



*Town of Sheffield  
Commission on Disabilities*

*Town Hall – 21 Depot Square*

*P.O. Box 325*

*Sheffield Massachusetts 01257*



**Friday, April 11, 2014**

**Sheffield Senior Center**

**2:30 PM**

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

Visitor: Nan Wells

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

**AGENDA ITEMS:**

- 1.) **APPROVAL OF MINUTES:** *It was moved by Verma that the minutes of the Commission on Disabilities for March 21, 2014 be approved. The Verma motion was seconded by Grunfeld, and with no further discussion, the minutes were unanimously approved as presented.*
- 2.) **AFFORDABLE TRANSPORTATION NOW AVAILABLE IN SHEFFIELD**  
**UPDATE:** Wells updated the C.O.D. regarding Christ Church Episcopal & Trinity Lutheran Church, who have now purchased liability insurance, and are ready and willing to help Sheffield and Ashley Falls' residents with transportation needs. Grunfeld asked Wells to continue to stay informed regarding all transportation aspects for Sheffield residents.
- 3.) **VERMA RESEARCH FINDINGS REGARDING THE REVERSE 911/BLACKBOARD CONNECT SYSTEM:** Verma updated the C.O.D. regarding his research findings. Verma found out that the Town of Sheffield administers the reverse 911/Blackboard Connect System. That any imminent town emergency or information of interest to the town would be disseminated to those registered in the Blackboard Connect data base system. He also told the C.O.D. that the Town Administrator, LaBombard, had told him the system, which was set up a number of years ago [a one shot inclusion], has never been updated after that. She thought that it would be wise for all residents to confirm that their contact

3. Continued ...

information in the Blackboard Connect data base is correct. The system may still have glitches due to a variety of reasons/ unknowns. At this time, Verma reported that there is no way the Town actually knows where or if there are glitches or who may or may not get the Blackboard Connect emergency information. The system is set up to re-call a number not answered but that does not necessarily mean there aren't glitches in the call system. It just means that, that particular number, right or wrong, will get called more than once if not answered.

- 4.) **SHEFFIELD TIMES MULLEN C.O.D. ARTICLE SUBMISSION:** Mullen updated the C.O.D. explaining why the article she had proposed submitting to the *Sheffield Times* was a "no go." She said she had spoken with a police officer about the idea of having emergency specifics [including, but limited to, house floor plans, medical issues, and other emergency data that might be helpful] in data bases for EMTs, Police, and Fire Departments to use when servicing Sheffield residents. She reported that there was no easy way to access this information during an emergency so the idea would not work at this time.
- 5.) **NEXT C.O.D. SHEFFIELD TIMES' ARTICLE:** Since the Mullen article was a "no go," the Verma written article for the July Issue of the Sheffield Times regarding the Reverse 911/Blackboard Connect System was moved by Grunfeld to be submitted to meet the April 15 deadline for submissions to the Sheffield Times. Wells seconded the Grunfeld motion, and with no further discussion, the Grunfeld motion passed unanimously. Grunfeld suggested that it might be a good idea to have this article run again sometime down the road to remind Sheffield residents or new residents that keeping the Blackboard Connect information up to date is important. The C.O.D. thought it would be a good idea to have regular tests of the Blackboard Connect System so that people can learn whether or not they would be reached during an actual emergency. Grunfeld moved that she would follow up with the Town Administrator regarding having the Town set up periodic tests on their Blackboard Connect system. Her motion was seconded by Wells, and with no further discussion, the Grunfeld motion was approved unanimously.
- 6.) **C.O.D. JUNE 15 REPLACEMENT SUBMISSION TO THE SHEFFIELD TIMES:** Discussion followed especially regarding disseminating clearly and precisely what accessible transportation is really available to Sheffield residents and all the ins and outs of using these options. What transportation is accessible? to what degree? actual cost? time table? is it door-to-door? how a Sheffield citizen gets the transportation? How far away is the transportation available to take a passenger/s? is there a price break for more than one passenger riding to exactly the same place? What payment options are accepted, cash, debit /credit card, check? Etc. Grunfeld moved that Wells should do the next article for the Sheffield Times regarding accessible transportation for Sheffield residents. Verma seconded Grunfeld's motion, and with no further discussion, the Grunfeld motion was approved unanimously.

- 7.) **SMALL C.O.D. ADVERTISEMENT IN THE SHEFFIELD TIMES:** Discussion followed. Grunfeld asked for input and suggestions from Commission members for the next small C.O.D. ad to be placed in the *Sheffield Times*. No one had suggestions at this time; therefore, Grunfeld moved that the Commission bring suggestions/ideas to the May 16 C.O.D. meeting. Mullen seconded the Grunfeld motion, and with no further discussion, the Grunfeld motion was unanimously approved.
- 8.) **LARGER PRINT ON THE TOWN NOTICE BOARD UPON REQUEST UPDATE:** Wells reported, that so far, there is no signage posted on the Town Notice Board regarding larger print notices being available upon request from the Town Administrator's Office. Wells also reported and showed the Commission the new Agenda Template to be used by all Boards and Commission Agenda Notices that are submitted for posting on the Town Notice Board. Grunfeld moved that the C.O.D. submit signage to the Town Administrator's Office which could be used immediately on the Notice Board that would give notice that large print versions of notices appearing on the Town Notice Board could be obtained from the Town Administrator's Office upon request. Wells seconded Grunfeld's motion, and there being no further discussion, the Grunfeld motion was unanimously approved. Grunfeld E-Mailed the Town Administrator's Office an already made sign which could be used by simply printing it out and posting it on the Town Notice Board which would make known the availability of large print copies of notices upon request from the Town Administrator's Office.
- 9.) **PEOPLE FIRST LANGUAGE:** Wells handed out to each member of the Commission a copy of one of the "People First Language" articles. Grunfeld reviewed some of the salient points within the article.
- 10.) **LETTER TO SELECT BOARD UPDATE:** Wells handed out a copy of the C.O.D. letter sent to the Sheffield Board of Selectmen and shared a more recent update regarding MassDOT and Sheffield Rte 7 corridor considerations. Grunfeld asked Wells to stay informed regarding the above and keep the C.O.D. in the loop.
- 11.) **CHAIR'S AGENDA ITEMS:** Grunfeld had 2 chair items.
- A. That she had invited the Town Administrator, Rhonda LaBombard, to attend the May 16, 2014 C.O.D. meeting to explain the practical application of the Open Meeting Law.
- B. Sheffield In Celebration Fair in September. After a brief discussion, Grunfeld moved that the C.O.D. sponsor a table at the Sheffield in Celebration Fair. Mullen seconded Grunfeld's motion, and it was unanimously approved. Tentative assignments were moved by Grunfeld and seconded by Mullen, and unanimously approved to be the following: Wells, Wells, and Verma would work the C.O.D. information table; Grunfeld, backed up by Mullen, would work with parking; and Wells would get new/updated handouts for the table display and whatever freebies different organizations might give to the C.O.D. for this

event. Wells would also try to get some informational handouts and freebies that might cater to youths attending the Fair as well as the material for adults.

**12.) COMMUNICATIONS:**

Wells shared the Financial Report for the Town of Sheffield for the month of February and March of 2014 which was received in the C.O.D. mailbox. Wells reminded Grunfeld that we needed to make sure all the newest C.O.D. bills had been presented to the Town and had been counter signed by her.

**13.) NEW BUSINESS:** The next C.O.D. meeting will be Friday, May 16, 2014 at the Sheffield Senior Center at 2:30 PM unless otherwise notified.

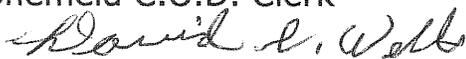
**17.)** The meeting was moved to be closed by Wells and seconded by Mullen, and with no further discussion, the meeting was unanimously moved to be closed at 4:05 PM.

Grunfeld adjourned the Sheffield C.O.D. meeting at 4:05 PM.

Respectfully submitted:

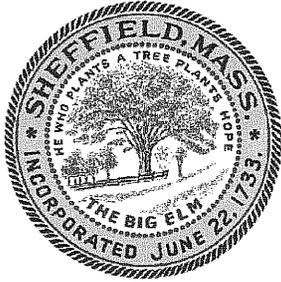
Dave Wells

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:

1. Verma C.O.D. submission [Sheffield's Reverse 911/Blackboard Connect System] for the next *Sheffield Times'* article
2. People First Language handout
3. Letter written by Wells on behalf of the C.O.D. to the Sheffield Board of Selectmen regarding Rte. 7 Corridor Accesses
4. New Agenda Template to be used by all Boards and Commission Agenda Notices for posting on the Town Notice Board
5. Financial Report for the Town of Sheffield – February 2014
6. Financial Report for the Town of Sheffield – March 2014



**TOWN of SHEFFIELD**  
**Commission on**  
**Disabilities**  
**AGENDA**



**The Commission will meet \*Friday, May 16, 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 April 11, 2014 C.O.D. Minutes**
- 2. *Sheffield Times* July C.O.D. article update**
- 3. *Sheffield Times* next article submission**
- 4. New submission for Small C.O.D. ad**
- 5. Continue C.O.D. planning for Sheffield Celebration Fair**
- 6. Welcome our Town Administrator**
- 7. Larger print on the Town Notice Board upon request update**
- 8. Rte. 7 Corridor Accesses ... MassDOT & Town of Sheffield update**
- 9. Chair's agenda items**
- 10. 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**