



TOWN OF WESTFORD
COMMISSION ON DISABILITY
55 MAIN STREET
WESTFORD, MASSACHUSETTS 01886
Tel: 978-692-5501 Fax: 978-399-2557

MEETING MINUTES

DATE: September 24, 2015

TIME: 7:30 PM

PLACE: Town Hall, Selectmen's Meeting Room

PRESENT: Ray Clark, Scott Hazelton, Jan Horner, Katherine Phaneuf, Patricia Reppucci and Marguerite Sabatino

The meeting was called to order at 7:30 PM.

1. Open Forum: Considered accessibility of Town Meeting and other public gatherings, discussed increasing accessibility to space and printed materials including braille, closed captioning, and CART system. Considered accessibility issues such as debris, sidewalk and safety concerns regarding pathway to Nabnasset Elementary School at Polley Road. Discussed setting goals and sharing with Scott Hazelton to share with and include in Town Manager's goals.
2. Adopt Minutes of Previous Meeting: Draft Minutes for previous meeting reviewed and adopted as amended.
3. Discussion with Westford's ADA Coordinator, Matt Hakala: Discussed protocols and process for taking ADA complaints regarding disability access to town properties. Is currently a complaint driven process. Town wide facilities assessment study discussed. Most town buildings are ADA compliant; however, public areas such as trails and East Boston Camps may need to be addressed in the future. Boy Scout bridges and other similar projects are required to be ADA compliant.
4. Recap Content of Community Access Monitor Training: Several commission members attended this training and are certified Community Access Monitors. Highlights and information from the Massachusetts Disability Commission training program were discussed, including how Community Access Monitors play an essential role in encouraging access improvements and accessibility.
5. Discuss Initial Web Page Content: Discussed adding clickable links to audio files on website for minutes and other documents. Matt Hakala, Westford's ADA Coordinator will be added to website with clickable link for complaints. Explored areas for initial webpage content, including

broadening awareness of resources and adding links to approved links such as the specialized driver's education link on the RMV webpage.

6. Reminder of Invitation to Watertown Disability Commission Meeting (10/21/15, 7-9 pm): Katherine Phaneuf extended invitation from Carol Menton, to attend a Watertown Disability Commission meeting on 10/21/15. Katherine will send out an email invitation. Interested members are to sign up by email.
7. Discuss Other Potential Town Groups to Contact: Potential groups to contact were discussed including: Westford Senior Center, Library, Housing Authority – Paul Teixeira and Pedestrian Safety re: sidewalks and crosswalks, Police re: speed enforcement.
8. Review Dates for Upcoming Monthly Meetings: Possible dates discussed in light of upcoming Holiday Season; more information will be sent by email.
9. Action items:
 - a. Ray to reach out to Jodi Ross re: seeking clarity on role of Westford Commission on Disability, moving forward.
 - b. Ray to confirm with Paul Teixeira re: possible invitation to future meeting.
 - c. Ray to add links to webpage.
 - d. Ray to follow up with Jodi Ross re: First responder meetings Nov/Dec
 - e. Ray to contact Matt Hakala re: parking lot signage at Nab One Stop.
 - f. Katherine Phaneuf to send invite by email to members re: Invitation to Watertown Disability Commission Meeting 10/21/15.
 - g. Patricia Reppucci to reach out to Senior Center to compile list of resources.
 - h. Ray Clark to send email to members re: upcoming meeting day for Nov. & Dec.
10. Adjourn: Meeting adjourned at 9:15 pm