



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



Friday, November 17, 2017
Bushnell Sage Library
Meeting officially opened at 10:30 AM

Commission Members

Present: Laura Grunfeld, Chair
Gail Mullen
Dale Alden
Priscilla Rueger
Guests: None

Grunfeld called the Commission on Disabilities (COD) meeting officially open at 10:40 AM. Per request of the Select Board, the COD records its meetings.

AGENDA ITEMS:

- 1.) Approval of October 20, 2017 COD Minutes:** *Alden moved that the COD Minutes for October 20, 2017 be approved as submitted. The motion was seconded by Rueger, and with no further discussion, the motion carried unanimously.*
- 2.) Municipal ADA Improvement Grant:** Rene Wood told Grunfeld that the grant was submitted November 15, 2017 and the town will be notified on January 15, 2018. Grunfeld submitted the letter of support for the grant earlier in November.
- 3.) Donated TTY:** This was discussed in the last meeting. No further update.
- 4.) Open Meeting Law:** Rueger has turned in her Certificate of Receipt. Alden, Mullen, and Grunfeld would like some more time to review the materials before submitting their Certificates.
- 5.) Facebook Page Request:** On October 24, 2017 Grunfeld submitted an email to the BOS and LaBombard making the request that the COD be allowed to have a Facebook page. The request asked that the Town establish the page but give members of the COD permission to administer the page. Permission can be passed on to active members as people come and go from the Commission. This way ultimate control remains with the Town. We are awaiting a reply.
- 6.) COD Budget Planning:** Expenses to date: \$15 for Sheffield Fair booth. Pending expenses: \$14.95 toner for Alden's printer (receipt not yet turned in). Remaining in budget: \$270.05. Grunfeld reported that the cost of a one-year, six-issue, advertising contract with the Sheffield Times would be \$108 for 1/8 page. After a call to the Town Administrator the COD learned that they may be able to include an insert in the January Town mailing but if not there would be another chance in June.

Grunfeld motioned that the COD produce an insert to be included in a Town mailing and engage in a one-year advertising contract with the Sheffield Times for 1/8 page at \$108. After discussion, Grunfeld withdrew the first motion and made another. Grunfeld motioned that the COD hold off on committing to spending any money until they know the cost of printing to be included in the Town mailing. Rueger seconded. The motion passed unanimously.

Grunfeld sent an email to LaBombard asking how much the mailing would cost. The group discussed making a flyer to post in various places around town. Mullen suggested that we write more articles for the Sheffield Times. The activation of the Facebook page, if approved, would be a possible topic for the COD's promotional efforts.

7.) Sheffield Times Advertisement Design: Discussion turned away from advertising and to writing articles instead. Grunfeld will submit a short article about winter maintenance. In a brainstorming session the following topics were proposed and possible author assignments made:

- a. If the ADA grant is funded we will ask Rene Wood if she would like to write an announcement.
- b. An update on the ADA Self-Evaluation – what has been accomplished and what is pending (Mullen).
- c. The Mass Office on Disability (MOD) may have information we can share.
- d. Promote the services that are available from MOD (Mullen).
- e. Educate town businesses about what the ADA requires of them and include a link to “ADA Update: A Primer for Small Business” published by the DOJ. (Grunfeld)
- f. Accessible parks and trails in Sheffield (Alden).

8.) COD Green Policy: The members brainstormed a few ideas to be included in the policy (Print as little as possible, when possible car pool if we go to COD meetings or conferences, in any gathering, event, or activity we would only use environmentally friendly, recyclable/compostable items). Alden will bring a proposed policy to the next meeting.

9.) Town Hall ADA Brochure: By consensus, this item is tabled until a future meeting.

10.) Chair's agenda items: Grunfeld noticed two items in recently released Board of Selectmen minutes from two Working Session meetings on October 31, one meeting at 3:00 PM and the other at 5:00 PM.

- a. From the 5:00 PM Meeting: The Town is looking into installing an accessible playground at the Town Park this spring. *Grunfeld motioned that the COD send a memo to the BOS and LaBombard with input about the accessible playground. The memo would include the suggestions that the town may want to consult with others in addition to the manufacturers of playground equipment. The COD would like to suggest that the Town consult with parents of children and children with disabilities as well as people who specialize in designing accessible playgrounds. The school has a parent group that may be of assistance. The MOD may be a resource. The members of the COD will send other resources as they think of them. Alden seconded the motion. The motion carried unanimously.*
- b. From the 3:00 PM meeting: The bids for the CDBG Town Hall Accessibility project were double the estimated cost. The BOS was to further discuss the issue at the November 6 meeting. The minutes from that meeting are not yet available. During this meeting, the COD sent an email to LaBombard asking “We have been very

involved moving this project forward and are wondering what we can do now to further assist."

11.) New Business: No new business.

12.) Items for next meeting's agenda: Report on responses from LaBombard regarding the: Town Hall accessibility project, Facebook proposal, Town Park playground, cost of COD mailing insert. Open Meeting Law Receipts update. Budget update.

13.) Date, time, place for next meeting: The next meeting will be December 15, 2017, 10:30 a.m., at the Bushnell Sage Library.

14.) Communications: Open Meeting Law Guide, Certificate of Receipt of Open Meeting Law Materials, Memo from Town Clerk Re: Updates to the Open Meeting Law. Letter to Priscilla Rueger regarding Rueger's appointment to the COD. Oct 24 Facebook Page request email sent to BOS and LaBombard. Nov 17 Email to LaBombard regarding cost of insert for mailing. Nov 17 email to LaBombard regarding Town Hall Accessibility Project renovations. Nov 8 letter of support for ADA Improvement Grant sent to Rene Wood.

15.) Adjournment: *Grunfeld moved to adjourn the meeting, seconded by Mullen. The motion carried unanimously.* Grunfeld adjourned the meeting at 1:25 PM.

Respectfully submitted:



Laura Grunfeld
Chair, Commission on Disabilities