

# DRAFT



**BURLINGTON ADVISORY COMMITTEE ON ACCESSIBILITY  
SHARON BUSHOR CONFERENCE ROOM, FIRST FLOOR OF CITY HALL 149 CHURCH  
STREET, BURLINGTON, VERMONT  
MINUTES OF MEETING  
November 17, 2025**

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## **1. Call to Order**

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

Meeting Called to order at 304pm pm by Nate Besio

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

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

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

Joined in Person — 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 In Person — Sharon Henault (She/Her) — Resident of Burlington

Joined In Person - Katherine Schad (She/Her) — Chief Administrative Officer and ADA Coordinator

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

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

### **Other Guests Present**

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

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

## **2. Adopt the Agenda**

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

Motioned by Karen, seconded by John

Final Resolution: Motion Passes

Yes: Unanimous

## **3. Adopt Minutes**

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### **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**

3.1. Draft minutes of the October 27th meeting of the Burlington Advisory Committee on Accessibility

Motioned by Tim, seconded by Karen

Final Resolution: Motion Passes

Yes: Unanimous

## 4. News & Updates

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### 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**

4.1. Update from Chair Besio on new members for consideration for appointment to the committee

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**

**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**

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

Update was shared that monies from the previous FY are no longer available to the committee, and that this FY the committee has access to 5k, and was reminded that the FY ends June 30th 2025.

## **5. Public Forum**

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### **5. Public Forum**

A member of the public was present but, when given the opportunity, did not elect to address the committee at that time. The public forum closed at 311pm.

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

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

The committee discussed the draft memo provided, and comments/ edits provided by Ashley. The focus of the conversation was identifying the correct audience for the memo, and possibly providing some resources within the memo. An edited version would be shared that incorporated edits discussed in the meeting and those provided in advance by Ashley, and would be reviewed and voted on at the next meeting of the committee.

#### **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

6.1. Recommended Accessibility Best Practice Memo

#### **Subject**

#### **6.1. Recommended Accessibility Best Practice Memo - AP edits**

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

6.1. Recommended Accessibility Best Practice Memo - AP edits

## **7. Adjournment**

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### **7. Adjournment**

