



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

RECEIVED  
TOWN CLERK'S OFFICE  
2025 DEC 29 A 8:10

TOWN OF LUDLOW

CHAIRPERSON: CHRISTOPHER HARKINS  
EMAIL: [Dis.Comm.Ludlow@gmail.com](mailto:Dis.Comm.Ludlow@gmail.com)  
TTY: (413) 583-5668

ADA COORDINATOR: BJ CHURCH  
EMAIL: [Building@ludlow.ma.us](mailto:Building@ludlow.ma.us)  
TELEPHONE: (413) 583-5600

---

**Ludlow Commission on Disability**  
**Minutes of meeting held on October 23 2025**

**Present:**

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

**Absent:**

Harry Mills, Member  
Tara Bronner, Vice Chairperson

- I. **Called to Order:** 6:00 P.M. Role Call and Signature Attendance Sheet shared.
- II. **Review and Accept Minutes:** Tamara Huntley motioned to accept. Diane Shea Walton, seconded, 5-0 in favor, Beverly Dudley abstained.
- III. **Budget/Expense Sheet:**
  - a. **Budget Status:** Neither Diane nor Tamara received their reimbursements from prior submissions. Diane will contact the finance department to check on the reimbursements.
  - b. **Future Purchases:** Jenny reached out to Alison Moran, Special Education Coordinator at East Street School on October 1<sup>st</sup>. Alison will meet with the teachers and will put together a list of items of need. Jenny will also remind the teachers to make sure to work with Alison to create the list. Tara had informed the Commission members previously that she connected with Melissa the director at the library. Melissa informed her that she is going on a medical leave until December but is interested in discussing potential options to provide increased access and inclusion of individuals for the children's program. Tara will follow back up with Melissa at the first of the year.
  - c. **FY 2026 Goals:**
    - i. Mike Kennedy and James Mazik have committed to attending the November/December combined meeting. Mike will attend virtually, and James will come in person.
    - ii. "I Live Here" highlighting individuals with disabilities residing in Ludlow. Posting an article monthly, also during Disability Awareness months (July and October). Jenny with assistance from Tamara provided the information for our first individual, Jaelyn. Joanne suggested the Commission draft a Disclosure Release letter for anyone being presented in the Register via the Commission support.
    - iii. Self-defense class for individuals with disability through the Taekwondo program in Ludlow. Joanne will continue to work on scheduling this option.
- IV. **Old Business/Correspondence:**
  - a. **Subcommittees:**
    - i. **Town Accessibility and Services:** (Harry, Tamara and Beverly, Tara)

RECEIVED  
TOWN OF LUDLOW  
2025 DEC 25 10:11 AM

1. **Whitney Park:** Diane will follow up with Tara who was contacting the DPW about the accessible items purchased, location, and installation.
  2. **Island Pond Cemetery:** Tamara will file a grievance regarding not being able to access her husband and father's grave site so that it can be perused with the DPW regarding a curb cut. As it is not feasible to make the interior of cemeteries fully accessible with walkways, paths, etc. but specific obstructions, concerns should be dealt with on a case-by-case basis.
- ii. **Disability Commission Policies:** (Joanne, Jenny, Diane)
1. **ADA Web:** Chris reached out to Brittney regarding the ADA Web page that Amy was requesting. Chris will follow up with Brittney and Amy.
  2. **ADA Posting in the entrance to the town office:** The posting on the Grievance Procedure Under the Americans with Disabilities Act has Eric Wight as the ADA Coordinator. Joanne will reach out to Amy and Marc as to an update. Also, discussion will need to occur to ensure the language posted is the same as the language used with Commission forms.
  3. **Town Assessment:** Chris will forward a digital copy of the Ludlow ADA Assessment report to each Commission member that was provided by Marc Strange. It is expected that each member will read through the report in preparation for the meeting with Mike and James (authors of the report)
- iii. **Scholarships:** (Tara, Jenny, Chris, Diane) Diane will check with Marc Strange about developing setting up a "Friends of the Disability Commission" to apply for an 5013c non-profit, allowing for access to submit grants, etc.
- b. **Memorial Picnic Table Dedication:** The Ludlow Registrar will attend the event. Joanne reached out to Marc who confirmed the invitation went to all departments and employees. Joanne also checked with the Assessor's office and one or two individuals will attend from that department.
- c. **Town Calendar:** Diane will reach out to the members of the 250<sup>th</sup> and see about any postings of local events
- d. **Wayfinder's:** Chris was informed that the information is available virtually however the Commission members would prefer an in-person discussion directly. Chris will reach out to have a representative attend a meeting.
- V. **New Business:**
- a. **Next Commission meeting:** The regular scheduled Commission meeting time is the 4<sup>th</sup> Thursday of the month which falls on both Thanksgiving and Christmas. Members discussed doing a combined meeting on Thursday December 4<sup>th</sup> from 5:00-7:00PM. Chris will confirm the availability of the meeting room.


A motion to adjourn was made by Diane Shea Walton, seconded by Beverly Dudley, Vote 6-0 in favor. Meeting adjourned at 7:00 p.m. **THE NEXT MEETING DATE: December 4, 2025, 5:00 – 7:00PM Town Hall, Room #1, First Floor Conference Room.**

Respectfully submitted,

  
Joanne Odatto-Stach, Secretary

Minutes accepted as read:

By



Date

12/4/25