



**CHELMSFORD COMMISSION  
ON  
DISABILITIES**



**CHELMSFORD COMMISSION ON DISABILITIES  
C.C.O.D.**

**FEBRUARY 19, 2019 FINAL MEETING MINUTES  
DATE ISSUED: MARCH 5, 2019**

**The Commission held its regularly scheduled meeting on  
Tuesday February 19, 2019, at 7 PM  
At the Town Offices**

**Members Present:** Anne Smith, Jad Duggan, Joe O'Neill, Paul Smith.

**Members Absent:** Len Olenchak, Francis Gilroy, Terry Doherty.

**The Meeting was presided by Anne Smith, Chairman.**

**PUBLIC INPUT SESSION**

No members of the general public attended the meeting.

Selectman Ken Lefebvre attended the meeting and reviewed the draft Large Print Menus Information Package, as discussed below under old business.

**SECRETARY'S REPORT/ Paul Smith**

Paul Smith presented the January 15, 2019 meeting minutes. Joe O'Neill made a motion to approve the January 15, 2019 meeting minutes. Jad Duggan seconded the motion. The motion was unanimously approved.

### **TREASURER'S REPORT/ Francis Gilroy**

Paul Smith presented the Treasurer's Report for January, 2019, which was prepared by Francis Gilroy. After deducting the ADA Coordinator's salary for 2019, we should have a sufficient balance to allow us to again offer a scholarship or scholarships to Chelmsford High School or Nashoba Tech students with disabilities this year.

Joe O'Neill made a motion to approve the Treasurer's Report for January, 2019. Jad Duggan seconded the motion. The motion was unanimously approved.

### **ANSWERING MACHINE/ Anne Smith**

No calls were received on the answering machine since the last CCOD meeting.

### **ACCESS ISSUES/ Len Olenchak**

According to information received from Len Olenchak prior to the meeting, he has been informed of several minor access issues since the last meeting, including the following:

- **Lack of handicapped parking spaces in the parking lot at Southwell Park** – At the last CCOD meeting, Selectman Ken Lefebvre indicated that a complaint had been raised at a recent meeting of the Vinyl Square Action Committee concerning the lack of handicapped parking spaces in the parking lot at Varney Park, located on Adams Street in North Chelmsford. Further information indicates that the parking lot in question is at Southwell Field,

located at the end of Wotton Street, between Vinyl Square and the Merrimack River.

The parking lot at Southwell Field has a gravel pavement so handicapped parking space lines cannot be painted on the ground. There is one handicapped parking space but the sign is located only about one foot above the ground, so it should be raised up and placed on a standard height handicapped parking space sign. However, this would still not allow for painting lines on the ground for a van accessible parking space.

Further discussions will be held to determine what is the best way to bring this parking lot into compliance.

- **Roberts Field Store** – CCOD was contacted by the new operators of the store at Roberts Field, who are requesting a temporary variance from the Architectural Access Board Regulations to operate the store without a handicapped accessible bathroom for a limited time while they are performing renovations. The issue has been referred to the Building Inspector.

## **OLD BUSINESS**

### **Large Print Menus/ All**

Members reviewed and approved the final version of the Large Print Menus Information Package that was prepared by Anne and Paul Smith for presentation to restaurants regarding the large print menus initiative. Francis Gilroy and Len Olenchak have also reviewed it and indicated their approval.

Jad Duggan made a motion to approve the final version of the Large Print Menus Information Package. Paul Smith seconded the motion. The motion was unanimously approved.

Selectman Ken Lefebvre was at the meeting, and also reviewed and approved the package. He also indicated that the Town would probably cover the costs for preparing up to 50 packages, as long as the costs are reasonable.

An initial bundle of probably 50 of the packages will be prepared and distributed to local restaurants.

## **NEW BUSINESS**

### **Adaptive Bike Program/ Anne and Paul Smith**

Anne and Paul Smith attended a meeting of a group in Acton which is working to make adaptive biking more available to people with disabilities and senior citizens who would like to use the Bruce Freeman Rail Trail. The group has adopted the name “**Greater Acton Area Adaptive Bike Coalition**”. Adaptive bikes include recumbent three-wheeled trikes, hand cycles, and side-by-side bikes. A bike shop in Acton has said it would be willing to offer and maintain adaptive bikes for rent on the rail trail if there was enough interest to justify it.

The meeting was held on Thursday, January 31, from 7 – 8:30 PM, at the Acton Recreation Department, located at 50 Audubon Drive in Acton. It was attended by representatives of the Acton, Westford, Maynard and Chelmsford Commissions on Disabilities; the Town of Acton Recreation Department; the Town of Acton Veterans Service Officer; Friends of the Bruce Freeman Rail Trail; the Assabet River Rail Trail; Pedal Power in Acton; the Miracle League of Massachusetts; the Metropolitan Area Planning Council; and Jim Snyder – Grant, an environmental activist and candidate for the Acton Board of Selectmen.

The group discussed different types of bikes and how much they cost, issues related to maintenance and storage, models for the adaptive bike program, potential funding sources, mailing lists, setting up a Facebook Page and preparing a survey to assess the amount of interest in the area.

All are invited to attend the upcoming meetings of the group. No date has been set for the next meeting as yet.

### **Age Friendly Chelmsford Transportation Task Force/ Anne and Paul Smith**

Anne and Paul Smith attended a meeting of the Age Friendly Chelmsford Transportation Task Force on February 5, 2019 at the Chelmsford Police Station. This is a part of the Age Friendly Chelmsford Initiative which is being advanced by the Town in cooperation with AARP and other organizations. The Task Force is looking into ways to expand access to transportation for seniors in Chelmsford, especially in relation to expanding the hours when transportation is available, as well as issues related to safety, emergency contacts, etc.

The group is working on a survey to assess the most critical issues related to transportation for seniors in the Town, as well as to explore ways to set up and manage an expanded assisted transportation program.

The next meeting will be held at the Police Station on March 5, 2019 at 9 AM, and all are invited to attend.

### **Volunteer Fair/ All**

CCOD will have a table at the 2019 Chelmsford Volunteer Fair, to be held on Saturday, March 2, 2019 at the Senior Center, from 12 noon to 3 PM. The Volunteer Fair is an opportunity for non – profit organizations, community groups and Town Departments to connect with potential volunteers and new members, to network with each other and to showcase local non – profit organizations and clubs.

All CCOD members are encouraged to attend and to represent the CCOD to the Community.

## **LIAISON REPORT/ Jad Duggan**

From: **John A Duggan** <[jaduggan1015@gmail.com](mailto:jaduggan1015@gmail.com)>

Date: Sun, Mar 3, 2019 at 8:52 PM

Subject: Chelmsford Commission on Disabilities, meeting: February 19 2019

To: George Dixon <[gdixon10@hotmail.com](mailto:gdixon10@hotmail.com)>

The February meeting was held at the Town Offices on the 19th, presided by Chairwoman Anne Smith.

In a previous meeting it was noted that parking at Southwell Field was not marked for handicap according to code. Closer inspection shows that the surface is gravel - not paved, and may not be an easy fix.

We will discuss ways to resolve the problem at future meeting.

A large print menu "package" was approved. An initial bundle of 50 packages will be prepared and distributed to local restaurants.

A meeting was held in Acton to make disable bicycle (and trikes etc) available for use on the Bruce Freeman Rail Trail. More to come. No date for next meeting yet announced.

An Age Friendly Transportation Task Force is looking to improve transportation for Chelmsford Seniors. Next meeting at Police Station, March 5th, 9:00 AM

The Volunteer Fair at the Senior Center was postponed due to weather, rescheduled to Saturday, March 23.

Next CCOD meeting March 19, 2019, 7:00 PM at the Town Offices

Respectfully submitted

John A. Duggan, Liaison

## **ADJOURNMENT**

Paul Smith made a motion to adjourn the meeting. Joe O'Neill seconded the motion. The motion was unanimously approved.

## **NEXT MEETING**

The next regular meeting of the CCOD is scheduled for Tuesday, March 19, 2019.

Respectfully submitted,  
Paul V. Smith, Secretary