



TOWN OF WESTBOROUGH MASSACHUSETTS

Diversity and Inclusion Committee

TOWN HALL - 34 WEST MAIN STREET
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DATE: September 27, 2021
TO: Westborough Residents
FROM: Cara Presley, Chairperson Westborough Diversity and Inclusion Committee
RE: Seeking to Fill Two Vacancies

The Westborough Diversity and Inclusion Committee was formed in 2016 *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.* The 11-member Committee is made up of four community representatives and seven Town employees, appointed by Town Manager Kristi Williams. Committee members meet monthly to identify, discuss and deliberate topics associated with the Committee's purpose, which are brought to the Committee's attention by Committee members, Westborough residents, Town employees and elected officials. The Committee's role is to make recommendations to the Town Manager, Select Board and other Town leaders to take action on addressed topics. The Committee also serves as a platform to inform the community of diversity, inclusion and equity issues of relevance to the town. Members occasionally conduct some Committee-related activities outside of the monthly meetings.

The Diversity and Inclusion Committee currently has two vacancies, to be filled by Westborough residents. To apply, residents must submit letters of interest to the Town Manager in the care of Confidential Administrative Assistant Cela Dorr at cdorr@town.westborough.ma.us. Letters must include information about the background and/or experience of the applicant that is relevant to the work of the Committee, as well as an explanation of how the applicant may contribute or add value. Letters will be reviewed by the Town Manager, who will determine the appointments and follow up with applicants.

Meetings typically take place on the third Thursday of the month, 3:30-5:00 PM. The meetings are currently held in a hybrid format with some members attending in-person at Town Hall and some attending remotely, via Zoom platform. Members of the public are welcome to observe the meetings in-person or watch live broadcasts via WestboroughTV on local cable: Verizon Channel 28 and Charter 192 and their online platforms: WestboroughTV.org and Youtube.com/WestboroughTV.

Prospective applicants are strongly encouraged to attend or view the upcoming October meeting of the Diversity and Inclusion Committee to learn more about the Committee and the role of its members. The next meeting is slated to be held on October 21, 2021, at 3:30 PM. Confirmation of the meeting time and location, along with the agenda, will be posted on the Town Calendar at least 48 hours before the meeting: <https://www.town.westborough.ma.us/calendar/month/2021-09>. Prospective applicants may also contact Chairperson Cara Presley with questions at diversity@town.westborough.ma.us.