

FINAL

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 -----
2
3 **1. CALL TO ORDER**
4

5 The January 21, 2025 meeting of the Diversity, Equity & Inclusion Commission (DEI) was
6 called to order by Chair Bise Wood Saint Eugene at 6:00pm.
7

8 **2. APPROVAL OF MINUTES**
9

10 *A MOTION by Vice-Chair Tia Winter that the DEI Commission approve the minutes of the*
11 *December 17, 2024 meeting of the DEI Commission as presented.*
12

13 *Seconded by Devin Wilkie.*
14

15 **The Motion was passed unanimously.*
16

17 **3. OLD BUSINESS**
18

19 No old business was discussed.
20

21 **4. NEW BUSINESS**
22

23 **A. Strategic Plan including the proposed Equity Plan**
24

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

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

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

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

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

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

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

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

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

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

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

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