



TOWN OF GRAFTON

GRAFTON MEMORIAL MUNICIPAL CENTER

30 PROVIDENCE ROAD

(508) 839-5335 FAX (508) 839-4602

www.grafton-ma.gov

ACCESSIBILITY ADVISORY COMMISSION (AAC)

(Regular Meeting)

Meeting Minutes

Thursday, August 17, 2023 – 6:30 p.m.

(Approved 9-21-23)

Chair Rob Polsinelli called the meeting to order at 6:32 pm.

Attendance was taken by roll call:

Catherine Dore (CD) - Y

Robert Berger (RSB) - Y

Roger Trahan (RT) - Y

Alexis Henry (AH) - Y

Kristie Proctor (KP) - Y

Paul Letourneau (PL) - Y

Rob Polsinelli, Chair (RP) - Y

2023 SEP 22 1 PM 12:29

RECEIVED TOWN CLERK
SEP 17 10:14

1. Announcements

- a. AAC Vacancy filled – Official welcome for new member, Paul Letourneau. His seat runs through June, 2025.
- b. Any other announcements – MA MOD is now accepting applications for the annual disability improvement grant – any ideas?

Roger shared that the town submission usually asks for our support, but the deadline of September 15th means that this is the only meeting before the deadline. While there are many items to improve, no one from the school committee or town has contacted our commission. Members voiced support for Rob to reach out to the school committee and the Town Administrator to learn if there are plans to apply for the MOD grant. If our support was needed for a grant application, the Commission Chair would have to call for a special meeting for us

to convene and vote on a measure to write a support letter for the grant proposal.

Discussed the municipal accessibility projects completed recently and the recreation department's projects over the past few years. Could we identify an idea or project for the grant application? The opportunity could be identified from the excel worksheet. Clarification of scope of a proposal, who would write it, could we think of some items, technology, infrastructure, small items?

Chair Polsinelli asked Bob Berger for a time to meet and discuss some items on zoom Monday morning at 9:30 am.

2. External Correspondence - none

3. Meeting Minutes – July 27, 2023

Action: Paul Letourneau made a motion to approve the July 27, 2023, meeting minutes; Bob Berger seconded. After a discussion about the meeting packet and the record to include in the meeting minutes, and draft versions of supporting meeting documents, Chair Polsinelli took a roll call vote:

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

The July 27, 2023 meeting minutes were approved, 7-0. The vote was declared carried.

4. Subcommittee update - web page content

Robert S. Berger, Rob Polsinelli, Alexis Henry

Rob explained the updates to the draft web site content and how this document is now ready to deliver to the commission members. Rob requested the Town's verbiage for an accommodation invitation from Mr. William Blake, Assistant Town Administrator. Discussed either going through the document or giving members homework to review and return to the next meeting with comments and needed edits.

Roger Trahan asked if we could click on the hyperlinks to make sure these are active. Alexis Henry explained that this will be a living document and that changes will be made, so updating and maintaining will be important to provide pertinent, timely information. The members will need to review verbiage and wordiness before deciding if the content is ready to publish. Paul Letourneau asked how access barriers are identified and reported to the Town? On the Town web site, there is a form for any citizen to fill out for general concerns or send comments to the town. Roger Trahan said that while this is a general form, accessibility concerns could be entered and sent to the Town Administrator.

Chair Polsinelli asked commission members to review the draft document before the next meeting in September. Rob will email us the document and send changes to him a week before our September meeting.

Discussed how to support adults who want to go to college and access support services. Do we just include QCC or add Worcester State? This is not meant to be an exhaustive list of all the MA colleges and their accessibility services office.

5. National Night Out

- a. Thank you to *Paws for People* for their participation. The therapy dogs were a huge draw for the crowd.
- b. **Action:** Bob Berger made a motion to draft a thank you letter to PAWS for People; seconded by Catherine Dore.

KP	Y
RSB	Y
RP	Y
CD	Y
AH	Y
PL	Y

RT	Y
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The motion passed unanimously 7-0.

- c. Thanks to commission members who gave of their time, resources, toys, and talents; thoughts on next year; and consideration for other outreach opportunities. Idea for next year – have a make craft with fidget toys. Also, have a poster or infographic of the work the commission does; Paul Letourneau suggested we advertise our work.

Looked up the article in the Shrewsbury Advocate on the National Night Out and we were featured for our Barbie Dream House, wheelchair Barbie, and the therapy dogs.

<https://www.communityadvocate.com/2023/08/07/grafton-police-host-annual-national-night-out/>

- d. Feedback from informal survey/comment board – Suggestions:
 - o Could we survey the town
 - o Time and money (the fund with \$700 from Handicapped parking fees)
 - o Send out survey electronically and collect responses with forms
 - o Survey people on election days
 - o PSAs alerting citizens of survey and use funds for mailing.
 - o Post on bulletin boards, senior center, post office, library
 - o Could we share postage costs with the Lions annual solicitation letter?

This items will be placed on the agenda for next month to review.

6. Old Business

- a. Grafton By-Law Study Committee; Article 12, Safety and Order, Sections 21-1 through 21-4. Response from David Robbins, Chair of the Bylaw Study Committee, and updates on Mike Kennedy at Center for Living and Working and Jeffrey Dougan at MA Office on Disability.

Roger pointed out that all these items are going to Town Meeting in the Fall, and if we as a commission, in fact, miss a change we agree with, we may have to create an article to endorse a by-law change. See the

meeting packet for Mike Kennedy’s email response. The commission is not receiving a straightforward response regarding the number of handicapped parking spaces. The town’s by-laws are not compatible with the state law requirements for handicapped spaces per parking spaces. Roger noted that this should be identified as an area that needs to be removed, not edited or changed (deleted based on our recommendation as a commission with our knowledge of the state statute).

If we don’t recommend anything in time for the fall Town Meeting, we can still review the content and make the recommendations for the spring Town Meeting. Roger wanted to see the person-centered language changed. (Deletion of the word “handicapped” in all three sections and replace it with a person-first term). Do we agree to delete 21-1 (A) paragraph 2?

Action: Alexis Henry made a motion to make a recommendation to the Town By-Law Committee to amend sections 21-1 through 21-4 to change the term “handicapped person” or its variations and replace it with the term “individual with a disability”; Paul Letourneau seconded. After a lengthy discussion and amending the motion to keep the change of ableist language but remove the section regarding the working of the town handicapped parking space formulas, Chair Polsinelli took a roll call vote:

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

Chair Polsinelli announced the motion carried, 7-0.

Alexis Henry asked for the By-Law Committee deadline to send feedback. Can the parking space topic be dealt with at the next meeting? No date was found on the Town web site. This item (recommendations to the By-Law Committee) will be tabled until the next meeting.

- b. Grafton Common, including exterior parking, pavement

The T.A.’s office forwarded the information to the Highway Department.

c. Any other old business items

7. New Business

8. Next Meeting Thursday, September 21, 2023, at 6:30p.m.

Action: Paul Letourneau made a motion to adjourn the meeting; Alexis Henry seconded. Chair Polsinelli took a vote:

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

Chair Polsinelli declared the motion passed with a 7-0 vote.

The meeting adjourned at 8:42 pm.

Respectively submitted,
Kristie Proctor
Clerk

Adjourn

Meeting Packet Link Below:

<https://www.grafton-ma.gov/DocumentCenter/View/9976>



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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.