



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



Friday, May 12, 2017
Sheffield Senior Center
Officially opened at 10:38 AM

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

Grunfeld called the C.O.D. meeting officially open at 10:38 AM. This meeting has been recorded as per request by the BOS.

AGENDA ITEMS:

- 1.) **APPROVAL OF APRIL 21, 2017 COD MINUTES:** After 2 editing changes, Grunfeld moved that the COD Minutes for April 21, 2017 be approved as amended. The motion was seconded by Mullen, and with no further discussion, the Grunfeld motion carried unanimously.
- 2.) **GRUNFELD OFFICIALLY WELCOMED ALDEN, OUR NEW MEMBER, TO THE COD:**
- 3.) **WELLS' CELEBRATION UPDATES:** Wells shared her committee updates – “On the Wings of Butterfly Messengers ... ”’s board still needs a photo of Jack Pollitt. The COD decided by consensus to send another invitational notecard to Julie and Michael Pollitt and add to the note that we had found a great photo of Jack on his facebook page that we would like to use. The note would also ask their permission to use the photo and to respond if they didn’t want the COD to use it by May 30, 2017. Wells said she had checked with Goewey, Executive Director of the Sheffield Council on Aging, regarding what time the COD could start setting up for the luncheon. Wells said that she really needed COD members to help set up before the luncheon and then to clean up after it was over. Many hands would make it so much easier on all. She asked if all could meet to set up at 10:00 AM as there was quite a bit to do. All agreed that Wells’ request was doable. Wells said that someone in the COD should take home all the many COD materials and recruitment boards at this time and that she would have it all ready to move to a new home. Alden said he had a dolly he would bring for loading and unloading. Mullen mentioned that she had seen Asha Vonruden in Great Barrington and that Asha seemed unfamiliar with the COD/COA Celebratory luncheon. It was agreed by consensus that Wells would send another Invitational Notecard to the Vonrudens.

- 4.) **WELLS SUBMISSION OF EXPENSES:** Wells gave each COD member a breakdown of all expenses spent or to be spent in the Wells' Memorial Fund as well as expenses turned in for reimbursement from the COD account. Wells also shared that the Wells' Memorial Fund had just received another \$50.00 from Allen and Carol Wells, David's brother and sister-in-law.
- 5.) **UPDATE ON THE ALDEN TRI-FOLD RECRUITMENT FLIER:** It was decided by consensus that Wells would print up 70 copies of the Alden COD recruitment tri-fold, in color, to be put at each luncheon place setting.
- 6.) **ALDEN CONCEPT OF USING ASSISTIVE LISTENING INFORMATIONAL HANDOUT AS A CARDSTOCK STANDING WELCOMING TENT CARD FOR JUNE 15, 2017 CELEBRATORY LUNCHEON:** After considerable discussion, it was agreed by consensus that Wells would print up, in color, 70 cardstock copies [one for each place setting] of the assistive listening informational handout to sit flat at each place setting [but not as a welcoming tent card] along with the Alden recruitment tri-fold. It was also decided by consensus that these two potential handouts if left behind would be picked up by the COD afterwards and saved for future use. Perhaps at a later date, they could be laminated to last for more than one use but not, at this time, to be laminated for the June 15 luncheon.
- 7.) **UPDATE MUNICIPAL AMERICANS WITH DISABILITIES ACT (ADA):** Grunfeld updated the COD on the progress she and Rene Wood were making in looking at what would be submitted under this grant as well as the writing of it. Grunfeld shared that she and Wood had revisited the Town Hall, the Sheffield Bushnell-Sage Library, the Police Station and the Sheffield Town Park to refresh the Sheffield COD/Sheffield Town ADA Spreadsheet of ADA items that still needed to be addressed. Grunfeld also mentioned that part of the Grant application required the Town to have a posted grievance procedure. The Town would also need to designate some funding of good faith to accompany the ADA Grant submission. The final, final date for submission for this grant was June 5, 2017. It was moved by Mullen and seconded by Alden that Grunfeld could continue to do whatever was necessary, along with Wood, to facilitate moving this Grant application to completion. With no further discussion, the Mullen motion was approved unanimously.
- 8.) **CROSSWALK SAFETY:** Wells reported that after a recent death of a pedestrian struck in the Main Street Route 7 crosswalk this issue should be pushed again hard by the COD for Town/DOT resolution. All agreed that due to time constraints and other commitments this issue was tabled for another COD meeting.
- 9.) **ADA SELF-EVALUATION UPDATE:** This Agenda item was discussed as part of Agenda Item #7.
- 10.) **NEW COD CLERK:** Grunfeld asked Alden if he would be willing, after June 30, 2017, to take on the position of COD Clerk. Alden shared with the COD that he had much on his plate including being the Legion Post 340 Adjutant and Jr. Vice Commander of District One Department of Massachusetts of the American Legion.

11.) DATE AND TIME SET FOR NEXT COD MEETING: After some discussion it was decided by consensus that the next scheduled COD meeting would be June 30, 2017 at 10:30AM at the Sheffield Senior Center.

12.) NEW BUSINESS: none

13.) COMMUNICATIONS:

- Patricia Mullen – May 19, 2017 Berkshire Housing Workshop
- Adaptive Gardening E-Mail from Marguerite Savatino [Grunfeld explained that she had responded to the Savatino E-Mail but there was no return E-Mail response from Savatino]
- A letter from Susan Gillam regarding Modification Loan Program [Loan help for Home Modification]

12.) ADJOURNMENT: Grunfeld moved that the COD meeting be closed. The motion was seconded by Mullen, and with no further discussion, the Grunfeld motion carried unanimously.

Grunfeld adjourned the meeting at 12:10 PM

Respectfully submitted:



Nan Wells

Sheffield C.O.D. Clerk

Documents used by the Commission at this meeting:

- A. Draft of the April 21, COD Minutes up for discussion, editing, and approval
- B. Alden recruitment tri-fold FINAL copy
- C. June 15, 2017 Invitational Notecards used for this meeting
- D. Alden half page informational assistive listening devices' handout FINAL copy
- E. Wells' breakdown of COD expenses turned in for COD reimbursement which included expenses to make COD recruitment boards
- F. Wells Memorial Donations' breakdown of expenses already paid out or still left to be paid out
- G. Patricia Mullen – May 19, 2017 Berkshire Housing Workshop
- H. Letter from Susan Gillam regarding Modification Loan Program [Loan help for Home Modification]