



*Town of Sheffield
Commission on Disabilities*

Town Hall – 21 Depot Square

P.O. Box 325

Sheffield Massachusetts 01257



Friday, October 16, 2015

Sheffield Senior Center

Officially opened at 12:37 PM

Commission Members Present: Laura Grunfeld, Chair
 Dave Wells, Clerk
 Gail Mullen

Absent: Lakhan Verma
Visitors: Nan Wells
 Cynthia Schuyler

Grunfeld called the C.O.D. meeting officially open at 12:37 PM
Please note this meeting has been recorded as per request by the BOS

AGENDA ITEMS:

- 1.) **APPROVAL OF MINUTES:** *It was moved by Mullen that the minutes of the Sheffield Commission on Disabilities for Friday, July 17, 2015 be approved. The Mullen motion was seconded by Grunfeld, and with no further discussion, the minutes were approved as presented.*

- 2.) **SHEFFIELD IN CELEBRATION FAIR WRAP-UP:** Some issues recommended
 - a.) Many vendors coming in at the last minute creating parking jams --- suggestion give a staggered time for vendors to set-up
 - b.) Lack of tables for vendors --- suggestion ask if the American Legion would loan tables as they have done in the past (much longer tables)
 - c.) One member of the Celebration set-up committee should be available at all times to help vendors find set-up spots, especially after spot reassignment was done on the fly at the last minute or to help/ greet visitors
 - d.) Have a large poster signage for vendor table set-up location. This signage would also help visitors find locations of vendors
 - e.) Consider using tape from pavilion pole to pole to lessen the possibility of vendors or visitors falling on entering the pavilion from non-entry spots. This year alone, we

know of three vendor/visitors who tripped and fell over the lip created by the boards at ground level.

- f.) Use a theme for presentation of material because the Celebration does not lend itself to lots of varied information ... many visitors/children are coming to tables to get freebies, the freebies are a big draw and the COD Disability Coloring Book and Crayons' freebie, this year, was a big success.
- g.) Wells and Wells contributed financially to the success of the COD Table presentation. Mullen moved that the Wells' should hand in all their expenditures so that they could be reimbursed by the COD for their expenses to support the COD presentation. Wells responded that they would donate to the COD all but the expense of the sandwich board signage that was printed for the occasion and was designed so that it could be used many times over by the COD. Mullen then revised her original motion and moved that the \$57 bill from Staples for the signage be paid from the COD funds' account. The Mullen motion was seconded by Grunfeld, and with no further discussion, the Mullen motion was approved unanimously.

3.) CHRISTOPHER REEVE FOUNDATION GRANT POSSIBILITY: Grunfeld reported that this grant could help the Town of Sheffield fund an evacuation chair and/or an assistive listening system for the Town Hall. These two items might have an estimated cost of \$3,000. It was decided, by consensus, to table further discussions regarding applying for the Reeve Foundation Grant until the next COD meeting in November.

4.) CHANGES TO THE OPEN MEETING LAW: Wells presented a notification update from Jeff Dougan, Mass. Office on Disability, regarding changes to the Open meeting law especially, the line item regarding that a member of a COD could be present by remote access. Initial feedback from a member of the BOS suggested that this possibility was only possible if the Town of Sheffield BOS voted it so ... and went on to say that the Town had not voted to allow remote participation. Mullen moved that Grunfeld E-Mail Jeff Dougan for clarification regarding several questions the COD had regarding this new change to the Open Meeting Law. The Mullen motion was seconded by Wells, and with no further discussion, the Mullen motion passed unanimously. Grunfeld E-Mailed Dougan and immediately received his response. The Dougan response was then moved by Mullen and seconded by Wells to be forwarded on to the Town Administrator and the BOS. With no further discussion, the Mullen motion was unanimously approved.

Grunfeld then moved that pursuant to the change in remote participation that the Sheffield COD would allow remote participation in its meetings. Grunfeld's motion was seconded by Wells, and with no further discussion, the Grunfeld motion was unanimously approved.

Grunfeld E-Mailed LaBombard and the BOS that the Sheffield COD had voted to authorize remote participation in all its COD meetings.

5.) NEW TOPIC FOR SHEFFIELD TIMES' ARTICLE: This item, by consensus, was tabled until the November COD meeting, as the deadline for the next submission to the Times would be December 15, 2015 and still allowed time for the COD to get a submission submitted.

- 6.) **DESIGNER /SELECTION COMMITTEE UPDATE:** Grunfeld gave a brief update stating that this phase of the committee was in its final stages.
- 7.) **UPDATE ON THE TOWN OF SHEFFIELD'S ADA SELF-EVALUATION:** The COD will continue to work on the Town's ADA Self-Evaluation. It was decided, by consensus, that the COD would devote all of the next meeting in November, to finish this document. There would be only this one single agenda item for this meeting. We would probably have to allow at least a 2-hour slot to accomplish this task ... 2:30 to 4:30 at our regular meeting of November 20, 2015.
- 8.) **CHAIR'S AGENDA ITEMS:** Grunfeld shared that the next stage of the CDBG Grant Continuation for 2016 funding needed a letter from the COD which supported the need to implement the design for the Sheffield Town Hall with new Grant funds. The consensus of the COD was, that Grunfeld should write a letter enthusiastically supporting the implementation and funding of the 2016 CDBG Grant design. Grunfeld also E-Mailed Duhlin, Assistant to the Town Administrator, asking her to please E-Mail copies of the DRAFT of the Boards and Commission Handbook to herself, Wells, and Mullen.
- 9.) **NEW BUSINESS:** There was none
- 10.) **COMMUNICATIONS:** See below

The meeting was moved to be closed by Wells and seconded by Mullen, and with no further discussion, the meeting was unanimously moved to be closed at 2:10 PM.

Grunfeld adjourned the Sheffield C.O.D. meeting at 2:10 PM

Respectfully submitted:
Dave Wells
Sheffield C.O.D. Clerk



The following documents were reviewed during the Commission's meeting and have been retained as required by Massachusetts Public Retention Policy:

Financial Report of Town of Sheffield October Fiscal Year 2016
Jeff Dougan E-Mail Communications
Christopher Reeve Foundation Grant document