



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

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### **Ludlow Commission on Disability Minutes of meeting held on August 11, 2022**

**Present:**

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

**Absent:**

Diane Shea Walton, Member  
Michael Jarzabek, Member  
Beverly Barry, Chairperson

**Guests:**

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**I. Called to Order:** 6:05 P.M. Role Call and Signature Attendance Sheet shared

**II. Review and accept minutes 7/6/22:**

- a. Review of minutes from July 6, 2022 meeting: Motion to accept Joanne Odat-Staeb, seconded by Margaret Scott, all in favor 5-0.

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

- a. Julie reached out to the town Accountant to get a print out of the reimbursement sheets. Apparently, the on-line copy is not working. Julie will make an appointment to visit the office directly to receive copies in preparation for upcoming purchases. The Commission Treasurer and Chairperson will need to sign off on any funding requests.
- b. Julie will inquire from the Town Accounting Office, as to how donations can occur and be listed within the Commission overall budget.

**IV. Riverwalk and Voting Access:**

- a. Harry updated that the town is waiting for a second tar layer to be put down prior to putting up handicap parking signage. Joanne shared that there isn't a paved access to the walkway from the parking lot and people have to cross over a grass area. Harry followed up on this with a member of the Ludlow Construction project and was informed that it will be done.
- b. An email was received from Tamara Huntley, a community member who expressed frustration with gaining access to the new voting location at Baird Middle School (with the closing of Vets Park). She said the signage was very poor and she ended up having several individuals lift her wheelchair onto the sidewalk. Eric Segundo responded to her via email and assured her that he would address this further. Tara has reached out to Eric for further information about voting access.

**V. Municipal Vulnerability Preparedness (MVP): Emergency Notifications:**

- a. Joanne spoke with Doug Stefancik, Town Planner, as to the current status of the MVP plan. He stated that the plan has been submitted and he is now waiting for approvals from Fema and Mema. Discussion occurred with Doug as to how individuals with disabilities might be notified of an emergency. He suggested the Commission review the various PowerPoint presentations listed on the town website. He will forward the full plan to Beverly as well. He stated that the notification is through the town BlackBoard with the robo calls and that there is the capacity for TTY calls. Individuals would need to sign up for the contact and list they use a TTY. Doug also

- said that the consultant coordinator for the project is Emily Tully at the Pioneer Valley Planning Commission.
- b. Eversource offers a program under their "Alert and Notifications" to address first emergency notification and repair response for individuals that rely on life sustaining power, such as ventilators or oxygen. Joanne contacted Eversource and they said that membership in this program is done on-line by going to the Eversource website, click on Contact Us, go to Manage Alert Setting, then scroll down to Outage Alerts and Notifications, then Set Notifications. In this section individuals would need to complete their personal information.

**VI. Boys & Girls' Club Update:**

- a. 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. Flyers will be gathered and sent to local family support centers. Tara has sent to all members a flyer advertising the Sensory Saturday options (next event will be 8/27) that can be shared with community members and support agencies.

**VII. Commission Expenses:**

- a. Discussion occurred regarding the expense of funds to support the Commission activities within the town. Margaret provided a planning sheet as to proposed events and supplies that will be needed to promote the presence and function of the Commission on Disability. At this time the Commission is engaged to support a table at Celebrate Ludlow, Lunch and Learn at the Senior Center, and Sensory Saturday at the Boys and Girls Club. The final determination was to purchase business cards, printed information flyers, a table runner banner, vertical rack cards, table signs, paper, ink, card/paper holders, name tags, and potentially other promotional items to be researched. Joanne Odato-Staeb made a motion to approve expenses up to \$750.00 for the supplies needed to support these and future events, Harry Mills seconded, all in favor 5-0.

**VIII. Correspondence/Old Business New Business**

- a. **Correspondence:** Two articles were shared: Marc Strange – Special Town Meeting to open the Warrant for October 3, 2022. The Town Accountant – The required designation of a committee member who will be in charge of payroll and funds/expenses. Julie will confer with the accountant during their upcoming conversation to address if this form would need to be completed by this commission. In preparation, Margaret made a motion that financial matters should be handled by the treasurer, Julie DiCesare, Tara Bronner seconded, all in favor 5-0.
- b. **Celebrate Ludlow:**
- i. Diane informed the Commission that we have a table available. She shared that there will be handicap parking at all of the slots belonging to the library and there will be a police officer on-site to enforce the parking only for individuals with a disability and handicap signage. There will also be handicap accessible Sani-cans available for participants at the event. Planning occurred as to the various types of information that the commission would like to share that day including critical sites for resource support, information about the commission and awareness flyers. Harry has a therapy dog that he will bring if individuals would like to sign up for a home visit with the dog.
- c. **Commission Presence: (Business Cards, Flyers, Facebook, Postings, Presentations):**
- i. Business Cards/Flyers/Banner: Margaret provided a variety of samples and ideas to consider. Tara Bronner motioned to form a sub-committee to put together language examples and costs from several providers, Joanne Odato-Staeb seconded, all in favor 5-0. Julie DiCesare and Margaret Scott will form the sub-committee and report back at the next meeting on 8/25. It was determined that a tri-fold flyer, double-sided Rack cards, table signs, business cards, name tags, as well as a Banner Table Runner (in addition to heavy stock paper and printer ink) will be addressed. Harry will also look at promotional material options. Discussion occurred as to having a focus on the Rack cards promoting individuals and services in the Ludlow community such as accessible children's playground, handicap parking and possibly, promoting a picture of Harry's service dog. Additional information on the flyers might include access to Caption Call, Eversource

options, town robo phone notifications for people using TTY, free of cost specialized equipment from agencies, disabled veterans program.

- ii. Development of a Facebook page: Margaret offered her assistance in developing a page for the Commission. She had looked at other Commission Facebook pages and shared her thoughts as to what the Commission would like to have. Margaret would set up the page and other members (Tara and Julie) would also have a role to generate content. Joanne has reached out to Marc Strange if there are any guidelines and/or regulations about having a Facebook page.
- iii. 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". Tara will be reaching out to Michael at the Register to support an article for October being Disability Awareness Month and the presence of the commission at Celebrate Ludlow.
- iv. Julie, Diane and Joanne cleaned out old resource information that had previously been held in the Commission file cabinet. A list was created to seek updated information prior to sharing at any Commission events.
- v. Town website: Joanne shared a copy of the front page of the town site listing. Members discussed the advantage of listing links to various disability services and would like to keep the information current. The current resources will be contacted to determine if the addresses remain the same.

d. **Home Modification Program:**

- i. Julie as well as Harry reached out to Jodi at the Senior Center to support a presentation during Lunch & Learn to present on the Home Modification Program. Julie was given two dates 11/23 or 11/30 as options to schedule. Discussion occurred that the 30<sup>th</sup> might be the better option, as the 23<sup>rd</sup> is the day prior to Thanksgiving. Julie reached out to Shirley to determine her availability to present during the noontime event. Both Harry and Julie volunteered to be present during the presentation. Shirley previously provided some print information but Julie will ask her if they have large print (or other alternative media), options available for information sharing. Julie confirmed the date for the Lunch and Learn event on the Home Modification Program would be 11/30 at noon.

e. **Accessibility Awareness:**

- i. Margaret shared that October is Accessibility Awareness Month. The Commission will be supporting this during Celebrate Ludlow.

Not Discussed:

1. Live Closed Caption of ADA meetings – The notes from the prior meeting is as follows: "Discussion occurred regarding LCTV could only play 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. 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. 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. Training: CAMP training
5. 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?

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6. 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 Julie DiCesare, seconded by Margaret Scott. Vote 5-0. Meeting adjourned at 7:14 p.m. Next meeting date: Thursday August 25, 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-Staeb, Secretary

Minutes accepted as read:

By Tina Date 8/25/22

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