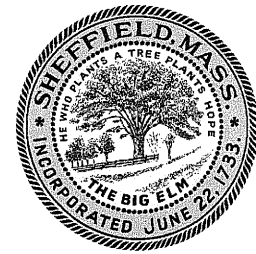




Town of Sheffield
Commission on Disabilities

Town Hall – 21 Depot Square
P.O. Box 325
Sheffield, Massachusetts 01257



Friday, July 21, 2017
Sheffield Senior Center
Officially opened at 10:32 AM

Commission Members

Present: Laura Grunfeld, Chair
Gail Mullen
Dale Alden

Absent: Priscilla Reuger

Guests: None

Grunfeld called the C.O.D. meeting officially open at 10:32 AM. This meeting has been recorded as per request by the BOS. The meeting began with news that a new member, Priscilla Reuger, has been appointment by the Selectboard and that there is an expression of interest in the COD from another Sheffield resident. Neither were able to attend this meeting.

AGENDA ITEMS:

1.) APPROVAL OF JUNE 30, 2017 COD MINUTES: *With one edit, Mullen moved that the COD Minutes for June 30, 2017 be approved as amended. The motion was seconded by Alden, and with no further discussion, the motion carried unanimously.*

2.) Officer's job descriptions: Alden presented the work he had done to help define the officer's job descriptions. In discussion members were reminded that there are 9 members allowed on the COD and that there are currently 5 openings. The official mission of the COD was read aloud to all present. There was a reminder that COD members may officially attend the meeting by conference call if they are not able to attend in person and that three members would need to attend, either in person or by phone, to have a quorum with the current number of four members. The three members in attendance took on the following duties:

- a. Grunfeld, "Chair": Chair duties, minutes, and agenda.
- b. Alden, "Media Coordinator": Graphic design, writing, and publicity.
- c. Mullen, "Materials Host": Storage and care of the physical materials of the commission which currently include the brochure display rack, A-frame sandwich board, display boards that Nan Wells made, and the 3-ring binder with COD records. Mullen will also pick up the mail at the Town Hall, handle it as needed, and update the 3-ring binder. By consensus, the COD members decided to spend one meeting in the fall or winter, familiarizing themselves with the contents of the 3-ring binder.

Grunfeld moved that the COD ask the Select Board to allow the COD to have a Facebook page and to request that the Town host the page so that as members come and go from the Commission, permission can be given to current members to post items to the page. Alden seconded the motion. The motion carried unanimously.

Alden moved that Mullen purchase appropriate totes to house and protect the printed materials that Mullen will have in storage and that she submit the receipt to the Town Hall. Mullen seconded the motion. The motion carried unanimously.

3.) Election of new officers: The members called Alicia Dulin, Assistant to the Town Administrator, to get information about the election process. Dulin informed the COD that election of officers may be done whenever the Commission chooses; there is no prescribed timing. The Clerk position does not need to be filled. The Clerk's duties may be divvied up among the other members until a Clerk is elected. Since Mullen and Alden did not want to serve as Chair or Clerk, it was the consensus of the members to bring up elections at a later date when more people have joined.

4.) Thank you notes for celebration: The members signed the thank you notes and Alden will send them out. Alden also offered to write an article for the Sheffield Times expressing the COD's thanks. Alden will bring the article to the next meeting for review before submitting it.

5.) Sheffield Fair participation planning: Grunfeld turned over the boxes of materials to Mullen for storage. Samples of each of the handouts in storage were distributed to Mullen and Alden so that they could contact the organizations to confirm that these are current documents and/or to get new ones. Alden and Mullen will also solicit new materials for the Sheffield Fair. Grunfeld will handle the accessible parking. Alden will staff the COD's table. Mullen will float between the two. Reuger will express her availability at the next meeting.

6.) Reevaluation of COD goals: Discussion to continue at the next meeting.

7.) Items for next meeting's agenda: COD goals, Sheffield fair planning.

8.) Date, time, place for next meeting: Friday, August 18, 10:30 AM, Senior Center.

9.) Chair's agenda items: None.

10.) New Business: None.

11.) Communication: "SheffieldMission," a document recording when the Selectboard formed the COD and stating the COD mission.

12.) ADJOURNMENT: Alden moved to adjourn the meeting, seconded by Mullen. The motion carried unanimously.

13.) Grunfeld adjourned the meeting at 12:20 PM.

Respectfully submitted:



Laura Grunfeld
Chair, Commission on Disabilities