



Draft Minutes

BURLINGTON ADVISORY COMMITTEE ON ACCESSIBILITY

**THIS HYBRID MEETING WILL TAKE PLACE IN THE SHARON BUSHOR
CONFERENCE ROOM, FIRST FLOOR OF CITY HALL 149 CHURCH STREET,
BURLINGTON, VERMONT AND ONLINE OVER ZOOM.**

MINUTES OF MEETING

September 16, 2024

1. Adopt the Agenda

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Meeting Called to order at 3:01 pm by NB

Motion made to adopt the agenda by KS seconded by KD motion passed unanimously

2. Introductions

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Member of the committee and city officials present

Nate Bisio

Karen Downie

Elena Rosen

Jon Adam Kolitz

Sophie Sauve

Ashely Parker

Katherine Schad

Tim Williams

No members of the public present, in person or on zoom

3. Approve and Adopt Minutes

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Motion to approve the meeting minutes of July 15 meeting made by KD, seconded by TW, motion, passed unanimously

Subject 3.1. July 15, 2024 Meeting Minutes - Draft

Meeting September 16, 2024 - Burlington Advisory Committee On Accessibility - Monday, September 16, 2024, 3:00 PM,
Burlington Advisory Committee On Accessibility

This hybrid meeting will take place in the Sharon Bushor Conference Room, first floor of City Hall 149 Church Street, Burlington, Vermont and online over Zoom.

Category 3. Approve and Adopt Minutes

Draft Minutes

Department Other

Type

Recommended Action

3.1. July 15, 2024 Meeting Minutes - Draft

4. Public Forum

4. Public Forum

No members of the public were present for this portion of the meeting, or wished to address the committee at this time.

5. News & Updates

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- KD updated the committee on efforts to expand membership, noting interest from local residents Scotty Taylor, a physical therapist, and Annie Loder, a CarShare coordinator.
- NB discussed ongoing efforts to recruit more residents with lived experiences of disabilities to join the committee, per the recent City Council resolution.

6. Discuss City Council Decision on Resolution and Next Steps

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- The committee discussed next steps following the City Council's resolution to formalize the Accessibility Advisory Committee. Key points:
 - The committee will need to submit an annual report to City Council.
 - Accessibility has become a priority under the current mayoral administration, signaling strong support for committee initiatives.
 - Discussion about recruiting department-specific accessibility coordinators for each city department.
 - The committee brainstormed how the role of accessibility coordinator could or would function and what training would be required.

Discussion on Accessibility Coordinator Training and Expectations

- SS and NB highlighted the need for department accessibility coordinators to receive baseline ADA training.
- Committee members discussed the complexity of addressing hidden disabilities and the importance of expanding beyond ADA requirements to meet broader accessibility needs.
- AP suggested identifying accessible features and projects across departments to form a cohesive approach.

Future Recruitment and Representation

- NB emphasized the importance of continued outreach to ensure diverse community representation within the committee, particularly from non-city employees and individuals with lived disability experience. The committee plans to invite representatives from organizations like the Vermont Center for Independent Living and Cathedral Square.
- TW raised the idea that the committee could create or share a standard operating procedure or best practices document for making public meetings more accessible.

Draft Minutes

Committee Leadership and Organization

- NB expressed willingness to continue serving as Chair but encouraged the committee to consider future leadership roles.
- The committee discussed the possibility of electing a vice chair, and create specific roles and responsibilities for members of the committee.
- TW suggested that we create a slate of candidates to be appointed

7. Other Committee Business

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No other committee business

8. Adjournment

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Subject	8.1. Motion to adjourn
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Category	8. Adjournment
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Department	Council and Board
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Type	
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Recommended Action	
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8.1. Motion to adjourn	
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Motion for adjustment made by TW, seconded by KS motion, passed unanimously and adjourned at 4:00pm	
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9. Informational and Non-Discrimination Statements

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Subject	9.1. This agenda is available in alternative formats upon request. For more information on access, call Lori Olberg, Licensing, Voting and Records Coordinator (802-865-7136)(TTY 802-865-7142). Persons with disabilities who require assistance or special arrangements to participate are encouraged to contact 802-865-7000 (voice) or 802-865-7142 (TTY) at least 72 hours in advance so that proper arrangements can be made. This meeting will also air on Town Meeting TV the Wednesday after the meeting, starting at 8:00 pm and repeating at 1:00 am and 7:00 am the following day. The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status, crime victim status or genetic information.
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Category 9. Informational and Non-Discrimination Statements

Department Council and Board

Type

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