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

Meeting Date: November 13, 2024

Commissioners Present:

Garin Boyd (Secretary)
Alaine Breen
Erin Ryan Heyneman
David Hoff (Chair)
Gary Hale
Margaret Sheets (Vice Chair)
Matthew Travers

1. Call to Order

Commission Chair Hoff called to order the regular meeting of the Commission on Disability at 7:02 PM.

2. Approval of minutes from last meeting

A motion to approve the minutes from the October 9, 2024 meeting was made by Vice Chair Sheets and second by Commissioner Breen. Passed unanimously.

3. Public Participation

Meghan M. and a group of neighbors went to the mayor's office on Thursday 9/12 to discuss map of Main St. snow removal, parking spaces, crosswalk placement. Meghan indicated that she would like to see online options for all municipal meetings in order to increase accessibility.

4. CODA/State Updates

Nothing to report from CODA this month. Commissioner Hoff reviewed MOD calendar.

5. School Interns

Commissioner Boyd had sent email to returning intern. Commissioners Hale and Heyneman were cc'd and plan on assisting once contact is made.

6. City Disability Policies development

Commissioners Hoff, Hale and Travers met last week. Working on revising city's ADA policy document, as a starting point for overall efforts of enhancing accessibility to city services. Policy document includes access to service, ADA policy for the city human resources.

7. Meeting with schools on transition

Commissioners Hoff and Hale met with Cari Berman and Roxanne Wilson from Special Education on transition from school to adult life. Commissioner Breen indicated special education was exceptional with amazing resources. Commissioner Heyneman asked to be a part of future meetings.

8. Community Education Guide Update

Commission Chair Hoff is reviewing the draft formatted version, and incorporating pictures. The plan is to have it finalized by the end of the year.

9. SEPAC

Commissioner Heyneman attended October SEPAC meeting and indicated it was very well attended. Hosted by a person with legal background and expertise. MCOB is still actively looking for an individual to represent SEPAC at meetings.

10. FYACS Visual Description Tour

Very positive feedback from the Commission.

11. Lower Main Street issues

Commissioner Hoff stated that the role of the Commission is to consult with DPW, but COD does not handle direct requests. Discussion around light/crosswalk/sidewalk/snow removal database for infrastructure repair requests. There was more discussion about COD representation at DPW as well as current mobility groups (Bike and Ped group) in the city that could act as allies.

12. City Commission and Board appointments

Discussion around increased transparency for openings in city appointed commissions and boards. Possibility of increasing virtual meeting footprint to engage citizens who are unable to attend in person. Also discussed ensuring openings are well-advertised.

13. Everybody Fit Funding Update

The funding request approved by the commission was sent to the city. The Melrose Commission on Disability is not able to fund non-profit organizations through its budget. Therefore, prior months proposal and vote to support "Everybody Fits" is not valid due to policy.

14. Decision-making parameters/process for funding requests

Commission will continue discussion on parameters/process for funding requests.

15. Singer Storytelling Event

Commissioner Sheets is interested in hosting an event around having a Music/Storytelling event. Offered Highlands congregational church as possible venue for event.

16. Disability Pride 2025 plans

Disability pride month planning will start soon.

17. Other business

- a) Commissioners Heyneman and Boyd announced that they had been awarded the 2024-2025 Mass Creative Fellowship Grant for Advocacy and Organizing.
- b) Commissioner Boyd indicated that city wide planning for annual MLK Day of Service would be happening 11/21. All are welcome.

18. Adjournment

Motion made by Commissioner Sheets, seconded by Commissioner Heynemann. Approved.
Meeting adjourned at 8:05 pm.

Meeting minutes submitted by Garin Boyd, Commission Secretary.