



**TOWN OF GRAFTON**  
GRAFTON MEMORIAL MUNICIPAL CENTER  
30 PROVIDENCE ROAD  
(508) 839-5335 h FAX (508) 839-4602  
www.grafton-ma.gov  
**ACCESSIBILITY ADVISORY COMMISSION**  
**(Regular Meeting)**  
**MEETING MINUTES (Approved 2-16-23)**  
Thursday, January 19, 2023 – 6:30 p.m.

2023 FEB 17 AM 10:22

RECEIVED TOWN CLERK  
GRAFTON MA

Temporary chair Rob Polsinelli called the meeting to order at 6:34pm and welcomed everyone. Roll call was taken to indicate who was in attendance:

Attendance:

Laura Deneen LD  
Kristie Proctor KP  
Robert S. Berger RSB  
Robert Polsinelli RP  
Catherine Dore CD  
Alexis Henry AH  
Roger Trahan, Jr. RT

LD	A
KP	A
RSB	Y
RP	Y
CD	Y
AH	Y
RT	A

- Guest: William Joyce, Executive Director of the MA Architectural Access Board,
- Agenda was adjusted to accommodate Mr. Joyce's participation in the meeting.
- Commission member Catherine Dore took notes from the start of the meeting up until Kristie Proctor joined the meeting at 7:11 pm.

1. **Announcements** - none
2. **External Correspondence** - none
3. **MA Architectural Access Board (MAAB)** discussion of regulations with MAAB's Executive Director of Board Staff, William Joyce.

William Joyce, Executive Director of Board Staff, was present to answer questions regarding the voting entrance to Millbury Street Elementary School and elevators in new multi-resident dwellings. 521c regulations kick in with three or more units in the building. 28.1 has an exemption when all accessible units (group 1) and public areas are on the ground floor. Other buildings will require an elevator over 20 units or height. Twenty or more units need 5% Group 2 accessible units, at least one unit. He extended any further questions or concerns be directed to their contact information listed at [mass.gov/aab](http://mass.gov/aab).

4. **Open Discussion** – Guest, Mike Kennedy, ADA/Access Coordinator at Center for Living & Working in Worcester; the MA Independent Living Center which encompasses Worcester area, including Grafton.

Mr. Kennedy was unable to join the meeting tonight. Chair Trahan will follow up with Mr. Kennedy and inquire about attending the February meeting on the 16<sup>th</sup>.

5. **2022 Report of Accessibility Advisory Commission** (for Town Report)

Roger Trahan noted in correspondence that he is working on the report, and it is almost complete.

6. **Old Business**

- a. American Sign Language (ASL) Interpreters – Town Meeting update (Mr. Berger)

Bob consulted with an interpreter who was able to audit the most recent town meeting and found it satisfactory. Bob will make sure to pass compliments on to the interpreters. Select Board has approved language for the use of closed-captioning, as well as including language at the beginning of broadcasts noting the

inclusion of captioning. There is now a five-day deadline recommendation to request an interpreter – this should include wording for “*five (5) business days*”.

- b. By-Law Study Committee (including but not limited to Article 12, Safety and Order, Sections 21-1 through 21-4). Follow up from 11/17/22 meeting; Bob Berger deferred to Chair Roger Trahan to contact Mike Kennedy for input and follow-up on this item.
- c. Any other old business items.

**7. New Business**

Alexis Henry will not be able to attend the next meeting.

Possibility of linking to resources and state agencies on committee’s webpage. The town’s webmaster could be contacted to add links. Alexis suggested pooling resources and creating lists of places that would have good resources to link to. Bob will talk to the town administrator to ask about editing the web page or getting access.

7:11 Kristie joined the meeting. Thank you to Catherine for taking meeting notes in her absence.

**8. Meeting Minutes**

- December 15, 2022

Action: Mr. Berger made a motion to approve the December meeting minutes; Alexis Henry seconded. After a discussion to make small edits, Rob Polsinelli took a roll call vote:

LD	A
KP	Y
RSB	Y
RP	Y
CD	Abstain
AH	Y
RT	A

The December meeting minutes were approved 4-0-1.

**9. Next Meeting** Thursday, February 16, 2023, at 6:30p.m.

Mr. Berger made a motion to adjourn the meeting; Alexis Henry seconded. Mr. Polsinelli took a roll call vote:

LD	A
KP	Y
RSB	Y
RP	Y
CD	Y
AH	Y
RT	A

The motion passed 5-0-0.

The meeting adjourned at 7:25 PM.

**Adjourn**

Respectfully Submitted,

Kristie Proctor

Clerk

Link to the January 19<sup>th</sup> meeting packet:

<https://www.grafton-ma.gov/DocumentCenter/View/7672>



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### **PUBLIC MEETING REMOTE PARTICIPATION GUIDELINES**

March 24, 2020

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, the various Boards and Committees representing the Town of Grafton will conduct their public meetings and hearings via remote participation. No in-person attendance of members of the public will be permitted.

#### **In Advance of Meetings:**

- All non-emergency items are still required to be properly posted at least 48 hours in advance of the meeting. This is still done by contacting the Clerk's Office.
- All members should receive the same documents for the meeting electronically
- Supporting documents should be posted on the Town website and be available for members of the public.
- For meetings with public participation, encourage written public comments.

#### **Essential Components for Remote Meetings:**

- Access to participate for a quorum of committee members at the time of the meeting.
- Ability to take minutes which accurately reflect the meeting and the votes taken.

- Ability to record meeting for playback (this is not required under the order, but is preferred)
- Ability to allow for real-time public participation/comments (this is not required under the order, but is preferred)
- Meetings with public hearings must provide access for third party participation to all members of the committee.

### **Identifying the Proper Medium to Conduct Meetings:**

While we are suspending the use of Municipal Center Conference Rooms and the local broadcasting equipment, there are alternatives for Boards and Committees to consider. Below are a few options available to Committees. There may be alternatives that members are more comfortable using which will be permitted so long as the essential components for all meetings are met through use of that medium.

- *Executive Town of Grafton Zoom Account with Webinar Functions* – this account was purchased by the Town Administrator’s Office and has a webinar function for hosting meetings that require public participation/third party access for participation. This method is currently the preferred method and should be used by Boards and Committees that have hearings and require third party participation through public comments or from applicants seeking permits. (includes but is not limited to: Select Board, Planning Board, ZBA, CPC, School Committee, Conservation Commission)
  - At this time, the Town only has one executive host account with a webinar feature. If you wish to use the executive zoom account with webinar feature, you may need to schedule meetings at different times/days than your board typically meets to ensure no conflict with other meetings.
- *Standard/Free Zoom Accounts* – Anyone can access a free zoom account with up to 100 participants for a maximum 40-minute meeting. This function will allow for Boards and Committees to record their meetings for future playback and the ability to share screens. Please note that there are several systems available that offer similar abilities and any of them can be used for this purpose. (ex. Google Meet, Skype for Business, Microsoft Teams, etc.)
- *Free Conference Call Line*- For Boards and Committees that typically do not have recorded meetings and require little third-party interaction, the free

conference call line is an option. This option does not have a record feature so accurate minute taking is critical.

- *Local Cable Access*- Currently, the town is not allowing for local cable access broadcast through the conference rooms in the Municipal Center. However, to the extent possible, local cable will be used if it is accessible and safe for staff, committee members, and members of the public.

### **Use of Zoom for Remote Access to Public Meetings**

Zoom Video Communications, Inc. ("Zoom") can be used for remote conferencing services to allow for remote access to public meetings. Access numbers and web addresses will be provided as part of each meeting's agenda posted to the town calendar on the homepage of Grafton's website, [www.grafton-ma.gov](http://www.grafton-ma.gov).

Meetings can be accessed from your personal computer, cellphone and/or telephone. It is anticipated that most Board and Committee meetings will continue to be broadcasted by Grafton Access Television through Zoom's "Record" feature.

### **Protocols for Remote Public Meetings Using the Webinar Feature**

- All participants entering the meeting via a personal computer ("computer participants") are required to rename themselves with their official first and last name.
- Computer participants are encouraged to click on the "Participants" feature in Zoom to view all participants and to view/use the "Q&A" function to pose questions on the bottom of the screen.
- Computer participants may "Pin" to a particular video screen.
  - It is recommended to "Pin" to the staff member associated with the committee, or in the case where there is no staff member, to the Chairperson. This can be done by right clicking over the three (3) dots symbol in the top right corner of the staff/Chair's video screen.
- The Chair or present support staff should adhere to the script provided as an attachment to this document for the purpose of properly recognizing

members and providing information to the public. (This script is a draft/guide and should be tailored to your needs)

- The Chairman will identify him or herself.
- The Chairman will conduct a roll call of the Board.
- The Chairman will call the meeting to order.
- All participants (excluding Board members) will be muted throughout the meeting and must use the Q&A function.
- All participants are required to include their name and address when using the chat feature to pose a question through the Chairperson.
- All documents displayed throughout the meeting will be controlled by the present staff member or Chairperson.
  - Only computer participants will be able to view documents.
- If and when the Chairman allows for public comments/questions, it will be conducted in the following sequence:
  1. The Chairman will read public comments/questions received in advance of the meeting followed by real-time Board and/or applicant responses.
  2. The Chairman will read real-time comments/questions typed by computer participants in the “Q&A” feature followed by real-time Board and/or applicant responses.
    - Computer participants must click on “Q&A” to enter their comment/question.
    - The staff or Chair will address the question live to the Board. It will be discussed and then marked “answered” by the staff or Chair.
  3. The Chairman will ask if any other participants accessing the meeting have comments/questions.
- Board members needing to be recused at any point during the course of a meeting will be placed in a virtual “Waiting Room” by the staff person or Chairperson.

Directions to access meetings will be posted on agendas for the public when available.