



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



**Friday, June 30, 2017**  
**Sheffield Senior Center**  
**Officially opened at 10:38 AM**

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

Guests:                                      Rene Wood

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 MAY 12, 2017 COD MINUTES:** After 2 editing changes, Mullen moved that the COD Minutes for May 12, 2017 be approved as amended. The motion was seconded by Alden, and with no further discussion, the Mullen motion carried unanimously.
- 2.) **VISITOR RENE WOOD - Update Municipal Americans with Disabilities Act (ADA) Improvement Grant:** Wood thanked the Commission for the work it has done and thanked outgoing Wells for her work with the Commission. Wood stated that this is a new state grant; it is not a federal grant. The grant will be funded for this upcoming fiscal year as well. Wood worked with Rhonda LaBombard, Grunfeld, and the Berkshire Regional Planning Commission. Of a list of possible projects to be funded, LaBombard selected an accessible restroom and playground at the Town Park, and improved front entrance accessibility at the Town Police Station. After Wood submitted the grant application she noticed that not only must the invoices be submitted by June 30, 2017 but the services must be received and completed as well. That would be impossible to do with the short turn around time. A letter was submitted to withdraw the grant application and ask for feedback. Wood mentioned that neither Wood nor Grunfeld had heard this timeline mentioned in a conference call about the grant held by the Massachusetts Office on Disability (MOD). This grant will be resubmitted for FY 2018 and will include both planning and implementation of the projects in the application. Steve McAlister, architect, has submitted a reasonable quote for implementing the MOD grant.

In the meantime, LaBombard has submitted a separate grant for playground equipment for the Town Park. When the MOD grant is submitted, it will be modified to reflect what progress has been made with the playground. COD members want to be involved in selecting the playground equipment to ensure that it is accessible to children with disabilities.

Wood pointed out that several good things came from preparing for this grant. In order to be eligible to apply for the grant the Select Board adopted a statement of non-discrimination, a grievance procedure, and money was set aside as a partial match for the grant as a show of good faith. The Town also purchased two evacuation sleds. The ADA Self Evaluation had identified the need for these sleds at the Town Hall and at the Library. They would be used to evacuate people with mobility disabilities who may be on upper floors during an emergency when the elevators are shut down. The ADA Self Evaluation should be updated to show this purchase. Wood said that training for the staff includes an instructional video and practice session and that perhaps Heather Barbieri of Fairview Hospital would be able to give some guidance. Wells suggested that the training include evacuating a person with a mobility disability as that can be different than evacuating a person without a disability. Signage and storage locations were discussed. Mullen said that the COD should follow up to confirm that the training has happened.

Wood said that she will meet with United Cerebral Palsy to discuss assistive listening devices to help determine which devices would be best for the Town.

Wells asked to continue to be included on the Design and Review Committee for the Town Hall renovations even though she will no longer be a member of the COD. While that committee is likely disbanded as that particular work is completed, Wood advised that Wells mention her interest to LaBombard.

Grunfeld thanked Wood for the tremendous amount of work she has done on this grant. Wood left the meeting after this update.

- 3.) UPDATE WELLS' CELEBRATION:** Wells began the update. The celebration was well attended. Cash McConnell and Alex Tierney of United Cerebral Palsy (UCP) did a great job explaining how to use the assistive listening devices. Wells has sent thank you messages to all involved. The COD will also send out notes of gratitude. Wells is to email an electronic blank thank you note to COD members. Wells stated that she designed and owns the copyright to the COD logo but that she gives authorization for the COD and the Town to use the logo. Wells gave thanks for the flowers and recognition she received at the celebration. The COD members thanked Wells for the work she did on the event and commented what a beautiful job she did. Wells said that all financial expenses for the Celebration were submitted to the Town a week ago. Wells says that if there is anything left over in the David S. Wells Memorial Fund then she would use it to assist at the Senior Center. She thanked all COD members for their work on the event.

Grunfeld asked for the thank you note card and logo in electronic format. Wells said she will send it as a jpg. Wells will send the label format to Dale. Grunfeld asked Wells for permission to come back to her if there are any other electronic files needed.

**4.) WELLS' SUBMISSION FOR EXPENSE FOR ALDEN:** Wells reported that the COD had \$16.52 remaining in the COD budget at the end of this fiscal year.

**5.) NEW STORING LOCATION FOR COD SUPPLIES:** Mullen has the A frame sign and the stand up boards. Grunfeld has boxes of paper materials that Wells had given her. Mullen has offered to store the boxes as well.

**6.) ELECTION OF A NEW COD CLERK - Other officers to be elected at the July meeting:** Alden declined the Clerk position. Alden offered to write a draft of job description guidelines for the various positions on the Commission. He suggests that we talk about what we are passionate about and take on those responsibilities. Mullen says it makes sense for us, at this point in the Commission's history and phase of organizational development, to have guidelines as to who does what. Grunfeld proposed that who is going to do what be pushed to the next meeting. Mullen seconded. All voted in favor.

**7.) CROSS WALK SAFETY:** Suggestions from COD members and Wood, who commented on this topic before leaving the meeting:

- a. Flags in buckets of sand on either side of the road by the crosswalk. People who are crossing carry a flag as they travel from one side to the other and wave it to draw attention to themselves (as seen in another municipality)
- b. Painting the crosswalk with "stop, look, wave," as is done in Great Barrington.
- c. Wood has suggested that a petition be sent to the Department of Transportation to do an analysis of the speed. 25 mph suggested. State has to approve any change, as this is a state highway.
- d. Solar powered flashing lights, as seen in Pittsfield, were brought up by Nadine in Select Board meeting.

**8.) SHEFFIELD FAIR PLANNING:** Wells will send Pat Sheely's contact information to Grunfeld so that she can invite Pat and her service animal, Shadow, to help out at the COD booth again. Pat serves on the Pittsfield COD and the UCP Board. Grunfeld reported on what she had suggested to the Sheffield Fair Committee regarding accessible parking. Wells mentioned that during the 2016 Fair people removed the caution tape from the east side of the pavilion so that they could more easily reach the picnic tables. She saw a person trip on the edging boards and fall. Alden suggested that cones might be helpful. Mullen and Wells mentioned that vision impairment is a concern and that the boards on the sides of the pavilion are easy to trip over. A vendor who was loading in supplies fell coming in the north side and was not using the proper entrance. Alden mentioned the Boy Scouts as possible volunteers. The date of the 2017 Sheffield Fair is Sept 9, noon to 5pm.

**9.) SET DATE, TIME, AND PLACE FOR NEXT MEETING:** July 21, 2017. 10:30AM. Aug 18, 2017. Both meetings will be held at the Senior Center.

**10.) CHAIR’S AGENDA ITEMS:** None.

**11.) NEW BUSINESS:** None.

**12.) COMMUNICATIONS:** None.

**13.) AGENDA FOR NEXT MEETING:** Electing new officers, job description guidelines, thank you notes for celebration, Sheffield Fair participation planning, reevaluation of COD goals.

**14.) ADJOURNMENT:** Grunfeld moved to adjourn the meeting, seconded by Alden. The motion carried unanimously.

Grunfeld adjourned the meeting at Noon.

Respectfully submitted:

A handwritten signature in black ink that reads "Laura Grunfeld". The signature is written in a cursive, flowing style.

Laura Grunfeld  
Chair, Commission on Disabilities

Documents reviewed at this meeting: None.