



Commission on Diversity, Equity and Inclusion
Meeting Minutes
April 27, 2021

Meeting called to order at 5:04 pm. All task force members participated remotely via Webex and were able to see and hear one another. The meeting was recorded and uploaded to Andover TV on April 28, 2021 and will be broadcast via Andover TV schedule.

Roll Call

In attendance: Wael Kamal, Bassenal Dessin, Kavita Goyal, Sandis Wright, Shishan Wang, Lisa Cascio, Payton Levental, Olivia Lu-Alba, Dana Allen Walsh, Howard Mandell, Jorge Allen, Monica Reum, Lt. Frank Fitzpatrick, Rajiv Chopra, Laura Gregory, Jemma Lambert and guest speaker Austin Simko.

Approval of minutes

Last month's minutes were reviewed. Motion to approve: Lisa Cascio, Seconded by Wael Kamal, passed unanimously.

Open Meeting Law

Andover Town Clerk and Chief Strategy Office Austin Simko provided an overview of the Open Meeting Law. The test to determine if something is (or should be) considered a public meeting focuses on 3 questions: 1) Is a quorum present either in person or electronically? 2) Are members deliberating? 3) Is the matter being deliberated associated with the charge of the committee? If the answer to these is yes, this should be considered a public meeting which must be posted and the public informed.

Sub committees can be established but those meetings must also comply with the open meeting law. Members of the Commission, so long as they do not constitute a quorum, can assemble in conversation. Discussion about how this Commission can empower a sub-committee to craft time sensitive communications. Austin will research this and get back to us on how to move forward.

It is recommended we include New Business as an agenda item so that the next meeting agenda can be developed during the public meeting.



Clarification that we cannot pass, from one to another electronically, a working document that each contributes to consecutively. That would constitute as public meeting.

Crafting Commission's Norms/Code of Conduct

Review of the NEEP document as a jumping off point. Agreement that crafting a set of values/norms/expectations for conversations in and among the Commission will be helpful and important as we deliberate sometimes difficult subjects. Agreement that Sandis' draft DEI Code of Conduct may be the place to start.

Motion made by Kavita to create an ad-hoc sub committee to draft a document for the Commission to review, which members include: Lisa, Monica, Wael and George. Seconded by Jorge. Passes unanimously.

Motion to adjourn made by Lisa. Seconded by Kavita. Passes unanimously.

Meeting adjourned at 6:28 PM

Next meetings set for May 11, May 25th, 2021