The Commission held its regularly scheduled meeting on Tuesday May 21, 2019, at 7 PM
At the Town Offices

Members Present:  Anne Smith, Francis Gilroy, Jad Duggan, Paul Smith.


The Meeting was presided by Anne Smith, Chairperson.

PUBLIC INPUT SESSION

No members of the general public attended the meeting.

SECRETARY’S REPORT/ Paul Smith

Paul Smith presented the April 16, 2019 meeting minutes. Francis Gilroy made a motion to approve the April 16, 2019 meeting minutes. Anne Smith seconded the motion. The motion was unanimously approved.
**TREASURER’S REPORT/ Francis Gilroy**

Francis Gilroy presented the Treasurer’s Report for April, 2019. Income was received during the month of April from two parking tickets. Expenses were incurred for scholarships, printing and mailing supplies.

Francis Gilroy presented the CCOD scholarships again this year. One each was presented to students from Nashoba Valley Technical High School and Chelmsford High School.

Anne Smith made a motion to approve the Treasurer’s Report for April, 2019. Paul Smith seconded the motion. The motion was unanimously approved.

**ANSWERING MACHINE/ Anne Smith**

A total of two calls was received on the answering machine since the last CCOD meeting, as follows:

- One call was received from a resident seeking financial assistance, and was referred to the Health Department.
- One resident called to report a lack of handicapped accessible restrooms at a salon/spa. This call is being referred to the ADA Coordinator.

**SOCIAL MEDIA/ Paul Smith**

Paul Smith has discussed the problem of getting the administrative rights to the CCOD Facebook Page with several Facebook knowledgeable persons, but no way has been found to get access to the administration of the Facebook Page. Whoever currently has administrative rights to the CCOD Facebook Page is either unaware of or is not answering communications addressed to the Administrator.
Paul Smith is planning to reach out to other Town Officials to see if anyone can help, otherwise we will set up a new Facebook Page under a new name.

OLD BUSINESS

Large Print Menus/ All

Anne and Paul Smith have continued visiting local restaurants and presenting them with copies of the Large Print Menus information package, and have found most restaurants visited so far to be interested in the initiative. To date they have visited eleven local restaurants. Len Olenchak has also discussed the initiative with several local restaurants. Work on the initiative will continue in the coming weeks, and all members of the Commission are invited to participate.

To date one local restaurant (The Establishment) has begun to offer large print menus, and they have placed a copy of the CCOD large print menus placard at their reception desk to inform their patrons of the availability of large print menus. According to the manager there have been several requests for large print menus from their patrons.

Unitarian Church Open House/ Anne and Paul Smith

Anne and Paul Smith represented the CCOD at the Open House at the Unitarian Church, located at 2 Westford Street in Chelmsford Center, on May 4th. The church members presented a tour of the newly installed accessibility features the entrance, and in their restrooms and kitchen.

NEW BUSINESS

Massachusetts Office on Disability
Fifth Annual Disability Summit

The Massachusetts Office on Disability will be holding it’s Fifth Annual Disability Summit, “Improving Access in our Communities”, on
September 27, 2019, from 8:30 am – 12:30 pm at the Boston Convention & Exhibition Center, located at 415 Summer Street in Boston.

Information and reservations can be obtained at www.mass.gov/mod/summit19

Nominations for Officers

The following nominations were received for CCOD officers for the coming year (June 2019 – June 2020).

Chairman: Anne Smith, Joe O’Neill.

Vice Chairman: Len Olenchak.

Secretary: Paul Smith, Joe O’Neill.

Treasurer: Francis Gilroy.

Liaison: Jad Duggan.

Elections will be held at the June meeting.

LIAISON REPORT/ Jad Duggan

Meeting of May 21: Anne and Paul Smith continue to visit local restaurants as well as Len Olenchak. The Establishment, a local restaurant on Princeton St is up and running with a copy of their large print menu at the hostess desk. That's the idea!

Officers for the coming year were nominated; elections to be held at the June meeting.

Next meeting: June 18, 2019; 7:00 PM at the Town Offices

Respectfully submitted

John A. Duggan, Liaison
ADJOURNMENT

Jad Duggan made a motion to adjourn the meeting. Francis Gilroy seconded the motion. The motion was unanimously approved.

NEXT MEETING

The next regular meeting of the CCOD is scheduled for Tuesday, June 18, 2019.

Respectfully submitted,
Paul V. Smith, Secretary