



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



**Friday, April 7, 2017**  
**Sheffield Senior Center**  
**Officially opened at 10:34 AM**

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

Absent:                                        Gail Mullen

Visitors:                                    Dale Alden

Grunfeld called the C.O.D. meeting officially open at 10:34 AM. This meeting has been recorded as per request by the BOS.

**AGENDA ITEMS:**

- 1.) **APPROVAL OF MARCH 17, 2017 COD MINUTES:** *Grunfeld moved that the COD Minutes for March 17, 2017 be approved. The motion was seconded by Wells, and with no further discussion, the Grunfeld motion carried unanimously.*
  
- 2.) **WELLS' CELEBRATION UPDATES:** Wells shared her committee updates. Centerpieces for 7 tables [COA says they are only able to seat 63 for a luncheon - so seating is limited], napkins and dessert plates have been purchased [COA decided to use real plates for the meal], butterflies were ordered by the Town per my request, 4 butterfly balloons will be purchased in memory of the 4 COD members we have lost and will be attached to the poster board I designed "On the Wings of Butterfly Messengers ... ." Another Wells' Celebration idea was to use Grunfeld's People First Language article she had published entitled "Get Hip to the Lingo!" in color as placemats with the proper source credits attached. \*See Agenda Item Under New Business. Grunfeld asked for an accounting of monies spent by Wells for the Celebratory June 15<sup>th</sup> Event. Wells responded that she was working within the budget voted on by the COD and would continue to do so. If she happened to go above it, which she had no intention of doing so, she assured the COD that it would come out of her own pocket. Wells gave a brief outline of what had been spent to date with the item categories already approved by the COD and in some cases LaBombard who along with Wells has final say in the Wells' Memorial Funds disbursement. Other items needed and approved for funding so far had not yet been purchased and therefore no final definite expense known but were outlined roughly what the expense might run. Since the Commission can't have a sub-committee without it being a quorum meeting, Wells reminded the Commission that she had been asked by the COD to handle the June 15

Memorial Celebration and give the COD updates. Wells reminded the Commission that she has a committee outside the Commission that is working on the June 15 event with her and that this outside committee is following exactly the parameters initially set for Wells to follow.

- 3.) **UPDATE WELLS' NOTECARD:** COD members were given a draft of the proposed notecard for the June 15 Celebration [a combined event sponsored by the COD and the COA]. Grunfeld suggested that because seating would be limited that the following wording should also be included on the card: "... ASAP as seating is limited." The Grunfeld suggestion was approved by consensus.
- 4.) **WORDING FOR THE DAVID WELLS' MEMORIAL PLAQUE:** Wells said she had gotten the name of Randall Trophies in Pittsfield as a recommendation for doing the plaque from LaBombard. Wells handed out a draft of possible, to date, wording for the Wells' Memorial plaque. Although the plaque responsibility had originally been given to Wells, she reported that she did not feel that she should be the person to follow through on the plaque project. Wells said that she had asked Goewey, Executive Director of the COA, if she would take on the plaque responsibility but still allow the COD and Wells to have input. After COD discussion regarding the plaque wording, Grunfeld added "'S,' [David's middle initial] so the line would read 'David S. Wells' and then a final line dropped down from the rest of the wording: 'This plaque is dedicated on this day, June 15, 2017.' Grunfeld lined up a possible plaque centered wording and printed out the COD thoughts for further consideration by the COA. The Wells' Memorial Fund would still cover the cost of purchasing the plaque which would be hung permanently at the Sheffield Senior Center.
- 5.) **COD RECRUITMENT MAGNETS OR OTHER ITEM:** Wells moved that that we use the Alden Tri-fold flier as the COD recruitment item and that an initial printing of 75 copies be made in color. Grunfeld seconded the Wells' motion, and with no further discussion, the Wells' motion was approved. Possibly the Town would print them for the COD for free. Wells moved that since Alden is technically not finally approved as a COD member, that she and Alden could work together on the tri-fold recruitment publication. Grunfeld seconded the Wells' motion and with no further discussion, the Wells' motion was approved.
- 6.) **CELEBRATORY/INFORMATIONAL SHEFFIELD TIMES' ARTICLE:** Grunfeld prior to the meeting, had e-mailed members and Alden her draft of the *Sheffield Times'* article she had written. Wells made copies for the meeting. A discussion of the draft followed with one change that "'Dave' did not ask that monies be put towards something ... but 'Nan' had asked that ... ." The Grunfeld article was then approved by consensus. The COD members agreed to informally meet at the beginning of the week for a photo shoot as we did not have Mullen present to do it as planned this day.
- 7.) **JEFF DOUGAN E-MAIL RE: MUNICIPAL AMERICANS WITH DISABILITIES' ACT (ADA) IMPROVEMENT GRANT:** After a brief discussion, it was moved by Wells that the COD would ask Rene Wood if she would be willing to step in and write this IMPROVEMENT GRANT application. The Wells' motion was seconded by Grunfeld and with no further discussion, the Wells' motion was approved as moved. Grunfeld volunteered to reach out to Jeff Dougan to ask him to provide detailed specifics of the Grant.

8.) **DATE AND TIME SET FOR NEXT COD MEETING:** The Commission set the next COD meetings as April 21, 2017, May 5, and May 19, 2017 at 10:30 AM at the Sheffield Senior Center. Grunfeld checked the COA/Sheffield Senior Center Calendar and these dates and time were open. Grunfeld officially scheduled the COD to meet on these dates at 10:30 am at the Center.

9.) **NEW BUSINESS:** Wells asked if the article that Grunfeld had written on People First Language that appeared in *IFEA's the business of international events* entitled 'Get Hip to the Lingo!' could be used for placemats at the June 15 Celebratory Luncheon. After much discussion, Grunfeld said copies of her article could be printed up as a stapled 2 pages in black and white with the following wording attached at the bottom for source: "Originally published in the International Festivals & Events Association's "i.e.: the business of international events quarterly magazine" This article, along with many others, would be available for the April 26 Community Day Speaker Series and the June 15 Celebratory Luncheon that Wells had been asked to set up as an informational/recruiting display for both events.

10.) **COMMUNICATIONS:**

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

Grunfeld adjourned the meeting at 12:09 PM.

Respectfully submitted:



Nan Wells  
Sheffield C.O.D. Clerk

Documents used by the Commission at this meeting:

- A. Alden tri-fold draft
- B. June 15, 2017 Invitational note card
- C. *Sheffield Times'* article
- D. Grunfeld article "*Get Hip to the Lingo!*"
- E. Butterfly decorations bought for June 15 Celebration - photo and price
- F. A New Direction for Aging flyer