

**Chelmsford Commission on Disabilities**  
**Tuesday, June 20, 2023**  
**Meeting Minutes**

**Attending:**

Katrina Schmidt, Jose Negron, Erin Drew, Frankie Radgowski, Judy Rose

The meeting started at 7:15 p.m. at Chelmsford Public Library

Discussion about renovations of McFarlin Manor

David Hedison from Chelmsford Housing Authority was contacted about meeting with CCOD regarding the renovations at McFarlin Manor following concerns expressed by residents to Katrina Schmidt.

***Update from Hedison as of 7/17:*** Chelmsford Housing Authority has a presentation to the State Design Board and new drawing the end of August. They will probably be out to bid by January.

The full scope of issues that need to be addressed from consultants, including accessibility issues, were provided to CCOD (CCOD members can request a copy from Joanne Stanway). CHA also falls under the State EOHLC senior housing requirements. Page 72 and beyond talks about specifics associated with items the commission would be interested in.

CHA does not anticipate meeting with architects before the end of August as they have to get these plans submitted for review to the State because they are over a year behind.

With this latest delay, the town getting everything asked for. No one has received \$15 million as it only funded \$55 million a year for the 43,000 units statewide. After this, Hedison will start working on the redevelopment of Chelmsford Arms.

Discussion about drafting a letter to local businesses to encourage they make ADA compliant improvements to parking, signage, uneven walkways, etc.

Joanne Stanway to draft for input from Commission members. Goal is to minimize the involvement of the Building Commissioner.

Discussion about the Chelmsford Public Library parking, entrance ramp and accessible restrooms

Katrina Schmidt brought up concerns about the ratio of accessible parking spaces compared to the number of spots available. Of 105, 3 are HP. Jose Negron said he would check the requirements and chart to ensure compliance.

Frankie Radgowski expressed concern about the size of the elevators, citing whether there was room for EMTs should they be needed. He also suggested better signage in the elevators so it is clear which floor passengers are on.

The group discussed having an emergency evacuation plan, especially defining all exits that are wheelchair accessible. While at the library, CCOD confirmed there is an emergency evacuation plan. Frankie suggested making the emergency evacuation plan visible for visitors.

Katrina also brought up the grade of the entrance ramp and suggested we invite Jeff Dougan from the Mass Office on Disabilities to visit Chelmsford and offer guidance.

**Update from Dougan as of 7/17:** Jeff said he would be happy to meet with the CCOD to go over some MOD info and discuss questions about accessibility at the library. He is available any time over Zoom or can attend our September 19 meeting in person.

Discussion about the handicapped parking signs at Russell Mill

Joanne Stanway inquired about the parking signs that are now missing. Jose Negron said he would look into it.

Discussion about the Chelmsford Center for the Arts and elevator access to second and third floors

Katrina Schmidt inquired about how wheelchair users or people with mobility issues can get to the third floor. Erin Drew said there was a small wheelchair lift that offers access to the third floor.

Jose Negron and Frankie Radgowski said they would check.

**Update as of July 3:** Joanne Stanway visited CCA and confirmed the wheelchair lift to the third floor and elevator access to main level and second floor.

Frankie Radgowski in the Eagle-Independent

Frankie said he was being interviewed for a story in the Eagle-Independent about his involvement with the Commission and disability issues – being a voice for people with disabilities and helping people to navigate the town. Publication TBD.

New Business:

The group discussed creating a map of handicapped parking spaces through Chelmsford that describes where they are all located. This could possibly be made available on the town website. Frankie said he would like to do an explainer video about the meaning of the wheelchair symbol and hashmarks on accessible parking spots, etc.

Joanne Stanway said she would put Frankie in touch with Chelmsford TeleMedia.

**Update as of 7/16:** Joanne Stanway shared Frankie's contact information with Dianne Sherratt-Steimel of CTM so they can discuss producing the explainer video.

The meeting was adjourned at 7:55 p.m.

Joanne Stanway  
Chair

**Minutes approved: July 18, 2023**

