TOWN OF CAPE ELIZABETH
MEETING MINUTES

APPROVED

MEETING: Accessibility & Inclusion Committee
DATE: Wednesday, November 12, 2025
TIME: 5:00 pm
PLACE: Thomas Memorial Library Community Room
PRESENT: Sarah Clinton, Heather Drake, Monica Malcomson, Regan St. Pierre,Christina McAnuff (Chair), Rachel Davis (secretary)
ABSENT: Kara Lavender Law, Nancy Dellamattera

Call to order: Christina called the meeting to order at 5:07 p.m.

1. Public comment (15-minute limit): None
2. Vote to adopt minutes from the October 8, 2025 meeting: Heather had inadvertently been left off the roll call for that meeting; Rachel will make that correction.
    a. Motion: Heather made a motion to approve the minutes as amended
    b. Second: Sarah
    c. Discussion: none
    d. Vote: unanimously approved

1. Universal Design Checklist Discussion
    a. The Committee reviewed the Meetings & Events Checklist developed by Sarah.
    b. The purpose of the checklist is to start increasing an awareness of Universal Design principles and how they can be used to increase accessibility; this offering from the Committee is intended to be viewed as recommended accessibility & inclusion guidelines
    c. The need for a preamble to the checklist was discussed
        i. ACTION ITEM: Sarah will draft a preamble for the next meeting
    d. Heather suggested including that implementing these measures is part of good risk management for an organization
    e. Regan suggested adding an awareness of religious and cultural holidays be added to the pre-planning phase in the checklist
    f. It was also suggested that the guidelines include the option to inform the committee about any barriers to implementation
    g. Regan wondered if the Town Attorney should review the checklist and note which items are required by law so that they could be highlighted
    h. ACTION ITEM: Sarah will provide an updated checklist before the next meeting
    i. ACTION ITEM: Heather will draft guidelines for virtual meetings & events
2. Communications Updates
    a. Review of Google Form created by Christina
        i. ACTION ITEM: Christina will create a flyer to promote the form

        ii. ACTION ITEM: Get any edits to the form to Christina by 11/26 when the Courier comes out.
    b. Cape Courier article
        i. ACTION ITEM:Christina to submit article for the November 26 issue
    c. ACTION ITEM: Rachel will schedule meeting with Christina and Pat Fox to discuss sharing the UD checklist with department heads
3. New business:
    a. The meeting time will continue to be 5:00 p.m. instead of 6:00 pm
4. 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 6:22 p.m.

Minutes respectfully submitted by Rachel Davis, 11/20/25