

Town of Sheffield
Commission on Disabilities

Town Hall – 21 Depot Square

P.O. Box 325

Sheffield Massachusetts 01257



Friday, March 17, 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.

Wells introduced Dale Alden to the COD members. Grunfeld, on behalf of the Commission, welcomed Alden to our meeting.

AGENDA ITEMS:

1.) APPROVAL OF FEBRUARY 17, 2017 COD MINUTES: Grunfeld moved that the COD Minutes for February 17, 2017 be approved. The motion was seconded by Mullen, and with no further discussion, the Grunfeld motion carried unanimously.

2.) COD MEMBER RECRUITING EFFORTS, NEW MEMBER POSSIBILITY, ALDEN BRICK SIDEWALK CONCERN: These items were moved to the front of the agenda to accommodate guest, Dale Alden, who had to leave early. Alden talked about an experience he had recently when he tripped on a raised brick in the brick sidewalk in the center of town. He has been in touch with Town Administrator Rhonda LaBombard about this issue. Alden had researched accessible sidewalks and did not feel that a sidewalk made of bricks is accessible. Alden mentioned that LaBombard said the town would look into it. Grunfeld said that an assessment of the sidewalk could be added to the Town's ADA Self-Evaluation. The COD thanked Alden for coming to the COD with his concerns about accessibility in Sheffield.

Dale Alden expressed his interest in joining the Commission and talked about his experiences and interest in serving people with disabilities. The Commission welcomes his membership and supports his writing a letter of interest to LaBombard and the Sheffield Board of Selectman

asking that he be appointed to the Sheffield Commission on Disabilities. COD recruiting efforts still need to be continued.

- 3.) **WELLS' CELEBRATION UPDATES:** The COD was reminded that the Wells' Celebration date had to be moved to Thursday, June 15, 2017. Most other previously discussed plans for the celebration remain unchanged. Jennifer Goewey, Executive Director of the Sheffield COA, had requested that UCP do the demonstration of how to use the assistive listening devices and UCP had been contacted in that regard. Grunfeld said she hadn't had the chance yet to go through her files to find photos she may have taken at various COD events that could be used to augment the material that Wells was putting together for the COD display boards.
- 4.) **MACRO READER:** Wells reported back on her discussion with Goewey regarding the COD purchasing a stand for the macro reader and found that it was far too costly for any small amount remaining in the Wells' fund.
- 5.) **COD FREE HANDOUT:** Wells shared information she had garnered regarding the cost and feasibility of printing two different promotional items for the COD, a tablet and a refrigerator magnet. Wells reported that LaBombard said that it was not necessary to use the Town logo along with the COD logo; it was allowable to use the COD logo alone. Mullen suggested cloth grocery shopping bags as a COD promotional item. These items were discussed and then tabled until the next COD meeting. The promotional item would have to come out of the COD FY budget 2017 or wait until the COD received FY 2018 budget on July 1, 2017.
- 7.) **COD FY 2017 REMAINING BUDGET LINE:** The remaining 2017 monies in the COD budget were considered for purchasing upcoming COD needs.
- 8.) **EMERGENCY NOTIFICATION SYSTEM:** By consensus the COD agreed to table this item until the April 21 meeting.
- 9.) **PR FOR WELLS' CELEBRATION:** It was decided by consensus that Grunfeld would write a *Sheffield Times* article to publicize the Wells Celebration. The article is meant to include: A) The Wells' donation that helped to purchase 3 different assistive listening devices. B) That the Wells' Celebration will be held June 15 and reservations need to be made as soon as possible. C) Encourage interest in becoming a COD member. Wells was asked to ask Goewey if the COA would take a photo of a person using one of the assistive listening devices to accompany the article.
- 10.) **SHEFFIELD TIMES' ARTICLE:** This agenda item was covered under #9.
- 11.) **TOWN WEBSITE ACCESSIBILITY:** Grunfeld said she would let the COD know when the new website accessibility guidelines are released. Wells reminded her to check the minutes from the different Boards and Commissions published on the Town website as they may not be accessible to those using screen readers. It was suggested that Grunfeld may need to meet with LaBombard regarding staying abreast of these needs for ADA communication compliance.

12.) UPDATE ON TOWN HALL PURCHASE OF ASSISTIVE LISTENING DEVICES:

Grunfeld said she had reached out to the original companies she had contacted for prices on Assistive Listening Systems for the Town Hall. She asked for updated quotes but had not heard back from them. The updated quotes will be given to LaBombard who will bring them to the Board of Selectman to take the next step.

13.) DATE AND TIME SET FOR NEXT COD MEETING: The Commission set the next COD meeting as March 31, 2017 at 10:30 AM. Wells was asked to check the availability of the Sheffield Senior Center for this meeting.

14.) AGENDA ITEMS FOR NEXT MEETING: Grunfeld suggested the following agenda items for the March 31, 2017 COD meeting: A) Approval of the March 17, 2017 COD Minutes B) Wells' Celebratory Luncheon update C) Wording for the Wells Celebration Notecard D) Wording for the Wells Memorial Plaque E) Wording for the Grunfeld article submission for the April 15 deadline of the *Sheffield Times* F) COD magnets or other COD promotional item to be handed out at the Wells' Celebration.

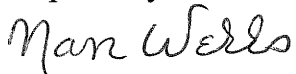
15.) NEW BUSINESS: There was none.

16.) COMMUNICATIONS: Town notification of the increase in Mileage reimbursement.

17.) ADJOURNMENT: Grunfeld moved the COD meeting be closed. The motion was seconded by Mullen, and was carried unanimously.

Grunfeld adjourned the meeting at 12:09 PM.

Respectfully submitted:



Nan Wells
Sheffield C.O.D. Clerk

Documents used by the Commission at this meeting:

- A. Town of Sheffield Departmental Financial Spreadsheet
- B. Promotional item quotes and mock-up
- C. Alden sidewalk guidelines
- D. Mileage reimbursement increase memo