

Human Rights Commission Action Plan Committee Meeting Minutes

July 31, 2025

1. Call to Order

The meeting was called to order at 10:01 AM

2. Roll Call

Present (all via zoom) were Committee members Sarah Zoen, Liz Aeschlimann, and Susan Musinsky. Also present was Consultant for the Committee Liz Peck.

3. Acceptance of Minutes

a. Minutes from Previous Meeting

The minutes will be reviewed at the next full Human Rights Commission meeting

4. Discussion

a. Review of similar needs assessments

Few similar needs assessments have been found but any relevant examples found will be used to guide this process.

b. Focus group design

Liz Peck has received suggestions from the individuals she has spoken to on how to target the focus groups. These have included immigrants, Spanish-speaking immigrants specifically, the Armenian community, and the disability community. She added that she has booked the evening of October 14th at the library for the focus groups to take place.

c. Key logistics items & available resources for needs assessment

Liz Peck shared that she has had several conversations with community leaders including Kim Charlson, Chair of the Commission on Disability. She also shared that she will be talking to Human Rights Commission liaisons Dr. Ceronne Daly, liaison from the Watertown Public Schools and Captain Dan Unsworth, liaison from the Watertown Police Department.

Liz Peck also sought Committee input on a draft of her logic model. Members offered suggestions and Liz will edit the model based on the suggestions she received.

d. Parameters for Liz Peck seeking approval from subcommittee

Liz Peck sought clarification on how often she needs to check with the subcommittee before reaching out to residents and stakeholders for their input. The Committee answered that as long as she is not creating Open Meeting Law concerns she is encouraged to continue reaching out as she has been.

5. Public Comment

No member of the public offered comment.

6. Adjournment

The meeting adjourned at 11:01 AM.