



## TOWN OF GRAFTON

GRAFTON MEMORIAL MUNICIPAL CENTER

30 PROVIDENCE ROAD

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

[www.grafton-ma.gov](http://www.grafton-ma.gov)

### ACCESSIBILITY ADVISORY COMMISSION (AAC)

(Emergency Meeting)

Meeting Minutes

Wednesday, September 13, 2023 – 6:30 p.m.

(Approved 9-21-23)

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](mailto:disabilitycommission@grafton-ma.gov).

Chair Rob Polsinelli welcomed attendees and 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) - Absent (joined at 6:44 PM).

Rob Polsinelli, Chair (RP) - Y

|     |        |
|-----|--------|
| KP  | Y      |
| RSB | Y      |
| RP  | Y      |
| CD  | Y      |
| PL  | Absent |
| AH  | Y      |
| RT  | Y      |

2023 SEP 22 PM 12:23

RECEIVED TOWN CLERK  
GRAFTON, MA

Chair Polsinelli thanked everyone for taking the time to meet.

**1. Municipal ADA Improvement Grant Submission**

Mr. Berger and Chair Polsinelli identified several counters in the Municipal Center which could be modified to create accessibility for the office counters. Mr. William Blake was notified of this opportunity.

**Action:** Mr. Berger made a motion and Alexis Henry seconded the motion for the Chair to write a Letter of Support to the Town Administrator and Assistant Town Administrator for the Town to submit a grant application for the ADA Improvement Grant and costs associated with lowering counters in the Municipal Center to the MA Office on Disability (MOD).

Discussed writing the draft, by whom, to whom, and what makes sense with this timeline? The letter would be addressed to the Town Administrator to support the Town applying for the grant. The Select Board would be cc-ed. The Applicant Team is Mr. William Blake and Mr. Berger. The letter should be written on behalf of the commission supporting the application. Discussed removing Mr. Berger's name from the Applicant Team as he is on this commission. Suggested that the Applicant Team would be the Town Administrator and the Assistant Town Administrator, with the Chair of the Select Board Cc-ed. The responsible town party would be Mr. Berger as the Grafton ADA Compliance Officer.

Paul LeTourneau joined the meeting at 6:44 PM.

Chair Polsinelli took a roll call vote of the members:

|     |   |
|-----|---|
| KP  | Y |
| RSB | Y |
| RP  | Y |
| CD  | Y |
| PL  | Y |
| AH  | Y |

|    |   |
|----|---|
| RT | Y |
|----|---|

Chair Polsinelli declared the motion passed unanimously, 7-0.

**2. Bylaw Study Committee**

The By-law Committee found that two sections were duplications in Article 12 regarding parking spaces. Could these two sections be combined into one by-law covering public and private parking lots? Should the Commission write a letter of endorsement for these changes?

Roger Trahan commended the By-Law Committee for the background work they did to study this issue and arrive at this recommendation.

**Action:** Roger Trahan moved that the Accessibility Advisory Commission (AAC) recommend to the By-Law Study Committee the removal of Article 12, Sections 21-1 through 21-4 and replace it with the recommendations of the By-Law Study Committee which is contained in tonight’s Meeting Packet, and for the AAC Chair to communicate this recommendation to the Chair of the By-Law Study Committee; Mr. Berger seconded.

Mr. Polsinelli took a roll call vote:

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

Chair Polsinelli declared the motion passed unanimously, 7-0.

**3. Change in Regular Meeting Day**

Could we change our meeting night to the third Wednesday? Or meet on a Tuesday on the second or fourth Tuesday of the month? Discussed meeting possibilities. Mr. Trahan asked, "Could our Commission obtain its own Zoom account?" Chair Rob Polsinelli will follow-up with the TA's office to find the answer regarding zoom accounts. Mr. Berger also mentioned that the Grafton Building Department should have its own Zoom account, which means it could be shared with the AAC.

Members also discussed the possibility of rooms to meet in if the Commission ever returns to in-person, monthly meetings.

- Mondays – not good for some
- Tuesdays – good for most (2<sup>nd</sup> or 4<sup>th</sup> of the month)
- Wednesday – Not good for some; Kristie will consider changing if needed
- Thursday – Not good for some

Mr. Roger Trahan checked to see if Chair Polsinelli would be at Town Meeting. Chair Polsinelli replied in the affirmative.

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

**Action:** Mr. Roger Trahan made a motion to adjourn the meeting; Mr. Berger 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 7:10 pm.

Respectively submitted,

Kristie Proctor  
Clerk

**Adjourn**

Meeting Packet Link Below:

<https://www.grafton-ma.gov/DocumentCenter/View/10273/Accessibility-Advisory-Commission-9-13-2023?bidId=>

**Adjourn**