



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

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**CHAIRPERSON: CHRISTOPHER HARKINS**  
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**Ludlow Commission on Disability**

Minutes of meeting held on  
June 27, 2024

**Present:**

Christopher Harkins, Chairperson  
Joanne Odato-Staeb, Secretary  
Diane Shea Walton, Treasurer  
Jennifer Wright, Member  
Beverly Dudley, Member

**Absent:**

Tara Bronner, Member  
Tamara Huntley, Vice Chairperson  
Harry Mills, Member

- I. **Called to Order:** 6:07 P.M. Role Call and Signature Attendance Sheet shared.
- II. **Review and Accept Minutes:** Beverly Dudley motioned to accept, Jennifer Wright, seconded, 5-0 in favor.
- III. **Budget/Expense Sheet:**
  - a. Joanne updated the members regarding discussions related to creating a tax exemption status with Global Industrial in exploration of a handicap accessible picnic table in memory of Beverly Barry.
  - b. Diane will connect with the town fiscal office to determine the upcoming budget for the Commission and if the funds would be placed as a town budget line, or under Article 6 as it was done in prior years. Diane will close out the balance for our last fiscal budget noting all of the purchases made and amounts spent.
  - c. Julie submitted her formal letter of resignation on June 5, 2024, which was accepted by the town selectman at their June 18<sup>th</sup> meeting. Diane Walton has accepted the Commission treasurer position.
- IV. **Upcoming Trainings/Increasing Town Awareness of Commission: (the goal is to be present at least 1 event quarterly)**
  - a. **Park and Recreation:**
    - i. Diane will be attending the July meeting. Diane will find out the status of the start of renovations of Whitney Park. Diane will follow up regarding the grant application.
    - ii. Joanne spoke with Deb at the Parks and Recreation as to future delivery of the assessable picnic table. The suggestion was when ordered, to have it delivered to the Department of Public Works. Joanne contacted that office, and they agree and will coordinate installation.
  - b. **MOD Training:**
    - i. Joanne reached out to Jeff Dugan at MOD related to scheduling CAM virtual training however had not heard back at time of Commission meeting. Joanne also checked with town IT, Ludlow Cable Access, and the Massachusetts Commission for the Blind, to find out about Closed Caption and Screen Reading capabilities for member access. Joanne will need to coordinate these service providers with MOD.
  - c. **Ludlow Cultural:**

- i. The Commission members will be present at the July 21<sup>st</sup> Cultural event. Discussion occurred related to ways to bring event participants to the table. Diane shared some ideas about Motivational Kindness cards and coins. Joanne Odato-Staeb made a motion to use some Commission funds to purchase Motivational Kindness cards and coins to pass out. Beverly Dudley seconded, 5-0 in favor. Diane will order to have present at the July 21<sup>st</sup> event. Chris, Jenny, Diane, Joanne and Beverly will arrive to set up prior to the event time.

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d. **Color Ludlow with Love:**

- i. Jenny and Diane shared information on an article in the Ludlow Register about the Selectman's discussion related to committees and entities outside of town appointments, accessing the Mack Donnelly Gazebo space. This affects the Color Ludlow with Love group. Diane shared that if the town selectmen do not approve access to the Gazebo site, her church has offered space. Jenny will be hosting a Commission table (as was successfully done last year) at the event being held on Sept 14<sup>th</sup>. Diane also offered to attend as a Commission representative. Jenny will check to see what items/crafts she has left from last year to engage with event participants.

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e. **250 Celebration Events:**

Members share their experiences attending the events with a positive review. The only challenge noted was an error made in the newspaper listing as to the route that the parade was traveling and several community members with mobility issues were not able to see the parade due to parking on the wrong route.

V. **Town Physical Access**

a. **Accessibility of Local Businesses for Ludlow Residents;**

- i. No updates provided.

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

a. **Correspondence:** Jenny will assist Diane to complete the Ethics/Conflict of Interest training as Diane was experiencing computer access issues. Joanne will send Beverly another computer email to complete the information. Tara had previously offered to assist Tamara to complete.

b. **High School Gym access:** Jenny will reach out again to Tim Brillo regarding the non-working elevator and if we can assist in any manner.

c. **New Business:**

- i. **Commission Positions:** The following lists new and current roles on the Commission: Christopher Harkins, Chairperson Joanne Odato-Staeb nominated, Diane Walton seconded, 5-0 in favor. Tamara Huntley, Vice Chairperson - Beverly Dudley nominated, Christopher Harkins seconded, 5-0 in favor. Diane Walton, Treasurer - Joanne Odato-Staeb nominated, Jennifer Wright seconded, 5-0 favor. Joanne Odato-Staeb will remain as Secretary (Tara previously offered to assist if needed), Beverly Dudley, Harry Mills and Jennifer Wright will remain as voting members.

- ii. **New Members:** The Commission has one remaining voting vacancy. Amy Kurtz posted Commission vacancy. Chris will post on the Ludlow Forum as well as the Commission website.

A motion to adjourn was made by Beverly Dudley, seconded by Christopher Harkins, Vote 5-0. Meeting adjourned at 7:02 p.m. The next meeting date: Thursday August 22, 2024, 6:00 PM Town Hall, Room #1, in the First Floor Conference Room. THERE WILL NOT BE A JULY MEETING.

Respectfully submitted,

  
Joanne Odato-Staeb, Secretary

Minutes accepted as read:

By Christopher Harkins Date 9/26/24