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 (?)

Elaine will list accommodations by these component labels.

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