



**CHELMSFORD COMMISSION  
ON  
DISABILITIES**



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

**APRIL 16, 2019 FINAL MEETING MINUTES  
DATE ISSUED: MAY 16, 2019**

**The Commission held its regularly scheduled meeting on  
Tuesday April 16, 2019, at 7 PM  
At the Town Offices**

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

**Members Absent:** Jad Duggan, Terry Doherty.

**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 March 19, 2019 meeting minutes. Joe O'Neill made a motion to approve the March 19, 2019 meeting minutes. Len Olenchak seconded the motion. The motion was unanimously approved.

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

Francis Gilroy presented the Treasurer's Report for March, 2019. Income was received from two parking tickets and the annual salary for the ADA Coordinator was paid out.

The available balance in the Treasury will allow CCOD to provide scholarships again this year, as will be discussed further below under Old Business – Scholarships.

Paul Smith made a motion to approve the Treasurer's Report for March, 2019. Len Olenchak seconded the motion. The motion was unanimously approved.

## **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.

## **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.

Len has had discussions with the new Chelmsford Parks and Recreation Director regarding handicapped parking spaces in the parking lots at

Freeman Lake, Varney Park and Southwell Park, as well as access issues at the Roberts Field Store. They will be taking actions to resolve these issues once the weather improves.

## **OLD BUSINESS**

### **Scholarships/ Francis Gilroy**

Francis Gilroy has received and reviewed scholarship applications from one Chelmsford High student and one Nashoba Tech student and recommends that the CCOD grants each one a scholarship of \$750, which will be presented in a folder with a letter of commendation from the CCOD and presented to the students by school officials.

Francis presented summary information regarding each student, as well as a sample of the presentation package, to the Commission for review by the members.

Paul Smith made a motion that the CCOD present two scholarships of \$750 each to the two nominated students as recommended by Francis Gilroy. Len Olenchak seconded the motion. The motion was unanimously approved.

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

Anne and Paul Smith have begun 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 six 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.

### **Volunteer Fair/ All**

CCOD had a table at the 2019 Chelmsford Volunteer Fair, which was 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.

Anne and Paul Smith, Francis Gilroy and Jad Duggan attended the Volunteer Fair and represented the CCOD to the Community.

## **NEW BUSINESS**

### **Unitarian Church Open House/ All**

The Unitarian Church, located at 2 Westford Street in Chelmsford Center, has invited the CCOD members to take a tour of the newly installed accessibility features in their restrooms and kitchen on May 4<sup>th</sup>, from 1-4 PM. There will be a dedication at 1 PM.

### **Hearing Impaired Community Outreach/ Francis Gilroy**

Francis Gilroy followed up on a request which was received by the CCOD during the Volunteer Fair, from a local resident who was looking for ways to interact better with her 3-year old granddaughter who is hearing impaired. Francis sent her an email discussing several topics of interest to the hearing impaired community, including sign language, information available on UTube, “The Joy Of Signing”, interactive books available at the library, etc.

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

**In preparation.**

## **ADJOURNMENT**

Joe O'Neill 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, May 21, 2019.

Respectfully submitted,  
Paul V. Smith, Secretary