



LEBANON DIVERSITY, EQUITY, AND INCLUSION COMMISSION

FEBRUARY 15, 2022 - 6:00 PM
COUNCIL CHAMBERS, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE

1. Call to Order

- A. The February 15, 2022, Diversity, Equity & Inclusion Commission (DEI) Meeting is hereby called to order.

2. Approval of Minutes

- A. February 1, 2022

3. Old Business

- A. Report out regarding assignment
 - 1. Review of City Policies, Codes, and Charter regarding gender-neutral terms
 - 2. Development of a process for the review of new policies, codes, and Charter provisions through an equity lense framework
 - 3. Plans for a multicultural festival in the City
 - 4. Conducting a process to examine the infrastructure, housing and access to food in the City from a minority population perspective
 - 5. Development of plans, processes and education to address anti-semitic sentiments in the City
 - 6. Development of videos and other means to tell the story of immigrants and minority populations in the City
 - 7. Develop a calendar and messaging regarding the holidays celebrated by the minority groups in the City
 - 8. Development of a Juneteenth event in the City
 - 9. Development of cultural exchange programs to foster a better understanding of the people in the City

4. New Business

- A. Discuss and recommend policy positions to the City Council for consideration in the NH Municipal Association legislative policy process for 2023-2024
- B. Discuss and consider submissions to the City's Annual Outcomes statement
- C. Liaison Status Reports
 - 1. Hartford Committee on Racial Equity and Inclusion (HCOREI)
 - 2. Lebanon Arts & Culture Commission
 - 3. Lebanon School District

D. Open time discussion and conversation with the community

5. Open to the Public

Any member of the public who desires to speak on any item may do so when the item is taken up by the Council and will be allowed to speak on the subject for not more than three minutes. **(Note: Speakers are asked to state their name, ward of residence, and to use the microphone provided.)**

6. Future Agenda Items

- A. Establish outreach to the different minority groups in the City
- B. Explore options to highlight and enhance the understanding of different groups in the City
 - 1. Events
 - 2. Articles in the City's newsletter and Lebanon Times
 - 3. Resources and information on the City of Lebanon DEI webpage
 - 4. Speaking events and other public education efforts to highlight DEI and a better understanding of our underrepresented populations
- C. Coordinate and/or partner with the Lebanon School District regarding their DEI initiatives
- D. Receive reports from the City Manager and Councilor Hill regarding the City's Race Equity And Leadership (REAL) training program and core city staff diversity team
 - 1. Discuss potential collaborative efforts and joint mission vision
 - 2. Discuss cooperative relationship with the City's administration
- E. Develop a plan, scope, and vision for the DEI Commission within the charge established by the City Council for the ensuing year and beyond
- F. Establish relationships and cooperative efforts with the private sector and nonprofit entities/employers in the City/Upper Valley relative to their DEI initiatives

7. Other Business

8. Adjournment

Meetings are open for in-person and remote attendance. Members of the public that wish to attend remotely may do so by going to [LebanonNH.gov/Live](https://lebanonnh.gov/live) where you will find instructions on how to enter the meeting. Members of the public will be able to participate and ask questions through the City's virtual platform or by phone. Please note: Should technical difficulties occur during the meeting that disrupts virtual or phone connection(s), the meeting will continue without remote access capabilities.

DRAFT

CITY OF LEBANON
DIVERSITY, EQUITY & INCLUSION COMMISSION
February 1, 2022 – 6:00 PM
COUNCIL CHAMBERS, CITY HALL or
Remote Via Microsoft Teams: [LebanonNH.gov/Live](https://lebanonnh.gov/Live)

MEMBERS PRESENT: Chair Renee DePalo; Vice-Chair Emily Walton; Secretary Richard Ford Burley; Bise Wood Saint Eugene; Devin Wilkie (City Council Rep.); Nancy Graham; Karen Liot Hill (City Council Rep.); Keiselim Montas, Tia Winter

MEMBERS ABSENT:

STAFF PRESENT: City Manager Shaun Mulholland

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

Chair DePalo called the meeting to order at 6:00 pm.

2. APPROVAL OF MINUTES:

A. January 11, 2022

A MOTION by Emily Walton to approve the minutes of the meeting as presented.

Seconded by Devin Wilkie.

**The Motion was approved (8-0)*

3. OLD BUSINESS: None

4. NEW BUSINESS:

A. Lebanon Opera House Proposal for LGBTQ+ Musical Performance

Joe Clifford from the Lebanon Opera House discussed the upcoming programs they are hoping to put on. One is set to be in April, and one is set to be in June, and both are to be free and open to the public. These two programs are intended to promote diversity, equity, and inclusion. The Lebanon Opera House is hoping to have the June event during Pride Week.

B. Discuss Ideas of the Members and Goals for the Year

The commission went around the room to discuss the goals that they brainstormed and assigned point people, in compliance with the Right to Know Law for work on the respective goals.

Bise Wood Saint Eugene said the first question should be what is the plan for the commission or what are they aiming for? Devin Wilkie said perhaps one of the most significant goals in his mind is examining local and regional infrastructure as well as housing, transportation access, and food access. Nancy

1 Graham noted that something else the group should be sure to focus on, as a diversity, equity, and
2 inclusion group, is religious discrimination.

3
4 Secretary Richard Ford-Burley asked if the group could come up with a way, with each new legislation,
5 to have a type of equity review where new legislation is evaluated for alignment with the intent of this
6 commission.

7
8 City Manager Mulholland said he wrote down equity lens framework, which other communities are
9 doing.

10
11 Emily Walton had a defined goal stating, “to understand and communicate the diversity in Lebanon in
12 order to recognize our common humanity and right to membership in the community.”

13
14 Keiselim Montas said many of his goals are aligned but predominately to provide opportunity for cultural
15 exchange so we can learn from one another.

16
17 Karen Liot Hill’s goal is to have a multicultural festival in Lebanon sometime this year. She also stated
18 she wants to have a review of all of policies and ordinances and website for gender neutral terms.

19
20 Tia Winter discussed equity surveys, similar to what the Lebanon School District is currently doing. She
21 suggested doing an event for Juneteenth.

22
23 Renee DePalo was also interested in having a multicultural festival. She recognized that Lebanon has had
24 many small events regarding diversity and a multicultural festival would be a great way to condense
25 those.

26 27 **C. Establish Liaison Assignments**

- 28
29 **1. Hartford Committee on Racial Equity and Inclusion (HCOREI):** Emily Walton
30 **2. Lebanon Arts & Culture Commission:** Devin Wilkie
31 **3. Lebanon School District:** Tia Winter
32

33 **D. Discuss Equity Audit**

34
35 There was a joint task force meeting with the Lebanon School District last week regarding the diversity
36 and equity survey that the district is circulating.

37 38 **E. Data Collection Opportunities**

39
40 Emily Walton provided comprehensive data to the group with a written summation of the data to pose the
41 question of whether or not the commission wants to share that information. City Manager Shaun
42 Mulholland noted that he has already added that information to the City Website and the group
43 collectively endorses it.

44 45 **5. OPEN TO THE PUBLIC:**

46
47 Melanie McDonough, a city employee, voiced her appreciation of the commission and its goals,
48 especially the idea of the revision of policies and ordinances for gender neutral terms.

49
50 Alisha Robinson, the co-chair for the BIPOC employee research group for Dartmouth Health, spoke to
51 say that the group is looking forward to being able to partner with the DEI Commission.
52

1 **6. FUTURE AGENDA ITEMS:**
2

3 **A. Review data regarding the diverse composition of the city population**
4

5 **B. Establish outreach to the different minority groups in the city**
6

7 **C. Explore options to highlight and enhance the understanding of different groups in the**
8 **city.**

9 **1. Events**

10 **2. Article in the City's Newsletter and Lebanon Times**

11 **3. Resources and information on the city of Lebanon's DEI webpage**

12 **4. Speaking events and other public education efforts to highlight DEI and a better**
13 **understanding of our underrepresented populations.**
14

15 **D. Coordinate and/or partner with the Lebanon School District regarding their DEI**
16 **initiatives.**

17
18 **E. Receive reports from the City Manager and Councilor Hill regarding the City's Race**
19 **Equity and Leadership (REAL) training program and core city staff diversity team**
20

21 **1. Discuss potential collaborative efforts and joint mission vision**

22 **2. Discuss cooperative relationship with the city's administration**
23

24 **7. OTHER BUSINESS: N/A**
25

26 **8. ADJOURNMENT:**
27

28 **The meeting was adjourned by Chair DePalo at 6:58 pm.**
29
30

31 Respectfully submitted, Megan Mraz, Recording Secretary
32

AGENDA
LEBANON DIVERSITY, EQUITY & INCLUSION COMMISSION
FEBRUARY 15, 2022

4. NEW BUSINESS:

- A. Discuss and recommend policy positions to the City Council for consideration in the NH Municipal Association legislative policy process for 2023-2024



New Hampshire Municipal Association

2021-2022 Legislative Policy Positions

General Administration and Governance

Local Authority and Efficiency

NHMA supports maintaining local government authority without infringement by the state, and supports measures that enable municipalities to exercise existing authority more efficiently and with greater discretion.

NHMA supports:

- Legislation granting towns the same authority to adopt ordinances that cities have under RSA 47:17;
- The authority of municipalities to regulate or limit the use of firearms on municipal property, and to regulate the carrying of firearms by municipal employees while on duty;
- Legislation allowing a town, by vote of its legislative body, to authorize appointment of the town clerk or town clerk/tax collector by the governing body, or by the chief executive officer based on a town charter;
- Legislation allowing municipalities to satisfy notice publication requirements through the use of electronic notification rather than newspaper publication, in addition to posting notice in public places.

NHMA opposes legislation that detracts from existing local authority.

Right-to-Know Law

NHMA supports the purposes of the Right-to-Know Law: to ensure the greatest possible public access to the actions, discussions, and records of all public bodies, and to ensure government's accountability to the people. NHMA also supports measures to make the law clearer and make compliance with public access requirements easier and less burdensome for public officials and employees and less costly for taxpayers.

NHMA supports:

- Reasonable requirements to make governmental records available electronically if no additional cost is involved;
- The ability to recover reasonable labor costs for responding to voluminous, excessive, or vexatious record requests;
- Exemptions from disclosure that are easy to administer and that provide appropriate protection for confidential and other sensitive information;
- An expedited and inexpensive process for resolving right-to-know complaints;
- Legislation and funding that provide support for education about the Right-to-Know Law.

Elections

NHMA believes that state and local elections should be fair and open, that voting should be simple and convenient without risking election integrity or security, and that election processes should be efficient without imposing undue burdens on local officials.

NHMA supports:

- Establishment of an independent redistricting commission to draw election districts fairly and without regard to partisan advantage;
- Local autonomy over town and city elections;
- More frequent state review and approval of electronic ballot-counting devices;
- Registration and voting processes that are not unnecessarily complex or burdensome, either to voters or to election officials;
- The use of secure technology such as electronic poll books to make election processes more efficient;
- Greater flexibility in the processing of absentee ballots;
- State assistance for the cost of accommodations for disabled voters in local elections.

Labor and Employment

NHMA recognizes the importance of municipal employees, the need for good working conditions, and the right of employees to organize if they choose. NHMA also believes municipal employers should be free to set reasonable terms and conditions of employment or negotiate the same with their employees or employee representatives, without undue state interference.

NHMA supports existing laws governing public employee labor relations, and opposes changes that impose greater burdens or liabilities on employers.

NHMA opposes:

- Legislation creating a mandatory “evergreen clause” for public employee collective bargaining agreements;

- Mandatory binding arbitration as a mechanism to resolve impasses in municipal employee collective bargaining;
- A right to strike for public employees;
- New mandated employee benefits, including any proposal to enhance retirement system benefits that may increase employer costs in future years;
- Unnecessary limits on municipalities' discretion in making hiring decisions;
- Restrictions on municipalities' ability to privatize or use contracted services.

Substance Misuse Prevention & Response

NHMA supports programs to address substance use disorder and response to substance use issues, to include treatment and recovery support programs.

NHMA supports:

- State funding to address substance use disorder for the following efforts:
 - Prevention
 - Treatment
 - Recovery
 - Enforcement;
- Legislation that supports prevention, treatment, recovery, and enforcement efforts.

NHMA opposes:

- Reductions in state funding for substance use disorder or recovery support programs;
- Legislation that makes it more difficult to address the substance use disorder problem in our communities.

Finance and Revenue

Property Taxes and Related Revenues

NHMA supports legislation that allows municipalities to manage property tax levies in a manner that stabilizes tax rates and ensures equity, fairness, and efficiency in the assessment and collection of property taxes.

NHMA supports:

- The continuing right of municipalities to use any recognized method of appraisal upheld by the New Hampshire judicial system;
- Legislation to ensure that:

- property taxes are assessed to the proper owner by requiring that all owner name changes be separately filed at the registry of deeds when such an owner change is not created by a transfer of the property, and
- all liens, whether of a private or institutional nature, be filed at the registry of deeds, and that all changes to the name of a recorded lienholder be similarly filed;
- A legislative commission to study assessment and collection of property taxes and/or municipal utility fees on manufactured housing on land of another and on transient-type properties;
- Legislation ensuring fairness and accuracy in property tax exemptions including ensuring that all household income and assets are taken into account;
- Legislation that prohibits the use of the income approach by a taxpayer in any appeal of assessed value if the taxpayer refuses to provide such information as requested by the municipality;
- A legislative commission to study reimbursement through payments in lieu of taxes (PILOTs) for municipal services provided to exempt charitable properties, including charitable non-profit housing projects;
- Legislation amending RSA 80:56 to enable municipalities to charge a fee for any financial remittance issued to the municipality that is returned as uncollectible;
- Legislation to lower the abatement interest rate that municipalities pay under RSA 76:17-a from six percent to four percent to align it better with the interest rates on delinquent taxes that were lowered by the legislature in 2019.

NHMA opposes:

- Legislation that directly or indirectly increases property taxes, including but not limited to new or expanded mandatory exemptions or credits, or changes in the process for valuing, assessing, or taxing specific classes of properties;
- Legislation that undermines the basic goals of the current use program or reduces the 10-acre minimum size requirement for qualification for current use beyond those exceptions now allowed by the rules of the Current Use Board;
- Legislation that expands the definition of “charitable” in RSA 72:23-1 unless the state reimburses municipalities for the commensurate loss of property tax base;
- An assessment methodology for big box stores that employs comparisons to “dark store” properties abandoned or encumbered with deed restrictions on subsequent use.

State Aid and Non-Property Tax Revenues

NHMA supports funding of state aid to municipalities, supports legislation authorizing local control over non-property tax revenue streams, and opposes legislation that reduces, suspends, or eliminates existing local taxes, fees, or state aid.

NHMA supports:

- Full restoration of revenue sharing under RSA 31-A;

- A state transportation policy that provides adequate and sustainable funding for state and municipal infrastructure and transportation systems and maintains at least the 12 percent share of state highway funds distributed to municipalities;
- Legislation authorizing the establishment of local option fees and providing for periodic adjustments to statutory fees to compensate for factors including, but not limited to, the effects of inflation, such as an increase in the maximum optional fee for transportation improvements;
- Legislation to ensure the collection of unpaid bills for ambulance and other emergency services;
- Reimbursement from the state for the cost of municipal services provided to state-owned properties;
- Legislation amending motor vehicle registration enforcement laws to ensure collection of all state and local registration fees owed by New Hampshire residents;
- Legislation amending RSA 36-A:5 II to allow trustees of trust funds to invest conservation funds instead of only the town treasurer, if voted by the legislative body;
- Programming that supports reduced cost, cost sharing, or equipment sharing that upgrades or replaces aging or unsafe transportation network(s) for towns.

NHMA opposes:

- Suspension of the statutory catch-up provision of the meals and rooms tax distribution;
- Diversion of state highway funds for non-state transportation network purposes.

New Hampshire Retirement System (NHRS)

NHMA supports the continuing existence of a retirement system for state, municipal, school, and county government employees that is secure, solvent, fiscally healthy, and financially sustainable, and that both employees and employers can rely on to provide retirement benefits for the foreseeable future.

NHMA supports:

- Restoration of the state's 35% share of employer costs for police, teachers, and firefighters in the current defined benefit plan and any successor plan;
- Inclusion of participation by a municipal official designated by NHMA on any legislative study committee or commission formed to research alternative retirement system benefits plans or designs;
- Performance of an actuarial analysis of any legislation proposing benefits changes or other plan changes that may affect employer contribution rates.

NHMA opposes:

- Legislation expanding benefits that increase current or future employer contribution costs;
- Legislation that assesses additional charges on employers beyond NHRS board-approved rate changes;
- Legislation that expands the eligibility of NHRS membership to positions not currently covered by the plan;

- Legislation further restricting a municipality's ability to employ NHRS retirees in part-time positions or the imposition of any fees or penalties associated with such employment.

Education Funding

NHMA supports a revenue structure for funding an adequate education to meet the state's responsibilities as defined by the constitution, statutes, and the common law with revenue sources that are predictable, stable, and sustainable.

NHMA supports:

- A revenue structure that is not disruptive to the long-term economic health of the state;
- A revenue structure that is efficient in its administration;
- A revenue structure that is fair to citizens with lower to moderate incomes.

NHMA opposes:

- Retroactive changes to the adequate education funding distribution formula after the notice of grant amounts has been provided to local governments.

Infrastructure, Development, and Land Use

Energy, Environment, and Sustainability

NHMA supports preservation and enhancement of municipal energy, climate, and sustainability planning for communities, protection of the natural environment, and implementation of clean and renewable energy, while recognizing the need for municipalities to manage their resources and the natural environment without undue cost.

NHMA supports:

- Legislation that broadens municipalities' ability to install and use renewable energy sources, including higher caps or elimination of caps on net energy metering;
- Legislation that provides financial and other assistance to municipalities for conservation techniques and installation and maintenance of renewable energy sources;
- Legislation that allows municipalities to adopt local environmental regulations that are no less stringent than those implemented by the state;
- Legislation that enables municipalities to enact measures that promote local energy and land use systems that are both economically and environmentally sustainable;

- Legislation that protects and preserves local natural resources and public infrastructure, builds community resilience, and fosters adaptation to climate change and mitigates its risks;
- Policies that support customer and community choice in energy supply and use competitive market-based mechanisms to promote innovation, cost effectiveness, and sustainability; and
- Legislation that provides state or federal assistance to municipalities to mitigate environmental inequity impacts faced by their residents, and drive early local engagement in decision processes.

NHMA opposes:

- Legislation that overrides local determinations of appropriate energy sources and regulations.

Water Resources Protection, Control, and Management

NHMA supports measures enabling municipalities to protect, control, and manage efficiently and safely water and its resources, treatment, and movement, with a focus on management and infrastructure. NHMA believes any new mandates that impose additional costs on municipalities must be funded by the state or federal government.

NHMA supports:

- Legislation that provides state or federal investment in maintaining and making improvements to the state's critical water infrastructure, including, but not limited to, public drinking water, wastewater, and stormwater systems, and dams;
- Legislation that encourages regional and innovative solutions to drinking water, wastewater, stormwater, and groundwater issues;
- Regulation of emerging contaminants at feasibly achievable levels when supported by relevant scientific and technical standards that are broadly accepted by peer review and cost-benefit analyses, when coupled with appropriate state or federal funding.

NHMA opposes:

- Enactment of stricter drinking water, wastewater, or stormwater regulations for municipalities unless any costs of compliance are funded by the state or federal government.

Solid Waste Management

NHMA recognizes the need for cost-efficient solid waste disposal mechanisms that allow municipalities to protect, control, and manage efficiently and safely solid waste. NHMA believes any new mandates that impose additional costs on municipalities must be funded by the state or federal government.

NHMA supports:

- Programs that support municipal, regional, and state efforts to handle solid waste disposal through reduction, reuse, recycling, resource recovery, composting, and other measures, while maintaining local control;
- Comprehensive state programs to deal with existing and emerging contaminants at no additional cost to municipalities.

NHMA opposes:

- Increased tipping fees to pay for solid waste programs unless they are fully reimbursed by the state.

Housing

NHMA recognizes the need for diverse and affordable housing in New Hampshire and the responsibility of each municipality to afford reasonable opportunities for the development of diverse and affordable housing. NHMA believes municipalities should have discretion in how to satisfy this responsibility and supports legislation that enables municipalities to find innovative ways to ensure an adequate supply of housing.

NHMA supports:

- Legislation that allows municipalities to require the inclusion of affordable and diverse housing opportunities as part of new housing developments;
- Financial and other incentives to municipalities to encourage development of diverse and affordable housing;
- Statewide efforts to provide housing for those recovering from substance misuse, subject to reasonable municipal regulation;
- Policies that encourage documentation and financial traceability of cash and bartered rental transactions;
- Legislation and policies that encourage creative and flexible approaches to meeting housing needs of current and future demographics in different regions.

NHMA opposes:

- Legislation and policies that allow for or encourage housing practices that exclude people from and decrease the availability of quality, affordable housing;
- Legislation that erodes local control over land use decisions.

Land Use

NHMA supports the long-standing authority of municipalities to regulate land use matters with minimal interference from the state.

NHMA supports:

- Legislation authorizing municipalities to regulate short-term rentals of residential properties, including licensing requirements and health and safety protections;
- Legislation enabling municipalities at their discretion to adopt more recent editions of national/international building and fire codes than the current state-adopted editions.

NHMA opposes:

- Legislation that limits municipal control in implementing statewide priorities in zoning and land use regulation;
- New state mandates requiring municipalities to allow specific types of housing;
- All other statewide land use mandates.

Information Technology, Communications, and Cybersecurity

NHMA supports initiatives to make the most current information and communication technology accessible to New Hampshire communities, so long as local authority over land use regulation and safety issues is not compromised.

NHMA supports:

- Legislation that increases the ability of municipalities, especially those in rural and remote areas, to facilitate and advance access to reliable broadband technology to the premises in their communities;
- Legislation that provides flexibility for municipalities in accessing poles and pole attachments, including legislation that directs the New Hampshire Public Utilities Commission to adopt the FCC rule on access to poles called “One-Touch-Make-Ready” in order to facilitate bringing high-speed fiber optic cable to service all New Hampshire communities, homes, and businesses by internet service providers (ISPs) in an expedient and cost-effective manner;
- Legislation that provides state and federal investment, including grants, for installation of high-speed fiber optic broadband technology to serve all New Hampshire communities, homes, and businesses;

- Legislation that requires or encourages and incentivizes providers to disclose information to local government relative to access and broadband connections provided in the municipality to help municipalities better understand and address the needs of their community;
- State investment in cybersecurity assistance to municipalities to protect data and infrastructure.

NHMA opposes:

- Legislation that limits municipalities' ability to prevent or regulate deployment of technologies that would impede vehicular or pedestrian passage on roadways or sidewalks;
- Statewide mandates on cybersecurity practices unless any associated costs are funded by the state or federal government.

Transportation

NHMA supports state policies that ensure access to convenient, efficient, reliable, and safe multi-modal transportation in New Hampshire as cost effectively as possible.

NHMA supports:

- Appropriate funding for state and local modes of transportation, including but not limited to roads, culverts, and bridges;
- Continued state and federal investment in public transit projects designed to reduce traffic on New Hampshire's roads.

NHMA opposes:

- Any action or inaction by the New Hampshire Department of Transportation that results in the downshifting of road, bridge, culvert, or drainage maintenance responsibilities from the state to municipalities.

Economic Development, Recovery, and Vitality

NHMA supports allowing municipalities to implement measures to foster economic development which allows for the preservation and creation of jobs and vitality within our communities.

NHMA supports:

- Legislation that allows for local adoption of more options and more flexibility to provide incentives for economic recovery and development;

- Expansion and more flexibility of state tax credit and exemption programs to foster economic recovery, development, and vitality.

NHMA opposes:

- Legislation that makes it more burdensome to implement economic recovery, development, and vitality measures.



New Hampshire Municipal Association 2023-2024 Legislative Policy Process

Explanation of Proposed Policy

Submitted by (Name): _____ Date: _____

Title of Person Submitting Policy: _____

City or Town: _____ Phone: _____

To see if NHMA will SUPPORT/OPPOSE:

Municipal interest to be accomplished by proposal:

Explanation:

A sheet like this should accompany each proposed legislative policy. It should include a brief (one or two sentence) policy statement, a statement about the municipal interest served by the proposal and an explanation that describes the nature of the problem or concern from a municipal perspective and discusses the proposed action that is being advocated to address the problem. Mail to NHMA, 25 Triangle Park Drive, Concord, NH 03301; or e-mail to governmentaffairs@nhmunicipal.org **no later than the close of business on April 15, 2022.**