

Accessibility Advisory Committee

Meeting Minutes

Wednesday May 19, 2021

Start time: 6:00 pm

(Virtual Meeting)

In Attendance: Adam Dedrick, Robin Smith, Frances Scott, Elizabeth Chute, Kent Balish, Ron Coole, Sylvia Snow, Holly Perry, Terry Stacey, Bil Atwood, Wanda Buchanan

Regrets: Ben Nickerson

Call to Order: Meeting was called to order by Adam Dedrick at 6:12pm

Agenda Approval: Meeting Agenda was reviewed aloud. Approval of this agenda was moved by Ron and 2nd by Sylvia .

Minutes of Previous Meeting: Meeting minutes from April 21, 2021 orientation session were posted online for community members to be able to access and show interest if they wanted an invitation to this meeting.

There was a motion to approve the minutes which was moved by Kent and 2nd by Ron with the amendment to reflect that Wanda and Bil will be serving 2 year terms and Holly and Elizabeth will be serving 1 year terms on this committee.

Business:

- a) **Community Consultation Process:** It was suggested that a working group be formed around the consultation process. This working group would also be in addition to reviewing the option of hiring a consultant to assist with this area of work. This would have to be done through an RFP (request for proposal) process. The RFP process would be led by the staff on this committee and aim to be completed by June of 2021 with the goal of hiring the consultant by end of summer.
- b) **Working Groups/ Sub Committees:** Wanda, Terry and Sylvia expressed interest in being a part of the consultation working group. Fran, Robin and Adam will also be part of the consultation working group as they have funds available and hope to access grants for this work.
- c) **Draft Workplan and Timeline:** The project has an end/ completion date of March 31, 2022. If a consultant were to be hired, the consultation piece could be completed roughly by September. This work would be followed by

developing a draft in November and presenting a rough Plan for counselors to review in January. The final draft of the plan could then be completed and approved by the committee and 3 municipal units by March 2022.

A Workplan document breaking down steps, dates, and primary leads on the action items to create this plan was reviewed (starting in May 2021 and ending in March 2022). **See attached document for reference.**

A motion was made to approve the use of this timeline/ workplan document. This motion was moved by Bil, 2nd by Ron

Other Business:

- a) There is no other business

Next Meeting Agenda Items:

- a) Review a draft consultation plan
- b) Review a draft of the RFP (request for proposals) to hire a consultant

A motion to adjourn the meeting was made by Sylvia and 2nd by Ron.

Meeting Adjourned at 7:20pm

Next meeting will be held on June 16th, 2021 at 6pm (this will likely be a virtual meeting as per COVID-19 restrictions)