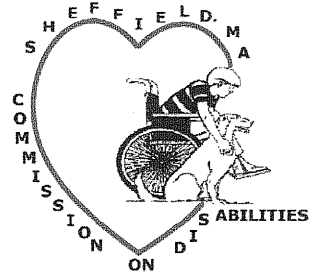


*Town of Sheffield*  
*Commission on Disabilities*  
*Town Hall – 21 Depot Square*  
*P.O. Box 325*  
*Sheffield Massachusetts 01257*



**Monday, October 7, 2013**

**Sheffield Senior Center**

**2:30 PM**

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

Visitors: Nan Wells  
Lakhan Verma

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 August 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:** Lakhan, shared with the Commission his desire to be appointed as a member of the Sheffield C.O.D. His potential appointment by the Sheffield Board of Selectmen was unanimously greeted with much pleasure by all present.
- 3.) **ADA TRAINING SEMINAR:** All aspects of the planning details ADA Training Seminar were tightened up.
  - LaBombard will be asked to send out a final reminder
  - Grunfeld will send out a final E-Mail reminder/invitation to all contacts for this event
  - Wells and Mullen will have all flyers up by Sunday, October 13, 2013
  - Wells will submit signage request for the ADA Training Seminar to the Board of Selectmen at their meeting tonight
  - Grunfeld will E-Mail signage information to Mullen which she should reproduce as big as possible for the large lawn signs
  - Mullen will do 4 large poster board signs and place on signage Monday, October 14, 2013



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Continued:

Wells will put up, with the help of George Olean signage – large sandwich board in front of the American Legion Hall property, and one large sign facing those coming in to town from the North and the 3<sup>rd</sup> large sign facing those coming in to town from the South on the Village Green.

Wells, with the help of George Olean, will remove signage Monday, October 21 after the ADA Training Seminar is over

Wells will do name tags

Wells will do sign-in sheet

Grunfeld and Mullen will help set-up Senior Center

Wells will bring all handouts and freebies and set up Commission table

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

Grunfeld and Wells shared that they had touched base with LaBombard and the Friends of the Sheffield Seniors, Claudia Martin, regarding any last minute needs

- 4.) **EXPENSES THE C.O.D. MAY HAVE AS A RESULT OF SPONSORING THE OCT. 21 TRAINING SESSION:** Grunfeld reported that the Commission was able to get in one ad in to the *Shoppers' Guide*.
- 5.) **ASSISTIVE LISTENING DEVICE:** Grunfeld reported that there was nothing new to report at this time but that she would report on this issue at the November meeting.
- 6.) **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 November meeting.
- 7.) **DISCUSSED CHOOSING PERHAPS A BETTER FUTURE REGULAR C.O.D. CALENDAR MEETING DAY:** Discussion followed. Wells moved that future Commission meetings should return to the 3<sup>rd</sup> Friday of every month. The next meeting would then be Friday, November 15, 2013. Wells' motion was seconded by Mullen, and with no further discussion, the Wells' motion was unanimously approved.



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**8.) WELLS MOVED TO TABLE AGENDA #8 and #9:** After a minimum of discussion Wells' motion to table Agenda #8 [On-line Presence] and Agenda #9 [Potential C.O.D. Book Link to Sheffield Bushnell-Sage Library] was seconded by Mullen, and with no further discussion, was unanimously approved.

**9.) COMMUNICATIONS:**

Board of Selectmen: Memorandum – “Meeting Minutes” July 23, 2013

Financial Report Spreadsheet August 2, 2013 which included C.O.D.

Office of the Town Administrator: Memorandum - “Americans with Disabilities['] Act Training” August 21

Office of the Town Administrator: Memorandum – “ADA Training” Sept. 24  
Seminar: “Northampton Commission on Disability will present a seminar on Public Accommodations September 26, 2013

Office of the Town Administrator: Memorandum - “Meeting Minute Information” September 30, 2013

Conference: “Positive Psychology for Persons with Intellectual Disabilities: Wrong to Strong” October 7, 2013

Sheffield Board of Selectmen: “Policy on Use of Town Council” undated

**10.) NEW BUSINESS:** The next C.O.D. meeting will be Friday, November 15, 2013 at the Sheffield Senior Center at 2:30 PM

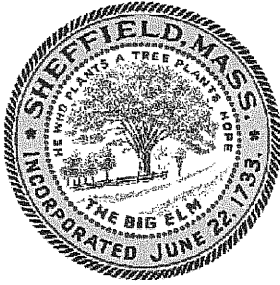
Meeting moved to be closed by Grunfeld and seconded by Wells, with no further discussion the meeting was unanimously moved to be closed at 4:05 PM.

Grunfeld adjourned the Sheffield C.O.D. meeting at 4:05 PM.

Respectfully submitted:

Dave Wells

Sheffield C.O.D. Clerk



**TOWN of SHEFFIELD**  
**Commission on**  
**Disabilities**



**Will meet: \*Friday, November 15, 2013 at the Sheffield Senior Center**  
**at 2:30 PM**

**AGENDA:**

- 1.) Approval of the Monday, October 7, 2013 C.O.D. minutes
- 2.) Welcome our new official C.O.D. member, Lakhan Verma
- 3.) Evaluate feedback regarding the October 21, 2013 ADA Training Seminar
- 4.) Thank yous to all those who helped make the ADA Training Seminar such a success
- 5.) Update on assistive listening device comparison price quotes' research for a proposed Town purchase of an assistive listening device that would be used at all Sheffield Town Meetings
- 6.) C.O.D. on Town curb update, if any
- 7.) Update on financial expenses and remaining monies
- 8.) On line presence ... old tabled business
- 9.) Potential C.O.D. book list link to Sheffield Bushnell-Sage Library ... old tabled business
- 10.) New business  
    "Visitability" Seminar for Spring
- 11.) *Sheffield Times'* next C.O.D. submission ... "Visitability"?
- 12.) Communications
- 13.) Other