



Human Rights Commission Meeting

Thursday, September 4, 2025 at 1:30 PM

Agenda

ACCESS INFORMATION:

- A. This meeting will be held on Thursday, September 4th at 1:30 PM. Location: ZOOM ONLY
 - B. The Public may join the virtual meeting online: <https://watertown-ma.zoom.us/j/83991170184>
 - 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. Discussion of Ongoing Needs Assessment
 - A. Confirm key outreach materials
 - B. Resources for stipends
 - C. Waiver form
 - D. Outreach strategy & next steps
 - E. Other needs assessment logistics/opportunities
 - F. Stakeholder engagement
 - G. Logic model
- 5. Youth Logo Design Contest Update
 - A. Susan Musinsky Proposal
- 6. Public Comment
- 7. Adjournment

Sign Up: Human Rights Community Meetings

\$20 Gift Card

Pizza

Child Care*

LEARN MORE & SIGN UP FOR A FOCUS GROUP BELOW

We need your voice to understand how to make Watertown a place where everyone is treated fairly and can participate, use city services and access opportunities. ***If you feel disconnected from Watertown, we want to hear from you!***



The library is a safe place to be in community, grab some food and share ideas based on your experiences in Watertown.

DATES | *Due to limited space, your spot needs to be confirmed after you sign up.*

- **Spanish Speaking** focus group: **Watertown Library October 16th**
- **LGBTQ+** focus group: **Watertown Library October 16th**
- **General** focus group: **Watertown Library October 16th**
- **Disability** focus group: **Virtual October 9th** (with CART and ASL)



SIGN UP [HERE](#)

or via QR code:

Sign up for a focus group via this QR code (using camera to get link). If you have trouble signing up or may want to do a one-on-one interview instead, please reach out to Liz Peck (she/her), Consultant, EP Strategies:
Elizabeth@PeckPolicyStrategies.com.



Waiver Form – Watertown Human Rights Commission

SUMMARY:

The agreement below describes protections around privacy (confidentiality) and use of your feedback, your rights around participation, and legal protections between focus group or interview participants and Watertown Human Rights Commission. Each community member needs to sign the agreement to participate in a focus group or interview.

Focus Group and Interview Participation Waiver and Confidentiality Agreement:

Purpose of Participation

You will share your thoughts and experiences about how people are treated in Watertown. We will use what you tell us only to help the Watertown Human Rights Commission (WHRC) learn about the community and help improve fairness and people's basic human rights in Watertown.

Confidentiality, Anonymity, and Use of Data

All information you share will be treated confidentially, which means kept private, to the extent permitted by law. Your name and any information identifying who you are will NOT be linked to anything we share. While your specific answers will stay private, the information you give will be combined with feedback from other community members and shared with the Human Rights Commission and others who work on these issues. We will also share a report with you this winter.

Voluntary Participation and Right to Stop

Your participation is voluntary. You can skip any question or stop at any time without a problem.

Legal Protections

You must be 18 or older to participate. By signing below, you release the City of Watertown (the City) and the WHRC and its agents from any liability related to your participation in this project, including but not limited to claims arising from the use or misuse of information provided during the focus group/interview. *In other words, you agree to not hold the City or WHRC responsible for any issues that come up from your participation in this project.*

Contacts

If you have any questions about this project or your rights as a participant, please contact Elizabeth Peck, Consultant to the WHRC at elizabeth@peckpolicystrategies.com.

By signing below, you acknowledge that you have read and understood this agreement, that you voluntarily agree to participate, and that you agree to the details described above.

Participant Name (print): _____

Participant Signature: _____

Date: _____

Stakeholder Engagement Questions (a moment to pause and reflect)

1. Are there other stakeholders who need to be involved in the needs assessment process to provide/enhance credibility of this process, implementation of findings, advocacy for resources?
2. What are the key process steps for key stakeholders to stay engaged and build trust?

Stakeholder	Activity/Action: Key process steps for stakeholders to stay engaged/build trust. <i>Note time-bound details & equity considerations</i>
Community	- Compensate for time and provide accommodations for accessibility - Invite rep.s from focus groups/interviews to the working session (below) with full WHRC - Report back to those who engaged and wider community on needs assessment findings<u>sw/translation, on website, and easy to find and consume.</u> - Identify and follow through on mechanisms for ongoing listening<u>e.g., general feedback questionnaire on website and for live events including fair on the square. Liz could use this for participant “overflow”.</u>
Entire WHRC	- Select members are part of the “early stakeholder” calls to shape design/inclusivity; subcommittee reporting out regularly - Working session with entire WHRC to reflect on initial findings and shape recommendations.
Liaisons (Dr. Daly, Cpt Unsworth)	- Part of the “early stakeholder” calls to shape design/inclusivity - Invite to working session on initial findings - Follow through on mechanisms for ongoing listening; <u>explore more ways to partner with liaisons in future</u>
WHRC partner “map”	- Outreach to all in some way, but targeted outreach in recruiting for focus groups/interviews - Explicit, thoughtful framing around desire to include diverse demographics/lived experiences
Public officials/ decision makers	- City council (present final report, attend a meeting soon to update them, include in outreach, and invite to working session meeting) - Get city players more involved once needs assessment is complete.

Watertown Human Rights Commission

Youth Logo Design Contest - Fall 2025 – Overview

Purpose of the Contest

The Watertown Human Rights Commission (WHRC) is launching a community-engaged logo design contest to invite young people in Watertown to help create a visual identity for the Commission. The goal is to foster civic engagement, build awareness of human rights issues, and invite youth voices into the public sphere.

What is the Watertown Human Rights Commission

The Watertown Human Rights Commission (WHRC), established in 2024, promotes equity, inclusion, and access for all residents. It works to ensure equal opportunity in housing, employment, education, city services, and more—regardless of background or identity. The HRC engages the community through outreach, public forums, education, and dialogue, and supports local organizations in doing equity and human rights work.

Who Can Participate in the Contest

Open to all young people in Watertown, with a focus on middle and high school students.

Submission Guidelines

- Must include the full name: “Watertown Human Rights Commission”
- May reflect themes such as
 - People – diverse, connected, or symbolic
 - The river – a meaningful connector in our community
 - Peace – optional imagery like doves or unity symbols
- Should look good in color and black-and-white
- Designs may be hand-drawn or digitally created.
- Must be effective at different sizes (small and large print)
- Submit on an 8.5” x 11” page (PDF, JPEG, or PNG format)
- Send entries to Doug Newton at dnewton@watertown-ma.gov
- Due Date: October 18th (tentative)
- All applicants give the WHRC official support to use the logo free of charge in future materials. (NEED A LAWYER TO REVIEW THIS)

Key Milestones

- Public Launch: September 8 at WHRC meeting
 - School Announcements: Week of September 9–12th - flyers
 - In-Person Messaging
 - Saturday, September 13th - Faire on the Square - WHRC booth - flyers
 - Thursday, September 18th - 5:30 - 7:00 - Open Session at the Watertown Public Library
- *Submission Deadline: Wednesday, October 15th - 11:59 PM
- * Selection Panel - Late October - Date TBD
- *Announcement of Selected Design and Runner-up - Early November

Awards

- \$100 to the winning design
 - \$50 to the runner-up
- Chosen design will most likely be featured on official WHRC materials, website, social media, and public-facing documents.

Selection Committee Composition

The WHRC is assembling a small, thoughtful panel to evaluate submissions. The committee will include:

- Local educators/practitioners (art, social studies)
- Artists or graphic designers
- A marketing or branding professional
- WHRC members
- Youth representative(s)

The committee will meet once or twice (virtually or in-person) to review designs and select the winner based on clarity, relevance, creativity, and impact. A rubric will be designed to seek input from the committee.

Why This Matters

This project is an opportunity to:

- Uplift youth voices
- Raise awareness of the WHRC and its mission with youth and families
- Celebrate art, civic participation, and community values

Questions - reach out to Doug Newton at dnewton@watertown-ma.gov