

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



Meeting Agenda

DATE: *Wednesday, March 11, 2026*

TIME: *7:00 PM*

PLACE: *Hybrid @ Town Hall Conference Room B on 2nd Floor & on Zoom (link below)*

Zoom Link: *Register in advance or at any time prior to the conclusion of this meeting by accessing the following link on your computer, smart phone or tablet:*

https://westfordma-gov.zoom.us/webinar/register/WN_1-iazAIKRcy8VCLr1HP0_Q

See full instructions at the end of this agenda

If any member of the public wishes to attend this meeting and requires special accommodations per the Americans with Disabilities Act, please email accessibility@westfordma.gov or call 978-692-5501.

7:00 pm **Call to Order**

7:01 pm **Roll Call**

7:05 pm **Open Forum**

Public comment is encouraged to raise issues relevant to the work of the Commission on Disability (COD). These issues cannot be related to an item already on the agenda. If a speaker desires action by the COD on an issue, they should include in their presentation a request for it to be placed on a future agenda. Speakers are limited to three minutes. For additional time or action on an issue at the same meeting, speakers should contact the Chair two weeks prior to the meeting and request to be listed as a formal agenda item.

Local Inclusive Events

- Wamesit Lanes, Tewksbury (sensory-friendly bowling)
Quarterly inclusive bowling events: Upcoming dates: April 12 and July 26
- **SociAbility Society** - upcoming events grade 9 and above
 - **Neurodiversity Celebration Event** - March 20, 2-5pm First Parish Church
 - **Youth Socials:** Final dates TBD
Reserved Dates: April 17, July 17, Aug 21, Oct 16, Nov 20, Dec 18

7:15 pm **Old Business**

- **Commission Membership & Quorum**

Onboarding Timeline

- 1) March 11 meeting: confirm applicants, candidate introductions, review expectations
- 2) April 8 meeting: discuss candidates, confirm statutory seat needs, vote expected, followed

by Select Board placement request

Current Status

- 2 recent resignation noted
- 2 Resident Activity Forms received
- * Introduction of applicants
- One Associate Member has indicated interest in moving to a Full Seat designation

Current CoD composition:

- o 4 persons with disabilities (1 seat currently vacant)
- o 1 family member of a person with a disability (1 seats currently vacant)
- o 1 resident-at-large (seat expected to become vacant in May 2026)
- o 1 elected official

Other:

- Inquiry to Town of Westford regarding whether associate members may be elevated for quorum purposes, if permitted under state guidance

● **Town of Westford ADA Coordinator**

- o Clarification received that **Assistant Town Manager Mike Edwards** serves as the Town’s ADA Coordinator.
Website and other information are being updated accordingly.

● **Annual Town Meeting - Sat, March 28 at 9am, Westford Academy**

Wendy Gloyd

- Draft accommodations flyer and key info flyer shared with meeting organizers
- Exploring captioning options with IT Director Nathan Guilmette
- Table volunteers needed (1-2)
- Next logistics meeting Fri, March 20th

● **Funding Opportunities**

Wendy Gloyd

- Outreach to Town Manager Kristen Las for guidance on sponsorships and donations
- Awaiting general guidance (expected soon)

● **JV Fletcher Library renovations**

Wendy Gloyd

- Library Director exploring alternative carpeting options for children’s area
- Proposed CoD action:
 - o Send an outreach letter offering accessibility best-practices assistance regarding restroom fixtures and layout (advisory only)

● **Open Space and Recreation Plan Committee**

Wendy Gloyd

- Committee goals update
- Wendy onboarding to fill liaison seat
- One resident-at-large seat open

● **Polling Location Reference Document**

Kathryn Clear

- Status update

● **Town of Westford Commission on Disability web page refresh**

Wendy Gloyd

- Review current Westford CoD page, awaiting training opportunities

- to implement adjustments
- Discussion of potential updates and advisory resources

- **Outreach to Westford Police**

- Proposal to invite Police Chief Chambers (or designee) to a future CoD meeting
- Purpose: information-gathering discussion on:
- Accessible parking enforcement practices
 - Accessibility considerations during community events (town common)
- No enforcement directive or policy changes requested

Training & Professional Development (Informational)

- **MOD (Massachusetts Office on Disability) training opportunities**

Details at: <https://www.mass.gov/info-details/community-access-monitor-cam-training>

Community Access Monitor trainings on Zoom

- April 8 & April 9 (10 AM – 3 PM)
- June 10 & June 17 (10 AM – 3 PM)
- August 20 & August 27 (10 AM – 3 PM)
- October 15 & October 22 (10 AM – 3 PM)
- November 12 & November 19 (10 AM – 3 PM)

8:15 pm Administrative

- **Minutes for Approval - 8/13/2025, 9/10/2025, 11/12/2025, 12/10/2025, 2/11/2026**
- **Next meeting - Weds, April 8, 2026**

8:30 pm Adjourn

Items following

- Westford Community Gardens
- Remote Participation in Open Town Meeting — Quarterly Legislative Update, Town of Wayland home-rule bill (H.2272) - next update June 2026
 - Accessible Social Media Posts

Community Planning & Transportation

- Linked & Livable Neighborhoods on Littleton Rd - look for survey results
- Route 40 Corridor Community Workshop - due to be rescheduled
- Westford Transition Plan (June 2024 town buildings accessibility audit)

All members of the public are invited to a Zoom meeting.

When: Mar 11, 2026 07:00 PM Eastern Time (US and Canada)

Topic: Commission on Disability Meeting

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Registration requires only that you provide a name and E-mail address.

After registering, you will receive a confirmation email containing information about joining the meeting and you will be provided with immediate access if the meeting is already in progress.

Please be advised this open meeting may be broadcast live via WCAT and recorded for playback online, video-on-demand viewing at <https://cloud.castus.tv/vod/westfordcat/?page=HOME>. Attendees are reminded that by attending this meeting, you consent to your likeness and audio being used and rebroadcast by WCAT, or by the Town.

If any member of the public wishing to attend this meeting seeks special accommodations in accordance with the Americans with Disabilities Act, please contact our office at 978-692-5501 extension 1 or email to accessibility@westfordma.gov.