

center could have the Wells' Memorial plaque attached to it designating that the assistive listening devices and the macro reader station were partially financed by the David Wells Memorial Fund. Grunfeld asked Wells to discuss this with Goewey and come back to the next COD meeting with an update.

- 4.) **COD FREE HANDOUT:** Wells suggested that a free handout for the Celebratory Luncheon might be a notepad that was printed with the COD logo, LaBombard's name as the Town's ADA Coordinator, and her contact information. Wells said she would check this out with LaBombard. Mullen was asked to look into the cost of printing such a tablet. Grunfeld asked that Kwik Print be used as it was a local printer. Mullen said she would research the price of various quantities and asked that Wells email the COD logo and info to her. It was suggested the tablet be done in black and white to reduce the cost of printing.
- 5.) **COD BUDGET FOR FISCAL YEAR 2017-2018:** Grunfeld reported that because COD recruitment was paramount, she had increased the COD budget request by \$100 to a total of \$300 for the FY 2017-2018. The additional funds would fund recruitment efforts.
- 6.) **COD ANNUAL REPORT:** Grunfeld shared the submission she handed in for the May Town Meeting Publication - the Annual Sheffield Town Report.
- 7.) **PR FOR WELLS' CELEBRATION:** This agenda item was addressed in previous agenda item discussions, today.
- 8.) **SHEFFIELD "ADA SELF-EVALUATION" PROGRESS:** Grunfeld reported that she had sent an email to LaBombard reminding her that in 2013 Grunfeld had submitted three quotes for the cost of purchasing ADA-required Assistive Listening Devices (ALDs) for the Town Hall. Grunfeld asked how to proceed and LaBombard said to get updated quotes so she could go to the Selectboard and try to get the item included in the budget. These quotes are for an FM system with 4 receivers.
- 9.) **TOWN WEBSITE ACCESSIBILITY:** Grunfeld informed the Commission that she had been in touch with the MA Office on Disability (MOD) regarding how to test the accessibility of the Town website and PDF documents that are distributed via email. This would confirm accessibility for those who are blind and use screen readers as well as those with other types of disabilities. The MOD said that they do not have the staffing or time to review the accessibility of websites but that they would check the PDFs. Grunfeld had submitted the PDFs and is awaiting their reply. They also gave Grunfeld a list of state-approved contractors who are able to check websites for accessibility. Grunfeld said that the MOD had informed her that the Department of Justice (DOJ) will release new accessibility guidelines for State and Town websites and that a priority for the DOJ is accessible communication such as the website, ALDs, sign language interpreters, etc. Grunfeld said she would let the COD know when these guidelines are released. Wells reminded her to check the minutes published on the Town website as they may be scanned PDFs which are not accessible. It was suggested that Grunfeld may need to meet with LaBombard regarding staying abreast with these needs for ADA communication compliance. Mullen moved that communications of all kinds i.e. braille, large print, signage, assistive listening systems, sign language interpreters, website and PDF accessibility be a priority for the COD. Wells seconded the Mullen motion, and with no further discussion, the Mullen motion passed unanimously.

- 10.) **SHEFFIELD TIMES' ARTICLE:** As an FYI reminder, the next COD article to the *Sheffield Times* would be an invite and notification to the Dave Wells' Memorial Celebration Luncheon. The article would focus on the new assistive listening devices, which the Wells' donation helped to purchase. It would invite anyone who wished to attend to call the Sheffield Senior Center to reserve a spot at the event. This occasion would be both celebratory and informational.
- 11.) **ALDEN E-MAIL:** Discussion followed regarding an email from Dale Alden who stated that he had hurt his knee after tripping on a brick in the center of Town. He had addressed the email to Grunfeld, Town Administrator Rhonda LaBombard, Highway Superintendent Ronald Bassett, and other officials along with a sidewalk design attachment. Grunfeld remarked that both LaBombard and Grunfeld had replied to his email and that it was a matter for the Town Administrator to handle. Grunfeld said she would see if she could find the raised brick(s). Wells said that she knows him and she would follow up with a personal phone call to see if he would be interested in joining the COD.
- 12.) **EMERGENCY NOTIFICATION:** Wells noted her concern that with the high winds and large snow falls it would be helpful if the Town used the robocall system to notify townspeople that the Senior Center is available for those who have no power or heat. It was decided to add this item to the agenda for the next meeting.
- 13.) **NEXT COD MEETING:** Wells moved that the next COD Meeting be held Friday, March 17, 2017 at 10:30 AM at the Sheffield Senior Center. The Wells motion was agreed to by consensus.
- 14.) **AGENDA ITEMS:** Grunfeld suggested the following agenda items for the next meeting: a) The Wells' Celebratory Luncheon, b) COD member recruiting efforts, c) The COD budget, d) PR for both the celebration and recruiting efforts, and e) ADA Self Evaluation briefing f) Emergency communications.
 - 1.) **NEW BUSINESS:** There was none.
 - 2.) **COMMUNICATIONS:** Town of Sheffield Financial spreadsheet.
 - 3.) **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. Town of Sheffield Departmental Financial Spreadsheet
- B. ADA Self- Evaluation Plan Document
- C. Alden email and 642.1 Sidewalk design ... pdf attachment