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**City of Melrose Commission on Disability (MCOB)  
Meeting Minutes**

**Meeting Date: December 10, 2025**

**Commissioners Present:**

Garin Boyd (Secretary)

Gary Hale (Chair)

David Hoff (Vice Chair)

Margaret Sheets

Matthew Travers

**1. Call to Order**

Commission Chair Hale called to order the regular meeting of the Commission on Disability at 7:01 PM.

**2. Public Participation**

There were no members of the public present for participation.

**3. Approval of minutes from last meeting**

A motion to approve the minutes from the November 12th meeting was made by Commissioner Sheets and seconded by Vice Chair Hoff. Passed unanimously. Chair Hale requested a motion to approve the minutes for the September 10<sup>th</sup> meeting which could not be approved at the unofficial Commission meeting held in October. A motion was made by Commissioner Sheets, seconded by Commissioner Travers and passed unanimously. .

**4. CODA/State Updates**

CODA meeting: no one from the Melrose Commission on Disability attended this month's meeting. Next month's meeting is 1/7/26. Melrose has been awarded an MOD ADA improvement grant for 2026. The MOD grant will be used to add automatic doors to Hoover, Winthrop and Horace Mann elementary schools and additional work will be done on Horace Mann. There was an update on the Massachusetts Commission on the Status of Persons with Disabilities.

**5. Community Education Guide Update**

A. Distribution update

The Community Education Guide is in a word doc and will be printed by the city.

## B. Strategy in responding to consultation requests

Once the guide is out into the community, we can figure out how to respond to any requests to the Commission for assistance.

## 6. SEPAC

No updates from SEPAC.

## 7. High School work experience initiative

Commission Chair Hale and Vice Chair Hoff have met with Stephanie Nelson from the Chamber of Commerce. A meeting is being planned in January with four or five business owners in Melrose to discuss a work experience program for High School students with disabilities.

## 8. MCOB outreach to community

An idea to create a one or two page document detailing what the Melrose Commission on Disability can do and cannot do. We should review what material we already have.

We would like to see more members of our community participate in public comment at our meetings. Commissioner Sheets is a liaison for the newly formed climate change group. We would also like to engage with the Human Rights Commission and Secretary Boyd will be working on getting a letter to the Human Rights Commission to discuss being a liaison and attend their meetings.

## 9. Other Business

- Commissioner Sheets would like to start ideas and planning for 2026 Disability Pride.
- Commission Secretary Boyd gave a report on MLK Day of Service. The Day of Service is January 19th, and there will be a potluck and free concert on the evening of January 18th at the Melrose Unitarian Universalist Church.

## 10. Adjournment

A motion made by Vice Chair Hoff to adjourn the meeting was seconded by Commissioner Sheets and passed unanimously. .

Meeting minutes submitted by Garin Boyd, Melrose Commission on Disability Secretary.