



Meeting Agenda

DATE: Wednesday, February 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_buwn1DngQQGhNuQibHCJ2A

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.

7:10 pm Announcements/Updates

Community Planning & Transportation

- **Linked & Livable Neighborhoods on Littleton Rd**
- **Route 40 Corridor Community Workshop**
February 23 from 6-8pm at StonyBrook School, Farmers Way, Westford
- **Westford Transition Plan (June 2024 town buildings accessibility audit)**
 - Letter of endorsement submitted to Town Manager and Assistant Town Managers following recent CoD vote
 - Request submitted to Assistant Town Manager Mike Edwards regarding:
 - how CoD may monitor progress, and/or
 - how CoD may participate in an advisory capacity as implementation proceeds

Community Outreach

- Outreach received from a community member
 - Town provided guidance and shared appropriate resources
 - No further action requested of CoD at this time
- **Remote Participation in Open Town Meeting — Quarterly Legislative Update**

Town of Wayland home-rule bill (H.2272); Concord & several other town monitoring

- Bill currently stalled due to broader statewide questions:

- whether hybrid participation in local government meetings should be optional or required statewide
- how permanent rules for all remote government meetings should be structured post-pandemic
- legislative prioritization of public-body meetings (e.g., boards, committees) ahead of Open Town Meeting

- High-level cost estimates discussed publicly:

- Initial implementation of a secure remote or hybrid Open Town Meeting system often cited in the **low six-figure range (~\$100,000–\$150,000)**
- Ongoing costs vary based on scale, frequency, and vendor support

7:30 pm New Business (Discussion/Advisory)

● **Commission Membership & Quorum**

- Recent resignations; 2 Resident Activity Forms received

- Current CoD composition:

- 4 persons with disabilities
- 1 family member of a person with a disability
- 1 resident at large
- 1 elected official

- Discussion items:

- Community outreach to fill open seats
- Inquiry to MOD (Jeff Dougan) regarding whether associate members may be elevated for quorum purposes, if permitted under state guidance

● **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

7:45 pm Old Business

● **Annual Town Meeting** - Mon, Oct 27 at 7pm, Westford Academy

- Draft accommodations flyer and key info flyer shared with meeting organizers Wendy Gloyd

- Explore captioning options with IT Director Nathan Guilmette

- Table volunteers needed (2-3)

● **SociAbility Society** - upcoming event schedule and flyers Matty Tricca

- **Neurodiversity Celebration Event** - March 20, 6-8pm First Parish Church
Reserved Dates: Feb 20 (cancel), April 17, July 17, Aug 21, Oct 16, Nov 20, Dec 18

● **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:
 - Send an outreach letter offering accessibility best-practices assistance regarding restroom fixtures and layout (advisory only)
- **Westford Community Gardens** volunteer?
 - Ongoing discussion:
 - Accessibility considerations (raised beds, ground mats, compliant plots)
 - Possible grant opportunities or inclusion in future Community Improvement Projects (CIP)

No formal request or recommendation at this time
- **Open Space and Recreation Plan Committee** Dawn Brantley
 - Liaison update
 - One resident-at-large seat open
 - Recent meetings:
 - Public forum — December 15 (Fire Station)
 - Visioning session — January 27 (Old Fire Station)
 - Public forum — December 15 (Fire Station)
 - Visioning session — January 27 (Old Fire Station)
- **Polling Location Reference Document** Kathryn Clear
 - Status update
- **Accessible Social Media Posts** Wendy Gloyd
 - Review of Town-issued accessibility guidance
 - Discussion of general accessibility considerations (informal)
- **Town of Westford Commission on Disability web page refresh** Wendy Gloyd
 - Review current Westford CoD page
 - Discussion of potential updates and advisory resources

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

 - 1) May (Tue, May 13, 2025 and Thur, May 15, 2025, 10am-3pm; Zoom)
 - 2) Sept (Thur, September 18, 2025 and Thur, September 25, 2025; 10am-3pm; Zoom)
 - 3) Oct (Thur, October 16, 2025 and Thur, October 23, 2025; 10am-3pm; Zoom)
- **Minutes for Approval - 8/13/2025, 9/10/2025, 11/12/2025, 12/10/2025**

8:30 pm Administrative

- **Next meeting - Weds, March 11, 2025**
- **Adjourn**

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

When: Feb 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.