

**TOWN OF SHEFFIELD
COMMISSION ON DISABILITIES
Thursday, April 15, 2010
TOWN HALL DOWNSTAIRS MEETING ROOM
4:00 PM**

Commission Members Present: Noah Parsons (Acting Chair)
Laura Grunfeld
Don Perry
Judy Steindler
Dave Wells (with the assistance of Nan Wells)

Absent: Denise Rueger (Chair)
Hyatt?(newly appointed Commission member)

Visitors:

Acting Chair Parsons called the meeting to order at 4:00 PM

APPROVAL OF MINUTES: Minutes of the Commission on Disabilities for March 18, 2010 (Training Seminar) and for April 1, 2010 were moved to be approved by Steindler and seconded by Perry, and unanimously approved as written.

Copies of the Minutes to be E-Mailed to Jack Pollitt.

**THIS WHOLE MEETING HAD BEEN SET ASIDE TO DISCUSS
COMMISSION NEEDS FOR THE TOWN WEB SITE:**

**GRUNFELD REPORTED ON HER MEETING WITH SHEFFIELD'S
ASSISTANT TOWN ADMINISTRATOR, LABOMBARD:**

- 1.) The request to have the Commission Logo added to the right hand side of the Sheffield Town header on the Commission on Disabilities' own Front page Link to the Town of Sheffield's web site (i.e. like our letterhead is set up) is a "NO" for now
Wells read LaBombard's E-Mail regarding above
- 2.) Commission would be allowed only 1 web site page[its Front Page] (fyi ... Internet pages extend as far down as the information is put)
- 3.) Commission could have 10 – 15 links
- 4.) Commission Minutes could be included on our page ... the Town would convert them to PDF files

**DISCUSSION FOLLOWED ON WHAT SHOULD BE PUT ON OUR LINK TO
THE SHEFFIELD TOWN WEB SITE:**

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1. **COMMISSION MEMBERS' CONTACT INFORMATION SHOULD BE ADDED:** Perry moved that the members' contact information should be shared on the Commission web site at **each member's discretion** as to what each individual member was willing and comfortable in publicly sharing, seconded by Wells, and unanimously so approved. The following members, present, signified what was acceptable to share on the Commission's web site:

<u>MEMBER:(Commission Office)</u>	<u>Phone #</u>	<u>E-Mail address</u>
Rueger (Chair)	absent	
Parsons (Vice Chair)	Yes	Yes
Wells (Clerk)	Yes	Yes
Grunfeld	No	Yes
Perry	Yes ... Shop #	Yes
Steindler	Yes	(none)
Hyatt	absent	

- 2.) **DISCUSSION FOLLOWED REGARDING ADDING SHEFFIELD'S ASSISTANT TOWN ADMINISTRATOR TO OUR LIST OF CONTACT NAMES:** It was moved by Perry, seconded by Wells and unanimously so moved that Sheffield's Assistant Town Administrator, LaBombard, would be listed below our names with a space or an asterisk noting that she was the Town's ADA Co-coordinator and our liaison person.

- 3.) **MEETING TIME, MEETING PLACE SHOULD BE PROMINENTLY DISPLAYED AND VISITORS WELCOMED:**

- 4.) **COMMISSION VACANCIES SHOULD BE LISTED ALONG WITH TERM EXPIRATION DATE OF CURRENT MEMBERS: (9 member maximum)**

- 5.) **DISCUSSION FOLLOWED REGARDING THE NEWLY FORMED COMMISSION APPOINTMENT TERMS ESPECIALLY AFTER JACK POLLITT'S 3 YEAR TERM WENT UNFILLED AND ANOTHER APPOINTED MEMBER NEVER REALLY SERVED:** There is some confusion about the length of Commission members' appointments and how they are determined and how these appointments will expire still leaving a 2/3 balance of members still on the Commission each year. It was moved by Wells, seconded by Perry and unanimously approved that Grunfeld would ask Assistant Town Administrator, Rhonda LaBombard how these initial appointment terms were addressed so that those retiring each year left a balance of 2/3rds still seated on the Commission.

6.)IT SHOULD BE NOTED, "IN TEXT," NEXT TO OUR WEB SITE MINUTES' FILES THAT ANYONE WHO IS BLIND OR USES A SCREEN WRITER CAN ASK THE COMMISSION TO SEND COMMISSION MINUTES AS "TEXT" ... WE WOULD BE HAPPY TO DO THIS, JUST LET US KNOW:

7.)TO INCLUDE THE SHEFFIELD BOARD OF SELECTMEN'S MISSION STATEMENT FOR THIS COMMISSION (6 points):

It was moved by Perry, seconded by Steindler, and unanimously approved to include on our web site the Sheffield Board of Selectmen's Mission Statement for the Commission on Disabilities.

8.)INCLUDE A WEB SITE "CONTACT BOX" WHICH IS LINKED TO ALL COMMISSION MEMBERS' E-MAIL ADDRESSES.

9.)EVENTS OR OTHER HAPPENINGS OF INTEREST:

10.)PRESS RELEASES:

11.)LINKS WITH ACCESS INFORMATION:

12.)FOR ANY ADA COMPLIANCE ISSUES, PLEASE CONTACT THE TOWN'S ADA CO-ORDINATOR, RHONDA LABOMBARD ... THIS NOTATION COULD BE ADDED AT THE TOP OF THE FRONT PAGE UNDER LABOMBARD'S NAME AND TITLE AS THE TOWN'S ADA CO-ORDINATOR AND OUR LIASON PERSON ALONG WITH HER CONTACT INFORMATION

13.)EMERGENCY ADA INFORMATION: IE TOWN EVACUATION PLAN ETC:

14.)PROJECTS: *It was moved by Grunfeld, seconded by Steindler, and unanimously approved that we would list the PROJECTS the Commission was undertaking on our web site page. That we would provide annotated notations on the projects which were active, those that had been completed or those on hold.*

DISCUSSION FOLLOWED WHETHER THE TOWN OF SHEFFIELD HAS 50 PAID EMPLOYEES: Issues may be handled differently depending on whether the Town of Sheffield has 50 or more paid employees. Answer at this time unknown but thought "**NOT**" ... This issue came up with the discussion surrounding whether there is a grievance procedure/process if a resident has an ADA Compliance Issue.

DISCUSSION FOLLOWED ON HOW TO KEEP THE LINES OF COMMUNICATION OPEN BETWEEN NON E-MAIL MEMBERS: Currently Wells is hand delivering the Draft of Commission Minutes to Steindler for her input regarding the accuracy of the minutes as she is out of the E-Mail loop. It was decided that Parsons would walk across the street with the draft of the Commission minutes for her input and Wells would call her with E-Mail FYI s.

GRUNFELD INFORMED THE COMMISSION THAT LABOMBARD HAD ASKED HER WHAT LABOMBARD SHOULD DO WITH COMMISSION PHONE MESSAGES, COMMUNICATIONS, E-MAILS THAT WERE SENT OR PASSED ON TO HER: It was moved by Steindler and seconded by Wells, and unanimously so approved that LaBombard should E-Mail all such communications to Rueger, Chair and cc: 'd to all other Commission members, seconded by Perry, and unanimously approved.

GRUNFELD WAS TOLD BY LABOMBARD THAT WE COULD, IF NEC., PLACE A NOTE ON THE SHEFFIELD TOWN HALL DOWNSTAIRS MEETING ROOM IF WE NEEDED TO MOVE OUR MEETING TO ANOTHER LOCATION:

DISCUSSION FOLLOWED REGARDING MAKING A LIST OF KNOWN AMERICAN SIGN LANGUAGE INTERPRETERS IN THIS AREA: Rueger had E-Mailed Wells that Trisha Vollmer of New Marlborough was a signer. Grunfeld reminded members that we need to accommodate a resident's need if requested to do so. She, also, said we would probably need to note on our web site that if accommodations were being requested that a 2 week heads up minimum would be needed. It was suggested that we should ask local school administrators if they keep a list of signers on hand if a parent/student requested a need for one. Also check with RID. Org (www.rid.org) a Registry for Interpreters of the Deaf. Grunfeld moved that we follow up in this regard, Steindler seconded, unanimously so approved.

STEINDLER SAID SHE FELT IT NEC. TO HAVE A SMALL ASSISTIVE LISTENING DEVICE AVAILABLE FOR HER AT OUR COMMISSION MEETINGS: It was moved by Perry, seconded by Wells, and unanimously so approved that Steindler would ask Town Administrator, Joe Kellogg for an assistive listening device for our meetings.

DISCUSSION FOLLOWED REGARDING THE NEED FOR THIS COMMISSION TO ESTABLISH AN ON-GOING LINK TO THE SHEFFIELD SENIOR CENTER: There are many services and projects that would be of mutual benefit if there was a good line of communication between this Commission and the Senior Center

GRUNFELD WAS COMMENDED ON HER GRATUITOUS THANKS TO THE MARCH 18th MAIN SEMINAR SPEAKERS, JEFF DOUGAN AND MARY MAKUC. IN APPRECIATION, GRUNFELD INCLUDED A VIDEO COPY OF THE TRAINING SEMINAR TO MARY MAKUC AND WILL BE SENDING A COPY OFF TO JEFF DOUGAN:

DISCUSSION FOLLOWED REGARDING A NEED TO SET UP A BERKSHIRE COUNTY DISABILITIES' NETWORK: *It was moved by Grunfeld, seconded by Wells, and unanimously so approved that Parsons would look into establishing and designing a Berkshire County Disabilities' Web site.*

MUCH DISCUSSION FOLLOWED ON HOW NEXT TO PROCEED AFTER PARSONS SAID THAT AFTER PERSONALLY SPEAKING WITH SHEFFIELD SELECTMAN DAVE MACY, THAT PRESENTING OUR CURB CUT AND GENERAL LIMITED DISABILITY ACCESS ON THE RTE. 7 BUSINESS CORRIDOR REALLY NEEDED TO GO TO THE STATE HIGHWAY COMMISSION NOT THE TOWN BOARD OF SELECTMEN: This issue is a very important one to the Commission and we understand that part of this issue is a State Highway issue and part is a Sheffield Town issue. The Commission, after much discussion on how to proceed, decided to continue the Town walk already scheduled for April 29th. The Commission will meet at 4 p.m. at the Town Hall. Parsons has said he will wheelchair on his own but will ask his mother, Candice Parsons, (who more nearly represents the physical ability of most wheelchair users) to join us, Wells will scooter it, Nan Wells will try to use a roll-later, others will walk it. Notes, more photos, and measurements will be taken at this time. Two hours has been set aside to do this but if more time is needed, more time will be taken. At the completion of the walk, Commission members will have dinner at the Market Place Café here in Sheffield. More on this later.

PERRY TOLD THE COMMISSION THAT HE HAD PICKED UP TWO COPIES OF THE CTSB-TV DVD VIDEO OF OUR MARCH 18th COMMISSION ON DISABILITIES' SEMINAR. HE WENT ON TO SAY THAT HE GAVE ONE COPY TO SHEFFIELD'S BUSHNELL SAGE LIBRARY AND THEN PROCEEDED TO GIVE A 2nd COPY, THAT HE HAD PERSONALLY PURCHASED, TO THE COMMISSION. THIS 2nd COPY IS CURRENTLY HELD BY THE CLERK ON BEHALF OF THE COMMISSION: The Commission thanked Perry for going to get the DVD video recordings and for personally purchasing the 2nd copy for the Commission.

STEINDLER MAY NOT BE ABLE TO ATTEND OUR APRIL 29th MEETING BUT WILL COME IF SHE CAN: She will have our best wishes regardless.

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**NEXT COMMISSION MEETING WILL BE THE TOWN WALK ON APRIL 29th
at 4 p.m. STARTING AT THE SHEFFIELD TOWN HALL.**

*Perry made a final move to adjourn this meeting, seconded by Wells, and
unanimously so approved to be adjourned.*

Acting Chair Parsons adjourned the meeting at 6:15 p.m.

Respectfully submitted:

Dave Wells [assisted by Nan Wells]
Clerk