



TOWN OF WAYLAND

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Human Rights, Diversity, Equity & Inclusion Committee (HRDEIC)
June 30th, 2021, 7:00 p.m.
Wayland Town Building, Large Hearing Room
41 Cochituate Road, Wayland, MA

Present: Yauwu Tang, Richard Lee, Heather Pineault, Karen Blumenfeld, Ingrid Palacios, Jessica Schendel

Nonvoting members: Isabella Donovan, Adrienne Correia, Jenny, Kylie Byrne, Isabel Xue, Jane Sciacca, Janot Mendler de Suarez, Jenny Levine

Absent: Yamini Ranjan, Dovie King

Also present: Cherry Karlson, Selectman; Adam Gutbezahl, Selectman (arrived a few minutes into the meeting); Kathleen Buckley, HR Manager

The meeting was held in person with no remote option.

1. Call to Order, Review Agenda, Determine Minute Taker:

At 7:05 pm the meeting was called to order by Cherry Karlson (upon determination of the presence of a quorum). C. Karlson reviewed the agenda, explained that the meeting was being held in the “all in” format with attendance in person by the committee and the public and requested a volunteer to take minutes for this first meeting. J. Mendler de Suarez offered to take minutes. C. Karlson discussed the agenda in more detail explaining that tonight’s meeting will focus on how to run the committee meetings, reviewing the Town of Wayland Governance Guidelines (shared with committee members to prepare for the meeting), introductions, protocols, agenda-setting, meeting schedule, public comment. The committee can address norms of civility and details of functionality at a next meeting. Aiming to adjourn by 9pm, CK requested youth members to assist in timekeeping.

- 2. Introductions:** C. Karlson introduced key resource people to whom the committee can turn with questions:
- Adam Gutbezahl - Board of Selectmen liaison
 - Kathleen Buckley - staff liaison, committee can reach out on any questions
 - Seath Crandall and Teri Hegarty - Town Administrator’s office management analysts (not present)

All present were invited to go around the room and briefly introduce themselves. C. Karlson noted members not able to join this first meeting can be introduced at next meeting. C. Karlson noted one vacancy remains to be filled; two candidates will likely be interviewed at the next Selectmen’s meeting on July 12. K. Buckley left the meeting at this time.

3. Protocols and procedures

4. Review of Open Meeting Law

Reference document: Town of Wayland Governance Guidelines; these agenda topics were discussed together.

Using the Governance Guideline document, A. Gutbezahl and C. Karlson reviewed requirements for filing agendas, posting meeting notices, and producing the Annual Report. Basic procedures and norms for running meetings were discussed, including taking responsibility for the integrity and civility of the committee in representing the Town and ensuring that the business of the Town is documented and public.

Discussion clarified questions concerning Open Meeting Law and personal engagement vs committee engagement on issues that may pertain to the charge. Email was discussed in depth, clarifying that Town email is used exclusively for corresponding on town issues with no texting or use of personal email for committee business. Staff (resource people) will help whenever questions arise on maintaining confidentiality and whether state law requirements are met for going into executive session. Rule of thumb to keep in mind: the business of the government is conducted in public. Discussion clarified that all members are free to attend the training on Public Health and racism shared by the Town Administrator; observing the OML protocol applies.

Quorum procedures were reviewed, including ending the meeting if people leave the meeting and quorum is lost, and avoiding communication on agenda issues outside of meeting if a quorum exists, including either being present or constituting a chain of communication that reaches a quorum.

Topics reviewed and clarified also included content, approval and posting of minutes, forming subcommittees or working groups, adding issues to the agenda, public comment, voting and adjournment procedures.

5. Review of Committee Mission and Goals

Reference document (online): <https://www.wayland.ma.us/human-rights-diversity-equity-and-inclusion-committee>

C. Karlson and A. Gutbezahl reviewed the expectation that this an advisory committee. The Committee needs to select a chair, prioritize work, determine meeting dates. Committee members sought clarification on availability of funding and bringing guidance to the Board of Selectmen. Many ideas were generated including the possibility of raising grant funds.

8. Public Comment: MaryAnn Borkowski, Lake Shore Drive, lauds the establishment of HRDEIC and is eager to see its participation in the police chief selection process.

6. Topics for the next meeting: The Committee brainstormed topics for the next meeting:

- Additional introductions/get to know each other, discuss and agree on group norms, in particular anticipating difficult conversations
- Organize/Elect a Chairman / Discuss committee roles
- Prioritize charge, consider subgroups
- Issues raised for consideration:
 - Discuss potential HRDEIC role in Police chief search process
 - Discuss potential HRDEIC role in Education / developing school curricula (potentially consider materials on “decolonizing the classroom”)

7. Meeting Schedule:

Members’ preferences for All-in person vs. virtual meetings was divided, leading to a general agreement on starting in hybrid mode, and that while most boards meet once a month it would be preferable to meet more frequently for at least the first few meetings to get up and running, get to know each other and establish group norms. Setting the meeting schedule in advance will assist with booking rooms and staff support.

Monday night was agreed as the best meeting night (by show of hands). Sending out a doodle to ascertain availability of a majority of members (especially those unable to join this meeting) will occur for the next meeting.

9. Topics not Reasonably Anticipated 48 hours in advance, if any: There were none.

10. Adjourn

K. Blumenfeld moved, seconded by H. Pineault, to adjourn the meeting at 9:05 pm. Vote: YEA: Y. Tang, R. Lee, H. Pineault, K. Blumenfeld, I. Palacios, J. Schendel. NAY: none. ABSTAIN: none. Adopted 6-0.

Documents provided:

1. Town of Wayland Governance Guidelines
2. HRDEI Committee charge: <https://www.wayland.ma.us/human-rights-diversity-equity-and-inclusion-committee>