



*Town of Sheffield
Commission on Disabilities*

Town Hall - 21 Depot Square

P.O. Box 325

Sheffield Massachusetts 01757



**Thursday, March 24, 2016
Sheffield Senior Center
Officially opened at 2:45 PM**

Commission Members Present: Laura Grunfeld, Chair
Gail Mullen

Visitor: Nan Wells

Grunfeld called the C.O.D. meeting officially open at 2:45 PM

Please note this meeting has been recorded as per request by the BOS

AGENDA ITEMS:

- 1.) **APPROVAL OF MINUTES:** *It was moved by Mullen that the minutes of the Sheffield Commission on Disabilities for Friday, February 26, 2016 be approved. The Mullen motion was seconded by Grunfeld, and with no further discussion, the minutes were unanimously approved as presented.*
- 2.) **COD MINUTES' RECORDER:** Although Nan Wells had been appointed to the Sheffield COD she had yet to take the "Conflict of Interest" class and had not been sworn in by the Town Clerk; therefore, Grunfeld asked, technically still visitor Nan Wells, if she would be willing to take the COD minutes for this meeting. Wells accepted. Grunfeld thanked Wells for being willing to do them.
- 3.) **NAN WELLS APPOINTED BY BOS TO SHEFFIELD COD:** Grunfeld welcomed Nan Wells, who was appointed to a three-year term to the Sheffield COD by the Sheffield BOS on March 21, 2016.
- 4.) **KRISTA STANTON SUBMITS NAME FOR APPOINTMENT TO SHEFFIELD COD:** Wells reported that Krista Stanton had submitted her name for appointment to the Sheffield COD, and if appointed before the next COD meeting, she might be joining us for the next COD meeting in April. However, she will not be able to participate as a member until she has taken the "Conflict of Interest" class and been sworn in by the Town Clerk.

- 5.) **COD BUDGET LINE:** Wells remarked that the COD had no money until the Town voted at the May Town Meeting, the COD request for a \$200.00 operating expenses' budget for the Fiscal Year 2016-17. If passed, the monies would not be available until July 2016. Grunfeld would have to tell Tara White that the COD could not, at this time, finance an ad in the *Sheffield Times*. It was decided, by consensus, that the COD would discuss whether to buy an ad in the *Sheffield Times* when the COD, if approved, actually had the monies available in the budget.
- 6.) **AGING IN PLACE SEMINAR:** Grunfeld shared with the COD that she hoped to attend the Aging in Place Seminar and encouraged members to attend with her.
- 7.) **MULLEN TO ATTEND SCHOOL FOR THE BLIND:** Mullen reported that she would be attending a seminar at the School for the Blind in Boston. The COD was pleased that she would be attending and asked her to pick up any materials of interest that could be handed out by the Sheffield COD, i.e. braille cards, coloring book pages, etc.
- 8.) **SHEFFIELD IN CELEBRATION WILL BE HELD SEPTEMBER 10, 2016:** The COD discussed possible suggestions for this year's Sheffield in Celebration. Some of the items discussed were: stagger the times for vendors to begin setting up, have a full time greeter at the entrance to the pavilion, make a large poster which shows the vendor layout for use by both vendors and the public, use caution or flagging tape to warn people away from entering the pavilion anywhere but at the entrances, see if the Celebration Committee can borrow long tables from the Sheffield American Legion to be used by the vendors, but still encourage vendors to bring their own display tables. Grunfeld said she hoped to attend the Sheffield in Celebration Planning Committee meeting.
- 9.) **CURB CUTS:** Grunfeld reported that the Town Administrator told her that the Route 7 curb cuts and cross walks that the COD requested from the MA DOT some years ago, will be addressed by the Mass DOT this summer.
- 10.) **DESIGN COMMITTEE UPDATE:** Grunfeld reported that the design work for the Town Hall architectural barrier removal has been completed. The Town has submitted a Community Development Block Grant (CDBG) with hopes of funding the construction.
- 11.) **TRANSITION PLAN:** This meeting had been set aside to make recommendations and prioritizing items on the Sheffield ADA Transition Plan. After much discussion and a number of trials at prioritizing, *Grunfeld moved that the COD needed to do this with the Sheffield Town Administrator. Mullen seconded the Grunfeld motion, and with no further discussion, the Grunfeld motion was approved as moved.* Grunfeld e-mailed LaBombard to ask if she could meet with the COD. LaBombard said she would come to the May meeting of the COD.
- 12.) **SHEFFIELD TIMES' ARTICLE:** Grunfeld suggested that the COD continue to submit educational articles to the *Sheffield Times*. The COD discussed a number of possible topics until Grunfeld suggested that she would try to submit an article for the April 15th deadline, addressing the topic of People First and Identity First Language.

13.) **NEW MEMBERS:** The COD continues to reach out to encourage new membership.

14.) **DONATION MONEY IN MEMORY OF DAVID WELLS:** Nan Wells reported that the money being donated in memory of David Wells continues to grow. She hopes there will be enough to purchase a permanently installed assistive listening device for the Senior Center along with a sign or plaque commemorating David's contribution to the Town of Sheffield.

15.) **NEXT COD MEETING TIME and PLACE DISCUSSED:** It was agreed by consensus, that the next COD meeting would be held on April 15, 2016 at the Sheffield Senior Center [upon approval by the Sheffield Senior Center Director, Jenn Goewey] at the usual time of 2:30 PM.

16.) **CHAIR'S AGENDA ITEMS:** The May COD meeting with the Town Administrator is tentatively set for Friday, May 13 with a back up date of Thursday, May 19. The final decision will be made at the April meeting with Krista Stanton's input. The meeting may be held at the Town Hall to be more convenient for LaBombard.

17.) **NEW BUSINESS:** There was none

18.) **COMMUNICATIONS:** See below

The meeting was moved to be closed by Mullen and seconded by Grunfeld, and with no further discussion, the meeting was unanimously moved to be closed at 4:30 PM.

Grunfeld adjourned the Sheffield C.O.D. meeting at 4:30 PM

Respectfully submitted:

Nan Wells

Sheffield C.O.D. visitor of many years

The following documents are still under review by the Commission and have been retained as required by Massachusetts Public Retention Policy

- a. Jeff Dougan ADA Evaluation and subsequent clarifications
2010 & 2014 Chris Becker Evaluations and subsequent clarifications
COD ADA Working Drafts
- b. Sheffield Town Fiscal Budget February 2016 breakout spreadsheet
- c. "Aging in Place" Seminar write-up and flyer