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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:** Thursday, February 6, 2025, in person at Cole Hall and remotely via Zoom

**Members Present:** Zoe Contros Kearn (presiding), Town administrator Paula Iken, Ben Benedict, and Marie Watson in person. Sarah Costin, Joan Dornhoefer, and Naomi Miller (Select Board guest) on Zoom.

1. Call to Order

The meeting came to order at 5:00 PM.

2. Conflict of Interest Statement

No one reported a conflict of interest.

3. Minutes

The minutes were reviewed. Ms. Watson moved that the minutes be accepted. Mr. Benedict seconded. The minutes were approved.

4. Announcements

Ms. Iken announced that she and Ms. Miller had an online meeting earlier to discuss the results of the environmental study performed at the medical building. There were no alarming issues. Ms. Iken said she would email results to the committee. All other announcements are agenda items.

5. Public Comments

No public comments.

6. Discussion of the Preservation Trust of Vermont visit

The scheduled visit by Jackson Evans and Caitlin Corkins was postponed due to expected snow/ice. It has been rescheduled for Friday, February 14 at 11:30 AM.

7. Continuing preparation for 2/11 meeting

Committee members presenting at the 2/11 meeting went through their presentations, starting with Ms. Watson, then Ms. Contros Kearn. It was noted that the list of inspections and the plan for the new town offices should be added to the PowerPoint. The plan will be on the screen during Mr. Benedict's presentation. The motion will come after this. Wording regarding the next steps with Cole Hall was discussed. Ms. Miller proposed a change from "renovation of Cole Hall" to "exploration of what the town would like next to do with Cole Hall". Ms. Contros Kearn changed the CCDC recommendation from "eventual" to "discussion of the potential restoration of Cole Hall for reuse as community center". It was noted that what happens with Cole Hall is not the responsibility of the CCDC, rather the town, based on citizen input. There was further discussion on growth of town government. Ms. Miller suggested focusing on growth due to increased requirements of the state. Town employees currently

in Cole Hall and the trailer were numbered at 8. There was discussion of the cost of just making Cole Hall workable in the short term far exceeding the cost of upgrading the medical building to ADA compliant, long-term office and community space. It was also noted that Cole Hall is a listed building so repairs need to meet specific requirements. The committee agreed that the focus should remain on the medical building at the 2/11 meeting. Cole Hall is a separate issue that will be addressed later. Mr. Benedict then went through his presentation with further discussion by the committee of the best way to present costs, both immediate and to be planned for. Ms. Miller reiterated that the environmental inspection “found nothing that would prohibit us from using that building immediately for municipal offices.” This wording was to be added to the PowerPoint. Setting up before the 2/11 meeting was discussed, including chairs in a separate section for people not registered as Shaftsbury voters. There will be a table for the Select Board and another for the CCDC. Microphones are usually sourced from the elementary school music department. Role of the Select Board at this meeting was discussed as well as the process for who will answer questions. Ms. Miller will be moderating the Q & A and will ask committee members who wants to answer. Ms. Iken can answer any questions that she has the most knowledge on, for example, specifics of inspections and reports.

8. Review of Action Items

Send finalized PowerPoint to committee members

Put copies of inspection reports in a binder

Meet at the town offices on Tuesday 2/11 at 4:00 PM before the meeting

9. Adjournment

The meeting was adjourned at 6:20 PM