

Human Rights Commission

June 27, 2019 Meeting Notes- Banquet Hall – 6:30 pm

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Members of the committee in attendance were sworn in by Maria Sagarino, Town Clerk prior meeting start.

Distribution of following materials was made to attendees:

- Open Meeting Law Guide
- 940 CMR: Office of Attorney General
- Public Body Checklist for Creating and Approving Meeting Minutes
- Public Body Checklist for Entering into Executive Session
- Conflict of Interest Law and information sheet regarding completing Online Conflict of Interest Training to obtain certificate of completion for filing with Town Clerk.

Meeting called to order by Dennis Sheehan, Town Administrator at 6:45 pm.

Attendees: Dennis Sheehan, Cailin Kennedy, Robert Bardell, Lindsay Beal, Kevin Merritt, Sheila Ryder, Donna Gaffey, Patricia Kilty.

Absent: Jane Francis, Julie Beliveau

Guests: Raymie Parker, Heidi Bilbo

Group participated in Pledge of Allegiance

- Town Administrator gave instructions regarding the commissions' charge, the materials that had been distributed, future meetings, agendas and scheduling, discussion of the commission mission, suggestions for information and resources for handling problems that might arise.
- Members of the Commission introduced themselves to the group.
- Nominations for Chair, Vice Chair and Secretary were made and vote held:
 - Results :
Kevin Merritt, Chair
Robert Bardell, Vice Chair
Donna Gaffey, Secretary

- Meeting Day discussed and voted on: Third Thursday of each month.
- Suggestions made for future meetings, groups or resources to continue to add to group knowledge.
- Email addresses obtained for future notifications, provided to Chair to test for accuracy.
- Move was made to adjourn and seconded at approximately 7:30 pm.