



TOWN OF LUDLOW, MASSACHUSETTS
COMMISSION ON DISABILITY

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2025 MAY 27 A 10: 55

CHURCH

EMAIL: Dis.Comm.Ludlow@gmail.com
TTY: (413) 583-5668

CHAIRPERSON: CHRISTOPHER HARKINS

ADA COORDINATOR: BEVERLY DUDLEY

EMAIL: Building@ludlow.ma.us
TELEPHONE: (413) 583-5600

Ludlow Commission on Disability
Minutes of meeting held on March 27, 2025

Present:

Christopher Harkins, Chairperson
Tamara Huntley, Vice Chairperson
Joanne Odatto-Staab, Secretary
Tara Bronner, Member
Beverly Dudley, Member

Absent:

Jennifer Wright, Member
Diane Shea Walton, Treasurer
Harry Mills, Member

- I. **Called to Order:** 6:01 P.M. Roll Call and Signature Attendance Sheet shared.
- II. **Review and Accept Minutes:** Joanne Odatto-Staab motioned to accept, Beverly Dudley, seconded, Tara Bronner abstained, 4-0 in favor.
- III. **Budget/Expense Sheet:**
 - a. **Budget Status:** Diane will get the final update of what was spent last fiscal year as well as the current amount approved for the current fiscal year.
 - b. **Fundraising:** Villa Rose restaurant for a fundraiser dinner (June 11th at 5:30 Commission members will attend as a group), to support the potential Commission Scholarship. Tara and Joanne will reach out to Diane regarding contacting Kathy Green (Friends of the Seniors) for 503c option. Tara will find out from Villa Rose the hours the fund raising occurs from meal purchases. Chris will post on the Facebook page and Ludlow Community Forum to advertise the event at the Villa Rose. Tara will create a flyer to share print versions to the community.
 - c. **Handicap Parking warning stickers:** Chris will follow up on getting pricing and ideas for the designs
- IV. **Old Business/Correspondence:**
 - a. **MOD Training:**
 - i. The May 15th session is currently scheduled as a group to be held in Meeting Room 1 from 10-3:00. Mike Hill (LCITV) can set up a webcam, and Chris can use his laptop with an HDMI output and a USB Port to connect to the camera and then use the link that MOD provides. This will continue to be discussed as the option to do individually from home is still available. Joanne will assist Beverly and Tamara to sign up for the Sept 18th and 25th sessions.
 - b. **Conflict of Interest Certification:** Tara submitted her completed certificate. It lists the town of Agawam so Joanne will reach out to Kim Baptista to make sure it is recorded for Ludlow as well. Beverly, Tamara and Diane will schedule asap. Tara will follow up with Harry to assist him if needed to complete the training.
 - c. **Subcommittees:**
 - i. **Town Accessibility:** (Harry, Tamara and Beverly)
 1. Grange Building: Diane was not present to update committee.
 2. Whitney Park: Joanne and Tara will measure the opening of the gate as well as explore appropriate signage for drop-off. Safety Committee: Tara will follow-up with the Safety Committee regarding Whitney Park signage
 3. Beverly provided a list to Chris regarding some local businesses and their contact information

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4. Memorial Picnic Table: Joanne and Tara will meet with Jamie Tomas regarding the permanent installation of the accessible picnic table
5. ADA Coordinator: Chris will follow-up with Marc Strange about BJ's availability to the Commission to discuss accessibility concerns.
6. Portable walkways: Mike and Jim advised Joanne that the better option was a roll-away design. Joanne will measure out the general space at Memorial Park which has typically been used and discuss options at the next meeting.
7. Joanne was informed by Jodi from the Senior Center that they have a brand-new Assisted Listening Device still in a box and it can be borrowed by the Commission. Joanne will schedule to pick it up from Jodi.
- ii. **Scholarships:** (Tara, Jenny, Chris) Jenny and Chris will connect with Tara about updates with Kathy Green (who is the president of the Friends of the Senior Center). Kathy reached out (589-1689 kgreen554@aol.com), to offer support and possible assistance regarding a future scholarship option.
- iii. **Disability Commission Policies** (Joanne, Jenny, Diane). Members received the 14-day notification of the by-law amendments. Joanne (Odat-Staeb) motioned to submit to the selectmen. Tara Bronner seconded, all in favor 5-0. Chris will submit to the Selectmen for approval. Copies of the Town Volunteer application will need to be made so that once the by-law amendments are approved, a full packet for new applicants can be developed.

V. New Business:

a. Member Updates/Commission membership:

- i. Commission By-laws updated and vote completed (see above)
- ii. One voting member slot is still open. Chris will post with the town, the Facebook page and the Ludlow Forum

b. ADA Improvement Grant:

- i. ADA Grant Meeting: Joanne attended a scheduled town meeting with Michael Kennedy (Center for Living & Working, Inc), and James Mazik ((JMJ Consultants) regarding the Municipal ADA Improvement Planning Grant the town received. Joanne believed it was extremely helpful information and was able to share both in the group then within a private discussion, various concerns and accomplishments of the Commission. Once the assessment is completed Mike and Jim will present the results to the selectmen and have offered to present directly to the Commission members as well.

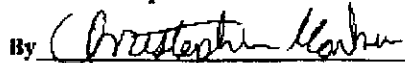
- c. **Ludlow Memorial Day Parade Tag and Craft Sale:** Tamara brought up the discussion to host a table at the Event on Saturday May 17th 9-3:00 at the Ludlow High School Parking Lot. Tamara will reach out to determine if this can occur as we would not have sales, only promotional material. Tamara will also reach out to see whom, in addition to herself, is able to be present. There is a fee for the space so Tamara will share more information at the next Commission meeting.

A motion to adjourn was made by Tara Bronner, seconded by Beverly Dudley, Vote 5-0 in favor. Meeting adjourned at 7:12 p.m. **PLEASE NOTE The next meeting date: April 17, 2025, 6:00 PM (due to school vacation week on the following Thursday) Town Hall, Room #1, in the First Floor Conference Room.**

Respectfully submitted,


Joanne Odat-Staeb, Secretary

Minutes accepted as read:

By  Date 5/22/25