



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

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

**Minutes of meeting held on  
October 24, 2024**

**Present:**  
Christopher Harkins, Chairperson  
Diane Shea Walton, Treasurer  
Joanne Odato-Staab, Secretary  
Tara Bronner, Member  
Harry Mills, Member  
Beverly Dudley, Member

**Absent:**  
Tamara Huntley, Vice Chairperson  
Jennifer Wright, Member

**Guest: Jennifer Asta-Ferrero**

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- I. Called to Order:** 6:00 P.M. Role Call and Signature Attendance Sheet shared.
- II. Review and Accept Minutes:** Joanne Odato-Staab motioned to accept Beverly Dudley, seconded, 3-0 in favor. Diane Shea Walton, Tara Bronner and Harry Mills abstained as they were not in attendance for the September meeting.

**III. Budget/Expense Sheet:**

- a. Regarding our discussion about using some of the Commission funds to support a scholarship. Joanne shared the email information from Marc Strange Town Administrator, stating "The town appropriates \$4,900 each year to the COD for various expenses. The authorization is pretty broad; so you may be able to use some of those funds for a scholarship so long as it's related to the mission of the COD. If the COD wanted to increase that annual appropriation for FY26 to provide scholarships, then the commission can certainly submit a request to the BOS for their consideration." In addition, Marc shared "Any other funds received via donation or fundraising would need to be held by another entity, like a non-profit Friends of the COD (my guess is the Sr Ctr funding was provided by the Friends of the Senior Center), and those funds would be outside the authority of the town." Jodi Zepke, Ludlow Senior Center connected us to Kathy Green who is the president of the Friends of the Senior Center. Kathy reached out (589-1689 [kgreen554@aol.com](mailto:kgreen554@aol.com)), to offer support and possible assistance. It was decided by members that a scholarship/fund raising focus will be to address education/learning, skill development and/or career training and/or the option to provide a First-Aid training or Self-Defense training for young adults with disabilities.
- b. Donations to the schools: It was explained by Sue Santos that a Commission member would need to present to the school committee at their next meeting. Jenny has been in contact with the Jr. High School for a wish list (supplies/sensory etc.). Tara Bronner motioned to spend a maximum of \$400 towards the donations. Diane Walton seconded, 6-0 in favor.

**IV. Old Business:**

- a. **MOD Training:**
  - i. Jeff Dugan at MOD reached out related to scheduling CAM virtual training. Each session is approximately 5 hours 10:00-3:00PM. He will allow an exception for our members to attend Day 1 and Day 2 at different times. He will be sending the schedule

dates and requested that we submit names and email addresses, and he will register for us. We will need to submit a request through the ADA Coordinator at MOID for a recording of the training to be made and provided separately based on disability access need. It will be on a Zoom Meeting Platform (not a Zoom Webinar). Joanne will share the dates of the training options when available

**b. Community Access/Education:**

- i. Accessible portable walkways were discussed to allow for individuals to fully participate in events that are on grass and/or uneven surfaces. Joanne will speak with Jamie Toma (DPW) as to potential locations to house the items. Tara Brunner motioned the Commission measure a needed area distance and to secure specific cost to purchase the walkways. Beverly Dudley seconded, 6-0 vote in favor. Joanne and Tara will attempt to measure a distance at Memorial Park that might be utilized for events on the grass.
- ii. Tara will be reaching out to Tony at Villa Rose to see about scheduling a dinner fund raising event to generate additional funds to support local community access for individuals with disabilities.

**c. Accessible Picnic Table:**

- i. Joanne and Tamara will meet with Jamie Toma (DPW) and Deb (Recreation Department), as to potential locations to install the picnic table. Tara Brunner motioned to approve the \$20.00 to purchase a memorial plaque from Awards Company, Springfield, MA, Jennifer Wright seconded 6-0 in favor.

**d. Town Outreach/Commission membership:**

- i. Chris has attempted to reach out to BJ Church (ADA Coordinator), however she has not responded. Chris will follow up with James Gennette, Selectman Liaison for assistance with setting up a meeting/introduction time
- ii. Jennifer Asta-Ferrero, a guest at this meeting, is interested in applying to become a member of the Commission. Jenny will assist her with completing a request to the Selectman.

**V. New Business, Correspondance:**

**a. Supporting Town Businesses Accessibility:**

- i. Discussion occurred regarding establishing a sub-committee to develop a listing of town businesses to contact for outreach.

**b. Commission Compliant Forms for reporting:**

- i. Discussion occurred regarding previously used forms for documenting formal complains/concerns about accessibility within the town. Joanne will begin to update these forms for review by members.

A motion to adjourn was made by Diane Shea Walton, seconded by Tara Brunner, 6-0 in favor. Meeting adjourned at 7:07 p.m.

The next meeting date: Thursday November 21, 2024, 6:00 PM Town Hall, Room #1, in the First Floor Conference Room.

Respectfully submitted,

*Joanne Odat-Staeb*  
Joanne Odat-Staeb, Secretary

Minutes accepted as read:

By *Christopher Mackin* Date 11/21/24

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