

Burlington Committee on Accessibility

Tuesday, July 15, 2014 / 4:00-6:00 pm
Conference Room 12, First Floor, City Hall

PROPOSED AGENDA

- Public Comment
- Announcements
- Burlington School District Accessibility Discussion
- Accessible Meeting Checklist Review
- Annual Report Review
- Next Steps

Please email Kesha at kram@burlingtonvt.gov for any accommodations requests.



Burlington Advisory Committee on Accessibility
Revised: July 2014

Accessible Meeting/Event Checklist

Are you creating an event or meeting in the City of Burlington? Please make it as accessible as possible for all residents, visitors, and staff. Here is a planning checklist to help ensure that your event is open to all who may wish to attend...

Pre-Meeting/Event Arrangements

- ☐ Does the invitation give information about what services are available and how to request such services for the meeting/event?
- ☐ Does the invitation use language that helps the reader feel able to participate fully in the meeting regardless of disability?
- ☐ Can you accommodate an ASL interpreter request?
 - Many interpreters charge \$40-\$50 per hour, which may include preparation. This expense should be calculated into a project or event budget early.
 - Best practice is to book an interpreter as soon as possible and then cancel if services are not requested approximately five days in advance, depending on the timing of the invitation.
 - A list of ASL interpreters is provided in the resource section below - if you are having trouble booking one on your own, you can go through the Vermont Interpreter Referral Service, but note that this involves a service fee.
 - To help an interpreter prepare, have a written agenda and all documents to be discussed available to them when making the service request. Send out a written agenda before the meeting/event
- ☐ Are the directions for getting to the meeting space or venue clear for all participants, including those with mobility and vision impairments?

Accessible Meeting Location

- ☐ Is there available accessible parking near the location with an accessible route to the building, regardless of weather?
- ☐ Are there accessible drop-off areas (bus stops, etc.) near the site?
- ☐ Is the route from the building entrance to the room accessible?
 - Make sure there are no required stairs to gain access. There should be accessible entrances, floor transitions, and lever door hardware.
- ☐ Are there accessible restrooms and drinking fountains?
- ☐ Does your venue recognize the ADA requirement that service animals be allowed to enter the building?

Accessible Room Set-Up

- ☐ Does the room layout allow for unobstructed movement?
 - 36" aisles and accessible maneuvering spaces for people using wheelchairs or other mobility devices.
 - Elimination of protruding objects to allow safe use by people with vision impairments.
- ☐ Are there seats that are designated and have extra space for people who use wheelchairs with adjacent companion seating?
- ☐ Is the registration and/or refreshment table accessible?
- ☐ If the stage is raised, is it accessible to all speakers?
 - If a podium is used, it should adjust based on the speakers needs.

Accessible Presentation of Meeting Content

- ☐ Is hearing assistive technology available upon request?
 - The Burlington Clerk/Treasurer's Office has equipment available for meetings in Contois Auditorium.
- ☐ If materials are handed out, is there a budget to provide them in alternative formats upon request (e.g. Braille, large print, CD)?
- ☐ Do introductions and opening remarks allow those who are blind or vision impaired to know who is in attendance and set context?
- ☐ If audiovisual presentations are used, are the visuals described for those who are blind or low vision? Are films close captioned?

How to obtain services:

<u>Name of Organization</u>	<u>Service</u>	<u>Contact Info</u>
Vermont Center for Independent Living	General Guidance, Advocacy	802-861-2896 (voice) 866-970-3107 (Videophone)
Vocational Rehabilitation Interpreter List	ALS Interpreter Contacts	http://vocrehab.vermont.gov/programs/rcd/interpreters/
The Vermont Interpreter Referral Service	ALS Interpreter Referrals (fee involved)	Tel: 802-254-3920 (V/TTY) Video Phone: 802-275-0104 (VP) VIRS@sover.net
New England ADA Center	General Guidance, Advocacy	1-800-949-4232 http://www.newenglandada.org/
Burlington Advisory Committee on Accessibility	City Outreach, Communication	Kesha Ram kram@burlingtonvt.gov
Special Services Transportation Agency	Transportation	802-878-1527
Howard Center	Mental Health Supports	802-488-600

ADVISORY COMMITTEE ON ACCESSIBILITY

Minutes for Tuesday, July 15, 2014

COME TO ORDER at 4:05pm.

Committee Members Attending: Ralph Montefusco, Brad Stephenson, Michael Watson, Elaine Zimmerman, Mark Irish

Others Attending: Kesha Ram (committee staff), Miriam Stoll (community member), Cleary Buckley (community member), Ruby Smith (intern), Norah Senftleber (intern), Alicia Freese (Seven Days)

Ralph mentioned to Alicia that the press should focus on Henry's Diner, etc. Possibly a photo.

1. **Public Comment:** Brad mentioned Henry's Diner and showed what can happen if a business tries - old building, but they still made it possible. Henry's Diner will be closing and constructing a ramp. Cleary spoke about his son, and their request for him to attend Edmunds Elementary School. He found out that the school/playground are not accessible. He wishes to stick with Edmunds and wants to make improvements. He wants to be involved without being restricted. He knows that there have been many budget challenges lately, but should these improvements should still remain a priority.

2. **Burlington School District Accessibility Discussion:**

Mark Irish responded to Cleary after conversation segway by Ralph discussing: \$2 million bond, FY17: Elevator will be implemented, and they have plans on the budget. Cleary responds: wants to work towards a 2 year goal. He mentioned concern that improvements rely on a bond vote. Miriam responds stating personal connection with elevator (daughter broken ankle). She wants to know if members of this group could give a presentation to members/subgroup (ITC) of the board. Cleary responds: he would be interested in making that presentation. Cleary spoke with lawyer and middle school seems to be priority since there are only two middle schools in Burlington. Miriam responds: suggests a joint committee meeting with a presentation. This cause needs a "champion" to power it through. Ralph and Brad agree: Ralph suggests that Brad and Cleary present. Miriam mentions inclusion and that the board supports this - they just need a push. Brad mentions a consultant. Miriam responds: Joe McNeil - legal council (suggested by Kesha) Miriam mentions that maybe city could add funds as well. Schools are used for more than just schooling. They are city buildings. Kesha responds: ongoing dialogue/joint school board member needs to be revived. Miriam responds: mentions when mayor visited BHS. Ralph mentions that they may need to plan to advocate for a bond. Cleary discusses that a large portion of the cost with Edmunds Middle School elevator was due to electric set up at Edmunds. Ralph relates it to the Accessible Meeting

Checklist. Brad questions the order of the school boards elevator plans. Cleary mentions that both are important. Mark mentions plan hoping to make Edmunds Elementary School main office accessible. Cleary asks when meeting with ITC should occur. Miriam is going to speak with board and get back to people here. She brings up high accessibility of high school. Ralph mentions high school and the struggles there - others agree. Brad thanks Miriam for her time.

3. Announcements:

Elaine discusses working with visually impaired - Contact: VABVI. She mentions that the recent downtown construction has been awful for those who are visually impaired. She states that the audible signals don't always work - these should be an easy fix. She wants to initiate discussion/action about those with visual impairments. She mentions example of City Hall and poor lighting there. Kesha discusses who works with the lighting, etc and elaborates on a meeting with VABVI. Kesha then elaborates on sidewalk improvement and how, due to the process, it may get worse before it gets better. Elaine mentions that she wants education. Cleary mentions that input from blind/deaf community would be important seeing as those who have mobility impairments are visible to public. Michael mentions that he walked up Church Street and observed significant obstructions. Ralph mentions that some people stay home instead of going out because it really is an issue. Kesha states that the committee strives to support an open environment for those to bring new topics up.

4. Accessible Meeting Checklist Review:

Ralph thanks interns for changes. Kesha mentions work done by Norah and Ruby and thanks Cleary for his help as well. After final edits, Kesha hopes to distribute it throughout the whole city - particularly Parks and Rec. Ralph mentions that it should be posted on website as well. Ralph wonders how to make this document required. Cleary and Brad mention a few possible changes - unlocked doors, shovelled walkway, etc. Kesha brings up a few suggestions. Michael mentions an elevator that he used to have to use that would turn off at 6pm - a set up like this is not helpful. Elaine discusses poor acoustics in Contois Auditorium. Kesha plans to distribute the checklist. Ralph inquires as to how this checklist can be made mandatory. Cleary mentions that it is within peoples best interests to follow guidelines. City Council meeting on August 11th: Can provide this checklist. Final edits will be made and then the checklist will be forwarded along. Kesha and Ralph bring up annual report.

5. Annual Report Review:

Ralph asks if ADA information is posted anywhere. Kesha discusses how she is working on this. Ralph mentions that that information being posted is a legal requirement. Ralph brings up "No smoking zone." outside of City Hall so people can access building without

having to deal with smoke. Cleary asks about reduced size of committee - Reduced to 10, however only 5 committee members are present today (?) Ralph mentions his “rant” at a previous meeting. Cleary emphasizes that public (him) and others have mentioned the lack of commitment to this group. If Cleary were to become a member, which has been proposed, he would want to know that people were actually committed to these meetings. Kesha mentions that she will reach out to those who are not attending again, and then Elaine will contact them by phone as well. Brad proposes sending out another survey about meeting times. Kesha will be finalizing the annual report and plans to present it on **August 11th (City Council Meeting)**. Sam Handy (Scuffer Steak House) is involved with this and plans to be an active participant. Committee will be presenting to City Council on August 11th. Kesha mentions that if accommodation request is sent, their request should be honored - meaning they will be able to present earlier.

6. Next Steps:

Ralph asks if August meeting should/will be skipped? Ralph hopes to follow up with the reporter that was present for the first half of this meeting. Kesha discusses meeting in Waterbury related to ADA. Ralph attended last years meeting. Ralph mentioned Patrick, who is not being reappointed, and whether or not the group hopes to appoint another co-chair or vice-chair - Anybody interested? He mentions a consensus, vote? What would the method of appointment be? Ralph does wish to have a vice-chair - in his view it would be a good idea. Others agree and mention that they will consider it. Ralph hopes to get visually impaired representation at September meeting.

MEETING ADJOURNED AT 5:35pm.