



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

**MEETING AGENDA**

**DATE:** *December 12, 2019*  
**TIME:** *7:00 PM*  
**PLACE:** *Town Hall – Main Meeting Room*

1. Open Forum: *Members of the public are encouraged to raise issues that are 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 ten 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.*
2. Adopt Minutes of September 26<sup>th</sup> Meeting
3. Old Business
  - a. Grant Application to Update of Westford's Self-Evaluation & Transition Plan
  - b. Bandstand Accessibility Update
  - c. Membership Changes
    - i. Anita Tonakarn-Nguyen Appointed to Member-at-Large Seat
    - ii. Open Seat
  - d. Election of Officers
    - i. Secretary, including review of candidate position description
    - ii. Vice Chair
  - e. Update on Types of Announcements that Can be Posted on Website
  - f. Accessible Parking Patrol Report
4. New Business
  - a. MOD Notices
  - b. U.S. Access Board Webinars
5. Other Business
6. Select date for next meeting: January 23, 2020?
7. Adjourn

**REQUEST:** *Please help make this a fragrance-free meeting in order to accommodate those members and guests that are chemically sensitive to fragrances and other scented products. Thank you.*