



**CHELMSFORD COMMISSION
ON
DISABILITIES**



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

**MARCH 19, 2019 FINAL MEETING MINUTES
DATE ISSUED: APRIL 4, 2019**

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

Members Present: Anne Smith, Len Olenchak, Jad Duggan,
Paul Smith.

Members Absent: Francis Gilroy, Joe O'Neill, Terry Doherty.

The Meeting was presided by Anne Smith, Chairperson.

PUBLIC INPUT SESSION

The meeting was attended by Ms. Vickie Turcotte and Ms. Sarah Conte, representing the Chelmsford Public Library, who presented information relative to accessibility at the library, including handicapped access at both the Main Library and the MacKay Library; resources available at the libraries for people with visual, hearing and mobility impairments; other assistive services; and books and periodicals for people with disabilities.

They also presented information about the Library's annual Make an Impact Campaign, which focuses on enhancing the library's services, programs or facilities each year. Currently the Make an Impact Campaign is trying to raise funds for a mobile pop – up library van that will visit schools, playgrounds, senior housing, farmer's markets, neighborhoods and community events.

Further information can be obtained through the Campaign's website:

Chelmsfordlibrary.org/impact.

SECRETARY'S REPORT/ Paul Smith

Paul Smith presented the February 19, 2019 meeting minutes. Len Olenchak made a motion to approve the February 19, 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 February, 2019, which was prepared by Francis Gilroy and submitted by email. There has been no additional income received and no new expenses charged since the January report, so the totals are carried forward unchanged.

Members discussed offering scholarships to Chelmsford High School and/or Nashoba Tech students with disabilities again this year. Per Len Olenchak this process usually starts in April and has been directed by Francis Gilroy in the past, so he will probably do it again this year.

Paul Smith made a motion to approve the Treasurer's Report for February, 2019. Jad Duggan seconded the motion. The motion was unanimously approved.

ANSWERING MACHINE/ Anne Smith

One call was received on the answering machine since the last CCOD meeting. This call came from the Unitarian Church in Chelmsford Center inviting the CCOD members to take a tour of newly installed accessibility features in their restrooms and kitchen on May 4th. Invitations to follow with further information, including the time for the event.

ACCESS ISSUES/ Len Olenchak

Len Olenchak has been informed of several minor access issues since the last meeting, all of which have been resolved successfully.

Further information relative to access issues that were discussed at the February meeting is as follows:

- **Lack of handicapped parking spaces in the parking lot at Southwell Park** – Len Olenchak has discussed the parking issues at Southwell Park and other parks in the Town with the new Parks and Recreation Director, and he is putting together an information package for him relative to the requirements for handicapped parking and other access issues. They are planning to inspect all of the parks in the Town in the Spring to determine what measures should be taken to bring them all into compliance.
- **Roberts Field Store** – The issue of handicapped access at the newly renovated Roberts Field Store has been referred to the Building Inspector, who met with the new operators of the store to discuss their request for a temporary variance from the Architectural Access Board Regulations to allow them to operate the store without a handicapped accessible restroom for a limited time while they are completing the renovations.

OLD BUSINESS

Large Print Menus/ All

An initial run of 50 of the Large Print Menus Information Packages for presentation to local restaurants was prepared by Anne and Paul Smith.

Members discussed the marketing plan for getting the packages out to the local restaurants and following up to see if they have initiated the provision of large print menus to their customers.

The first step in the marketing plan will be preparation of a list of local restaurants that might be good candidates for implementing of the large print menus, which can be based in part on the list of victualers provided by the Board of Selectmen. Also preparation of badges for the members to wear when visiting the restaurants.

Beginning next week members will begin visiting local restaurants to discuss the Large Print Menus initiative and to try to get them to provide them for their customers.

NEW BUSINESS

Volunteer Fair/ All

CCOD will have a table at the 2019 Chelmsford Volunteer Fair, to be held on Saturday, March 23, 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>

Date: Wed, Apr 3, 2019 at 10:09 PM

Subject: CCOD meeting, March 19, at the Town Offices.

To: George Dixon <gdixon10@hotmail.com>

The regularly scheduled meeting of the Chelmsford Commission on Disabilities was presided by Chairperson, Anne Smith at 7:00 PM with members: Anne Smith, Len Olenchak, Paul Smith, and Jad Duggan.

The meeting was attended by Vickie Turcotte and Sarah Conte from the Chelmsford Public Library presenting information about handicap access and resources available to disabled Library patrons. We are fortunate to have excellent facilities and staff. They described the Library's Make an Impact Campaign which is working to develop a mobile library van. For Campaign Info: Chelmsfordlibrary.org/impact

We may again be able to offer scholarships to CHS and Nashoba Tech students with disabilities. Our Treasurer, Francis Gilroy has directed this in the past.

Southwell Park handicap spaces.
Roberts Field Store handicap access.
Both in study.

Our Large Print Menu efforts are proceeding with information packages developed and procured by Anne and Paul Smith. The next step will be for Commission Members to present and "sell" the plan to local restaurants. There will be no charge to the restaurants other than their own menu costs.

CCOD hosted a table (mainly Anne and Paul Smith) at the Chelmsford Volunteer Fair on Saturday March 23. FYI to the community about disabilities and the CCOD. Thanks Paul and Anne, our heroes.

Next meeting April 16, 2019; 7:00 PM, at The Town Offices.

Respectfully submitted
John A. Duggan, Liaison

ADJOURNMENT

Jad Duggan made a motion to adjourn the meeting. Len Olenchak seconded the motion. The motion was unanimously approved.

NEXT MEETING

The next regular meeting of the CCOD is scheduled for Tuesday, April 16, 2019.

Respectfully submitted,
Paul V. Smith, Secretary