



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

Meeting Date: December 11, 2024

Commissioners Present:

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

Commissioners Absent:

Erin Heyneman

**1. Call to Order**

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

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

A motion to approve the minutes from the November 13, 2024 meeting was made by Vice Chair Sheets and seconded by Commissioner Hale. Passed unanimously.

**3. Public Participation**

There were no public comments at this time.

**4. CODA/State Updates**

Nothing to report from CODA this month. Commissioner Hoff reviewed MOD calendar and indicated that Community Access Monitor training was coming up soon.

**5. MLK Day of Service**

Commissioner Boyd reported that an MLK Day of Service Coalition has been formed and the next meeting is Tuesday, December 17. All are welcome.

**6. ADA Grant Award**

Melrose has been awarded \$38,000 to increase accessibility at the schools. Grant proposal was worked on in part by students. MCOB provided a recommendation/endorsement when grant proposal was submitted.

## **7. School Interns**

There hasn't been communication between commissioners and students around this year's intern opportunities. Suggestion from Commissioner Sheets to contact Carroll Center for the Blind. Discussion around creating work and management of interns. Program on hold for now and may be removed from agenda until further notice.

## **8. City Disability Policies development**

Commissioners Travers reported that over the next few weeks the city would focus on this. This is a two part initiative for the city: focusing on city employees and the community.

## **9. Community Education Guide Update**

There are few things that need to be edited and added including photos. Commissioner Hale suggested passing the draft on to community groups for response and feedback. Commissioner Breen indicated that she would pass along to the YMCA, and Commissioner Sheets said she would share with her church. Other commissioners were asked to do similar outreach. The goal is to have a final of this document in January.

## **10. SEPAC**

No updates to provide at this time.

## **11. Disability Pride 2025 plans**

Commissioners Heyneman and Sheets met and are proposing a storytelling event. Commissioners were positive on starting planning now for mural and events similar to last year's amazingly successful Disability Pride Month celebration. Commissioner Breen offered to contact YMCA and Library to help coordinate.

## **12. Board Term Limits**

Commissioner terms were reviewed. Commissioner Breen's term ends in February 2025. Commission Chair Hoff will reach out to the Mayor's office regarding moving forward on reappointment. Commissioners Hoff, Sheets and Boyd are set to end February 2026 and Commissioners Heyneman, Hale, and Travers end in February 2027.

## **13. Other business: Transit Advisory Board, Use of funds policy**

### **A. MBTA Advisory Board**

Commissioner Boyd attended the MBTA Advisory Board Meeting on December 10th. Reported that MBTA is very optimistic that recent work will decrease slow down across the public transit system.

**B. Melrose Commission on Disability Funding Policy**

Commissioner Breen provided a funding policy update that would mirror Melrose City funding policy. The following scenarios are appropriate for Melrose Commission on Disability funding opportunities:

1. Sponsorship: The Melrose Commission on Disability is sponsoring an event and funds would be used to host the event.
2. Cosponsorship: The Melrose Commission on Disability is cosponsoring an event with another organization or group and funds would be used to host the event.
3. Payment of services.

This will be further reviewed for approval at the January 2025 meeting.

**14. Adjournment**

Motion made by Commissioner Sheets, seconded by Commissioner Boyd.

Next Meeting: January 8, 2025 – 7:00 PM

Meeting minutes submitted by Garin Boyd, Commission Secretary.