



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

P.O. Box 325

Sheffield Massachusetts 01257



July 19, 2013

Sheffield Senior Center

2:30 PM

Commission Members Present: Laura Grunfeld Chair
Dave Wells, Clerk

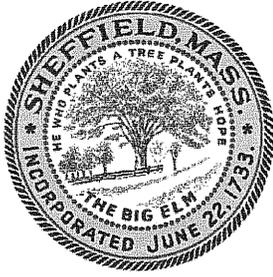
Visitors: Nan Wells

Please note there was no June C.O.D. meeting

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

AGENDA ITEMS:

- 1.) **APPROVAL OF MINUTES:** *It was moved by Grunfeld that the minutes of the Commission on Disabilities for Friday, May 10, 2013 be approved. The Grunfeld motion was seconded by Wells; and with no further discussion, the minutes were unanimously approved as presented.*
- 2.) **ELECTIONS of C.O.D. OFFICERS:** C.O.D. Officers for Chair and Clerk for the 2014 fiscal year were *up for appointment. Grunfeld was nominated for Chair by Wells and Wells was nominated by Grunfeld to continue as Clerk. With no further discussion, these 2 nominations were unanimously approved as moved.*
- 3.) **FEEDBACK REGARDING "VISITABILITY":** Wells reported, after meeting with the Town Administrator, that "Visitability Information" was available in the Building Inspector's Office and that one person had already asked for it. Perhaps in the Spring of 2014, the C.O.D. could put on a "Visitability Seminar" and also write an informational article regarding "Visitability" for the *Sheffield Times*.
- 4.) **ON LINE PRESENCE:** Wells reported, after meeting with the Town Administrator, that no new guidelines had yet been drawn up for "On-Line Presence" for Town Boards and Commissions. LaBombard suggested this issue might be one the C.O.D. could choose to address at a working meeting of the Board of Selectmen [After being put on the Board's Agenda].



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LaBombard, also, suggested that the C.O.D. could speak to Sheffield Bushnell-Sage's new Library Director, Karen Lindquist, regarding the C.O.D.'s wish to have a posted Disability Reading List link. If the Library was willing, the C.O.D. could have a link on the C.O.D. Commission link to the Town's Web site, to the Bushnell-Sage Library and thereby access readings and materials obtainable regarding 'Disability' subjects.

- 5.) **UP DATE ON DISABILITY RENOVATIONS FOR THE SHEFFIELD TOWN HALL:** Wells reported, after meeting with the Town Administrator, that Town Monies have been set aside to address making the Sheffield Town Hall more disability accessible.
- 6.) **ASSISTIVE LISTENING DEVICE FOR USE AT TOWN MEETINGS:** Wells reported, after meeting with the Town Administrator, that the Town still needs information and prices for an effective listening device which the Town could use at Town meetings. Grunfeld will follow up.
- 7.) **UPDATE on ADA TRAINING SEMINAR:** Grunfeld generated a to-do list for this seminar "Planning for Town of Sheffield Fall ADA Training:" Power Point presentation, Reservations, Photocopies, Signage, Publicity [E-mail invite, Save the Date, invite other towns, Commissions in Berkshire County?] Name tags, Sign in sheet, Set up chairs,[Assistant, Claudia or one of her Board members], Refreshments?, Feedback form, ASL Interpreter, ALD, Large print
- 8.) **AUGUST SHEFFIELD TIMES ARTICLE:** Grunfeld volunteered to write an article for the *Sheffield Times*' August issue "Everything you have ever wanted to know about the Americans with Disabilities Act but were afraid to ask."
- 9.) **SHEFFIELD TIMES' "VISITABILITY" ARTICLE:** Discussion followed. It was decided that an article on "Visitability" would be more timely in the *Sheffield Times* just prior to putting on a "Visitability Seminar" sometime after the new year [2014].
- 10.) **MEMBERSHIP RECRUITING:** No known new member interests in joining the C.O.D. Wells reported that LaBombard said she would again make a pitch for membership and openings in many of the Town Commissions and Boards at



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the next Select Board Meeting. After a brief discussion, no changes were decided to be made regarding Nan Wells as a regular C.O.D. visitor or becoming an appointed member of the C.O.D.

- 11.) ROUTE 7 CORRIDOR C.O.D. RECOMMENDATIONS FOR CROSSWALKS and CURB CUTS:** Much discussion followed. The C.O.D. has walked the Rte. 7 Corridor, under consideration, many times in the past number of years and has also taken many photos. There seems to be no C.O.D. consensus as to ideal disability accesses on the Rte 7 Corridor. It was thought that it would be very helpful to have a disability access expert review the possibilities under consideration and to make recommendations. Grunfeld volunteered to write the Sheffield C.O.D. recommendations after all recommendations have been collected. Wells reported, after meeting with the Town Administrator, that the C.O.D. recommendations might, also, be added as an additional subject topic for a working meeting of the Board of Selectmen. The C.O.D. considered November as a possible month to request being put on a working session of the Sheffield Select Board with 2 items – Item #4 and Item #11.
- 12.) PARLIAMENTARY PROCEDURES:** Wells moved that it was not necessary, at this time, to discuss parliamentary procedures. Grunfeld 2nded Wells' motion. There being no further discussion, Wells' motion was passed unanimously.
- 13.) OTHER BUSINESS:**
- a.) Wells moved that the C.O.D. meet 15 minutes earlier at the Sheffield Senior Center. Since Martin was no longer a member of the Commission, starting 15 minutes earlier would accommodate the Senior Center closing time of 2:30 and allow the C.O.D. to lock up after the meeting was adjourned. Grunfeld seconded Wells' motion, and there being no further discussion, the motion carried unanimously.
 - b.) **C.O.D. BUDGET:** Grunfeld reported that she had asked the Town Administrator to explain the correct process for accessing the C.O.D. budget. The C.O.D. recognizes that some of the C.O.D. budget will have to be accessed for the ADA Monday, October 21, 2013 Training Session.
- 14.)** Reminder that the next C.O.D. August meeting would be Friday, August 16, 2013 at 2:30 PM.



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C.O.D. AGENDA for Friday, August 16, 2013 meeting at 2:30 PM:

Agenda:

- 1.) Approval of the July 19, 2013 C.O.D. minutes
- 2.) Report on the progress of Americans with Disabilities' Act Training Seminar for the Town of Sheffield staff, other Berkshire County C.O.D.s and ADA Coordinators, along with interested South County residents
3. Report on the "Save the Date" *Sheffield Times* article and E-Mail Blast
4. Monies that may need to be spent from our budget for the Training Seminar in October
5. C.O.D. "Assignments" to be made to cover all aspects of putting on the ADA Seminar
- 6.) Update on assistive listening device comparison price quotes for a Sheffield Town Meetings.
- 7.) Membership recruiting
- 8.) Report regarding conversation with Chris Becker, Access Specialist for MA Office on Disability
- 9.) *Sheffield Times'* next C.O.D. submission
- 10.) Discussion regarding perhaps a better day of the week for all future C.O.D. meetings
- 11.) New business

Wells moved to adjourn this meeting, seconded by Grunfeld, and with no further discussion, the meeting was unanimously approved for adjournment.

Grunfeld adjourned the Sheffield C.O.D. meeting at 4:20 PM.

Respectfully submitted:
Dave Wells
Sheffield C.O.D. Clerk