

RECEIVED

By City Clerks Office at 7:19 am, Feb 02, 2026



Melrose Human Rights Commission

Melrose City Hall, 562 Main St, Melrose, MA 02176

[Human Rights Commission Official Website](https://www.cityofmelrose.org/humanrightscommission)

humanrightscommission@cityofmelrose.org | Hotline: (781) 979-4140

[@MelroseHRC](https://www.facebook.com/MelroseHRC) [@Melrose_HRC](https://www.instagram.com/Melrose_HRC) [@MelroseHRC](https://www.tiktok.com/@MelroseHRC)

November 10, 2025 Meeting Minutes

Members Present: Lizzy Barr (Chair), Randall Carter, Jay Stapp, Kelsey Lima, Brian Kochanowski, Linda Thompson, Laura Bergsten, Elizabeth Kowal

Members Absent:

Members of Public: None

Call to Order: Meeting was called to order by Chair Barr at 6:11 pm with a quorum of 7 Commissioners present.

READING OF THE MINUTES

Prior Meeting Minutes:

- Chairperson Barr entertained a motion to accept minutes of previous meeting
 - Commissioner Carter moves; seconded by Commissioner Kochanowski
 - Motion passes unanimously

PUBLIC PARTICIPATION

- The Chair noted that 2 member(s) of the public were present. The Chair tabled a motion to open public comment.
- Public Comment
- Chairperson's Report
 - Website Updates
 - Emails sent to city Communications Manager on 9/18, 10/14, and 11/4 without response
 - (1) Redirect outdated website URL to updated URL, (2) post Resource Guides, (3) update membership list, (4) update meeting time
 - Communication with Patrick DeVivo of Melrose Messenger
 - Email sent Wednesday 11/5 with summary of recent activities and upcoming plans Reinforcing HRC's actions' connection to mission statement
- Treasurer's Report
 - Donation account balance: \$2,425.01
 - Commissioner Stapp to verify current balance with city treasurer/auditor
- Regular Business
 -
- Updates
 - Resource Guides posted to Facebook (pursuant to previous vote)
 - Immigration & Refugee Resource Guide published 10/22
 - Legal & Civil Rights Resource Guide published 10/29
 - LGBTQ+ Resource Guide published 11/5

- MLK Jr. Day of Service Coalition
 - Commissioner Kowal is MHRC's liaison to MLK Jr Day of Service (DoS) Coalition
 - Planning meeting scheduled for 11/13 at First United Methodist Church at 7:00 pm
 - MHRC shared MLK Jr DoS survey on Facebook on 10/12
 - MHRC provided contact info of the Massachusetts Human Rights Coalition for potential speakers/events
 - MHRC may be able to participate in events with MLK Jr DoS if logistics make sense
- Veterans Day Social Media Post Review of social media calendar revealed that no post is planned for Veterans Day
 - Commissioner Kochanowski moves to schedule a post for Veterans Day and add to MHRC's annual calendar of holiday posts; seconded by Commissioner Stapp
 - Motion passes without objections
- Commissioner Lima moving to Beverly; intends to finish out term, which expires in February
- New Business
 - a. Email/Hotline Coverage Schedule
 - b. Intake Form
 - Based on Wakefield Human Rights Commission's form
 - Requests optional information about complainant and respondent
 - Checkboxes list protected classes at federal and state levels
 - Provides 3 methods of submission (mail, email, upload)
 - Discussion re: content/formatting of form
 - Chair Barr and Commissioner Carter to schedule a meeting with city solicitor re: content and storage of intake form (esp. to ensure compliance with any and all applicable city/state/federal laws)
- Other and/or Unfinished Business
- Adjournment
 - Chair Barr entertains a motion to adjourn
 - Commissioner Stapp moves; seconded by Commissioner Kowal
 - Motion passes without objection
 - Meeting adjourned at 7:13pm