



**CHELMSFORD COMMISSION  
ON  
DISABILITIES**



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

**JUNE 18, 2019 FINAL MEETING MINUTES  
DATE ISSUED: JULY 7, 2019**

**The Commission held its regularly scheduled meeting on  
Tuesday June 18, 2019, at 7 PM  
At the Town Offices**

**Members Present:** Anne Smith, Len Olenchak, Francis Gilroy,  
Jad Duggan, Joe O'Neill, Terry Doherty, Paul Smith.

**Members Absent:** None.

**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 May 21, 2019 meeting minutes. Joe O'Neill made a motion to approve the May 21, 2019 meeting minutes. Francis Gilroy seconded the motion. The motion was unanimously approved.

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

Francis Gilroy presented the Treasurer's Report for May, 2019. No new income was received during the month of May, but there is one outstanding parking ticket. Expenses were incurred for printing and mailing supplies.

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

The Commission members also unanimously approved a measure of thanks to outgoing treasurer and member Francis Gilroy for his years of faithful and dedicated service to the Commission and to the Town of Chelmsford, and wished him all the best in his new endeavors.

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

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

### **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.

Terry Doherty indicated that he has had some experience in the past with issues related to Facebook access and he would like to take this on to see if he can find a way for the Commission to regain the access to the Facebook page. The members of the Commission were all grateful to Terry for taking this on and hope that he will be successful.

### **Access Issues/ Len Olenchak**

Len Olenchak has taken care of several calls regarding access issues, including issues related to plumbing renovations at Camp Paul.

## **OLD BUSINESS**

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

Jad Duggan and his wife had dinner at Bertucci's and gave a copy of the large print menus folder to the owners, who were happy to receive it, and said that this was the first time they had had this issue brought to their attention.

Jad also discussed the large print menus with the manager at Rufina's.

Anne and Paul Smith prepared a press release regarding the large print menus and sent it to Margaret Smith at the Chelmsford Eagle – Independent. Ms. Smith has indicated that she plans to publish it, but that she wants to do a little additional research on the issue in the Towns of Westford and Littleton first.

The large print menus initiative is also being included as an element of the Age Friendly Chelmsford project.

## **NEW BUSINESS**

### **Massachusetts Office on Disability** **Fifth Annual Disability Summit**

The Massachusetts Office on Disability will be holding its 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](http://www.mass.gov/mod/summit19)

### **Elections for Officers**

The following officers were elected for the coming year (June 2019 – June 2020).

Chairman: Anne Smith.

Vice Chairman: Len Olenchak.

Secretary: Paul Smith. Joe O’Neill is also going to serve as a second secretary. The Commission is looking into getting a tape recorder for Joe to use for recording the meetings. Terry Doherty will also send us a link to *Audacity*, which might be a useful program for Joe to use.

Treasurer: Len Olenchak.

Liaison: Jad Duggan.

### **LIAISON REPORT/ Jad Duggan**

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

Date: Fri, Jun 21, 2019 at 8:21 AM

Subject: CCOD Meeting, 06 / 18 / 2019

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

The Chelmsford Commission on Disabilities held its meeting at 7:00 PM on the 18th of June at the Town Offices.

Our large print menu initiative continues to progress; several restaurants have been contacted. Owners / managers are usually warmly receptive to the plan and some have already produced results.

Officers and Positions for the 2019 / 2020 year were elected.

Liaison: Jad Duggan

Treasurer: Len Olenchak

Secretary: Paul Smith

Assistant Secretary: Joe O'Neill

Vice Chairman: Len Olenchak

Chairwoman: Anne Smith

The Commission will not meet in July or August. Our next meeting will be September 17 at 7:00 PM.

Respectfully submitted

John A. Duggan, Liaison

## **ADJOURNMENT**

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

## **NEXT MEETING**

The Commission will not meet in July or August. Our next regular meeting of the CCOD is scheduled for Tuesday, September 17, 2019.

Respectfully submitted,  
Paul V. Smith, Secretary