



TOWN OF LUDLOW, MASSACHUSETTS
COMMISSION ON DISABILITY

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CHAIRPERSON: CHRISTOPHER HARKINS

ADA COORDINATOR: BJ
TOWN OF LUDLOW

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Ludlow Commission on Disability
Minutes of meeting held on July 24, 2025

Present:

Christopher Harkins, Chairperson
Tara Bronner, Vice Chairperson
Diane Shea Walton, Treasurer
Joanne Odatto-Staab, Secretary
Beverly Dudley, Member
Harry Mills, Member
Jennifer Wright, Member

Absent:

Tamara Huntley, Member

- I. **Called to Order:** 6:01 P.M. Roll Call and Signature Attendance Sheet shared.
- II. **Review and Accept Minutes:** Tara Bronner motioned to accept, Dianne Shea Walton, seconded, 5-0 in favor, Harry Mills and Jennifer Wright abstained.
- III. **Budget/Expense Sheet:**
 - a. **Budget Status:** Diane shared the fy'26 budget is \$5,000. Joanne shared the funds for the items identified to purchase for the prior fiscal year have been encumbered, however we are waiting on the warrant to be signed before the final order can be completed. The total cost is \$3,847.30. The Mats will be delivered to the DPW for storage. Joanne will be in touch with Jamie Tomas.
 - b. **Fundraising:** Jenny will reach out to Marc Strange as to how we might be able to generate and allocate funds from future fundraising events, supporting scholarships or costs for individuals to access programs. Joanne will speak again to the owner of the Taekwondo program in Ludlow as he had previously mentioned providing an individualized small group instruction related to personal safety and community awareness.
 - c. **Future Purchases:** Tara Bronner motioned to send a \$50 donation to the Shriners in memoriam of the passing of Tamara's father, Diane Walton Shea seconded, 7-0 in favor. Harry shared how appreciative the Special Education teachers were with the last purchase to support some supplies for the classroom. At this point the Commission has donated to the high school and middle school programs. Once the schools are back in session, Jenny will reach out to the school department to look at East Street Elementary Special Education program with the possibility of supporting something at the playground. Joanne suggested this topic can be discussed with Mike Kennedy and James Mazik once they complete their ADA access assessment for Ludlow.
 - d. **FY 2026 Goals:** Discussion occurred that all future purchases be completed by March for final voting and allocation of the funds prior to the end of the fiscal year. Also, all members believe another goal would be to formalize a relationship with the identified ADA Coordination, BJ Church. BJ has not responded to any invitation to attend a meeting and has not had any formal involvement with the Commission. The members decided that the request will be made for BJ to attend at least one Commission meeting on a quarterly basis. Jenny will reach out to Marc Strange and the Selectmen about this issue.
 - e. **Riverwalk Bench:** Jen is waiting to hear back from the Springfield Water Dept regarding confirmation as to when additional benches will be available at the Ludlow Reservoir.

- c. **Handicap Parking warning stickers:** Chris purchased 4 different parking violation stickers. The members voted they prefer to use the green ones. Harry took a packet with him and will reach out to Mr. Shimenkis or Dan Valadis at the police department to share the information and advise them that we will be using these notices when we see a vehicle parking in a handicap spot without proper documentation.

IV. Old Business/Correspondence:

a. **MOD Training:**

- i. Beverly and Tamara are scheduled for the Sept 18th and 25th sessions

b. **Subcommittees:**

i. **Town Accessibility:** (Harry, Tamara and Beverly)

- 1. **Whitney Park:** Diane will reach out to Debbie Gates to see if a second picnic, fully accessible table, would be able to be placed alongside the current one (that was determined by Mike and James not to be fully accessible even though it was advertised as such). The Commission members will wait for the final report from Mike and James before proceeding further. The Pool wheelchair has been approved and when it is received, Diane will deliver it to the pool.
- 2. **Events offered in town:** Joanne shared an email received regarding an upcoming Health Fair Tara, Diane, Chris and Beverly said they would be able to host a table at the site. Chris will reach out and schedule with the individuals hosting the event.
- 3. **ADA Coordinator:** (See FY 2026 Goals)

- ii. **Scholarships:** (Tara, Jenny, Chris) Tabled discussion until more information can be gathered as to the viability of this option for the Commission.

- iii. **Disability Commission Policies** (Joanne, Jenny, Diane) The Business letter regarding accessibility compliance was approved and an official copy has been distributed to each member with a print copy placed in the file cabinet.

- c. **Member Updates/Commission membership:** One voting member slot is still open. Harry has started a new medication and was able to attend the Commission meeting. Chris will post with the town and on the forum regarding the available position.

- d. **Memorial Picnic Table Dedication:** Tara will reach out to Jamie and Debbie to determine if there is a date in late September to host an event on a Saturday, 9-12:00 with pastries and muffins. If a Saturday doesn't work (as the main gate is closed and locked), Tara will discuss a possible Thursday evening (4th Thursday of the month at Commission regular scheduled time). Tara motioned to access \$100.00 to purchase items and drinks to have available for the memorial.

e.


V. New Business:

- a. **Way Finders:** Joanne shared information regarding Way Finders and their ability to provide home modification funds. Chris will reach out to have a representative attend one of the upcoming meetings.

- b. **Island Pond Cemetery:** Discussion tabled as Tamara, who asked for the agenda item was not present.

A motion to adjourn was made by Jennifer Wright, seconded by Diane Shea Walton, Vote 7-0 in favor. Meeting adjourned at 6:50 p.m. **The next meeting date: August 28, 2025, 6:00 PM Town Hall, Room #1, First Floor Conference Room.**

Respectfully submitted,


Joanne Odat-Staeb, Secretary

Minutes accepted as read: By



Date

8/28/25