



TOWN OF LUDLOW, MASSACHUSETTS
COMMISSION ON DISABILITY

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CHAIRPERSON: CHRISTOPHER HARKINS
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2026 APR 27 10:28 AM
ADA COORDINATOR: BJ CHURCH
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Ludlow Commission on Disability
Minutes of meeting held on February 26, 2026

Present:

Christopher Harkins, Chairperson
Joanne Odatto-Staeb, Secretary
Diane Shea Walton, Treasurer
Tamara Huntley, Member

Absent:

Harry Mills, Member (Extended Medical Leave)
Beverly Dudley, Member
Jennifer Wright, Member

- I. **Called to Order:** 6:04 P.M. Role Call and Signature Attendance Sheet shared.
- II. **Review and Accept Minutes:** Christopher Harkins motioned to accept, Tamara Huntley seconded, 3-0 in favor, Diane Shea Walton abstained.
- III. **Budget/Expense Sheet:**
 - a. **Budget Status:** Diane will send in the budget balance. There may be some confusion as the purchases made at the end of last fiscal year may have gotten applied to this fiscal year. Diane will be checking into further. Amy Kurtz ordered the items from Amazon for the school donations and will send Joanne the final figure.
 - b. **Future Purchases:** Discussion occurred regarding a review of the ADA Assessment report and the possibility of purchasing items related to compliance for ADA regulations. Joanne will reach out to Mark Strange to get the print copy of the report for review. In addition, Diane will reach out to Sean McBride to determine if there will be items needed to support accessibility with the summer recreation program (and if there are plans to offer a program this summer). Beverly informed Diane that her husband purchased the accessibly reading glasses for her rather than have the Commission explore the option.
 - c. **FY 2026 Goals:**
 - i. "I Live Here, Come Meet Your Neighbor" highlighting individuals with disabilities residing in Ludlow. Tamara submitted an article about herself that includes information from Tamara's recent webinar and Chris will ask Jenny to contact Amanda at the Register to get it printed. Jenny will continue to work on a draft for Disclosure Release letter for anyone being presented in the Register via the Commission support.
 - ii. Self-defense class for individuals with disability through the Taekwondo program in Ludlow will be placed on hold as support may need to go to addressing the ADA Accessibility status.
 - iii. Accessibly equipment: Joanne shared that there is no "central" listing of accessible equipment available for town members although the health department does have some but does not have inventory space to hold a lot of the medical supplies. Starvos also loans some items and Hampden Senior Center has medical supplies they offer. Joanne

will contact UCP to discuss their accessibility equipment program. Chris will reach out to Harry to retrieve the Enhanced Listening Device he had borrowed previously.)

IV. Old Business/Correspondence:

a. Subcommittees:

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Town Accessibility and Services: (Harry, Tamara and Beverly)

Island Pond Cemetery: Joanne will be reaching out to Jamie Tomas to address the accessibility issue to the family grave sites. Tamara will only file a formal has grievance if there is no resolution with DPW.

2. **Ludlow ADA Accessibility Report:** Chris reached out to Josh Carpenter, Planning Board as Josh expressed an interest in writing a grant to assist with accessibility to Whitney Park. Josh asked if members could submit letters in support of a grant. Chris and Tamara, as well as Tamara's mother have offered to write letters. Due to weather challenges, Chris reached out to Josh to postpone his visit with the Commission. BJ is scheduled to attend the March Commission meeting and Chris would ask Josh if he wanted to participate alongside of BJ. Chris has updated the Commission agenda to include the language of accessibility options.

3. **Voting at Baird:** Amy Kurtz sent an email to ask if someone can check out the recent access modification from the parking lot to the voting site at Baird Middle School. Tamara and Diane said they could check it out prior to the voting that will occur on 3/23/26.

4. **Accessible Equipment:** Joanne will reach out to Jamie Tomas to discuss the following items: Accessible picnic table located at Whitney Park (that was damaged further by a DPW snow plow), Signage, location of the portable pathway items, pool chair at the Recreation Center (may need to reach out to Sean McBride on this), accessibility at Island Pond Cemetery along with Baird Voting location.

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 Postings:** Joanne posted the updated print outs from the town regarding accessing town meetings as well as filing a grievance.

3. **Town Report and Budget:** Chris submitted the reports due for February and will reach out to Tara regarding the format that was used last year to complete the budget report and submit the request for next fiscal year due in March.

iii. **Scholarships:** (Jenny, Chris, Diane) discussion regarding scholarships has been tabled to determine priorities for Commission funding based on the ADA Accessibility Assessment.

b. **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.


c. **Conflict of Interest Training:** Diane continues to struggle with accessing the training site. Joanne will reach out to Kim Baptista to assist with members meeting compliance.

d. **Vacancies:** The Commission is now down to six voting members with one being on medical leave. Significant effort will need to occur to increase membership. Chris will speak with Harry Mills about formal resignation. Chris will continue to repost, and Joanne will attempt to reach out to several individuals that attended the memorial service for Beverly Barry to see if they are interested. The Town has posted the vacancy on the website. It will be important to follow the new protocol with potential applicants.

V. New Business: None presented at meeting

A motion to adjourn was made by Joanne Odat-Staeb, seconded by Diane Shea Walton, Vote 4-0 in favor. Meeting adjourned at 6:54p.m. **THE NEXT MEETING DATE: March 26 2026, Town Hall, Room #1, First Floor Conference Room.**

Respectfully submitted,


Joanne Odat-Staeb, Secretary

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Minutes accepted as read:

By Christopher Harbus Date 3/26/26

The Ludlow Commission on Disability will, upon request, provide auxiliary aids and services leading to effective communication for people with disabilities including qualified sign language interpreters, assistive listening devices, documents in readable format, and other ways of making communications accessible to people who have speech, hearing, mobility or vision impairments that may otherwise limit their access.