



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 June 15, 2023
Thursday, May 18, 2023 – 6:30 p.m.

2023 JUN 16 11:38

RECEIVED TOWN CLERK
GRAFTON MA

Chair Roger Trahan called the meeting to order at 6:38 PM and took a roll call vote of commission members in attendance:

Catherine Dore - CD
Rob Polsinelli - RP
Robert Berger - RSB
Alexis Henry - AH
Kristie Proctor - KP
Roger Trahan, Chair - RT
Paul Scarlett, Guest

1. Announcements

- a. Member Laura Deneen has submitted her resignation to Chair Trahan. Her term would have gone until 2025. The vacancy will be posted and the Select Board has been notified. The members agreed for Chair Roger Trahan to send a letter of appreciation to Laura Deneen.
- b. Norcross Park inclusive playground – approved at 5/8/2023 Town Meeting. Any other Town Meeting updates.
- c. Sign language interpreters booked in advance for the Town Meeting fell through so there were no signers. Exploring options. Alexis Henry suggested we explore CART – Captioning in Real Time. Both modes provide communication access in preferred methods Mr. Berger is

taking sign language courses and hopes to become an interpreter licensed in MA. Discuss costs. CART services can be provided remotely. GCTV is making concerted efforts to ensure accessibility. Alexis Henry noted that full accessibility is providing both modes of communication access. Mr. Berger reported that the town meeting has Hearing Assist to amplify the audio. In addition to Town meetings, which other meetings are in-person and anticipate the greatest need for interpreters/CART for access? Isn't every meeting closed-captioned? The committee members will continue to discuss this at a future meeting.

- d. 2022 Grafton Annual Town Report is in circulation. (Page 149). Is everyone in consensus to add our report to the existing posting of the Town Report. Members agreed.
- e. Expiring Terms – Roger Trahan 6/30/23 and Catherine Dore 6/30/23. Both candidates plan to go forward with another term. Concern for requirement to be in-person. Mr. Berger confirmed that the meeting would be a hybrid meeting and candidates could attend on zoom. Catherine Dore is very comfortable appearing at the meeting on zoom. Reappointments by Select Board will be considered on 6/13/23. Mr. Berger is re-appointed annually by the Select Board.
- f. Commission Reorganization (June meeting). Roger's thoughts – time to shuffle the leadership roles.
- g. Today is Global Accessibility Day Global Accessibility Day

2. External Correspondence

- a. MA Architectural Access Board (Case V23-051; Silver Spruce Montessori School, 44 Old Upton Road, Grafton)- 4/26/23 email with 4/25/23 First Amended Notice of Action -request for variance "granted as proposed for this use only".
- b. Nelson Park accessible route complaint - 4/29/23 and 4/30/23 emails. Driving occurred over ground which was not properly surfaced. Chair Trahan asked Mr. Berger to find out if there are

accessibility issues over the park's routes which are not surfaced properly and should not be driven on. Who has authority over the park – the town or the park board? Mr. Berger will ask town administrators for clarification. Place this issue on the agenda for the next meeting.

3. Grafton Common and Bandstand

Paul Scarlett, Historic District Commission

One change order: There has been one complaint. The project has been to restore the Common and bring it up to code. Now the Bandstand is accessible with a ramped walkway and the walkways are smooth with four benches along the main path.

One accessibility advocate brought up concerns regarding the front step of the bandstand which doesn't have a handrail. At the top of the elevated walkway, the landing must be level but the ground has settled a bit so is now 'out of code.' The contractor will fix that issue. The architect has drawn plans for a handrail on each end and in the middle of the step and these will extend into the main floor area by a foot. Desire to be accessible and retain the historic look of the Bandstand. What about grab bars?

Mr. Berger said that Paul Scarlett/Historic Commission needs relief (request a variance) from two Boards (1) Architectural Access Board (AAB) will require a rail for each step due to the width of the step and (2) the BBRS. Mr. Berger will deny the request and with that denial letter, Paul Scarlett/Historic Commission will then go to the Board of Building Regulations and Standards to ask for relief not to extend the handrails into the floor area to retain the historic look of this structure.

Mr. Scarlett is looking for a letter of support from this commission. There are only two steps – why is there a need for the middle handrail due to the width of the step? Letter to Neil Dixon/AAB to support the elimination of required handrails for the bandstand. Currently, there are no time constraints for this project. Discuss the timing of when the letter of support would be needed.

Apply for railings on each side with relief for the middle handrails. Confirmed that Paul Scarlett will keep the lines of communication open between the Historic and Accessibility Commission.

4. Meeting Minutes – April 20, 2023

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

KP	Y
RSB	Y
RP	Y
CD	Y
AH	Y
RT	Y

The April 20, 2023 meeting minutes were approved, 6-0.

5. Subcommittee update - web page content

Robert S. Berger, Robert Polsinelli, Alexis Henry

The sub-committee held a meeting last week. Looked at format and content. This project has many levels of information with basic topics linked to more resources and pages. Rob showed a screen with the most important bullet points:

- Report a concern/abuse/legal assistance
- ADA (e.g., link to the New England Law Center)
- Federation for Children with Special Needs
- MAAB (MA Architectural Board)
- Transportation
- Housing/Independent Living Centers
- Employment
- Financial Supports (insurance, benefits)
- Education
- Disability Services (agencies such as MRC, DDS)

Add: Ask a question of the Accessibility Advisory Commission.

6. Old Business

- a. Grafton By-Law Study Committee; Article 12, Safety and Order, Sections 21-1 through 21-4. Mike Kennedy of the Center for Living and Working is reviewing this by-law and will communicate with Roger Trahan. He also noted the by-laws for service animals and veterans with disabilities may come up for us to weigh in on. The By-law study committee uses a bright green color to highlight areas of work/change - does this make the document inaccessible for people who are color blind?
- b. National Night Out – Tuesday, 8/1/23 Chair Trahan asked Chief Crepeau for a table at the event. Kristie Proctor will ask PAWS if they would be interested in participating in the event.
- c. Any other old business items

7. New Business

- a. Alexis requested live links for the meeting webinar. Troubleshoot.

8. Next Meeting Thursday, June 15, 2023 at 6:30p.m.

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

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 8:31 pm.

Respectfully Submitted,
Kristie Proctor, Clerk

Link to the May Meeting Packet

<https://www.grafton-ma.gov/DocumentCenter/View/9171>



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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.