

TOWN OF CAPE ELIZABETH MEETING MINUTES

APPROVED

MEETING: Accessibility & Inclusion Committee

DATE: Wednesday, September 10, 2025

TIME: 6:00 pm

PLACE: Thomas Memorial Library Community Room

PRESENT: Sarah Clinton, Christina McAnuff (Chair,) Regan St. Pierre, Kara Lavender Law, Monica Malcomson, Nancy Dellamattera

ABSENT: Heather Drake, Rachel Davis, secretary;

Call to order: Christina called the meeting to order at 6:06 p.m.

1. Public comment (15-minute limit): None
2. Vote to adopt minutes from the August 13, 2025 meeting
 - a. Motion: Kara made a motion to approve the minutes
 - b. Second: Monica
 - c. Discussion: none
 - d. Vote: unanimous approval
1. Universal Design Checklist Discussion: Events and Meetings Resources-Sarah shared and will email out examples found of various checklists and accomodation/inclusiveness considerations
 - a. Nancy raised suggestion to consider about which area/department/space to focus on applying a checklist first to help direct work of committee.
 - b. Christina reviewed last meeting discussion and ideas generated about where to apply a checklist. Noting that committee did not decide on focus yet.
 - c. Christina created and shared Google Form suggestion.
 - d. Kara shared concern /reminder that Town needs to be responsible for creation of checklist, need to have buy in.
 - i. User interface found could be helpful to apply (ARB) that can help inform from lived experience for communication and data source.
 - ii. Regan suggested to share various examples and also recommend that a real audit be done as an investment.
 - iii. Nancy spoke about a both and strategy to share recommendations and also encourage data collection/community engagement to better inform Town
 - iv. Christina shared idea to make recommendations aligned with next fiscal year priorities to best support Town focus. The more visibility the more productive the committees can be, adding suggestion to use expertise of the committee to review checklists and make recommendations and idea to use DEI/A&I comm. Website to share resources.
 - v. Monica raised idea to share with Town Council first to help facilitate expanding access and encouraging entities to make accessibility

and inclusion considerations, encouraging to at least focus on one priority.

- vi. Regan raised suggestion to send out memo with a draft of a checklist developed with use of AI that is based on found resources. Info night to educate community or Town member.
 - e. Christina reminded about Courier article to promote /inform about committee existing with mission statement and QR code to Google form, encouraging input.
 - f. Kara inquired if Town Manager or another council member could join a meeting to discuss and help inform the best process.
 - g. Christina raised the idea of increased visibility and increasing influence with regular communications about updates/focuses and suggestions through town manager report spotlight.
 - h. Nancy helped summarize suggestions of:
 - i. Ad in Courier
 - ii. Use Town Website/DEI/A&I website
 - iii. Google Form
 - iv. Checklist draft
 - v. Rachel as liaison to Town Manager to help with communications/executive sponsorship
 - vi. Representation at Town Council meetings
 - vii. Mini presentation and info session road show through Town spaces/committees–Kara suggested to ensure education about Universal Design is provided as many may not be familiar.
 - i. Monica shared idea about sticker creation with QR codes, get guidance on where this can be placed
2. Review of Google Form created by Christina: committee shared recommendations for form to have more language to invite constructive and positive feedback
3. Suggestion from Sarah about considerations for website and checklist draft suggestion creation/recommendations for events and meetings:
- a. <https://www.section508.gov/create/accessible-meetings/>- section 508 guidance from GSA
 - b. <https://www.maine.gov/sos/elections-voting/polling-place-manual>
 - c. https://www.perkins.org/resource/accessible-events-a-guide/?gad_source=1&gad_campaignid=20819447020&gbraid=0AAAAAD94wT75u1Kdk75r1W81xUwmaFEHN&gclid=EAIaIQobChMlxKSWtNHOjwMVUjcIBR2vuCMwEAAYAiAAEgLqjPD_BwE (school)
 - d. https://ccids.umaine.edu/wp-content/uploads/sites/26/2017/06/CCIDS_SUFU_Planning_Accessible_Meetings_Final-fillable_022515.pdf
 - e. <https://accessibility.harvard.edu/event-planning> (school)
 - f. https://hr.cornell.edu/sites/default/files/2023-02/accessible_meeting_checklist.pdf

- g. (reinforcement of Cornell checklist use:
<https://mankato.mnsu.edu/university-life/campus-services/accessibility-resources/facultystaff/universal-design/universal-design-for-event-or-meeting-planning/>) (school)
 - h. https://moval.gov/city_hall/ada/pdfs/AccessibleEventChecklist.pdf
(gov/city)
- 4. Nancy -Committee Info night suggestion where various committees can present and share about their purpose and focus as well as gain information from Town
- 5. Christina will work on changes needed to google form which will shift to eliciting both positive and constructive feedback, raised questions about where the committee wants to go from here.
- 6. Suggestion was made/shared by many to ask Rachel to invite Pat to next meeting/upcoming meeting so that committee can better understand process for recommendations to be made to various departments, i.e., Comm. Services and suggesting programming accommodations that are accessible
 - a. Monica noted will be good opportunity to understand alignment with town council priorities.
 - b. Regan and Nancy suggested to ask to come to November meeting to allow more time for committee discussion and preparedness.
 - i. Discussion was had as to whether Town manager should be invited only or also town council members as well or separately-- suggestion to ask Rachel for guidance as to what might be best.
- 7. Next steps:
 - a. Christina will work on changes needed to google form
 - b. Sarah to use AI to create a checklist draft using all examples.
- 8. New business: none
- 9. Public comment (15-minute limit): none
- 1. Adjourn
 - a. Motion:
 - b. Second:
 - c. Discussion:
 - d. Vote:
 - e. The meeting adjourned at 7:01 p.m.