

TOWN OF LUDLOW, MASSACHUSETTS

COMMISSION ON DISABILITY

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Ludlow Commission on Disability

Minutes of meeting held on
September 29, 2022

Present:

Tara Bronner, Vice Chairperson
Julie DiCesare, Treasurer
Joanne Odato-Staeb, Secretary
Harry Mills, Member
Diane Shea Walton, Member

Absent:

Michael Jarzabek, Member
Beverly Barry, Chairperson

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I. Called to Order: 6:09 P.M. Role Call and Signature Attendance Sheet shared

II. Review planning notes from 8/25/22 gathering

III. Budget/Expense Sheet:

- a. Julie is waiting to hear back from the town Accountant to get a print out of the Oath of Payroll to designate individual responsible. Tara nominated Julie DiCesare, Treasurer, Harry Mills seconded, 5-0 approved. The form will be completed and submitted.
- b. Discussion occurred regarding the expense of funds to support the Commission activities within the town. Prior to leaving, Margaret had 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. 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.
- c. Current expenses of \$148.96 (158.27 minus taxes), submitted for paper and ink in preparation for the Commission brochure for the Celebrate Ludlow event. Julie will reach out to Margaret to get the costs associated other printed material.
- d. Julie will inquire from the Town Accounting Office, as to how donations can occur and be listed within the Commission overall budget.

IV. Celebrate Ludlow:

- a. 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. Diane will bring a pop-up tent for the table, Joanne will bring a table and Julie will provide chairs. Joanne will pick up candy and fall decorations for the table display. Diane, Tara, Joanne and Harry will be present throughout the day to speak with community members. 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 will

- bring his dog, to talk about service animals assisting individuals in need. Diane will also contact Michelle regarding support to individuals struggling with Mental Health issues and suicide prevention.
- b. After the event, Tara will reach out to the Library to place some of the rack cards promoting the Commission.

V. Increasing Town Awareness of Commission:

- a. October is National Disability Employment Awareness Month. Joanne will reach out to Marc Strange to see if we can have it noted on the town digital signage. Harry met with Charlie Baker at an event at the Senior Center as a member of the Commission and Gov. Baker acknowledged the work of commissions to increase overall awareness of support for individuals with disabilities.
- b. 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.
- c. Joanne visited the town hall to determine how many departments/commissions/committees have a mailbox in which to provide an letter of introduction of the Commission on Disabilities and how we can be a resource to them when thinking or planning events/services. There are 34 mailboxes. Joanne will speak to Beverly to determine if she would like to start a draft letter of introduction.
- d. Commission members are still very interested in starting a Facebook page. This will be discussed further at the next meeting.
- e. Discussion occurred about inviting various town departments/committees and town public service providers (i.e. new town building inspector - Leslie Ward, Board of Health - Paulina Matusik, Kevin Vestal - Ludlow Rotary, Ludlow Cultural Council etc.) to speak at a commission meeting.
- f. The Lunch and Learn for the Home Modification Program information sharing is scheduled for Wednesday, November 30th at noon. Julie and Harry will be present to support Shirley and her staff from the Home Modification Program as well as to share information about the Commission.
- g. Members discussed developing a "resource" brochure that 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, etc.
- h. Development of a Facebook page: Margaret had previously 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. At this time it is hoped that new Commission member candidates might have some experience with developing social media. Tara and Julie had offered to assist with generating content. Joanne reached out to Marc Strange regarding guidelines and/or regulations about having a Commission Facebook page.
- i. Ludlow Register. Michael Harrison 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.
- j. 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.
- k. 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 listed were contacted to determine if the addresses remain the same. In fact, there are several updated addresses. Joanne will reach out to Marc Strange to get the town site information updated.

VI. 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.
- c. There continues to be an issue with the town TTY access. The line continues to be busy. Joanne will reach out to Kim Batista and Marc Strange to gather more information on how we can support access and emergency notifications.

VII. Correspondence/Old Business New Business

- a. **Correspondence:** No correspondence present
- b. **Resignation:** It is sad to note that Margaret Scott will be moving out of the area and no longer remain a member of the Commission. She has submitted her resignation to the Selectmen's office. We will miss her and the enthusiasm she brought to the Commission during her short membership. Best of luck to her.
- c. **Voting Access:** 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. No additional updates provided.
- d. **Boys & Girls' Club Update:** Tara shared that the Sensory Saturday program has ended. They didn't feel it was as utilized as previously hoped. Discussion occurred as to how to "spread the word". Participants were 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.
- e. **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. 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

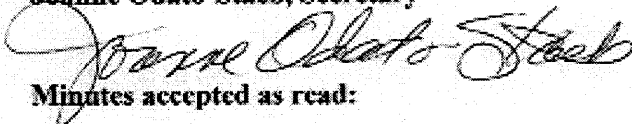
5. Accessibility in getting a transponder as you have to enter from the rear entrance, which does not have handicap parking, is this a municipal location or private?
6. Accessibility to handicap parking in order to access building and programmatic services in the community as well as the various eateries'. 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 Joanne Odatto-Staeb. Vote 5-0.

Meeting adjourned at 7:00 p.m. Next meeting date: Thursday October 27, 2022 6:00 PM Town Hall, Room #1, in the First Floor Conference Room. NOTE: All future meetings will occur on the 4th Thursday of each month. The November meeting will be 11/17/22 due to the holiday and there will not be a scheduled meeting during the month of December.

Respectfully submitted,

Joanne Odatto-Staeb, Secretary


Minutes accepted as read:

By



Date

10/27/22

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