

## **Notice and Agenda Sudbury Diversity, Equity and Inclusion Commission**

Sudbury DEI Commission Meeting  
Thursday, August 26, 2021  
7:30 PM Open Session

Please click the link below to join the virtual Sudbury DEI Commission Meeting:

<https://us02web.zoom.us/j/83513599960>

For audio only, call the number below and enter the meeting ID on your telephone keypad.

Call In Number: 978-639-3366 or 470-250-9358

Meeting ID: 835 1359 9960

### **Meeting Agenda**

1. 7:30 PM: Welcome.
2. 7:35 PM: Open meeting by roll call vote.
3. 7:40 PM: Public Comments.
4. 7:55 PM: Interview candidates for open SDEIC position. Finalize recommendation to the Select Board.
5. 8:40 PM: Working Group Updates:
  - a. Budget Working Group.
  - b. Outreach/Social Media Working Group.
6. 9:15 PM: Review and approve August 12, 2021 meeting minutes.
7. 9:25 PM: Upcoming agenda items/next meeting planning.
8. 9:30 PM: Adjourn meeting by roll call vote.

*This listing of matters is those reasonably anticipated by the Co-Chairs which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.*

The next Sudbury Diversity, Equity and Inclusion Commission meeting is scheduled for September 9, 2021 at 7:30 PM.

## Budget/Consultant Working Group Report for 8/26/21 DEI Commission Meeting

The Budget/Consultant Working Group members are: Nancy Kimble, Nuha Muntasser, Stephanie Oliver and Susan Tripi. The group's initial goal was to identify the types of training or consultant services that might be utilized by the Commission and to explore costs and potential sources of funding. The group started by reviewing the list of DEI training and consultant resources sent by Town Manager Henry Hayes, as well as other resources shared by Commission members.

The group quickly identified the Sudbury Foundation DEI mini-grant program as a potential source of funding, and had to move quickly because grant applications were due 8/20/21. Because grant decisions would be made in October, the group decided to focus its grant request on support for a consultant to assist with a town survey and/or storytelling/lived experiences project, rather than on training for the commission. The rationale was that training for commission members should happen prior to October, and also that there are quality free training resources already available online from organizations such as the National League of Cities. The group decided that it would be beneficial for all Commission members to view two webinars presented by the National League for Cities REAL 101: Normalizing Racial Equity in Local Government, and REAL 202: Advancing Racial Equity in Local Government.

In an effort to identify the potential costs for a consultant, members of the working group reached out to DEI commissions/groups in other towns that had done similar work. Dr. Anna Giraldo-Kerr, who led the Lived Experiences Project for the Town of Needham, was identified as a potential consultant and Susan Tripi had an initial conversation with Dr. Giraldo-Kerr.

The working group decided to apply for the Sudbury Foundation grant in the amount of \$5,000 (the maximum amount), which would be used to hire a professional consultant to assist in the development of a town-wide survey and Lived Experiences Story campaign, and to provide training for the Commission members to ensure a sensitive and successful administration of the project. The grant application was sent to Henry Hayes for him to submit to the Sudbury Foundation on the Commission's behalf for the 8/20/21 deadline.

## **Sudbury Land Acknowledgment (Draft V. 1)**

As we gather here this evening to deliberate on issues that impact our community, it is essential that we also look to, and learn from, the lessons of the past. We want to acknowledge that Sudbury is located on the traditional, ancestral, unceded territory of the Nipmuc People. We honor with gratitude the land itself and the people who have taken care of it throughout the generations. We are committed to becoming better stewards of the land we inhabit and learning from the successes and failures of preceding generations in pursuit of a more just and equitable Sudbury.

# DEI Commission Member Survey

Dear Commission Members,

As per our discussion on August 12th, please use this form to share information about yourself so that we may better prepare for meetings with members of the public. All questions are voluntary and information will not be shared with anyone outside the DEI Commission without consent.

1. First name

---

2. Last name

---

3. Email address (this will not be shared with anyone outside the DEI Commission without prior approval).

---

4. Phone number

---

5. Are you willing to participate in scheduled office hours? (Check all that apply.)

*Check all that apply.*

- ☐ No
- ☐ Yes, I am willing to participate on Zoom.
- ☐ Yes, I am willing to participate in-person.

Other: ☐ \_\_\_\_\_

6. Are you willing to meet with members of the community outside of scheduled office hours? (Check all that apply.)

*Check all that apply.*

- ☐ No
- ☐ Yes, I am willing to meet on Zoom.
- ☐ Yes, I am willing to meet in-person.

Other: ☐ \_\_\_\_\_

7. If you are able to communicate in a language other than English and are willing to use your language skills to engage with members of the public, please elaborate below re: which language(s) and your level of proficiency.

---

---

---

---

---

8. Are there aspects of your identity (race, gender, sexuality, nationality, ethnicity, religious affiliation, disability, etc.) that you are willing to share with members of the commission and/or the public? (Please use the space below to say a little about this and your comfort level with the DEI Commission sharing this information with others.)

---

---

---

---

---

9. Have you had training and/or professional experience that you think are relevant to the work of the DEI Commission? If so, please elaborate below.

---

---

---

---

---

10. Do you have special skills that you think are especially useful in advancing the work of the DEI Commission? If so, please say a little about your skills and expertise below.

---

---

---

---

---

11. Do you have a bio that you are willing to share on social media or in a press release? (Please cut and paste the text below.)

---

---

---

---

---

12. Are you willing to have your photo published in a press release or on social media?

*Mark only one oval.*

- ☐ Yes
- ☐ No
- ☐ Maybe

---

This content is neither created nor endorsed by Google.

Google Forms



**TOWN OF SUDBURY**  
**APPLICATION FOR APPOINTMENT**

SELECT BOARD  
278 OLD SUDBURY ROAD  
SUDBURY, MA 01776

FAX: (978) 443-0756  
E-MAIL: selectboard@sudbury.ma.us

Board or Committee Name: Diversity, Equity and Inclusion Commission

Name: Peng Zhou

Address: 2 Meachen Rd

Email Address: \_\_\_\_\_

Home phone: \_\_\_\_\_

Work or Cell phone: \_\_\_\_\_

Years lived in Sudbury: eight

Brief resume of background and pertinent experience:

I have been working at SLC Management for eighteen years and I am currently a Managing Director. I am a Fellow of Society of Actuaries and a CFA charterholder. I had served on the School Advisory Council of the General Nixon Elementary School for four years. I am currently the president of the Chinese American Association of Sudbury.

Municipal experience (if applicable):

Educational background:

B.S. in Mathematics, Fudan University, China

Ph.D. in Mathematics, The University of Connecticut

Reason for your interest in serving:

I'd like to serve on the commission as a voice for the Chinese community and work with other members to promote DEI.

Times when you would be available (days, evenings, weekends):

usually evenings and some weekends

Do you or any member of your family have any business dealings with the Town? If yes, please explain:  
No

PZ (Initial here that you have read, understand and agree to the following statement)

I agree that if appointed, I will work toward furtherance of the committee's mission statement; and further, I agree that I will conduct my committee activities in a manner which is compliant with all relevant State and Local laws and regulations, including but not limited to the Open Meeting Law, Public Records Law, Conflict of Interest Law, Email Policy and the Code of Conduct for Town Committees.

I hereby submit my application for consideration for appointment to the Board or Committee listed above.

Signature Peng Zhou

Digitally signed by Peng Zhou  
Date: 2021.07.05 19:19:35 -04'00'

Date 07/05/2021

**TOWN OF SUDBURY**  
**APPLICATION FOR APPOINTMENT**

SELECT BOARD  
278 OLD SUDBURY ROAD  
SUDBURY, MA 01776

FAX: (978) 443-0756  
E-MAIL: selectboard@sudbury.ma.us

Board or Committee Name: Diversity, Equity, and Inclusion Commission

Name: Pallavi Hudson

Address: 20 Adams Road

Email Address: \_\_\_\_\_

Home phone: \_\_\_\_\_

Work or Cell phone: \_\_\_\_\_

Years lived in Sudbury: 35

Brief resume of background and pertinent experience:

Currently serve as Senior Global DEI Specialist for PTC Inc. Prior to joining PTC in Feb 2021, I was with Harvard Business School where I led a subcommittee on the DIEB task force. Leadership roles on the task force were selected, and time commitment was on a voluntary basis. I held this role in tandem with my full-time role as an Assistant Director in Marketing & Sales.

Municipal experience (if applicable):

N/A

Educational background:

BA from University of Massachusetts (2007)

Reason for your interest in serving:

I grew up in Sudbury and feel strongly that there has been a positive shift in the passion towards DEI and cultural acceptance that was missing when I was younger. There is a tremendous opportunity in today's current climate to co-create a more inclusive culture in town with all of its diverse members.

Times when you would be available (days, evenings, weekends):  
evenings, weekends


Do you or any member of your family have any business dealings with the Town? If yes, please explain:  
My family owns a restaurant in town (Paani Indian Cuisine)

PH (Initial here that you have read, understand and agree to the following statement)

I agree that if appointed, I will work toward furtherance of the committee's mission statement; and further, I agree that I will conduct my committee activities in a manner which is compliant with all relevant State and Local laws and regulations, including but not limited to the Open Meeting Law, Public Records Law, Conflict of Interest Law, Email Policy and the Code of Conduct for Town Committees.

I hereby submit my application for consideration for appointment to the Board or Committee listed above.

Signature Pallavi Hudson

 Digitally signed by Pallavi Hudson  
Date: 2021.07.22 21:45:12 -04'00'

Date 07/22/21

**TOWN OF SUDBURY**  
**APPLICATION FOR APPOINTMENT**

SELECT BOARD  
278 OLD SUDBURY ROAD  
SUDBURY, MA 01776

FAX: (978) 443-0756  
E-MAIL: selectboard@sudbury.ma.us

Board or Committee Name: Diversity, Equity, and Inclusion Commission

Name: Jessica Cerullo Merrill

Address: 14 Basswood Avenue

Email Address: \_\_\_\_\_

Home phone: \_\_\_\_\_

Work or Cell phone: \_\_\_\_\_

Years lived in Sudbury: 4

Brief resume of background and pertinent experience:

Currently, Vice President at Voz Advisors, a consultant to global pharmaceutical and biotech companies creating solutions through innovative and effective partnerships with patients, care partners, patient organizations and professional groups. We apply our singular focus, the power of our networks, our decades of experience, our ingenuity and expertise to help you build strategic and productive external stakeholder relations that align with your business goals. I specifically focus on establishing and enhancing partnerships between the firm's clients and diverse patient advocacy groups to ensure the success of mutually beneficial goals. As well as ensure the firm culture and associate growth supports the delivery of quality work. I bring a strong background in communications and public affairs as well as a passion to improve patients' quality of life.

Municipal experience (if applicable):

N/A

Educational background:

B.S. Rehabilitation and Health Services - Boston University

M.S. Ethics and Public Policy - Suffolk University

Reason for your interest in serving:

As a individual who cares deeply about our common humanity, understands the great privilege I have experienced, and who plans to raise my daughter in Sudbury it is important to me that I become a part of the solution in order to ensure Sudbury is place where residents understand their privilege and place in history as well as work towards ensuring our community is place where people feel welcome and have the opportunity to fully engage in a manner where they feel comfortable. I would also love to consider work with the Sudbury Housing Authority and the Commonwealth to encourage diversity in our town by finding solutions for housing.

Times when you would be available (days, evenings, weekends):

Evenings and weekends; could join calls during the workday if needed/scheduled in advance

Do you or any member of your family have any business dealings with the Town? If yes, please explain:

No

\_\_\_\_\_ (Initial here that you have read, understand and agree to the following statement)

I agree that if appointed, I will work toward furtherance of the committee's mission statement; and further, I agree that I will conduct my committee activities in a manner which is compliant with all relevant State and Local laws and regulations, including but not limited to the Open Meeting Law, Public Records Law, Conflict of Interest Law, Email Policy and the Code of Conduct for Town Committees.

I hereby submit my application for consideration for appointment to the Board or Committee listed above.

Signature \_\_\_\_\_ Date \_\_\_\_\_



**TOWN OF SUDBURY**  
**APPLICATION FOR APPOINTMENT**

SELECT BOARD  
278 OLD SUDBURY ROAD  
SUDBURY, MA 01776

FAX: (978) 443-0756  
E-MAIL: selectboard@sudbury.ma.us

Board or Committee Name: Sudbury Diversity, Equity, and Inclusion Commission

Name: Emily Chen

Address: 405 Peabody Rd

Home phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Work or Cell phone: \_\_\_\_\_

Years lived in Sudbury: 3

Brief resume of background and pertinent experience:

- Ringing HS Junior
- Asian Cultures Club
- Target employee
- Debate Club (2 yrs)
- MLK club
- Model United Nations (Student Leader)

Municipal experience (if applicable):

Educational background:

- current High School student (junior)

Reason for your interest in serving:

- Passionate about inclusion of all people
- Want to help educate, learn, and take actions concerning diversity, equity, and inclusion

Times when you would be available (days, evenings, weekends):

Mon-Fri @ 5-8pm & Weekends 9am-7pm

Do you or any member of your family have any business dealings with the Town? If yes, please explain:

No.

EC

(Initial here that you have read, understand and agree to the following statement)

I agree that if appointed, I will work toward furtherance of the committee's mission statement; and further, I agree that I will conduct my committee activities in a manner which is compliant with all relevant State and Local laws and regulations, including but not limited to the Open Meeting Law, Public Records Law, Conflict of Interest Law, Email Policy and the Code of Conduct for Town Committees.

I hereby submit my application for consideration for appointment to the Board or Committee listed above.

Signature

Emily Chen

Date

08/01/21

**TOWN OF SUDBURY  
APPLICATION FOR APPOINTMENT**

SELECT BOARD  
278 OLD SUDBURY ROAD  
SUDBURY, MA 01776

FAX: (978) 443-0756  
E-MAIL: selectboard@sudbury.ma.us

Board or Committee Name: Diversity, Equity and Inclusion Commission

Name: Karyn Jones

Address: 27 Pendleton Road, Sudbury MA 01776

Email Address: \_\_\_\_\_

Home phone: (\_\_\_\_\_) \_\_\_\_\_

Work or Cell phone: \_\_\_\_\_

Years lived in Sudbury: 1

Brief resume of background and pertinent experience:

Stay-at-home parent since September 2016, where I volunteer for school parent-teacher-organizations or room parents of my three kids. I worked as a Director of Development for May Institute as a Director of Development and Marketing Research Analyst previously. My LinkedIn profile is <https://www.linkedin.com/in/karynvivinstok/>

Municipal experience (if applicable):

None.

Educational background:

University of Chicago

Reason for your interest in serving:

We moved to Sudbury specifically because of how inclusive and accessible the schools are. I would love to be part of a team to allow for even more equity, inclusion and diversity.

Times when you would be available (days, evenings, weekends):

D I will have time when my son goes to Noyes preschool in fall; N 7:30pm-10pm, W Anytime

Do you or any member of your family have any business dealings with the Town? If yes, please explain:

No

KEJ (Initial here that you have read, understand and agree to the following statement)

I agree that if appointed, I will work toward furtherance of the committee's mission statement; and further, I agree that I will conduct my committee activities in a manner which is compliant with all relevant State and Local laws and regulations, including but not limited to the Open Meeting Law, Public Records Law, Conflict of Interest Law, Email Policy and the Code of Conduct for Town Committees.

I hereby submit my application for consideration for appointment to the Board or Committee listed above.

Signature

Karyn Jones

Date 4/2/2022



**TOWN OF SUDBURY**  
**APPLICATION FOR APPOINTMENT**

SELECT BOARD  
278 OLD SUDBURY ROAD  
SUDBURY, MA 01776

FAX: (978) 443-0756  
E-MAIL: selectboard@sudbury.ma.us

Board or Committee Name: DEI Commission

Name: Janine Taylor

Address: 386 Maynard Rd. Sudbury

Email Address: \_\_\_\_\_

Home phone: 1

Work or Cell phone: 1

Years lived in Sudbury: 4

Brief resume of background and pertinent experience:

I am a Black woman, immigrant and HR professional with DEI experience. I believe my lived and professional experience will make me a good fit and resource for the committee. In addition, I serve on the steering committee of the Racial Climate Task Force.

Municipal experience (if applicable):  
none

Educational background:

Bachelor's degree in Business Administration - Boston University

Master's in Management - Emmanuel College

Reason for your interest in serving:

I love this community and am heartened by all the local DEI groups that are working to advance equity and inclusion within Sudbury. As a mother of three, I have a vested interest in this work and wish to be part of the solution.

Times when you would be available (days, evenings, weekends):

Evenings and weekends will be best, but can be flexible during the day with advance notice.

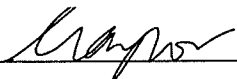
Do you or any member of your family have any business dealings with the Town? If yes, please explain:  
We own a business in Sudbury, but other than that don't have any specific business dealings with the town.

JT (Initial here that you have read, understand and agree to the following statement)

I agree that if appointed, I will work toward furtherance of the committee's mission statement; and further, I agree that I will conduct my committee activities in a manner which is compliant with all relevant State and Local laws and regulations, including but not limited to the Open Meeting Law, Public Records Law, Conflict of Interest Law, Email Policy and the Code of Conduct for Town Committees.

I hereby submit my application for consideration for appointment to the Board or Committee listed above.

Signature \_\_\_\_\_



Date 7/24/21