



## TOWN OF SHREWSBURY

Board of Selectmen Workshop  
Selectmen's Meeting Room  
Richard D. Carney Municipal Office Building  
100 Maple Avenue  
Shrewsbury, Massachusetts 01545-5398

Monday, August 8, 2022 6:00 PM

### Minutes

**Present:** Mr. Maurice DePalo, Chair, Ms. Beth Casavant, Vice Chair, Ms. Theresa Flynn, Clerk, Mr. John Samia, Selectman, Ms. Michelle Conlin, Selectman

**Also Present:** Mr. Kevin Mizikar, Town Manager

1. **The meeting was called to order by Mr. DePalo at 6:02pm with all Board Members present.**

2. **Discuss matters related to Diversity, Equity, and Inclusion**

Mr. DePalo turned the meeting over to Mr. Mizikar who led the board in a review of the October 2021 Diversity, Equity and Inclusion Task Force Report. The Board discussed each recommendation found within the Task Force Report and categorized the recommendations as applicable to areas where the Board and the executive branch of the Town has responsibility and authority, not applicable thereto, and/or where the Board would like additional information from other entities or Town staff.

The Board decisions on the categorization is documented in the *DEI TF Recommendation Sheet 8 8 2022*.

The Board briefly reviewed a draft Commitment Statement and acknowledged a draft DEIB Committee Charge was being developed.

3. **Adjourn**

On a motion by Ms. Casavant, seconded by Ms. Flynn the Board unanimously voted to adjourn 8:07pm.

Respectfully Submitted,

Kevin J. Mizikar

Referenced Materials:

*DEI TF Recommendation Sheet 8 8 2022.*

**Cohesive Task Force Recommendations**

Number	Recommendation	Applicable	Not Applicable	Needs Further Review	Department(s)	Notes:
	<b>Develop a permanent Shrewsbury DEI Committee made up of diverse members of the Shrewsbury community to guide and support DEI efforts in town, including the recommendations and implementation of this report. Ideally, the committee will include members from the original Task Force, who can provide context to the origination of each recommendation. We recommend the 1 permanent DEI Committee be responsible for:</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		FOR ALL ITEMS: APPLICABLE MEANS ITS WITHIN THE PURVIEW OF THE TOWN AS THE ORIGINAL
1A	<i>ongoing collection and tracking of data to uncover disparities</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
	<i>cultivating and supporting education, training and awareness opportunities for community members, town leadership, town employees and elected officials</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1B	<i>officials</i>					
1C	<i>establishing benchmarks to measure progress and outcomes</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
	<i>providing feedback and conducting race equity impact assessment for all policies and decision making</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1D	<i>advocating and driving equity efforts through budget priorities, policy, and practice changes</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1E	<i>practice changes</i>					
1F	<i>addressing other issues not covered here that emerge</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	<i>support the town and affiliated organizations in effectively serving a very diverse town community</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1G	<b>Conduct a top-down review of hiring practices, and official appointments at the town level to ensure that significant efforts go into building diverse candidate hiring pools across town departments. In addition, review ways to increase diversity in town leadership positions.</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BOS, Moderator, Mgr	
3	<b>Conduct a review of third-party vendors and procurements to ensure we are reviewing bids from a diverse pool of applicants for town contracts. Additionally, review ways to promote and encourage women and minority owned businesses in the Town of Shrewsbury.</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<b>Bold sentence needs further review.</b> second unbolded sentence is applicable. Westborough got a grant to create a directory of women and minority owned business.
4	<b>Create a permanent DEI webpage, on the Shrewsbury Town official website, that will include resources and educational material on topics of DEI and community belonging (more information on page 38 of this report, 'Resources for Residents of Shrewsbury Webpage').</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mgr	

**Education Subcommittee Recommendations**

Number	Recommendation	Applicable	Not Applicable	Needs Further Review	Department(s)	Notes:
1	<b>Increase diversity in all staff across Shrewsbury Public Schools</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	School Dept/Comm	
	<i>Provide ongoing Diversity, Equity, Inclusion and Belonging (DEIB) training for all staff and new hires including anti-racism training- offer differentiated training opportunities</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
1A	<i>training opportunities</i>					
1B	<i>Recommend antiracism training for new hires</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
1C	<i>Consider adding a line in the contract to disavow racism and bias</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
1D	<i>Include a section in the employee handbook that disavows racism and bias</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
2	<b>Focus on all families in Shrewsbury Public Schools</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	School Dept/Comm	
2A	<i>Implement strategies which engage families and make all families welcome</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	<i>Building principals should encourage diverse participation at PTO and all school events.</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
2B	<i>Provide language translations for all reports shared with families to ensure full participation.</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
2C	<i>Include interpreters at family events when possible.</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
2E	<i>Ensure meetings which involve SPS include translations and closed captions</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
2F	<i>Include more multicultural events in the schools and PTO meetings</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	<i>Review fee structure for school and town activities to ensure all families can be included</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
2G	<i>Offer a sliding scale fee for students on Free and Reduced Lunch program for school and town activities.</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
2F	<i>Solicit donations and/or use monies donated to Colonial Fund to be used for families who cannot meet the fees for school and town activities.</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
2H	<i>families who cannot meet the fees for school and town activities.</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
3	<b>Focus on all students in Shrewsbury Public Schools</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	School Dept/Comm	

Cohesive Task Force Recommendations						
Number	Recommendation	Applicable	Not Applicable	Needs Further Review	Department(s)	Notes:
3A	Equal access to all curriculum by general education students, special education students, and English language learners.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
3B	Regularly engage with students regarding the climate in their schools, classrooms, and school activities.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
3C	Continue to collect and review demographic data on who is receiving special education services, participating in sports, on the honor roll, taking AP courses, and participating in clubs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
3D	Continue to review and adjust curriculum materials to ensure diverse voices are present, with a purposeful focus on representing diverse cultures, religions, and backgrounds.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
4	<b>Work in partnership with and parallel to Shrewsbury Public Schools Senior Leadership Team</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	School Dept/Comm	
4A	Data from the Panorama Survey will be collected and presented to the School Committee and to the community at large. Data from the Panorama survey will be analyzed in the 2021-2022 school year to support improvement.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
4B	The DEI Task Force survey results will be reviewed by the Shrewsbury Public Schools Senior Leadership Team.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
4C	Continue providing needed Professional Development for staff throughout the 2021-2022 school year and beyond.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Employment Subcommittee Recommendations						
Number	Recommendation	Applicable	Not Applicable	Needs Further Review	Department(s)	Notes:
1	The Town Departments should review and rewrite their policies and educate their employees with a DEI lens.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mgr	
2	The Town Departments should work together through their HR representatives to be more consistent in the development and implementation of policies.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mgr	limitations with School and SELCO
3	After initial implementation, summits should be held on a yearly basis with the various Town Departments and the future standing DEI Committee to improve policies.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mgr	
4	The Town Departments should review and rewrite their job descriptions with a DEI lens.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mgr	
5	The Town Departments should reach out to a broader applicant pool by reaching out to organizations with a higher percentage of diversity.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mgr	
6	The Town Departments should utilize methods such as internships, apprenticeships and co-ops from local colleges, universities, community colleges and technical/vocational high schools to attract diverse candidates and encourage them to apply for positions.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mgr	
7	If a recruitment agency is used by the Town Departments to find qualified candidates it should be given a target for the share of the applicant pool representing diverse applicants that matches the diversity of Worcester County.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mgr	
8	The Town Departments should standardize systems for collecting and maintaining job application data that tracks necessary data on protected classes (e.g., Ethnicity, race, gender identity).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mgr	Updated job applications
9	Where feasible, the school's initiative to improve the diversity of its staff by identifying pathways from substitute and paraprofessional roles to licensed teaching positions, including receiving equivalency in Massachusetts for education received in other countries or by getting credit for foreign licensure, should be supported, and replicated by SELCO and Town Departments that have licensing requirements.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
10	Hiring managers in the Town Departments should aim to interview candidates representing all protected classes, if available, at percentages that reflect the demographics of Worcester County. Interviews should be structured in a manner to minimize bias in the process.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		To what level this can be achieved
11	The interview panel makeup should be diverse and at least one member should match the diversity profile of the applicant if possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

Cohesive Task Force Recommendations						
Number	Recommendation	Applicable	Not Applicable	Needs Further Review	Department(s)	Notes:
12	Diversity objectives, as well as experience, should be taken into consideration for succession planning.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
13	Every effort should be made when filling volunteer roles and committee appointments by Selectmen/Town Moderator/Town Manager to include diverse applicants. Use all available means to solicit candidates – town website, library, department newsletters and town cable channels.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BOS, Moderator, Mgr	
14	Town should make continued efforts to support, promote and retain a diverse employee base.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mgr	
15	The Town Departments should ensure that all employees and managers get at least 8 hours of annual training on diversity, equity, and inclusion as well as training every other year on addressing bias and unconscious bias.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mgr	What is the appropriate amount of time?
16	Those in customer service roles should be provided cultural training to familiarize them with the diversity of residents in the town.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mgr	
17	A separate volunteer task force/committee should be formed to support and improve DEI training.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Part of DEI Committee responsibilities
Healthcare Subcommittee Recommendations						
Number	Recommendation	Applicable	Not Applicable	Needs Further Review	Department(s)	Notes:
1	Establish another food pantry or another day in addition to the one at St. Ann's Parish.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BOS, Mgr	1, 2, 3 interrelated
2	Increase the number of volunteers through businesses and schools.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BOS, Mgr	1, 2, 3 interrelated
3	Propose a budget to achieve consistent food allocation.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	BOS, Mgr	1, 2, 3 interrelated
4	Participation in the SEALS program which is offered by the Massachusetts Department of Public Health. There is no charge for this service. This could be the only dental health some students receive.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Not eligible
5	Provide dental services as an essential health benefit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Not eligible
6	Work with the Superintendent of Schools, the School Committee, and a task force to make this program available to school age children.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Not Eligible
Housing Subcommittee Recommendations						
Number	Recommendation	Applicable	Not Applicable	Needs Further Review	Department(s)	Notes:
1	Collect the following links under the heading "General Resources for Homebuyer and Renters" o Resources for Communities and People, Worcester <a href="http://www.rcapsolutions.org/education-training-client-resources/">http://www.rcapsolutions.org/education-training-client-resources/</a> o The Massachusetts Accessible Housing Registry Home   Mass Access Housing Registry o The Shrewsbury Housing Authority Shrewsbury Housing Authority ( <a href="http://shrewsburyha.org">shrewsburyha.org</a> ) o Worcester Family Resource Center <a href="https://www.sevenhills.org/programs/worcester-family-resource-center">https://www.sevenhills.org/programs/worcester-family-resource-center</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AHT	
2	Collect links to the following on a single webpage, easily accessed from shrewsburyma.gov, under the header "Information about Housing in Shrewsbury" o Most recent Annual Report o Town of Shrewsbury Master Plan 2016_ ShrewsburyMasterPlan o Town of Shrewsbury Housing Production Plan Microsoft Word - HousingProductionPlan_MidCensusUpdate_2018_DRAFT (shrewsburyma.gov) o Link to the town Planning Board Planning Board   Shrewsbury, MA ( <a href="http://shrewsburyma.gov">shrewsburyma.gov</a> ) o Link to the town zoning map Zoning-Map-August-8-2020 (shrewsburyma.gov)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AHT	
3	Collect the following links under the header "Understand the Law and how to respond productively if you have been the target of a discriminatory housing practice"	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AHT	

Cohesive Task Force Recommendations						
Number	Recommendation	Applicable	Not Applicable	Needs Further Review	Department(s)	Notes:
	<ul style="list-style-type: none"> <li><i>o Link to the Massachusetts Association of Realtors Fair Housing Act Resources for Renters, For Landlords and For Realtors <a href="https://www.marealtor.com/fair-housing/">https://www.marealtor.com/fair-housing/</a></i></li> <li><i>o Link to the Massachusetts Department of Housing and Community Development DHCD Fair Housing and Civil Rights Information   Mass.gov</i></li> <li><i>o Link to the MCAS Massachusetts Commission Against Discrimination   Mass.gov</i></li> <li><i>o Link to Office of the Attorney General of Massachusetts File a civil rights complaint   Mass.gov</i></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4	<p><b>Offering seminars, facilitated by housing professionals (Resources for Communities and People (RCAP Solutions) at the Shrewsbury Library, or other easily accessed municipal location on an annual or bi-annual basis would allow Shrewsbury residents an opportunity to ask questions and get real time answers.</b></p> <ul style="list-style-type: none"> <li>• <i>With help from the Shrewsbury Public Library, provide public support for a seminar on renters' rights</i></li> <li>• <i>With help from the Shrewsbury Public Library, provide public support for a seminar on housing rights targeted to landlords and building managers.</i></li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AHT	
		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Will it be at the library?
Public Safety Subcommittee Recommendations						
Number	Recommendation	Applicable	Not Applicable	Needs Further Review	Department(s)	Notes:
1	<b>We recommend that SPD create a data governance system to establish practices and protocol for how data is being collected, tracked, and used to inform decision-making.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Police, Fire, EMS, EM	
2	<b>We recommend that SPD hire an expert consultant to conduct a thorough and complete review of all police department policies and practices using a race equity lens. We additionally recommend a public engagement component to this policy review to encourage transparency and democratic participation.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Police, Fire, EMS, EM	Use lexipol but is it specific to DEI
3	<b>We recommend ending the in-school resource officer program and instead focus on creating an alternative school safety/security plan and investing in new strategies and programs to foster positive Police-Youth interactions.</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		School has affirmed its position on this matter
4	<b>We recommend the Town initiate the process of opting out of civil service as a necessary step towards creating a public safety workforce that better mirrors the demographic composition of the residents in town.</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		State Civil Service Review Commission Report
5	<b>We recommend that Shrewsbury establish a Civilian Review Board (CRB) where residents can bring forth concerns or complaints of misconduct and discrimination. It is imperative that a CRB be designed to work for the people, and avoid historical missteps that hinder usefulness. An effective CRB will be independent, transparent, resourced (including a budget) and have investigative and disciplinary authority including subpoena power (Moore 2020).</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mgr/Chief	Get opinion from Chief Anderson and others on all
6	<b>We recommend that SPD incorporate a number of supplemental trainings into their mandatory requirements for staff that focus on “cognitive, emotional, social and moral” competencies (Blumberg 2019). It is also recommended that SPD implement a self-assessment tool to help personnel measure and understand their own implicit biases. These findings will help inform individual and departmental professional development and training needs.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Chiefs
7	<b>We recommend that Shrewsbury establish a Public Safety Engagement Board comprised of public safety representatives, residents, local businesses, and community leaders.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Chiefs
8	<b>We recommend that SPD take immediate steps to phase-out the “thin blue line” symbol from its uniforms and other department issued equipment. Ongoing use of this divisive image harms law enforcement relationships especially with communities of color who find this symbol threatening.</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Survey Subcommittee Recommendations						

Cohesive Task Force Recommendations						
Number	Recommendation	Applicable	Not Applicable	Needs Further Review	Department(s)	Notes:
Number	Recommendation	Applicable	Not Applicable	Needs Further Review	Department(s)	Notes:
1	Set up a committee on Diversity which can work on addressing issues related to bias, discrimination, and other issues.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		One Cpmmittee only
2	The committee should run a survey, on a yearly basis using the results of this survey as a baseline. The survey can be used to gauge issues that residents face.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Through the committee