



RECEIVED

By Town Clerk's Office at 9:10 am, Jun 22, 2022

TOWN OF BURLINGTON

Meeting Minutes

Email minutes to meetings@burlington.org or Bring to the Clerk's Office. Thank you

Minutes need to be posted within 30 days or 2 meetings of the board – Draft minutes can be posted and revised at a later date

DEPT./BOARD: Town Wide DEI Committee

DATE: 1/5/2022

TIME: 6pm

PLACE: WebEx

MEMBERS IN ATTENDANCE:

Syed Ghani, Nancy Bonassera, Barbara Addison Reid, Carl Foss

1. Call to order 6:15pm
2. Minutes from 12/7/2021 will be voted on at the next meeting

Discussion of documents from the Burlington Town Clerk and the Human Resource Director to determine whether the documents address Diversity, Equity, and Inclusion. The definitions appear below:

Diversity -- variety, assortment, multiplicity, mixture. Antonym – uniformity

Legal definitions for Ethnicity / Race: African American / Black

Asian American

Hawaiian / Pacific Islander

Hispanic / Latin

Indigenous Native Americans / Alaskan Naïve

Two or more races

Results : Total People of Color present

Caucasian present

Equity – fairness, impartiality, justice, fair play. Antonym -- injustice

Inclusion – addition, enclosure, insertion, attachment. Antonym – absence, exclusion

Policy – Rule -- strategy, plan, procedure, program, course of action, guiding principle

Contract – document, certificate, statement, testament, record, schedule, papers





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Procedure – way, technique, practice, method, system, formula, route, modus operandi, course of action.

2. Discuss the agenda topics for meeting with the Town Clerk and the Human Resource Director scheduled for Wednesday 19 January 2022 at 6:00 p.m. Determine whether Open to the Public?

Select Board Mission Statement

Mission Statement

The Select Board is an elected body of five (5) members and comprises the Chief Executive Branch of the local government. The mission statement for this Board is as follows:

To provide services that promote the health and safety of residents and a high quality of life, while preserving and protecting the natural resources of the Town.

To foster high standards of public service and effective cooperation among Town employees by providing a supportive work environment and competitive compensation, by recognizing excellent performance, and being responsive to the needs and interest of Town employees.

To continue to provide pro-active support and cooperation in pursuit of high quality education programs and services in the Town.

To provide services as economically as possible so that living or doing business in the community remains affordable, while preserving something close to the current balance of reliance on residential and commercial property.

To create a sense of community within the Town (to develop the "soul" of the community), while recognizing the "mixed" diverse nature of the community.

To support a strong economic base through effective land use planning.

Ms. Amy Warfield, Town Clerk

Steps for Meetings

- o Virtual Meetings
- o All Meetings
- o Agenda and Posting Process
- o Minutes
- o There is no reference to Diversity, Equity, and Inclusion.

State Ethics Commission: November 14, 2016

- o I Conflict of Interest Law and Purpose
- o II On-the-job restrictions
- o III After-hours restrictions





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- o IV After you leave municipal employment
- o There is no reference to Diversity, Equity, and Inclusion.

Committee Handbook: May 01, 2014

- o V page 18 Conflict of Interest Law
 - o Law applies to all public officials, paid or unpaid
 - o Private interests does not conflict with best interests of the community
 - o Do not accept anything
 - o Do not accept anything worth \$50 or more
 - o Do not hire, promote, supervise, employment of your immediate family or your spouse's family
 - o Do not take official action with financial interest or businesses partners
 - o Etc.
- o Misuse of Position
- o Revolving Door Restriction
- o Appendix A, B, C, etc.
- o There is no reference to Diversity, Equity, and Inclusion.
- o Should we add DEIC to this document? (even if we are ad hoc)

U.S. Census Quick Facts Town of Burlington Massachusetts

- o Population January 1, 2019 28,627
- o Population January 1, 2010 24,492
- o Age and Sex
- o Race and Hispanic Origin
- o Housing
- o Education
- o Health
- o Businesses
- o Geography
- o There is no reference to Diversity, Equity, and Inclusion.

American Community Survey Five Year Data 2009 – 2019

- o Detailed Tables, Subject Tables, Data Profiles, and Comparison Profiles
- o There is no reference to Diversity, Equity, and Inclusion.

Open Meeting Law Guide and Educational Materials: December 2017

- o Overview
- o Meeting of Public Bodies
- o Notice
- o Executive Sessions





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- o Remote Participation
- o Minutes
- o Open Meeting Law Complaints
- o Open Meeting Law Training
- o Contacting the Attorney General
- o Appendix
- o There is no reference to Diversity, Equity, and Inclusion.





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Ms. Joanne Faust, Human Resources Director Town of Burlington & Burlington Public Schools.

Administrative & Professional Classification Plan: FY 2022

- o Group Titles and Compensation Plan.
- o There is no reference to Diversity, Equity, and Inclusion.

AFL-CIO State Council and Municipal Employee Association: July 1, 2019 – June 30, 2022

- o Article 28 “Non-discrimination clause as to age, sex, marital status, race, color, creed, disability, national origin, political affiliation or any other classification protected by state or federal law.
- o There is no reference to Diversity, Equity, and Inclusion.

AFL-CIO State Council and Public Works: July 1, 2019 – June 30, 2022

- o Article 4 “There shall be no discrimination by foreman, superintendents, or other agents of the employer against any employee of his activity or membership in the Union. The employer further agrees that there will be no discrimination against any member for his adherence to any provision of this Agreement to comply with any other which would violate this Agreement.
- o There is no reference about race, religion, creed, color, National origin, sex, age, or disability or any other classification protected by state or federal law.
- o There is no reference to Diversity, Equity, and Inclusion.

International Association for Firefighters: July 1, 2021 – June 30, 2022

- o Article 1 “The Union shall not discriminate against any employee by reason of non-membership in the Union. Neither the Town or the Union shall discriminate against any employee on the bases of race, color, sex, age, marital status, disability or political affiliation.”
- o There is no reference to Diversity, Equity, and Inclusion

Burlington Police Command Officers Union: July 1, 2019 – June 30, 2022

- o There is no discussion about discrimination.
- o There is no reference to Diversity, Equity, and Inclusion

Burlington Police Patrolmen’s Association: July 1, 2020 – June 30, 2022

- o Article 1 “Chief and BPPA agree not to discriminate in any way against employees covered by this Agreement on account of race, religion, creed, color, National origin, sex, age, or disability or any other classification protected by state or federal law.”
- o There is no reference to Diversity, Equity, and Inclusion

Town of Burlington Massachusetts: FY 2022 Part Time Compensation Plan

- o Part-time under 20 hour per week





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- o Effective July 1, 2021 (1.75% Adjustment)
- o There is no discussion about discrimination.
- o There is no reference to Diversity, Equity, and Inclusion

Town of Burlington Personnel Rules and Regulations: Amended June 1, 2021

- o Anti-Harassment Policy Article 47 A.
- o Sexual Harassment Policy Article 47 B.
- o There is no reference to Diversity, Equity, and Inclusion.
 - o Page 5 Part 1.1.1 - Update to include other categories
 - o Anti-Harassment policy - last updated 1997?
 - o 4.12 Professional Conduct policy - update to include general tolerance of others/differences
 - o 2.1-1 - Recruitment policy - Hiring practices as defined by EEOC
 - o 2.1-4 - Consider looking outside, rather than only looking inward

Affirmative Action Plan Town of Burlington: October 6, 1986

- o Was the Affirmative Action Plan updated at any time since 1986?

Burlington Public Schools Website: December 9, 2020

- o Search for Record Access Officer, Food Employee Report Agreement, Equity Audit, Grant of Location NStar Electric Middlesex Turnpike, Bidders List, and agenda minutes.
- o Names, email address, and phone numbers are provided.
- o There is no reference to Diversity, Equity, and Inclusion.

Burlington Employment Website: Career Portal for job search

- o How to apply online, attachments with resume, cover letter, references, and next steps.
- o Addresses “A robust profile of diversity where perspective and background are embraced to serve the community.
- o There is no reference to Diversity, Equity, and Inclusion.
- o From town website: (<https://www.burlington.org/356/Employment>) *Municipal experience is not required for many positions. We are looking for candidates that offer a commitment to exceptional public service. Burlington is a community with a robust profile of diversity, where all perspectives and backgrounds are embraced in order to allow us to best serve our Town. We know that our organization is stronger when we have diversity on our team. And we want our team to reflect the global diversity of our citizens. We welcome your application!*

Town of Burlington Massachusetts Organization Chart

- o A list of job class description and location of the description is provided.
- o There is no organization chart provided.





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Town of Burlington Massachusetts Employment Data: June 30, 2017

Race	Burlington	Boston	Massachusetts	U.S.A.
African American	4.5%	24.4%	7.8%	13.1%
Asian American	16.8%	8.9%	5.6%	5.0%
Hawaiian/Pacific Islander	0.2%	Z	0.1%	0.2%
Hispanic/Latino	3.1%	17.5%	9.9%	16.7%
Native American/ Alaskan Native	0.2%	0.4%	0.5%	1.2%
Two or more races	3.8%	3.9%	2.0%	2.3%
People of Color	28.6%	55.1%	25.9%	38.5%
Caucasian	71.4%	44.9%	74.1%	61.5%

Town of Burlington Massachusetts EEO Data June 2017, June 2019, and March 2021

Race	Burlington 2017	Burlington 2019		Burlington 2021
		Female	Male	
African American	4.5%	1	Z	3
Asian American	16.8%	1	Z	5
Hawaiian/Pacific Islander	0.2%	Z	Z	Z





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Hispanic/Latino	3.1%	1	1	6
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Native American/ Alaskan Native	0.2%	1	Z	1
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Two or more races	3.8%	Z	Z	1
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People of Color	28.6%	4	1	8.8%
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Caucasian	71.4%	7	41	91.2%
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Questions:

1. Is there an employment data report available on race for the Burlington Public Schools?
2. Is there a data report available on race for the students enrolled in the Burlington Public Schools?
 - a. We will ask Joanne Faust
 - i. She will have HR data, but maybe not student enrollment
3. Confirm the date for the meeting with the Select Board in February 2022.
Either Monday 14th or 28th of February
4. Adjourn at 7:07pm
Approved 4-0

