

**TOWN OF SHEFFIELD  
COMMISSION ON DISABILITIES**

**Friday, January 20, 2012  
Sheffield Bushnell-Sage Library Downstairs  
3:30 PM**

Commission Members Present: Laura Grunfeld Interim Chair  
Dave Wells [with the assistance of Nan Wells] clerk  
Claudia Martin  
Don Perry

Interim Chair Grunfeld called the C.O.D. meeting open at 3:30 PM

**APPROVAL OF MINUTES:** Minutes of the Commission on Disabilities for December, 2011 were moved to be approved by Martin, seconded by Grunfeld, and unanimously approved as written.

**NEW C.O.D. MEMBER RECRUITMENT FLYER:** Grunfeld moved and Martin seconded that the seeking new members for the Sheffield C.O.D. Flyer be approved as designed. The motion was unanimously approved.

**CENSUS MAILING WITH OUR INSERT WAS SENT OUT:** Thanks to Town Administrator, Rhonda LaBombard and her assistant, Jen Goewey our approved C.O.D. insert to be included with the Town Census mailing was completed. A C.O.D. Thank You note will be sent to them in appreciation for all the efforts they gave to getting our insert included with the Census mailing.

**ASSISTIVE TECHNOLOGY FLYERS NEED TO HAVE SOME CHANGES DONE BEFORE THEY CAN BE APPROVED BY THE TOWN:** We need to take out the disability symbols and use some other eye catching clipart.

**ANNUAL REPORT DRAFT:** Grunfeld distributed copies of her annual report draft for discussion, suggestions, and editing. The C.O.D. suggested she also add Land Assessment recommendations. The Annual Report was then moved by Wells and seconded by Martin ready to be submitted with the addition of the Land Assessment recommendations, and unanimously approved as moved.

**LAND ASSESSMENT UPDATE:** Grunfeld read Board of Selectmen Chair, Rene Wood's update regarding the status of the Land Assessment submitted by Grunfeld and the C.O.D., to the Commission. It was decided that Grunfeld would contact Jenny Russell &/or Kathy Orlando to get their update/feedback.

**PERRY UPDATED COMMISSION ON HIS PROGRESS WITH KEEPING THE SHEFFIELD C.O.D. IN THE MA DOT LOOP:** Perry said he will attend the next MA DOT meeting. He also said that there is some agreement within the Town that the speed through the town is too high however, the state controls the speed. It was also discussed that the painting of crosswalks in the attention bright safety colors was not a town possibility to do because the town has no agreement with the state to paint the crosswalks and the Town can't just do it. It is another state issue.

**UPDATE ON JANUARY SHEFFIELD SENIOR CENTER LUNCHEON:** The Sheffield Senior Center Luncheon and the Sheffield C.O.D. Speaker Series which followed the luncheon was considered a very successful venture.

**NEXT STEP FOR SHEFFIELD C.O.D. SPEAKER SERIES:** It was discussed that the Commission could put in our next article to the *Sheffield Times* that if any person or group would like to have a C.O.D. disability speaker speak before their group to please contact a member of the Sheffield C.O.D. or the Town ADA coordinator. The Commission needs to reach out to local organizations.

**TOWN HALL FRONT DOOR NEEDS AN AUTOMATIC DOOR OPENER:** It was again brought up how important an issue it is of having the front door to the Town Hall be installed with an automatic door opener. At this time what we do know is that the Sheffield Commission on Disabilities needs "A FRIENDS of the SHEFFIELD C.O.D."

**DISCUSSED HAVING A SEMINAR FOR LOCAL SMALL BUSINESSES:** Discussion followed re the C.O.D. holding a seminar about how small businesses can comply with the ADA. The Dept. of Justice publishes an "ADA Guide for Small Business" that could be used for the seminar. Included in the seminar would be inexpensive solutions and available funding/grants for ADA compliance.

**THE NEXT SCHEDULED MEETING WILL BE:** Friday, February 24, 2012 at 3:30 PM at the Sheffield Bushnell-Sage Library, downstairs meeting room. The date change was necessary to accommodate C.O.D. members. Grunfeld will check this change of date with the library and will notify the Town of this change as well. Therefore our next C.O.D. meeting will be held on the 4<sup>th</sup> Friday of February NOT the 3<sup>rd</sup> Friday.

**AGENDA:**

1. Venue and planning for the next Speaker / Speaker Series
2. What should be included in the next *Sheffield Times* C.O.D. report
3. Reports
4. Other business as necessary

*Wells moved to adjourn this meeting, seconded by Perry, and unanimously so approved to adjourn the meeting.*

Grunfeld adjourned the meeting at 5:00 PM

Respectfully submitted:

Dave Wells [assisted by Nan Wells] Clerk