



CHELMSFORD COMMISSION ON DISABILITIES



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

JANUARY 19, 2021 FINAL MEETING MINUTES DATE ISSUED: FEBRUARY 2, 2021

The Commission held its January, 2021 meeting on
Tuesday January 19, 2021, at 7 PM
Via ZOOM due to the COVID – 19 pandemic.

Members Present: Anne Smith, Paul Smith, Joanne Stanway,
Katrina Schmidt.

Members Absent: Jad Duggan.

The Meeting was presided by Anne Smith, Chairperson.

PUBLIC INPUT SESSION

There were no members of the public present at the meeting. Ken Lefebvre, the Select Board liaison to the CCOD, was present and participated in all discussions during the meeting.

SECRETARY'S REPORT/ Paul Smith

Paul Smith presented the December 15, 2020 meeting minutes. Anne

Smith introduced a motion to accept the December 15, 2020 meeting minutes. Joanne Stanway seconded the motion. The December 15, 2020 meeting minutes were approved by a unanimous vote of the members present.

TREASURER'S REPORT

Paul Smith presented the January, 2021 Treasurer's Report. Anne Smith introduced a motion to accept the January, 2021 Treasurer's Report. Joanne Stanway seconded the motion. The January, 2021 Treasurer's Report was approved by a unanimous vote of the members present.

Members are invited to present ideas for how CCOD could use the money in the Treasury in ways that would benefit the disabled residents of the Town.

ANSWERING MACHINE/ Anne Smith

Anne Smith stated that there have been no new messages received on the CCOD Hotline since the December 19, 2020 meeting. The CCOD Hotline number is 978-250-9689 and is checked on at least a weekly basis.

SOCIAL MEDIA/ Joanne Stanway

Joanne Stanway has been continuing to post some interesting items on our Facebook Page that are being followed by an increasing number of Chelmsford residents. She also noted that at least one individual has indicated possible interest in joining the CCOD.

We hope that the Facebook Page will continue to serve as a way to engage Town residents, both with and without disabilities, and create more discussion about issues of concern to the disabled residents of the Town, possibly also serving as a way to attract new members to the CCOD. Joanne is also planning to post articles on other Chelmsford Internet sites.

ACCESS ISSUES/ Joanne Stanway

Joanne Stanway contacted the Town resident who originally voiced the concerns with the access ramp at the McCarthy School to see if she will be OK with waiting until Spring to have the issue addressed. Based on her conversation she determined that the issue of concern may be different from how the resident had originally presented it, so we need further clarification before going back to the Town to have it addressed.

Joanne Stanway will write an email to Ken Lefebvre and Paul Cohen to clarify the issue so that it can be properly addressed by the Town.

OLD BUSINESS/ ADA Coordinator Position

Ken Lefebvre discussed the process of selecting a new ADA Coordinator with Town Manager Paul Cohen to ensure that the process is managed properly going forward and that a suitable replacement is found as soon as possible, as well as to ensure that the Building Inspector, the DPW and the Police Department respond to issues of concern to the disabled residents of the Town in the meantime.

Mr. Cohen indicated that the Town does not have the availability to add a new salaried position at this time, but the duties might be combined with those of an existing Town employee, such as the Building Inspector. Ken Lefebvre indicated that this is how it is being handled in a number of other Massachusetts Towns.

Joanne Stanway reiterated that based on discussions with Jeff Dougan of the Massachusetts Office on Disabilities (MOD), the MOD recommends that the ADA Coordinator position should be filled by a Town employee, who should spend at least 50% of their time working at the position. In the past this has not been the case for Chelmsford, but the MOD's position may be interpreted as a guideline rather than as a legal requirement. Anne Smith and Ken Lefebvre also pointed out that some Towns do not have an ADA Coordinator.

Ken Lefebvre suggested that the search for and appointment of a new ADA Coordinator might be the responsibility of the Select Board, and that it might be appropriate to bring it up at an upcoming Select Board meeting.

**NEW BUSINESS/ Draft Letter to Town Manager Paul Cohen
Regarding the ADA Coordinator Position**

Joanne Stanway volunteered at the December 15, 2020 meeting to draft a letter from the CCOD to Town Manager Paul Cohen requesting clarification of how the position will be filled going forward. The draft letter was sent to the CCOD members for their review prior to the January 2021 meeting. The members present all approved of the letter as currently written, but decided to hold off sending it until Ken Lefebvre has had a further discussion with Town Manager Paul Cohen to see how the Town wants to proceed.

**American Sign Language Conversation Circle Support – Chelmsford
Public Library**

On January 13, CCOD received an email from Ms. Laura Judge of the Chelmsford Public Library regarding the formation of a weekly conversation circle at the library focused on American Sign Language (ASL), in cooperation with the local group Chelmsford Signs. Ms. Judge invited members of the Commission to share any insights on how the new group could be helpful to Chelmsford residents with Deaf and Hard of Hearing disabilities.

They are also looking for persons who are fluent in ASL who would be willing to participate in the conversation circle and to assist the participants in understanding and using ASL.

Katrina Schmidt provided some useful contact information at the Massachusetts Commission for the Deaf and Hard of Hearing, which we are forwarding to Ms. Judge. She also noted that Northern Essex

Community College in Lawrence offers a program of ASL training courses.

Joanne Stanway also agreed to post information about the ASL Conversation Circle on the CCOD Facebook page to help get the word out to the Chelmsford Community.

Conflict of Interest Law Education Requirements for Commission Members

All members are reminded that they are required to complete the Conflict of Interest Law Education requirements for municipal employees and committee members every two years. All members should check to ensure that their training is up to date or complete the training if they haven't done so in the past two years as required.

Dignity Alliance Massachusetts

Joanne Stanway has recently joined a Communications Group that supports the Dignity Alliance, a coalition of aging and disability service and advocacy organizations and supporters dedicated to securing fundamental changes in the way long term services, support and care are provided to the disabled.

LIAISON REPORT/ Jad Duggan

From: **John A Duggan** <jaduggan1015@gmail.com>
Date: Mon, Feb 02, 2021
Subject: CCOD January 19, 2021 Liaison Report
To: ken@cpfinancialadvisors.com <ken@cpfinancialadvisors.com>

The Chelmsford Commission on Disabilities (CCOD), met via ZOOM on January 19th at 7:00 PM.

Members voted unanimously to approve the December 15, 2020 meeting minutes and the January, 2021 Treasurer's report.

According to Chairperson Anne Smith there have been no new messages received on the CCOD Hotline.

Joanne Stanway has been continuing to post interesting articles on the CCOD Facebook page and the number of followers has been increasing.

Joanne Stanway contacted the person who originally raised the concerns with the access ramp at the McCarthy School. Based on her conversation she determined that the issue of concern may be different from how the resident had originally presented it, so we need further clarification before going back to the Town to have it addressed. Joanne Stanway will write an email to Ken Lefebvre and Paul Cohen to clarify the issue so that it can be properly addressed by the Town.

Ken Lefebvre discussed the process of selecting a new ADA Coordinator with Town Manager Paul Cohen. Mr. Cohen indicated that the Town does not have the availability to add a new salaried position at this time, but the duties might be combined with those of an existing Town employee, such as the Building Inspector. Ken Lefebvre indicated that this is similar to the way that it is being handled in a number of other Massachusetts Towns.

Ken Lefebvre suggested that the search for and appointment of a new ADA Coordinator might be the responsibility of the Select Board, and that it might be appropriate to bring it up at an upcoming Select Board meeting. The members present all approved a draft letter written to Paul Cohen by Joanne Stanway to address this issue, but decided to hold off sending it until Ken Lefebvre has had a further discussion with Mr. Cohen to see how the Town wants to proceed.

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Next CCOD meeting: Tuesday, February 16, 2021, 7:00 PM.

Respectfully submitted
John A. Duggan, Liaison

MOTION TO ADJOURN

Paul Smith made a motion to adjourn. Joanne Stanway seconded the motion. The motion to adjourn was approved unanimously.

NEXT MEETING

The next regular meeting of the CCOD is scheduled for Tuesday, February 16, 2021, at 7 PM.

Respectfully submitted,
Paul V. Smith, Secretary