

Committee Members
Crystal Buckley
Dawn Budde
Lindsey Colelli
Susan Dietrich
Daniel Kerls
Zoe Rheault
Alan White



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TOWN OF MEDWAY COMMONWEALTH OF MASSACHUSETTS

INCLUSION, DIVERSITY, AND EQUITY ADVISORY COMMITTEE

Inclusion, Diversity, and Equity Advisory Committee

Minutes of the Meeting

March 4, 2024

Medway Public Library
26 High Street, Medway, MA 02053
Conference Room

Appearances

- **Members present:** Dawn Budde, Susan Dietrich, Alan White, Lindsey Colelli, Crystal Buckley & Zoe Rheault
- **Members Absent:** Daniel Kerls
- **Others:** Tatevik Holmgren, Member of the Public, and Tracy Rozak, recording secretary

The meeting was called to order at 7:08 pm by Dawn Budde

Public Comment

Ms. Budde opened the floor for public comment, there was none.

1. Review and approve minutes.

No meeting minutes were approved at this meeting.

2. Formalize an action plan.

Ms. Budde stated we have to figure out which items are a priority. Mr. White suggested we might want to do another board with post it notes. It was decided to start with the items that were numbered as a one at a previous meeting. These items had the highest benefit with the lowest effort. One of these items was to repeat the public survey every 2 years. We did the last survey in the spring so we should put this on the agenda for the April meeting so we have time to configure the survey, hold the community forums, compile the results and do the final report. Ms. Dietrich stated Brian Sharkey did the technical work for us last time so we should get in touch with him. Mr. White will email Mr. Sharkey to see if he can get a copy of the data set and will copy Mr. Kerls, Ms. Budde, Ms. Rheault. Mr. White will then print out the survey and the committee can review the survey to see what they want to keep or change.

Ms. Rheault asked about the status of the website because a lot of our objectives are tied to the website. Mr. White stated it is in progress but he is not sure if they moved out of the proposal phase yet. H will try and get an update next week.

Ms. Colelli mentioned one of the objectives was to use an app to translate signs. Ms. Dietrich stated that all of the recommendations of the committee point to the master plan goals. Ms. Dietrich stated 18C and 19D relate to translation services. One objective was to make the IDEA committee permanent and this has been done and they have started doing IT/ website updates. Mr. White stated that making the town forums available was a number one priority. Susan stated we should do an audit of what progress has been made and subsequent to that what else do we think should be encompassed and present this information to the Select Board. Ms. Buckley asked if we should meet with the Select Board until after the IDEA Committee has been active for a full year. Ms. Dietrich stated we should do this sooner. Mr. White stated he will get an update on all things technology related. Ms. Buckley stated a lot of our progress is dependent upon the updates to the website. Another one of the objectives was to update the town website to have a Welcome to Medway section. We have researched other websites and are ready to begin sketching out what we want to see and gather feedback from residents. Another objective was to have a resource page or guide and this is dependent upon the updates to the website.

Another objective is to have more diverse translation services and forms in other languages. There are Google apps and forms that can translate. As for multi-language signage it might be better to put a sign saying to translate this sign use this app or QR code. It's free and helps to make people feel included. Another objective was to complete an audit of DEI for all departments. It looks like this was done just for the schools and the police. This information can and should be used for other groups.

After a brief discussion it was decided that the committee will ask the Select Board if we can meet with them in May and have that be an annual meeting time. Mr. White mentioned the bus plan and wondered if they looked at the geography of the schools and the impact, did they apply an equity lens to this? We should be raising awareness about equity. At the meeting, we could discuss missed opportunities, using the bus plan as an example that we could have offered advice on this. Ms. Dietrich stated this could get them thinking about future issues and touch base with the IDEA committee.

Ms. Holmgren asked if the last survey had paper copies available. Ms. Dietrich stated there were paper copies available at the town hall and the senior center and it was also available by email. For the next survey, we can add something about the translation service or send out the survey in multiple languages. Ms. Dietrich suggested putting the survey in with the water bill. This is a good idea but would exclude renters. We could contact the housing authority and see if they could put something in the resident mail boxes or a QR code in the hallway or elevator. Ms. Holmgren suggested not sending the survey out in September because that is a very busy time for parents with children in school. Mr. White suggested having another meeting before the April meeting or two meetings in April to get the survey ready. Ms. Dietrich stated May 20th would be the best time to get on the agenda for the Select Board meeting. It was decided to have two meetings in April in order to prepare the survey. The meetings will be held on Tuesday, April 9th and Tuesday April 23rd. The May IDEA Committee meeting will be held on May 1st instead of May 6th.

3. Past survey feedback.

Ms. Dietrich mentioned the community forum 2 on the IDEA page has the survey results and there are slides at the end with demographics.

4. Check in with email status.

Ms. Budde stated she received an email but Marcus received it as well and Ms. Rheault did not get the email.

5. DESE survey results

This will be tabled until the next meeting so we can follow up with Mr. Kerls who was not present.

6. Future agenda items

Prepare for the Select Board meeting.

Solidify each members duties and the timeline to get it done.

Review and edit the original survey.

Discuss progress of the website.

Adjourn

Ms. Dietrich made a motion to adjourn the meeting 8: 17 pm. Ms. Rheault seconded the motion and all were in favor. 6-0 passed.

Respectfully submitted by

Tracy Rozak