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**City of Melrose Commission on Disability**

**Meeting Minutes**

Meeting Date: August 9th, 2021

Commissioners Present:

Garin Boyd

Karen Burke

David Hoff

Erin Heyneman

Margaret Sheets

Paula Weiner

Commissioners Absent:

Erik Hutchinson (resigned)

1. **Call to Order**

Commission Chair Hoff called to order the regular meeting of the Commission on Disability at 6:06PM.

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

A **motion** to approve the minutes from the **July 12th** meeting was made by Commissioner Sheets and second by Commissioner Boyd. **Passed unanimously.**

1. **Public Participation**
2. Pedestrian and Bike Committee presentation/discussion: road/sidewalk accessibility work on Main Street

Finn McSweeney from Melrose PED and bike committee

Ryan Williams, another officer o

West Wyoming to Malden border

Part of the Complete Streets project since 2016.

Repaving by end of 2021. The road is very wide, leading to lots of options for possibilities. Went over many possibilities to include mobility lanes (bike lanes) and more crosswalks with ADA compliant curb cuts. Traffic calming - the design of the roadway is such that drivers go slower. Simplify and clarify road lanes. Want us to be able to advocate for those in the disability community.

End public comment

1. Open Meeting Law Update - David went to training. Updates - logistical discussion fine over email, but discussion related to official business should not be done over email.
2. Commission document storage: Erin still working on it
3. September meeting - location : decided to keep it online
4. Victorian Fair, and community survey: September 12th , create flyer that includes QR code to survey. Garin will make schedule, Erin, Maggie, and Paula will work on survey
5. SEPAC representatives - Erin and Paula will do this
6. Website update: Paula sent great list. Maggie mentions myombudsman program. myombudsman.org . Commissioners will look at and add to over next month (homework)
7. Social Media update - work in progress, but they are working on archiving posts at city hall.
8. COD email update - Karen got the city email. [commissionondisability@cityofmelrose.org](mailto:commissionondisability@cityofmelrose.org) can also set up a phone for multiple points of access
9. Election site update: Eric Wildman - had stepped away.
10. Traffic Commission outreach: handicapped parking permits. Karen updated - request through central person. email to a DPW person “Diane” need to hear back from city about more information .
11. Building Inspector and City Council Liaison invitation update

Kristen Foote from city hall - move Winthrop voting to city hall. Communication will be made to the entire ward. Asked about vote by mail - will the city offer rides? Council on aging does this. We should put info about voting on our website. The state gave municipalities the option to allow vote by mail - city council over next 6 weeks.

**5 min break 7:10 PM**

1. Handicapped parking fine account: Review of proposed procedures. The procedures are fairly straightforward, and we workshopped the letter during the meeting. Maggie **motioned** to approve letter Paula seconded. **Passed unanimously.**
2. Bitty and Beau’s Coffee Shop opening - check on their 14C issue - Paula says she’ll look into their certification / ribbon cutting (find out when it is!)
3. New café – Caffe Nero accessibility issues: automatic door requirements - Erin will take photos and send to Jeff
4. Library renovations: David toured library - will be accessible front door. We would like to be involved in the process - David will continue discussions
5. Self-evaluation update and MOD funding application – coming out in next week or so <https://www.mass.gov/municipal-americans-with-disabilities-act-grant>

The following Items were moved to next meeting

1. Outreach activities
2. Work plan review

The next regularly scheduled meeting of the Commission on Disability is: **September 13, 2021, 6:00 PM.**

1. **Other Business**
   1. Resignation of Erik Hutchinson as commissioner. Process for number of commissioners - David says it’s capped at 7. Maggie has an interested friend
2. **Adjournment**

Meeting was adjourned at **8:01PM**. Motion made by Commissioner Boyd, seconded by Commissioner Sheets. Passed unanimously.

Meeting minutes submitted by Erin Heyneman, Commission Secretary.