



*Town of Sheffield
Commission on Disabilities*

Town Hall – 21 Depot Square

P.O. Box 325

Sheffield Massachusetts 01757



**Friday, April 21, 2017
Sheffield Senior Center
Officially opened at 10:35 AM**

Commission Members Present: Laura Grunfeld, Chair
 Nan Wells, Clerk
 Gail Mullen

Visitors: Dale Alden

Grunfeld called the C.O.D. meeting officially open at 10:35 AM. This meeting has been recorded as per request by the BOS.

AGENDA ITEMS:

- 1.) **APPROVAL OF APRIL 7, 2017 COD MINUTES:** After a short discussion, Grunfeld moved that the COD Minutes for April 7, 2017 be approved as amended. The motion was seconded by Wells, and with no further discussion, the Grunfeld motion carried unanimously.
- 2.) **WELLS' CELEBRATION UPDATES:** Wells shared her committee updates – “On the Wings of Butterfly Messengers’ ... ” board still needs a photo of Jack Pollitt and 4 butterfly balloons have been ordered to accompany this board. Wells mentioned that she had stopped by quite a few times to encourage Jack Pollitt's son, Michael, [and his mother, Julie] to share a photo of Jack. Alden said he knew Julie Pollitt and their son and would try to encourage them to share a special photo for the COD memory board. He would, also, try to see if they would join the June 15 COD/COA conjoined partnership luncheon. Wells went on to say that the June 15 Celebration expenses continue to be all within the planned and allocated approved budgets.
- 3.) **UPDATE WELLS' NOTECARD:** Each COD member was given a final Wells' notecard which Wells had addressed and the Town had mailed out to all donors. It was suggested that the COD Wells' luncheon invitation notecard, also, be sent to all past members of the COD with a side hand written note that each was being personally invited to this celebration with thanks for their past service to the COD. This suggestion was approved by consensus.
- 4.) **WORDING FOR THE DAVID WELLS' MEMORIAL PLAQUE:** Grunfeld/Wells explained that the COA had not approved some of the changes the COD had suggested for the plaque. Wells reminded the COD that she had given the memorial plaque decisions to the COA as a more appropriate group to design and word a plaque that would be given by them and one that would reside permanently in the Sheffield Senior Center. Wells said asking the COA to take on the Wells' plaque

responsibility was her prerogative to do since the Commission had originally asked her to take care of it. Wells, also, stated that the plaque would still be paid for out of the Wells' Memorial Donation Funds.

- 5.) **A: COD RECRUITMENT TRI-FOLD:** Alden reported that he and Wells were working together on the COD recruitment tri-fold. Each member was given a draft of the tri-fold in progress. It was suggested that the ALD portion be deleted and with that change the tri-fold draft to date was approved by consensus. Alden reported that the COD recruitment tri-fold would be ready for the April 26 COA speaker series and, also, for the June 15, 2017 partnership COD/COA Event. Wells would do the printing for both events. Alden asked Grunfeld to E-Mail disability symbols to him to use on the tri-fold. The COD, by consensus, also decided that Grunfeld should use a blank COD notecard to thank Fred Harwood, officially, for taking such excellent photos for the use of the COD. Grunfeld wrote the notecard during the meeting.

B: ASSISTIVE LISTENING DEVICES WITH PHOTO: Alden handed out a half page write up of the different assistive listening devices purchased in part by the Wells' Memorial Donors. It was headed with a color Wells' Clan photo taken by Grunfeld. Logan Wells was using one of the assistive listening devices – headphones and receiver in the view. This half page, Alden said, would be printed in landscape using good paper [giving 2 handouts per page]. A suggestion was made that Alden could play with the concept to be used as a handout or at each table setting for use at the June 15 Celebratory event. This suggestion was agreed by consensus. It was brought up in this discussion that by law the Sheffield Senior Center needed posted disability assistive listening signage. Mullen left the meeting to ask Goewey, Executive Director of the Council on Aging, if Goewey was aware of the needed signage. Goewey reported to Mullen that she was aware of the need and the disability assistive listening signage had been included in the Grant approval and had been sent with the devices.

- 6.) **RECRUITMENT BOARDS:** Wells reported that there were 3 sets of 3 recruitment boards plus the board on “The Wings of Butterfly Messengers ...” The singular board would be placed on the COD standing board now housed with Mullen. Wells brought one 3 section COD Recruitment board to the meeting. Wells handed out a breakdown of expenses she had incurred in doing the COD Recruitment boards and many, many other COD printing requests. She informed the COD that a great deal of ink had been used but had NOT been included in this figure. Wells explained that she could not afford to personally pay for these expenses. Grunfeld moved that Wells use the remaining COD budget to reimburse all her expenses for these projects. This motion was seconded by Mullen, and unanimously approved as moved. Wells asked if Grunfeld, as COD Chair, would attend the April 26 COA presentation and be the speaker? Wells, also, mentioned that getting all the COD material to the Sheffield Senior Center was a heavy job. She had no takers.

- 7.) **CELEBRATORY/INFORMATIONAL SHEFFIELD TIMES' ARTICLE:** Grunfeld reported that the photo she had taken of the Wells' clan had headed up her submission to the *Sheffield Times*. She said she would E-Mail her final copy of the article to all COD members and Alden.

- 8.) **JEFF DOUGAN E-MAIL RE: MUNICIPAL AMERICANS WITH DISABILITIES' ACT (ADA) IMPROVEMENT GRANT:** Grunfeld reported that she had spoken to LaBombard regarding asking Rene Wood if Wood could be asked to step in and write this IMPROVEMENT GRANT application. LaBombard told Grunfeld that she/COD would have to ask this permission from the Sheffield Select Board. Grunfeld then went on to share with the COD specific details that would need to be satisfied in applying for the ADA Improvement Grant. If the Sheffield Select Board approved of the COD request to ask Wood to help in writing the Grant, Grunfeld would share these specific details

which would have to be addressed in the filing of the Grant with a deadline of June 30, 2017. The COD decided not to seek the optimum Grant funding of \$250,000 due to time constraints to complete all the necessary research. The COD after considerable discussion about what Sheffield ADA needs could be researched in the short time frame decided the following: Wells moved that Grunfeld should ask the Sheffield Select Board for their approval to seek funding from the ADA Improvement Grant to pay for 6 items [4 evacuation chairs - 2 for the Sheffield Town Hall and 2 for the Sheffield Bushnell-Sage Library and 2 assistive listening devices - 1 for Sheffield Town Hall and 1 for the Sheffield Bushnell- Sage Library] along with their approval that Rene Wood could be asked if she would be willing to write the grant. The Wells' motion was seconded by Grunfeld, and with no further discussion, the Wells' motion was approved unanimously.

- 9.) **REGIONAL COD MEETING APRIL 25, 2017:** was shared as a reminder but perhaps a member/s would attend another one closer to home at a later date.
- 10.) **FORMAT FOR REPORTING COD AGENDA/MINUTES:** Wells explained that this item was on the COD Agenda because members needed to be reminded that minutes were NOT a transcript of the recording and that they needed to be organized around the prior published agenda. So that anyone reading the minutes would have a general understanding of what had transpired in each category in a well organized manner.
- 11.) **DATE AND TIME SET FOR NEXT COD MEETING:** The Commission decided to not meet May 5 and that the next scheduled COD meeting would be May 19, 2017 at 10:30am. Grunfeld checked with Goewey and that date and time was not available at the Senior Center as the Senior Center would be recognizing all their volunteers at a luncheon that day. Grunfeld E-Mailed Duhlin at the Town Hall and found that the COD could meet in the French room downstairs on that date and time. Grunfeld officially confirmed and scheduled the COD to meet Friday, May 19 at 10:30 am at the Sheffield Town Hall, downstairs room.
- 12.) **NEW BUSINESS:** none
- 13.) **COMMUNICATIONS:** none
- 14.) **ADJOURNMENT:** Grunfeld moved the COD meeting be closed. The motion was seconded by Mullen, and was carried unanimously.

Grunfeld adjourned the meeting at 12:45 PM.

Respectfully submitted:



Nan Wells

Sheffield C.O.D. Clerk

Documents used by the Commission at this meeting:

- A. Draft of the April 7, COD Minutes up for discussion, editing, and Approval
- B. Alden recruitment tri-fold draft
- C. June 15, 2017 Invitational notecard
- D. Alden half page informational assistive listening devices' handout
- E. Wells' breakdown of COD expenses
- F. One three section unit of the COD Recruitment Boards