

Town of Brookfield
ADA Meeting Accommodations Policy

Approved by the Select Board on 7/29/2025

This policy sets forth the proper process for requesting ADA meeting accommodations for official board/committee/commission meetings for the Town of Brookfield.

Procedure

Reasonable accommodations for people with disabilities are available for a specific meeting upon providing a written request.

- Submit the Accommodations Request Form <https://forms.anevry.com/view.php?id=19488>, or email your request to selectmen@brookfieldma.us and townadministrator@brookfieldma.us
- Include a detailed description of the accommodations that you will need for the meeting along with your contact information (phone number and email)
- Provide notice at least 48-hours prior to the date of the particular meeting that the accommodations are needed
- The town will contact you prior to the meeting to explain the accommodations that will be provided

Although a reasonable attempt will be made to provide accommodations when notification is received with less than 48 hours prior notice, accommodations are not guaranteed under those circumstances.