



Advisory Committee on Accessibility

Monday, May 18, 2026, 3:00 PM, 3:00 pm, Sharon Bushor Conference Room, 149 Church Street, OR Remotely via ZOOM

Please click the link below to join the webinar:

<https://zoom.us/j/96458163787?pwd=cy0Oo4cojlRpMP3XzAx4UkLjx6FjMg.1>

Meeting ID: 964 5816 3787

Passcode: 240456

1. Adopt the Agenda

2. Adopt Minutes

Subject	2.1. Adopt minutes from March 16 and April 20 meetings
Meeting	May 18, 2026 - BACA 05.18.26 - Monday, May 18, 2026, 3:00 PM, 3:00 pm, Sharon Bushor Conference Room, 149 Church Street, OR Remotely via ZOOM
Category	2. Adopt Minutes
Department	Human Resources
Type	

3. Introductions

4. Public Forum

5. Committee News & Updates

6. City Capital Budget Updates

Subject	6.1. Updates from Ashley Parker on City Capital Budget including the Capital Plan Report and the Capital Planning Map (links lead to both documents/tools).
Meeting	May 18, 2026 - BACA 05.18.26 - Monday, May 18, 2026, 3:00 PM, 3:00 pm, Sharon Bushor Conference Room, 149 Church Street, OR Remotely via ZOOM
Category	6. City Capital Budget Updates
Department	Human Resources
Type	
Recommended Action	

7. City Department ADA Title II Assessment

Subject	7.1. Create a work plan for inviting City departments to report back to the committee.
Meeting	May 18, 2026 - BACA 05.18.26 - Monday, May 18, 2026, 3:00 PM, 3:00 pm, Sharon Bushor Conference Room, 149 Church Street, OR Remotely via ZOOM
Category	7. City Department ADA Title II Assessment
Department	Human Resources
Type	
Recommended Action	

8. Other Committee Business

9. Adjournment

Subject	9.1. Motion to adjourn
Meeting	May 18, 2026 - BACA 05.18.26 - Monday, May 18, 2026, 3:00 PM, 3:00 pm, Sharon Bushor Conference Room, 149 Church Street, OR Remotely via ZOOM
Category	9. Adjournment
Department	Council and Board
Type	
Recommended Action	

10. Informational and Non-Discrimination Statements

Subject	10.1. This agenda is available in alternative formats upon request. For more information on access, call Lori Olberg, Licensing, Voting and Records Coordinator (802-865-7136)(TTY 802-865-7142). 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. This meeting will also air on Town Meeting TV the Wednesday after the meeting, starting at 8:00 pm and repeating at 1:00 am and 7:00 am the following day. 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	May 18, 2026 - BACA 05.18.26 - Monday, May 18, 2026, 3:00 PM, 3:00 pm, Sharon Bushor Conference Room, 149 Church Street, OR Remotely via ZOOM
Category	10. Informational and Non-Discrimination Statements
Department	Council and Board
Type	



Advisory Committee on Accessibility

Monday, March 16, 2026, 3:00 PM, Sharon Bushor Conference Room, 149 Church St., Burlington, VT or remotely via ZOOM.

3:00 pm, Sharon Bushor Conference Room, 149 Church St., Burlington, VT OR Remotely via ZOOM: Please click the link below to join the webinar:

Zoom Link:

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Meeting ID: 964 5816 3787

Passcode: 240456

In Attendance:

Nate Besio, Chair (NB)

Jon Adams-Kollitz (JAK)

Lisa Black (LB)

Meaghan Diffenderfer (MD)

Sharon Henault (SH)

John Thomas (JT)

Scottie Taylor (ST)

Ashley Parker (AP)

Karen Downey (KD)

Others in attendance:

Sophie Sauve (SS)

Charlie Messing (CM)

Meeting called to order 3:05 pm

1. Adopt the Agenda

- JT moves to adopt the agenda as written; SH seconds; all in favor, so moved and approved

2. Approve Minutes

- SH moves to approve the minutes as written, LB seconds; all in favor, so moved and approved

3. Public Forum

- CM introduced themselves; they used to sit on Council of Aging, which has dissolved. He noted that for aging populations, sidewalks are a big pressure point, as well as access to the hospital, since new parts of the hospital are on Tilley Dr. which isn't accessible via bus route.

4. News and Announcements

- JAK shares that the City is working on PlanBTV 2050 – a vision of Burlington for the next 25 years – the last time a plan of this scale was completed was in 2015. In 2015, there wasn't a deep focus on Accessibility – language was used 12 times in very specific targets/goals. Five of those instances were specific to accessibility in the physical environment as opposed to language/culture. The 2050 plan will be very ambitious in that it will not only function as the mandated municipal development plan, but also will include sub-plans for three different elements: Transportation, Economic Development, and Parks, Recreation, and Waterfront. Additionally, BPRW will be updating their departmental comprehensive plan which was last completed in 2015 as well. There will be an open house on April 30, likely at BCA (but still TBD) for those who would like to provide input. Over the next year there will be further opportunities to engage, and BACA will likely be a stakeholder group for this process.
 - i. A request was made to share the 2015 plan with the committee for reference.
- NB reminded everyone that he shared a Strategic Directions Survey that was sent out by GMT for members to complete.
 - i. Sharon Henault adds that Burlington gave GMT a million dollars for the Older Adults & Disabilities (O&D) transportation, but unsure if there are any stipulations in place with that funding. She would like to see further discussion so people aren't placed in situations where they can't get to their jobs/grocery shopping/what they need.

- ii. The committee will invite GMT to a future meeting.
 - 1. Ashley Parker flags that the original survey came from DPW Director Chapin Spencer who also sits on the GMT Commission, so connecting with him & co-chair Andrea Suozzo would be a good first step.

- NB plugs that there is a Power Soccer Tournament taking place on April 11 at UVM hosted by UVM and the NE Disabled Athletic Association. 8 teams this year from Canada, Boston, NH, Syracuse – more announcements forthcoming!

5. Sign & Adopt Best Practices Letter

- Draft Letter to review/adopt/sign
 - i. Committee reviewed the letter, including a few minor edits MD made.
- Draft Best Practices Checklist
 - i. Nate provided a draft checklist, which the committee reviewed.
- SH moves to send the letter to the Mayor's office et al., AP seconds
 - i. All in favor, so moved and approved.
 - ii. MD will send the letter.

6. Committee Membership

- We have 10 of the 12 seats filled. We have two more that can be filled if anyone comes to mind. Would be good to have deaf/HoH/blind individual representation.

7. Committee Priorities Discussions

- Looking to find the issues/topics we would like to focus on during the coming year, and how we want to go about addressing them:
 - i. Accessible voting – in particular for the coming November elections
 - 1. KD had talked with individuals in Ward 6 about the relocation of the polling place, and got positive feedback. One person was confused because they went to an old door and didn't see a sign directing them to the correct side of the building.
 - 2. Ward 4 polling location (Miller Center) isn't on the bus route and is far off of North Ave where the bus stop is.
 - a. What we need for accessible spaces: busses that can get to the voting center on election day, and space must be physically accessible.

3. We will invite Sarah Montgomery (Assistant City Clerk) to attend our next meeting
- ii. City Department ADA Title II Assessments
 1. Departments were supposed to report back on what they were doing, but fizzled out.
 2. Committee will confirm department contacts and invite them to join meetings.
- iii. Parking
 1. There is currently a Transportation Demand Management Agreement with multi-use buildings to reduce parking spaces in exchange for very specific regulations, but handicap/accessible spaces are still supposed to have priority even when parking is reduced. That does not seem to be enforced rigidly. To connect with P&I/DRB on this topic.
 2. Privately owned garages to not have signage when there is no accessible parking in their lot; this issue got brought to City Council, and then the Attorney's Office. Committee is interested in a follow up on where that issue stands, and will make recommendations accordingly.
 3. Are the inspectors the same for municipal and private projects, and what is their checklist/role in ensuring adherence?
- iv. Transportation – ensuring access to hospital, etc.

8. Other Committee Business

- Next meeting on April 20.

9. Adjournment

- JT motions to adjourn, JAK seconds; All in favor, so moved and approved.

Meeting adjourned, 4:00 pm.

10. Information and Non-Discrimination Statements

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DRAFT



Advisory Committee on Accessibility

**Monday, April 20, 2026, 3:00 PM, 3:00 pm, Sharon Bushor
Conference Room, 149
Church Street, OR Remotely
via ZOOM**

In Attendance:

Nate Besio, Chair (NB)
Karen Downey (KD)
Sharon Henault (SH)
John Thomas (JT)

Others in Attendance:

Jessie Anderson (JA), HR Generalist
Max Madalinski (MM), BPRW
Charlie Messing (CM), Community Member
Sarah Montgomery (SM), Assistant City Clerk
Sophie Sauve (SS), BPRW

Meeting called to order, 3:05 pm

1. Adopt the Agenda

Committee did not have quorum; agenda informally adopted

2. Adopt Minutes

Minutes from March 16, 2026 meeting to be adopted at next meeting on May 18.

2. Public Forum

CM: raises concerns around bike traffic vs pedestrian at the bottom of College St. where it interacts with the bike path, and would like to see better signage for all users. CM also raises concerns around the cancellation of the #11 bus and the lack of bus access to Tilley Dr. particularly given the new hospital buildings there.

4. News & Updates

4.1. Update on Best Practices Letter to Mayor's Office

NB: confirms that the letter has been submitted to the Mayor's Office, but we are still waiting a response.

4.2 Updates from BPRW

SS: shares that there will be a Plan BTV open house 3:30-8:00 pm on April 20 at Main St. Landing. If you can't join, feedback is still welcome.

MM: updates on the Pomeroy Playground. The old playground has been removed, and installation will begin at the end of April, lasting 4-6 weeks, and re-opening in June.

5. Discussion - Election Accessibility

NB: opens the discussion around election site accessibility.

KD: asks if any feedback has been received from Ward 6 with the new voting location.

SM: is aware that Ward 6 needs new signage and building awareness within the ward to alert of the change to the middle school (other side of the building from the former voting location). Sarah also notes that the Miller Center voting site is far from the bus stop, and suggests working

with GMT to see if routes can be changed on election day to drop individuals off closer to the polling place.

NB: asks if there's any feedback that the committee can receive or challenges with voting sites that the committee can assist with.

SM: notes one of the challenges is that there are a limited amount of buildings that can be used as polling places across the City and within each Ward. We can also offer mail-in ballots or an electronic ballot can be requested that are screen reader compatible. The other option is ballots delivered by a Justice of the Peace on election day.

NB: asks for what publicity these alternative practices are given.

SM: notes that the mail-in ballot option is well publicized, but the other ballot delivery options can be shared more beyond official notices on the City website.

KD: shares that some wards have Facebook pages, and those might be a useful tool, as well as the NPA meetings and Front Porch Forum.

NB: agrees there's a lot of accommodations out there, but people don't always know about them.

KD: will this November election be one where ballots are automatically sent out, or will that need to be requested?

SM: for the state primary in August they will need to be requested. For the November general election they will be automatically sent out to all registered voters. Early voting for both elections will start 45 days early at the Clerk/Treasurer's office (2nd floor).

NB: thanks Sarah for her time, and will try to make sure the committee also highlights the different options closer to election season.

6. City Department ADA Title II Assessment

NB: we will table this discussion until the May meeting. The big question will be how to we follow up with each department to ensure they are following Title II.

7. Other Committee Business

NB: we will approve the March minutes at the May meeting.

SH: asks to discuss the implications of the GMT cuts at the next meeting, and warns that SSTA is also looking at cuts. Sharon would also like to know the City's plan for repairing sidewalks.

8. Adjournment

Meeting adjourned, 3:44 pm

9. Informational and Non-Discrimination Statement

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