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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 27, 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, Marie Watson, and Zoe Contros Kearn- Select Board guest.

1. Call to Order

The meeting came to order at 5:03 PM.

2. Conflict of Interest Statement

No one reported a conflict of interest.

3. Minutes

The 3-20-25 minutes were approved. The 3-6-25 minutes still need approval.

4. Announcements

Ms. Hall updated the committee on the last vault company she contacted. This company did not have the required fire rating. Firelock is the only vault company that complies with this requirement.

5. Public Comments

Mr. Bud Krawczyk and Ms. Karen Mellinger were present in person. Ms. Gina Jenks participated on Zoom. When asked if the public had any comments Ms. Mellinger said that she had no public comments. Mr. Krawczyk and Ms. Mellinger later made comments on the location of Ms. Hall's office.

6. Vault

Mr. Benedict said he had spoken with the Firelock representative earlier in the day, discussing heating, ventilating, air conditioning and electrical power supply to get a better idea of what needs to be in place for vault installation. He had also been in conversation with the previous owner regarding use of the auxiliary heaters that are in the new building. Ms. Iken added that she and Naomi Miller, Select Board Chair, had met at the building with Bill Christian of the Energy Committee and that Mr. Christian said there was nothing wrong with leaving the heaters as backup. Since some heaters are in the way of plans, they will be addressed on a case-by-case basis.

Ms. Hall opened a discussion of the location of her office, stating that she could not be across the hall from the vault door and that she would like to have the back office with the vault door opening into that office. This would necessitate removing the wall between the two offices. Ms. Mellinger asked questions about the plan and a lengthy discussion ensued regarding who would be in which offices and why Ms. Hall needed to be in the same room as the vault door to protect records, which walls would remain etc. Ms. Iken noted that cost effectiveness and staying within a budget were necessary concerns. There was further discussion of security measures and the possibility of volunteer reception persons. Mr. Krawczyk then made comments supporting the office plans proposed by Ms. Hall. Ms. Iken stated that this discussion had been going on for weeks, and that the RFP needed a plan to be submitted. Ms. Mellinger made several more comments on the importance of the town clerk and asked if the office placement had been presented to the board (Select Board). After further discussion, Ms. Hall asked if it was the will of the committee

to move on presenting to the Select Board a change in placement of offices and the vault door. Ms. Costin stated that she did not have enough information on the specifics of this change to vote. After further discussion, the motion was tabled.

7. Review of RFP

Ms. Iken provided copies of the revised RFP document. The committee agreed that the changes provided clarity to the document.

8. Discuss logistics

9. Review of Action Items

Ms. Iken and Ms. Costin will meet at the new municipal building on Monday 3/31.

RFP finalization and presentation to Select Board.

10. Adjournment

The meeting was adjourned at 5:54 PM