



POLICY No.: M-2
DATE ADOPTED: JUNE 21, 2023

TOWN OF WEST BOYLSTON SELECT BOARD POLICY

Posting of Meeting Minutes, Agendas, and Materials in an Accessible Format

Purpose: The Town of West Boylston will make reasonable modifications to policies and procedures to ensure that people with disabilities have an equal access to enjoy programs, services, and activities. This policy outlines the standards for posting meeting minutes, agendas, and other materials in an accessible format on the Town website and Social Media pages.

Effective Date: July 1, 2023

Policy:

1. All meeting minutes, agendas, and other documents posted to the Town website and social media sites must be posted in an accessible format.
2. All meeting agendas must contain the following statement: *“If you need reasonable accommodations to participate in the public meeting, contact the Town Administrator at ada@westboylston-ma.gov or (774) 261-4088 in advance of the meeting. While the municipality will do its best to accommodate you, certain accommodations require the hiring of outside contractors who may not be readily available if requested immediately before the meeting.”*
3. All documents posted to the website or social media must be accessible by screen readers. Image-based PDF’s are not accessible by screen readers.
 - a. All image-based PDF’s must be accompanied by a screen-reader “friendly” PDF. For example, minutes that contain signatures are image-based. Therefore, when posting minutes, an unsigned, screen-reader “friendly” PDF must accompany the image-based PDF.
 - b. Handwritten documents must be accompanied by a screen-reader “friendly” document.

- c. All forms must be posted as fillable forms. The Town will endeavor to update forms that were posted prior to the effective date of this policy.
- 4. Documents that include abbreviations or acronyms must have at least one reference to the full text at the beginning of the document. For example, instead of “ZBA” include “Zoning Board of Appeals (ZBA)”.
- 5. All images posted to the website and social media must contain alternate text.
- 6. Upon request, all documents uploaded to the Town website or social media shall be made available in an alternative format to persons with disabilities
- 7. Documents that are unintentionally posted in violation of these requirements will be deemed a legally valid posting in accordance with the Open Meeting Law. Consequently, there is no need to reschedule a meeting if the information remains unchanged the Town Clerk can rectify the document online without requiring a reapproval from the posting authority.