

# DRAFT



**BURLINGTON ADVISORY COMMITTEE ON ACCESSIBILITY  
SHARON BUSHOR CONFERENCE ROOM, FIRST FLOOR OF  
CITY HALL 149 CHURCH STREET, BURLINGTON, VERMONT  
MINUTES OF MEETING  
October 27, 2025**

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## **1. Call to Order**

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### **1. Call to Order**

Meeting Called to order at 306pm pm by Nate Besio

### **Members of the Committee Present**

Joined in Person — Tim Williams (He/Him) — Staff support for the committee

Joined in Person — Ashley Parker (She/Her) — Capital Programs Director

Joined Online — Nate Besio (He/Him) — Representative of the Vermont Center for Independent Living, Committee Chair

Joined Online — Scottie Taylor (They/Them) — Burlington Resident

Joined In Person — Karen Downey (She/Her) — Resident of Burlington and Adjunct Faculty Instructor UVM Occupation Therapy Doctoral Program

Joined Online — John Thomas (He/Him) — Vermont Association for the Blind and Visually Impaired

Joined Online — Lisa Black(She/Her) — Disabled physician's assistant, a board-certified patient advocate, licensed ADA coordinator, Committee Co-Chair

### **Members of the Committee Not Present**

Sharon Henault (She/Her) — Resident of Burlington

Katherine Schad (She/Her) — Chief Administrative Officer and ADA Coordinator

### **Other Guests Present**

Phillip Peterson - Senior Transportation Engineer & Planner - Burlington Department of Public Works

Joined Online — Sophie Sauve (She/Her) — Burlington Parks Recreation and Waterfront

Joined In Person — Jon Adam-Kolitz (He/Him) — Burlington Parks Recreation and Waterfront

Joined Online — Damaris Jacques Burlington, Resident, addressing committee as part of the Public Forum

## **2. Adopt the Agenda**

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### **2. Adopt the Agenda**

Motioned by Ashley, seconded by John

Final Resolution: Motion Passes

Yes: Unanimous

## **3. Adopt Minutes**

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### 3. Adopt Minutes

Motioned by Karen, seconded by John

Final Resolution: Motion Passes

Yes: Unanimous

#### Subject

**3.1. Adopt and approve the September 15th 2025 Draft Minutes of the Burlington Advisory Committee on Accessibility**

#### Meeting

October 27, 2025 - Burlington Advisory Committee On Accessibility - Monday, October 27, 2025, 3:30 PM, Sharon Bushor Conference Room, first floor of City Hall 149 Church Street, Burlington, Vermont

#### Category

3. Adopt Minutes

#### Department

Other

#### Type

3.1. Adopt and approve the September 15th 2025 Draft Minutes of the Burlington Advisory Committee on Accessibility

## 4. Public Forum

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### 4. Public Forum

Burlington Resident Damaris Jacques — Shared frustrations around accessibility in the city of Burlington at large, highlighting specifically the challenges they face as a person with visual impairment navigating the streets of Burlington and issues about not having crosswalks near bus stops for crossing the street. Included in those remarks was the suggestion that some crosswalks could announce the street that is ready to cross.

Sophie shared that the Pomeroy park project is underway and the parks department is currently in talks with the vendor. Additionally, questions were raised about whether funds had been allocated from the previous fiscal year to the mural creation at Schiffility park.

Tim shared an email that was sent to the Secretary of State's office looking to coordinate and discuss the state's current work on accessibility around public meetings and voting that has been ongoing.

#### Subject

**4.1. Communication to Secretary of States Office — Regarding Accessibility Efforts for Public Meetings and Elections**

#### Meeting

October 27, 2025 - Burlington Advisory Committee On Accessibility - Monday, October 27, 2025, 3:30 PM, Sharon Bushor Conference Room, first floor of City Hall 149 Church Street, Burlington, Vermont

#### Category

4. Public Forum

#### Department

Other

#### Type

4.1. Communication to Secretary of States Office — Regarding Accessibility Efforts for Public Meetings and Elections

## 5. News and Updates

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### 5. News and Updates

Nate shared that he has spoken with some people who may be interested in joining the committee and highlighted the benefit of adding the three additional members that are allowed at the committee's discretion for the purposes of maintaining a needed quorum of 7 voting members for a meeting.

**Subject** **5.1. Proposed new additional members of the Committee**

Meeting October 27, 2025 - Burlington Advisory Committee On Accessibility - Monday, October 27, 2025, 3:30 PM, Sharon Bushor Conference Room, first floor of City Hall 149 Church Street, Burlington, Vermont

Category 5. News and Updates

Department Other

Type

Recommended Action

5.1. Proposed new additional members of the Committee

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## **6. Work Session - Open and Accessible Meetings Best Practices**

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### **6. Work Session - Open and Accessible Meetings Best Practices**

The committee discussed that the best approach for creating a best practices document would be to draft a letter, to be shared with Katherine in her role as CAO that may be able to be incorporated into standard practice or guidelines in a similar way to the previously shared City of Burlington Minute Policy Feb 28 2025 document. Nate would draft the letter and share it ahead of the next scheduled November 17th Committee Meeting so that feedback and editing could be incorporated prior to discussion at the November meeting and voting on a committee's approval of the letter. Bulleted best practices that were discussed for incision into the letter are as follows:

- Having speakers identify themselves prior to speaking, including when addressing another member of the committee or sharing remarks about an item of discussion.
- Maintain clear instructions of meeting locations both for physical meeting spaces, sharing how to access space if mobility aids are needed, and how to access them online for hybrid meetings.
- Maintain meeting minutes and presentations in a style and format that is compatible with screen readers.
- Turn on closed captioning when available for reference, both for people online, and in the room.

**Subject** **6.1. City of Burlington Meeting Minute Policy Feb 28 2025**

Meeting October 27, 2025 - Burlington Advisory Committee On Accessibility - Monday, October 27, 2025, 3:30 PM, Sharon Bushor Conference Room, first floor of City Hall 149 Church Street, Burlington, Vermont

Category 6. Work Session - Open and Accessible Meetings Best Practices

Department Department of Finance and Administration

Type

Recommended Action

6.1. City of Burlington Meeting Minute Policy Feb 28 2025

**Subject** **6.2. Accessibility Best Practices for City Employee Notes2.0 Document**

Meeting October 27, 2025 - Burlington Advisory Committee On Accessibility - Monday, October 27, 2025, 3:30 PM, Sharon Bushor Conference Room, first floor of City Hall 149 Church Street, Burlington, Vermont

Category 6. Work Session - Open and Accessible Meetings Best Practices

Department Other

Type

Recommended Action

6.2. Accessibility Best Practices for City Employee Notes2.0 Document

## 7. Adjournment

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### 7. Adjournment

Motioned by Tim, seconded by Ashley

Final Resolution: Motion Passes

Yes: Unanimous

#### Subject 7.1. Motion to adjourn

Meeting October 27, 2025 - Burlington Advisory Committee On Accessibility - Monday, October 27, 2025, 3:30 PM, Sharon Bushor Conference Room, first floor of City Hall 149 Church Street, Burlington, Vermont

Category 7. Adjournment

Department Council and Board

Type

Recommended Action

7.1. Motion to adjourn

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## 8. Informational and Non-Discrimination Statements

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### 8. Informational and Non-Discrimination Statements

**Subject 8.1. 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.**

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Category 8. Informational and Non-Discrimination Statements

Department Council and Board

## Type

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