



## **TOWN OF LUDLOW, MASSACHUSETTS COMMISSION ON DISABILITY**

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2022 AUG 17 A 8:40  
TOWN OF LUDLOW

### **Ludlow Commission on Disability Minutes of meeting held on July 6, 2022**

**Present:**

Tara Bronner, Vice Chairperson  
Julie DiCesare, Treasurer  
Joanne Odat-Staeb, Secretary  
Harry Mills, Member  
Michael Jarzabek, Member

**Absent:**

Diane Shea Walton, Member  
Margaret Scott, Member  
Beverly Barry, Chairperson

**Guests:**

**I. Called to Order:** 6:08 P.M. Role Call and Signature Attendance Sheet shared

**II. Review and accept minutes 3/22/22:**

- a. Review of minutes from March 22, 2022 meeting: Motion to accept, Julie DiCesare, seconded by Harry Mills, all in favor 5-0.

**III. Town Website:**

- a. Julie previously reported that it takes a while to find it, but she did find it on the left-hand side.
- b. Members discussed listing out a variety of links for disability services. Gary Blanchard was the previous IT contact person. Joanne will reach out determine the best contact person.
- c. Members discussed the advantage of listing links to various disability services and would like to keep the information current as well as sharing of the Commission's Mission statement listed in the Commission Flyers.

**IV. Budget/Expense Sheet (and Donations List):**

- a. The Commission now has a budget of \$3,500. Joanne shared the Expense Form that Beverly had previously sent out to all members. There were some errors in the format so Julie will ask again for a copy.
- b. As the treasurer, Julie will draft a spending ledger to address planning on how the funds will be used. All members agreed that although there are some training requirements, that the commission would like to address how the funds can be used for community members directly especially to support accessing services/activities offered in the community.
- c. It was previously suggested that there always be a monthly agenda item to update the budget and any requests for spending.
- d. The Town Accounting Office requires the Treasurer and the Chairperson sign off on any funding requests and the original receipt must accompany the form. Board members prior to any spending must approve expenditures.
- e. Julie will inquire from the Town Accounting Office, as to how donations can occur and be listed within the Commission overall budget.

**V. Home Modification Program:**

- a. Julie and Harry met, in the Town Hall, with Shirley Stevens and a grant-writer that accompanied her. Shirley Steven's continued interest in facilitating connection was demonstrated by her preparation of folders related to the Home Modification Program for each of the Commission

members. Julie shared the folders and provided additional copies to be held in the Commission file cabinet at the town hall.

- b. It was shared that the lists of contractors (in the folder) understand that the application process includes a lot of paperwork, but that the effort is worth it for recipients. More knowledgeable contractors like these will increase the efficiency of the process.
- c. Shirley is working now with a few families in Ludlow, so there is local interest in the program. She is willing to work closely with families to enable them to complete the application.
- d. Consideration is being made of changing the financial bases to protect funds from going to owners of large condos or apartments.
- e. There is no payback on the loan until the property changes owners; it is considered a "lien" that is paid as part of the sale.
- f. Julie will be reaching out to Shirley to secure some possible dates that she would be available to present at the Ludlow Senior Center (around a 12:30 time), so that individuals might be able to gather information about the Home Modification Program, after they have had their lunch at the center. Harry will reach out to Jodi (at the Senior Center), to seek possible dates that would be available from the Center.
- g. Julie will also ask Shirley if they have large print (or other alternative media), options available for information sharing.

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#### **VI. Correspondence/Old Business New Business:**

##### **a. Boys & Girls' Club Update:**

Tara was involved in a meeting as a volunteer at the Club that included (Chili) Mechilia Salazar, Kerry Hotaling, and Brian Fitzelle, who does adaptive PE for kids (B&G Club to set up a "Miracle League" for different sports). The club is offering a program called "Sensory Saturday" the last Saturday of each month. The program is free to individuals with disabilities of all ages and their families. It runs 10 a.m. to 2:00 p.m., including a free lunch. Art therapy and swimming will be open as well as the exercise room. Tara has shared with the club that she is the Vice Chairperson on the Commission. A motion was made by Joanne to make the association with the club a formal connection through Tara. Harry seconded, all in favor 5-0. Training for volunteers is available through the club for free. Discussion occurred about accessing funds to assist in paying for membership should individuals/families be interested in participating in the club beyond one time each month. Joanne shared that there are also some community family support programs that may have funds for individual families. Tara will get some flyers about the Saturday event to share and Joanne will reach out to some local agencies to help promote the program. Tara also shared that the club is looking at fall programming possibilities as well. Tara shared that participants in the Sensory Saturday are asked to fill out a survey at the end of their event. It is hopeful that if any individuals/families were referred by a Commission member, that they could list it on this form.

##### **b. Celebrate Ludlow:**

- i. The Commission is still interested in having a table there as well as the possibility of Tasty Tuesdays at the Ludlow High School parking lot. Joanne will reach out to Diane Shea Walton about options, as she is a member on the Celebrate Ludlow Committee. The event date is in October (Columbus Day weekend) and the venue has been moved to the Mack Donnelly Gazebo, which has limited parking accessibility. Joanne will ask Diane about the parking as well.

##### **c. Handicapped Parking Signs:**

- i. Harry reported that he contacted Kenny Batista, and the handicap parking sign has been relocated to the end of the ramp at Havilland Pond in order to allow for better accessibility.
- ii. Harry reported that the Handicapped parking at Chapin Commons has been changed as well to promote better accessibility.
- iii. Harry shared an event that occurred at Dunkin' Donuts when an individual parked in the handicap space. Harry approached the individual and cited the laws and potential fine if

the person chose not to move their vehicle and they complied. Harry will reach out to the town to see if there can be an additional spot identified for handicap parking at Dunkin' Donuts.

d. **Correspondence:** None shared at the meeting

e. **Commission Presence:** Business Cards, Flyers, Facebook, Postings, Presentations

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- i. Discussion occurred related to creating generic cards without names but include a space in which to write individual names and contact information. The cost through the Town can be quite expensive although they had done it in the past, 2022, and it was coming out of our current budget. Members will check into different options and discuss at next meeting. It is important to make sure that the Town of Ludlow Office is a part of the design as well as the universal icon for disabilities (such as what is included on our flyers). The Town Clerk or the town administrator, Mark Strange, will need to first be contacted to determine if there is a "uniform" design that is being used by all of the town departments.
  - ii. Development of a Facebook page. Margaret previously mentioned that she would check to see if other Disability Commissions have a Facebook page. Diane previously mentioned that she would post information on the Ludlow Forum just to let people know of the existence of the Commission. These areas will continue to be reviewed.
  - iii. Discussion previously occurred regarding listing out this information in the Ludlow Register. Michael Harrison [mharrison@turley.com](mailto:mharrison@turley.com) is the editor that completed prior articles. Contact will need to occur to discuss the interest further. Tara previously suggested the option of having the Ludlow Register to do an article to "highlight individuals with disability in our community". These areas will continue to be reviewed.
  - iv. The updated Commission Flyers were printed out by Beverly and shared with members. Past member, Kerry Hotaling, had taken multiple copies to assist in folding them. Joanne will reach out to Kerry to see if he still has them. Also, Joanne will contact Beverly to get remaining ones in order to have them available for any presentations.
  - v. Discussion had occurred previously with Margaret, regarding her attempts to provide community accessibility by installing a Stair Climber at her church to allow for greater access to the community members with mobility disabilities. Margaret was informed by the town inspector that she has to get an architectural design engineer to measure and make design recommendations. She was also informed that she may have to apply for a waiver but was not informed as to whom she should to speak with to secure the additional information. Previously, Beverly shared she would reach out to Jeff Duggan at Mass Office on Disability, and Joanne would contact Barry Manchester from Manchester Home Improvement who has installed stair climbers. In addition, Michael Jarzabek mentioned Foot-It might be another resource as they installed one at his place of employment. This area will continue to be reviewed.

f. New business:

- i. Beverly has been experiencing some very significant medical issues and will need to take a medical leave of absence from her role as the Chairperson of the Commission. Tara, as the Vice Chairperson, will fill in for her role. All meeting space needs to be requested through Sandy Leacock ([sleacock@ludlow.ma.us](mailto:sleacock@ludlow.ma.us)) at the Selectmen's office well in advance and the agenda needs to be posted 48 hours in advance (weekends don't count) with Kim Batista ([clerk@ludlow.ma.us](mailto:clerk@ludlow.ma.us)) in the clerk's office.
- ii. Tara motioned to contact James Gennette, Selectman Liaison, to create a posting to fill the current vacancy. Joanne seconded, all in favor 5-0. Members will also reach out to community members that may have expressed an interest in the past.
- iii. The commission file cabinet was moved due to recent upgrades made in the town hall hearing room. Beverly had been contacted by the selectman's office as to the use of the file cabinet to which she responded that it continued to be used and required. Upon searching, Joanne could not locate the file cabinet in either meeting room 1 or 2. Joanne

will reach out to the town office to determine the location. Also, Joanne will secure a second key to the cabinet, as there is currently only one with Beverly.

- iv. Discussion occurred as to regularly set commission meeting times as to better support consistency with attendance. Meeting will be held the 4<sup>th</sup> Thursday of every month, starting with July 28<sup>th</sup> at 6:00 pm. A quorum is required of at least 5 members (regardless of roles), present. If the Chair, Vice Chairperson or Secretary is not present, the members will need to determine which individuals will serve in those roles for the purpose of that specific meeting.
- v. On the Ludlow Forum: Jack Carvalo mentioned that there was not any handicap parking identified by the Ludlow Clock Tower when accessing the River Walk. Also, there was only grass access to the actual walking area. Beverly informed Joanne that she forwarded this information to Eric Segundo. Joanne will visit the River Walk to access further.
- vi. Not Discussed:

1. Live Closed Caption of ADA meetings – The notes from the prior meeting is as follows: "Discussion occurred regarding LCTV could only place closed caption on the replays and not with the live meetings. Eric Segundo suggested emailing Mike (IT) to try and address the option to do live closed caption of town meetings."
2. Not Discussed: Town ADA Compliance – The notes from the prior meeting is as follows: "The town will be conducting is Annual Walk-through to address ADA compliance. Eric shared that the AG's office has an ADA Coordinator should we need to reach out to them."
3. Not Discussed: Library Access – The notes from the prior meeting is as follows: "Tara volunteered to reach out to the library to make sure reasonable accommodations include programs and services offered."
4. Not Discussed: Calendar of events, Disability Awareness – The notes from the prior meeting is as follows: "Margaret will assist looking for a listing on Disability months."
5. Not Discussed: Training: CAMP training
6. Not Discussed: Beverly will send a letter to Kim Batista and Eric Segundo to make sure all precinct-voting sites are accessible.
7. Not Discussed: Accessibility in getting a transponder as you have to enter from the rear entrance, which does not have handicap parking, is this a municipal location or private?
8. Not Discussed: Accessibility to handicap parking in order to access building and programmatic services in the community as well as the various eateries'. Beverly will get a list of businesses in Ludlow and share with Commission members. Harry has been visiting different sites and will develop a listing of locations he has visited.

A motion to adjourn was made by Tara, seconded by Joanne. Vote 5-0. Meeting adjourned at 7:10 p.m. Next meeting date: Thursday July 28, 2022 6:00 PM Town Hall, Room #1, in the First Floor Conference Room. NOTE: All future meetings will occur on the 4<sup>th</sup> Thursday of each month.

Respectfully submitted,  
Joanne Odat-Stach, Secretary

Minutes accepted as read:

By



Date

Aug 11<sup>th</sup>, 2022