



**CHELMSFORD COMMISSION
ON
DISABILITIES**



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

**APRIL 20, 2021 FINAL MEETING MINUTES
DATE ISSUED: MAY 14, 2021**

**The Commission held its April, 2021 meeting on
Tuesday April 20, 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, Paul Smith, Joanne Stanway, Katrina Schmidt, Elaine MacDonald.

Members Absent: Jad Duggan.

The Meeting was presided by Anne Smith, Chairperson.

PUBLIC INPUT SESSION

No members of the public participated in the meeting.

SECRETARY'S REPORT/ Paul Smith

Only two members of the CCOD were able to attend the March 16, 2021 meeting, plus the Liaison to the Select Board, Kenneth Lefebvre, so no

quorum was present. The members present held an informal conversation via the ZOOM connection, but no official minutes were prepared.

TREASURER'S REPORT/ Paul Smith

Paul Smith presented the April, 2021 Treasurer's Report. Joanne Stanway introduced a motion to accept the April, 2021 Treasurer's Report. Elaine MacDonald seconded the motion. The April, 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 is planning to present scholarships to Nashoba Tech and Chelmsford High School students with disabilities again this year, as we have in the past. The scholarship awards are also available to other students with disabilities from Chelmsford besides those enrolled at Nashoba Tech and Chelmsford High School, such as students enrolled in SPED Programs, etc. There was a discussion regarding the ways in which the information on the availability of the scholarships could also be gotten out to Chelmsford students who are enrolled in other schools and programs. We want to make sure that as many potentially eligible students as possible are aware of the program so that they can apply for the scholarships.

Updated scholarship application forms for 2021 have been to the Guidance Counselors at Nashoba Tech and Chelmsford High School. Joanne Stanway is posting information on the CCOD Facebook page to publicize the availability of the scholarships. CCOD members are doing their best 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.

To date no applications have been received.

ANSWERING MACHINE/ Anne Smith

Anne Smith stated that there was one new message received on the CCOD Hotline since the March 16, 2021 meeting. A resident called to inform the CCOD that she currently has a low vision reader in her home, that was provided by Len Olenchak through the Lions Club, which she is not using and would like to return so someone else can use it. She was referred to Len Olenchak.

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 has recently posted some information by the “Wheelchair Chef”, which has been well received. She has also received an inquiry from the writer of the “Wheelchair Chef”, who is a Chelmsford resident with disability, regarding assistance with housing issues, which she referred to the Housing Authority to see if they can assist him.

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 has also posted some articles on other Chelmsford Internet sites.

ACCESS ISSUES/ Joanne Stanway

Joanne Stanway has been following up with Ken Lefebvre regarding several issues that were discussed at previous meetings, including

handicapped parking issues at the McCarthy School, the lack of adequate handicapped parking in the downtown area, and an ongoing renovation project at the Courtyard Condos.

Katrina Schmidt brought up an issue at St. Mary's Church, where an elevator that is used by persons with disabilities has been out of order for an unreasonably long length of time.

Katrina Schmidt also brought up the issue of the placement of floor mats in local businesses and other public places. She recently observed a disabled person tripping on the edge of a poorly placed floor mat while entering a local restaurant. CCOD members will consider ways in which we could encourage local business owners to make sure that floor mats do not represent a potential safety hazard for persons with disabilities.

Joanne Stanway brought up an issue at Roberts Field where the single handicapped parking spot in the upper level of the parking lot is frequently occupied by an ice cream truck. The operator of the ice cream truck has a handicapped parking sticker and is legally entitled to park there, but since he never needs to leave the truck he doesn't really need to park there. He could park in another spot and leave the handicapped parking spot vacant for someone else who may also need to use it.

Joanne Stanway will prepare an email to Ken Lefebvre discussing the above access issues to see if the Town can assist in having them addressed.

OLD BUSINESS/ ADA Coordinator Position

According to Joanne Stanway, the Town has appointed a new ADA Coordinator to replace Len Olenchak, but the CCOD has not been notified. Joanne Stanway will request information regarding the appointment of the new ADA Coordinator in the email she is preparing to send to Ken Lefebvre regarding access issues, as discussed above.

According to the CCOD's By – Laws, one member of the Commission should be an elected or appointed Town official, and CCOD will invite the

new ADA Coordinator to serve as a member of the Commission to fulfill that requirement.

NEW BUSINESS

New Manager for the CCOD Hotline

Anne Smith has been answering the CCOD Hotline for the past several years and is retiring from the CCOD as of June 15th. Someone who is serving as a CCOD member will be needed to take over the answering of the Hotline after she retires. The current members of the CCOD are encouraged to consider if they would be willing to take over that responsibility. The Hotline provides one way that residents of Chelmsford with disabilities can reach out to the Town for assistance when needed.

Nomination and Election of Officers for 2021 – 2022

The current CCOD officers, Anne and Paul Smith, are retiring from the CCOD as of June 15th. The Vice Chairman/ Treasurer Len Olenchak is also no longer able to serve. New officers will be needed to keep the CCOD as an active body providing assistance to the disabled residents of the Town.

Members will be asked at the May 18th meeting to nominate either themselves or other members of the CCOD for the positions of Chairperson, Vice Chairperson, Secretary, Treasurer and Select Board Liaison.

Elections of new officers will be held at the June 15th meeting.

CCOD Files at the Town Hall

Anne and Paul Smith have been managing the CCOD files at the Town Hall for the past several years, in coordination with the Town Clerk's office. Anne and Paul are retiring from the CCOD as of June 15th. Someone who is serving as a CCOD member will be needed to take over

management of the files after they retire. The current members of the CCOD are encouraged to consider if they would be willing to take over that responsibility.

Town of Wilmington CCOD Disabilities Program

CCOD recently received by mail a flier from Dr. Dee Genetti, Vice Chairperson of the Town of Wilmington CCOD regarding a new TV/online show celebrating the lives of everyday people with disabilities. Dr. Dee is producing and hosting the show on WCTV Sundays at 6:00 PM (Comcast Channel 99; and Verizon Channel 39). She is asking the Chelmsford CCOD to help them to spread the word and increase the viewership of this program, and is also looking for speaking guests. Joanne Stanway will post this information on the CCOD Facebook Page to help get the word out on this interesting program.

Permanent Absentee Voter Status

CCOD recently received a letter from Jennifer V. Almeida, the Voting Registration Coordinator for the Town of Chelmsford, concerning the designation of Permanent Absentee Voter for qualifying individuals with disabilities. Any person who may be unable to vote in person due to a permanent physical disability may be added to the Town's list of permanent absentee voters, who automatically receive applications for absentee ballots in the mail every January. The letter included copies of the physician's certificate, a cover letter to potentially interested voters, and a list of answers to frequently asked questions.

The Town is asking the Chelmsford CCOD to help them to spread the word about this program to Chelmsford residents with disabilities. Joanne Stanway will post the information on the CCOD Facebook Page to help get the word out on this program.

Warren – Pohl Conservation Reservation

On April 20, 2021 the CCOD received an email from Karl Bischoff of the Chelmsford Conservation Commission, requesting input from the CCOD regarding access, parking, trails, signage, and other issues during the development of the Warren – Pohl Reservation, which was recently acquired by the Town for public use. Joanne Stanway recommended that CCOD ask the CCC to send us a copy of their plans so that we can review them and make suggestions regarding disabled access. Joanne agreed to contact Karl Bischoff to request the information.

LIAISON REPORT/ Jad Duggan

From: **John A Duggan** <jaduggan1015@gmail.com>

Date: Friday, May 13, 2021

Subject: CCOD April 20, 2021 Liaison Report

To: ken@cpfinancialadvisors.com <ken@cpfinancialadvisors.com>

The Chelmsford Commission on Disabilities (CCOD), met via ZOOM on April 20th at 7:00 PM.

No members of the general public participated in the meeting.

There was no quorum present for the March 16 meeting so there was no Secretary's Report. Members approved the April 2021 Treasurer's Report.

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.

Joanne Stanway has been following up with Ken Lefebvre regarding several issues that were discussed at previous meetings, including handicapped parking issues at the McCarthy School, the lack of adequate handicapped parking in the downtown area, and an ongoing renovation project at the Courtyard Condos.

Katrina Schmidt brought up an issue at St. Mary's Church, where an elevator that is used by persons with disabilities has been out of order for an unreasonably long length of time. Katrina Schmidt also brought up the issue of the placement

of floor mats in local businesses and other public places. She recently observed a disabled person tripping on the edge of a poorly placed floor mat while entering a local restaurant.

Joanne Stanway brought up an issue at Roberts Field, which she will work to resolve with Ken Lefebvre.

According to Joanne Stanway, the Town has appointed a new ADA Coordinator to replace Len Olenchak, but the CCOD has not been notified. Joanne Stanway will request information regarding the appointment of the new ADA Coordinator in the email she is preparing to send to Ken Lefebvre regarding access issues, as discussed above.

Someone who is serving as a CCOD member will be needed to take over the answering of the Hotline after Anne Smith retires in June.

Members will be asked at the May 18th meeting to nominate either themselves or other members of the CCOD for the positions of Chairperson, Vice Chairperson, Secretary, Treasurer and Select Board Liaison. Elections of new officers will be held at the June 15th meeting.

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CCC to send us a copy of their plans so that we can review them and make suggestions regarding disabled access. Joanne agreed to contact Karl Bischoff to request the information.

Next CCOD meeting: Tuesday, May 20, 2021, 7:00 PM.

Respectfully submitted
John A. Duggan, Liaison

MOTION TO ADJOURN

Elaine MacDonald 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, May 18, 2021, at 7 PM, via ZOOM.

Respectfully submitted,
Paul V. Smith, Secretary