



Town of Shaftsbury

Municipal Offices at Cole Hall

Meeting Minutes

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Community Center Development Committee

Date of Meeting: Thursday, July 17, 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 6/26/25 minutes were reviewed and accepted without amendment 5-0-0.

4. Announcements

No announcements

5. Public Comments

Gina Jenks, Town Assessor participating as a member of the public, had several requests regarding the new town offices: that outlets at the new office building be placed higher on the wall to be more accessible, that ceiling fans were installed throughout, and that the wall between the Assessor's and Zoning Administrator's offices be removed. Ms. Iken had asked the architect, Ben Benedict, if removing the wall was feasible. Mr. Benedict said it was not load bearing and it could be removed. Ms. Jenks then asked about flooring. There was a discussion on the types of flooring being considered and Ms. Iken noted that a decision needed to be made soon to order it and that an estimate could be done now that demolition is complete. Ms. Jenks then asked if there was a place where people could donate items or volunteer. It was suggested that this be added to the Town website. There was then a discussion of the garden at the new offices and the possibility of a community garden.

6. Update on building renovations

Ms. Iken read an email from Mr. Benedict regarding renovations. He said that they're working toward getting all existing electrical and plumbing resolved, he will be in touch with Bergen with final vault measurements. He is also working on detailed drawings for the new front walls, town clerk's office, removing wall mentioned earlier, etc. Wiring for IT will remain in the basement, HVAC contractor is being contacted. Contractors are all very busy, but a search is still on for completion of the rebuild.

7. Discussion of Window Dressers quote

Ms. Dornhoefer said that the Window Dressers came during the past week and looked at 4 windows on the North and West sides that were not going to be replaced. The quote was \$217.89. Ms. Dornhoefer said she still needed clarity on expectations of volunteers. There was a discussion about construction and removal of the window inserts. The only immediate decision is the frame color: white or wood. The committee agreed that wood would add a feeling of warmth. There was further discussion of window replacement not related to the Window Dressers.

8. Discussion of Town Green

Ms. Iken noted that there was another meeting with Cornerstone and that one of the CCDC's tasks is to imagine a Senior Housing Project would look like. Cornerstone had suggested 3 buildings, 2 stories high. The committee members will research and send examples to Ms. Iken. There was further discussion of configuration, driveways, zoning easement, etc. and the future of Cole Hall. Discussion went on to use of the Town Green and the possibility of an inaugural event.

9. Review of Action Items

Ms. Iken will mention raising outlets to Mr. Benedict

Committee members will send examples of housing styles to Ms. Iken

10. Adjournment

Ms. Hall moved to adjourn the meeting and Ms. Costin seconded. The motion passed 5-0-0 and the meeting was adjourned at 5:44 PM.