



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

In Attendance:

Members of the Committee

Tim Williams, Lisa Black, Scottie Taylor, Ashley Parker, Nate Besio, Katherine Schad, Sharon Henault,

Others in Attendance: Meaghan Diffenderfer, Jon Adams-Kollitz

Members of the Committee absent:

Karen Downey

1. Call to Order

- a. Called to order by Chair Besio 3:04 pm

2. Adopt the Agenda

- a. Motion by Lisa, seconded by Katherine
 - i. All in favor, so moved and adopted.

3. Adopt Minutes

- a. Motion to adopt the November meeting minutes as written by Tim, seconded by Ashley
 - i. So moved and approved
- b. Motion to adopt the January meeting minutes as written by Sharon, seconded by Lisa
 - i. So moved and approved.

4. News & Updates

- a. Tim Williams shares with Committee that he will be stepping away after this meeting in his role as staffer as well as his Committee appointment.
- b. Meaghan Diffenderfer introduces herself, she will be stepping in as future staffer for the committee.
- c. Committee needs to fill both the seat emptied by Tim as well as the Alternate slot for the committee.
 - i. To fill seats, members need to be approved by HRPC (Human Resources Policy Committee) and then full Council.
- d. Braille love notes are now on display at Fletcher Free Library as a part of the CEDO / CSM love note campaign. Some were also translated into other major spoken languages (not including English) spoken in Burlington.
 - i. Next year the committee hopes to engage with CEDO around this campaign even earlier in hopes of finding other creative accessibility for this campaign

- ii. VT
 - e. VT Coalition for Disability Rights is holding a day of advocacy at the State House to meet with representatives on Wednesday, February 11.
 - f. Sharon asks about the committee stipends – hers have not been received yet.
- 5. Public Forum**
- a. Jon Adams-Kollitz introduces himself. Jon is a member of the Parks department. They have just completed construction on two universally accessible restrooms at Oakledge in the lower pavilion. They are family style and gender neutral. They feature the first adult changing table in the Parks restrooms. There is work being done to make the space universally accessible.
- 6. Open & Accessible Meetings Best Practices Letter**
- a. Committee working to submit this letter to the Mayor's Office with the recommendations to make accessibility practices standard across all open meetings. While the letter is not fully inclusive, the suggestions are meant to exist as a living document that can be updated as ideas and suggestions arise. Topics include:
 - i. Introduction before speaking at each meeting
 - ii. Clear instruction to accessible meeting locations
 - iii. Maintain minutes in formats compatible with screen readers.
 - b. Scottie raises if, along with these recommendations, do we want to make specific action points or set what accountability looks like for the other committees to be sure these are adhered to?
 - i. Offering help and support on how to assist other committees to meet these best practices – create a checklist for committee staffers during the transitional period into this practice?
 - c. Next steps:
 - i. Adjust letter to include the checklist for consideration.
 - ii. Each member will review letter and send any edits to Meaghan and Nate, and will be discussed at March meeting.
- 7. Other Committee Business**
- a. Update on appointing additional members to the committee.
 - i. We will have one vacant seat for City of Burlington employee, and alternate spot(s)
 - ii. Sharon moves to approve Meaghan Diffenderfer to fill the City of Burlington committee seat. Lisa seconds.
 - 1. All in favor, so moved and approved.
 - iii. Sharon moves to approve Jon Adams-Kollitz as Committee Alternate. Lisa seconds.
 - 1. All in favor, so moved and approved.
 - b. Lisa thanks Tim for all his hard work and all he has done for the Committee.
 - c. Next meeting will be March 16.
- 8. Adjournment**
- a. Tim moves to adjourn, Ashley seconds. All in favor, so moved and approved.
- 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

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