



Diversity, Equity & Inclusion Ad Hoc Committee

February 14, 2023

5PM

Rice Public Library

1. Review and Approve Minutes
 - a. January 10,2023
2. Finalize 2023 Objectives
3. Public Input/Outreach
 - a. Review draft survey
 - b. Develop schedule for roll-out and collection of responses
4. Comprehensive Plan Review
 - a. Establish a timeline and order for discussing the sections, identify focus sections
5. Public Engagement Opportunities
 - a. Brainstorm ideas
6. DEI in the Community and Region
 - a. Share ideas, stories, ideas, events and learning opportunities
7. Next Steps

Next Meeting: March 14, 5PM

Materials:

- Draft 2023 Objectives
- Draft Survey
- Executive Summary of Comp Plan available by [clicking here](#)
- DEI Committee Norms

TOWN OF KITTERY
Diversity, Equity & Inclusion Committee

January 10, 2023
5PM

Rice Public Library
8 Wentworth Street
Kittery ME

MINUTES
DRAFT

In attendance: Meghan Dunn ,Annie Cicero, Carrigan Cyr, Russel White, Kendra Amaral, Hailey Mock, Jason Garnham, Geri Luke, CeCe Nielsen, Celeste Bragg, Barbara Scott, Bruce Mallory, Erin Kempster

1. November Minutes approved
2. Review the charge:
 - a. Inquiry regarding when the current open seat for a citizen at large would be filled. There is an interview scheduled in the near future.
 - b. Conversation surrounded ways the committee could better focus on its charge. Suggestions to look into the Executive Summary of the Comprehensive Plan before the re-evaluation begins this year.
3. Any Objectives for the upcoming year:
 - a. Collect and synthesize data from the community through the upcoming survey
 - i. How do we reach the people not feeling included in the community?
 1. Discussion included engaging local groups that work directly with the wider population.
 2. Getting physical copies of the survey into locally active places.
 3. Reaching high school students - making those available in several languages.
 - b. The committee would like to commit to reviewing the Executive Summary of the Evaluation plan. Breaking it down into pieces to review at each meeting.
 - c. Host meaningful community engagement opportunities
 - i. One per quarter
 - ii. Celebrating current DEI engagement in Kittery
4. Review of the Survey:
 - a. The group offered feedback on wording and order of questions, and including questions on more varied identities such as sexual orientation, ability, religion, etc.
 - b. Suggested to do a “test drive” or beta test of the survey before releasing it.
 - c. Conversation about where to collect data on locally spoken languages.
 - d. Kendra will apply the feedback and send a new draft out before the next meeting for review, at which point the committee will create a timeline to release the survey.

Next meeting February 14 at 5:00 in the Rice Public Library.



Diversity, Equity & Inclusion Ad Hoc Committee

2023 OBJECTIVES DRAFT

- Collect and synthesize data on the town's diversity, equity, and inclusion opportunities, challenges, needs, and concerns
- Review the Town's Comprehensive Plan and offer recommendations on the planning and content of the upcoming update
- Host meaningful public engagement opportunities at least once a quarter

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

- Yes No Prefer not to answer

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

- Yes No Prefer not to answer

9. Please share any additional comments or use this space to elaborate on your responses.

10. Which best describes your RACIAL/ETHNIC IDENTITY? (Please check all that apply)

- Black/African Descent Indigenous/Native American Hispanic
 Asian/Pacific Islander White/European Descent Prefer not to answer
 Bi-racial/Multi-Racial Asian/Pacific Islander
 Other: _____

11. Which best describes your NATIVE LANGUAGE?

- English Abenaki or other Native Maine language
 Spanish German Arabic
 Khmer Chinese Amharic
 Somali Portuguese Prefer not to answer
 French Swahili
 Other: _____

12. Which of the following REPRESENTS how you think of YOURSELF?

- Female Male Genderqueer
 Transgender Nonbinary Genderfluid
 Questioning or unsure Prefer not to answer
 Other: _____

13. Which of the following REPRESENTS how you think of YOURSELF?

- Gay Straight/heterosexual Asexual
 Questioning or unsure Bisexual Prefer not to answer
 Lesbian Queer
 Other: _____

14. Which best describes your AGE?

- | | | |
|--|--|---|
| <input type="checkbox"/> Under 18 | <input type="checkbox"/> 36 – 45 Years Old | <input type="checkbox"/> Over 65 Years Old |
| <input type="checkbox"/> 18 – 25 Years Old | <input type="checkbox"/> 46 – 55 Years Old | <input type="checkbox"/> Prefer not to answer |
| <input type="checkbox"/> 26 – 35 Years Old | <input type="checkbox"/> 56 – 65 Years Old | |

15. Do you IDENTIFY as HAVING a DISABILTY?

- Yes No Prefer not to answer

16. Do you IDENTIFY with any of the following RELIGIONS? (Please check all that apply)

- | | | |
|--|---|---|
| <input type="checkbox"/> Protestantism | <input type="checkbox"/> Catholicism | <input type="checkbox"/> Christianity |
| <input type="checkbox"/> Judaism | <input type="checkbox"/> Buddhism | <input type="checkbox"/> No religion |
| <input type="checkbox"/> Native American | <input type="checkbox"/> Inter/Non-denominational | <input type="checkbox"/> Prefer not to answer |
| <input type="checkbox"/> Hinduism | | |
| <input type="checkbox"/> Other: _____ | | |

17. 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"/> Stationed/military assignment in area | | <input type="checkbox"/> Prefer not to answer |
| <input type="checkbox"/> Other: _____ | | |

18. Have you ATTENDED any EVENTS or PROGRAMS PROMOTED by the DEI Committee?

- Yes No Don't know

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



Town of Kittery Diversity, Equity, & Inclusion Ad Hoc Committee Committee Norms

1. Respect

We have differences in opinions and different experiences. Respect each other's thinking and value everyone's contributions.

2. Listen

Stay mentally and physically present. Be open to what is said. Be non-judgmental. Value the learning. Listen to get smarter.

3. Speak Honestly

We speak from our own experiences. Use "I" statements and avoid generalizations.

4. Ask Questions and Offer Solutions

We can respect others' point of view without agreeing. If you disagree, consider asking a question or offering a solution.

5. Share Your Thoughts

We want everyone to have a say. Be patient and don't interrupt. Participate in the Round Table.

6. Contribute to Committee Goals

Participate 100% by sharing ideas, asking questions and contributing to discussions.

7. Stay on Point – and On Time

Respect our group's time and keep comments brief and to the point.

8. Close Decisions and Identify Action Items

Make sure decisions are supported by the group – or they won't be acted on.

9. Be Intentional with Discussions

Bring up issues and action items that align with committee goals.

10. Suggest Agenda Items

We want everyone to contribute to committee meetings. Please include a brief explanation of your suggested agenda item when submitting it.

11. Step Up/Step Back

Be proactive as a team and include the less leading members in conversations. Always be aware of all members and ensure ALL feel welcome to share/speak. Give space for the hesitant to speak and share.

12. Take Risks, Make Mistakes, and Move On

Be raggity. Take risks, be willing to make mistakes. Own mistakes. Regardless of the intention, acknowledge the impact on others. Then move on.