



TOWN OF GRAFTON
GRAFTON MEMORIAL MUNICIPAL CENTER
30 PROVIDENCE ROAD
(508) 839-5335 • FAX (508) 839-4602
www.grafton-ma.gov
ACCESSIBILITY ADVISORY COMMISSION
(Regular Meeting)
AGENDA / MEETING NOTICE
Thursday, January 19, 2023 – 6:30 p.m.
Zoom Conference Link to join the webinar:

2023 JAN 13 AM 11:17

RECEIVED TOWN CLERK
GRAFTON, MA

<https://us02web.zoom.us/j/82704216885?pwd=QzlVZWZpZ0w2YjVJNkVVUk83RHYrZz09>

Passcode: 615028

Or Phone: 301-715-8592

Webinar ID: 827 0421 6885 and Passcode: 615028

International numbers available: <https://us02web.zoom.us/j/82704216885?pwd=QzlVZWZpZ0w2YjVJNkVVUk83RHYrZz09>

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**
3. **MA Architectural Access Board (MAAB)** discussion of regulations with MAAB's Executive Director, William Joyce.
4. **Open Discussion** – Guest, Mike Kennedy, ADA/Access Coordinator at Center for Living & Working in Worcester; the MA Independent Living Center which encompasses Worcester area, including Grafton.

January 19, 2022 Accessibility Advisory Commission Agenda continued:

5. **2022 Report of Accessibility Advisory Commission** (for Town Report)
6. **Meeting Minutes**
 - December 15, 2022
7. **Old Business**
 - a. American Sign Language (ASL) Interpreters – Town Meeting update (Mr. Berger)
 - b. By-Law Study Committee (including but not limited to Article 12, Safety and Order, Sections 21-1 through 21-4). Follow up from 11/17/22 meeting; Bob Berger (contacting Mike Kennedy for input).
 - c. Any other old business items.
8. **New Business**
9. **Next Meeting** Thursday, February 16, 2023 at 6:30p.m.

Adjourn

Roger R. Trahan Jr., Chair
rtrahanjr@hotmail.com
508-335-0507



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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.

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- 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.

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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.



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ACCESSIBILITY ADVISORY COMMISSION
(formerly known as Disability Commission)
(Regular Meeting)
Meeting Minutes

Thursday, December 15, 2022 – 6:30 p.m.
Zoom Conference Link to join the webinar:

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

Chair Roger Trahan called the meeting to order at 6:33 pm and welcomed everyone to the meeting. Roll call was taken to indicate who was in attendance:

Attendance:

Laura Deneen LD
Kristie Proctor KP
Robert S. Berger RSB
Robert Polsinelli RP
Catherine Dore CD
Alexis Henry AH
Roger Trahan, Jr. RT

LD	Y
KP	Y
RSB	Y
RP	Y
CD	A
AH	Y

RT	Y
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Agenda items went out of order so Mr. Berger could report before going to a meeting at 6:45 PM, starting with Old Business.

1. Announcements

- MA Office on Disability grant update

This year, the grant award notifications have not been announced. The Town submitted one application for retrofitting the counter heights for the Municipal Center service windows.

- Grafton Website improvements – reviewed accessibility of the website using AIM Wave Tool at aim.org. Noted our Commision's web page. Can we take a look at the web site and check for accessibility issues? We can look at the redesign with our expertise and discuss at the next Commission meeting. How can we use our role to help with website accessibility issues? Discussed ideas to bring forward to the Select Board.
- Any other announcements? Yes! 988 is the Suicide and Mental Health Helpline for anyone.

2. External Correspondence - none

3. Meeting Minutes

- a. November 17, 2022

Action: Laura Deneen made a motion to discuss the November meeting minutes; Rob seconded. Discussion ensued about the corrections.

Vote by roll call:

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

RT	Y
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Chair Trahan called the motion to approve the November 17th minutes passed, 4-0 -1.

- b. August 18, 2022 - need to document and submit that no meeting occurred due to expired series of Zoom meeting links. The Town Clerk wants us to still submit minutes to the effect that the meeting was not held.

Kristie Proctor made a motion to approve the draft minutes; Rob Polsinelli seconded. Roger Trahan, as the Chair, will submit the meeting minutes.

Vote by roll call:

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

Roger Trahan declared the motion passed 5-0.

- c. July 12, 2022 - need to document and submit that no quorum was reached. Provisional agenda had been posted in case a quorum was reached; three members met jointly with Select Board during their meeting.

Kristie Proctor made a motion to approve the July 12, 2022, draft meeting minutes; Rob Polsinelli seconded. Roger Trahan, as the Chair, will submit the meeting minutes that no meeting convened due to lack of quorum. Discussed what would be sufficient as members had qualms about voting on a meeting which did not officially occur. The word “minutes” is a misnomer in this context.

Vote by roll call:

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

Roger Trahan declared the motion passed 4-0-1.

- d. April 28, 2022 - need to document lack of quorum for posted meeting.

Kristie Proctor made a motion to approve the April 28th draft minutes; Rob Polsinelli seconded. Roger Trahan, as the Chair, will submit the meeting minutes that a meeting did not convene due to a lack of quorum. No discussion on the motion.

Vote by roll call:

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

Roger Trahan declared the motion passed 4-0-1.

4. Old Business

- a. Grafton Public Library updates; policy subcommittee, assistive technology, facilities. **Update:** None
- b. Recreation Updates (Grafton Common / parks / fields / trails)
Update: Bandstand on the Common is open. The Grafton Historic District Commission will host a ribbon-cutting ceremony for the

entire project. No date has been set. What was regarded as handrails is actually a “barrier” alongside the ramp.

- c. By-Law Study Committee (including but not limited to Article 12, Safety and Order, Sections 21-1 through 21-4). Follow up from 11/17/22 meeting; Bob Berger contacting Mike Kennedy for his input. **Update:** Mr. Berger called and left a message for Mike Kennedy and invited him to our next meeting. Chair Trahan and Mr. Robbins emailed each other regarding by-laws pertaining to parking.
- d. Millbury Street Elementary School – election day accessibility. Follow up from 11/17/22 meeting; Bob Berger contacting Tony LeMay regarding discussion of ramps at gymnasium exterior doors. **Update:** Mr. Berger will try to get permission for the town to approve and fund a project to rebuild the entrance in FY 2025 so that the step is eliminated to create accessibility. Mr. Berger will check the School’s ADA Accessibility Self-Report to see if this entrance is cited. Mr. Berger invited William Joyce of the MAAB (Mass Architectural Access Board) to our next commission meeting.
- e. Mr. Berger asked for feedback on the wording of the *Public Access Broadcast Closed Captioning Policy* for GCTV. Commission members provided verbiage to aptly describe people with hearing deficits. Add the Accessibility Advisory Commission to the list of the Boards and Committees to be captioned. Discuss timeline to make the request. Could anyone from our commission attend the Cable Oversight Committee meeting on Monday night, 12/19? GCTV has limited funds and only selected the priority meetings to caption.
 - Select Board
 - Finance Committee
 - Planning Board
 - Zoning Board of Appeals
 - Accessibility Advisory Commission

Should school committee also be captioned based on the large number Deaf parents in the committee? This can be requested in advance of the meeting per the policy.

Action: Laura Deneen volunteered to attend Monday night’s meeting (Cable Oversight Committee).

- f. Any other old business items? Chair Roger Trahan provided an update regarding asking Jeffrey Dougan to share the October webinar with the town (on GCTV) for replay or to share the webinar link on our website. Mr. Trahan will ask William Blake to post the webinar link on our town website.

Mr. Berger departed the meeting at 6:58 pm.

5. New Business – no new business

Roger checked in on how members felt about zoom versus in-person meetings.

Mr. Trahan wished everyone a happy holidays.

6. Next Meeting Thursday, January 19, 2023 at 6:30 pm.

Action: Kristie Proctor made a motion to adjourn the meeting; Rob Polsinelli seconded.

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

Chair Trahan declared the motion passed unanimously 5-0 and adjourned the meeting at 8:26 pm.

Adjourn

Respectfully Submitted,
Kristie Proctor, Clerk

Accessibility Advisory Commission Meeting packet for December
15th, 2023: <https://www.graftonma.gov/DocumentCenter/View/7193>

Adjourn



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DRAFT