



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



Friday, June 11, 2021
Virtual meeting by conference call

Commission Members

Present: Laura Grunfeld, Chair
Rick Brown
Pam Mercer
Gail Mullen
Priscilla Rueger
Absent: All present
Guests: None

The meeting was called to order at 10:31AM and was chaired by Grunfeld.

Grunfeld read the required opening statement: *In accordance with Gov. Bakers 3/12/20 Order suspending certain provisions of the Open Meeting law, and the Governor's 3/15/20 Order limiting the number of people who may gather in one place, this meeting of the Town of Sheffield Commission on Disabilities, is being conducted via remote participation. No in-person attendance of members of the public is permitted (other than virtually), but every effort will be made to ensure you can participate in this meeting. When we hear by a ping sound that someone has joined the meeting, we will ask that person to introduce themselves.*

1.) Approval of March 19, 2021 minutes: By consensus, the March 19, 2021 minutes were approved.

2.) The Future of the COD: Grunfeld reported that Brown has said he will be leaving the COD at the end of his term on June 30th. He has too many commitments and needs to lighten his load. Brown said he has enjoyed his membership in the COD and has learned a lot. He spoke a bit about his involvement in It Takes a Village, the Democratic Party, and with other projects. We will miss his participation and are very grateful for all the work he has done.

Grunfeld reported that she spoke with Tod MacKenzie. Upon his retirement shortly before the pandemic, he and his wife purchased property in Sheffield, and he wants to give back to the community. He has experience working in marketing and editing and advocating for people with disabilities. MacKenzie has sent an email to LaBombard requesting that the Select Board appointment him to the COD. Grunfeld has sent an email supporting his appointment. We look forward to his involvement.

3.) Sheffield Times' Articles: Mercer's Accessible Outdoors column for the July/August issue will be about the River Walk in Great Barrington. Mullen will continue working on a short article regarding the 911 system and the form that people with disabilities may submit to the Police Department so that, when responding to a call, emergency personnel are alerted to the presence of people with disabilities and are prepared to assist properly. Mullen has learned that when people call 911 using a cell phone, TTY, or

phone hooked up through a cable company (such as Spectrum), the 911 system does not display the name or location of the caller. The caller should give the operator this information right away. Mullen will include this information in the article.

4.) **Town Accessibility Handbook:** Brown shared a first draft of a table of contents for the handbook. He recommended starting off with the purpose for the handbook, followed by an official non-discrimination notice based on what the state says. He also recommends tackling the project in pieces as it would be daunting otherwise. Mercer has agreed to work on the project and hopes that MacKenzie will work with her.

5.) **ADA Self-Evaluation Priorities Document:** Grunfeld shared the ADA Self-Evaluation Priorities document that she had prepared and asked if anything should be changed. After making two changes the document was approved for sending to the Select Board and the Town Administrator.

COD members will work with Town staff to get things done on the list. Mullen will work with the Library's Director and assist with putting together an emergency evacuation training. COD members may be called upon to serve as simulation "patrons" during the training.

6.) **COD Picnic Planning:** The COD collegiality Picnic will be held on Sunday, July 25 from 1:00 – 3:30pm, at the Sheffield Town Park pavilion, in celebration of the July 26 anniversary of the signing of the Americans with Disabilities Act. Grunfeld has compiled a contact list of CODs in southern Berkshire County, including Egremont, Great Barrington, New Marlborough, and Pittsfield. This will be a brown bag lunch with non-alcoholic beverages provided by the Sheffield COD. Past members of the Sheffield COD will also be invited.

7.) **Members' Items:** Mullen will be moving boxes of stored records to the Town Hall basement. Grunfeld will speak with Kathy Gipps of the New England ADA regarding doing another Title II presentation and ask if she prefers to do it by Zoom or in person. A possible topic is the ADA as it relates to the hiring process and employment, or customer service, or other topics.

8.) **Visitors' Items:** No visitors present.

9.) **Items for next meeting's agenda:** Introduce new member, Sheffield Times articles, COD Picnic, Town Accessibility Handbook, Sheffield Fair, we need a Clerk.

10.) **Action Items:**

- a. Mullen: Meeting with the Library Director, Deena Caswell, regarding emergency evacuation training for library staff and emergency personnel; Sheffield times article for 911 and TTY; ADA Celebration Picnic committee with Grunfeld.
- b. Mercer: Sheffield Times article; Town Handbook with MacKenzie.
- c. Grunfeld: ADA Celebration Picnic committee with Mullen; Send out Picnic invitation; Speak with LaBombard regarding using part of our budget for hosting;; Reserve library for July 16, 202; Send priorities list to Select Board.

11.) **Date, time, place for next meeting:** Wednesday, July 16, 10:30 AM. This will be an in-person meeting.

12.) **Communications:** None

13.) **Adjournment:** The meeting was adjourned at 12:10 PM.

Respectfully submitted:

A handwritten signature in black ink that reads "Laura Grunfeld". The signature is written in a cursive style with a large, stylized "L" and "G".

Laura Grunfeld

Chair, Commission on Disabilities