

SHEFFIELD COMMISSION ON DISABILITIES

November 16, 2012

Sheffield Senior Center

3:34 PM

Commission Members Present: Laura Grunfeld, Chair
Dave Wells, Clerk
Lori-Beth Amato
Claudia Martin
Gail Mullen [attended the majority of the meeting]

Visitors: Rhonda LaBombard, Sheffield Town Administrator
Nan Wells

Grunfeld called the C.O.D. meeting open at 3:34 PM

APPROVAL OF MINUTES: Minutes of the Commission on Disabilities for Friday, October 19, 2012 were moved to be approved by Martin, seconded by Mullen, and after discussion the October 19 Minutes were again moved by Martin to be accepted as modified and this 2nd motion regarding the October 19 Minutes was 2nded by Grunfeld and unanimously approved as amended with no further discussion.

VARIOUS ISSUES:

1.) LABOMBARD SOLICITED QUESTIONS AND OFFERED INTERPRETATIONS

REGARDING THE OPEN MEETING LAW AT A PRACTICAL LEVEL: Much discussion ensued regarding possible understandings /interpretations of the Open Meeting Law and its application with regard to the operation and needs of the Sheffield Commission on Disabilities. An important outcome of this discussion resulted in LaBombard being asked to get further clarification between Nan Wells as David Wells' assistive technology of voice and Nan Wells as a Sheffield citizen willing to lend her time, efforts, and talents to the Sheffield Commission on Disabilities.

2.) OTHER ISSUES THE C.O.D. ASKED LABOMBARD TO ADDRESS OR ITEMS SHARED WITH HER:

- A. Route 7/Main Street Curb Cuts: Labombard informed us that MA DOT moved the time back to address the Sheffield curb cuts to perhaps 2015. She reaffirmed that the Town would keep the Sheffield C.O.D. in the loop.

- B. Jeff Dougan or other MA ADA representative could be asked to be a featured speaker for a Town ADA Training/Awareness Session.
- C. Discussion followed concerning the Town Hall and the Sheffield Bushnell-Sage Library disability access needs. LaBombard was very sympathetic to these needs and accepted the C.O.D. offer to look into the pricing for a push button door opener for the Town Hall and encouraged the C.O.D. to see if grant money might be also available to aide in the purchase and installation costs.
- D. The C.O.D. shared with LaBombard that the Commission has operating costs that have been necessary and in the past have been met by C.O.D. members. The C.O.D. expenses for operation, although not large, cannot continue to be solely paid for by members. Wells moved that the C.O.D. submit an itemize budget request in January to the Sheffield Board of Selectmen for a budget of up to \$250.00. Grunfeld 2nded Wells' motion and there being no further discussion, this motion was approved unanimously.
- E. LaBombard had no further information to share regarding the progress of the Open Space Plan or news from the Open Space Plan Committee.

3.) GRUNFELD UPDATED THE C.O.D. ON THE PROGRESS OF THE PLANNED

2013 COLLABORATIVE EVENT: The date picked will be February 13, 2013. The title of this resources' fair will be "Work, Learn, and Play – Without Limits." The next meeting of this collaborative event will be November 30, 2012 at 9:00 AM at the office of Sandi Hubbard, Mt. Everett Regional School. Grunfeld moved that she and Martin would be the C.O.D. representatives on the planning team for the Spring Collaborative Resources Fair – February 13, 2013. Her motion was 2nded by Mullen and with no further discussion, Grunfeld's motion was unanimously approved.

4.) ADA ANNIVERSARY SUMMER PICNIC: The agenda item to continue the discussion and planning of an ADA Anniversary summer picnic to be held in the Sheffield Town Park was moved to be tabled until after the February 13, 2013 Event by Martin and 2nded by Wells. There being no discussion to the Martin motion, it was unanimously approved as moved.

- 5.) **SHEFFIELD C.O.D. MINUTES:** Grunfeld moved that Wells would, in the future, submit the Sheffield C.O.D. DRAFT of the Minutes first to her for editing considerations and then the minutes would be sent out to the rest of the commission so that they may review and be prepared with their own feedback at the next meeting. Martin 2nded Grunfeld's motion and there being no discussion, Grunfeld's motion was unanimously approved as moved.
- 6.) **ADDITIONAL PARLIAMENTARY CONSIDERATIONS:** After some discussion, Martin moved that when a Commission Member makes a motion during a meeting, that member will write down the motion on a slip of paper for discussion & voting. If passed, the written motion is handed to the clerk for inclusion in the minutes. Martin's motion was 2nded by Wells, and with no further discussion, Martin's motion was unanimously approved as moved.
- 7.) **MARTIN / MULLEN LETTER** revisited: Martin moved to dismiss the letter presented at the last meeting. Wells 2nded Martin's motion, and there being no further discussion, the motion made by Martin was unanimously so approved.
- 8.) **PROCEDURE FOR SUB-COMMITTEES SHARED:** Grunfeld explained the need for better accountability ... she asked Wells to keep a master list of assignments, a record of time lines for assignment steps and that Wells should send out to all C.O.D. members reminders of assignments with progress noted. Grunfeld also stated that for any reason a member of a sub-committee is unable to meet the assigned assignment, that member or the other member of the sub-committee should report to the Chair the need for a new member to be appointed to that particular sub-committee. This would be done on the spot by the Chair, without prior approval of the C.O.D. as a whole. A sub-committee may meet as many times, as necessary, to complete the assignment.
- 9.) **C.O.D. MEMBER ASSIGNMENTS:**
- A. Wells to hand in a copy of the approved, as amended, minutes for the October 19, 2012 C.O.D. meeting to Felecie Joyce.
 - B. Wells to reformat minutes of the October 19, 2012 C.O.D. meeting for inclusion on the C.O.D. link to the Town of Sheffield web site and E-Mail to LaBombard/Goewey.
 - C. Grunfeld will E-Mail Wells/Martin the old contact list of vendor names and contact info used for the November 2010 Resources Fair.
 - D. Wells will phone 4 to 5 BIG VENDORS for a 1st on board commitment to the February 2013 Collaborative Event **"Work, Play, Learn - Without Limits."**

- E. Wells/Martin to continue with Vendor list and will update the old November 2010 Resources Fair list for their appropriateness as vendors for this 2013 Event.
- F. Grunfeld will send out the initial E-Mail letter to vendors for commitments.
- G. Mullen will help with phone calls to Vendors starting in January.
- H. Grunfeld/Martin to collaborate, as a C.O.D. sub-committee, to write the 1st Press Announcement for the February 2013 Collaborative Event **“Work, Play, Learn - Without Limits.”** and send it on to Amato.
- I. Amato to send Press Announcement out on Monday, November 26 to venues/people.
- J. Amato to submit a Sheffield Blast list for all Sheffield Media for presentation at the December 14, 2012 C.O.D. meeting.
- K. Martin will notify the Sheffield Times [Andrea Scott] that that all future Sheffield C.O.D. Meetings will start at 2:45 PM at the Sheffield Senior Center.
- L. Grunfeld/Martin to collaborate on the next *Sheffield Times* article and, as much as possible, on all future articles.
- M. Wells will submit the November 16, 2012 draft of C.O.D. Minutes 1st to Grunfeld for editing considerations and then to the rest of the members of the Sheffield C.O.D.
- C. **CHANGE OF C.O.D. MEETING TIME:** Wells moved that the C.O.D. start all its future meetings at the Sheffield Senior Center at 2:45 PM. Martin 2nded the Wells’ motion, and there being no further discussion, the Wells’ motion was unanimously approved. Martin will notify Andrea Scott of the *Sheffield Times* of the C.O.D. meeting time change.
- D. **SHEFFIELD TIMES ARTICLE:** Grunfeld appointed Martin and herself to write and submit the next C.O.D. article to the *Sheffield Times*. And when possible, this C.O.D. sub-committee will submit all future articles to the *Sheffield Times*.
- E. **THE PLANNING OF FUTURE SPEAKER SERIES’ PRESENTATIONS:** Grunfeld moved that this agenda item be tabled due to the lateness of the meeting and because the Collaborative February 13, 2013 Event will need all C.O.D. efforts and focus.
- F. **FUTURE C.O.D. MEETING DATES:** All to be held at the Sheffield Senior Center on the 3rd Friday of each month at 2:45 PM.
 December 14, 2012
 January 18, 2012

THE NEXT MEETING OF THE C.O.D. WILL BE: Friday, December 14, 2012 at 2:45 PM at the Sheffield Senior Center.

C.O.D. AGENDA for Friday, December 14, 2012 meeting at 2:45 PM:

1. Report on the November 30, 2012 Collaborative Meeting with Sandi Hubbard
2. Assignment update reports
3. Continue moving forward with the planning and laying out Collaborative February 13, 2013 Event
4. *Sheffield Times* C.O.D. article
5. Pricing out a push button door opener for the Sheffield Town Hall & doing a grant search
6. Other business as necessary

Martin moved to adjourn this meeting, seconded by Wells, and with no discussion, the meeting was unanimously approved for adjournment.

Grunfeld adjourned the meeting at 6:07 PM

Respectfully submitted:

Dave Wells
Sheffield C.O.D. Clerk