



Advisory Committee on Accessibility

Monday, April 21, 2025, 3:00 PM, 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.

Meeting Invite information

Zoom Link: <https://zoom.us/j/92356452507?pwd=Zk6QCJswEJla4hSa3seazYvWwFa3Uh.1>

Webinar ID: 923 5645 2507

Passcode: 120399

1. Adopt the Agenda

2. Adopt Minutes

Subject 2.1. Advisory Committee on Accessibility Monday, March 17th Meeting Minutes

Meeting April 21, 2025 - Burlington Advisory Committee On Accessibility - Monday, April 21, 2025, 3:00 PM, 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 2. Adopt Minutes

Department Other

Type

Subject 2.2. Advisory Committee on Accessibility - Playground Subcommittee meeting April 10th Meeting Minutes

Meeting April 21, 2025 - Burlington Advisory Committee On Accessibility - Monday, April 21, 2025, 3:00 PM, 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 2. Adopt Minutes

Department Other

Type

3. Committee Member Introductions

4. Public Forum

5. News and Updates

Subject **5.1. Communication: HR Committee - Councilor Litwin appointment of member of the public to the committee**

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Category 5. News and Updates

Department Other

Type Communication

Recommended Action waive the reading and place the communication on file

Subject **5.2. Communication: Scottie Taylor - comments on Universal Design - Subcommittee on playground Accessibility**

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Category 5. News and Updates

Department Other

Type Communication

Recommended Action waive the reading and place the communication on file

6. Discussion on Parks Foundation Draft Universal Design Policy

7. Follow up Discussion on BPRW Design by Subcommittee

8. Discuss filling final 2 positions required for committee and next steps

9. Other Committee Business

10. Adjournment

Subject **10.1. Motion to adjourn**

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Category 10. Adjournment

Department Council and Board

Type

Recommended Action

11. Informational and Non-Discrimination Statements

Subject	11.1. This agenda is available in alternative formats upon request. 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. 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.
Meeting	April 21, 2025 - Burlington Advisory Committee On Accessibility - Monday, April 21, 2025, 3:00 PM, 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	11. Informational and Non-Discrimination Statements
Department	Council and Board
Type	

DRAFT



**BURLINGTON ADVISORY COMMITTEE ON ACCESSIBILITY
MONDAY MARCH 17TH 2025, 3:00 PM, 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
March 17, 2025**

1. Adopt the Agenda

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Meeting Called to order at 3:05 pm by Nate Besio

Motion to Adopt the agenda as written

Motioned by Sophie Sauvé, seconded by Karen Downey

Final Resolution: Motion Passes

Yes: Unanimous

2. Committee Member Introductions

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Nate Besio - Chair & representative of the Vermont Center for Independent Living

John Thomas (He/Him) - Vermont Association for the Blind and Visually Impaired

Karen Downey (She/Her) - Resident of Burlington and Adjunct Faculty Instructor UVM Occupation Therapy Doctoral Program

Lisa Black(She/Her) - Nominee for the committee, disabled physicians assistant, a board-certified patient advocate, licensed ADA coordinator

Scottie Taylor (They/Them) - Nominee for the committee and Burlington Resident

City Employees

Tim Williams (He/Him) - Staff support for the committee

Ashley Parker (She/Her) - Capital Programs Director

Jon Adams-Kollitz(He/Him) - Burlington Parks Recreation and Waterfront Parks Project Manager

Sophie Sauvé (She/ Her) - Burlington Parks Recreation and Waterfront Parks Comprehensive Planner

3. Approve and Adopt Minutes

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Subject

Meeting

3.1. Decmeber meeting minutes

March 17, 2025 - Burlington Advisory Committee On Accessibility Meeting - Monday, March 17, 2025, 3:00 PM, **Monday March 17th 2025, 3:00 PM, 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

Department Other

Type

Recommended Action

3.1. Decmeber meeting minutes

Motion to Adopt the agenda with corrections to minor spelling mistakes

Motioned by Sophie Sauvé, seconded by Karen Downey

Final Resolution: Motion Passes

Yes: Unanimous

Subject 3.2. January meeting Minutes

Meeting March 17, 2025 - Burlington Advisory Committee On Accessibility Meeting - Monday, March 17, 2025, 3:00 PM, **Monday March 17th 2025, 3:00 PM, 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

Department Other

Type

Recommended Action

3.2. January meeting Minutes

Motion to Adopt the agenda with corrections to minor spelling mistakes

Motioned by Ashley Parker, seconded by Karen Downey

Final Resolution: Motion Passes

Yes: Unanimous

4. Public Forum

4. Public Forum

No members of the public were present or wished to address the committee.

5. News & Updates

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Subject 5.1. BPRW playground Design Discussion

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Category 5. News & Updates

Department Other

Type

Recommended Action

5.1. BPRW playground Design Discussion

Discussion was on the formation of a subcommittee to review BPRW playground design. and the formation of a subcommittee consisting of Nate Besio, John Thomas, Scottie Taylor, Karen Downey to review playground design

Subject

5.2. VCMC Announcement

Meeting

March 17, 2025 - Burlington Advisory Committee On Accessibility Meeting - Monday, March 17, 2025, 3:00 PM, **Monday March 17th 2025, 3:00 PM, 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

5. News & Updates

Department

Other

Type

Recommended Action

5.2. VCMC Announcement

Discussion/ announcement made about upcoming power soccer tournament taking place at UVM.

6. Discussion on Monthly Committee Meetings

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A discussion was had on creating a planned schedule for Committee meetings to be held on the third Monday of the month, and potential alternative dates and times for committee meetings.

The comites agreed to put a clanader hold on meetings to be held at 3pm the third Monday of the month going forward.

7. Discussion on Vermont Open meeting Laws

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the committee discussed changes to VT meeting laws, including that committee members would need to use City of Burlington email addresses for comites business. No Action was taken

8. Review of the slate of comittee members for appointment

8. Review of the slate of comittee members for appointment

The committee discussed the potential slate of persons to be put forward for appointment as members of the committee. No Action was taken

Subject

8.1. Draft slate of committee members for consideration for appointment.

Meeting

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Category

8. Review of the slate of comittee members for appointment

DRAFT

Department Other

Type

Recommended Action

8.1. Draft slate of committee members for consideration for appointment.

Subject 8.2. BACA Members in Accordance to Resolution

Meeting March 17, 2025 - Burlington Advisory Committee On Accessibility Meeting - Monday, March 17, 2025, 3:00 PM, **Monday March 17th 2025, 3:00 PM, 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 8. Review of the slate of committee members for appointment

Department Other

Type

Recommended Action

8.2. BACA Members in Accordance to Resolution

9. Informational and Non-Discrimination Statements

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Subject 9.1. 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

9.1. 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.

2025-04-10

BACA Subcommittee Meeting

645 Pine Street Front Conference Room and Zoom

In Attendance:

Nate Besio
Karen Downey
John Thomas
Shelby Glass
Scottie Taylor
Sophie Sauvé

Members of the subcommittee introduced themselves and their role on the Burlington Advisory Committee on Accessibility.

Sophie provided an overview of Universal Design (UD) Principles, which BPRW is adhering to for the replacement of all city playgrounds going forward. While the City is required to adhere to ADA guidelines, UD goes above and beyond ADA and targets making spaces more inclusive and accessible on multiple layers.

A summary of the Seven Universal Design Principles can be found here: [Universal Design Principles | Disability Access & Compliance](#)

Sophie reviewed the Pomeroy Park Playground Project history to date, site analysis, public engagement and proposed concept design. The Pomeroy Park Playground Project evolved out of the removal of the playground's Tot Lot in 2021 due to safety concerns and strong support for its replacement. BPRW bid out the project in 2022, however, no bids were received. Upon evaluating the playground as a whole and the timeline for all of its replacement against other playground replacement needs in the city, the BPRW team decided that combining the full replacement with the tot lot would likely generate competitive bids, be more efficient and less disruptive to the park/playground as a whole.

The proposed concept plan for the playground includes adding in unitary surfacing throughout the playground, but retaining the surrounding vegetation/trees that provide a great deal of shade to the playground. Sophie is working with the City Arborist on identifying any care needed to preserve the trees and any work that could be done under the trees to offer more natural interest in the playground area. Interplanting was also discussed to stagger the tree stand's age and to meet future needs.

The team discussed ways to improve accessibility for the visually impaired, especially children, at the playground. There was discussion around tactile feedback, such as a sandpaper tape or texture surfaces, to warn of drop-offs and provide additional warning. Exploring the use of bumps or cane guides, such as those used in Japan, were also discussed. As was the potential for an area (maybe not at Pomeroy, but at a larger playground like Leddy) where a rope guide could be set up for children who are visually impaired to run, guided by the rope.

Other parts of the design were also discussed, including moving the fence to create more space for all the different conceptual areas of the playground, elevation changes and intentional use of the surface to add another layer of play to the playground. Discussion of a track around the perimeter of the playground for kids who are learning to ride on balance bikes or for anyone to follow around the playground, including kids who use mobility devices. Benches will include space next to them for a mobility device, a person using a mobility device or a stroller. The need for an ADA parking spot and the required space was also discussed.

DRAFT

Timothy Williams

From: Sarah Carpenter
Sent: Thursday, March 27, 2025 4:11 PM
To: Evan Litwin
Cc: Katherine Schad; Lynn Reagan; Nate Besio; Timothy Williams
Subject: Re: Possible New Member for the Accessibility Advisory Committee

Follow Up Flag: Follow up
Flag Status: Flagged

If the process is approval by the HR committee I think we need to set a date (which we can't do until we appoint committees).

Lynn - do you have any agenda items for mid-late April.
I am also am letting Nate Besio know about this.

Once we have a date we should probably advertise.

Katherine - can you check with the CA to see if we have to do anything else. Can we just post on city website as opposed to any paid notice. Thanks.

Sarah Carpenter

Sent from my iPhone

On Mar 27, 2025, at 3:17 PM, Evan Litwin <elitwin@burlingtonvt.gov> wrote:

Hi All,

I recently reached out to Katherine because I have a constituent that seems like she would be an excellent addition to the committee and was advised that the next step, now that she has indicated strong interest to me, would be to schedule her to meet the HR Committee, who would then make a recommendation to the Council to appoint her. Katherine if I misunderstood that please do correct me. If that is the case. Sarah I was hoping we could add this to a future agenda of the HR Committee. Her name is Sharon Henault and she lives at Cathedral Square's Juniper House in Ward 7.

I'm waiting to hear back from Sharon on her email address since I only had a phone number for her but once I hear back from you all we can coordinate via email.

Thanks,
Evan

Evan Litwin (he/him)
Ward 7 City Councilor

Be Alert: Visit [SeeClickFix](#) or download the app to submit a wide variety of service needs around our city including street or sidewalk pavement issues, graffiti on public property, greenbelt violations, and dozens of other community concerns. Select "Parks Department Issue" to report encampments, down trees, or other issues in city parks.

Stay Informed: A huge amount of city business is discussed and worked out in committee first. Visit [CivicClerk](#) to view all public meetings and associated documents for City Council, boards, and committees. Once logged in, click the "Manage Subscriptions" button in the upper-righthand corner to get email alerts for any committee or board you are interested in when they post their agenda! Learn more about our various [Boards, Commissions, and Committees](#) and how to apply to join one.

Impacted by Conflict or Crime?: *Burlington Police Department:* Online reporting is no longer accessible, victims of crime should report incidents directly to a dispatcher. Other helpful resources include: understanding and accessing the array of services offered by the [Crisis, Advocacy, Intervention Programs](#) (CAIP), understanding the [BPD Priority Response Plan](#) created due to the severe officer staffing shortage, reporting suspected drug activity using the [Drug Tip Form](#), and if you had a positive or negative interaction with BPD you can use either the [compliment or complain forms](#). ***Community Justice Center:*** Get assistance from the [Burlington Community Justice Center](#). They offer a wide array of programming and services, including if you've been a [victim of harm or crime](#), or are [struggling with neighborhood conflict](#).

Smoke-Free Businesses: Local businesses and organizations can [order free smoke and vape-free signs](#) courtesy of the Vermont Department of Health.

Please note that this communication and any response to it will be maintained as a public record and may be subject to disclosure under the Vermont Public Records Act.

Timothy Williams

From: Scottie Taylor <scottietaylorvt@gmail.com>
Sent: Sunday, April 13, 2025 4:17 PM
To: Sophie Sauvé
Cc: Nate Besio; Karen Downey; JThomas@vabvi.org; Glass, Shelby; Timothy Williams
Subject: Re: BACA - Playground Subcommittee Meeting

Follow Up Flag: Follow up
Flag Status: Flagged

[WARNING]: This email was sent from someone outside of the City of Burlington.

Hi all!

Glad to have been able to hear the meeting - I tried to unmute myself a couple of times and seemed to be on a weird connection, so apologies that I **only** listened. I also ended up losing service with about 8 minutes to go and didn't call back in.

My thoughts:

1. I love the information and details shared about past decisions, current plans, etc - thanks for all of it!
2. I love the idea of different textures for information gathering - either at the edge when up high or approaching the end of the track edge we are considering for biking and exploring.
3. Universal design being considered for playground building is amazing and I love that we are using that standard as compared to ADA compliance - thank you for that!
4. I'll keep my wheels turning - did I miss, at the end, scheduling for the next subcommittee meeting? If so, just let me know and I can add it to my calendar! Otherwise I will look for the next "coordinating" email.

A little background about me, I have worked as a pediatric PT in the community for years and have accessed **many** playgrounds in my work and look forward to collaborating on this project for our city and community members! What a great opportunity we have.

Again, apologies I couldn't weigh in "live" but am really glad to be on this subcommittee!

--S

Scottie Taylor
[they/them]
802-345-9885

On Thu, Apr 3, 2025 at 3:32 PM Sophie Sauvé <ssauve@burlingtonvt.gov> wrote:

Hi all!

Looks like this is the best time for many – hopefully Karen too!

As the meeting must be hybrid, the front conference room at 645 Pine is available for in-person (and the acoustics are pretty good for hybrid) and the parking is easy at this time. Let me know if you plan to join in person. I'll be here!

Tim- let me know what we need to post it for Open Meeting Law.

Thanks! Sophie

ZOOOMMMMMM*****

BPRW 1 is inviting you to a scheduled Zoom meeting.

Topic: BACA Playground Subcommittee

Time: Apr 10, 2025 04:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/94352398741?pwd=N7RGw2MgGbyanoQlCzDJwoygio6B7B.1>

Meeting ID: 943 5239 8741

Passcode: 039646

One tap mobile

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- +1 507 473 4847 US
- +1 564 217 2000 US
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Meeting ID: 943 5239 8741

Passcode: 039646

Find your local number: <https://zoom.us/j/94352398741>

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