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Town of Shaftsbury

Municipal Offices at Cole Hall

Meeting Minutes

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Community Center Development Committee

Date of Meeting: August 29, 2024

Members Present: Zoe Contros Kearn (vice-chair), Marlene Hall, Joan Dornhoeffer, and via Zoom Naomi Miller and Marie Watson. Sarah Costin arrived at 5:17 p.m. Jen Holley joined on Zoom at 5:17 p.m. Also present was town administrator Paula Iken.

Call to order

The meeting came to order at 5:02 p.m.

Conflict of interest statement

No one reported a conflict of interest regarding any item on the agenda.

Outstanding minutes

Ms. Hall moved to approve the amended August 22 minutes. (On discussion, Ms. Hall noted that HosCot was not a modular specialist, and it was mentioned that Mr. Shewell's name was misspelled.) Ms. Watson seconded the motion, which passed 5-0-0.

Announcements

Andrew from MSK and Jeff from Goldstone visited Cole Hall to consider how to handle water downstairs. To summarize, their recommendations were to tear out the walls and floor downstairs to find out what is happening. Their questions included where is the septic, where could a dry well be placed? Ms. Miller said her take away is that making the basement habitable is cost prohibitive. The solution is therefore to move out of the basement but preserve the building in the state it is currently in.

Ms. Hall discovered the building is on the State's Register of Historic Places, which may unlock some grant funds. Ms. Iken knows of a couple of grant programs.

Ms. Miller noted that some ARPA funds have to be expended before the end of the calendar year. Ms. Iken suggested those funds could be used to open up the basement to inspection.

Modular building websites

Ms. Iken shared Pownal's town hall design from Preferred Building Systems. Ms. Contros Kearn said she'd heard from Pownal that they had some quality issues with either the company or the builder. Ms. Hall thought the issues were with site preparation.

Ms. Miller said that she noticed on several websites that the companies shared list of builders they work with or suggest they will find someone in the area. Ms. Contros Kearn wondered whether Preferred Building would work with the Town or had to work with a builder.

Ms. Iken shared the website of KBS Builders from Maine. Comments included “they look fancy,” “I wonder if they would do one story buildings,” “how far can we go before we have to give the company money.”

Ms. Iken shared the website of Avalon Building Systems of Massachusetts. Their “general office building” design seemed appropriate. The company offers ADA systems. Ms. Contros Kearn wondered whether the Town could modify the basic designs. It appears that “turnkey” designs (which can be modified) are only offered in eastern Massachusetts.

Triumph Construction offers public structures. One 3,800 s.f. structure included a wrap-around porch. Ms. Miller said she hoped we could get a gazebo. Their North Andover child care center was interesting to committee members. Ms. Contros Kearn noted that our builder would have to have equipment to transport modular boxes, and be equipped to maneuver cranes to put them in place.

Ms. Iken shared the Wilmot website.

Ms. Iken shared the Yankee Barns Home website. Their Bancroft structure was almost 3000 s.f.

Ms. Iken shared Habitat Post and Beam website. Ms. Contros Kearn suggested sending out the plans developed by Goldstone and ask them to adapt them.

The committee agreed to contact Triumph, KBS, and Yankee Barns, with Habitat Post and Beam a fourth possibility. Ms. Iken will send out the same email to all.

Update on previous action items

Ms. Hall shared a sketch plan of her ideal office space. It would be two floors high. Offices for staff who get a lot of traffic would be on the first floor with the community space and a covered pavilion. Staff with less public traffic would be placed on the second floor, along with lots of storage. Ms. Miller noted that space for social services should be offered. Ms. Hall said the first floor could be enlarged if we decided a second floor isn’t needed. Ms. Miller said Meals on Wheels and Medical Reserve are ready to move in as soon as the space is ready for them.

Re other former action items,

- Ms. Hall confirmed that the building is landmarked in Vermont.
- Andrew of MSK was contacted.
- The committee reviewed several modular structure websites.
- Ms. Iken said she expects the downstairs will be devoted to storage.
- It was agreed to invite Bud Krawzyk to comment on the committee’s activities. Ms. Hall will invite him to the next meeting on September 5.

Next meeting agenda

Bud Krawzyk visit, if he can attend.

Checking in with MSK’s Andrew re the scope of his assessment.

Ms. Iken will contact the top three modular companies.

Adjournment

Ms. Dornhoeffer moved to adjourn at 6:15 p.m. Ms. Hall seconded the motion, which passed by acclamation.