



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

MEETING MINUTES

DATE: October 22, 2015

TIME: 7:30 PM

PLACE: Town Hall, Selectmen's Meeting Room

PRESENT: Members: Joyce Benoit, Ray Clark, Dawn Dillon, Scott Hazelton, Jan Horner, Katherine Phaneuf, Patricia Reppucci

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

1. Discussion with Paul Starratt, Town Engineer: Paul explained his role—in particular, his responsibilities for dealing with ADA compliance issues related to walkways, sidewalks, and pedestrian crossings. He discussed compliance planning and outlined four projects that are currently active (i.e., Main Street, Tadmuck and Littleton Roads, Oak Hill and Groton Roads, and Dunstable and Groton Roads). Paul also suggested other contacts the commission should make, including the Northeast Independent Living Program.
2. Open Forum:
 - a. Verified that the members present were all able to use their Town email accounts.
 - b. Noted riders can't be seen in dark at a bus stop on Route 110.
 - c. Discussed a candidate goal for the Town Manager to begin assessing and planning for ADA compliance.
3. Adopt Minutes of Previous Meeting: Draft minutes were not ready in time for meeting. They will have to be reviewed and approved at a future meeting.
4. Recap Watertown Disability Commission Meeting (10/21/15): Kate Phaneuf had previously received an invitation from the Watertown Disability Commission for Westford Commission on Disability members to attend their October meeting. Kate and Ray Clark attended the meeting and summarized it. Among the highlights: (a) Watertown allocates money collected for Handicap Parking violations to the Watertown Disability Commission to fund various programs that support the community; (b) They had a CART (Communication Access Realtime Translation) provider at the meeting, and it was clear that is very helpful to those with impaired hearing.
5. Discuss Existing Town Building Study Results: The existence and content of two recent studies of town facilities (including ADA compliance considerations) were briefly discussed. The studies were (1) the final report of the Roudenbush Facilities Study (May 2013) and (2) the Town-Wide Facility Condition Assessment (2014).

6. Update on Web Page Content and Contacts with Town Organizations: Commission on Disability meeting agendas and meeting minutes have been added to the Commission's webpage, as has contact information for the Town's ADA Coordinator.
7. Dates for Upcoming Monthly Meetings: The Commission normally meets on the fourth Thursday of the month. In November, that would be Thanksgiving Day; the meeting date after that would be December 24th. As a result, the members decided to hold the next meeting on December 10th.
8. Meeting Adjourned.