



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)
Approved Meeting Minutes
Thursday, April 20, 2023 – 6:30 p.m.
Zoom Conference Link to join the webinar:

2023 JUN 12 12:50

RECEIVED TOWN CLERK
GRAFTON, MA

Present: Catherine Dore, Rob Polsinelli, Robert Berger, Kristie Proctor, Roger Trahan, Jr., Chair, Alexis Henry

Absent: Laura Deneen

Chair Trahan called the meeting to order at 6:31 pm.

Chair Trahan took a roll call vote of commission members in attendance:

Catherine Dore
Rob Polsinelli
Robert Berger
Alexis Henry
Kristie Proctor
Roger Trahan, Chair

No anticipated speakers for tonight.

Open Meeting Law with the *Remote Participation Guidelines* will be in effect until March 2025 per the Commonwealth.

1. Announcements

- a. April 11th email regarding the annual *Conflict of Interest* Training required for the commission members.

2. External Correspondence – included in the meeting packet

- a. MA Architectural Access Board (Case V23-051; Silver Spruce Montessori School, 44 Old Upton Road, Grafton; request for variance continued). Notice of Action that variance is continued for the provision of a vertical wheelchair lift between floors one and two.
- b. MA Architectural Access Board (Case V23-055; Unitarian Universalist Society of Grafton and Upton, 3 Grafton Common; request for variance granted as proposed). Notice of Action that variance is granted for exception to access to the basement.
- c. Letter dated March 29th from Dixon Salo Architects regarding the benches at Grafton Common; Commission and Historic District Commission were cc-ed. Content: Neil Dixon had spoken to William Joyce, Director of the AAB, noting that 4 of the 12 benches installed along the accessible pathway were deemed to be accessible seating. Roger Trahan will investigate the differences between the AAB and the ADA requirements for benches along accessible pathways.

3. Meeting Minutes - March 16, 2023

Action: Rob Polsinelli made a motion to approve the March meeting minutes; Robert Berger seconded. After a discussion to make small edits, Chair Trahan took a roll call vote:

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

The March 16, 2023 meeting minutes were approved, 6-0.

4. Old Business

A. Grafton Accessibility Advisory Commission web page content, format, assistive technology; continuation of March 16, 2023 meeting discussion.

1. Mr. Berger shared the screen for the Grafton Accessibility Advisory Commission web page.
 - a. The information on commission member's terms is incorrect (Mr. Berger's term is out-of-date)
 - b. The town's charge to this commission is the old version
 - c. Need a link to MAAB, Mass Office on Disability, ADA, how to file a complaint or grievance, Mass Rehabilitation Commission, and more.
 - d. Could we have an FAQ?
 - e. Mr. Berger suggested a smaller sub-group work on this project and bring it forward to the Select Board.
 - f. Discuss the scope, timeline, and content of the web page.
 - g. What types of information would people be looking for? Resources include the New England ADA Center, the Mass Disability Law Center
2. Who would be willing to be on the sub-committee? Robert Berger, Alexis and Rob volunteered to serve.

Action: Robert Berger made a motion for Alexis Henry, Rob Polsinelli and Robert Berger to form a sub-committee to make recommendations regarding re-designing the content of the town's web page for the Accessibility Advisory Commission; Kristie seconded.

Chair Trahan took a roll call vote:

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

Chair Trahan declared the motion passed, 6-0.

Roger Trahan brought to William Blake's (Assistant Town Administrator) attention how the Town of Northampton has one of the most accessible web sites in the state. He informed Chair Trahan about his explorations, including CivicPlus which has a tool called AudioEye which includes similar accessible tools for about \$8000. Mr. Blake will reach out to UserWay to get a demo and quote.

- B. Grafton Public Library (remaining construction, accessibility items)
 - a. Library has the Certificate of Occupancy and is fully compliant
- C. Grafton By-Law Study Committee; Article 12, Safety and Order, Sections 21-1 through 21-4.

Roger Trahan reached out to Mike Kennedy at the Center of Living and Working and is awaiting a response. Chair Trahan will keep as an open item for follow-up.

- D. Catherine Dore – Grafton Police Department has updated their autism patch with the rainbow and infinity sign. Catherine provided feedback to them last year, and this year, and commending the department for the verbiage.
- E. Two sign language interpreters have been scheduled for town meeting next month.
- F. Town meeting will also have accessible seating up front with signage indicating usage is reserved for attendees and a companion.
- G. Chair Roger Trahan wrote an endorsement of the Community Preservation Funds for the Norcross Park Project. He plans to attend the meeting, and commission members are fine with Roger restate the endorsement at the public meeting.

5. New Business

- A. Kristie suggested we table at the August 1st event, National Night Out. Could we think about how this may look and come back to our next meeting with ideas? What could we give away?

6. Next Meeting Thursday, May 18, 2023 at 6:30p.m.

Action: Robert Berger made a motion to adjourn; Catherine Dore seconded.
Chair Trahan took a roll call vote:

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

Chair Trahan declared the motion passed 6-0-0.

The meeting adjourned at 7:29 pm.

Respectfully Submitted,
Kristie Proctor, Clerk

Link to the April meeting packet on the Grafton Town web site:
[Accessibility Advisory Commission Meeting Packet 4/20/2023](#)

Adjourn



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ACCESSIBILITY ADVISORY COMMISSION
(Regular Meeting)
AGENDA / MEETING NOTICE
Thursday, April 20, 2023 – 6:30 p.m.
Zoom Conference Link to join the webinar:

2023 APR 19 AM 10:15

<https://us02web.zoom.us/j/81350270077>
Or Phone: 301-715-8592
Webinar ID: 813 5027 0077
International numbers available: <https://us02web.zoom.us/j/81350270077>

A copy of the Grafton Public Meeting Remote Participation Guidelines, dated March 24, 2020 (and subsequent extensions) is attached to this agenda for reference. Please review the guidelines prior to joining the remote public meeting. We will be fielding questions via Chat feature. Also, written comments may be directed to disabilitycommission@grafton-ma.gov

1. Announcements

2. External Correspondence

- a. MA Architectural Access Board (Case V23-051; Silver Spruce Montessori School, 44 Old Upton Road, Grafton; request for variance continued)
- b. MA Architectural Access Board (Case V23-055; Unitarian Universalist Society of Grafton and Upton, 3 Grafton Common; request for variance granted as proposed)

3. Meeting Minutes - March 16, 2023



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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.

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.