



Advisory Committee on Accessibility

Monday, February 9, 2026, 3:00 PM, Sharon Bushor Conference Room, first floor of City Hall 149 Church Street, Burlington, Vermont

Meeting Invite information

<https://zoom.us/j/94737776511?pwd=nqbaQTMsE0hP4khhZjTf9rCtK15exb.1>

Meeting ID: 947 3777 6511

Passcode:745244

1. Call to Order

2. Adopt the Agenda

3. Adopt Minutes

Subject	3.1. November Meeting Minutes
Meeting	February 9, 2026 - Burlington Advisory Committee On Accessibility - Monday, February 9, 2026, 3:00 PM, Sharon Bushor Conference Room, first floor of City Hall 149 Church Street, Burlington, Vermont
Category	3. Adopt Minutes
Department	Other
Type	

Subject	3.2. January Meeting Minutes
Meeting	February 9, 2026 - Burlington Advisory Committee On Accessibility - Monday, February 9, 2026, 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

5. Public Forum

6. Open and Accessible Meetings Best Practices Letter

Subject	6.1. sign and adport best practices letter
Meeting	February 9, 2026 - Burlington Advisory Committee On Accessibility - Monday, February 9, 2026, 3:00 PM, Sharon Bushor Conference Room, first floor of City Hall 149 Church Street, Burlington, Vermont
Category	6. Open and Accessible Meetings Best Practices Letter
Department	Other
Type	
Recommended Action	

7. Other Committee Business

Subject	7.1. Update on appointing additional members to the committee
Meeting	February 9, 2026 - Burlington Advisory Committee On Accessibility - Monday, February 9, 2026, 3:00 PM, Sharon Bushor Conference Room, first floor of City Hall 149 Church Street, Burlington, Vermont
Category	7. Other Committee Business
Department	Other
Type	

8. Adjournment

Subject	8.1. Motion to adjourn
Meeting	February 9, 2026 - Burlington Advisory Committee On Accessibility - Monday, February 9, 2026, 3:00 PM, Sharon Bushor Conference Room, first floor of City Hall 149 Church Street, Burlington, Vermont
Category	8. Adjournment
Department	Council and Board
Type	
Recommended Action	

9. Informational and Non-Discrimination Statements

Subject	9.1. 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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Meeting February 9, 2026 - Burlington Advisory Committee On Accessibility - Monday, February 9, 2026, 3:00 PM, Sharon Bushor Conference Room, first floor of City Hall 149 Church Street, Burlington, Vermont

Category 9. Informational and Non-Discrimination Statements

Department Council and Board

Type

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**

1. Call to Order

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

2. Adopt the Agenda

Motioned by Karen, seconded by John

Final Resolution: Motion Passes

Yes: Unanimous

3. Adopt Minutes

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

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

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

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

7. Adjournment

Motioned by Sharon, seconded by Tim
Final Resolution: Motion Passes
Yes: Unanimous

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

7.1. Motion to adjourn



8. Informational and Non-Discrimination Statements

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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

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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**BURLINGTON ADVISORY COMMITTEE ON ACCESSIBILITY
SHARON BUSHOR CONFERENCE ROOM, FIRST FLOOR OF CITY HALL 149
CHURCH STREET, BURLINGTON, VERMONT
MINUTES OF MEETING
January 12, 2026**

1. Call to Order

1. Call to Order

Meeting Called to order at 310pm pm by Nate Besio

A quorum was not present and, as such, only discussions and presentations. No motions were made, or items advanced.

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

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

Joined Online— Sharon Henault (She/Her) — Resident of Burlington **Note, due to technical difficulties, was not present for the majority of the meeting and was not counted for purposes of determining quorum.**

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

Scottie Taylor (They/Them) — Burlington Resident

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

Other Guests Present

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

Joined Online — Max Madalinski (He/Him) — Burlington Parks Recreation and Waterfront

2. Adopt the Agenda

2. Adopt the Agenda

No motion made or action taken on this item.

3. Adopt Minutes

3. Adopt Minutes

Subject **3.1. Adopt and approve meeting minutes of the November 17th meeting og the Burlington Advisory Committee on Accessibility**

Meeting January 12, 2026 - January Burlington Advisory Committee On Accessibility - Monday, January 12, 2026, 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. Adopt and approve meeting minutes of the November 17th meeting og the Burlington Advisory Committee on Accessibility

No motion made or action taken on this item.

4. News & Updates

4. News & Updates

Katherine Schad — Shared information about Love Burlington's "Love Notes" campaign which is looking to include Braille and multilingual messages for the first time.

More information can be found at this link: <https://loveburlington.org/monthoflove>

Subject **4.1. Tim Williams — Clarification reporting ADA concerns**

Meeting January 12, 2026 - January Burlington Advisory Committee On Accessibility - Monday, January 12, 2026, 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. Tim Williams — Clarification reporting ADA concerns

Tim Williams, shared information on how to submit ADA concerns to the city, and said that if members of the committee are made aware of any ADA title II issues, please advance them, as needed via the appropriate channels. The following is a link to the City of Burlington's ADA Notice of Provision of Services as found on the City's web page.

<https://www.burlingtonvt.gov/236/ADA-Notice-of-Provision-of-Services>

Subject **4.2. Sophie Sauvé - Pomeroy Park Playground Update**

Meeting January 12, 2026 - January Burlington Advisory Committee On Accessibility - Monday, January 12, 2026, 3:00 PM, Sharon Bushor Conference Room, first floor of City Hall 149 Church Street, Burlington, Vermont

Category 4. News & Updates

DRAFT

Department Parks, Recreation, & Waterfront

Type

Recommended Action

4.2. Sophie Sauvé - Pomeroy Park Playground Update

Max Madalinski of the Burlington Parks Recreation and Waterfront (BPRW) shared an update on the progress of the accessibility updates being made for Pomery park, including equipment.

5. Public Forum

5. Public Forum

members of the public was present but, when given the opportunity, did not elect to address the committee at that time.

6. Department of Public Works - Tech Services Downtown ADA parking Study

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Philip Peterson, of the Department of Public works shared information of the Planned downtown ADA parking Study

Subject

6.1. DT ADA Parking Study

Meeting

January 12, 2026 - January Burlington Advisory Committee On Accessibility - Monday, January 12, 2026, 3:00 PM, Sharon Bushor Conference Room, first floor of City Hall 149 Church Street, Burlington, Vermont

Category

6. Department of Public Works - Tech Services Downtown ADA parking Study

Department

Public Works Department

Type

Recommended Action

6.1. DT ADA Parking Study

7. Other Committee Business

7. Other Committee Business

Subject

7.1. Adoption and signing of Open and Accessible Meetings Best Practices Letter

Meeting

January 12, 2026 - January Burlington Advisory Committee On Accessibility - Monday, January 12, 2026, 3:00 PM, Sharon Bushor Conference Room, first floor of City Hall 149 Church Street, Burlington, Vermont

Category

7. Other Committee Business

Department

Other

Type

Date:

To: Mayor, Emma Mulvaney-Stanak,

CC: Chief Administrative Officer, Katherine Schad

From: Burlington Advisory Committee on Accessibility

Subject: Open and Accessible Meetings - Recommended Best Practices

Dear Mayor Mulvaney-Stanak,

Since the resolution passed approximately one year ago recognizing the Burlington Advisory Committee on Accessibility as a formal City Committee, our members have been working diligently to support the City of Burlington in becoming increasingly open and accessible to all people with disabilities. We will soon be outlining these accomplishments in our annual report.

Looking ahead, we are focusing on several goals for the upcoming year. One key priority is ensuring that all City of Burlington public meetings follow consistent best practices that promote accessibility for people of all abilities.

It has come to our attention that there are inconsistencies across departments regarding how open meetings are made accessible to the public. To address this, we would like to provide all City departments with updated recommendations on best practices related to accessibility so that all residents are better able to participate.

In developing these recommendations, we reviewed several national and municipal resources on accessibility best practices and engaged in committee discussions informed by members' lived experiences.

We respectfully recommend that the following best practices be implemented for all public meetings to ensure broad accessibility:

- Speakers should identify themselves prior to speaking, including when addressing other committee members or offering remarks on agenda items.
- Provide clear instructions for accessing meeting locations, including information on physical accessibility for those using mobility aids. For hybrid meetings, ensure clear instructions on how to join and participate online.
- Adjust meeting agendas so that information about obtaining materials in alternate formats (e.g., minutes, presentations, agendas) is displayed prominently.
- Maintain meeting minutes and presentation materials in formats compatible with commonly used screen readers.
- Ensure closed captioning is active and available whenever possible—both for online participants and for those attending in person.
- To improve comprehension for individuals with cognitive or language-processing disabilities, maintain minutes, presentations, and discussion summaries at an approximate fifth-grade comprehension level.
- 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.

Sincerely,

City of Burlington Accessibility Committee