



TOWN OF LUDLOW, MASSACHUSETTS
COMMISSION ON DISABILITY

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ADA COORDINATOR: BJ

TOWN OF LUDLOW

CHURCH

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Ludlow Commission on Disability

Minutes of meeting held on August 28, 2025

Present:

Christopher Harkins, Chairperson
Joanne Odat-Staeb, Secretary
Diane Shea Walton, Treasurer
Tamara Huntley, Member
Beverly Dudley, Member

Absent:

Harry Mills, Member
Jennifer Wright, Member
Tara Bronner, Vice Chairperson

I. Called to Order: 6:03 P.M. Role Call and Signature Attendance Sheet shared.

II. Review and Accept Minutes: Diane Shea Walton motioned to accept, Beverly Dudley, seconded, 4-0 in favor, Tamara Huntley abstained.

III. Budget/Expense Sheet:

- a. **Budget Status:** Tamara submitted for reimbursement for copies needed for Ludlow Health Fair participation. Diane submitted for \$50 donation in memory to the Shriners regarding Tamara's father. Joanne Odat-Staeb made a motion to purchase flyer display holders in the amount of \$100.00. Beverly Dudley seconded, 5-0 in favor. Joanne also suggested the purchase of a label maker (or maybe the use of spray paint) to identify recently purchased items belonging to the Town through the Commission on Disability. Joanne will ask Tara to speak with Jamie at DPW how best to label items. 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:** At this time, it appears that any fundraising will need to be project/individual specific. 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:** (from prior month) 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.
- d. **FY 2026 Goals:** All members believe a significant 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 a formal letter will go out to the select board members. Chris will reach out with a letter. Other goals will look to incorporate the findings to be shared by Mike Kennedy and James Mazik once they complete their ADA access assessment for Ludlow.
- e. **Riverwalk Bench:** Tamara will reach out to find out when the additional benches will be installed. From the prior meeting, 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.

IV. Old Business/Correspondence:

a. MOD Training:

- i. Beverly and Tamara are scheduled for the Sept 18th and 25th sessions. Joanne will assist Beverly to access the training on-line.

b. Subcommittees:

1. Town Accessibility: (Harry, Tamara and Beverly)

1. Whitney Park: The Pool wheelchair has been approved Diane will pick it up, however it may not be able to be stored at the pool as the pool is the responsibility of the state. Diane will speak with the Rec Dept about possible location. The signage has also been sent out and Joanne will remind Tara to follow up with Jamie about installation. Commission was informed that at their meeting, the Safety Committee approved placement at Whitney Park.

- ii. Scholarships: (Tara, Jenny, Chris) This format does not appear to be an option currently to be a part of fundraising. Options/funds can be provided through Commission budget an individually approved request.

iii. Disability Commission Policies: (Joanne, Jenny, Diane) No new changes

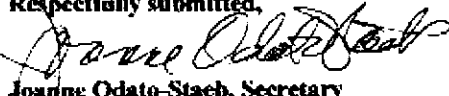
- c. Memorial Picnic Table Dedication: Joanne will reach out to Beverly Barry's daughters regarding their availability to attend. The final date is scheduled for Saturday October 25, 2025, 10:00-12:00. Joanne will remind Tara to reach out to Jamie to make sure DPW will open the gate. Advertising, invitations (to town members, Assessors office and community) and refreshments will be discussed at the September meeting.

V. New Business:

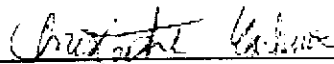
- a. Trash Bin Accessibility: Commission received an email from a 73-year-old, disabled community member that neither he nor his wife was able to navigate the large trash and recycle bins. Diane shared this is a complaint that she has heard from others as well. Chris reached out to the town DPW and will also follow up with USA Trash removal providers. He will also contact James Gruenette (Selectman Liaison) to assess how accommodations (possible smaller barrel) might be provided. Discussion occurred as supporting the individual in filing a formal complaint should there not be a reasonable resolution.
- b. Island Pond Cemetery: Tamara shared that there were no curb cuts available to access her father's burial site and had to travel some distance away to get onto the grass area. Joanne will reach out to Jim and Mike to see if the town cemetery was part of the town accessibility assessment and how other cemeteries accommodate access.
- c. ADA Web Coordinator: Amy Kurtz sent out an email regarding part of the ADA Self Evaluation Report to create an ADA Coordinator Webpage. Brittany (in the town office) is available to assist with this. They would like some of it to reflect the webpage Chris previously developed. Chris will reach out to Brittany and Joanne will forward digital copies of the Commission Grievance Procedures and guidelines.
- d. Ludlow Health Fair: Chris and Tara will host a table at the upcoming Health Fair on 9/6/25.
- e. Way Finders: Wayfinders offered a virtual PowerPoint presentation however the members felt an in-person would be far more beneficial. Chris will reach out to have a representative attend the October or November meeting.

A motion to adjourn was made by Diane Shea Walton, seconded by Beverly Dudley, Vote 5-0 in favor. Meeting adjourned at 7:03 p.m. The next meeting date: September 25, 2025, 6:00 PM, Town Hall, Room #1, First Floor Conference Room.

Respectfully submitted,


Joanne Odato-Staeb, Secretary

Minutes accepted as read: By



Date

9/25/25