



# Town of Shaftsbury

Municipal Offices at Cole Hall

## Meeting Minutes

PO Box 409  
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### Community Center Development Committee

**Date of Meeting:** Thursday, June 26, 2025, in person at Cole Hall and remotely via Zoom.

**Members Present:** In person: Paula Iken- co-chair (presiding), Joan Dornhoefer- co-chair, Sarah Costin, Marlene Hall, Marie Watson, and Zoe Contros Kearn (Select Board liaison).

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 5/15/25 minutes were reviewed and accepted without amendment 4-0-1. Ms. Costin abstained as she was not present at the 5/15/25 meeting.

4. Announcements

No announcements

5. Public Comments

There were no public comments.

6. Update on status of vault production

Ms. Iken said that the 50% deposit for vault production had been sent to Firelock. The money came from the Home Town and the Restoration funds. When the vault is closer to completion, she will contact the Trustees of Public Funds to access the remainder due, possibly from the Julia Mattison Fund. The Firelock rep, Bergen, is excited to be involved. The vault is in production but at least 100 days out of completion at receipt of deposit.

7. Status report on renovation projects

Ms. Iken said that renovation projects are coming along: All flooring has been removed except for the bathrooms which are fine. Almost all sinks and heaters are off the walls. Ben Hewlett has been working on electrics. Large lights have been removed. The higher ceiling has been revealed in the vault space and the town clerk's space. Ms. Iken showed some photos of the building taken the day of the meeting. Ms. Iken noted that she has been putting out RFPs for the rest of the renovation but "no one is biting". Tyler Livingston, who did the flooring removal, provided an estimate of \$9,700.00 for removal of walls, ceilings, vanities, existing electric heaters, walls for new vault and town clerk's office-rooms 116 and 113 on print nurses' station, parapet wall and wood storage unit in the community space, wall in bathroom room 104 on print, saving the door to add to frame, to be reused, excluding any and all electrical and plumbing. Casella Waste removal and hours are included in the estimate. The

demolition will be started on July 2<sup>nd</sup>. Once walls are removed, the blueprint can be adjusted to more accurate measurements. Ms. Iken noted that by the town serving as general contractor, costs are being controlled and local businesses employed. Flooring and ceiling options will be revisited after the demolition is complete. There was further discussion about insulation and drop ceilings. Ms. Hall said she had some samples of drop ceilings that she could bring to the next meeting. Ms. Dornhoefer brought up the Window Dressers for insulated inserts into windows. She said a window count is needed.

Discussion then focused on future projects, including plans for the Town Green and Cole Hall. A lot depends on the final report to the Sewer Feasibility Committee from Dufresne. The size and location of the septic system for the Senior Housing project and reserve needs to be determined first. Ms. Iken noted that Cornerstone was coming for a meeting on July 2<sup>nd</sup> at 2:15 PM.

8. Review of Action Items

Ms. Iken will email CCDC members with date and time of Cornerstone meeting.

Ms. Hall will bring samples of drop ceiling tiles to the next CCDC meeting.

Ms. Dornhoefer will count and measure windows and provide information to the Window Dressers.

The next CCDC meeting be on July 17<sup>th</sup>.

9. Adjournment

Ms. Hall moved to adjourn the meeting and Ms. Watson seconded. The motion passed 5-0-0 and the meeting was adjourned at 5:40 PM.