



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

P.O. Box 325

Sheffield, Massachusetts 01257



Friday, January 27, 2017
Sheffield Bushnell-Sage Library
Officially opened at 11:00 AM

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

Grunfeld called the C.O.D. meeting officially open at 11:00 AM.

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

AGENDA ITEMS:

- 1.) **APPROVAL OF NOVEMBER 18, 2016 COD MINUTES:** *Grunfeld moved that the COD Minutes of November 18, 2016 be approved. The motion was seconded by Mullen, and was carried unanimously.*

- 2.) **NEW MAGAZINE/BROCHURE RACK ADDITIONAL USES:** Discussion continued from the November COD meeting as to where the COD might place the new rack with materials of interest to Sheffield residents with disabilities. Wells reported that maybe the placement of the brochure rack should be put on hold until the Spring when the Sheffield Senior Center may have both the upstairs and basement areas open. This would give all a better idea of a good placement possibility for the informational rack. *The rack placement was moved by Mullen, to be tabled until April when completion of the additional space in the Sheffield Senior Center could be better evaluated. Mullen's motion was seconded by Wells and with no further discussion, the motion made by Mullen was unanimously passed.*

- 3.) **WELLS' MEMORIAL FUND UPDATE:** Wells shared an information update regarding the purchase of 3 different kinds of assistive listening devices which were able to be purchased for the Sheffield Senior Center with the help of monies from the Dave Wells' Memorial Funds. One of the COD Thank You Notes which was sent by the Clerk to all donors to the Wells Memorial Fund was also shared. Discussion followed regarding a Memorial Celebration that could be held in the Spring. Grunfeld was asked to call the Sheffield Senior Center Director, Jenn Goewey, and see what dates and times might be available. *While on the phone, the COD voted by consensus to set aside May 18, 2017 at noon, the Third Thursday Senior Center Luncheon, for this Recognition and Celebration. Wells was asked, by COD consensus, to plan this event with Goewey and report back at*

subsequent COD meetings. Grunfeld proposed Wells research some sort of memorial for Dave. A locally made bench with a plaque was one option discussed. Wells was asked to come to the next meeting with several proposals for discussion.

- 4.) **EVACUATION CHAIR:** This item was agreed, by consensus, to be addressed at a future date.
- 5.) **REVIEW SHEFFIELD “ADA SELF-EVALUATION” (ADASE) PROGRESS:** The three COD members refreshed their memories as to which topics the COD planned to assist in completing, as discussed with LaBombard at a May 19, 2016 COD meeting. They focused on the Town Hall section of the ADA Self-Evaluation spreadsheet. The following topics were identified: #3 Signage, #6 an assistive listening system (Laura is to get an updated quote from the company that provided the lowest bid a couple of years ago), #7 information about accessibility, #8 the accessibility of the PDF notices that are emailed out from the Town Administrator’s office, #12 COD to mark location of paper towel holders and LaBombard to have installed, #14 research evacuation chair, #17 COD to research website accessibility (#8 and #17 can be done together), #18 help provide ADA training. After considerable discussion regarding the enormity of the effort and time needed to do these tasks, Mullen moved that the COD would focus on one item each month. Mullen’s motion was passed, unanimously, by consensus. It was decided that the coming month’s emphasis would be to find out if the website for the Town of Sheffield is accessible to people with disabilities. Grunfeld stated that she would contact the MA Office on Disability to see what resources are available to evaluate the website. Grunfeld will speak with LaBombard about her findings.
- 6.) **SHEFFIELD TIMES’ ARTICLE:** It was decided by consensus, that the next submission to the Sheffield Times would be an invite and notification to the Dave Wells’ Memorial Celebration. This occasion would be both celebratory and informational.
- 7.) **STATEWIDE COD CONFERENCE CALL:** Grunfeld reminded members of the statewide conference call for CODs that the Massachusetts Office on Disability held on Monday, December 19, 2016 from 11AM - 12:00 Noon. An email was sent to Jeff Dougan of the MOD with questions about the topics covered in the call. COD members and LaBombard were copied.
- 8.) **NEXT COD MEETING:** Wells moved that the next COD Meeting be held Friday, February 17, 2017 at 10:30 AM at the Sheffield Senior Center and, if that location was found to be not available she would ask if the COD could use the Library for the same date and time slot. The Wells motion was agreed to by consensus.
- 9.) **CHAIR’S AGENDA ITEMS:** 1.) Grunfeld updated the COD that she had requested a \$100 COD budget increase for this coming fiscal year to help fund the COD member recruiting efforts. She had spoken with LaBombard about including a recruiting notice in a Town mailing in June/July. 2.) Grunfeld suggested that the agenda for the next meeting include: a) The Wells’ celebration, b) COD member recruiting efforts, c) The COD budget, c) PR for both celebration and recruiting efforts, and c) ADA Self Evaluation briefing (to be a regular item placed on the agenda for all of the COD meetings).

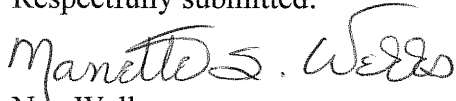
10.) **NEW BUSINESS:** There was none.

11.) **COMMUNICATIONS:** Town of Sheffield Financial spreadsheet.

12.) **ADJOURNMENT:** Grunfeld moved the COD meeting be closed. The motion was seconded by Mullen, and was carried unanimously.

Grunfeld adjourned the meeting at 12:22 PM.

Respectfully submitted:



Nan Wells
Sheffield C.O.D. Clerk

Documents used by the Commission at this meeting:

- A. Jeff Dougan E-Mail of November 18, 2016 regarding Statewide COD Conference Call
- B. Town of Sheffield Departmental Financial Spreadsheet
- C. ADA Self- Evaluation Plan Document
- D. Wells' Memorial Fund Thank You Notes