



Diversity, Equity & Inclusion Ad Hoc Committee

January 10, 2023

5PM

Rice Public Library

1. Happy New Year
 - a. Review Charge
 - b. Discuss 2023 Objectives
2. Review November 15, 2022 Minutes
3. Public Input/Outreach
 - a. Review draft survey
 - b. Develop schedule for roll-out and collection of responses
4. Next Steps

Next Meeting: February 14, 5PM

Materials:

- DEI Committee Charge
- Draft November 15, 2022 Minutes
- Draft Survey

DIVERSITY, EQUITY & INCLUSION AD HOC COMMITTEE

CHARGE

The **KITTERY TOWN COUNCIL** hereby establishes the Diversity, Equity & Inclusion Ad Hoc Committee (DEI Committee) as follows:

1. The DEI Committee is charged with the following objectives:
 - a. Develop and articulate the Town's goals and expectations for a diverse, equitable, and inclusive community;
 - b. Evaluate the Comprehensive Plan, existing ordinances, master plans, goals, and policies for opportunities and barriers to achieving the Town's DEI goals and expectations; and
 - c. Recommend action steps to the Council which may include guidance for developing the Comp Plan update, revisions to ordinances and policies, procedures for evaluating new ordinances and policies, establishing a standing DEI Committee, and other actions that will advance the Town's efforts to achieve its DEI goals and expectations.
2. The DEI Committee will consist of the following members, selected to represent a broad range of stakeholders, jurisdictional authorities, and advisory entities in Town:
 - a. 6 at-large residents appointed by the Town Council
 - b. 2 Town Councilors appointed by the Town Council
 - c. 1 representative each from: Planning Board, Port Authority, Library Advisory Committee, Kittery Community Center Board of Directors, Housing Committee, Economic Development Committee, Climate Adaptation Committee, and School Committee.
3. The Council wishes to appoint the resident representatives, as recommended by the two Council members and Town Manager. The recommended resident appointees will be selected from a pool of candidates who apply to be on the DEI Committee, and who present beneficial perspectives, experiences, insight, and interest in the Town's DEI effort, and are available to actively participate in the DEI Committee's work.
4. The Town Manager, Director of Planning and Development, and Police Chief will serve on the committee as ex officio non-voting members.
5. The Council expects the DEI Committee to provide progress reports to the Council at appropriate times.
6. The Committee is expected to encourage input and participation from residents, businesses, and experts in the execution of its tasks.
7. The Committee will meet as often as it determines necessary to complete its work.
8. The Committee reports to the Town Council as a whole. It has no authority with municipal departments and staff, except as may be requested of, and directed by, the Town Manager. The Town Manager will be responsible for ensuring the meetings, records, and potential monies

associated with the work of the DEI Committee are managed in accordance with State Law, Town Code, and Town policy.

9. The Council may dissolve this Committee and/or establish a standing committee in Title 4 of the Kittery Town Code, upon and in accordance with recommendations from the DEI Committee, or within two years of the DEI Committee's establishment; whichever occurs first.



TOWN OF KITTERY
Diversity, Equity & Inclusion Committee
November 15, 2022
5PM
Kittery Community Center
120 Rogers Road
MINUTES
DRAFT

In attendance: Co-Chair Meaghan Dunn, Gerri Luke, Haley Mock, Kendra Amaral, Mary Gibbons Stevens, Russell White, Celeste Bragg, Cici Nielsen, Judy Spiller, Barbara Scott, Bruce Mallory, Carrigan Cyr

1. October 11 minutes approved with two additions and two edits on attendance.
2. Affirm mission statement – Approved!
 - *Creating a safe, welcoming, and inclusive community that celebrates difference, where everyone is empowered and all voices count.*
3. Open Committee Seat
 - Reviewed process for appointing member
 - i. Council must appoint, Committee Chairs make recommendation
 - ii. Council is interviewing candidate
 - iii. Encourage interested people to apply, fill out applications to have on reserve
 - Discussed non-member participation
 - i. No voting
4. Public Input/Outreach
 - Election day table
 - i. Only 5 survey responses, all regarding affordable housing
 - ii. Flyer QR code had ads, could have deterred response. Working with Communication Director to fix ASAP
 - Sunday 11/20 Farmer's Market
 - i. Spread awareness about committee
 - ii. Hand out flyers with survey
 - iii. Poster board with same question as QR code survey
 - Reviewed draft long-form survey questions
 - i. Goal of survey: To understand the community's perception of DEI
 - ii. Only want to collect data we will/can act upon, keep questions specific
 - iii. Include definitions in survey to attempt to avoid getting unrelated feedback/comments
 - iv. Edited copy of survey to be sent out prior to next meeting for beta testing
 - v. Offer time to complete survey in person with assistance

- vi. Have hard copies of survey at food party
- vii. Push survey out to students AND parents
- viii. Survey launch event to take place after the holidays, “Kittery’s Resolution”

5. Information on Traip Civil Rights Team Project – Mural and land acknowledgement

- Created by Civil rights Team and art students
- Can be seen on Instagram @kitteryschools
- Public reading and official opening of mural: 11/21/22 @ 2:30 pm
- Committee discussion on how to incorporate land acknowledgement into school and town functions
 - i. Committee can make official recommendation to Town Council to read land acknowledgement at beginning of meetings
- First step: Start future DEI committee meetings with land acknowledgment

6. Other

- Committee member suggested creating a DEI email for feedback
 - i. Town pays monthly for each email account. Will add a comment section on committee page on Town website, “Contact DEI Committee”
- Update from Town Manager- Working on website upgrades for ADA compliance

7. Going forward, DEI committee meetings will take place in the downstairs of the Rice Public Library.



UNDERSTANDING DIVERSITY, EQUITY, and INCLUSION in KITTERY

The Kittery Town Council established the Diversity, Equity, and Inclusion Committee (DEI Committee) in March of 2022. The purpose of the DEI Committee is to create a safe, welcoming, and inclusive community that celebrates differences, where everyone is empowered, and all voices count.

The DEI Committee wants to hear from you! This survey will help us understand how residents and those who work in Kittery experience our community with respect to diversity, equity, and inclusion. The survey has **XX** questions and takes approximately 6 minutes to complete.

Thank you for participating and sharing your perspective and ideas.

Definition of Discrimination

Discrimination comes in many forms and many experiences. Discrimination is the treatment of an individual or group based on their actual or perceived membership in a social category, usually used to describe unjust or prejudicial treatment on the grounds of race, age, sex, gender, ability, socioeconomic class, immigration status, national origin, or religion.

1. Have you attended any programs promoted or hosted by the DEI Committee?

Yes No Don't Know

2. Please share your opinion on the following statements:

| | Strongly Disagree | Somewhat Disagree | Not Sure | Somewhat Agree | Strongly Agree | Prefer not to answer |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Kittery is a WELCOMING and INCLUSIVE community. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| OTHERS EXPERIENCE Kittery as a WELCOMING and INCLUSIVE community. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| DECISIONS of the Town Leadership REFLECT a COMMITMENT to diversity, equity, and inclusion in Kittery | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I feel a SENSE of BELONGING in Kittery | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

3. Have you EXPERIENCED DISCRIMINATION or BIGOTRY FROM Kittery MUNICIPAL SERVICES?

Yes No Prefer not to answer

4. Please share your opinion on the following statements:

| | Strongly Disagree | Somewhat Disagree | Not Sure | Somewhat Agree | Strongly Agree | Prefer not to answer |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-----------------------------|
| Discrimination and Bigotry are a concern in Kittery. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| People in Kittery have EXPERIENCED DISCRIMINATION or BIGOTRY. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

5. Have you EXPERIENCED DISCRIMINATION or BIGOTRY from Kittery BUSINESSES or ORGANIZATIONS?

- Yes No Prefer not to answer

6. Please share your opinion on the following statement:

I believe these services and/or offices TREAT ALL PEOPLE EQUITABLY REGARDLESS of their IDENTITY:

| | Strongly Disagree | Somewhat Disagree | Not Sure | Somewhat Agree | Strongly Agree | Prefer not to answer |
|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-----------------------------|
| Town Management | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Kittery Community Center | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Kittery Fire Department | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Kittery Police Department | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Kittery Public Schools | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Kittery Wastewater Treatment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Kittery Harbormaster | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Kittery Planning & Code Enforcement | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Kittery Town Clerk Department | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

7. Should Kittery DO MORE to ADDRESS ISSUES related to diversity, equity, and inclusion?

- Yes No I don't know Prefer not to answer

If Yes, WHAT STEPS can Kittery take to ENSURE it is WELCOMING and INCLUSIVE for everyone?

8. What are Kittery's STRENGTHS relative to diversity, equity, and inclusion?

9. What are Kittery's CHALLENGES relative to diversity, equity, and inclusion?

10. Which best describes your RACIAL/ETHNIC IDENTITY?

- | | | |
|---|---|---|
| <input type="checkbox"/> Black/African Descent | <input type="checkbox"/> Indigenous/Native American | <input type="checkbox"/> Hispanic |
| <input type="checkbox"/> Asian/Pacific Islander | <input type="checkbox"/> White/European Descent | <input type="checkbox"/> Other |
| <input type="checkbox"/> Bi-racial/Multi-Racial | <input type="checkbox"/> Asian/Pacific Islander | <input type="checkbox"/> Prefer not to answer |

11. Which best describes your NATIVE LANGUAGE?

- | | | |
|---------------------------------------|---|---|
| <input type="checkbox"/> English | <input type="checkbox"/> Abenaki or other Native Maine language | |
| <input type="checkbox"/> Spanish | <input type="checkbox"/> German | <input type="checkbox"/> Chinese |
| <input type="checkbox"/> Khmer | <input type="checkbox"/> Arabic | <input type="checkbox"/> Amharic |
| <input type="checkbox"/> Somali | <input type="checkbox"/> Portuguese | <input type="checkbox"/> Swahili |
| <input type="checkbox"/> French | <input type="checkbox"/> Arabic | <input type="checkbox"/> Amharic |
| <input type="checkbox"/> Other: _____ | | <input type="checkbox"/> Prefer not to answer |

12. Which best describes your GENDER IDENTITY?

- | | | |
|--------------------------------------|--------------------------------|---|
| <input type="checkbox"/> Female | <input type="checkbox"/> Male | <input type="checkbox"/> Nonbinary |
| <input type="checkbox"/> Transgender | <input type="checkbox"/> Other | <input type="checkbox"/> Prefer not to answer |

13. Which best describes your CONNECTION to Kittery? (check all that apply)

- | | | |
|--|--|---|
| <input type="checkbox"/> Live in Kittery | <input type="checkbox"/> Formerly lived in Kittery | <input type="checkbox"/> Work in Kittery |
| <input type="checkbox"/> Other: _____ | | <input type="checkbox"/> Prefer not to answer |

14. Which best describes your AGE?

- | | |
|--|---|
| <input type="checkbox"/> Under 20 | <input type="checkbox"/> 61 – 75 Years Old |
| <input type="checkbox"/> 20 – 30 Years Old | <input type="checkbox"/> Over 75 Years Old |
| <input type="checkbox"/> 31 – 45 Years Old | <input type="checkbox"/> Prefer not to answer |
| <input type="checkbox"/> 46 – 60 Years Old | |

15. If you would like to receive updates and information about Kittery’s Diversity, Equity, and Inclusion Committee’s work, meetings and activities, please provide your contact information below.

Name: _____

Email Address: _____

Thank you for taking the time to share your input and feedback.
For more information about the DEI Committee please visit www.kitteryme.org/DEI

Please return this survey to:
Town of Kittery
ATTN: Haley Mock, Executive Assistant to the Town Manager
200 Rogers Road
Kittery, ME 03904