

**TOWN OF SHEFFIELD  
COMMISSION ON DISABILITIES  
Monday, December 21, 2009  
DOWNSTAIRS MEETING ROOM  
4:00 PM**

Commission Members Present: Denise Rueger (Chair)  
Laura Grunfeld  
Noah Parsons  
Don Perry  
Dave Wells [with the assistance of Nan Wells]

Meeting started at 4:00 PM? (I have written down 2 p.m.)

**APPROVAL OF MINUTES:**

Wells (with the assistance of Nan) re-read informal notes taken from our meeting of December 3, 2009.

**DISCUSSED COMMISSION ON DISABILITIES' 2010 CENSUS INSERT:**

Wells passed out to each member a Grunfeld rough draft for the Census insert to help visually work through the drafting process that already had editing marks by Wells. The majority of the meeting was used to word the insert as we wanted it *to read*. The Commission moved, seconded and approved the insert as finally worded.

**COMMISSION ON DISABILITIES TO MEET TWICE A MONTH:** *It was discussed that the Commission, although newly formed, already had many issues that we felt needed our attention. It was obvious to the group that the Commission was going to need to meet twice a month. It was moved, seconded, and approved that the Commission would meet, in the future, on the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of each month at 4 p.m. It was also decided that the Commission should try to always meet in the downstairs meeting room.*

**COMMISSION ON DISABILITIES' LOGO WAS DISCUSSED:** Wells handed out possible Town of Sheffield Commission on Disabilities' logos designed by Nan Wells for the Commission to review and discuss for adoption. The logo with the open red heart with the young disabled boy and dog facing out of the heart to the right, with the word "dis" double spaced and "abilities" singled spaced close to the dogs' foot was picked. It was moved, seconded, and unanimously decided that, that logo was the one to use to represent the Sheffield Commission on Disabilities

**DISCUSSED THE LACK OF AN "EXIT SIGN TO BACK STAIRS":** The group was very concerned that there was no "EXIT" sign to the back stairs. More than one member of this Commission, this winter, was not able to find the back stairs without opening a number of closed doors, a time consuming process. It seems that through the winter heating months all the upstairs doors are all shut. The concern was that in case of a fire, or any other need for emergency evacuation where people on the second floor needed to get out of the building quickly; that not having a well defined sign to the back stairs was not prudent. If the front stairway was blocked or un useable or that using two sets of stairs helped evacuate the upstairs more efficiently and quickly... it makes sense to clearly mark how to get to the back stairwell EXIT. The Commission felt that NOT marking the back stairwell EXIT was an incident waiting to happen. *It was decided to discuss the matter with Administrator Kellogg.*

**DISCUSSED A NEED FOR A SMALL BENCH OR SOLID CHAIR FOR THE ENTRYWAY FOYER:** It was discussed that there was a real need for a small bench to be placed in the entryway foyer. Many, who use the Town Hall, may have to wait for someone to go to the parking lot to park or get a vehicle and might appreciate or have to use a seat while they waited. This need is even more likely during the long winter months of ice and snow. *It was decided to discuss the matter with Administrator Kellogg.*

**DISCUSSED PUTTING A BELL FOR ASSISTANCE AT THE ENTRANCE TO THE TOWN HALL:** It was discussed at length how a person with a disability may NOT be able to open the Town Hall Door or may need assistance to enter. An "assistance needed" bell might be helpful. It was recognized by the Commission that having a PUSH BUTTON front door opener would be the best option because it would give a person unable to open the door, independently, a better feeling of independence ... cost, however, would definitely be a deterrent. *It was decided to discuss the matter with Administrator Kellogg.*

**SHEFFIELD 2010 CENSUS INSERT WAS APPROVED BY ADMINISTRATOR KELLOGG AFTER MAKING A FEW CHANGES.** *Administrator Kellogg gave his nod to the approved Commission document as ready for copying.*

**DISCUSSED THE NEED FOR A BLINKING LIGHT AT THE WHEELER & TAYLOR CROSSWAY:** *The Commission had already met for almost 2 hours, so this discussion was moved, seconded and unanimously approved to be tabled for our next meeting, January 7, 2010.*

*It was moved, seconded, and unanimously voted to adjourn.*

Chair Rueger adjourned the meeting at 4pm.

Respectfully submitted:

Dave Wells [assisted by Nan]  
Clerk

Most members of the Commission stayed another hour after the meeting was formally closed to copy and cut the Commission approved insert.