

Minutes
Brookline Commission on Disability
Subcommittee on Town Meeting Access
Monday January 13, 2020
9 to 10:15 AM
Town Hall, Room 408

Attendees: Saralynn Allaire, Sarah Kaplan, Elaine Ober

Absent: Joan Mahon

Identification of notetaker: Saralynn

Introductions/public comments: None

Review of Dec 16 minutes: delayed until Jan 16

Elaine's work of compiling Town meeting components and methods of remediation was reviewed.

Sarah had conducted a search of how other public meetings are accommodated and found a document titled, 'Increasing access to public meetings and events.' Members reviewed it and noted that the contents were useful.

More intuitive labels for the existing components were developed:

- Communication about Town Meetings
 - Hardcopy materials
 - Materials on the Town website
 - Email information

- Auditorium HS access
 - To and from
 - Accessible parking
 - Wayfinding instruction
 - Within the auditorium

- Listening to proceedings
- Viewing presentation materials on screen
- Speaking during the meeting
 - Mics at ends of aisles
 - At podium

- Voting
 - Use of handheld device
- Access to food/drink and networking
- Lighting (?)
- Town Meeting follow-up

Elaine will list accommodations by these component labels.

Date for next meeting: Tues Feb 4, 10:30 to 11:30