



MELROSE HUMAN RIGHTS COMMISSION

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April 15, 2025 Meeting Minutes

Members Present: Lizzy Barr (Chair), Joe Phillips, Randall Carter, Jay Stapp, Kelsey Lima, Brian Kochanowski

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

Members of Public:

Call to Order: Meeting was called to order by Chair Barr at 7:04 pm with a quorum of 6 Commissioners present.

READING OF THE MINUTES

Prior Meeting Minutes:

- Chairperson Barr entertained a motion to accept minutes of previous two meetings
 - Commissioner Phillips moves; seconded by Commissioner Stapp
 - Motion passes unanimously

PUBLIC PARTICIPATION

- The Chair noted that 0 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
 - Two new applicants have applied to join HRC
 - There is another prospective applicant
- Conflict of Interest Training
 - Reminder to complete conflict of interest training if so prompted
- FY25 Clergy Liaison Interaction/Communication
 - Chair Barr emailed Rev. Suzanne Intriligator on Monday, April 7th
- FY25 Chair/City Council Liaison Interaction/Communication
 - Chair Lizzy Barr (LB) emailed Manjula Karamcheti on Monday, April 7th
 - Former Treasurer Linda Apple will connect LB and City Councillor Maya Jamaledine
- Elimination of HRC Budget for FY 2026
 - Chair Barr met with Mayor on 4/14/25

- If override passed, Mayor would endeavor to restore HRC's funding
- Expressed interest in continuing to work with HRC regardless of funding
- For Community Grants, HRC will need to establish application review process
 - Chair Barr to meet with City Solicitor on 4/15
- Mayor interested in partnering with HRC re: Pride, Juneteenth, other events in city
 - Motion to nominate Commissioner Carter as HRC liaison to Melrose Pride 2025
 - Phillips motions, seconded by Kochanowski
 - motion passes unanimously
- Further discussion re: Juneteenth
- Mayor interested in soliciting our feedback re: having a flag raising ceremony
 - HRC to table for now; will discuss further what, if any, recommendations to make to Mayor's office
- **Treasurer's Report**
 - To date, no money spent this year
 - Current balance: \$5,425.01
 - \$1888 in approved expenses, for HRC educational and promotional materials
 - Discussion re: printing "know your rights" red cards

Communications & Community Awareness

- Hotline is currently non-functioning
 - LB emailed Chief of Staff Lauren Grymek on 4/14 to start resolution
- HRC has a new City of Melrose email address (melrosehrc@cityofmelrose.org)
 - Chief of Staff Lauren Grymek entered IT ticket on 4/8 to remediate ongoing issues of not receiving email communications
 - IT will create new account (HumanRightsCommission@cityofmelrose.org) with login capabilities
 - Consider forwarding HRC Gmail to city email to ensure communications are on public record
- City of Melrose Webpage updates
 - Updates requested from city Communications Manager Thomas Dalton on 2/17, 3/12, and 4/7
 - Escalated to Lauren Grymek on 4/10
- Discussion re: posting new HRC Slide Deck to website and social media?
 - Contains useful at-a-glance information for Melrosians about mission and functions of HRC
 - Could also help with new commissioner recruitment
- Discussion re: provision of additional informational resources for Melrosians
 - including whether to provide physical printed copies
- Data Collection/Incident Reports

- Discrimination Complaint/Report ready for review
 - Option to send to HRC via mail, email, or upload to Google Drive
- Further discussion tabled in the interest of time

New Business

- Chair Barr & Treasurer Stapp to meet with City Solicitor on 4/15/25
 - to confirm use of Donation Fund Account monies for community grants
 - Will solicit information re: creating a lawful grant review/disbursement process
 - Possible Grant Recipients:
 - Melrose Pride
 - Greater Boston Legal Services
 - Lawyers for Civil Rights
 - The Equality Fund at the Boston Foundation
 - Action for Boston Community Development (ABCD)
- Other ways to carry out HRC mission without spending funds
 - § A-211(B). Authorities and responsibilities. The Human Rights Commission has the authority to initiate and conduct hearings, and conduct investigations into the existence of unlawful discrimination or denial of equal access to housing, employment, education, public accommodations, services and facilities affecting any group or individual on the basis of his or her race, color, religious creed, national origin, sex, age, disability, veteran status, ancestry, sexual orientation, gender identity, gender expression, or public benefit status. It may attempt to resolve disputes through the use of mediation and may report to the Mayor on any matters that cannot be resolved through mediation. The Commission has the authority to refer matters to the Massachusetts Commission Against Discrimination for enforcement. The Commission does not hear complaints alleging discrimination on the part of any City agency or official.
 - Discussion/review of HRC complaint intake process
 - Commissioners to review new flow chart of process, to discuss further at next meeting
 - Chair Barr entertains motion
- **Adjournment:**
 - Chair Barr entertains a motion to adjourn at 8:27pm, made by Commissioner Stapp, seconded by Commissioner Phillips. Passed without objections
 - Meeting adjourned at 8:28 pm