

MEETING MINUTES
CITY BELONGING, EQUITY, AND INCLUSION COMMITTEE
ST. ALBANS CITY HALL, 100 NORTH MAIN STREET
6:00 PM TUESDAY, JANUARY 6, 2026

Approved February 3, 2026

Committee Members Present: IN PERSON: Connor Holtkamp VIA ZOOM: Moira Jamieson-Brooks (Co-Chair); Carl Watkins (Co-Chair); Melyssa Bailey; Cody Hooper-Kaufmann, Alternate; Anais Olshan

Committee Members Absent: Preston Fuller; Victoria LaRose

City Staff present: IN PERSON: Katie Haseltine (Minute-Taker); Chip Sawyer (Director Planning & Development)

Members of the public present: None.

1. Begin recording and Open Meeting. C. Watkins began the meeting at 6:03 pm.

- a. Introductions - None.
- b. Reading of Land Acknowledgement and BEI Cmte. Values - C. Watkins reads the Land Acknowledgement and the Values.
- c. Public Comment - None.
- d. Discuss agenda order, additions and deletions

2. Approval of Minutes

- a. C. Holtkamp notes a few changes.
- b. **Motion by C. Holtkamp to approve the 12/15/25 BEI Minutes with edits mentioned. Seconded by M. Bailey. Motion passes with all in favor.**

3. Election of officers.

- a. Discuss leadership format.
 - a. C. Watkins opens the conversation sharing that past transitions have been fairly fluid due to members departing the board and new ones entering.
 - b. C. Holtkamp asks what the time commitment tends to be, as a chair, outside of the monthly meetings. C. Watkins would estimate it to be about 4 hours a month but that can vary depending on the time of year and agenda items. M. Jamieson-Brooks is in agreement.
 - c. C. Watkins recommends that elections be tied to the fiscal year, since that is how the funding is structured. M. Jamieson-Brooks agrees and reiterates her comment from last month that she is open to a shorter chair term, ending in 6-

months as career demands may start taking more of her time.

b. Nominations and elections.

- a. M. Bailey nominates both C. Watkins and M. Jamieson-Brooks to continue their roles as co-chairs. C. Hooper-Kaufmann is also in favor of them continuing, noting him and C. Holtkamp are still fairly new to the committee and would like more time to get acclimated to the board and its mission.
- b. C. Watkins reminds that the nomination and vote of officers are individual decisions of each board member based on their knowledge of the members being nominated.
- c. **C. Watkins re-states the nominations of himself and M. Jamieson-Brooks to remain co-chairs until June 2026. M. Bailey seconds. Motion passes with all in favor.**
- d. **Motion by M. Jamieson-Brooks to hold elections every June. Seconded by C. Holtkamp. Motion passed with all in favor.**

4. Continue discussion of committee goals and role in cases of community complaints.

a. J. Williamson - Snow Removal

- a. C. Watkins sent a letter to Marty Manahan and read it aloud to the board. The two also connected on the phone prior to the follow up via letter.
- b. M. Manahan responded saying that he will speak with his public works staff to improve snow removal around the curb cuts to increase accessibility. For the water pooling concern, that will need to wait until the Spring, during the warmer months, when they can look into options for diverting that.
- c. C. Hooper-Kaufmann thanks C. Watkins for his work in addressing this community concern with Marty Manahan.
- d. M. Jamieson-Brooks shares J. Williamson's response which noted that public works took the time to shovel the steps outside Ace Hardware, but the curb cuts were still not addressed. M. Jamieson-Brooks will reach back out to J. Williamson to see if this has continued to be the case or if it has started to be addressed with the more recent snowfall days. C. Watkins and M. Jamieson-Brooks will continue to monitor this.
- e. C. Holtkamp revisits the conversation from last month around creating a procedure for community complaints in the future, wondering if there are divisions of concerns that can be split up so members can all have some sort of involvement. M. Jamieson-Brooks appreciates the idea and feels that the committee has been pretty good at working together and determining who is best to take on a complaint based on expertise. C. Hooper-Kaufmann agrees and recalls that C. Watkins had a prior connection with Marty and that was why he was chosen to reach out on J. Williamson's behalf. M. Jamieson-Brooks also thinks that it is good to have 2 people assigned to response efforts

to keep one another accountable.

- f. C. Sawyer is wary to promoting the BEI as a middle-point between residents and the City, when often most concerns are easily addressed by the City. M. Jamieson-Brooks agrees and clarifies that BEI involvement should come after attempts to contact the City directly have been unsuccessful.
- g. C. Watkins inquires if the committee wants to take this time to establish a document outlining how they would respond to community concerns. C. Hooper-Kaufmann isn't sure if that is necessary if they plan to address it on a case-by-case basis. M. Bailey doesn't think it would hurt to have general guidelines, primarily around the 2-person assignment, and not being the middle-point between residents and the City for all items, referencing C. Sawyer's prior comment.
- h. C. Sawyer can draft a note on the BEI page of the City's website that directs residents to contact City Hall first and foremost, but that the BEI is available for concerns that haven't received a timely response or resolution. C. Watkins offers to help with that.

5. Updates on Initiatives

- a. Community welcoming event
 - a. C. Watkins does not have an update. M. Bailey recalls that they were going try for something in February. C. Watkins does not think February is feasible now. C. Hooper-Kaufmann suggests something in March or April.
 - b. C. Sawyer suggests, given some money they have left in their budget, the committee could think of something they would enjoy doing together that they could then invite the community to.
 - c. After some discussion, March 29th is decided as the tentative event date and plan to revisit the logistics around the event at their next meeting. C. Hooper-Kaufmann, M. Bailey, and C. Watkins will meet as a sub-committee to finalize what they will do for the event.
 - d. C. Holtkamp was wary about hosting an event closely tied to a religion holiday and wanted to share concern related to the optics of hosting an event in line with a religious holiday. M. Jamieson-Brooks thanks C. Holtkamp for the reflection sharing that it was a valid point to make.
- b. Discuss banner/table cloth and sandwich board.
 - a. C. Hooper-Kaufmann apologizes that he doesn't have something ready for this meeting, noting December was a bit hectic, but will definitely have a draft for the next meeting. M. Jamieson-Brooks thanks C. Hooper-Kaufmann for volunteering to do this and is excited to see what he comes up with.
- c. Discuss comments on past City Halloween events
 - a. C. Watkins asks A. Olshan to remind the committee what this was about,

noting it was about the Rocky Horror Picture Show film. A. Olshan shares that when she lived in Maine, they did some similar film showings and were cognizant of having warnings before graphic/triggering scenes and wondered if that could be explored for this event in the future. C. Holtkamp thinks it is a great idea, especially for people who are attending for the first time and don't really know what they are getting into.

b. C. Sawyer would suggest that they could reach out to the Welden about who is in charge of the Rocky Horror Picture Show this year explaining that they have some suggestions. C. Watkins agrees with that.

c. A. Olshan adds that the Ghouls Gala was advertised as family friendly, however the event started at 7 pm and tickets were fairly expensive, so felt it wasn't as welcoming as advertised.

d. Motion by M. Jamieson-Brooks to approve the allowance of A. Olshan and C. Holtkamp to speak on behalf of the BEI committee/co-chairs regarding Halloween events. Seconded by M. Bailey. C. Hooper-Kaufmann seeks clarification about the intention of them reaching out. C. Watkins clarifies. Motion passes with all in favor.

d. Movies that Matter update

a. C. Watkins explains that P. Fuller could not be in attendance tonight but noted that everything is on track for the upcoming movie.

b. C. Holtkamp has reached out to the Nurse Practitioner who is part of the group involved in gender-affirming care and will update everyone when they hear back.

e. Discuss financial policy and any funding requests

a. C. Watkins shares that they've spent \$2,027.50 and they have \$2,972.50 remaining for this year. C. Hooper-Kaufmann inquires what they can do with the money other than on their welcoming events, noting some community feedback on the lack of fireworks. C. Sawyer explains that they can choose to support various events, noting the Winter Carnival/Fireworks put on by the Recreation Department could be something. M. Jamieson-Brooks would be in favor of supporting St. Albans Pride Corps on their annual Pride Weekend and Juneteenth recognition. M. Bailey agrees.

b. C. Watkins thinks to the financial policy and suggests that a guideline in determining what to sponsor/support could be a requirement to fit into 4 of the 7 committee values.

6. Follow-up on transportation and accessibility concerns.

a. C. Sawyer shares that Rural Community Transportation is looking for input and wasn't sure if BEI committee members would be interested in speaking for transportation needs in the community. C. Watkins and M. Bailey think that would

be great. C. Sawyer will connect the co-chairs with them.

- b. C. Sawyer also shares that NMC and United Way are exploring micro-transit opportunities in the St. Albans area mainly towards large businesses in helping getting their employees to and from work within the community. They are also looking for input. C. Watkins thinks it would be important to be a part of that conversation as well and to be a voice for the City.

7. Other business

- a. None

8. Discuss next BEI Cmte. Meeting and agenda items.

- a. C. Watkins shares that the next meeting would be February 3rd. C. Sawyer confirms.

9. Plus/Delta.

- a. M. Bailey thought it was a good meeting and they got a lot done.
- b. C. Watkins thanks everyone for approving him to stay in the role of co-chair.
- c. M. Jamieson-Brooks agrees with C. Watkins.

10. Adjourn.

- a. **C. Watkins adjourns meeting at 7:35 pm**