



Town of Sheffield
Commission on Disabilities

Town Hall - 21 Depot Square

P.O. Box 325

Sheffield Massachusetts 01257



Friday, November 18, 2016
Sheffield Senior Center
Officially opened at 2:38 PM

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

Grunfeld called the C.O.D. meeting officially open at 2:38 PM.

This meeting has been recorded as per request by the BOS.

AGENDA ITEMS:

- 1.) **APPROVAL OF OCTOBER 6, 2016 COD MINUTES:** *Grunfeld moved that the COD Minutes of October 6, 2016 be approved. Mullen seconded the Grunfeld motion and with no further discussion the Grunfeld motion was unanimously approved by consensus.*

- 2.) **NEW MAGAZINE/BROCHURE RACK ADDITIONAL USES:** Discussion continued from the October 6 COD meeting as to where the COD might place the new rack with materials of interest to Sheffield residents with disabilities. Grunfeld and Wells reported on their visit to the Sheffield Town Hall to scout possible locations. The Town Hall entryway did not seem to be a feasible location. The Sheffield Senior Center and the Bushnell Sage Library are both still viable possibilities. *It was decided by consensus that, after discussing the other items on the agenda, the COD would re-convene at the Library to see if that was a suitable place for locating the brochure rack.* [The rack is approximately 49 inches high by 28 inches wide and 4.75 inches deep.] When the COD moved the meeting to the library to scout locations for the rack, they found several spots that might work. *The rack placement evaluation was moved, by consensus, to be continued at the December meeting for next step consideration/s.*

- 3.) **WELLS' MEMORIAL FUND UPDATE:** Wells shared a copy of the grant application that was awarded with funding still needed for the procurement of several types of Assistive Listening Devices for the Sheffield Senior Center. The David Wells' Memorial Fund provided the remaining needed funds, gifting the Senior Center with \$1,250.00. *It was decided by consensus that the COD would send out to all David Wells Memorial Donors a COD Thank You Card. The Wording for inside the notecard was written by consensus.*

Wells will check if the Town would print and mail them for the COD. Wells will furnish the cardstock and envelopes for the notecards.

- 4.) **SHEFFIELD TIMES' ARTICLE:** It was decided by consensus, that Grunfeld would submit an article by December 15 that would highlight the Route 7 crosswalks and curb cuts that have been completed by the Mass DOT. The curb cuts have long been a goal of the Sheffield COD and now we have seen the results of efforts that were initiated when the COD was founded in 2009. Grunfeld moved that it would be nice to ask all past Sheffield COD members, or *a family member to represent those who have passed away, to pose for a photo at one of these Route 7 crossings to illustrate the article. Mullen seconded the Grunfeld motion, and with no further discussion, the Grunfeld motion passed unanimously. [Those past and present members would be: Claudia Martin, *Dave Wells, Denise Rueger, *Don Perry, Gail Mullen. *Jack Politt, Judy Steindler, *Lakhan Verma, Laura Grunfeld, Lori-Beth Amato, Maryann Hyatt, Nan Wells, and Noah Parsons.]
- 5.) **REPORT ON THE KP PUBLIC RECORDS' LAW INFORMATION SEMINAR:**
Both Grunfeld and Wells attended the "New Public Records' Law - Technical Requirements and Practical Applications" information seminar held November 3, 2016 at the Lenox Town Hall.
- 6.) **COD MEMBER OUTREACH EFFORTS:** It was decided by consensus that this item would be deleted from future COD Agendas. The team will continue to make outreach efforts as they meet people in the community, and will report back when efforts prove fruitful.
- 7.) **REVIEW SHEFFIELD ADA SELF-EVALUATION PROGRESS:** This item was agreed, by consensus, to be tabled until the December COD meeting.
- 8.) **EVACUATION CHAIR:** This item was agreed, by consensus, to be tabled until the December COD meeting.
- 9.) **NEXT COD MEETING:** Mullen moved that the next COD Meeting be held Friday, December 16, 2016 at 10:30 AM at the Sheffield Senior Center and, if that location was not available, to consider asking the Library for that time slot. The Mullen motion was agreed to by consensus. Mullen also suggested that the COD consider meeting on a regular basis on the 3rd Friday of each month at 10:30 AM.
- 10.) **CHAIR'S AGENDA ITEMS:** 1.) Grunfeld reminded the COD of the statewide conference call for COD members that Jeff Dougan of the Massachusetts Office on Disability had arranged. It will be held on Monday, December 19, 2016 from 11AM - 12:00 Noon. Grunfeld will E-Mail details to members regarding how to phone in to the Conference. 2.) Autism Organization change of name E-Mail.
- 11.) **NEW BUSINESS:** Items to be placed on the December COD agenda: COD brochure rack placement, evacuation chair for the Sheffield Town Hall, review of the ADA Self-Evaluation and the COD responsibilities.
- 12.) **COMMUNICATIONS:** Jeff Dougan E-Mail see Item #10.

- 13.) **ADJOURNMENT:** At the Library, Grunfeld moved the COD meeting be closed. The Grunfeld motion was approved by consensus.

Grunfeld adjourned the Sheffield C.O.D. meeting at about 4:45pm.

Respectfully submitted:

Nan Wells

Sheffield C.O.D. Clerk

Documents used by the Commission at this meeting:

- A. KP Law Public Records' Law Seminar handouts
- B. Jeff Dougan E-Mail of November 18, 2016 regarding Statewide COD Conference Call
- C. Autism Organization change of name E-Mail notification