



LEBANON DIVERSITY, EQUITY, AND INCLUSION COMMISSION

FEBRUARY 18, 2025 - 6:00 PM
COUNCIL CHAMBERS, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE

1. Call to Order

The February 18, 2025, Diversity, Equity & Inclusion Commission (DEI) Meeting is hereby called to order.

2. Approval of Minutes

A. January 21, 2025

3. Old Business: None

4. New Business

A. Finalize Strategic Plan (LebanonNH.gov/StrategicPlan) and Recommendations

B. Finalize the citywide Proposed Equity Plan

C. Affirming Spaces Project Presentation – Determine location, time, and date

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 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
January 21, 2025— 6:00pm
COUNCIL CHAMBERS, CITY HALL or
Remote Via Microsoft Teams: LebanonNH.gov/LIVE

MEMBERS PRESENT: Richard Ford Burley (Secretary); Karen Liot Hill (City Council Representative); Keiselim Montas (Public Representative); Bise Wood Saint Eugene (Chair); Devin Wilkie (City Council Representative); Tia Winter (Vice-Chair)

MEMBERS ABSENT: Simone Whitecloud (Public Representative Alternate); Karen Zook (City Council Alternate)

STAFF PRESENT: City Manager Shaun Mulholland

1. CALL TO ORDER

The January 21, 2025 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 December 17, 2024 meeting of the DEI Commission as presented.

Seconded by Devin Wilkie.

**The Motion was passed unanimously.*

3. OLD BUSINESS

No old business was discussed.

4. NEW BUSINESS

A. Strategic Plan including the proposed Equity Plan

City Manager Shaun Mulholland spoke about the Strategic Plan, input sessions, and the timeline. Councilor Devin Wilkie spoke about the Citywide Equity Plan development progress to date and highlighted the need for the entire DEI Commission to weigh in on the form the Equity Plan will finally take. Discussion then continued on that topic. It was decided that DEI Commission members would take the presented priorities document home and use it to come up with potential

30 action items relevant to the Equity Plan’s priorities for compilation at the next Commission
31 meeting. In terms of timeline for the Equity Plan, the Commission will try to schedule public
32 input early in the second quarter of 2025, with the goal of handing a finalized equity plan to City
33 Council in the third quarter. Meanwhile, individual action items appropriate to the Strategic Plan
34 can be put into this year’s Strategic Plan. Resources, stakeholders, and action items will be added
35 to the current Equity Plan document for the Commission’s February meeting. City Manager
36 Mulholland indicated that the full Citywide Equity Plan should have preamble about purpose,
37 much of which, Councilor Karen Liot Hill pointed out, could come from the language forming
38 the DEI Commission, as well as the Welcoming Lebanon Ordinance, and other cities’ examples
39 of equity plans.

41 **B. City of Lebanon as a Disability-Friendly City Resolution**

43 As it was not included in the packet, Secretary Richard Ford Burley read the resolution draft into
44 the record.

46 WHEREAS, the Lebanon City Council recognizes that, for the City of Lebanon to truly thrive,
47 every community member must be able to fully and meaningfully participate in every aspect of
48 public life, from civic to economic to recreational, and

50 WHEREAS, the Lebanon City Council recognizes that proactively working to remove barriers to
51 that full and meaningful participation for disabled members of the community is of vital
52 importance to achieving that goal,

54 NOW, THEREFORE, BE IT RESOLVED THAT, the Lebanon City Council commits to pursue
55 the following preliminary disability inclusion actions, which will take the City of Lebanon
56 beyond the minimum legal ADA requirements:

58 Section 1: The Lebanon City Council encourages local businesses and organizations to become
59 Certified Disability-Friendly to create a community of belonging for all; and

61 Section 2: The Lebanon City Council encourages City departments and staff, as well as volunteer
62 boards and commissions, to adopt best practices that will help the City to serve as a model for
63 disability inclusion in the business sector; and

65 Section 3: The Lebanon City Council encourages City departments and staff, as well as volunteer
66 boards and commissions, to strive for inclusive and accessible spaces and events. This may
67 include such actions as:

- 69 - Creating accommodations relative to public signage and event notifications,
- 70 - Including accommodations language on invitations and registrations for events hosted
71 and sponsored by the City, and
- 72 - Requesting accommodations language be used on invitations and registrations for events
73 the City co-sponsors or has representatives speak at; and

75 Section 4: The Lebanon City Council commits the City to conducting internal checks and

creating improvement plans that will be implemented over time to ensure accessibility and disability inclusion in:

- Employment practices, encompassing but not limited to accommodations,
- Talent recruitment and retention policies,
- Facilities, promoting universal design whenever possible, and
- Websites, promoting accessibility whenever possible.

Dated this ____ day of _____, 2025 at Lebanon, New Hampshire.

Councilor Karen Liot Hill asked if the City Manager had any reservations, and he did not.

A MOTION by Keiselim Montas to send the resolution as presented to the City Council with the support of the DEI Commission.

Seconded by Vice-Chair Tia Winter.

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

The resolution will appear before the City Council on 19 February 2025.

C. Affirming Spaces Presentation planning update

After brief introduction by Chair Bise Wood Saint Eugene, City Manager Shaun Mulholland explained that the date of the presentation is being set in concert with Human Resources. Councilor Karen Liot Hill asked clarifying questions about who would be attending. City Manager Mulholland indicated that the primary attendees would be supervisory staff at the City but also other employees of City departments. The City Manager stated that right now he is wary of overstressing volunteers, and so will not be asking members of volunteer boards and commissions to participate. The question was discussed of whether elements of the presentation could be shared asynchronously, and City Manager Mulholland indicated that it may be a possibility.

5. OPEN TO THE PUBLIC

Sherry Boschert, Ward 2, chair of the Lebanon Energy Advisory Committee's (LEAC's) Electric Vehicle Subcommittee, spoke at the meeting. Ms. Boschert wished to let the DEI Commission know about LEAC's plan to apply for an AARP grant to install an electric bicycle charging hub. The deadline for grant is March 5, 2025. While the plan had originally been for two locations, it was scaled back to one because of the limits of the available grant funding. The plan is for the site to be downtown, with the ambition to get funding for electricity for first five years to make it free to use. Ms. Boschert brought the plan before the Commission to ask if it had input concerning the potential sites, those being: 1. In Colburn Park by the bulletin board (there is electrical infrastructure there, which could be replaced and upgraded at same time); 2. Lebanon Mall at the northwest end near the musical park, along the fence railing, or else near the tunnel skylight, closer to the parking lot, with power being run through the skylight; 3. By Ledyard School on the existing, currently unused concrete pad; and 4. At the west end of the tunnel,

which would be the easiest to get power to. The design would include four outlets, though riders would need to bring their own chargers. The structure would be covered, without sides, with racks to secure bikes to while charging. The dimensions would be twelve feet wide and perhaps 6 feet deep, with estimated costs of around \$17,000. The specifics were still in the air pending the upcoming LEAC meeting, which was to take place Thursday. Councilor Devin Wilkie, who rides an electric bike, said the west end of tunnel felt too removed, and that the existing pad outside the east end of the tunnel would be an ideal location. Councilor Karen Liot Hill suggested that the DEI Commission offer a letter of support for the grant. Chair Bise Wood Saint Eugene suggested that once the station is built, it would be prudent to leave a QR code link to a survey of charging station users, in order to garner support for a second one. City Manager Shaun Mulholland urged charging for the service regardless, in order to pay for upkeep if not the electricity itself. Councilor Liot Hill suggested the formation of a non-lapsing fund for maintenance costs, and the City Manager agreed to help design that fund if given the necessary information.

6. OTHER BUSINESS

Secretary Richard Ford Burley briefly brought up the topic of the DEI Commission's online calendar, mentioning that there had been feedback about an item on that calendar that had led to it being taken down. They suggested that while it was probably beneficial to the community to have such a calendar, the Commission should be intentional in its construction and about what it includes. More discussion on the topic will take place at a later time.

7. ADJOURNMENT

Chair Bise Wood Saint Eugene adjourned the meeting at 6:56pm.

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