



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

MEETING MINUTES

DATE: July 30, 2015

TIME: 7:30 PM

PLACE: Town Hall Meeting Room

PRESENT: Joyce Benoit, Ray Clark, Linda Clifford, Scott Hazelton, Jan Horner, Katherine Phaneuf, Patricia Reppucci, Marguerite Sabatino

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

1. Open Forum/Introduction of Members: As this was our first meeting, each member introduced themselves and shared what caused them to join the Commission.
2. Election of Officers: Jan Horner nominated Ray Clark as Chair and Katherine Phaneuf as Vice Chair. Pat Reppucci seconded. Ray Clark nominated Marguerite Sabatino as Secretary. Pat Reppucci seconded. The Commission voted unanimously to elect Ray Clark as Chair, Katherine Phaneuf as Vice-Chair, and Marguerite Sabatino as Secretary.
3. Review of Open Meeting Law: Scott briefed the Commission on the Open Meeting Law, and the Commission members will request Town email accounts for Commission business.
4. Review of Commission Charge/Discussion of Member Goals: Scott Hazelton shared goals and accomplishments from the web sites of Commission on Disability from other Massachusetts communities as examples that Westford might elect to pursue.
5. Action items:
 - a. Scott Hazelton to introduce (via email) Ray, Katherine and Marguerite to Town Manager as Commission officers.
 - b. Scott Hazelton to request Town email accounts for the members from the Town IT Director.
 - c. Ray Clark to post the date of the next meeting, August 27, 2015 at 7:30 PM.
6. Meeting adjourned at 9:15 PM.