



LEBANON DIVERSITY, EQUITY, AND INCLUSION COMMISSION

JANUARY 21, 2025 - 6:00 PM

COUNCIL CHAMBERS, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM

LEBANONNH.GOV/LIVE

1. Call to Order

- A. The January 21, 2025, Diversity, Equity & Inclusion Commission (DEI) Meeting is hereby called to order.

2. Approval of Minutes

- A. December 17, 2024

3. Old Business: None

4. New Business

- A. [Strategic Plan](#) including the Proposed Equity Plan
- B. City of Lebanon as a Disability-Friendly City Resolution
- C. Affirming Spaces Project Presentation – Determine location, time, and date

5. Open to the Public

- A. Any member of the public who desires to speak on any item may do so when the item is taken up by the Commission 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

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 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
December 17, 2024— 6:00pm
COUNCIL CHAMBERS, CITY HALL or
Remote Via Microsoft Teams: LebanonNH.gov/LIVE

MEMBERS PRESENT: Richard Ford Burley (Secretary); Keiselim Montas (Public Representative); Bise Wood Saint Eugene (Chair); Simone Whitecloud (Public Representative Alternate, as Public Representative); Devin Wilkie (City Council Representative); Tia Winter (Vice-Chair)

MEMBERS ABSENT: Karen Liot Hill (City Council Representative); Karen Zook (City Council Alternate)

STAFF PRESENT: City Manager Shaun Mulholland

1. CALL TO ORDER

The December 17, 2024 meeting of the Diversity, Equity & Inclusion Commission (DEI) was called to order by Chair Bise Wood Saint Eugene at 6:00pm.

2. APPROVAL OF MINUTES

A MOTION by Vice-Chair Tia Winter that the DEI Commission approve the minutes of the November 19, 2024 meeting of the DEI Commission as presented.

Seconded by Keiselim Montas.

**The Motion was passed unanimously.*

3. OLD BUSINESS

No old business was discussed.

4. NEW BUSINESS

A. City of Lebanon as a Disability-Friendly City Resolution

Following up from the visit by Dr. Kendra LaRoche from the Special Needs Support Center at the 19 November 2024 DEI Commission meeting, Secretary Richard Ford Burley presented the draft of a resolution on declaring Lebanon a Disability-Friendly City, with the goal of recommending that motion to the City Council. The draft has been looked at by the City's ADA

29 Compliance Officer, Deputy City Manager David Brooks, who has offered feedback. Secretary
30 Ford Burley will hammer out final language for an up-or-down vote at the January DEI
31 Commission meeting, and will arrange with Deputy City Manager Brooks to have the item put
32 on the City Council agenda at their second meeting in February.

33
34 **B. Recommendation to the City Council to Adopt the Public Housing Model of**
35 **Montgomery County, Maryland to Create Inclusive Housing for All Income Levels**
36

37 Secretary Richard Ford Burley discussed the public housing funding model in use in
38 Montgomery County, Maryland. The County has taken out large bonds to create a fund to
39 replace venture capital in the development industry, allowing them to offer developers lower
40 interest rates in exchange for more local control over the type and quality of housing. City
41 Manager Shaun Mulholland discussed what the City and the new Housing Task Force are
42 working on in that regard. Secretary Ford Burley then spoke on the equity aspects of the
43 upcoming pattern zoning project and urged support from the Commission. Vice-Chair Tia
44 Winter, as the representative of the DEI Commission to the Housing Task Force, will ask the
45 Task Force about allowing the DEI Commission input on their recommendations.

46
47 **C. Update on Citywide Equity Plan**
48

49 City Council Representative Devin Wilkie briefly discussed the progress made on prioritizing
50 items with the aid of Vice Chair Tia Winter. Councilor Wilkie believes the Commission will
51 have the opportunity to discuss a complete draft of the plan at the Commission's January
52 meeting. A public input session will be needed subsequently, with the goal of adding the
53 Citywide Equity Plan to the City's Strategic Plan in April.

54
55 *City Councilor Devin Wilkie left the meeting at 6:30pm.*
56

57 **D. Affirming Spaces Project Presentation**
58

59 The DEI Commission welcomed Q Bouldry-Morrison from the Affirming Spaces Project (ASP).
60 They presented on their organization, which works to train institutions on how to make places
61 feel safer and more welcoming for people of all genders. They have worked with over 100
62 groups over the past 3-5 years in New England. A list of groups that have done the training can
63 be found at AffirmingSpacesProject.org. ASP would love to expand north from the Seacoast area
64 where they have presently been working in New Hampshire. Vice-Chair Tia Winter spoke on the
65 possibility of creating connections between ASP and the Lebanon Libraries. City Manager Shaun
66 Mulholland suggested reaching out to the UVBA, and setting the seminar up so that it could be
67 attended both in person and virtually, with the goal being to have the training take place in the
68 first quarter of 2025. The full training is one session that lasts between 1 and 2 hours. Q informed
69 the Commission that certificates can be issued to business owners in place of being listed on the
70 website if they prefer. Simone Whitecloud asked whether a city could receive this certification as
71 a whole. Q thought it sounded like a good idea, but could be a challenge, as in order to get the
72 certification, every person someone could interact with if they walk through the door needs to
73 receive the training. City Manager Mulholland suggested getting key managers and staff to
74 attend, as well as the business community, and Q offered that recording the session for later

viewing is also an option, as the City has too many staff to attend at one time. Vice-Chair Winter asked the City Manager what he would like to do to move forward. The City Manager said he would like the training to be required for supervisory staff, open to regular staff, boards and committees, and for the goal to be for the training to take place once a year. The City Manager will reach out to Q separately to coordinate.

A MOTION by Secretary Richard Ford Burley that the DEI recommend to the City Manager that he initiate the process of setting up training from the Affirming Spaces Project, open it up to the wider community, and offer it remotely and in person, in the first quarter of 2025.

Seconded by Vice-Chair Tia Winter.

****The Motion was passed unanimously.***

5. OPEN TO THE PUBLIC

No comments were offered by the public.

6. OTHER BUSINESS

No other business.

7. ADJOURNMENT

Chair Bise Wood Saint Eugene adjourned the meeting at 6:49pm.

Respectfully submitted,
Richard Ford Burley, DEI Commission Secretary

Priorities			
Target Area	Short-term	Long-term	Ongoing/ Continuing
Access to Public Services and Amenities	Facilitate communication and coordination between school districts and municipalities in both states	Increase opportunities for engagement with elected officials, including in areas not typically occupied by public body meetings	
	Expand outreach modalities (advertisements, local media, physical signage, social media, etc.) to regularly reach new residents with information about meetings and input Opportunities		
	Improve communication and publicizing of cultural events and local resources		
	1. Enhance linguistic access through translated materials and interpretation services 2. Establish guidelines for the scheduling and duration of City meetings, to encourage transit use and accessibility	1. Streamline processes for accessing city services and public spaces for all community Members 2. Expand internet/telecom access, especially for unhoused and disadvantaged residents	Improve bus routes, schedules, hours of operation, and overall accessibility of public transportation and bicycle/pedestrian paths

	3. Access to information – no access to technology – digital equity – digital divide		
	4. Examine additional communications modalities for receiving public input, for people who may not be comfortable speaking at a public session		
		Fund or support studies on the viability of microtransit in the Upper Valley	
			Continue to offer affordable programming
		Increase access to medical, dental, and mental healthcare, especially for low-income individuals	
Economic Equity		Address challenges with waste disposal access and options like composting and recycling	
		Address disparities in cost-of-living increases compared to pay raises across the region	Increased education in community (businesses) and within City Departments
		Review impacts of benefits cut-offs tied	

		to pay raises	
		Diversify suppliers and connect with minority-owned businesses	
		Recruit for diversity within major employers and leadership boards, including disabled and disadvantaged populations	
		Offer grants, loans, and accelerator programs to support BIPOC-owned businesses	
		Increase opportunities for networking and accessing services outside standard work hours	
Housing & Childcare Access and Affordability		Offer accessible childcare options and resources	
			Increase affordable housing and address barriers to home ownership (Housing Task Force)
			Address energy costs and energy insecurity
Community Connectedness and Inclusion		Increase activities and representation for people across age demographics, including young people, single adults, and older people	Host and support cross-cultural community events and immersive cultural experiences

		Celebrate language diversity through translated materials, signs, etc.	
		Increase DEI education and cultural competence training for all communities	
		Ensure community spaces and social opportunities are inclusive and accessible	
		Foster connections across cultures and backgrounds to ensure all community members, including newcomers, nonresidents, and those engaged in homeschooling, feel welcomed, represented, and able to access social networks	
City Employees		Address state-level policies that drive some of these barriers to diversity, including testing requirements and certifying standards	
	Evaluate interviewing practices, ensuring a diverse group of people on hiring panels		Steer away from thinking of employment candidates as “good fits”
		Ensure pay equity	

		across departments and roles	
			Consider customer population, and customer DEI policies, in procurement and contracting purposes