



Human Rights Commission Meeting

Monday, June 9, 2025 at 6:00 PM

Agenda

ACCESS INFORMATION:

- A. This meeting will be held on Monday, June 9th, 2025 at 6:00 PM. Location: Council Chamber
 - B. The Public may join the virtual meeting online: <https://watertown-ma.zoom.us/j/83935116963>
 - C. Public may comment through email: dnewton@watertown-ma.gov
 - D. Please visit the Human Rights Commission website here: <https://www.watertown-ma.gov/1195/Human-Rights-Commission>
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- 1. Call to Order
- 2. Roll Call
- 3. Acceptance of Minutes
 - A. Minutes for Previous Meeting
- 4. Committee Reports
 - A. Action Plan: Consultant Hiring Process & FY25 Budget
 - B. Rules Committee: Approval of Minutes
 - C. Immigrant Rights Committee
- 5. Discussion
 - A. Watertown Pride Recap
 - B. Human Rights Commission Logo and Banner
 - C. Juneteenth 2025
 - D. One Pager for Complaint Process
 - E. Social Media for Human Rights Commission
 - F. Human Rights Commission Approved Statements
 - G. Email for Human Rights Commission
- 6. Public Comment
- 7. Adjournment

<u>Who sent something out</u>	<u>What date</u>	<u>Who was it sent to</u>	<u>Individual</u>
Susan Musinsky	5/30	Maya Townsend	X
Susan Musinsky	5/30	Amy Kant	X
Susan Musinsky	5/30	Rena Baskin	X
Susan Musinsky	5/30	Roberta Miller	X
Susan Musinsky	5/30	Shaunna Harrington	X
Susan Musinsky	5/30	Ora Grodsky	X
Susan Musinsky	5/30	Robin M Bernstein	X
Susan Musinsky	5/30	Abby Cohen	X
Susan Musinsky	5/30	Beth Zwick	X
Susan Musinsky	5/30	Anne Zasloff	X
Susan Musinsky	5/30	Rhiana Kohl	X
Susan Musinsky	5/30	Kathryn Madden	X
Susan Musinsky	5/30	Michael Schade	X
Susan Musinsky	5/30	Jonathan Hecht	X
Susan Musinsky	5/30	Lora Sabin	X
Susan Musinsky	5/30	Lisa Feltner	X
Susan Musinsky	5/30	Etta Jacobs	X
Susan Musinsky	5/30	Barbara Biancone	X
Susan Musinsky	5/30	Julia Gittleman	X
Susan Musinsky	5/30	Jaymie Saks	X
Susan Musinsky	5/30	Leah Goldste	X
Susan Musinsky	5/30	Peri Onipede	X
Susan Musinsky	5/30	Joan Savitsky	X



































Organization

Listserve

Any other info

Watertown HRC needs assessment consulta

Criteria	Description
Professional Qualifications	Relevant professional background
Experience with Needs Assessments	Demonstrated experience conducting community-level needs assessments, ideally in Watertown or similar city demographics and size
Human Rights & Equity Lens	Proven application of human rights-based and equity-centered approaches
Community Engagement Skills	Cultural competency, facilitation, and inclusive communication
Ethical Standards	Understanding of informed consent, confidentiality, and trauma-informed practices
Project Management	Ability to manage timelines, budgets, and collaborate with stakeholders
References & Work Samples	Quality and relevance of past work and feedback from references
Alignment with Commission Values	Commitment to equity, transparency, and accountability
Budget	The project can be done within the budget parameters

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Points	Score (0–5)	Weighted Score
10		
15		
15		
15		
10		
10		
5		
10		
5		

Watertown Human Rights Commission

Needs Assessment - Phase 1 Consultant Scope of Work

Budget: \$2,500–\$3,000

Timeline: May –November 2025

Proposal Launch: May 22, 2025

Application Deadline: June 9, 2025

Review/Interviews: June 13–25, 2025

Hopeful Selection: By June 27, 2025

Kick off meeting Monday, June 30th

Background & Purpose

The Watertown Human Rights Commission (WHRC) is undertaking a Phase 1 community needs assessment focused on equity, inclusion, and human rights across the City of Watertown, Massachusetts. WHRC is seeking a consultant to partner with us in designing and launching this foundational work, with an emphasis on reaching those who may feel unheard, underrepresented, or excluded in civic life. A thoughtfully designed needs assessment will provide the Commission with a clearer understanding of current community concerns, barriers to inclusion, and opportunities for improvement. It will help WHRC focus its efforts, inform future programming and recommendations, and build stronger connections with Watertown constituents who have historically been underserved or overlooked. This assessment will also provide a baseline for measuring progress in our work going forward.

Watertown is home to over 35,000 residents, including a significant and growing number of foreign-born individuals (26.5%) and households where a language other than English is spoken at home (31.2%). The community is increasingly diverse in terms of race, ethnicity, age, ability, gender identity, and socio-economic status. Yet not all residents experience Watertown equally — and some communities — including immigrants, LGBTQ+ residents, youth, and individuals with disabilities — may not always feel fully represented in civic conversations or decision-making processes.

This Phase 1 project will lay the groundwork for longer-term work to ensure that all Watertown residents — especially those whose voices are often missing or marginalized — are heard, valued, and able to participate fully in the life of the city. The consultant will collaborate with WHRC members to help identify key populations, engage trusted community partners, and assist in outreach to help identify participants for focus groups

and individual conversations. Members of WHRC are happy to participate in parts of the facilitation and reflection process if it is helpful to the consultant and can assist in offering local context, community relationships, and logistical support that will help ensure the success and reach of the process.

While the budget for this initial phase is modest (\$2,500–\$3,000), the opportunity is significant: to begin building a shared understanding of community needs related to human rights, inclusion, and access and to do so in a way that centers equity and fosters trust.

Phase 1 Objectives

- Design a human-rights-focused needs assessment process, with support from WHRC as requested, rooted in equity and inclusion
- Identify and engage residents who may feel disconnected from or unrepresented in civic life
- Facilitate early listening efforts, including focus groups and one-on-one interviews (we welcome your recommendations of how many of each – suggested 3 – 5 focus groups and 5 – 10 individual interviews). Also, the consultant may want to gather information in other forms (surveys, drop in at the library, etc).
- Conduct a scan of similar assessments conducted by other municipalities or community organizations
- Synthesize findings and identify themes and recommendations to inform next steps

Deliverables

- Design and lead several community focus groups in collaboration with WHRC.
- Conduct additional one-on-one interviews with community stakeholders who may not be able to attend a focus group session, to ensure deeper insight and accessibility
- Review existing scans or summaries of models from comparable cities or commissions
- Facilitate a working session with WHRC to reflect on initial findings and shape recommendations
- Produce a summary memo (3–5 pages) that highlights emerging themes, community needs, and recommended next steps

Equity and Accessibility Considerations

WHRC is committed to making this work accessible and inclusive. The consultant will work with the Commission to:

- Ensure language access and translation for outreach and sessions

- Consider interpretation services as needed
- Select physically and digitally accessible venues and formats
- Explore offering child care for selected sessions to support participation

We welcome creative and community-centered strategies to ensure that residents can participate fully and comfortably. WHRC anticipates allocating additional budget resources to support these accessibility elements, such as interpretation, translation, and child care, as needed.

Consultant Qualifications

- Experience with equity-focused needs assessments, particularly in civic or nonprofit contexts
- Skilled in community outreach, facilitation, and qualitative data gathering
- Demonstrated ability to build trust with historically marginalized communities
- Understanding of racial justice, language justice, accessibility, and inclusion
- Familiarity with local government or advisory commissions is a plus

Selection Process

Interested consultants should submit a short proposal by June 9, 2025 at 5 PM that includes:

- A statement of interest and relevant experience
- A 1–2 page proposal outlining their recommended process, timeline, and approach to equity.
- A basic budget within the \$2,500–\$3,000 range
- Optional: sample(s) of relevant past work or a brief description of previous projects that reflect similar scope, approach, or community engagement strategies

Finalists will be interviewed between June 13–25, 2025, with hopeful selection by June 27, 2025. Work will begin by June 30th with an initial Zoom meeting, and conclude by late fall (Thanksgiving), with a public sharing of findings around Human Rights Day (December 10, 2025).

For more information about the Watertown Human Rights Commission, visit:
<https://www.watertown-ma.gov/1195/Human-Rights-Commission>