

**Meeting Minutes**  
**Wayland Human Rights, Diversity, Equity, and Inclusion Committee (HRDEIC)**  
**October 18, 2022, 6:00 pm - 8:00 pm**

**Members present via Zoom:** Karen Blumenfeld (Committee Co-Chair), Yamini Ranjan (meeting Chair/Committee Co-Chair), Steve Wynne (clerk), Mei-Ling Ellerman, Heather Pineault, Janot Mendler de Suarez, Jessica Schendel, Yauwu Tang, John Bugbee (Assistant Town Manager-staff), Robbie Bullard (WAYCam-staff)

**Members absent:** Isabel Xue

**1. Call to Order:** Yamini read the Indigenous Land Acknowledgement and took a roll call to verify a quorum and called the meeting to order at 6:00 pm.

**2. Public comment** There were no public comments.

**3. Approval of meeting minutes:** There were no comments regarding the minutes of the meeting from September 12, 2022; Karen made a motion to approve, Steve seconded, and the minutes were unanimously approved. There were no comments regarding the minutes of the meeting from September 20, 2022; Steve made a motion to approve, Heather seconded, and the minutes were unanimously approved.

**4. Update on multi-cultural event and possible vote to establish a volunteer committee to take the lead on organizing the event; Cultural Council grant update and possible vote on upcoming Cultural Council festival grant.** Updates from Janot, Steve, and Yauwu. Janot has 1) contacted the Our Wayland Group, who will act as a planning team for the event, with input from Janot, Steve and Yauwu, and 2) will participate in an internal meeting with Omar Easy, Superintendent of Schools to meet with the new METCO director, to align our event with end of school and inclusive to Boston METCO families. Regarding participation in the event, Yauwu has reached out to 1) several Chinese associations, music, and dance groups that serve the Boston area including the Wayland Chinese American Association, Greater Boston Chinese Cultural Association, Boston Beijing Opera Association, and the Chinese Choral Society, and 2) Yingkun Claire Huang owner of the Wayland restaurant JinDu on Route 20, former HRDEI member Ingrid Palacios, and a member of Wayland's Native American community, all of whom want to volunteer. Steve has begun work on graphics and copy to use to promote the event and recruit volunteers.

Jessica reported she has filed a grant application for a grant from the Cultural Council. Rachel Sideman-Kurtz, Cultural Council Chair had encouraged HRDEIC to apply for the grant.

We confirmed we can coordinate and communicate with groups of volunteers for the event, arrange for event logistics, food, security, and entertainment – without violating open meeting laws. HRDEI members can refer other outside groups or organizations regarding our event. John Bugbee will continue to advise up on open meeting law issue.

The committee discussed applying for the Massachusetts Cultural Council Festival grant, and Jessica and Janot volunteered to prepare the grant application. Karen made a motion to authorize Jessica and Janot to prepare a grant application, Yamini seconded, and the motion was unanimously approved. Yauwu stated he has submitted a separate Massachusetts Cultural Council Festival Grant under his own name to support the entertainment groups he has asked to participate in our event.

*At 6:49 we had a two minute break.*

**5. Report from Stephen Crane on implications of the Town Manager Act.** Acting Town Manager Stephen Crane explained how the Town Manager Act, approved at Town Meeting in the spring of 2021, will centralize the structure of Wayland's government. The new Town Manager will build efficiencies by coordinating administrative, operational, and financial functions into one office – an office for centralized decision making. The Town Manager will manage budgets for all boards and committees. HRDEIC will make future recommendations for specific dollars to the Town Manager. All HRDEIC expenses will need to be approved. All future grant applications will go through the Town Manager office for review and approval; any awarded funds will go to the Town Manager administered

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budget. The HRDEI Charge may be updated as will the Charges for other Town Boards and Committees. The Select Board will review and manage the process.

**7. Discussion and possible vote on the community reporting line.** Mei-Ling gave a status update. She held a meeting September 22, 2022 with Acting Town Manager Stephen Crane, John Bugbee, Steve Wynne, and Town Counsel Carolyn Murphy and Janelle Austin to review the reporting line. Later meetings with Stephen Crane, John Bugbee, and Steve Wynne were to review intake forms.

One goal of all meetings was to review how any reported information might become part of a public record request. Determined it would be best to minimize any recorded or written record of a described event to protect incident reporter's privacy. New direction is to record incident information in as brief a way as possible – we are to act as a conduit to additional resources. The phone line is live and ready to be tested.

- If something needs to be addressed with a referral, HRDEIC will inform and engage the Town Manager to resolve together. Goal is to resolve the issue.
- As a result of decisions and suggestions made during the meetings referenced above, Mei-Ling presented what are now two versions of the intake form, 1) an Online Intake form, to be posted on an HRDEIC webpage, and 2) a Responder Intake Form. Both state that answers to any sections in either form are optional. Both request that the reporting individual answer if they are a Wayland resident, if the incident occurred in Wayland, identify their race and ethnicity, gender identity, category of incident, and the basis for thinking they were discriminated against or mistreated. The Responder Intake Form asks additional information regarding need for additional resources, follow up, and if the reporter has filed additional information with federal, state, or other agencies.
- HRDEIC member volunteers, or volunteers from other Town Boards or Committees will have to both monitor the reporting phone line and filed forms, as they will be indemnified by the Town. Members of the general public would not be. Indemnified volunteers will work in two-person teams.

Members discussed having a soft launch as soon as possible. But there are several outstanding items, including testing the intake phone system, the Online Form webpage content and testing, and archiving policy. So a decision was reached to have a special meeting to discuss outstanding issues. The committee will meet on November 1, 2022 from 6:00 to 7:00 pm.

**8. Announcements:** *1) From Jessica* – The Congregational Church of Weston UCC is hold a church talk Rebuilding a Life on November 12, 2022 focused on supporting new refugee arrivals. She will forward a poster for the event. *From Karen* – she had reached out to HRDEI members and Tuesdays at 6:00 remains the best day and time for our meetings. She will work with John B to set up our 2023 meeting calendar. Karen also noted that the Wayland Free Public Library as part of their Great Presenters program asked for a volunteer from HRDEIC. *From Heather* – asked about and received confirmation we have an email request to become a new HRDEIC member. She also has a high school student who wishes to apply. Both requests should contact Chris Costello in the Town Manager's office.

**9. Topics not reasonably anticipated 48 hours in advance:** John Bugbee stated he will become the Interim Town Manager when Stephen Crane leaves office on November 1, 2022 until a new Town Manager is hired. As a part of the hiring process, the Select Board, at its meeting September 19, 2002 voted to create a Town Manager Screening Committee. Steve Wynne is a member.

**9. Adjourn:** Janot made a motion to adjourn and Yauwu seconded. The motion passed unanimously, and the meeting ended at 8:00 pm.