



Town of Concord, MA
Commission on Disability
Meeting Minutes
Date: January 15, 2026

Meeting Location: Board Room, Minute Man Arc 35 Forest Ridge Road, Concord, MA 01742

Hybrid Participant Link:

<https://us02web.zoom.us/j/88014629988?pwd=sEECoS0zXaiNa4jofV74eLPQSTuDIq.1>

- Meeting ID: 880 1462 9988
 - Passcode: 306073
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1. Call to Order

The Chair called the meeting to order.

2. Attendance

Commission members and staff were present both in person and remotely. Those in attendance included:

- Jessica Porter, Assistant Town Manager
- Jean Goldsberry, Chair
- Janet Beyer, Clerk
- Peter Nobile
- Robert Simon
- Laura Will
- Jennifer Brooke
- Karen Young
- Justine Martinelli

Note: A correction was discussed regarding attendance for the December 11, 2025 meeting to add Justine Martinelli to the list of attendees.

3. Approval of Prior Meeting Minutes

Minutes from the December 11, 2025 meeting were reviewed.

Motion: To approve the December 11, 2025 meeting minutes.

Vote: Approved by consensus.

4. Use of Handicap Parking Violation Funds

The Commission reviewed an invoice for a legal notice related to the ADA Transition Plan Request for Proposals (RFP), published in the *Concord Bridge*.

- **Invoice Amount:** \$233.24
- **Funding Source:** Commission account funded by handicap parking violation fees

The purpose of the legal notice was to comply with procurement requirements for the ADA Transition Plan RFP.

Motion: To authorize payment of the *Concord Bridge* invoice from the Commission's handicap parking violation funds.

Second: Made.

Vote: Unanimous approval.

5. ADA Improvement Grant and RFP Update

An update on the ADA Improvement Grant was provided:

- The Town received \$125,000 through a state ADA Improvement Grant.
- Three RFP responses were received and vetted by the Town's procurement department; all met minimum qualifications.
- A review committee will evaluate proposals using a standardized scorecard, rating submissions and then reviewing pricing.
- Selection is expected following consensus review, after which a contract will be finalized.
- Work must be completed and invoiced by July 2026.

The Commission expressed appreciation for the significant effort involved in securing the grant and noted the importance of the resulting work for identifying accessibility gaps within the Town.

6. Discussion: Grants and Future Funding Opportunities

- Members discussed the possibility of identifying and tracking additional grant opportunities on an ongoing basis.
- Potential resources included state grant notification systems, the Massachusetts Office on Disability, MMA communications, and the state's Community Grant Finder.
- It was agreed that members would explore available tools and report back at a future meeting.

7. Discussion: Commission Charge, Website, and Public Resources

A substantial discussion was led regarding the Commission's charge and public-facing resources:

- Review of the Commission's formal charge revealed language that may be overly broad or outdated.

- Members discussed limitations related to referrals, endorsements, and liability.
- Ideas included:
 - Expanding and updating the Commission’s webpage with accurate, public-facing resources and explanations
 - Providing resources focused on disability rights and relevant laws
 - Linking to reputable agencies and state resources without endorsing private vendors
 - Exploring the concept of a community information board with appropriate organization and disclaimers
 - Contributing articles to The Concord Bridge as a way to raise awareness around the topics of disability, accessibility, and inclusion

The Commission also discussed broader concepts such as universal design and inclusive design, noting the distinction between ADA compliance and best practices that go beyond minimum legal requirements. It was noted that while the Commission on Disability can propose content updates, final approval of website content lies with the Town Manager.

8. Site Planning and Design Review Involvement

The Commission discussed the importance of earlier and more consistent involvement in the site planning and design process for Town projects and private developments of significant scale.

- Members discussed the possibility of establishing a mandate or formal requirement for the Commission on Disability to be included in site plan review processes.
- The Commission acknowledged that any mandate would require further exploration, coordination with Town leadership and other boards.

9. Outreach and Education

- Members discussed the value of increasing awareness of disability, accessibility, and universal design among Town boards and commissions.
- Potential outreach strategies included short presentations, educational materials, and internal briefings.
- The goal would be to raise baseline awareness rather than enforce requirements beyond ADA mandates.

10. 2026 Initiatives

The Commission discussed several potential initiatives and focus areas for calendar year 2026, informed by current projects and community needs:

- Completion of the ADA Transition Plan using the recently awarded ADA Improvement Grant, including review of findings and identification of priority accessibility improvements.
- Increasing awareness of the Commission
- Mandate to include the Commission in the site plan review process

11. Adjournment

The next meeting of the Commission on Disability is scheduled for February 12, 2026.

The meeting concluded following discussion and agreement on next steps for grant review, website improvements, and future funding exploration.