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

Meeting Date: February 11, 2026

Commissioners Present:

Garin Boyd (Secretary)
Gary Hale (Chair)
Erin Ryan Heyneman
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

No public participation

3. Approval of minutes from last meeting

A motion to approve January meeting minutes was made by Commissioner Sheets and seconded by Commissioner Heyneman. Motion was unanimously approved.

4. CODA/State Updates

There was no one from the Commission who attended the monthly CODA meeting. MOD will be hosting Community Access Monitor Training in April. MOD will also be hosting office hours for ADA coordinators.

5. SEPAC

Commissioner Heyneman shared that an open virtual SEPAC meeting was held on Monday, January 26th. The focus of this meeting was the mediation process.

6. Melrose HR portal accessibility

Melrose Public Schools have wanted a secure portal for staff and school administrators, that would be accessible via screen readers. Commissioner Hoff indicated that a member of his team at UMASS would be able to consult on necessary technical requirements for this portal (including nesting imbedded links, etc.). Commissioner Travers indicated that this work would happen after February break and Commissioner Hoff agreed to connect with the city around availability to connect with his UMASS resource.

7. MCOB Zoom account

Melrose Commission on Disability will be using a new Zoom link starting in March. This Zoom account will allow recording of meetings. Zoom also provides asset notes that could be used to more thoroughly document MCOB meetings. The city has recommended that we use a standing, recurring meeting link for MCOB meetings to minimize confusion. Also, captioning will be available on the Zoom meetings. This matter was researched by Commissioner Travers in response to this issue being raised at the January meeting by Elizabeth Barr, Chair of the Melrose Human Rights Commission. Commissioner Travers will pass this information along to the HRC.

8. High School work experience initiative

Commission Chair Hale and Vice Chair Hoff have worked with Roxanne Wilson from Melrose High School Special Education to create a survey that will go to prospective businesses in the Melrose Chamber of Commerce. The survey will be sent out pending Chamber review. Businesses could offer a wide range of work experience opportunities including paid internships, help with mock interviews, business tours, classroom seminars and after-school and summer jobs.

9. Status of MOD ADA improvement grant

Notice has gone out in the papers and there was an article in the Melrose Weekly News. Grant funded work will likely happen during the April 2026 school break.

10. Disability Pride Events

Commissioner Sheets updated that the Melrose Public Library was onboard for July Disability Pride events. More work will need to be done to firm up plans on the Disability Art Show. Potential events could include a children's book reading session, a panel discussion with Commissioners and, potentially, a sponsored entry in the Melrose Chalk Walk.

11. Officer elections to be held at March meeting

MCOB officers will be elected during the March 11th meeting.

12. Other Business

- Creative Alliance Summit will be happening April 11th 2026 at Rising Eagle. More details to follow. This event could be used to promote the Community Access Guide.

- An MCOB letter of support has been sent on behalf of the Friends of the Fells for a grant they are applying for to create more accessible trails. Friends of the Fells should hear back in June.
- Commissioner Sheets gave information around her role on the newly formed Climate impact group. Commissioner Sheets is working to get a community survey together around the Mystic Valley Water shed. Since inception, this group has met four or five times. They are looking for feedback from not only Melrose residents, but also people who work and do business in Melrose.
- Vice Chair Hoff, Secretary Boyd and Commissioner Sheets will be up for Commission reappointment. This meeting will happen Monday February 23rd at 6:30 pm.
- Secretary Boyd attended a strategy meeting around Melrose Memorial Hall. Discussion at the strategy meeting included potential uses of Memorial Hall as well as accessibility concerns around the main stage.

13. Adjournment

A motion to adjourn was made by Vice Chair Hoff, seconded by Commissioner Heyneman and approved unanimously.

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