



TOWN OF LUDLOW, MASSACHUSETTS
COMMISSION ON DISABILITY

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CHAIRPERSON: CHRISTOPHER HARKINS
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ADA COORDINATOR: BJ CHURCH
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Ludlow Commission on Disability
Minutes of meeting held on May 28, 2026

Present:

Christopher Harkins, Chairperson
Joanne Odato-Staeb, Secretary
Diane Shea Walton, Treasurer
Beverly Dudley, Member
Guest: BJ Church, ADA Coordinator

Absent:

Jennifer Wright, Member
Tamara Huntley, Member

- I. Called to Order:** 6:01 P.M. Role Call and Signature Attendance Sheet shared.
- II. Review and Accept Minutes:** Joanne Odato-Staeb motioned to accept, Beverly Dudley seconded, 4-0 in favor.
- III. Budget/Expense Sheet:**
 - a. **Budget Status:** Diane will request from Lynn at the town fiscal department, a current starting balance for FY'27 and emphasis will be on monitoring it more closely.
 - b. **Future Purchases:** Support to the summer camp program at Whitney Park will have to be addressed with the next budget cycle after July 1, 2026. BJ shared that there are some structural challenges with the summer camp building at Whitney that she will continue to monitor and hopefully resolve prior to the potential opening of the camp program.
 - c. **FY 2026 Goals:**
 - i. Joanne Odato-Staeb made a motion to work closely with BJ pm the future funding that will address modifications and recommendation included in the ADA Accessibility Assessment that was completed, Diane Shea Walton seconded, 4-0 in favor. The first projects as a collaborative effort with BJ are related the Ludlow High School Sports Complex and Whitney Park. BJ shared updates based on a complaint expressed by a community members addressing parking and accessibility access. BJ verified that there are violations (especially with the parking, signage and gate access), and she will be addressing them directly. Joanne will reach back out to the community member to update them as to BJ's involvement. BJ also shared discussions she has been having with Josh Carpenter related to accessibility to Whitney Park and possible grant applications for upgrades (state one for \$178,000 and local T Mobile one for \$50,000). Members shared all the services; products the Commission has procured in the past and offered assistance to address other areas identified in the ADA Accessibility Assessment.
 - ii. Jenny updated information via email related to a draft for Disclosure Release letter for anyone being presented in the Register via the Commission support especially the submission of "Meeting Your Neighbor" articles. Jenny spoke with Carrie Ribeiro at the town office and sent a draft for all members to review before reconnecting with Carrie.
 - iii. Assistive Equipment Device Event: Further discussion occurred regarding hosting an event promoting a variety of accessible equipment thru UCP (Iris Long or Shelby

Scortis), Stavos, Massachusetts Equipment Distribution (Christopher Murohy) and other to identify agencies to discuss their accessibility equipment programs. Diane will reach out to First Church to see if they might be able to provide space for an evening event (possibly 5:30-7:30 on a weekday). Chris will reach out to Harry to retrieve the Enhanced Listening Device he had borrowed.

IV. Old Business/Correspondence:

a. Subcommittees:

i. Town Accessibility and Services: (Tamara and Beverly)

1. **Island Pond Cemetery:** Joanne spoke with Jamie Tomas to address the accessibility issue to the family grave sites. Joanne provided the actual grave site and names, but we have not been notified. Joanne will follow up with Jamie regarding this matter as well as access to the town storage shed.
2. **High School Sport Complex:** Note above being addressed by BJ Church
3. **Ludlow ADA Accessibility Report:** Note above being addressed in collaboration with BJ Church
4. **Accessible Equipment:** Shared information with BJ as to items and will address locations currently being stored with DPW
5. **ADA Web** Chris will continue to follow up with Brittney regarding the ADA Web page that Amy was requesting.

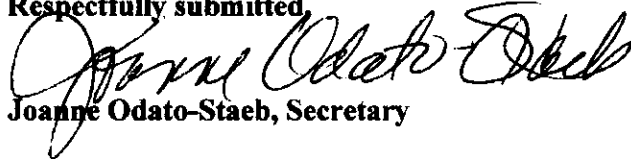
- b. **Wayfinder's:** Chris was informed that the information is available virtually however the Commission members would prefer an in-person discussion directly. This will reach out to have a representative attend a meeting.
- c. **Conflict of Interest Training:** Beverly completed her training; Diane continues to experience computer access challenges.
- d. **Vacancies:** Jenny shared via email that her workload has changed, and she will need to resign from the Commission. She has not formally done this, however. The Commission needs multiple positions (Vice Chairperson) and voting members

V. New Business:

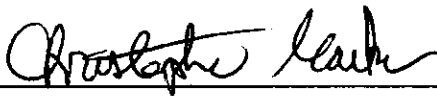
- a. Tamara communicated via email that she would be available to represent the Commission at the upcoming Health Fair supported through the Ludlow Health Department to be held on August 21, 2026

A motion to adjourn was made by Christopher Harkins, seconded by Diane Shea Walton, Vote 4-0 in favor. Meeting adjourned at 7:05 p.m. ***THERE WILL NOT BE A MEETING HELD IN JUNE DUE TO VACATIONS AND NO QUORUM. THE NEXT MEETING DATE: July 23, 2026, Town Hall, Room #1, First Floor Conference Room.***

Respectfully submitted,


Joanne Odat-Staeb, Secretary

Minutes accepted as read:

By  Date 8/27/26

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.