



CITY OF DOVER

COMMITTEE FOR RACIAL EQUITY AND INCLUSION – DRAFT MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Conference Room, City Hall**
Meeting Date: **Thursday, January 9, 2025**
Meeting Time: **7:00 PM**

1. CALL TO ORDER

Alice called the meeting to order at 7:08 PM - Recording unavailable for meeting.

2. ROLL CALL

Present: Alice Wade, Maggie Fogarty, Jennifer Ceide, Linnea Nemeth, Whitney Carrier
Also present: Heather Worrall, Angel Smith (member of the public)
Regrets: Jose Feliciano, Sarah Santiago, Ebenezer Yeboah

3. LAND ACKNOWLEDGMENT

Whitney read the Land Acknowledgement.

4. APPROVE MINUTES

Jennifer moved to approve the minutes without changes. Whitney seconded.
Unanimously approved.

5. PUBLIC FORUM

Angel shared that she recently moved to Dover from Newmarket and that she's here to listen because issues of DEI are important to her.

6. UNFINISHED BUSINESS

Updated version of our implementation plan is attached to these minutes.

a. Discussion of plan for Implementation Plan Goal 1.4.4 "Review city facilities for gender neutral bathrooms including schools". Presented by Alice.

Heather has done a study and prepared a report of which City buildings do and don't have gender neutral bathrooms. It seems that the priority should be adding one to the McConnell Center.

Our work is to draft a statement of request and present it to the McConnell Center Advisory Board. Heather suggests sending an email to Kevin Hebert, center director, to explain the request and ask for a meeting.



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b. Discussion of plan for Implementation Plan Goal 2.1.2 “Establish outreach with the Chamber of Commerce”.

Cora was unable to be present this evening due to sickness, but she submitted her resignation via email. We are very grateful for all she has contributed to this committee over several years.

Alice will reach out to Cora to confirm what is the purpose of this particular goal. Is it to establish a connection between our groups and then to explore their engagement with DEI?

c. Discussion of plan for Implementation Plan Goal 2.2 “Create two-way communication with the public through listening sessions and surveys.” Presented by Jennifer and Ebenezer.

The document Jennifer shared is attached to these minutes and includes updates from our discussion.

d. Alice to lead a review of the Implementation Plan for other actions that could be quick wins for the Committee. Assign tasks as needed.

Linnea mentioned that we had intended to get more information about the management of immigrant park. She’s willing to gather that information for the next meeting. There was some discussion of finding a site for an indigenous renaming in Dover, and what the process would be. Considerations include what stories we would like to uplift. Possible renaming sites could include parks, streets, buildings. We will add this as an action step in our implementation plan.

Whitney will consider and propose location for permanent installation of indigenous peoples flag.

7. NEW BUSINESS

City clerk is checking with Tamara to confirm her status as a non-member of this committee. We will address this at our February meeting. We have an opening for a regular committee member; Sarah could be moved from alternate to regular member if she agrees.

Linnea mentioned the community arts grant of the Arts Commission; this grant has an educational purpose. She gave an overview of a proposal for an indigenous art piece



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which would bring awareness to murdered and missing indigenous women and girls. The proposal is for a display of red dresses in Henry Law Park, part of a campaign that originated in Canada. Committee members suggested to Linnea that the Arts Commission the indigenous connection of the artist/proposer. Can there be a local element to the educational piece? Linnea will share this feedback and touch base with artist before the Arts retreat.

8. CURRENT EVENTS

Seacoast People's March – January 18
MLK events – January 19 and 20
NH Center for Justice and Equity annual meeting – May 2025

Maggie urged this committee to consider conversations with the police chief and other municipal officials about how we can continue our commitment to being a welcoming community when federal pressure increases to turn local police into immigration enforcement agents. Heather will reach out to Chief Breault, and this committee will continue the conversation at future meetings.

9. ADJOURN

The chairman adjourned the meeting at 8:35 PM.

	Committee Purpose: Review Data, hold Listening Sessions, Develop an initial action plan outlining EXISTING & NEW steps to be taken to work to eliminate any relics of systemic racism in municipal operations, including boards and commissions, and Foster a welcoming and inclusive environment for all.							
Goal/Action Item		Effort	Impact	Responsibility	Status	Owner	Next steps	Additional Comments
Goal 1: Municipal Operations				Heather				
Goal 1.1 Review and address city employment training and recruitment practices								
Action 1.1.1	Add an option for employees and applicants to self-identify as non-binary.	Low		Executive	Complete			Done, employees are able to add pronouns to signature an asynchronous training was made available to assess scope of reach of job postings to underrepresented populations The additional comment above was added to replace this action, but it seems more appropriate with the above action. Regarding this action, as is, a suggestion to add career search resources to the end of denial communication was made. Please discuss this further...if this idea cannot be pursued, then this can be deleted. was previously related to EEO statement, decided to leave the statement as is and focus on creating an inclusive working environment
Action 1.1.2	Implement a formal DEI training for city staff.	High		HR-Driven	Not Started		recommend existing training	
Action 1.1.3	Assess and diversify the applicant pool through the improvement of outreach activities.	Mid		Executive	In Progress		heather will review goals at next committee meeting	
Action 1.1.4	Assess and expand reach of job postings to underrepresented populations	High		HR-Driven/Executive	In Progress		Add career resource section to denied correspondence of applicant	
Action 1.1.5	Create and foster an inclusive workplace environment	Low		Executive	In Progress		Prior member had reviewed, need to check where it was left	
Action 1.1.6	Request each department to initiate and implement DEI Goals. Recommend using the MA Municipal DEI Guide.			Executive	Not Started		Heather will review goals at next committee meeting	
Goal 1.2 Collaborate with Departments to review City data and make recommendations.								
Action 1.2.2	Encourage appropriate response to mental health crises by law enforcement.	High		Executive	In Progress		Consider meeting/outreach to Social Worker	grant was received to offer mental health first aid (response) training to all city employees
Action 1.2.3	Encourage City [Council] to read land acknowledgment at all Council meetings and significant events.			Council Liaison	In Progress			
Action 1.2.4	Review historical information on Dover Library website for inaccuracies and make recommendations for updating.			Dover Library	In Progress	Whitney	Track where we are with this (whitney) Have done some work for the Indigenous People's Project	
Action 1.2.5	Collaborate with Equity Vision Keepers and Project DREAM in Dover School District.			School Board Liason	In Progress		Move to a newly formed section	see action item in next steps column
Goal 1.3 Form partnerships and recommendations for Boards & Commissions.								
Action 1.3.1	Revamp the Volunteer Application to collect more demographic data.			Appointments	In Progress		Heather will find out process	
Action 1.3.2	Formalize and equitable approach to recruiting and appointing candidates.			Appointments	In Progress			
Action 1.3.3	Collaborate with Arts Commission on equity and diversity in public art including an Indigenous Marker.			Arts Commission	In Progress		Linnea to provide update	
Action 1.3.4	Invite chairs and speakers from boards and commissions to attend and speak with Committee.			Co-Chairs	In Progress		Had initial conversations	
Action 1.3.5	Review parks, signs & memorials for representation			CREI/Heritage	Not Started		Invite Donna Benton	
Action 1.3.6	Coordinate with Planning Dept, meet with Chris Parker to create detailed plan.						Needs to be built out	
Action 1.3.7	Attend Land Use Meeting in January to meet with other groups.						Include housing and 3rd spaces	
Action 1.3.8	Regularly state the land acknowledgement and put forward resolutions at City Council meetings.			CREI/City Council	Not Started			
Goal 1.4 Improve Outreach and Coordination with underserved populations.								
Action 1.4.1	Provide better access to the city website for information on ward elections, employments opportunities, and volunteering.			Media Services	In Progress			
Action 1.4.2	Explore how to provide disaggregated demographic data on survey results.			CREI	Not Started			
Action 1.4.3	Increase ways to reach underrepresented groups.			CREI and Executive	Not Started			
Action 1.4.4	Review city facilities for gender neutral bathrooms including schools			Executive	Not Started	Alice		
Goal 2: Community Building								
							Encourage other organizations to offer broader cultural events and to bring them into Dover.	
Goal 2.1 Establish outreach beyond municipal entities to understand how they advance racial equity and inclusion.								
Action 2.1.1	Establish outreach with the Woodman Museum			CREI/Woodman Museum	Completed	Cora	Reached out to understand their current operations in relation to DEI, no further action needed at this time.	
Action 2.1.2	Establish outreach with the Chamber of Commerce			CREI/Chamber of Commerce	Ongoing	Cora/Heather		
Action 2.1.3	Establish outreach with the Children's Museum			CREI/Children's Museum	Not Started			
Action 2.1.4	Establish outreach with the Dover Adult Learning Center			CREI/DALC	Not Started			
				CREI NH Listens Chamber of Commerce Community Groups		Jennifer, Ebenezer	Next Steps: Need help to scope our questions on what our goals are and who to engage. what format	Goal: Understand people's challenges in order for us to plan and address in our future efforts.
Action 2.2	Create two way communication with the public through listening sessions and surveys.	High	High		Not Started			
Action 2.3	Facilitate the collaboration between other City Committees and local groups on racial equity and inclusion.	Medium	Medium	CREI	Ongoing	Linnea, Everyone	Cemetary, Arts, Police, Conservation, Library, School, Heritage	Community Trail for Land Acknowledgement
Action 2.4	Explore diversity & inclusion policies and practice opportunities for local businesses through the Chamber of Commerce.	Low		Chamber of Commerce	Not Started			

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Goal/Action Item		Effort	Impact	Responsibility	Status	Owner	Next steps	Additional Comments
							Established an informal process from an incident at Woodman Park. Does the school have resources?	
Action 2.5	Create an inventory of resources and groups available to respond to incidents in our community	Medium		CREI	Not Started			
Action 2.6	Collaborate with the city to review NCS survey results to inform CREI work				Completed		2024 Review completed	
Action 2.7	Amplify, leverage, and promote the usage of third spaces and city walkability to promote inclusion.				Not Started		Meeting with Chris Parker to	
Action 2.8	Determine who manages Immigrant Park for collaboration opportunities.				In Progress		Donated to the city	
Action 2.9	Identify a location for a permanent installation of the Indigenous Peoples Flag				In Progress	Whitney		
Goal 2.2 Review Naming Conventions of City Parks, Streets, and Buildings for better representation of Dover's History and Values								
Action 2.2.1	Waldron Court							
Goal 3: Committee Structure and Internal Work								
				?				
Action 3.1	Coordinate with HR Liaison to implement DEI recommendations.	Medium			Completed		HR Liaison now in place	
Action 3.2	Maintain active goal planning and implementation sessions.	Medium		CREI	In Progress			
Action 3.3	Establish system for tracking accomplishments to benchmark efforts and provide transparency to community. (To inform Yearly Progress Report)	High		CREI	In Progress			
Action 3.4	Encourage diverse representation on Committee, continuing to recruit and seek partners.	High	High	CREI/Appointments	In Progress			
Action 3.5	Work with Planning Board staff to make a system for determining equity and inclusion implications in city resolutions for review by CREI.			CREI/Planning Dept.	Not Started			
Action 3.6								
Goal 4: Indigenous People's Project								
Goal 4.1 Land Acknowledgement								
Action 4.1.1	Integrate reading land acknowledgement at the opening of city council meetings and key city events.			CREI	Ongoing		Talk to Linnea about implementation	Woodman Museum reads land acknowledgement
Action 4.1.2	Install and maintain land acknowledgment plaques in municipal buildings.			School Board	Completed		Completed 2021/2022	
Action 4.1.3	Create a permanent monument to recognize Indigenous Peoples.			CREI	In Progress		Ask Linnea.	
Action 4.1.4	Locate a place for a permanent flag installation of the Indigenous Peoples Flag.			Arts Commission				
Goal 4.2 Recognize historical inaccuracies and implement methods to educate the public.								
Action 4.2.1	Acknowledge explicitly that '400th' Anniversary is the anniversary of colonization.			Dover 400 Committee	Completed		Completed 2023	
Action 4.2.2	Invite the head speakers of the Cowasuck band of the Abenaki-Pennacook to speak at key events for Dover 400th.			Library/Executive	Completed		Completed 2023	
Action 4.2.3	Research the Second Street construction site as a potential Native American memorial site.			CREI	?		Results? Ask Linnea.	
Action 4.2.4	Rename 'First Settlers Burial Ground' to 'Thomas Roberts Cemetery'.			Cemetery Board	Completed		Recommendation sent.	
Action 4.2.5	Continue discussions with Dover Public Library on their efforts to support DEI initiatives.			Library	In Progress		Discuss broader DEI goals	
Goal 4.3 Ensure sustainability of goals of Indigenous People's Project through educational institutions, public installations, and committed individuals.								
Action 4.3.1	Continue discussions on establishing indigenous foraging rights for food and medicinal plants on Dover			Conservation	Completed		Conservation passed this. 2023	
Action 4.3.2	Continue conversations with the Woodman Institute about accurate Indigenous People history.			Woodman Museum	In Progress		Discuss broader DEI goals	

Note from Cora. August 25.

I suggest we review Recommendations we presented to the City Council to determine if we need to add them as action items.

I added some notes on Next Steps.

How do we increase our circle of influence within Dover?

How do we establish working relationships with other Committee's to benchmark practices and create synergies?



Action 2.2	Create two way communication with the public through listening sessions and surveys.	CREI NH Listens Chamber of Commerce Community Groups	Next Steps: Need help to scope our questions on what our goals are and who to engage. what format	Goal: Understand people's challenges in order for us to plan and address in our future efforts.
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The following sections and proposed considerations align with Action 2.2 of the CREI Recommendation and Implementation Plan.

Focus Areas

1. **Understand Resident Experiences:** Gather insights into residents' challenges, successes, and perspectives on racial equity and inclusion in the city.

Curiosities

- a. How do residents perceive the city's efforts to promote diversity, equity, and inclusion in their daily lives?
- b. To what degree do residents feel engaged and connected to this community?
- c. What programs, policies, or community initiatives are residents interested in seeing implemented?
- d. In what ways do community members want to be involved in shaping this community?
- e. What aspects of life in the city are working well for community members, particularly in terms of equity and inclusion?

2. **Identify Barriers:** Determine systemic and/or social barriers that hinder equity and inclusion.

Curiosities

- a. When it comes to cultural expression, what challenges are experienced?
- b. How do community members of underrepresented groups feel in various spaces (e.g., stores, city buildings, public spaces)?
- c. Are there specific policies or practices that residents find exclusionary?
- d. To what extent do factors like transportation, language access, or digital literacy create challenges?
- e. How do residents view the role of housing, education, or employment in promoting or inhibiting equity?
- f. What experiences have residents had when seeking help or resources from the city?

Conversely

- a. What existing strengths or resources within the community could be leveraged to overcome challenges to equity and inclusion?
 - b. Which current city policies, programs, or practices do residents view as starting points for further progress?
 - c. What are some examples of community-driven solutions or successes that have reduced barriers in the past?
 - d. Who in the community—individuals, groups, or organizations—are already addressing equity issues effectively? How can their work be supported or expanded?
 - e. How can the city build on the positive connections and collaborations already established to reduce barriers?
3. **Promote Collaborative Problem-Solving:** Establish a process for residents and the city to co-create solutions.

Curiosities

- a. What strategies or solutions have residents already attempted or seen succeed in their communities?
 - b. How do residents want to participate in addressing challenges?
 - c. Are there examples of other cities' approaches that residents admire or want to adopt?
 - d. What role do residents believe the city should play in promoting equity versus community-driven initiatives?
 - e. How can the city encourage partnerships among diverse groups to address shared challenges?
4. **Build Trust:** Foster transparent, two-way communication between residents and the city.

Curiosities

- a. What has shaped residents' trust (or lack of trust) in city leadership?
 - b. What kinds of transparency do residents expect in city decision-making?
 - c. How do residents feel about the city's current communication efforts?
 - d. What past events or interactions with the city stand out to residents as examples of trust-building or trust-eroding moments?
 - e. What actions or commitments would demonstrate the city's sincerity in addressing equity and inclusion?
5. **Ensure Representation:** Engage diverse voices to ensure input reflects the entire community.

Curiosities

- a. Do residents feel that their voices and needs are adequately represented in city policies and decisions?
- b. How do residents think the city can better include underrepresented groups in decision-making processes?
- c. What barriers prevent some groups from participating in civic engagement efforts?
- d. Are there untapped or overlooked leaders and influencers in the community who could amplify diverse voices?

- e. How do residents perceive the city's current diversity in leadership, programs, and services?
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Key Partners

1. **Residents from Historically Marginalized Communities**
 - Racial and ethnic minoritized groups.
 - Immigrant and refugee communities.
 - Non-English speaking residents.
 - LGBTQ+ residents.
 - Unhoused/homeless residents.
 - Low-income residents.
 - New city residents.
 2. **Community Organizations**
 - Nonprofits focused on racial equity, housing, education, health, and underrepresented groups.
 - Advocacy groups for specific racial or ethnic communities and other underrepresented groups.
 3. **Educational Institutions**
 - Schools and colleges to hear from students, staff, and families.
 - Administrators
 4. **Faith-Based Organizations**
 - Churches, mosques, temples, and other congregations.
 5. **Businesses and Employers**
 - Small business owners, especially those from underrepresented communities.
 6. **City and Civic Leaders**
 - City council members, law enforcement, and public service officials.
 7. **General Residents**
 - Include diverse socio-economic backgrounds, age ranges
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Engagement Strategies

- **Listening Sessions:** Host in-person and virtual events in accessible, trusted community spaces.
- **Social Media:**
- **Surveys:** Offer online, paper, and multilingual options to maximize participation. Utilize texting to reach respondents.
- **Community Ambassadors:** Partner with respected community members to act as liaisons and promote participation.
- **Pop-Up Engagements:** Set up booths at local events, parks, or markets to collect feedback informally.
 - Event calendars to explore
 - Locations
 - Dover Library
 - Children's Museum
 - Auspicious Brew

- Breakaway Cafe
 - Woodman Museum
 - Community-based events
 - Indonesian Community
 - School-based events
 - Woodman Park Cultural Event *
 - Spring
 - NE BIPOC Fest *
 - Summer
 - Apple Harvest
 - Rotary Concerts
 - Events outside of Dover
 - To serve as a supportive presence
-

Committee Meeting Follow-up Discussion

- Review focus areas, partners, and engagement strategies, noting any recommendations, feedback, and/or questions.

Action Items

- Identify school events - Whitney
- Identify events in March - Jennifer