking laws. The individual moved his vehicle. Harry also shared that he contacted the local police department as to the manner in which the police vehicles are parked at the station, blocking access at times to the lobby area. He was informed that the police vehicles are placed to protect against someone ramming into the station.
3. Discussion occurred at prior Commission mtngs related to accessible precinct voting and the need to look at it closely to meet the needs of different challenges related to disabilities. This still needs to be addressed.
4. Discussion occurred related to accessibility in getting a transponder as you have to enter from the rear entrance, which does not have handicap parking - this still needs to be addressed.

#### IV. New Business

1. Commission Officers positions: Initial discussion occurred related to the various roles, terms, responsibilities and appointments. The guideline for new appointment required the Agenda reflect this as a task. Beverly will include this for the next Commission meeting. Julie, Tara (and Margaret in a prior meeting), have mentioned an interest in taking on additional roles and responsibilities with the Commission. Appointments will be discussed at the next meeting.
2. Discussion occurred regarding accessibility to handicap parking in order to access building and programmatic services in the community as well as the various eateries. Members discussed that as a Commission we need to be positive when discussing access guidelines and thought an idea might be to promote their establishment as to what they might offer that is specific to access accommodations (i.e. parking, large print menus, dining spacing etc.)
  - a. Harry volunteered to take a lead on putting together questions and/or areas to address noting information (spacing, # of parking spots, locations, services, access etc.). Members should contact Harry directly as to thoughts and/or locations that they would like for him to consider.

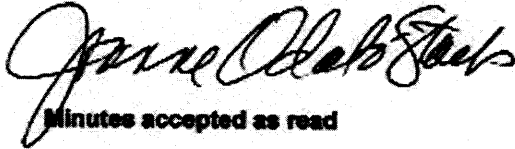
- b. Kerry shared that he stopped in to Alexandra's but there was only one handicap parking that limits others to access.
- c. Beverly will get a list of businesses in Ludlow and share with the members at the next meeting. Members could share in looking at different establishments, however we need to be consistent with what we are looking at to note. Harry will initially compile this information with input from all members.
- d. Beverly will ask the ADA coordinator to bring the specific spacing requirements when he presents at our Commission meeting. Beverly will ask if he is able to attend our next meeting.

A motion to adjourn was made by Harry, seconded by Tara. Vote 6-0. Meeting adjourned at 6:30 p.m.

Next meeting date: Thursday September 16, 2021 6:30 PM (Location continues to be at the Town Hall) Room #1, in the First Floor Conference Room.

**Please Note:** We re-activated our previous email account, [Dis.Comm.Ludlow@gmail.com](mailto:Dis.Comm.Ludlow@gmail.com), password, Ability&488. This can be used to connect with each member rather than using a personal account should you choose to use it.

Respectfully submitted,  
Joanne Odat-Staeb, Vice Chairperson



Minutes accepted as read

By Beverly Barry Date 9/16/21

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