

*Town of Sheffield
Commission on Disabilities*

Town Hall – 21 Depot Square

P.O. Box 325

Sheffield Massachusetts 01257



Friday, May 16, 2014

Sheffield Senior Center

2:30 PM

Commission Members Present: Laura Grunfeld, Chair [arrived 3:20 PM]
Dave Wells, Clerk
Gail Mullen
Lakhan Verma

Visitors: Rhonda LaBombard, Sheffield Town Administrator
Nan Wells

Mullen moved that Wells chair the C.O.D. meeting until Grunfeld arrived. Verma seconded the Mullen motion, and with no further discussion, the Mullen motion was approved.

Wells 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 Sheffield Commission on Disabilities for April 11, 2014 be approved. The Verma motion was seconded by Mullen, and with no further discussion, the minutes were unanimously approved as presented.

- 2.) **UPDATE ON THE WELLS' ARTICLE "TRANSPORTATION OPTIONS for RESIDENTS OF SHEFFIELD & ASHLEY FALLS:"** Wells handed out a copy of the Sheffield & Ashley Falls' Transportation Spreadsheet to each C.O.D. member. Wells reported that each organization had been contacted, each category researched, and then approved by all the organizations included in the table. After much discussion, the Wells' spreadsheet had the consensus of the C.O.D. for submission to the Sheffield Board of Selectmen. It was thought that, once approved by the B.O.S. that it could then be included as a link on the Town web site, could also be sent out by the Town in a "blast," and also handout copies for posting and distribution could be seen and/or picked up at various locations throughout Sheffield and Ashley Falls. Although Wells had previously been asked to write this information up to meet the June 15 *Sheffield Times'* deadline, the

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2. Continued

C.O.D. now believed that because the Commission had no money to finance a full page submission, it would not be possible to submit it to the *Sheffield Times*. Mullen then moved that due to a lack of funds, the spreadsheet was not an option for the Sheffield Times. Grunfeld seconded Mullen's motion, and with some further discussion, the motion still passed although Wells voted "no" on the motion.

- 3.) **NEXT SHEFFIELD TIMES REPLACEMENT ARTICLE:** Since the Wells' submission for the next issue of the *Sheffield Times* was considered a "no go," Grunfeld asked Mullen if she would write an article for the *Sheffield Times* which would encourage visitors and new members to consider joining the Commission. This article would be submitted to meet the June 15 deadline for the next *Times'* issue. Mullen said she would write the requested article. Grunfeld then moved that Mullen write the article, Verma seconded Grunfeld's motion, and with no further discussion, the Grunfeld motion was approved unanimously.
- 4.) **GRUNFELD WELCOMED OUR TOWN ADMINISTRATOR:** Grunfeld had asked LaBombard to attend this C.O.D. meeting to again clarify some of the questions the Commission still had regarding the "Open Meeting Law" regulations. LaBombard was most helpful in answering lingering questions various members had in how to be in compliance with the Open Meeting regulations at a practical level. The Commission thanked LaBombard for her continued support and dedication to the Mission charge of the Sheffield C.O.D.
- 5.) **NEXT C.O.D. SHEFFIELD TIMES' ARTICLE:** It was suggested that the next C.O.D. article submission to the *Sheffield Times* [August 15, 2014 submission deadline] should generate interest for the up and coming C.O.D. planned Fall presentation "Visitability Seminar." No member was assigned to write the article at this time.
- 6.) **SMALL C.O.D. ADVERTISEMENT IN THE SHEFFIELD TIMES:** Discussion followed. Consensus of the C.O.D. was that the small Commission Ad in the *Sheffield Times* would remain the same for the July issue.
- 7.) **LARGER PRINT ON THE TOWN NOTICE BOARD:** Wells reported that there was still no signage posted on the Town Notice Board regarding larger print notices being available upon request from the Town Administrator's Office. LaBombard shared with the Commission that the whole Town Meeting Notice Board situation still had to be addressed. The Notice Board is just not large enough to meet all the needs of the Town. She shared with the Commission, that at this time, the larger print notice requested by the C.O.D. was on hold until the B.O.S. addressed how to facilitate the larger space needs for the Town Notice Board.
- 8.) **RTE. 7 CORRIDOR ACCESSES UPDATE:** Wells shared an informational update regarding the Rte. 7 Corridor accesses. LaBombard, also, shared additional Rte. 7 Corridor access information. The C.O.D. reminded LaBombard that the

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8.) Continued:

Commission had asked in a letter to the B.O.S. that the C.O.D. needed to be kept in the informational loop. LaBombard responded that she would, personally, try to keep the Commission informed.

9.) CHAIR'S AGENDA ITEMS: Grunfeld had 3 chair items.

1. Grunfeld shared that she would be away much of June and her commitments would make her attending a June C.O.D. meeting out of the question. After discussion, Wells moved that the Commission not meet in June. Mullen seconded the Wells' motion, and with no further discussion, the motion was unanimously approved. Wells will notify the Sheffield Senior Center and the Town Administrator, for posting, that the C.O.D. will not hold a June meeting.
2. Next C.O.D. meeting date of July 18, 2014 was approved by consensus.
3. Grunfeld shared with the C.O.D. her response to the Massachusetts Office on Disability E-Mail request regarding "MassDOT Seeks Input from Commissions About Accessible Meeting Locations."

10.) COMMUNICATIONS:

1. The Town Administrator's Office notified the Sheffield Commission on Disabilities that at the Town Meeting in May, the Town had approved the C.O.D.'s request of \$200 for the 2015 fiscal year.
2. Wells reported that he had received a letter from the Town Administrator/Sheffield Board of Selectmen that his 3 year appointment to the C.O.D. was up in June and that if he wished to reapply for another 3 year appointment, he would have to do so before June 12, 2014.

11.) NEW BUSINESS:

The next C.O.D. meeting will be Friday, July 18, 2014 at the Sheffield Senior Center at 2:30 PM unless otherwise notified.

The meeting was moved to be closed by Wells and seconded by Verma, and with no further discussion, the meeting was unanimously moved to be closed at 4:35 P.M.

Grunfeld adjourned the Sheffield C.O.D. meeting at 4:35 P.M.

Respectfully submitted:

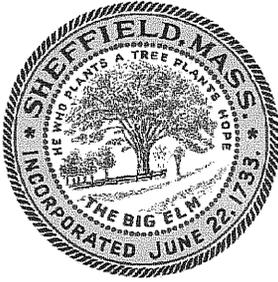
Dave Wells

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. Handout copies of the "Transportation Options for Residents of Sheffield and Ashley Falls" Spreadsheet
2. Notification Letter regarding the town approval of the C.O.D. request for \$200 for the 2015 fiscal year.
3. Grunfeld's response to the Massachusetts Office on Disability request for information E-Mail of May 13, 2014.

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TOWN of SHEFFIELD
Commission on
Disabilities
AGENDA



The Commission will meet *Friday, July 18, 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 May 16, 2014 C.O.D. Minutes
2. Election of C.O.D. Chair and Clerk for the following year July 2014 to June 2015
3. *Sheffield Times* July C.O.D. articles (2) updates
4. Sheffield Times August 15 deadline article
5. New submission for small C.O.D. *Sheffield Times'* ad
6. Continue C.O.D. planning for Sheffield Celebration Fair
7. Start planning for the Fall "Visitability" Seminar
8. Chair's agenda items
9. Communications
 1. Reappointment
 2. May 27, 2014 ... Unanimous Sheffield Board of Selectmen approval of the "Transportation Options for the Residents of Sheffield & Ashley Falls'" C.O.D. spreadsheet

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**