

MEMBERS PRESENT:

Selectman Tim Kaelin
Asst Town Administrator Becca Meekins
Mary Leach
Virginia Simms George
Lauren Bailey-Jones
Mariam Ibrahim

**MEMBERS ABSENT:**

Hamilton Soriano
Diedra Wrighting
Shika Holland

OPEN AND WELCOME FROM MEETING HOST, Assistant Town Administrator Becca Meekins:

Selectman Kaelin welcomed the committee for a meeting of the Northborough Diversity & Inclusion Committee Meeting on February 18th just past 7 PM. Tim Kaelin conducted a verbal roll call of all present members. Becca Meekins followed with provisions of the open meeting law.

Ms. Meekins: Pursuant to Governor Baker's March 12, 2020, orders suspending certain provisions of the open meeting law General Laws Chapter 38 Section 18 in the Governor's March 15, 2020 order, imposing strict limitation on the number of people that may gather in one place this meeting will be conducted via remote participation. No in person attendance by members of the public will be permitted. This meeting will be streamed live but will not have an option for public participation. To view or listen only, please visit the Town of Northborough's web page which will bring you to the Town of Northborough's You Tube link.

OPEN DISCUSSION:

Tim Kaelin reviewed the surveys that were sent out for the Board's consideration. The Committee engaged in a discussion about questions to ask on the survey that they are planning to circulate for Northborough residents. The Committee shared a draft survey from the SurveyMonkey link for the Committee.

Mariam Ibrahim requested that the Committee consider including open-ended questions or spaces for those taking the survey to fill in information on the reasoning for their answer. Virginia Simms George mentioned that they focus groups that are put together after the survey could encapsulate some of the follow up information from the survey.

The Committee walked through the individual questions and discussed whether they were in favor of the question as written, or if they would like to see a modification of the question and what that modification would be.

Tim cautioned the group against providing too many open-ended questions due to concerns with analyzing the data that comes from the survey results. He also mentioned that it may deter people from wanting to take the survey if there are too many open-ended questions.

Mary Leach and Mariam felt that they should gather as much data as possible from the survey and that they would assist in any way needed in analyzing the data.

Tim mentioned that he was going to include demographic questions at the end of the survey which all members were in favor of.

Lauren Bailey Jones asked about where we would put this survey and how we would disseminate the survey. Tim mentioned that there was a Diversity and Inclusion webpage that we could post on, as well as post to the front page of the website and push it out via social media.

Mary Leach asked about the Community Advocate article that the paper was planning to write on the survey. Tim indicated that the representative from the Advocate could reach out to Tim if they had questions.

Tim asked the Committee about medium- and long-term objectives. He mentioned bringing in a consultant and making the Diversity and Inclusion Committee permanent. Other items that have come up in recent meetings are trainings, multicultural events throughout the community. Lauren Bailey Jones would like to consider holding focus groups and return to that discussion. She would like to pursue any means for us to collect information.

Virginia Simms George brought up the fact that February is Black History Month, and that the Committee should consider making a statement or something similar. The Committee agreed.

Tim went through Boards and Committees that we have in town and identified folks that the Committee should invite in to speak with the Committee. These include: Community Affairs Committee, Financial Planning Committee, Library Trustees, Master Plan Implementation Committee, Parks & Recreation, Council on Aging, Housing Authority, School Committee, or the Diversity Committee within the schools.

The Committee discussed adding additional meetings to the schedule and possibly changing the schedule so that all members can attend. Becca will follow up with members on their availability for scheduling.

Tim confirmed that we have the Fire Chief scheduled for the first meeting in April.

ADJOURNMENT:

Ms. Simms George moved the Committee vote to adjourn.

Becca Meekins seconded the motion.

Roll call taken as follows:

Ms. Meekins: Aye	Ms. Ibrahimi Aye
Ms. Simms George: Aye	Ms. Bailey-Jones: Aye
Ms. Leach: Aye	Selectman Kaelin: Aye

Meeting is adjourned at 8:40 pm.

Respectfully submitted,

by Becca Meekins

Northborough Diversity & Inclusion Committee