



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



Monday, August 19, 2013

Sheffield Senior Center

2:30 PM

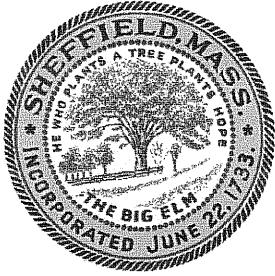
Commission Members Present: Laura Grunfeld Chair
Dave Wells, Clerk
Gail Mullen

Visitors: Nan Wells
Lakhan Verma
Cynthia Schuyler
Craig Cheney
David Wadsworth
Beth Stevens

Grunfeld called the C.O.D. meeting open at 2:30 PM

AGENDA ITEMS:

- 1.) **APPROVAL OF MINUTES:** *It was moved by Grunfeld that the minutes of the Commission on Disabilities for July 19, 2013 be approved. The Grunfeld motion was seconded by Wells; and with no further discussion, the minutes were unanimously approved as presented.*
- 2.) **LAKHAN INTRODUCTIONS:** Lakhan, a potential new member of the Sheffield C.O.D., introduced himself and in return the C.O.D. members did the same.
- 3.) **Update on ADA TRAINING SEMINAR:** Grunfeld shared up-dated information and phone calls that had been made. Wells was asked to re-submit Berkshire County ADA coordinator lists to her.
- 4.) **ASSIGNMENTS FOR C.O.D. TRAINING SEMINAR WERE MADE:**
Powerpoint set up: Grunfeld and John-Arthur
Attendee Reservations: [outside of Sheffield Town Staff reservations] all others will be made and managed through Grunfeld as her contact



Town of Sheffield
Commission on Disabilities

Town Hall – 21 Depot Square

P.O. Box 325

Sheffield Massachusetts 01257



Continued:

information will be on all C.O.D. communications sent out for the
Training Seminar

Flyer: Wells will design, with Grunfeld input and approval. Wells will get
flyers printed. Mullen will post flyers about 2 weeks prior to the
training session

Placing Flyers: 35 locations see Wells for previous flyer posting locations

Photo copies of flyer: Wells

Signage: (3) Wells will fill out paperwork and present for Board of
Selectmen Approval for the placement of 3 signs for Training Session

- (1) American Legion – Wells paperwork/Mullen to place and take down
- (2) North Town Center green - Wells paperwork/Mullen to place and
take down
- (3) South Town Center green - Wells paperwork/Mullen to place and
take down

Invite other towns, commissions, et al: Grunfeld

Phone calls: Grunfeld will discuss with Town Administrator

Name tags: will use plain name tag labels [stickies] Wells will check with
Town Administrator if the Town has tags we can use

Sign-in Sheet: Wells

Setup room and chairs: Grunfeld to setup the hows with John-Arthur Miller

Refreshments: \$40 in cash was donated by C.O.D. members present to
help The Friends of the Sheffield Senior Center who are supporting this
C.O.D. event with light refreshments. Wells will stay in touch with
Claudia Martin, Chair of the Friends, to help facilitate this endeavor.

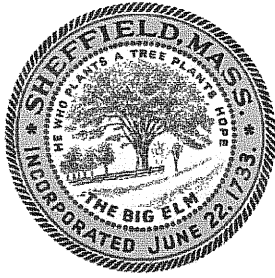
Feedback form: Wells will print out form and Grunfeld will facilitate the
actual process for obtaining feedback on the day of the training
session.

5.) SHEFFIELD TIMES "SAVE THE DATE" ARTICLE & E-MAIL BLAST:

Grunfeld reported that she had submitted an ADA Training Seminar article and
had also sent out to perhaps 200 address book contacts an E-Mail Blast to save
the October 21 ADA Training Seminar date. The Blast encouraged those who
would be attending to make reservations as soon as possible as space would
be limited.

**6.) EXPENSES THE C.O.D. MAY HAVE AS A RESULT OF SPONSORING THE
OCT. 21 TRAINING SESSION:**

Discussion followed. The C.O.D. has a Town
approved budget line of \$200 for the fiscal year of 2014. Possible expenses
the C.O.D. might need to make would be 2 ads in local newspapers [*Record*
/Berkshire Eagle] with an approximate cost of \$32 an ad for a total of \$64.



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



Continued ...

ASL Interpreter: expensive
ALD: expensive
Large print handouts: Kathy Gips will bring

- 7.) **UPDATE ON ASSISTIVE LISTENING DEVICE COMPARISON PRICE QUOTES :** Nothing more to date. Grunfeld will re-give the 1st and only quote she has obtained to the Town Administrator. Grunfeld will follow up with more research on purchasing costs for an effective assistive listening device for large Town meetings. Grunfeld will submit additional findings to the Town Administrator.
- 8.) **MEMBERSHIP RECRUITING:** Lakhan showed interest in being involved in the Sheffield C.O.D. He would be such an asset if he chose to submit his letter to the Sheffield Board of Selectmen requesting an appointment to this Commission.
- 9.) **REPORT REGARDING A CONVERSATION WITH CHRIS BECKER, ACCESS SPECIALIST FOR MA OFFICE ON DISABILITY:** After discussion, Grunfeld moved that the C.O.D. should support Becker's offer to give his professional, non-binding advice regarding the proposed Rte 7 curb cuts and cross walks. With no further discussion, the Grunfeld motion passed unanimously.
- 9.) **NEXT SHEFFIELD TIMES C.O.D. SUBMISSION:** Discussion followed. An article on "Visitability" was considered. It was decided that the next C.O.D. submission for the November/December issue would be tabled until the October meeting.
- 10.) **DISCUSSED CHOOSING PERHAPS A BETTER FUTURE C.O.D. CALENDAR MEETING DAY:** Discussion followed. Grunfeld moved that a hold be put on this discussion until a later date. Her motion was seconded by Wells, and with no further discussion, Grunfeld's motion was unanimously approved.



Town of Sheffield
Commission on Disabilities
Town Hall – 21 Depot Square

P.O. Box 325

Sheffield Massachusetts 01257



11.) NEW BUSINESS

- a. Grunfeld proposed that the C.O.D. set aside up to \$100 from the Town allocated \$200 for the purpose of supporting and promoting the October 21 ADA Training Session needs i.e. 2 ads in local media and a C.O.D. vinyl banner which would be used in all future C.O.D. events. That this money would be spent at the discretion of the Chair without calling a meeting to discuss the minute details of the proposed expenses. Wells seconded the Grunfeld motion, and with no further discussion, the Grunfeld motion passed unanimously.
- b. Grunfeld moved that Wells design an all purpose generic C.O.D. banner, which could be used at all future C.O.D. events, with input from Grunfeld. That the C.O.D. would grant Wells and Grunfeld the autonomy to make decisions regarding the design of said banner and its production and cost without further approval of C.O.D. commission members. Mullen seconded Grunfeld's motion, and with no further discussion, the Grunfeld motion was unanimously passed.
- c. Cynthia Schuyler [a welcome visitor] suggested the C.O.D. set up a table at the Sheffield Town Fair to be held at the Town Park on September 7, 2013. Discussion followed. Wells moved that the C.O.D. participate in the Town Fair, Mullen seconded the Wells motion, and with no further discussion, the Wells motion was unanimously approved.
- d. Discussion followed on what the C.O.D must do to participate in the Sheffield Town Fair:
 - i. Ask to be added to the Town Fair Participant list: Mullen
 - ii. Tables: Wells & Mullen
 - iii. C.O.D. new Banner: Wells
 - iv. C.O.D. all materials and handouts of possible interest: Wells
 - "Visitability" information: Grunfeld will ask Town Administrator to see if the Town will print "Visitability" handouts for the C.O.D.
 - Grunfeld will bring any other handout/freebies the C.O.D. may have
 - Wells will print out some interesting "kid stuff" sheets which highlight disability learning in a fun way for kids
 - ADA Training Session flyers: Wells will print 50 copies for the taking
 - Signup sheet for receiving Disabilities' Information Blasts: Wells will do



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



Continued:

- v. Parking: Grunfeld
 - vi. C.O.D. Table 12 – 5 PM: Wells, Wells, Mullen and Lakhan
- e.) Grunfeld moved that the C.O.D. not meet in September as we were participating in the Sheffield Town Fair and there were too many other member conflicts to meet at a later date in September. Wells seconded Grunfeld's motion, and with no further discussion, Grunfeld's motion was unanimously approved.
- f.) The next C.O.D. meeting will be Monday, October 7, 2013 at the Sheffield Senior Center at 2:30 PM

C.O.D. AGENDA for Monday, October 7, 2013 meeting at 2:30 PM @ the Sheffield Senior Center:

(Please note that there will be no September meeting as the C.O.D. will be staffing a booth at the Sheffield Town Fair, Saturday, September 7, 2013)

Agenda:

- 1.) Approval of the Monday, August 19, 2013 C.O.D. minutes
- 2.) Finalize ALL details and assignments regarding Americans with Disabilities' Act [Title II] Training Seminar
 - Number of attendees already signed up to date
 - A new, last minute E-Mail reminder Blast
 - Flyers printed for posting [Wells to ask the Town Administrator if they will be able to print Oct. 21 C.O.D. flyers]
 - Putting flyers up
 - Date flyers should all be up
 - Sandwich board sign location request form needs to be filled out with exact location of sandwich board signs
 - Request form for number of signs and placement must be approved by Board of Selectmen
 - Check with the Friends of the Sheffield Seniors regarding light refreshments

Commission on Disabilities' Minutes
August 19, 2013
Page 5 of 6



Town of Sheffield
Commission on Disabilities
Town Hall – 21 Depot Square

P.O. Box 325

Sheffield Massachusetts 01257



- Senior Center October 21 set up and take down committee should be selected
- Table for C.O.D. information material should be set up [Wells will bring info material and staff table]
- Grunfeld and John-Arthur to set up Gips' Power Point presentation equipment
- Check with LaBombard, Sheffield ADA Co-coordinator, if she is all set with being Master of Ceremonies for this Training Session
- Articles/news' releases/and or ads in local media
- Monies already spent from the C.O.D. \$200.00 Town approved budget line ... Wells/Grunfeld to report
- Does the C.O.D. have other expenses for the Oct. 21 ADA Kathy Gips' Training Session?
- Updates to be shared on ALL C.O.D. "Assignments" [see above listed assignments in the minutes of August 19, 2013]
- 3.) Update on further assistive listening device comparison price quotes' research regarding a proposed Town purchase of an assistive listening device that would be used at all Sheffield Town Meetings
 - 4.) Grunfeld to up-date C.O.D. on Town curb cut design plans
 - 5.) Membership recruiting
 - 6.) *Sheffield Times'* next C.O.D. submission ... "Visitability"?
 - 7.) Re look at a consistent day of the month for most all future C.O.D. meetings ... a consistent date has many benefits
 - 8.) On line presence ... old business
 - 9.) Potential C.O.D. book list link to Sheffield Bushnell-Sage Library ... old business
 - 10.) New business
 - 11.) Communications
 - 12.) Other

Wells moved to adjourn this meeting, seconded by Mullen, and with no further discussion, the meeting was unanimously approved for adjournment.

Grunfeld adjourned the Sheffield C.O.D. meeting at 4:50 PM.

Respectfully submitted:

Dave Wells

Sheffield C.O.D. Clerk

Commission on Disabilities' Minutes
August 19, 2013
Page 6 of 6