

Diversity, Equity & Inclusion Steering Committee

Meeting Location: Meeting Location: Hybrid Meeting; In-Person: Senior Center, 10 Mayflower Street - Walker Room, Virtual: Zoom

Day & Date of Meeting: Wednesday, March 22, 2023

Time: 7:00 pm

Date Minutes Approved: Thursday, May 11, 2023

TOWN CLERK
2023 MAY 12 AM 8:21
DUXBURY, MASS.

Committee Members:

- Town Selectman: Fernando Guitart
- Town HR: Jeannie Horne
- Council of Aging: Joanne Moore
- Interfaith Council: Meghan Jordan
- Library Trustee: Martha Dennison
- Planning Board: Jennifer Turcotte
- Duxbury Public Schools: Danielle Klingaman and Caitlan Sheehan
- DPS School Committee: Matthew Gambino
- Duxbury Police Department: Lt. Friend Weiler
- At-Large Town Volunteers: Sandy See, Mark Prince, and Karen Wong

Committee Members Present:

- Fernando Guitart
- Jeannie Horne
- Joanne Moore
- Jennifer Turcotte
- Danielle Klingaman
- Caitlan Sheehan
- Matthew Gambino
- Lt. Friend Weiler
- Karen Wong

Committee Members Absent:

- Meghan Jordan
- Martha Dennison
- Sandy See
- Mark Prince

Agenda:

- Call to Order
- Review and approval of February Meeting Minutes
 - MG motions to approve minutes, Seconded by FG
 - Roll Call Vote: Mr. Guitart-Aye; Ms. Horne-Aye; Ms. Moore-Abstain; Ms. Turcotte-Abstain; Dr. Klingaman-Aye; Ms. Sheehan-Aye; Mr. Gambino-Aye; Lt. Weiler-Aye; Ms. Wong-Aye

- Discussion of Draft RFP for Consulting Service
 - FG: Introduces draft RFP and opens it up for feedback, notes addition of price “not to exceed”
 - KW: “devoting a significant amount of time to this project in order to complete the work within the schedule outlined in this RFP”; seems folks may have different definitions about what “significant amount of time” is
 - FW: Should we add a timeframe?
 - JH: Shift line to Consultant must be capable of competing work within a schedule outlined in the RFP
 - DK: Community based summit and multi year plan based on summit; should we add this as an outcome as well?
 - JH: Yes; analyze survey and add a fourth bullet that to include a multi-year plan
 - FG motions to approve RF, Seconded by KW
 - Roll Call Vote: Mr. Guitart-Aye; Ms. Horne-Aye; Ms. Moore-Aye; Ms. Turcotte-Aye; Dr. Klingaman-Aye; Ms. Sheehan-Aye; Mr. Gambino-Aye; Lt. Weiler-Aye; Ms. Wong-Aye
- Finalize list of potential consultants the committee would like to put forward to be included in the RFP process:
 - JH: Explains RFP process; does not include notice or advertisement but we need a minimum of three bids; once a consultant is chosen, a contract is written with the Town; RFP can be shared or submitted to folks with expertise of this scope of work; we currently have a pool of providers from multiple sources (about 15-20 people) to reach out to with our finished RFP
 - MG: Are we obligated to the least expensive vendor? What if the lowest doesn’t meet needs?
 - DK: 30B Procurement Law - lowest price contingent on meeting the qualifications of the RFP
 - FG: Rank order consultants based on their ability to meet the needs of our scope of work then look at prices; ability to meet our needs and then price taken into consideration
- Establish a working group to develop a set of questions which will be used for candidate selection:
 - FG: Who would like to be on a working group to develop questions?
 - Jeannie, Fernando, Danielle, Martha - working group
- Next Steps
 - Draft questions for consultant candidates
 - Next Meeting: May 11th
- Adjournment
 - FG moved that at approximately 7:32PM, the DEI Committee adjourned; Seconded by CS
 - Roll Call Vote: Mr. Guitart-Aye; Ms. Horne-Aye; Ms. Moore-Aye; Ms. Turcotte-Aye; Dr. Klingaman-Aye; Ms. Sheehan-Aye; Mr. Gambino-Aye; Lt. Weiler-Aye; Ms. Wong-Aye