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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, March 20, 2025, in person at Cole Hall and remotely via Zoom

Members Present: In person: Paula Iken- co-chair (presiding), Joan Dornhoefer- co-chair, Ben Benedict, Sarah Costin, Marlene Hall, Zoe Contros Kearn- representing the Select Board, and Naomi Miller, guest. Marie Watson attended 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 3-6-25 minutes were not available. They will be reviewed at the next meeting.

4. Announcements

Ms. Hall discussed her progress with contacting other vault companies for estimates. One company was from China so was eliminated for logistics. Another, International Vault Incorporated had a fire rating which does not comply with Vermont state requirements. Ms. Hall is waiting to hear back from a third company.

5. Public Comments

None.

6. Review of RFP

Ms. Iken provided copies of a draft RFP document loosely based the document of a Vermont town that was turning an old library into a municipal office building. She asked that the committee review and provide feedback. Mr. Benedict said that he would review it carefully and provide comments. The committee agreed that he was the most qualified to comment.

7. Discuss logistics

There was a discussion of next steps in the town office/community center building renovation, including a visit by the Shaftsbury Fire Department and the Energy Committee. It was noted that to participate in the renovation, persons must have workman's compensation, which Shaftsbury town employees have. Ms. Hall asked about waivers for volunteers who don't have workman's comp. This will be explored, with Jen Holley mentioned as a possible resource for this information.

Ms. Iken then brought up the necessity of having a finalized plan for the building before it could be worked on. Ms. Miller went through the steps that the Select Board subcommittee had followed to determine best use of the building, based on input from the people who will be working there, and on positions, not individuals. Some proposed changes, including enlarging the open community space, and office locations were discussed. Ms. Hall questioned the removal of an upstairs storage space, necessitating storage of election materials in the basement. The rationale for the change was explained by Ms. Miller, including the need to have both kitchens and a break

room to have space that is workable for town offices and community functions. The sign for the building will include both functions, something like Shaftsbury Town Office and Community Resource Center. There was some more discussion of office placement, vault door placement, and the desirability of having visitors visible from the town clerk's and town administrator's office.

8. Review of Action Items

Ms. Hall will talk to the remaining vault company.

Mr. Benedict will review the RFD draft.

Mr. Benedict will also work on a drawing with specifications that contractors can react to.

9. Adjournment

The meeting was adjourned at 5:32 PM