



City of Haverhill

Commission on Disability Issues

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The Haverhill Commission on Disability Issues (CoDI) held a meeting on Wednesday, June 18, 2025, in the Citizens Center dining room. The meeting was called to order at 6:00 PM by Chairperson Fran Lamb.

Attendance:

Fran Lamb, Chair

Dana Lovell, Vice Chair

Joyce Thibodeau, Secretary

Alex Ponder, Commissioner

Anne Doughty, Commissioner arrived 6:05

Jeffrey Hollett, Liaison (non-voting member)

1. Call to Order
 - a. Introductions: none
 - b. Minutes from May 22, 2025 meeting

Dana motioned to accept the May 22, 2025 minutes
Seconded by Alex.
5 yays, 0 nays
Motion passed.
2. Treasurer's Report: \$91,946.47 as of 06/13/2025

Motion by Alex to accept the report
Seconded by Dana.
5 yays. 0 nays
Motion passed.
3. Old Business
 - a. 2024-2025 scholarships, and changes to the application: Jeff redacted the individual students' names for us to conduct a blind rating of each of the applicants and provided each of us with a screening form.

Fran stated that #3 was unanimously voted as the first recipient. After reviewing the remaining tally #10 is the second recipient. Fran will contact the student to see if he/she has applied to and been accepted at a specific college.

In the event that either of the first 2 choices isn't enrolled in a secondary school, we will revisit the other applications to choose an alternate recipient.

Joyce will communicate with the Mayor and City Council to arrange for Anne to award the scholarships during a City Council meeting in July.

Alex questioned if we have a clear understanding regarding the scholarship offers. Is the scholarship offer a good use of our funds? We need to set some priorities. It

seems we're only receiving \$7K per year, and we're funding \$15K . Alex would like to set overall priorities first.

Changes to the 2025-2026 scholarship offers will be discussed at a future meeting.

A discussion was had about the "school" deciding the recipients.

Joyce asked "which" school, since not all high-school seniors living in Haverhill go only to HHS or Whittier Tech.

Fran will contact the students to find out the name of the college for the second recipient, and get the forms needed.

Dana motioned that we table the revisions to be discussed in a separate meeting dedicated to that discussion only, date and time TBD.

Joyce seconded.

Motion passed unanimously

- b. Dana referred to City code regarding the duties & responsibilities of the Commission 11-5 & 11-17. He stated that it seems that "as written" we (CoDI) haven't followed the guidelines for some time. Scholarships loosely fit into the description.

Dana would like to address scholarships once we fully understand Codes 11-15 & 11-17. "It's more important for us to understand and focus on our duties & responsibilities first. We can then determine if we're going to continue to offer scholarships."

Fran suggested that once we review Codes 11-5 & 11-17, we contact other CoDi's who offer scholarships to get input.

Dana suggested that the other Commissions be contacted before our July (or August) meeting.

- c. CoDI rules and regulations—Dana read the proposed 13 Articles.
Articles 1 & 2 had no concerns.
Article 3 is to be modified : This CODI shall meet monthly: on the 4th Monday of each month @ 6PM; unless that date shall fall on a state or Federal holiday...
Articles 4, 5 & 6 had no concerns.
Article 7: Strike out: "but no later than the start of the meeting" .
Articles 8, 9, 10, 11, & 12 had no concerns.
Article 13: Insert "bi". "Even if no changes are suggested (bi)annual approval is required."

Jeff reviewed the "3/3/3" process.

Submitted, discussed, and altered in June (first month)

Inquire about any further alterations in July (second month)

Inquire again if any further alterations in August (third month)

Adopt the articles in September. So, this is perfect timing.

Dana will make the corrections to the Articles and distribute to the Commission members within a week.

Joyce made the motion to accept the corrected Articles.

Alex seconded.

Motion passed unanimously.

- d. Election of CoDI officers will be held every January, beginning in 2027.
Bylaws will be re-confirmed biannually in September, beginning in 2027.
- e. Jeff mentioned that we need to modify the format of our meeting notices to include references to the OML regarding remote access.

Joyce will modify future agendas to include the OML disclosure.

Dana advises in the event that members of the public are attending our meetings, and wish to participate, we need to keep a reference to Article 11 handy advising the public that we have the right to set time limits on discussions and rebuttals.

Setting a time limit for participation must be announced prior to the beginning of public participation.

- f. Future meeting dates, times, venue:
This was covered under agenda item 3-c. Our regular monthly meetings will be on the 4th Monday of the month, at 6:pm, in the dining room of the Citizen Center. Joyce will set up the request with Indhira Rijo and report back to the Commission members.
- g. Marketing update—Alex presented each of us with items she created for us to use in promoting our Commission.
Alex created:
 - a draft brochure
 - a draft calling card
 - a draft list of State agencies
 - & included a description of the ADA.

Alex came up with a catch phrase for us to consider using:

“Solving Disability Issues Together” , and included it in the brochure.

The images she used in the brochure were from the web. Alex hopes to use pictures of local residents on the final copy.

Jeff questioned if we may need to use a release form for us to use someone’s pictures, which he will look into procuring.

Alex left blank space on the “resource” list, which we need to work on creating. Alex will contact State agencies for input. We need a list of local agencies who assist with housing, childcare, etc., and get their permission to be included in our brochure.

Alex mentioned that part of our duties is that we should be participating in local events such as the Farmers’ Market so that we become accessible and recognized by the public.

Dana commented that the “Mission Statement” is difficult to read because of the font and the font size. The Mission Statement was taken from our old brochure.

Dana also asked if we are allowed to use the “City’s” seal on our calling cards, etc.

Jeff said we can, as long as we don’t modify it. Any modified version would need to be approved by the City Council before being used. Jeff also commented that he likes the agency list and would like for Alex to add the Veterans’ Service Office to the list.

Joyce inquired about the (former) “Green Book” . Jeff is working on getting updated copies.

4. New Business
 - a. Downtown accessibility: tabled
 - b. CAM training dates: Joyce mentioned that she had forwarded an email from Jeff Dougan at MOD that has all the 2025 CAM and Advance CAM training dates.

Alex stated that she’s signed up for training in September.

- c. Future activities: No discussion.

Communications: Emailed shared by Christine Lindberg (ADA Coordinator) was read. No action required.

5. Tabled Items: None
6. General discussion: None

A motion to adjourn was made @8:15PM by Alex. Seconded by Anne. Motion passed unanimously

Respectfully submitted,



Secretary/Treasurer
Haverhill Commission on Disability Issues