



Town of Sheffield
Commission on Disabilities
Town Hall – 21 Depot Square
P.O. Box 325
Sheffield Massachusetts 01257



Friday, November 21, 2014

Sheffield Senior Center

2:30 PM

Commission Members Present: Laura Grunfeld, Chair
Dave Wells, Clerk
Gail Mullen
Absent: Lakhan Verma
Visitors: Nan Wells

Grunfeld called the C.O.D. meeting open at 2:30 PM

AGENDA ITEMS:

- 1.) **APPROVAL OF MINUTES:** *It was moved by Mullen that the minutes of the Sheffield Commission on Disabilities for October 17, 2014 be approved. The Mullen motion was seconded by Grunfeld, and with no further discussion, the minutes were unanimously approved as presented.*
- 2.) **SHEFFIELD TIMES' ARTICLE SUBMISSION:** Discussion followed on C.O.D. topics for the next issue of the *Sheffield Times*. It was decided, by consensus, to have Grunfeld resubmit an article that we have regarding a reminder to all businesses of the necessity of keeping sidewalks and walkways free of ice and snow. Worthy of consideration for future C.O.D. articles, which might be of more interest to the *Sheffield Times'* readership, would be interviews, profiles – actual stories of local residents who are living with or overcoming disabilities.
- 3.) **SMALL C.O.D. SHEFFIELD TIMES' AD:** Grunfeld reported that the bill for extending the C.O.D. small ad for another year, which would appear in the *Sheffield Times*, had been sent to the Town Administrator for payment from the Sheffield C.O.D. account.
- 3.) **LOCAL BLACKBOARD CONNECT/REVERSE 911:** Wells gave a full report regarding the various emergency notification systems in use here in Sheffield and beyond. The Wells' report also included additional questions to the original 7

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Continued:

asked and the Town Administrator's responses to all the questions. After considerable discussion, Grunfeld moved that she felt a follow up E-Mail should be sent to the Town Administrator regarding the Town Blackboard connect system and issues the C.O.D. felt should be considered. She also felt that the C.O.D. should suggest, in this E-Mail, various ways and opportunities that the Town might consider using to promote and encourage more Sheffield citizens to sign up with the Town's emergency notification system. Wells seconded the Grunfeld motion, and with no further discussion, the Grunfeld motion passed unanimously.

4.) CHAIR'S AGENDA ITEMS:

- a. Town ADA Self-Evaluation: Grunfeld shared that the Select Board had agreed the COD could ask Chris Becker from the Mass Office on Disabilities to lend his expertise in updating the ADA Self-Evaluation. With the support of the Town Administrator/ADA Coordinator, Grunfeld had contacted Mr. Becker and they were working out a date for his visit. Grunfeld is to notify the COD when the date is arranged.
- b. Grunfeld shared with the C.O.D. her desire to continue as a member of the Commission but not continue in the position of chair after the end of the 2014 calendar year. No current member wished to hold the position of chair and Grunfeld was asked to please continue in her current position. Although Grunfeld might have hoped for another outcome, the Commission shared with her their need for her to continue as chair. The Commission will continue its efforts to recruit more members in hopes of someone eventually stepping forward to serve as Chair

13.) NEW BUSINESS:

- a. *BRTA*: Wells updated the Commission on the progress of the BRTA Grant regarding proposed transportation for Sheffield residents. Wells presented the information of how this transportation grant might work, a map, time, etc. etc. Wells also noted that the Sheffield Board of Selectmen were currently seeking feedback/comments regarding the proposed BRTA transportation plans.
- b. Wells reported that the Sheffield B.O.S. had just passed a request to have all Boards and Commissions use a tape recorder at each meeting. The purpose of the tape recorder was not to change the minutes of meetings but only to be used if there was a disagreement regarding the validity/reporting of what had transpired at a meeting. The minutes were not to be a transcript but a reflection of the essence of the agenda item. Once the minutes have been passed, the tape recording of that particular meeting is to be destroyed. No tape recorder was used at this meeting, as LaBombard told the clerk to wait until this new requirement had been shared with all Boards and Commissions.

- c. Wells updated the Commission on the progress of the Community Block Grant that was conjointly awarded to Great Barrington and Sheffield. The program is being administered by the Berkshire Regional Planning Commission. Grunfeld and Wells have been appointed by the B.O.S. to serve on this committee. Wells shared some of the proposed grant guidelines for applying, where to find applications, examples of perhaps an awarded grant, and how winning award grants might be chosen.
- d. The next C.O.D. meeting will be Friday, December 19, 2014 at the Sheffield Senior Center at 2:30 PM unless otherwise notified.

14.) COMMUNICATIONS: Wells shared the Town Financial Report document which notified all Boards, Commissions, etc. of their current budget status which had been picked up from the C.O.D. mail box at the Town Hall.

The meeting was moved to be closed by Grunfeld and seconded by Wells, and with no further discussion, the meeting was unanimously moved to be closed at 4:58 P.M.

Grunfeld adjourned the Sheffield C.O.D. meeting at 4:58 P.M.

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:

1. November 2014 Sheffield Financial Report for Departments, Boards, Commissions, Town entities etc., an update of expenditures
2. BRTA FYI notes and map.
3. 7 C.O.D. questions that Wells was asked to ask of Rhonda LaBombard, Town Administrator
4. Community Development Block Grant ... *Sheffield Times* November/December 2014/January 2015 issue and informal notes.



**TOWN of SHEFFIELD
Commission on
Disabilities**



AGENDA

The Commission will meet *Friday, December 19, 2014

at the Sheffield Senior Center at 2:30 PM

***PLEASE use side door**

The following Agenda items are for review and possible action

- 1. Approval of the November 21, 2014 C.O.D. Minutes**
- 2. Update Sheffield Times December 15 deadline article**
- 3. Update on the Town of Sheffield's ADA yearly self-evaluation**
- 4. Update on Local Blackboard Connect/Reverse 911 Grunfeld E-Mail**
- 5. Start to work through old C.O.D. Subject Histories that have not been addressed**
- 6. Update on taping Board and Commission meetings**
- 7. Chair's agenda items**
- 8. New Business**
- 9. Communications**

All agendas are subject to change and items requiring extensive discussion or prior research will be placed on a future agenda so that the issue can receive appropriate attention

*****A larger print version of this AGENDA will be available, upon request,
at the Town Administrator's Office**