



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



Friday, Nov 19, 2021
Bushnell Sage Library, downstairs meeting room

Commission Members

Present: Laura Grunfeld, Chair
Gail Mullen
Priscilla Rueger
Attending by phone: Pam Mercer
Absent: Tod MacKenzie
Guests: None

The meeting was called to order at 10:39 AM and was chaired by Grunfeld. The meeting is being recorded.

- 1.) **Approval of October 15, 2021 minutes:** By consensus, the October 15 minutes were approved.
- 2.) **Playground discussion:** Mercer and Grunfeld have not yet been able to visit the accessible playground in Pittsfield. Discussion postponed until spring.
- 3.) **Library's emergency drill update:** Deena Caswell, Library Director, will notify Mullen when she has set a date.
- 4.) **Town Accessibility Handbook update:** This project is in the hands of Mercer and MacKenzie. Mercer reported that she is working on talking with the various Town Departments. Mercer asked that Grunfeld look at the list Mercer has compiled so far and give feedback. The COD members brainstormed ideas for information to include in the handbook. We know there are many other items to include but this is a partial list. In no particular order:
 - a. Identify facility, programmatic, and services accessibility for each of the Town offices/departments
 - b. Map of accessible parking spaces
 - c. ASL interpreter availability for Town meetings, (have interpreter standing by for the annual meeting and cancel if not needed)
 - d. ADA Coordinator contact information
 - e. List members of the COD, COD webpage, and contact information
 - f. Grievance process
 - g. Accessible voting options
 - h. How to ask for transportation to polls
 - i. How to pay taxes online

Mercer will continue to reach out to each department about their services and their accessibility options. Contact Mercer with any other thoughts on what to include in handbook.

- 5.) **Member's Items:** Mullen will ask LaBombard about storing old COD files in the Town Hall basement. Grunfeld reviewed the correspondence collected from the COD mailbox with the members.
- 6.) **Visitors' Items:** There were no visitors.
- 7.) **Items for next meeting's agenda.** Approval of minutes, update on library evacuation drill, Town Accessibility Handbook update.
- 8.) **Date, time, place for next meeting:** Friday, Dec 17, 10:30 AM, downstairs library. This will be an in-person meeting.
- 9.) **Communications:**
- a. Refund of registration fees from Berkshire County Arc when their Legislative Breakfast was cancelled.
 - b. Appointment letters from the Select Board for Tod MacKenzie, Pam Mercer, and Priscilla Rueger.
 - c. A letter from Dale Alden regarding a particular resident's lack of care of the vegetation adjacent to the sidewalk in front of the resident's house in Ashley Falls. This issue is in the hands of the Town and is not for the COD.
 - d. Letter from the Town of Dalton informing us of the release of Community Development Block Grant funds for the Housing Rehabilitation Programs in Dalton, Becket, Stockbridge, and Sheffield.
- 10.) **Adjournment:** The meeting was adjourned at 11:27 AM.

Respectfully submitted:



Laura Grunfeld
Chair, Commission on Disabilities