



Advisory Committee on Accessibility

Monday, November 17, 2025, 3:00 PM, Sharon Bushor Conference Room, first floor of City Hall 149 Church Street, Burlington, Vermont

Meeting Invite information

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

Webinar ID: 923 5645 2507

Passcode: 120399

1. Call to Order

2. Adopt the Agenda

3. Adopt Minutes

Subject	3.1. Draft minutes of the October 27th meeting of the Burlington Advisory Committee on Accessibility
Meeting	November 17, 2025 - Burlington Advisory Committee On Accessibility - Monday, November 17, 2025, 3:00 PM, Sharon Bushor Conference Room, first floor of City Hall 149 Church Street, Burlington, Vermont
Category	3. Adopt Minutes
Department	Other
Type	

4. News & Updates

Subject	4.1. Update from Chair Besio on new members for consideration for appointment to the committee
Meeting	November 17, 2025 - Burlington Advisory Committee On Accessibility - Monday, November 17, 2025, 3:00 PM, Sharon Bushor Conference Room, first floor of City Hall 149 Church Street, Burlington, Vermont
Category	4. News & Updates
Department	Other
Type	
Recommended Action	

Subject **4.2. Update on availability of FY25 funds to support a mural project in collaboration with BPRW at Schifilliti Park's path.**

Meeting November 17, 2025 - Burlington Advisory Committee On Accessibility - Monday, November 17, 2025, 3:00 PM, Sharon Bushor Conference Room, first floor of City Hall 149 Church Street, Burlington, Vermont

Category 4. News & Updates

Department Other

Type

Recommended Action

5. Public Forum

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

Subject **6.1. Recommended Accessibility Best Practice Memo**

Meeting November 17, 2025 - Burlington Advisory Committee On Accessibility - Monday, November 17, 2025, 3:00 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 memo

Department Other

Type

Recommended Action

7. Adjournment

Subject **7.1. Motion to adjourn**

Meeting November 17, 2025 - Burlington Advisory Committee On Accessibility - Monday, November 17, 2025, 3:00 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

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.**

Meeting November 17, 2025 - Burlington Advisory Committee On Accessibility - Monday,
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149 Church Street, Burlington, Vermont

Category 8. Informational and Non-Discrimination Statements

Department Council and Board

Type



**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**

1. Call to Order

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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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Motioned by Ashley, seconded by John
Final Resolution: Motion Passes
Yes: Unanimous

3. Adopt Minutes

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

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

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

DRAFT

6. Work Session - Open and Accessible Meetings Best Practices

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

7. Adjournment

Motioned by Tim, seconded by Ashley

Final Resolution: Motion Passes

Yes: Unanimous

Subject 7.1. Motion to adjourn

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Category 7. Adjournment

Department Council and Board

Type

Recommended Action

7.1. Motion to adjourn



8. Informational and Non-Discrimination Statements

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Category 8. Informational and Non-Discrimination Statements

Department Council and Board

Type

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DRAFT

Date: November 10, 2025
To: Emma Mulvaney-Stanak,
Chief Administrative Officer, Katherine Schad
HR Director, Kerin Durfee

Burlington Advisory Committee on Accessibility

Open and Accessible Meetings Best Practices

Dear Mayor Mulvaney-Stanak,

Since the resolution to recognize the Burlington Advisory Committee on Accessibility as a formal the organization was passed by Burlington Council approximately one year ago, our committee members have been working diligently to ensure that the City of Burlington is open and accessible to all people with disabilities. We will soon be outlining these accomplishments and our annual report.

We are focusing on several goals for the upcoming year and one of the issues we would like to address is making sure that all City of Burlington open meetings to the public follow the best practices to make themselves accessible to people with all abilities. It has come to our attention that there is some inconsistency on how the open meetings make themselves accessible to the public and we would like to provide all the city departments with an update on the best practices they should follow to make sure people of all abilities to participate. We have reviewed several documents recommending accessibility best practices for other municipalities and organizations. Using this information, we recommend the following best practices be followed when holding open meetings to make sure they are accessible to the public at large.

- Have 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 for 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.

Thank you for your consideration and support in ensuring that the Queen City is accessible to people of all abilities. We look forward to your response.

City of Burlington Accessibility Committee,

Nate Besio, Lisa Black, Tim Williams, Karen Downey, Ashley Parker, Scotty Taylor, John Thompson and Sharon Henault