TOWN OF CAPE ELIZABETH
MEETING MINUTES

APPROVED

MEETING: Accessibility & Inclusion Committee
DATE: Wednesday, October 8, 2025
TIME: 6:00 pm
PLACE: Thomas Memorial Library Community Room
PRESENT: Sarah Clinton, Heather Drake, Christina McAnuff (Chair,) Kara Lavender Law, Nancy Dellamattera, Rachel Davis (secretary)
ABSENT: Regan St. Pierre, Monica Malcomson
Call to order: Christina called the meeting to order at 6:11 p.m.

1. Public comment (15-minute limit): None
2. Vote to adopt minutes from the September 10, 2025 meeting
    a. Motion: Kara made a motion to approve the minutes
    b. Second: Nancy
    c. Discussion: The committee recommended that the name of the Committee's abbreviation should include an ampersand in all references to avoid confusion; Rachel said she would ask for that change in public postings and use that protocol in naming documents going forward
    d. Vote: unanimous approval

1. Universal Design Checklist Discussion
    a. The goal is to create a Universal Design document to share with Department Heads, the Town Manager, and the Town Council to be used as a reference resource when evaluating programs and services
        i. Rachel mentioned that the Town just contracted with GPCOG to conduct an Accessibility Audit to ensure compliance with ADA laws with regard to website accessibility
        ii. The Committee discussed the idea of developing a road map for the next twelve months to make a plan for making progress at each meeting
        iii. The idea of inviting the Town Manager to the next meeting was discussed, but a Town Council workshop is scheduled at the same time; it was decided that Rachel and Christina should try to meet with the Town Manager to get some guidance on how the Committee should interact with the Town Council and the community
2. Review of Google Form created by Christina: Christina made edits to the draft form during the meeting with feedback from the Committee.
3. Communications Updates
    a. Christina will write an article for the Cape Courier about the form, and mentioning the open seats on the Committee for next year. The Committee agreed Christina could finalize the article and submit it for the October 31 deadline.

    b. Paper copies of the form will also be made available at the library, both in regular print and large print

4. Next steps:
    a. Sarah will continue to work on the UD checklist
    b. The second Courier article will be a discussion of Universal Design, to be submitted in November
5. New business:
    a. The idea of moving the meeting time up to 5:00 pm was discussed; it was agreed that the November meeting would start at 5:00 pm, and the schedule future meetings would be discussed at that meeting
    b. Nancy suggested we use a whiteboard during the next meeting to help capture ideas visually; Rachel will bring one in to the meeting room
6. Public comment (15-minute limit): none
1. Adjourn
    a. Motion: Sarah
    b. Second: Heather
    c. Discussion: none
    d. Vote: unanimous
    e. The meeting adjourned at 7:56 p.m.

Minutes respectfully submitted by Rachel Davis, 10/27/25