



City of Melrose Commission on Disability Meeting Minutes

Meeting Date: Wednesday, February 15, 2023 - 6PM-8PM

Location: Melrose City Hall, 562 Main Street, Cassidy Conference Room (2ndFloor)

Commissioners Present:

David Hoff (Commission Chair) Judy Bushee, Garin Boyd (Commission Vice Chair),
Alaine Breen, Margaret Sheets (Commission Secretary)

Absent: Erin Heyneman

1. Call to Order

Meeting was called to order by Commission Chair David Hoff at 6:05 PM.

2. Self-Evaluation and Transition Plan.

Commissioner Hoff updated the public audience about how the ADA Self-Evaluation and Transition Plan was developed and what was the impetus for the creation of these documents. Commissioner Hoff noted that the Commission's meetings are generally held online on the 2nd Monday of each month at 6:00 PM.

Commissioner Hoff emphasized that:

- Implementing the changes detailed in the Self-Evaluation and transition plan would be an ongoing process.
- The report is viewed by the city as a master plan for future changes-it's a combination of prioritizing the action items with the plan and cross referencing it with future changes.

Commissioner's Boyd, Heyneman, and Hoff appeared on "Let's Talk Melrose" on February 14th, to discuss the report.

3. Update from Mayor's Office

- Margot Fleischman, the City's Director of Strategic Initiatives and Communication provided the following updates:
 - Staff from the Institute for Human Centered Design did a training for city about how to increase accessibility for city events and meetings, and use of alternative spaces and call boxes to ensure accessibility.

- The city has addressed the need for an ADA Coordinator. The ADA Coordinator role has been split between the Building Commissioner and Human Resources Coordinator.
- The Mayor's office is working on getting a city representative to be on the Commission, as this position has been vacant for several months, since Karen Burke left the position of Director of Veteran's Services.
- Mayor Brodeur discussed how funding for the changes recommended in the Self-Evaluation and Transition plan will be addressed.

4. Public Comments

- Audience members complimented the Self-Evaluation and Transition plan on its comprehensiveness.
- An Audience member described letters she wrote about audible walk signals. She also raised concerns about people parking on the sidewalk and snow removal.
- Another audience member felt no one should be on the sidewalk on a bike.
- The need for more working accessible walk signs throughout Melrose and the fact that people don't know where to go to get accessibility issues addressed was discussed. The commission noted that this has been an ongoing challenge, and it is hoped that the appointment of a city ADA Coordinator will assist with this.
- It was suggested that when the plan is presented to the City Council, that the various stakeholders in the city regarding accessibility issues, be notified.

5. Other Business

- On Tuesday, February 14th, Commissioner Hoff met with Kara Showers, the city's Prevention and Wellness Coordinator to discuss a \$12,000 grant that was received to work with Melrose, Wakefield, Lynnfield, Stoneham to make a health event more inclusive. Ms. Showers will be in touch regarding follow-up meetings. The Health Inclusion Index checklist (https://www.nchpad.org/fppics/CHII_On-Site%20Assessment.pdf) will be used to evaluate events like the city's farmer's market. Ms. Showers also suggested that the commission connect with Community Coalition of Melrose (<https://ccmelrose.wordpress.com>) as a way to connect with community groups regarding accessibility and welcoming people with disabilities. Commissioner Hoff will be following up.
- Commissioner Sheets mentioned that there will be a performance of Considering Matthew Shepard and there will be ASL interpreters there

6. Approval of December 28, 2022 minutes

A motion to approve the minutes from the December 28, 2022 meeting was made by Commissioner Sheets and seconded by Commissioner Breen. Commission discussion: None.

Vote to accept December 28th meeting minutes:

David Hoff-Yes

Judy Bushee-Yes

Garin Boyd-Yes

Alaine Breen-Yes

Margaret Sheets-Yes

7. Adjournment

Motion to adjourn was made by Commissioner Breen and seconded by Commissioner Sheets. Commission discussion: None.

Vote to adjourn

David Hoff-Yes

Judy Bushee-Yes

Garin Boyd-Yes

Alaine Breen-Yes

Margaret Sheets-Yes

Meeting adjourned at 7:37PM

Meeting minutes were submitted by Maggie Sheets, Commission Secretary