



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

P.O. Box 325

Sheffield Massachusetts 01257



Friday, November 15, 2013

Sheffield Senior Center

2:30 PM

Commission Members Present: Laura Grunfeld, Chair
Dave Wells, Clerk
Lakhan Verma

Visitors: Nan Wells

Grunfeld called the C.O.D. meeting open at 2:30 PM

AGENDA ITEMS:

- 1.) **WELCOME:** Grunfeld welcomed Lakhan Verma on his official appointment to the Sheffield C.O.D.
- 2.) **APPROVAL OF MINUTES:** *It was moved by Grunfeld that the minutes of the Commission on Disabilities for October 7, 2013 be approved. The Grunfeld motion was seconded by Wells, and with no further discussion, the minutes were unanimously approved as presented.*
- 3.) **ADA TRAINING SEMINAR FEEDBACK:** Grunfeld shared Seminar feedback which was very positive.
 - a.) Commission will get a free copy of CTSB video
 - b.) Question arose on who owns video?
 - c.) Can the C.O.D. produce our own captioning for the video?
 - d.) Must send a thank you note to George Olean for all his signage help ... Wells will do.
 - e.) Grunfeld read her thank you note "It takes a Village ..." E-Mailed to all those who attended the Seminar and helped to make it such a successful event.
- 4.) **ASSISTIVE LISTENING DEVICE:** Grunfeld reported that the quote she obtained would be held til December 31, 2013 high noon. She also reported she

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Continued:

had obtained some names of organizations which might help the C.O.D. and the Town get assistance in obtaining, renting, loaning, or buying the needed large meeting assistive listen system that the town needs. The C.O.D. may have to continue this issue down the road until further research has been compiled from new potential avenues of assistance. In the meantime, it was reiterated that the Select Board/or other Board/Commission meetings should make sure that they use the voice projection system that is now available to help all in the Town Hall Meeting room hear.

- 5.) **CURB CUT BERKSHIRE SCHOOL ROAD:** Will discuss at a later date.
- 6.) **C.O.D. BUDGET FORS FISCAL YEAR 2015:** Grunfeld E-Mailed question to the Town Administrator and immediately received the answer that the Commission must submit the Fiscal Year 2015 budget request to the Town Administrator by the end of January 2014 so that it can be placed on the May Town Meeting Budget vote. The Commission has \$108.07 left in our 2014 Fiscal year budget left to cover new expenses.
- 7.) **C.O.D. ON-LINE PRESENCE:** Much discussion followed. Grunfeld E-Mailed the Town Administrator for possible dates open to meet with the Sheffield Select Board to make a request to have important "Disability Information" available on Line ... i.e.: pdf booklist, services, events, photos, notifications of Sheffield C.O.D. meetings, and other important disability information sharing.
- 8.) **"VISITABILITY C.O.D. SEMINAR:"** *It was moved by Grunfeld and 2nded by Wells that the C.O.D. only put on one large Seminar per year and that the "Visitability Seminar" be a consideration for next October 2014. There was no further discussion on the Grunfeld motion. The motion was unanimously approved as moved.*



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- 9.) **NEXT SHEFFIELD TIMES C.O.D. SUBMISSION:** Discussion followed for the January – February issue. It was moved by Wells that Grunfeld would write the article which would highlight the C.O.D.'s newest Select Board appointment (Lakhan Verma), the success of the ADA Training Seminar, the availability of the CSTB video and where to purchase it, and a reminder that the Commission meets on the 3rd Friday of each month, welcomes visitors, and encourages anyone interested in joining the Commission to make themselves known to the Commission and or the Town Administrator. Grunfeld seconded the Wells' motion, and there being no further discussion, the Wells' motion was unanimously so approved.

10.) **COMMUNICATIONS:**

Sheffield Senior Crier, November issue – "Director's Thoughts" the statistics reported regarding the increase in Sheffield's Senior population
"Transportation Forum" and Materials - attended by Wells and report given
Financial Update – Shopper's Guide bill
MassDOT Memo of November 2013

- 11.) **NEW BUSINESS:** The next C.O.D. meeting will be Friday, December 20, 2013 at the Sheffield Senior Center at 2:30 PM
- 12.) The meeting was moved to be closed by Grunfeld and seconded by Wells, and with no further discussion, the meeting was unanimously moved to be closed at 4:30 PM.

Grunfeld adjourned the Sheffield C.O.D. meeting at 4:30 PM.

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



**TOWN of SHEFFIELD
Commission on
Disabilities**



Will meet: *Friday, December 20, 2013 at the Sheffield Senior Center
at 3:15 PM * Note time change

AGENDA:

- 1.) Approval of the Friday, November 15, 2013 C.O.D. minutes
- 2.) Financial updates and request to Town Administrator for financial budget line for C.O.D. fiscal year 2015
- 3.) Assistive listening device update, if any
- 4.) On line presence presentation for January 6, 2014 meeting with the Sheffield Select Board
- 5.) *Sheffield Times'* C.O.D. submission(s)
- 6.) New business
- 7.) Communications
- 8.) Other