



Diversity, Equity & Inclusion Ad Hoc Committee

October 10, 2023
5 PM

Rice Public Library Community Room

1. Approval of minutes – February 2023-September 2023
2. Consultant Scope of Work
3. Comprehensive Plan Review
 - a. Natural Resources and Recreation – Topic 2
4. DEI in the Community and Region
 - a. Discuss committee hosting educational community events
 - b. Calendar of recognition months and discussion of policy/approach
 - c. Share ideas, stories, ideas, events and learning opportunities
5. Next Steps

Next Meeting: November 14, 2023

Materials:

- Draft minutes – February 2023 - September 2023
- Draft Consultant Scope of Work
- Draft Calendar of months
- Summary of Progress 2022 - 2023
- [Comp Plan – Topic 2 \(page 69 of plan, page 119 of online doc\)](#)



Diversity, Equity & Inclusion
Ad Hoc Committee
February 14, 2023
Minutes
DRAFT

Present: Meaghan Dunn, Russel White, Kendra Amaral, Haley Mock, Jason Garnham, Gerri Luke, CiCi Nielsen, Celeste Bragg, Barbara Scott, Bruce Mallory, Chief Robert Richter, Cheryl Daly Mary Stevens, Russell White

1. Review and Approve Minutes a. January 10, 2023
 - Minutes approved after correcting CiCi and Gerri
2. Finalize 2023 Objectives
3. Public Input/Outreach
 - Review draft survey
 - o Highlight in bold, not caps
 - o Add definitions to key terms/concepts
 - o Add age data
 - o Survey should take ~15 minutes
 - o “How long have you lived in Kittery”
 - Develop schedule for roll-out and collection of responses
 - o Paper copies for pantry, RPL, Town Hall, Freebie Barn
 - o Translation – Takes time, any school contacts, translation contracts? Need to translate online and hard copy
 - o If promoting at KBP and farmer’s market – scan code or paper? Not interested in doing surveys at fairs
 - o Spanish translation needed
 - o Open through summer, school push in fall
4. Comprehensive Plan Review
 - Established timeline and order for discussing the sections, identified focus sections – Start with Land Use, review Housing
 - We are going to look through the Comprehensive Plan, review it with a DEI focus
 - Jason found Am Planning Assoc has some DEI guidebooks for putting DEI in zoning will send
 - Judy: can we look at other communities’ Comp Plan - Jason will check with SMPDC
 - Kendra will provide committee with her Comp Plan implementation update
5. Next Steps

Next Meeting: March 14, 5PM
Update on status of survey

Climate Action Plan community conversation
Comp Plan Land Use review



Diversity, Equity & Inclusion
Ad Hoc Committee
April 11, 2023
Minutes
DRAFT

1. Review and Approve Minutes
 - a. January 10,2023 – Approved
2. Appoint Representative to Youth Ad Hoc Committee
 - a. Celeste Bragg
3. Climate Action Plan – Community Conversation (led by Judy)
4. Public Input/Outreach
 - a. Update on survey - Committee would like to wait to launch English survey until Spanish translation survey is complete.
5. Comprehensive Plan Review
 - a. Land Use – Topic 8 – Move to May meeting
6. Public Engagement Opportunities
 - a. Brainstorm Ideas – Community Market, Committees, students
7. DEI in the Community and Region
 - a. Mary gave report on Dustin Ward DEI training
 - b. Judy gave update on JPJ Park Memorial

Next Meeting: May 9, 5PM



**Diversity, Equity & Inclusion
Ad Hoc Committee
May 9, 2023
Minutes
DRAFT**

Present: Meaghan Dunn, Carrigan Cyr, Celeste Bragg, Haley Mock, Judy Spiller, Tom Emerson, Kendra Amaral, Barbara Scott, Bruce Mallory, Jason Garnham, Emily Flinkstrom, Mary Stevens, Cheryl Daly, Cici Nielson

1. Public Input/Outreach – Survey updates

- Survey is live on website and out to other groups with various listservs and other avenues. Available in paper copy as well in English & Spanish. Ask Annie to make sure it goes out through school district listservs. 74 responses, 2 paper. All in English. No requests for other languages at this point.
- Table at the community market. The town will have table at the block party with postcard with QR code. Survey at freebee barn on Wednesdays. Need a wider net of respondents, based on demographics currently responded. If email is going out in English, less likely to get non-English speakers. Introduce the Mostly white women over 60 have responded so far. Poster at KCC and/or library.
- Focus group plans – do survey first, see themes that arise, then have focus groups to dig deeper. Idea for planning listening session, perhaps in the Fall.
- Bruce will reach out to Falmouth and Westbrook who have recently gone through this process. Mary will work on this with Bruce.
- Cici brought up the idea of having a bystander training offered to the community.
- Contest for slogan and logo?
- More social media outreach. How to get younger folks.
- BBQ at Mitchell School on May 24th – have surveys there – or poster with QR code.
- The seniors at high school did a survey in civics class related to DEI. Figure out if we can get responses.
- Distribute surveys and have students do it during advisory. Or, have a table in the cafeteria.

2. Comprehensive plan: Land Use

- If hire a consultant to help with comp. plan look for someone with DEI experience.
- More clearly and explicitly lay out the need for a broad range of housing. Need more education around this prior to creating the new plan so we can garner that from the public input sessions.
- Use land to bring people together, create inclusive & welcoming spaces. The three key principals at the end of the chapter should include language around inclusion and fostering connections between people.
- Accessibility included as land use concept.
- Transportation opportunities should be included as a priority.

- “Character” and “Small town atmosphere”– avoid those words, or better define what we mean by those words/terms.
- Think about what our land use code restricts vs. allows – everyone lives differently and we should think about what other cultures may desire so we can attract and welcome those folks– example: multi-generational housing options.
- We need to reduce the single-family-only zoning we have in Kittery.
- Linking fear of change to DEI community conversations/listening sessions. How to share the benefits of more folks coming into our community. Create a land use code that reflects what we WANT and not what we DON’T want.
- We have made progress on/achieved some of the to-dos outlined in the comp plan.

3. Co-Chair: Emily will pass the baton to someone else. Meaghan will remain as co-chair.

Next Meeting: June 13, 2023 location TBD



Diversity, Equity & Inclusion
Ad Hoc Committee
June 13, 2023
Minutes
DRAFT

Present: Meaghan Dunn, Celeste Bragg, Judy Spiller, Chief Robert Richter, Cheryl Daly, Karigan Cyr, Gerri Luke, Jason Garnham, Barbara Scott, Russel White, Mary Stevens, Tom Emerson, Bruce Mallory

1. Public Input/Outreach

- Update on survey
 - Strong feedback from Traip Academy
 - School notices, Library list serves, KCC list serve, hard copies at library, town hall, KCC
 - Are these methods effective? How can we get this more visible to citizens not receiving the e-mails? Suggested to use The Sentinel to disseminate information about the committee and the survey.
- Themes coming up in the comments
 - Kittery’s lack of diversity can lead to questions of “so why do it?”, or “we need to be more proactive”
 - Kittery’s diversity is not seen – diversity means more than race
 - Students are expressing concern. How do we get students more engaged with DEI?
- Block Party
 - KBP is taking place during Juneteenth Weekend. How do we use this opportunity to shift the spotlight toward those events?
 - The table for the town will share information about Black Heritage Trail events
 - Committee members can show up to help staff the table

2. Comprehensive Plan Review: Moved to next meeting - Land Use – Topic 7

3. Finalize Co-Chair Positions – Bruce Mallory will step in as Co-Chair along with Meaghan Dunn

4. DEI in the Community and Region

- Increasing inclusivity of holidays and special months
- Can the town and schools put relevant information about recognized holidays on the calendar?
- Discussion surrounding which months we recognize and how
 - Share ideas, stories, events and learning opportunities

5. Next Steps

- Set summer meeting schedule

- Meetings will continue on the current schedule with the understanding that some will not be able to attend every meeting.

Next Meeting: July 11, 2023 at 5:00. Location TBD



**Diversity, Equity & Inclusion
Ad Hoc Committee
July 11, 2023
Minutes
DRAFT**

Members present: Meaghan Dunn, Erin Kempster, Haley Mock, Chief Robert Richter, Russell White, Barbara Scott, CiCi Nielson, Celeste Berg, Emily Flinkstrom, Jason Garnham, Carrigan Cyr, Bruce Mallory, Mary Stevens

Members absent: Kendra Amaral, Judy Spiller

1. Comprehensive Plan Review - Topic 7

- No mention of accessibility in this section of the plan
- Improving conditions for pedestrians was a major theme of the feedback from the public
- Community Center master plan does try to address physical accessibility
- Discussion surrounding trash pick up. Residents without transportation may not have the ability to dispose of trash at the town dump.
- The entire comprehensive plan is missing language regarding DEI initiatives. It is important to find places to include that language, and explain how it is beneficial to the community.
- Public transportation is also an accessibility issue.
- There needs to be a goal of improving communication, particularly regarding voting.
- Ambulatory services are not mentioned in the plan. Many insurances do not cover the company that provides these services in Kittery

2. Presentation of Tribal Flag and development of Land Acknowledgement - MOVED TO AUGUST MEETING

3. DEI in the Community and Region

- Mary shared information from her conversation with Town Manager of Falmouth
- Falmouth hired Dustin Ward to provide training on DEI to the municipal staff. Additionally worked to raise awareness to all of their staff on issues regarding DEI
- Kittery's work seems to parallel Falmouth's in regards to policy and actions taken to address DEI issues.

4. Next Steps

Next Meeting: August 8, 2023



**Diversity, Equity & Inclusion
Ad Hoc Committee
August 8, 2023
Minutes
DRAFT**

In attendance: Meaghan Dunn, Celeste Bragg, Cici Nielsen, Judy Spiller, Carrigan Cyr, Annie Cicero, Kendra Amaral, Chief Robert Richter, Bruce Mallory, Jason Garnham, Gerri Luke, Mary Stevens, Erin Kempster

1. Comments on July 6 Proposal

- Kendra shared on how the municipal staff has been addressing accessibility and inclusion as a result of the committee
- Bruce shared possible steps going forward including seeking out a consultant to guide outreach. He shared understanding that this is a volunteer group and the time demands may be too great within that limitation. Also suggested that the phrase “DEI” may be too politically charged and suggested potentially changing the name to something including the word “welcome”
- Mary expressed appreciation for the model used by the Climate Adaptation Committee of creating community partnerships, and seeking out feedback from relevant stakeholders at meetings that are already taking place. Also pushed back on the idea of changing from DEI. This thought was echoed by several members on the committee.
- Erin expressed potential concern about the optics of bringing someone in from “the outside” and how that could turn off community members that distrust people outside of the community telling them how to live
- Judy suggested that the town council could add the word “welcoming” to the committee charter without changing the name of the committee.

2. Comprehensive Plan Review: Land Use – Topic 7

- The facilities at Emery Field are attracting a number of families and community members that speak different languages - it’s a good reminder that language accessibility is an important goal
- Mary brought up the discussion of how the KCC is addressing the needs of the older population and if the town, as a whole, is meeting those needs.
- Cici questioned if there was any kind of centralized municipal department oversight. Kendra explained that she does engage in regular meetings with department heads to ensure that all municipal offices and services are on the same page.
- Mary asked how Kendra handles citizen complaints. She explained the process and summarized the attitude as customer-centric and “service with

a smile”.

- Judy shared her experience volunteering at the Freebie Barn and observing the town staff as professional, positive, and polite.
- Meaghan asked Chief Richter to share his department’s efforts toward DEI goals. He shared an effort to hire more female officers, ongoing training in de-escalation, and a desire to diversify the department. He is finding challenges in getting diverse candidates to apply - this is a problem across the state.
- Meaghan suggested that this could be a topic in future Comprehensive Plans
- Mary asked about mental health advocacy in town policing
 - The department has contracted with an LCSW to help connect people with the services they need. A second position is being proposed to address the needs of the community. Officers have embraced the program, and Chief Richter has seen the benefits.
- The group agreed to examine Topic 1: Historic and Cultural Resources next

3. Presentation of Tribal Flag and development of Land Acknowledgment

- The Tribal Flag presentation will take place at the town council meeting at the end of September.
- Bruce suggested that a few people take time before the next meeting to research and draft a Land Acknowledgement. Mary and Judy offered to help.

4. DEI in the Community and Region

- Tabled discussion calendar of recognition months and discussion of policy/approach

Next Meeting: September 12, 2023

Draft Diversity Calendar

January – Martin Luther King Day (Jan 15)

February- Black History Month, Lunar New Year (Feb 10) March -

Women's History Month, Ramadan, Easter (March/April) April -

Sexual Assault Awareness Month, Passover

May – Mental Health Awareness Month, Asian Pacific Islander

Month June- Pride Month, Juneteenth (June 19)

July - Independence Day (July 4)

August -

September - Hispanic Awareness Month, Rosh Hashanah, Yom Kippur (Sept/Oct)

October – Indigenous People’s Day (Oct 9)

November - Native American Heritage Month, Diwali, Veterans Day (Nov

11) December – Hanukkah (Dec), Christmas (Dec 24), Kwanza (Dec 26 – Jan 1)



Diversity, Equity & Inclusion
Ad Hoc Committee
September 12, 2023
Minutes
DRAFT

Present: Meaghan Dunn, Russel White, Emily Flinkstrom, Kendra Amaral, Annie Cicero, CiCi Nielsen, Cheryl Daly, Jason Garnham, Bruce Mallory, Haley Mock, Barbara Scott, Mary Stevens

1. Welcoming and connecting
 - members shared their favorite historical, cultural, and/or archaeological resources in Kittery
 - Meaghan introduced a student application from a Traip student to join the committee as a student representative
2. Land Acknowledgement Committee
 - Proposed statement: “Kittery is located on land of the Pennacook and Abenaki peoples of the Wabanaki Confederacy, who have ongoing cultural and spiritual connections to this land. We acknowledge the land and the peoples who have stewarded it through the generations.”
 - Russel suggested adding “... acknowledge and honor with gratitude ...” to the second sentence. The committee supported the addition.
 - There was discussion surrounding an acknowledgement of harm caused to indigenous peoples
 - Bruce expressed desire for the tribal flag presentation and introduction of the land acknowledgment to be publicized in the media
 - The committee recommends the following land acknowledgment to the town council: “Kittery is located on land of the Pennacook and Abenaki peoples of Wabanaki Confederacy, who have ongoing cultural and spiritual connections to this land. We acknowledge, and honor with gratitude, those who have stewarded it through the generations.”
3. Comprehensive Plan Review
 - a. Historic, Archaeological and Cultural Resources – Topic 1
 - Concern expressed over the use of the word “character” given the racially charged nature in the current climate - what is that word meant to convey in this context?
 - In the current plan there is no mention of the Black Heritage Trail or Rock Rest. There is an absence of Kittery’s rich African American history
 - Discussion surrounded updating the language on historical plaques around town. It was mentioned that there is an ongoing project called “Museum in the Streets” that may be a valuable resource in this process
4. DEI in the Community and Region
 - a. Discuss calendar of recognition months and discussion of policy/approach
 - The committee discussed the value and drawbacks of acknowledging religious holidays.
 - What is the purpose of this list? What are we doing with these months and celebrations?
 - Can we use these celebrations to create belonging for different communities within

Kittery? Can we use them to tell our story?

- This discussion will be revisited at the next meeting

Next Meeting: October 10, 2023

**Draft
Diversity Calendar**

January – Martin Luther King Day (Jan 15)

February- Black History Month, Lunar New Year (Feb 10)

March - Women's History Month, Ramadan, Easter (March/April) April

- Sexual Assault Awareness Month, Passover

May – Mental Health Awareness Month, Asian Pacific Islander Month June-
Pride Month, Juneteenth (June 19)

July - Independence Day (July 4)

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Diversity, Equity, and Inclusion
Project Coordinator
Scope of Services
DRAFT

Working with the Diversity, Equity and Inclusion Ad Hoc Committee and Town Staff, the Project Coordinator will:

- Develop a baseline understanding of Kittery's demographics, synthesizing federal, state, and local data from governmental, institutional, and other available sources.
- Develop a work plan and timeline for conducting in-depth community focus groups, conversations, and other engagement efforts, with as a broad range of residents, businesses, and local organizations as possible to understand:
 - o How they experience Kittery relative to being welcoming, and inclusivity, and belonging
 - o What their impressions are of Kittery's leadership relative to reflecting a commitment to diversity, equity, and inclusion
 - o How they experience Kittery relative to discrimination, bigotry, and equity
 - o Kittery's strengths and challenges relative to being a diverse, equitable and inclusive community.
 - o What Kittery should be doing or not doing relative to its commitment to diversity, equity and inclusion
- Work with the Committee to organize and implement focus groups, community conversations, surveys, and other engagement tools including managing logistics, developing outreach, leading discussions, and facilitating engagement events and activities. Work with the Town to arrange for translation services for any materials, announcements, or products as needed.
- Collect, analyze, and synthesize data and information gathered to develop a report of findings and work with the DEI Committee to develop recommendations, next steps, action items, and additional questions or areas of inquiry to be considered.
- Attend DEI Committee meetings (meet monthly), participate in bi-weekly work plan check-ins with Town staff and Committee Chair(s), and provide progress reports as requested or needed.
- Working with the DEI Committee to develop a report of the project including a summary of activity, findings, and recommendations.

Qualifications

- Experience with engaging a broad range of audiences, groups, and community members through various means including in-person, in writing, electronic, video, social media content, etc.
- Experience with assessing diversity, equity and inclusion challenges and opportunities for governmental agencies and small organizations.
- Strong facilitation skills, working and facilitating a large group of interested parties with various perspectives and opinions, and helping them move forward and make progress towards the project objectives productively and effectively.
- Strong organizational skills to manage details such as scheduling, reporting, coordinating meetings and focus groups, communication with audiences, and follow-through on tasks.

Draft
Diversity Calendar

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Kittery Diversity, Equity, and Inclusion Ad Hoc Committee

Summary of Minutes May 2022—September 2023

May 19, 2022

- Initial meeting of Kittery DEI Ad Hoc Committee, introductions, Meaghan Dunn and Emily Flinkstrom volunteer to serve as co-chairs
- Review of Committee charge from town council, discussion of diversity, inclusion and meeting norms

June 14, 2022

- Reflections on Rock Rest Event, unveiling of Black History Trail marker
- Continued discussion of diversity and equity definitions
- Adopted revised version of committee norms
- Comprehensive Plan, School Visioning Report, and 2017 Community Input findings shared with committee

August 9, 2022

- Discussion of hate group activity in seacoast region and possible responses
- Focused discussion on housing challenges relative to diversity
- Discussion of ways to bring diverse groups together, especially at critical moments, to emphasize inclusive community dialogue

September 13, 2022

- Update on zoning requirements and connection to DEI work
- Update on planning for Seacoast Forum on hate group activities, supported by Kittery PD (and other regional departments), Granite State Progress, NH Listens, United Against Hate, area school districts
- Work on committee mission statement and survey draft for community input
- Discussion of outreach activities to inform community of DEI committee and purpose
- Discussion—What can we do to make Kittery a more equitable and inclusive community?
 - o Affordable housing
 - o Invest in schools
 - o Increase diversity of staff in town offices and police department
 - o Better accommodations for people with different abilities

October 11, 2022

- Review of Seacoast Forum on Understanding and Preventing Hate-Based Activity
- Discussion of outreach strategies, including initial drafts of community survey

- Reviewed draft mission statement—Creating a safe, welcoming, and inclusive community that celebrates difference, where everyone is empowered *and all voices count*

November 15, 2022

- Approved mission statement (see October minutes above)
- Reviewed process for filling vacant committee seat and non-member participation
- Discussion of outreach strategies at Election Day, Farmer’s Market, and via community survey
- Discussion of Traip Academy Civil Rights Team Project—mural and land acknowledgement; discussion of ways to incorporate land acknowledgement into school and town functions; will start future DEI committee meetings with land acknowledgement once it is adopted
- Discussion of adding “Contact DEI Committee” option to town website for public input
- Update from town manager on town website ADA compliance

January 10, 2023

- Clarified process for filling open seat on the committee
- Plan to begin reviewing Executive Summary of Comprehensive Plan in anticipation of updating process to being in 2024
- Discussion of plans for 2023
 - o Distribute community survey and analyze data
 - o Review Comprehensive Plan
 - o Host meaningful community engagement opportunities, one per quarter
- Review of draft survey

February 14, 2023

- Finalized 2023 objectives (see January above)
- Reviewed and revised draft survey, developed schedule and plan for roll-out, identified need for Spanish language version
- Comprehensive Plan review-- Timeline and order for discussing sections, with DEI lens

April 11, 2023

- Discussion of Climate Action Plan and connection to DEI committee
- Survey about to launch, after Spanish language translation
- Brainstormed public engagement opportunities
- Update from Mary Stevens on DEI training for municipal officials
- Update on JPJ Park Memorial

May 9, 2023

- Update on survey, now live on town website and distributed to various listserves, initial responses are coming in
- Plans for a table at Farmer’s Market and Freebee Barn
- Discussion of further outreach via social media, focus groups in the fall
- Discussion of Comprehensive Plan, Topic 8 Land Use (need to hire next Comprehensive Plan consultant with DEI experience)
- Emily to step back as co-chair due to other commitments

June 13, 2023

- Update on survey results, review of Traip Academy responses, discussion of additional ways to promote the survey, emerging themes—
 - o Why are we doing this if Kittery is not a diverse community?
 - o We need to be more proactive
 - o Our diversity is not seen; diversity is more than race
 - o How do we get more students engaged with DEI issues?
- Plans for presence at Kittery Block Party
- Bruce Mallory will join Meaghan as co-chair
- Discussion of recognizing calendar holidays/celebrations in the town calendar

July 11, 2023

- Discussion of Comprehensive Plan, topic 7, Municipal Facilities and Services and Fiscal Capacity
- Discussion of Falmouth’s approach to DEI work, including municipal staff training

August 8, 2023

- Discussion of proposal from Meaghan and Bruce re: moving forward with committee objectives
 - o Kendra noted changes in town staff and processes re: accessibility and inclusion stemming from DEI committee
 - o Possibility of engaging a consultant to help with project management, outreach
 - o Example of Climate Adaptation Committee re: public input and meeting with stakeholders
 - o Affirmed “DEI” framing in light of political/cultural sensitivities around language
 - o Suggested adding “welcoming” to committee charter without changing name of committee
- Tribal Flag presentation and drafting of Land Acknowledgement for September Council meeting

September 12, 2023

- Discussed proposed Land Acknowledgement, recommended that Town Council adopt—
“Kittery is located on land of the Pennacook and Abenaki peoples of Wabanaki Confederacy, who have ongoing cultural and spiritual connections to this land. We acknowledge, and honor with gratitude, those who have stewarded it through the generations.”
- Discussion of Comprehensive Plan, Topic 1, Historic, Archaeological, and Cultural Resources
- Discussion of town calendar recognizing religious and other holidays—What is the purpose, what will take place as a result?