



## 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)

Approved Meeting Minutes

Thursday, September 21, 2023 – 6:30 p.m.

Chair Rob Polsinelli welcomed attendees and called the meeting to order at 6:34 pm.

Attendance was taken by roll call:

Catherine Dore (CD) - Y

Robert Berger (RSB) – Absent – planned absence

Roger Trahan (RT) - Y

Alexis Henry (AH) - Y

Kristie Proctor (KP) - Y

Paul Letourneau (PL) - Y

Rob Polsinelli, Chair (RP) - Y

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

2023 OCT 11 AM 8:42

RECEIVED TOWN CLERK  
GRAFTON, MA

#### 1. Announcements

- a. September is **Suicide Prevention and Awareness Month** – In 2022, 988 was activated as a new three-digit dialing code to be connected to the National Suicide Prevention Lifeline. This confidential support

line is available 24 hours a day to provide free help to people in suicidal crisis or mental health-related distress. See the SAMHSA website (<https://www.samhsa.gov/find-help/988>) for more information.

- b. September is also **International Deaf Awareness Month.**, and the last full week is **International Week of the Deaf.** See National Association of the Deaf (<https://www.nad.org/resources/american-sign-language/international-week-of-the-deaf/>) for more information.
- c. October is **National Disability Employment Awareness Month** – “Advancing access and equity” is the 2023 theme. See the U.S. Dept. of Labor (<https://www.dol.gov/agencies/odep/initiatives/ndeam>) for more information.
- d. **Town Meeting – October 16, 2023 @ 7:00pm.** We will have to post a notice that we are “meeting” that night since enough of the Commission members will be in attendance. Chair Polsinelli will follow-up to determine if there is a plan for interpreters to be present at the meeting.
- e. Commission members agreed to allow Chair Rob Polsinelli to ask the Town Administrator on behalf of the AAC to have the town warrant in advance so we may ascertain if there are any items where our expertise on accessibility issues would warrant our weighing in on.
- f. Any other announcements

## **2. External Correspondence**

- a. Paws for People responded to our thank you letter, noting that they look forward to coming to the National Night Out next year. Idea for Grafton Celebrates the Holidays on December 3<sup>rd</sup>.

## **3. Meeting Minutes – August 1, 2023, August 17, 2023, and September 13, 2023**

**Action:** Paul Letourneau made a motion to approve the August 1, 2023, meeting minutes; Alexis Henry seconded. After a discussion about the attendees which were added, Chair Polsinelli took a roll call vote:

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

The August 1, 2023, meeting minutes were approved, 6-0. The vote was declared carried.

**Action:** Roger Trahan made a motion to approve the August 17, 2023, meeting minutes; Paul LeTourneau seconded. After a discussion and edits, Chair Polsinelli took a roll call vote:

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

The August 17, 2023 meeting minutes were approved, 6-0. The vote was declared carried.

**Action:** Catherine Dore made a motion to approve the September 13, 2023, meeting minutes; Paul LeTourneau seconded. After a discussion about the edits, Chair Polsinelli took a roll call vote:

KP	Y
RSB	Absent
RP	Y
CD	Y

AH	Y
PL	Y
RT	Y

The September 13, 2023, meeting minutes were approved, 6-0. The motion was declared carried.

#### 4. Regular Meeting Schedule

Based on our discussion from the last AAC meeting, we could meet on the 2<sup>nd</sup> or 4<sup>th</sup> Tuesday of the month. We will no longer be on the Select Board zoom account.

The next agenda will have the new zoom link moving forward. October 10<sup>th</sup> will be our next scheduled meeting. This will allow everyone to be present at these meetings. Chair Rob thanked everyone for their flexibility. This commission may be using the Finance Committee's zoom account. The web page should be updated as well.

**Action:** Roger Trahan made a motion, Alexis seconded; to move the AAC's monthly meeting to the second Tuesday of the month. After discussion, Chair Polsinelli took a roll call vote:

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

Chair Polsinelli noted the 6-0 vote and the motion carried.

#### 5. Webpage Content

Discuss updates including:

- Adding a link to the National Center for College Students with Disabilities for postsecondary resources
- Placing the items which are questions on the landing page (the blue column on the left side of the page), and place one link to the resources, which will lead to all the headings (keep the AAC home page simple)
- Very comprehensive list and descriptions of content

What are the next steps? Does this go to the Town Administrator for setting this up?

Ultimately, the AAC will notify the Select Board to make a public announcement that this web page has been created is 'live' on the Town web site. Requested agenda items (the AAC web page content and map) will be sent to the Chair of the Select Board and with the Town Administrator, will be approved and then placed on the Select Board agenda/meeting packet.

Discussed removal of the Roman numeral numbers. Create map of the layout and the town will operationalize the process. These are not 'deep' links. Share with the MA Office on Disability as a template for other town's to use for their town disability resources. Action? Roger Trahan asked if the sub-committee meeting with the Town Administrator(s) would include the Select Board Chair?

**Action:** Roger Trahan made a motion for the Chair to request a meeting with the Town Administrator's office to present the draft AAC's web page outline document for next steps to get this content on to the Town's AAC web page; Catherine Dore seconded. The Chair took a roll call vote:

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

Chair Polsinelli noted the 6-0 vote and the motion carried.

Catherine Dore left the meeting at 8:06 pm.

## **6. Old Business**

- a. Grafton By-Law Study Committee; Article 12, Safety and Order, Sections 21-1 through 21-4. Chair Rob Polsinelli will be present at the town meeting if questions arise about this issue.
- b. Municipal ADA Improvement Grant – Assistant Town Administrator William Blake pulled the grant together and submitted it by the deadline. Thanks you's to our commission for approving a recommendation letter. Superintendent Cummings did not submit a grant application this year. The town needs to continue to pursue the soft monies to fund accessibility projects.
- c. Grafton Common, including exterior parking, pavement – no updates
- d. Any other old business items

## **7. New Business**

On the 27<sup>th</sup> of August, Paul LeTourneau sent the Grafton Housing Authority a letter of concern regarding root erosion with exposed roots causing a walking hazard at 13 Forest Lane. At this time, he has received nothing in response. Can we (the commission) get in touch with the Grafton Housing Authority Director and ask about the status of this project? Discuss how to approach this issue and the proper contact to report a concern. Paul LeTourneau said he did not have a process to state concerns/complaints to in a formal manner. There is an Ombudsman who resides at Maxwell Drive – could Paul and this gentleman call and ask the Director, Ms. Brady, to meet them at 13 Forest Lane to show the area of concern to her? Request a verbal update first, then another in writing, as there may be something already in process. If this is brought up in an AAC meeting again, Paul would recuse himself for the discussion and vote. Paul LeTourneau will keep us in the loop if any updates occur.

**8. Next Meeting** Tuesday, October 10, 2023, at 6:30 p.m.

**9. Action:** Mr. Roger Trahan made a motion to adjourn the meeting; Kristie Proctor seconded. Chair Polsinelli took a vote:

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

Chair Polsinelli declared the motion passed with a 5-0 vote.

The meeting adjourned at 8:38 pm.

Respectively submitted,  
Kristie Proctor  
Clerk

### **Adjourn**

Link to the meeting packet:

<http://www.grafton-ma.gov/DocumentCenter/View/10358>



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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.