



# TOWN OF KITTERY

200 Rogers Road, Kittery, ME 03904

Visit us: [www.kitteryme.gov](http://www.kitteryme.gov)

## Diversity, Equity & Inclusion Ad Hoc Committee Agenda

January 9, 2024

5:00 PM

Rice Public Library Community Room

1. Acceptance of November + December Minutes
2. DEI in the Community and Region
  - a. Discuss the committee hosting educational community events
  - b. Discuss lawn signs in partnership with CRT
  - c. Share ideas, stories, events, and learning opportunities
3. Comprehensive Plan Review
  - a. Marine Resources – Topic 6
4. Finalize volunteers for subcommittee to review Proposals
5. Next Steps & Next Meeting
  - a. February 13, 2024 @ 5 PM
6. Adjournment

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### Meeting Materials:

- Draft Meeting Minutes
  - November 14, 2023
  - December 12, 2023
- [Comp Plan – Topic 6 \(page 98 of plan, page 148 of online doc\)](#)



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## **Diversity, Equity & Inclusion Ad Hoc Committee November 14, 2023 DRAFT Meeting Minutes**

Present: Meaghan Dunn, Judy Spiller, Kendra Amaral, Haley Mock, Mary Stevens, Gerri Luke, Annie Cicero, Barbara Scott, CiCi Nielsen, Jason Garnham, Kavika Vargas, Cheryl Daly

- Minutes approved unanimously
- Calendar of recognition months and discussion of policy/approach
  - Discussion surrounding what recognition looks like
    - Visual recognition
    - Events centered around the honored community
    - School events
- Comprehensive Plan Review
  - Economic Development – Topic 3
    - Discussed absence of housing, particularly rentals
    - Discussed how to leverage the Route 1 corridor to create a community centered space
    - Discussed population density and land usage
    - Discussed Foreside development and how to expand that geographically
    - Discussed how the working waterfront ties in to Kittery’s economic development
    - Discussed what the town can do to support and attract more BIPOC owned businesses, and businesses that serve a diverse population. How do we make Kittery more welcoming to a diverse population
- Next Steps
  - Assemble a Community Calendar aggregating and highlighting community events
  - Contact school community to gauge interest in designing a lawn sign promoting Kittery diversity
- Unfinished Business
  - Consultant Scope of Work
  - Discuss committee hosting educational community events
  - DEI in the Community and Region
  - Share ideas, stories, ideas, events and learning opportunities

Next Meeting: December 12, 2023



# TOWN OF KITTEERY

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## **Diversity, Equity & Inclusion Ad Hoc Committee December 12, 2023 DRAFT Meeting Minutes**

Attendees: Judy Spiller, Kendra Amaral, Haley Mock, Mary Stevens, Annie Cicero, CiCi Nielsen, Jason Garnham, Robert Richter, Russel White, Erin Kempster, Emily Flinkstrom, Meaghan Dunn

### Notes

- November minutes - corrections to spelling on names, approve at January meeting
- Feedback on RFQ for Consultant:
  - Item D - discussion surrounding what will be expected in regards to translation services.
  - Item E - discussed being explicit about expecting guidance on recommendations
  - Suggested page limit
  - Discussed adding a target completion date, suggested December 2024
  - Kendra explained the official process for proposal submission, and review
  - Discussed forming a screening subcommittee to review proposals and attend interviews. All materials, interviews and processes will be available to the larger committee for input
    - Interested committee members should contact the chairs
- Topic 5 of Comp Plan: Transportation
  - Accessibility
    - Accessible sidewalks
    - Audible and visual signals
    - Lighting
    - Specifically identify and highlight areas of accessibility
  - Stronger emphasis on Public transit
    - Further development needed toward Rte 1; connecting both sides of town
    - Increasing population density encourages public transportation
    - Discussed subsidizing ride services to help people access established bus stops
  - Regional impact
  - Address Shipyard traffic
    - Potential for Park and Ride in Kittery
    - Creating network of Park and Ride/transportation regionally to reduce number of cars in Kittery
  - Encouraging charging infrastructure for electric vehicles in multi-family housing

- Discussion around Climate Action Committee Plan - DEI committee will consider writing a letter of endorsement on the equity section
- Diversity Calendar
  - Identifying gaps based on municipal calendar
    - Police department is putting together information and education regarding Sexual Assault Awareness month and Mental Health Awareness
  - One centralized municipal calendar is not feasible
- Civil Rights Team has shown interest in designing lawn signs

Next meeting: January 9, 2023