



*Town of Sheffield*  
*Commission on Disabilities*  
*Town Hall – 21 Depot Square*

*P.O. Box 325*

*Sheffield Massachusetts 01757*



**Friday, July 17, 2015**

**Sheffield Senior Center**

**Officially opened at 2:55 PM**

Commission Members Present: Laura Grunfeld, Chair  
Dave Wells, Clerk  
Gail Mullen [arrived at 2:55]

Absent: Lakhan Verma  
Visitors: Nan Wells

Grunfeld called the C.O.D. meeting officially open at 2:55 PM  
Please note this meeting has been recorded as per request by the BOS

**AGENDA ITEMS:**

- 1.) **APPROVAL OF MINUTES:** *It was moved by Mullen that the minutes of the Sheffield Commission on Disabilities for Friday, June 26, 2015 be approved. The Mullen motion was seconded by Grunfeld, and with no further discussion, the minutes were approved as presented.*
- 2.) **NOMINATIONS AND ELECTIONS FOR COD CHAIR AND CLERK FOR FISCAL YEAR 2016 WERE OPENED:** Wells suggested that the offices of Chair and Clerk continue on in their appointed positions from the previous Fiscal Year 2015. With no discussion and with unanimous consent, the COD approved that Grunfeld remain as COD Chair and that Wells remain as COD Clerk.
- 3.) **PICK A SHEFFIELD IN CELEBRATION THEME AND MAKE COD MEMBER ASSIGNMENTS:** After discussion it was a unanimous consensus that the COD theme for the Sheffield in Celebration Fair [to be held Saturday, September 12, 2015] would highlight that this is the ADA's 25<sup>th</sup> Year Celebration. Grunfeld mentioned that by happenstance she would be able to be a part of the ADA Celebration in Boston. She will try and bring back for the Sheffield in Celebration Fair as many materials as she can or make contacts with vendors to send us materials at a later date. Wells volunteered to contact UCP for materials and print out fun kid sheets, and bring other materials the COD has collected that can be shared. The disability porta-potty issue and communications were shared and discussed. Further assignments for the day of the Fair were: Wells,

Wells, and Verma would be at the COD tables, Grunfeld and Mullen would help with parking, and Wells would research availability and cost for printing & purchasing ADA in Celebration balloons.

- 4.) **NEW TOPIC FOR SHEFFIELD TIMES' ARTICLE:** The previous COD item #3 led to an instant unanimous consensus choice to have the next COD *Sheffield Times'* article highlight this year's ADA 25th Anniversary Celebration. Grunfeld volunteered to write this informational article and submit it by the August 15 deadline.
- 5.) **COD SANDWICH BOARD:** Grunfeld brought to this COD meeting the newly approved and purchased sandwich board sign. It will be a great addition and will surely be used many times over starting with the Sheffield in Celebration Fair at the Sheffield Town Park in September. Mullen will house the sandwich board sign for the COD.
- 6.) **UPDATE FROM THE TOWN ADMINISTRATOR/BOS REGARDING COD ITEMS OF CONCERN:** The COD has not received any response to these concerns to date. The COD decided by consensus not to push these concerns further at this time.
- 7.) **DESIGNER /SELECTION COMMITTEE UPDATE:** Grunfeld gave a brief update that the Architectural Firm of Clark and Green [Steve McAlister, Architect] had been unanimously picked by the Selection Committee to be recommended to the BOS to design the Sheffield Town Hall ABR Project. Grunfeld reported that the same members for the Selection Committee would be continuing on as the Design Committee.
- 8.) **UPDATE ON THE TOWN OF SHEFFIELD'S ADA SELF-EVALUATION:** Grunfeld suggested that the COD put this Agenda item on next month's COD Agenda. Her suggestion was unanimously agreed to by consensus.
- 9.) **CHAIR'S AGENDA ITEMS:** There were no chair items this month.
- 10.) **NEW BUSINESS:** There was none.
- 11.) **COMMUNICATIONS:** There were none.

*The meeting was moved to be closed by Wells and seconded by Mullen, and with no further discussion, the meeting was unanimously moved to be closed at 4:15*

Grunfeld adjourned the Sheffield C.O.D. meeting at 4:15PM

Respectfully submitted:  
Dave Wells  
Sheffield C.O.D. Clerk

*David L. Wells*

The following documents were reviewed during the Commission's meeting and have been retained as required by Massachusetts Public Retention Policy:

Financial Report of Town of Sheffield June Fiscal Year 2015

E-Mail Communications regarding the Porta-potty at the Sheffield Town Park  
Grunfeld

John Campbell/Grace Campbell



**TOWN of SHEFFIELD  
Commission on  
Disabilities**



**AGENDA**

**The Commission will meet Friday, August 21, 2015**

**at the Sheffield Senior Center at 2:30 PM**

**The following Agenda items are for review and possible action**

1. Approval of the July 17, 2015 COD Minutes:
2. Progress reports from all Sub Committees regarding the Sheffield in Celebration Fair:
3. Grunfeld Report on the 50th ADA Celebration she attended in Boston:
4. *Sheffield Times'* article submission:
5. COD will continue to work on the Town of Sheffield's 2015 ADA Self-Evaluation:
6. Designer Selection Committee update:
7. Jeff Dougan & Open Meeting Law changes:
8. Chair's agenda items:
9. New Business:
10. Communications:

All agendas are subject to change and items requiring extensive discussion or prior research will be placed on a future agenda so that the issue can receive appropriate attention

\*\*\*A larger print version of this AGENDA will be available, upon request,  
at the Town Administrator's Office