

TOWN OF CAPE ELIZABETH MEETING MINUTES

APPROVED

MEETING: Diversity, Equity, and Inclusion Committee

DATE: Wednesday, August 13, 2025

TIME: 6:00 pm

PLACE: Thomas Memorial Library Community Room

PRESENT: Sarah Clinton, Heather Drake, Christina McAnuff (Chair,) Regan St. Pierre, Kara Lavender Law, Rachel Davis, secretary;

ABSENT: Monica Malcomson, Nancy Dellamattera

Call to order: Christina called the meeting to order at 6:04 p.m.

1. Public comment (15-minute limit): None
2. Vote to adopt minutes from the May 14, 2025 meeting
 - a. Motion: Kara made a motion to approve the minutes
 - b. Second: Sarah
 - c. Discussion: none
 - d. Vote: unanimous approval
3. Discussion of Ordinance Committee's edits to the new charge: Rachel brief the Committee on the Ordinance Committee's workshop at which they discussed the new proposed charge, and summarized the changes they made, which primarily brought the charge into the same format and language as other committees.
4. Plans for next steps: The need to gain information from the community on their perceptions of needs regarding accessibility and inclusion was discussed. Suggestions for how to gather information without investing in a formal survey were discussed:
 - a. Journey mapping: ask community members to share their experiences accessing various town services, identifying areas for improvement
 - i. Create a Google form that can be publicized on various Town social media, newsletters, websites, and public desks via QR code
 - b. Find out if there is a procedure for filing a complaint about access and inclusion issues, and ensure that the information is easily accessible to community members
 - c. Learn about the Town's RFP process and find out if accessibility is included as a requirement for projects that serve the public
 - d. Make it a practice to review Town Council meeting agendas and minutes to see if there are projects or concerns for which the Committee can provide input
 - e. The creation of subcommittees or working groups was discussed:
 - i. Universal Design
 - ii. Communications
 - f. Committee assignments: the September meeting will be focused on
 - i. Beginning to develop a Universal Design checklist; the Committee will ask the Town Council to adopt a policy that asks for

consideration of the checklist when adding or modifying public amenities

1. Sarah will look at UD with regard to events and meetings
2. Kara will look at UD with regard to public spaces
3. Regan will look at UD with regard to public programs & events
4. Nancy and Monica are invited to gather examples and ideas for UD checklists based on their own areas of knowledge and interest

ii. Communications

1. Christina will draft a Google form with a disclaimer, and explore what information we need to collect
2. Heather will look at developing a project plan for gathering information and reporting back out
3. Anyone is welcome to research ADA complaints in Cumberland County to give us an idea of the types of issues people tend to encounter in public spaces

5. New business: none

6. Public comment (15-minute limit): none

1. Adjourn

- a. Motion: Kara made a motion to adjourn the meeting
- b. Second: Heather
- c. Discussion: none
- d. Vote: unanimously approval
- e. The meeting adjourned at 7:34 p.m.

Minutes respectfully submitted by Rachel Davis, 9/03/25