



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

*P.O. Box 325*

*Sheffield Massachusetts 01757*



**Friday, January 23, 2015**

[This meeting date was scheduled after a C.O.D. member had a family emergency which would have left the Commission without a quorum at the regularly scheduled January meeting time.]

**Sheffield Senior Center**

**2:35 PM**

Commission Members Present: Laura Grunfeld, Chair  
Dave Wells, Clerk  
Lakhan Verma  
Absent: Gail Mullen  
Visitors: Nan Wells

Grunfeld called the C.O.D. meeting open at 2:35 PM  
Please note this meeting has been recorded as per request by the BOS

**AGENDA ITEMS:**

- 1.) **APPROVAL OF MINUTES:** It was moved by Verma that the minutes of the Sheffield Commission on Disabilities for December 19, 2014 be approved. The Verma motion was seconded by Grunfeld, and with no further discussion, the minutes were unanimously approved as presented.
- 2.) **SHEFFIELD TIMES' ARTICLE SUBMISSION:** Grunfeld shared with the COD that she had had the opportunity to talk to Mary Makuc, a longtime champion of those with disabilities, and asked her if she would be willing, if approved by the COD at this meeting, to be a COD guest author for the next *Sheffield Times'* article? Mary suggested that she would be willing to write an article which focused on employment opportunities for those with disabilities and where he/she can go to get information and assistance. This information was shared by Grunfeld and the Commission, by consensus, approved letting Makuc know how much we appreciated her willingness to submit the next COD article.
- 3.) **UPDATE ON THE TOWN OF SHEFFIELD'S ADA SELF-EVALUATION:** It was moved by Grunfeld and seconded by Verma that the regularly scheduled COD meeting of February 20, 2015 be devoted to working on the Town of Sheffield's ADA Self-Evaluation. With no further discussion, the Grunfeld motion was unanimously approved.

Continued

Wells and Grunfeld were asked to review and start to collate the 2008 Town Self-Evaluation Document, the 2010 Jeff Dougan assessment of the Sheffield Town Hall, and the Chris Becker 2014 assessment Document of the Sheffield Town Hall, the Bushnell-Sage Library, and the Sheffield Police Station, along with the notes Grunfeld and Wells took on the walk throughs. By consensus of the COD, this initial process will be done by the sub-committee of Wells and Grunfeld.

- 4.) **REVIEW COD LETTER OF SUPPORT FOR CDBG GRANT APPLICATION BEING PREPARED BY SELECT BOARD:** The Grunfeld 2015 letter of support for the CDBG Grant Application was moved by Verma to be sent, as written, to the Sheffield Select Board. Wells seconded the Verma motion, and with no further discussion, the Verma motion passed unanimously.
- 5.) **UPDATE ON THE LOCAL BLACKBOARD CONNECT/REVERSE 911 SYSTEM:** Grunfeld reported that she had sent an E-Mail on January 11, 2015 to LaBombard, Town Administrator, asking if the Town had received the COD E-Mail of last December 19, 2014 regarding COD recommendations regarding the Town's emergency systems or had it gotten lost in a spam folder? LaBombard replied the Town had received the December 19, 2014 E-Mail but with no further comment.
- 6.) **START TO WORK THROUGH OLD-UNADDRESSED SUBJECT HISTORIES:** Wells moved that this agenda item be set aside for another COD meeting. Verma seconded the Wells' motion, and with no further discussion, the Wells' motion was unanimously approved.
- 7.) **COD 2016 FISCAL BUDGET REQUEST NEEDS:** The COD submitted a request for a Fiscal 2016 year budget line of \$200.00 which would be ear-marked to be spent on disability educational programs.
- 8.) **COD ANNUAL REPORT DRAFT:** Grunfeld read her draft for the 2014 Town Annual COD Report aloud for suggestions regarding editing, additions, deletions, and order of items to the COD. With only a very few minor changes, the very well thought through Grunfeld draft was moved by Wells for submission. Verma seconded the Wells' motion, and with no further discussion, the Wells' motion was approved unanimously.
- 9.) **CHAIR'S AGENDA ITEMS:**
  - Consider an annual training session ... Grunfeld shared a two page reminder handout regarding "People First Language"
  - Grunfeld E-Mailed Mullen to ask Mullen's permission to allow Grunfeld to sign Mullen's name to the CDBG 2015 new grant application along with the signatures of the members' present who had already signed it.
- 10.) **NEW BUSINESS:**
  - Consider possibly sponsoring a "Walk in My Shoes" Event which could be part of a larger event ie maybe do it as part of next year's Sheffield in Celebration.

- June Hailer: *Berkshire Eagle*, Friday January 9, 2015 - To the Editor: "Small Gestures of Help Make a Big Difference" (Also includes a reminder to keep all walkways accessible through the winter months)
- The next C.O.D. meeting will be Friday, February 20, 2015 at the Sheffield Senior Center at 2:30 PM unless otherwise notified.

#### 11.) COMMUNICATIONS:

- Mary Makuc article which appeared in the *Berkshire Eagle*, January 6, 2015.
- Grunfeld reminder regarding helpful formatting changes to the COD AGENDA for posting on the Town Notice Board
- January 9, 2015 Jeff Dougan E-Mail regarding "S1985: An Act Relative to Local Commissions on Disability"
- E-Mail from June Hailer re: "Adaptive Winter Recreation Program at Pittsfield State Forest on Thursday, January 15, 2015 ... "

The meeting was moved to be closed by Wells and seconded by Verma, and with no further discussion, the meeting was unanimously moved to be closed at 3:55 P.M.

Grunfeld adjourned the Sheffield C.O.D. meeting at 3:55 P.M.

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



The following documents were reviewed during the Commission's meeting and have been retained as required by Massachusetts Public Retention Policy:

- Mary Makuc article which appeared in the *Berkshire Eagle*, January 6, 2015.
- January 9, 2015 Jeff Dougan E-Mail regarding "S1985: An Act Relative to Local Commissions on Disability"
- E-Mail from June Hailer re: "Adaptive Winter Recreation Program at Pittsfield State Forest on Thursday, January 15, 2015 ... "
- June Hailer: *Berkshire Eagle*, Friday January 9, 2015 - To the Editor: "Small Gestures of Help Make a Big Difference" (Also includes a reminder to keep all walkways accessible through the winter months)
- CDBG 2015 Grant letter
- E-Mail COD request for a Fiscal 2016 year budget line
- COD Annual Report Final Document



**TOWN of SHEFFIELD**  
**Commission on**  
**Disabilities**  
**AGENDA**



**The Commission will meet \*Friday, March 20, 2015**

**at the Sheffield Senior Center at 2:30 PM**

**\*PLEASE use side door**

**The following Agenda items are for review and possible action**

- 1. Approval of the January 23, 2015 COD Minutes**
- 2. COD will work on the Town of Sheffield's 2015 ADA Self-Evaluation submission**
- 3. Chair's agenda items**
- 4. New Business**
- 5. Communications**

**All agendas are subject to change and items requiring extensive discussion or prior research will be placed on a future agenda so that the issue can receive appropriate attention**

**\*\*\*A larger print version of this AGENDA will be available, upon request,  
at the Town Administrator's Office**