

MEMORANDUM

Date: December 19, 2022
To: Concord Select Board
From: Rose Cratsley & Josh Lee (DEI Co-Chairs)
Subject: Diversity, Equity and Inclusion in Support of Select Board 2022-2023 Goals

The Concord Select Board annually affirms its **values and guiding principles** to align its goals and objectives for improving government as it interacts with the Town Manager, committees, task forces, citizens, and other units of government. In so doing, the **Board aims to lead** and establish strategic priorities, to provide support and guidance and encouragement where appropriate and to be collaborative, open, and inclusive at all times.

Specifically, the Board supports short- and long-term goals and objectives in the following categories as related to Diversity, Equity and Inclusion in its Select Board 2022-2023 Goals:

C. Diversity, Equity, Inclusion, and Belonging – Support economic, social, racial, and cultural diversity and inclusion. Generate more affordable housing and reduce barriers faced by lower income residents. Balance divergent individual, neighborhood, and town-wide interests.

1. Conduct the biannual Town-wide survey with a special focus on diversity, equity, and inclusion topics.
2. Conduct diversity, equity, and inclusion training sessions for the Select Board.
3. **[Priority] Work with the DEI Commission to research and implement diversity, equity, and inclusion best practices in town governance. Listen to diverse voices in the community and assess which additional DEI actions the Select Board should take.**
4. Provide input to the housing production plan update to maximize the equity and diversity impacts of future affordable housing initiatives. Review and adopt the completed plan.
5. **[Priority]** Evaluate whether to implement the residential exemption to reduce the real estate tax burden of less affluent homeowners.
6. Submit a 2023 ATM warrant appropriation article for affordable housing if the related special legislation or equivalent state-wide funding program has not been approved.

In support of Priority area 3 the DEI Commission was established, and the following summarizes preliminary recommendations from this Commission on advancing improved Diversity, Equity and Inclusion in the Town of Concord. These recommendations are based on recent months of Commission meetings with town citizens, discussions with other New England towns similar to Concord, and best practices research.

Description	Recommendation	Proposed Timing
Complete community needs assessment	Survey. Complete current DEI survey and publish report on findings. Repeat survey on a biannual basis.	Q1 2023 (biannually)
	Stakeholder interviews and small group conversations. The primary purpose of these interviews and focus groups is to obtain DEI strategic status and goals-relevant information and elicit stakeholder reactions and suggestions. The “stakeholders” are the people within the town who are involved in the execution of the DEI planned activities or people who will be affected by the strategic direction of the plan.	Q1 2023
Roadmap	Develop a data driven and informed DEI three-year plan that includes the community's goals, strategies, policies, and specific programs to be designed and developed during the three-year period, for improving the delivery of services through a DEI lens.	Q2 2023
Budget	Work with the town to secure appropriate funding in support of the DEI roadmap.	Q2-Q4 2023
Full-time DEI Staff	The town should hire a full-time DEI staff person (e.g., Director) to coordinate and lead multiple DEI initiatives.	Q4 2023
Incident reporting system	Put in place two bias reporting systems (modeled after Belmont system). One system for schools, and a second for the town overall.	Q1 2023
Implementation team	Establish appropriate teams of staff and volunteers to implement initiatives in the key areas of the roadmap.	Q4 2023
Audits	Build on recent DEI Audits and complete and/or deepen Audits in key areas of town staff and community institutions.	Q2 2023
Training	Based on findings from Audits, conduct targeted permanent, continuous, and mandatory training programs to town staff to increase DEI skills.	Q3-Q4 2023

Liaisons	Establish accountable staff roles to coordinate between the Commission and other key groups and organizations in town (e.g., schools, affordable housing, public safety, chamber of commerce)	Q2 2023
Climate and Culture	Create new and innovative opportunities to honor, celebrate and recognize diversity and inclusion through hosting and celebrating events, activities, and programs throughout the community.	2023