

**PLAINFIELD ACCESSIBILITY COMMITTEE
SPECIAL MEETING
DRAFT MINUTES
APRIL 3, 2025**

Present: Alicia Weiss, Dawn Fancher, Mary Lane,
guest: Laurie Veatch

Meeting called to order: at 6:03 pm

Review/adopt agenda: suggestion made to add a public comment section at beginning of meetings, all members agreed, and approved agenda.

Elect officers/delegate tasks: Mary Lane moved to elect Alicia Weiss to be Committee Chair, Dawn Fancher seconded, motion carried unanimously. Alicia asked for clarification of duties, was told this would include creating agenda and chairing the meeting.

Discuss formation/ideas for a mission statement of committee:

The committee discussed and approved a paragraph Alicia used as a placeholder on the Town's website and suggested a definition of accessibility be added. The Committee will refine the mission statement at the next meeting and possibly adopt a final version. The committee intends to create an accessibility action plan and identify potential resources to address the plans.

Decide the best location for future hybrid locations that are accessible: The committee had a lengthy discussion about possible locations. None of the current Town buildings are currently ideal. One idea is to have someone be in charge of hybrid meetings, and be present and able to run the technology. The Committee will continue to discuss ways to make the meeting rooms accessible and explore alternative locations.

Discuss Plainfield Accessibility concerns: The Committee members and guest Laurie Veatch discussed various Plainfield access concerns. These came under the broad headings of: communication , physical environments, events, and emergency management. Barriers to full and equitable participation at Town Meeting and Select Board meetings were identified. Additional items include: creating an ADA compliant website, providing assisted listening devices at large gatherings, having a person be available at meetings and events to assist people with accessibility issues (an Inclusion Ambassador), and raising awareness of "invisible" disabilities, such as people with traumatic brain injuries, who are neurodivergent, etc. Discussion also focused on some immediate actions that could be taken: create a survey so people could state their needs, and have a place for residents/visitors to report accessibility concerns.

Other business: none

Set date/time for next meeting: It was decided to determine when other Town meetings are scheduled and come up with a plan, so as to attempt to avoid simultaneous meetings.

Meeting adjourned: 7:02 pm

Respectfully submitted:

Mary Lane

4/3/25