TOWN OF CAPE ELIZABETH
MEETING MINUTES

APPROVED

MEETING: Accessibility & Inclusion Committee
DATE: Wednesday, December 10, 2025
TIME: 5:00 pm
PLACE: Thomas Memorial Library Community Room
PRESENT: Heather Drake, Nancy Delamattera, Kara Lavender Law, Regan St. Pierre, Christina McAnuff (Chair), Rachel Davis (secretary); Susana Measelle Hubbs, CE Communications Director
ABSENT: Sarah Clinton, Monica Malcomson

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 November 12, 2025 meeting:
    a. Motion: Kara made a motion to approve the minutes as written
    b. Second: Regan
    c. Discussion: none
    d. Vote: unanimously approved
1. Meeting with Pat Fox Report/Publicity Discussion with Susana Measelle Hubbs, Town Communications Director: Christina and Rachel summarized their meeting with Pat Fox, Town Manager, at which they discussed how the work of the Committee can be communicated to the Town Council, and how recommendations could be incorporated into Town operations.
    a. The Town Manager acts as the liaison between the Town Council and Town Staff; recommendations would be presented to the Town Council, and any action they take would be transmitted to the relevant Town department heads by the Town Manager.
    b. In future budgets, there could be a designated budget line for accessibility improvements that could be tapped into by whichever department needed it; so, for example, if the purchase of communication boards for public parks was a priority, there would be funds outside of a particular department's budget to purchase the item.
    c. Susana Measelle Hubbs discussed ways in which Committee work could be publicized on the Town website, and emphasized that it is a more immediate avenue for getting information to the public than relying on print media. She also suggested that we tie the publicity of our feedback form to the work the Town is doing on the ADA digital accessibility audit.
        i. Action item: Christina to update the article to include alignment with the Town's ADA audit.
2. Next Steps: The following plan was developed:
    a. The Committee will publicize the feedback form through the Cape Courier article, the Town website, and the library newsletter, as well as posters put up on public bulletin boards throughout Town

        i. <u>Action item:</u> Nancy volunteered to draft a flyer for posting
    b. Feedback will be discussed at the February meeting
    c. A memo to the Town council about the Universal Design best practices list and the feedback from the form will be prepared at the February meeting
    d. The Committee will ask to be included in the Town Council's second monthly workshop in March to present the checklist and discuss how to operationalize it in public-facing departments
    e. Regan suggested that the Town attorney may want to review the checklist prior to this in order to highlight items that are legally required
    f. Town staff will be encouraged to provide feedback to the Town Manager about best practices that are hard to implement due to budgetary constraints
    g. The idea of a pilot project was discussed to try to demonstrate the feasibility of implementing some of the best practices
3. Universal Design checklist updates
    a. <u>Action item:</u> Heather will:
        i. integrate the digital meeting best practices into Sarah's initial checklist
        ii. to provide a list of engagement ideas at the next meeting (journey mapping, story voice, etc.)
4. New business: none
5. Public comment (15-minute limit): none
6. Adjourn
    a. Motion: Heather made a motion to adjourn the meeting
    b. Second: Kara
    c. Discussion: none
    d. Meeting adjourned at 6:30 p.m.

Minutes respectfully submitted by Rachel Davis, 1/7/26