



**City of Biddeford**  
**Diversity, Equity and Inclusion Committee**

August 11, 2025 at 5:30 PM  
City Hall Second Floor Conference Room & Zoom

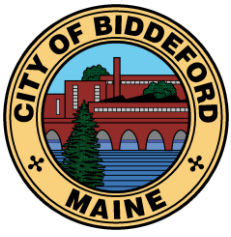
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Or call in by phone: +1 312 626 6799

Meeting ID: 975 4304 2946

Passcode: 048809

1. Call to Order
2. Public Comment  
3 Minute Limit Per Speaker
3. Approval of Minutes  
3.a July 14 2025 Committee Meeting Minutes
4. Discussion Items  
4.a Upcoming Biddeford Beat & Proclamations (write-ups)  
4.b River Jam (updates from Maura)  
4.c Public Bathroom Survey (continued)
5. 2nd Public Comment
6. Adjourn



# CITY OF BIDDEFORD

205 Main St.  
P.O. Box 586  
Biddeford, Maine 04005

## DEI COMMITTEE MEETING MINUTES July 14, 2025

### Status

1. Called to order by the Chair at 5:35 PM.

Present: Shelly Gibson, Danica Lamontagne, Flo Leighton, Bistra Nikiforova, Scott Whiting, Ariane Meno Kobo, Syed Zafar

Via Zoom: Maura Oakes, Breese Reagle, Anne Morrissey

2. Public Comment (3-minute limit per speaker)

No one from the public was present to comment.

3. Approval of Minutes

- 3.a June 9 2025 DEI Committee Meeting Minutes

Syed made a motion to approve the minutes; Bistra seconded the motion; the motion passes unanimously.

4. Discussion Items

- 4.a Debrief/Reflections on Juneteenth Event

About 200 people, including 13 BIPoC makers/vendors attended. It was a really powerful event for its first year. Thank you to everyone that attended and helped make it a success!

- 4.b Plans for River Jam (Saturday, 8/16)

Maura submitted the application and also received confirmation that the committee table has been approved from 12pm – 4pm. Maura has a table, chairs, and a tent for the event and would love if someone else can join to volunteer. HoB is asking that each vendor do something interactive at their table. There could be ‘minute to win it’ games, trivia, prizes, etc. The committee could ask for donations to have giveaways and also should be mindful of who is supportive of our work and which businesses are already strapped.

Anne offered to potentially help volunteer – Maura stated that if anyone else can join, that would be very helpful.

- 4.c Managing / Responding to Emails (that are sent to the full committee)

The committee received public emails that were a bit problematic before the Juneteenth event. Danica and Shelly chose to respond in the moment but wanted a larger conversation about how the group would like to respond to these moving forward. The

group shared that it's hard to have the committee respond as a collective and having Danica respond as a staff member feels feasible and more productive.

#### 4.d Partnerships with City Departments (in support of community members)

It's worth considering ways in which committee members could partner with City officials, department heads, etc. regarding so much that is happening in our local community.

#### 4.e Public Bathrooms – Community Engagement Survey

Flo shared the idea of having a survey go out to local businesses and residents, with attention to how it can be made most accessible. The group brainstormed some potential questions, and it was recommended to explain at the beginning what is meant by a public bathroom. Survey should be short, concise and easy to fill out (multiple choice) to maximize public engagement.

- Potential Questions
  - Do you live in Biddeford? Business owner? Maybe it could read 'In what capacity are you a part of the Biddeford community?' with a drop-down list.
  - Have you used a public bathroom in Biddeford (offer list including the library)? Why or why not? Which one(s)?
  - What has your satisfaction been with public bathrooms (on a Likert scale)?
  - Do you think public bathroom access/options in Biddeford are too few, too many, just enough?
  - What types of resources would you like a public bathroom to include (i.e. hygiene product box, changing table, etc.)?
  - What challenges exist with public bathrooms and what solutions would you propose to address those challenges?
- Be sure to include and involve other businesses, non-profits, etc. in this process. Also brevity is key!

#### 5. Other Business

National Night Out is on August 5<sup>th</sup>, 4:30 – 7:30pm. If you're planning to attend, feel free to wear your shirt!

ADA Anniversary – Flo will look at the write up from last year to submit to the Beat.

#### 6. 2nd Public Comment (3-minute limit per speaker)

No one from the public was present to comment.

#### 7. Meeting Adjourned at 6:33PM.