



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



Friday, October 20, 2017
Bushnell Sage Library
Meeting officially opened at 10:33 AM

Commission Members

Present: Laura Grunfeld, Chair
Gail Mullen
Dale Alden
Priscilla Rueger
Guests: None

Grunfeld called the Commission on Disabilities (COD) meeting officially open at 10:33 AM. Per request of the Select Board, the COD records its meetings.

AGENDA ITEMS:

- 1.) Approval of September 6, 2017 COD Minutes:** *Rueger moved that the COD Minutes for September 6, 2017 be approved as submitted, with a spelling correction. The motion was seconded by Alden, and with no further discussion, the motion carried unanimously.*
- 2.) Sheffield Fair Wrap Up:**
 - a. Alden, Mullen, and Rueger all worked the COD display table. Alden stated that they all supported each other and it went very well. The presentation of the materials looked good. People visited the table and received information and assistance.
 - b. Several young people interacted with and asked questions of Pat Sheely and her service animal Shadow. We appreciate Sheely and Shadow's participation, as it is good for building awareness about how service animals can assist people with disabilities.
 - c. Grunfeld reported that the Accessible Parking operations went well but has room for improvement. Grunfeld recommended that the striping of the accessible parking spots be completed the night before and that the Fair recruit more volunteers to help with the vendor supplies drop off area.
 - d. Rueger suggested that an email be sent to the vendors in advance and that it include information about the drop off area as well as a map showing the location of each of the vendor's tables.
 - e. Alden suggested that the Fair allow vendors to unload at the west entrance to the pavilion, as well as the north entrance.
- 3.) Reevaluation of COD goals:** In order to help move through the goals listed in the ADA Self Evaluation, *Grunfeld motioned that the COD take on the project of creating a brochure that lists what accommodations are available to people with disabilities at the Town Hall. The motion was seconded by Mullen and carried unanimously.*

4.) **COD Green Policy:** Alden motioned that we table discussion on this topic until the next meeting. The motion was seconded by Rueger and carried unanimously.

5.) **Alden report on donation:** Richard Swiatek donated a text telephone (TTY) device to the COD. The COD members discussed what to do with the machine and by consensus agreed to bring it to Town Administrator and ADA Coordinator Rhonda Labambard with the recommendation that it be offered to the Council on Aging for use at the Senior Center and made available to loan to Sheffield's residents.

6.) **Chair's agenda items:**

- a. Grunfeld moved that Alden ask Nan Wells to drop off, at the Town Administrator's office within two weeks, the Clerk's COD 3-ring binder and any other materials that were in her possession while she served as Clerk or Clerk's Assistant for the COD. Seconded by Mullen. The motion carried unanimously.
- b. Grunfeld notified the COD members that the Select Board had accepted her application to sit on the ADA Grant Design Advisory Committee for the Police Station modification. Both Alden and Rueger said they are interested in attending those meetings but do not wish to sit on the committee.
- c. Grunfeld moved that the COD allow her to submit a letter of support to the Select Board for the Municipal ADA improvement Grant that will soon be submitted by Rene Wood. Seconded by Alden. The motion carried unanimously.
- d. Alden will work on designing an advertisement for the Sheffield Times. Grunfeld sent an email inquiring about the current rates.
- e. Grunfeld stated that she has not yet had time to submit a request to the Select Board for the COD to have a presence on Facebook.

7.) **New Business:** Alden presented a spreadsheet to track the \$300 annual COD budget. He will track the budget from now on. To date, \$15 was spent for the Sheffield Fair vendor fee. \$285 remains.

8.) **Items for next meeting's agenda:** Sheffield Times advertisement, COD green policy, Donated TTY status, Alden's Budget report, Town Hall ADA Accommodations Brochure.

9.) **Date, time, place for next meeting:** The next meeting will be Nov 17, 2017, 10:30 a.m., at the Bushnell Sage Library.

10.) **Communication:** COD Mission, COD Budget, team photo taken at the Sheffield Fair.

11.) **Adjournment:** Grunfeld moved to adjourn the meeting, seconded by Mullen. The motion carried unanimously. Grunfeld adjourned the meeting at 12:44 PM.

Respectfully submitted:



Laura Grunfeld
Chair, Commission on Disabilities