



MELROSE HUMAN RIGHTS COMMISSION

City Hall • 562 Main Street • Melrose, Massachusetts 02176

cityofmelrose.org/human-rights-commission • Hotline: (781) 979-4140 •

Email: melrosehrc@cityofmelrose.org • Facebook: @MelroseHRC • Instagram: @MelroseHRC •

**Stay up-to-date with the HRC by subscribing to our quarterly newsletter [here!](#)*

RECEIVED

By City Clerks Office at 9:58 am, Sep 04, 2025

March 11, 2025 Meeting Minutes

Members Present: Bonnie Clapp (Chair), Linda Apple, Randall Carter, Lizzy Barr, Jay Stapp, Kelsey Lima

Members Absent: Rev. Dr. Susanne Intriligator (Clergy Liaison), Lizbeth DeSelm (City Council Liaison), Manjula Karamcheti (City Council Liaison), Joe Phillips

Members of Public: Josh Shortledge, Brian Kochanowski

Call to Order: Meeting was called to order by Chair Bonnie Clapp at 7:07 pm with a quorum of 6 Commissioners present.

READING OF THE MINUTES

Prior Meeting Minutes:

- Chairperson Clapp tabled a motion to accept the motions for the prior meeting.

PUBLIC PARTICIPATION

- The Chair noted that 2 member(s) of the public were present. The Chair tabled a motion to open public comment.

REGULAR BUSINESS

Chairperson's Administrative Report:

- Commissioner Carter began taking Meeting Minutes for the remainder of the meeting.
- Vacancies & Term expirations
 - terms expire at end of February
 - Commissioners Carter, Stapp seeking re-appointment
 - Commissioners Clapp, Apple not seeking re-appointment
 - Will need replacement chair, treasurer
 - Commissioner Clapp met with Mayor's Office re: new recruits
 - Currently one community member has expressed interest
 - As of 3/12/25, HRC will have 5 vacancies
- Conflict of Interest training
 - Must be completed every two years
- Annual Election
 - Executive Officers shall be elected annually by the Commission at the first meeting in March (March 11, 2025), taking effect immediately

- Four Executive positions, to be elected annually
 - Chair - presides over all meetings and officially represents the body before City Council and other officials
 - Commissioner Stapp motions for a vote on Commissioner Barr's appointment to Chair, effective 3/12/25; seconded by Commissioner Apple
 - Motion passes without objection
 - Vice-Chair - serves in absence of the chair
 - Commissioner Barr motions for a vote on Commissioner Lima's appointment to Vice-Chair, effective 3/12/25; seconded by Commissioner Carter
 - Motion passes without objection
 - Clerk - certifies meeting minutes, observance of the open meeting law, and maintains a journal of proceedings
 - Commissioner Barr motions for a vote on Commissioner Carter's appointment to Clerk, effective 3/12/25
 - Motioned by Stapp; Barr seconds
 - Motion passes unanimously
 - Treasurer - in charge of all financial affairs, funds, and valuable papers and keep full and accurate records thereof -
 - Commissioner Barr motions for a vote on Commissioner Stapp's appointment to Treasurer, effective; seconded by Commissioner Lima
 - Motion passes unanimously
- **Upcoming meetings**
 - Chair Clapp reminded commissioners that meeting time is movable; was recently moved from Wednesday evenings to Tuesday evenings
 - Commissioners to discuss any proposals to alter meeting day/time at subsequent meeting
 - Commissioner Barr to circulate Pride and immigration resource guides
- **Transition of Chairperson**
 - Discussion around Chair's responsibilities both during and outside of meetings
- **Treasurer's Report**
 - To date, no money spent this year
 - Current balance: \$5,425.01
 - Commissioner Apple proposes to confer with Mayor's Office re: allocating funds to organizations who put on community events in Melrose
- **Adjournment:**
 - Vice Chair Lima entertains a motion to adjourn at 8:28 pm, made by Commissioner Carter, seconded by Commissioner Apple. Passed without objections
 - Meeting adjourned at 8:29 pm