



TOWN OF KITTERY

200 Rogers Road, Kittery, ME 03904

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Diversity, Equity & Inclusion Ad Hoc Committee Minutes

February 13, 2024

Present: Meaghan Dunn, Bruce Mallory, Nikolas Franks, Tom Emerson, Cheryl Daly, Judy Spiller, CiCi Nielsen, Jason Garnham, Kendra Amaral, Haley Mock, Robert Richter

1. January minutes approved unanimously.
2. DEI in the Community and Region
 - a. Discuss lawn signs in partnership with CRT
 - i. Bruce and Meaghan wrote letter to Jane Durgin, shared with CRT facilitators. Positive initial response. Waiting to hear back.
 - ii. Judy brought up needing a lot of visibility after experience with Save Kittery Waters lawn signs.
 - b. Share ideas, stories, events, and learning opportunities
 - i. Cuisine share, community pot luck @ KCC.
 - ii. Meaghan has reached out to NH Black Heritage Trail, they are interested in working with committee.
 - iii. Town is planning Women in Leadership talk @ KCC for Women's History Month. DEI Committee to sponsor.
 - iv. Judy brought up library process for book bans/challenges, RPL has system in place and is prepared to respond.
3. Education Subcommittee report
 - a. Bystander training in April at RPL, official date and time TBD
 - i. Hosted by Prevention, Action, Change (PAC). 2 hour interactive training with real world scenarios relevant to Maine. Cost depends on number of participants, committee is willing to add an additional facilitator if needed. Pre-registration will be required to determine numbers.
 - ii. No specific budget for committee but Town Manager will find funding.

4. DEI Consultant RFP update
 - a. Bruce shared RFP process and selection criteria. 3 proposals, not local but familiar with the area. Brief review shows these proposals are legitimate and thoughtful.
 - b. Selection subcommittee: Bruce, Erin, Russell, Mary, Kendra.
 - c. No budget/price will be reviewed until subcommittee has made their selection. Haley has created a scoring sheet and will assist with scheduling interviews. Kendra will negotiate with committee's preferred pick.
 - d. Interviews are not required/guaranteed, the committee can determine.
5. Comprehensive Plan Summary – Review Draft + Discuss
 - a. What stands out relative to the charge of the committee?
 - i. Committee members each identified themes/critical components from summary. Bruce will finalize and second round will be done at next meeting.
6. Election Table
 - a. March 5, 2024
 - i. Need something to discuss – Poster with committee info, diversity calendar, post it prompt.
 - ii. Haley to send out sign up, turn out will be limited.
 - iii. Committee discussed what to do if someone brings a personal situation to them. Chief Richter will send resources for harassment/bystander info.
7. Next Steps & Next Meeting
 - a. March 12, 2024 @ 5 PM
8. Adjournment