

**TOWN OF SHEFFIELD
COMMISSION ON DISABILITIES
Thursday, November 12, 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]

Commission Member Absent: Jack Pollitt

Town Administrator: Joe Kellogg

Meeting started at 4:00 PM

APPROVAL OF MINUTES:

This was the 1st meeting of the newly formed Commission on Disabilities therefore there were no minutes to approve.

ATTENDANCE SIGNATURE SHEET: An attendance signature sheet was passed around for members to sign in and also include phone numbers, and E-Mail addresses.

SHEFFIELD'S TOWN ADMINISTRATOR, JOE KELLOGG, HANDED OUT AN AGENDA FOR THIS 1ST MEETING: The meeting then followed the agenda handout.

WELCOME AND INTRODUCTIONS:

ORGANIZATION – ELECTION OF CHAIR: *The Commission proceeded to elect Denise Rueger as Chair.*

ADMINISTRATOR KELLOGG PRESENTED GOALS/OBJECTIVES/PURPOSE OF THE NEWLY FORMED SHEFFIELD COMMISSION AND HANDOUTS WERE ALSO GIVEN OUT:

MEETING SCHEDULE/PROCESS: It was decided to meet once a month on the 2nd Thursday of every month at 5 p.m. Administrator Kellogg volunteered to post, for us, our next meeting scheduled Thursday,

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December 10, 2009 at 5 p.m. He informed us that ALL meetings must be posted 48 hours before the meeting is to be held and that we must also post an agenda.

AFFADAVIT WAS SIGNED BY ALL PRESENT:

REMINDER TO ALL PRESENT TO TAKE THE MASSACHUSETTS ETHICS ON LINE TEST:

ADMINISTRATOR KELLOGG EXPLAINED APPOINTMENT TERM OF SERVICE: Appointment terms were done in the following manner: the 1st 2 people appointed to the Commission would serve a 3 year appointment; the 2nd 2 people appointed would serve 2 years; and the 3rd 2 people would serve a 1 year appointment. Kellogg also explained that the chair will be elected each year.

911 CALL INFORMATION DISCLOSING SPECIFIC DISABILITIES WITHIN THE HOUSEHOLD WAS DISCUSSED:

HOW TO ENCOURAGE ALL SHEFFIELD RESIDENTS TO DISPLAY 911 HOUSE NUMBERS WAS DISCUSSED:

DISCUSSION ENSUED REGARDING PUTTING A DISABILITIES QUESTIONNAIRE WITHIN THE 2010 CENSUS MAILING: A discussion ensued about how best to inform the Sheffield residents about the newly formed Commission on Disabilities and how best we could serve our community, what disabilities we needed to address, what issues and concerns. It was decided that putting together a small insert in the census mailing going out in January might be the best way to get voluntary feedback. There are approximately 1500 to 1600 households in Sheffield that could be reached in that manner. There would be no cost to the commission to place this information gathering sheet within the Census mailing. Having a Disability Informational Questionnaire inserted into the Sheffield Census 2010 mail out was made into a motion, seconded, and so approved unanimously.

ADMINISTRATOR KELLOGG SHARED WITH THE COMMISSION MEMBERS THAT JACK POLLITT HAD SPOKEN WITH HIM AND THAT JACK FELT HE WOULD BE UNABLE TO SERVE ON THE COMMISSION ON DISABILITIES: Administrator Kellogg shared his regrets and we as well, that Jack Pollitt felt that he was going to have to resign from the Commission on Disabilities.

The meeting was moved to be adjourned, seconded, and unanimously so approved.

Chair Rueger adjourned the meeting at 5:25 p.m.

Respectfully submitted:

Dave Wells [assisted by Nan]
Clerk