



CHELMSFORD COMMISSION ON DISABILITIES



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

**FEBRUARY 16, 2021 FINAL MEETING MINUTES
DATE ISSUED: MARCH 2, 2021**

**The Commission held its February, 2021 meeting on
Tuesday February 16, 2021, at 7 PM
Via ZOOM due to the COVID – 19 pandemic.**

RECEIVED

2021-06-08

9:53 AM

TOWN OF CHELMSFORD

PATRICIA E. DZURIS

TOWN CLERK

Members Present: Anne Smith, Jad Duggan, Paul Smith, Joanne Stanway.

Members Absent: Katrina Schmidt.

The Meeting was presided by Anne Smith, Chairperson.

PUBLIC INPUT SESSION

Chelmsford resident Elaine MacDonald participated in the meeting. Elaine has a brother (in California) who is wheelchair bound and an adult child who is autistic, and she is interested in issues that affect the disabled community of Chelmsford. She is currently submitting an application to the Town Manager's Office to become a member of the CCOD. CCOD welcomes Elaine's participation and looks forward to her joining the Commission.

SECRETARY'S REPORT/ Paul Smith

Paul Smith presented the January 19, 2021 meeting minutes. Joanne Stanway introduced a motion to accept the January 19, 2021 meeting minutes. Anne Smith seconded the motion. The January 19, 2021 meeting minutes were approved by a unanimous vote of the members present.

TREASURER'S REPORT

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

The CCOD continues to receive money from the payment of fines for illegal parking in handicapped spaces, and members are invited to present ideas for how CCOD could use the money in the Treasury in ways that would benefit residents of the Town with disabilities.

CCOD was contacted recently by Ms. Jessica Lamond, the Guidance Counselor at Nashoba Tech, inquiring if we were planning to present scholarships to Nashoba Tech and Chelmsford High School students with disabilities again this year, as we have in the past. Joanne Stanway and Elaine MacDonald proposed that the scholarship awards should also be made available to other students with disabilities besides those enrolled at Nashoba Tech and Chelmsford High School, such as students enrolled in SPED Programs, etc.

Joanne Stanway introduced a motion to present scholarships to Chelmsford students with disabilities who are graduating from High School again this year, and to look into ways that the scholarship funds could be made available to other students with disabilities besides those enrolled at Nashoba Tech and Chelmsford High School. Anne Smith

seconded the motion. The motion was approved by a unanimous vote of the members present.

Paul Smith will prepare the updated scholarship application forms for 2021, and will send them to the Guidance Counselors at Nashoba Tech and Chelmsford High School. Joanne Stanway will post information on the CCOD Facebook page to publicize the availability of the scholarships. CCOD members will provide the names of other organizations that could be contacted to make the information available to other potentially eligible students.

CCOD will determine how many scholarships can be provided and in what amounts once applications have been received.

ANSWERING MACHINE/ Anne Smith

Anne Smith stated that there was one new message received on the CCOD Hotline since the January 19, 2021 meeting. A resident called to inquire about handicapped accessibility requirements for hallways and bathrooms, and he had already spoken to Len Olenchak and gotten the information he needed before the CCOD called him back.

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.

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 residents of the Town with disabilities, 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 was recently contacted by Ms. Lisa Asselborn Bingley, who resides at the Courtyard Condos in Chelmsford, regarding a pending renovation of their parking lot and requesting guidance on handicapped parking requirements. Ms. Stanway will respond to her request. The appropriate person for Ms. Bingley to contact would be the ADA Coordinator/ Building Inspector, Shaun Shanahan, although CCOD understands that he may be currently unavailable due to a health issue. Should Mr. Shanahan not be available, Town Manager Paul Cohen should be able to appoint someone to serve in his place and advise Ms. Bingley on questions related to handicapped parking at the Courtyard Condos.

OLD BUSINESS/ ADA Coordinator Position

CCOD received an email notification from Town Manager Paul Cohen on February 3, 2021 that he has appointed the Town's Building Inspector, Shaun Shanahan, to serve as the ADA Coordinator. Mr. Shanahan worked with the former ADA Coordinator, Len Olenchak, on accessibility issues and is familiar with ADA regulations and guidelines.

According to the CCOD's By – Laws, one member of the Commission should be an elected or appointed Town official, and CCOD is inviting Mr. Shanahan to serve as a member of the Commission to fulfill that requirement.

Mr. Shanahan was not able to attend the February 16, 2021 CCOD meeting due to a health issue, but we are wishing him a speedy recovery and hoping to have him join the CCOD in the future when he is able.

American Sign Language Conversation Circle Support – Chelmsford Public Library

CCOD invited Ms. Laura Judge of the Chelmsford Public Library to attend the meeting to discuss the weekly conversation circle which she is managing at the library focused on American Sign Language (ASL), in cooperation with the local group Chelmsford Signs.

She indicated that she was interested in discussing ASL issues with the CCOD but was unable to attend due to a schedule conflict.

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.

NEW BUSINESS

AANE (Asperger/ Autism Network)

Elaine MacDonald mentioned that she regularly attends conferences and discussions with the Asperger/ Autism Network (AANE), and she will share pertinent information with the CCOD.

Handicapped Parking in the Downtown Area

Joanne Stanway brought up the question of the adequacy of handicapped parking in Chelmsford Center and the surrounding area. She has participated in recent meetings of the Planning Board and the Center Village Master Plan Committee to discuss the availability of handicapped parking in the downtown area, and was well received at both.

One issue that was raised at those meetings was the safety question that occurs when people who parallel park on the street have to get out of their vehicles in areas of heavy traffic. Handicapped parking areas should ideally be located in areas that are out of the main traffic flow which may limit the possible locations for handicapped parking spots.

Another question that was raised was how to inform persons who are looking for handicapped parking spots that they may be located in parking lots that are located away from the center itself.

Joanne indicated that Mr. Evan Belansky, the Community Development Director, or possibly a representative of the Engineering Division, might attend a future CCOD meeting to discuss ways to evaluate the handicapped parking situation in the downtown area, as well as other areas such as Vinal Square, etc.

LIAISON REPORT/ Jad Duggan

From: **John A Duggan** <jaduggan1015@gmail.com>
Date: Tuesday, March 02, 2021
Subject: CCOD February 16, 2021 Liaison Report
To: ken@cpfinancialadvisors.com <ken@cpfinancialadvisors.com>

The Chelmsford Commission on Disabilities (CCOD), met via ZOOM on February 16th at 7:00 PM.

Chelmsford resident Elaine MacDonald participated in the meeting. She is interested in issues that affect the disabled community and is applying to join the CCOD.

Members voted unanimously to approve the January 19, 2021 meeting minutes and the February, 2021 Treasurer's report. CCOD members voted to award scholarships again this year to graduating seniors with disabilities. In addition to graduating seniors from Chelmsford High School and Nashoba Tech, CCOD will also take scholarship applications from other students, such as students enrolled in SPED Programs, etc.

According to Chairperson Anne Smith there was one new message received on the CCOD Hotline, which was responded to by Len Olenchak.

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

CCOD was notified by Town Manager Paul Cohen that he has appointed the Building Commissioner, Shaun Shanahan, to serve as the new ADA Coordinator. However, CCOD has also recently learned that Mr. Shanahan is currently unable to serve due to a health issue. CCOD wishes Mr. Shanahan a speedy recovery and hopes to work with him in the future.

Joanne Stanway was recently contacted by a resident of the Courtyard Condos regarding a pending parking lot renovation, and requesting guidance on handicapped parking requirements. The appropriate person for them to contact would be the ADA Coordinator/ Building Inspector, Shaun Shanahan, although CCOD understands that he may be currently unavailable due to a health issue. Should Mr. Shanahan not be available, Town Manager Paul Cohen should be able to appoint someone to serve in his place and advise on questions related to handicapped parking at the Courtyard Condos.

CCOD invited Ms. Laura Judge of the Chelmsford Public Library to attend the meeting to discuss the weekly conversation circle which has been recently formed at the library focused on American Sign Language (ASL), in cooperation with the local group Chelmsford Signs. She was unable to attend to a schedule conflict, but CCOD will post information regarding the conversation circle on our Facebook page to help get the word out to the Chelmsford community.

The members discussed the lack of adequate handicapped parking in the downtown area. Joanne Stanway has also discussed this issue with the Planning Board and the Center Village Master Planning Committee. She indicated that Mr. Evan Belansky, the Community Development Director, or possibly a representative of the Engineering Department, might be able to attend a future meeting of the CCOD to discuss ways to evaluate the handicapped parking situation in the downtown area, as well as in Vinal Square and other areas.

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

Respectfully submitted
John A. Duggan, Liaison

MOTION TO ADJOURN

Jad Duggan 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, March 16, 2021, at 7 PM.

Respectfully submitted,
Paul V. Smith, Secretary