



TOWN OF LUDLOW, MASSACHUSETTS
COMMISSION ON DISABILITY

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CHAIRPERSON (S): TARA BRONNER/BEVERLY BARRY
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TOWN OF LUDLOW

Ludlow Commission on Disability

Minutes of meeting held on
March 30, 2023

Present:

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

Absent:

Beverly Barry, Chairperson
Harry Mills, Member

Guests: Jennifer Wright
Christopher Hartkins

- I. **Called to Order:** 6:03 P.M. Role Call and Signature Attendance Sheet shared
- II. **Review and Accept Minutes:** Julie DiCesare motioned to accept, Joanne Odato-Staeb seconded, 4-0 in favor.
- III. **Budget/Expense Sheet:**
 - a. Julie stated the current budget balance of \$3,086.88 remains the same. Beverly assisted in preparing and present the FY24 budget amounts (\$4,900) to the Selectmen. This projected amount includes sufficient funds to ensure all the commission members receive CAMP training. Diane is placing the order for the pop-up tent. There were no updates related to Harry purchasing the hand truck/wagon combination in order to transport items for presentations/fairs/etc. Tara will check out the cost of the rack cardholders and a folding table. Julie donated three chairs.
 - b. Beverly will reach out to the Park and Recreation Department about accessibility to the upcoming Easter Egg Hunt as well as the possibility of cost sharing options to increase access/accessible equipment. Jennifer Wright shared that she knows Jason Martins in the Recreation department and once her membership to the Commission is approved, would be willing to reach out in support of establishing an on-going relationship between the Commission and the Park and Recreation Department. Tara reached out to Pauline Matusik from the Public Health Department about their loan program of medical equipment. Pauline shared a flyer as to their options.
- IV. **Upcoming Trainings/Increasing Town Awareness of Commission: (the goal is to be present at least 1 events quarterly)**
 - a. **Lunch and Learn:** Julie will contact Jodi at the Senior Center to set up another Lunch and Learn event where information about accessible loan medical equipment from the DPH will be shared.
 - b. **CAMP training:** Dates will be explored for training to occur during the summer. Funds in FY24 budget will be used to cover the cost of the training.
 - c. **Annual State Ethics Conflict of Interest Training/Certification:** This training needs to be completed by all members. The new updated version is available at <https://massethicstraining.skillburst.com/>. Each member will need to sign on with their personal email address and create a password, select your organization (Ludlow) then select "Get Access" An email link will be sent to the email address provided. You will then have 30 days to take the course and complete the online acknowledgment.

d. TTY/TDD Access Training: Joanne shared correspondence continues to occur with Jonathan O'Dell from MCDHH. Unfortunately, nothing has been able to be scheduled yet. Joanne will continue to work on getting the virtual training scheduled as soon as possible with the hope to have it recorded for individuals not able to attend initially.

e. Library Stakeholder Meetings: Joanne shared email correspondence received from the library regarding a request for participation from the Commission on Disability to assist with ensuring and increasing access for individuals with disabilities. There is an open forum community meeting on Saturday 4/1 as well as a Stakeholder meeting on 5/22 at 5:15 at the Hubbard Memorial Library. Tara will reach out to Tracy Snow to let them know that a commission member will not be available on 4/1 but will be present for the 5/22 meeting. Once approved as a new commission member, Jennifer expressed an interest in attending the meeting to assist to establish a presence and representation from the disability community. Joanne will also reply to the email sent to the Commission address.

V. 250th Town Celebration: Tara and Diane reached out to Kathy Hurley and Linda Chapman Collette to attend the April meeting. Kathy Ouimette (413 589-7994, kathlcoouimette1977@gmail.com) from the Celebration Committee is looking for additional volunteers. Diane shared that the Celebrate Ludlow and the 250th celebration committees discussed the location of the venues to support access as well as to promote sales and a community presence. The discussion is on-going.

VI. Ludlow Cultural Council: Joanne previously shared email correspondence from the Cultural Council requesting any interest from town committees to host a table at the Summer Concert music events to promote town sharing. Discussion occurred that the best date that multiple members could be available is Aug 6th. The concerts begin at 5:00 PM at the Ludlow Gazebo but set up would need to occur prior. Tara will reach out to the Cultural Council and secure the date.


VII. Correspondence/Old Business New Business

- a. **Correspondence:** No new print correspondence in the town mailbox.
- b. **Commission Positions/Members:** Re-organization for Commission positions occurred. Joanne Odato-Stach motioned that Tara Bronner be nominated as Chairperson. Julie DiCesare seconded, all in favor 4-0. Joanne Odato-Stach motioned Beverly Barry be nominated as Vice Chairperson. Diane Shea Walton seconded all in favor 4-0. Joanne will submit the re-organization to Kim Baptista. Jennifer Wright and Christopher Harkins (guests) expressed a desire to become Commission members and will submit their letter of intent to the Board of Selectmen. Both Jennifer and Christopher appear to be excellent candidates and can bring a lot of personal and professional experience to the Commission. Their application will help to fill at least two of the three vacancies that currently exist on the Commission. All members were excited about their future participation. Diane also shared that she had heard from Eric Segundo that he was no longer going to be the ADA Coordinator. Joanne will reach out to Kim Baptista to get clarification as no one had been informed.
- c. **Accessible handicap parking:** Julie drafted a letter to submit to CVS regarding signage for newly assigned handicap parking. The current location is not identified well and access to the doors can sometimes be compromised. She will include a reference sheet from the Massachusetts Architectural Access Board regarding Handicapped Parking Regulations. Discussion occurred that the town handicap parking access to voting sites had been resolved, however Diane and her husband who struggles with walking long distances experienced a challenge with the location and placement of handicap signage at their voting site. Diane will reach out to the Department of Public Works regarding where the signage is placed and how we can make it easier for people to access the voting site.
- d. **Not Discussed from prior meetings:**
 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. Suggestion to email 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. **Social Media:** Commission members are still very interested in starting a Facebook page. This will be discussed further.
4. Discussion occurred to continue to invite various town departments/committees and town public service providers (Town Building Inspector - Leslie Ward, Board of Health - Paulina Mansik, Kevin Vestal - Ludlow Rotary, etc.), to speak at a commission meeting.
5. Discussion will continue regarding 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.

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A motion to adjourn was made by Diane Shea Walton, seconded by Joanne Odat-Stueb, Vote 4-0. Meeting adjourned at 6:57 p.m. The next meeting date: Thursday April 27, 2023 6:00 PM Town Hall, Room #1, in the First Floor Conference Room.

Respectfully submitted,

 Joanne Odat-Stueb, Secretary

Minutes accepted as read:

By Tara Brown Date 5/25/23