

WESTBOROUGH DIVERSITY AND INCLUSION MEETING
Wednesday, May 11, 2022
Forbes Municipal Building – Great Hall (2nd floor)
45 West Main Street
3:30 PM

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TOWN OF WESTBOROUGH

May 9, 2022

*This meeting of the Westborough Diversity and Inclusion Committee will be conducted on **Wednesday, May 11, 2022**, at 3:30 PM, in person in **Great Hall**, on the second floor of the Forbes Municipal Building, 45 West Main, Street, Westborough. The meeting will also be broadcast live, in real time, via WestboroughTV on local cable: Verizon Channel 28 and Charter 192 and their online platforms: WestboroughTV.org and Youtube.com/WestboroughTV).*

Members of the public may speak at the meeting during the Open Forum segment of the agenda. As noted in the attached guidelines, it is preferred, but not required, that members of the public inform the Committee Chairperson prior to the meeting of their intent to speak in Open Forum. Members of the public who wish to speak at a meeting outside of the Open Forum are required to contact the Committee Chairperson, Cara Presley, in advance of the meeting to make arrangements. To otherwise contribute to the discussion on the following agenda items, or to suggest a topic for future agendas, members of the public may send email to diversity@town.westborough.ma.us, or call the Chairperson at 508-366-3090.

AGENDA

- 3:30 Open forum
- 3:40 Approve meeting minutes
- 3:45 Community issues and announcements
- 3:50 Indigenous Peoples' Day – follow-up from Town Meeting
- 4:00 Committee membership and term limits
- 4:20 Community Survey proposal – next steps
- 4:50 Confirm plan and dates for upcoming meetings
- 5:00 Adjourn

Respectfully Submitted,

Cara Presley, LICSW

Chairperson of the Diversity and Inclusion Committee
Director of Westborough Youth and Family Services



TOWN OF WESTBOROUGH MASSACHUSETTS

Diversity and Inclusion Committee

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WESTBOROUGH, MA 01581-1998
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OPEN FORUM GUIDELINES

As of December 2021, the Diversity and Inclusion Committee of the Town of Westborough established an Open Forum as a recurring agenda item at monthly Committee meetings. The following guidelines apply to appointed Committee members and Westborough residents/members of the public wishing to participate in Open Forum.

The purpose of Open Forum is to allow time for issues to be brought to the attention of the Diversity and Inclusion Committee.

- 1) Members of the public are advised, but not required, to contact the Chair of the Diversity and Inclusion Committee prior to the start of a posted meeting in inform of intent to speak during the Open Forum portion of the meeting. The Chair may be reached by email at diversity@town.westborough.ma.us.
- 2) Ten (10) minutes will be set aside near the beginning of each agenda for the purpose of Open Forum to allow residents, town employees and members of other boards/committees/commissions, an opportunity to address the Diversity and Inclusion Committee.
- 3) Comments will be limited to three (3) minutes per person.
- 4) Speakers will be recognized subject to available time.
- 5) If there are more people that wish to comment than time allows, Open Forum may be continued until the end of the regular agenda items at the end of the meeting, or continuation may be deferred to the following month's Committee meeting, per the discretion of the Chair. The Chair also has the discretion to adjust the agenda to extend the time allotted for the Open Forum during a meeting.
- 6) No person may address a meeting of the Diversity and Inclusion Committee without permission of the Chair.
- 7) Speakers will observe proper decorum in referring to other persons.
- 8) Speakers should not expect a response from Committee members to speakers' comments during the Open Forum.
- 9) The Diversity and Inclusion Committee will not take immediate action on any new item raised through Open Forum, but may do the following:
 - a) Request a speaker to return for a subsequent meeting to continue discussion as a specific agenda item;
 - b) Add the new issue as an agenda item for Diversity and Inclusion members to address in a future meeting;
- C) Refer the new item to a different forum (Town Manager, Select Board, other Town committee, etc.) for consideration, if the issue does not fall under the stated purpose of the Diversity and Inclusion Committee.

Diversity & Inclusion Committee statement of purpose:

To review Town services to ensure services are provided equally and are accessible to all residents, and further, to identify ways to promote increased diversity and inclusiveness in Town services, employment and volunteer opportunities.