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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, August 21, 2025, in person at Cole Hall and remotely via Zoom.

**Members Present:** In person: Joan Dornhoefer- co-chair (presiding), Ben Benedict, Sarah Costin, Marlene Hall, and Marie Watson. On Zoom: Paula Iken- co-chair

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 from July 17, 2025, were reviewed and accepted without amendment 5-0-0.

4. Announcements

Ms. Hall announced that the vault would be arriving by the second week of September, they are just waiting on a door. There was discussion on what needed to be done prior to installation. Walls need to be framed, outside windows need to be removed but this could be done afterward. Mr. Benedict asked if the mini-split deposit had been paid. Ms. Iken confirmed that it had. Mr. Benedict will check with the electrician to make sure everything is ready. There was further discussion on finding a builder to put walls in and the sequence of walls/sheetrock/vault.

Ms. Iken said that, on Monday 8/25 she would reach out to the trustees of public funds to have them transfer the rest of the money for the vault.

5. Public Comments

There were no public comments.

6. Update on building renovations

Ms. Watson asked if flooring had been chosen. It has been looked at but not settled on. The vault is priority, but Ms. Iken asked if it might be time to have someone measure for flooring so that it could be decided on and ordered. Bennington House of Tile and Carpet was agreed upon as the vendor.

There was more discussion of vault walls and window removal. It was noted that the inside of the vault must be sheetrocked to get the fire rating. Ms. Iken noted that there was some siding in the basement

of the new building that could be used on the exterior after vault windows are removed. There was more discussion of possible contractors.

#### 7. Discussion of Priorities and Timeline

Top priority is building the vault walls, then removing vault windows. Next step will be to contact Bennington House of Tile and Carpet to measure the floors, excluding the vault. Ms. Iken noted that we're at the point where a punch list can be created and a timetable set.

Ms. Dornhoefer asked about timing of window replacement. Mr. Benedict said it would be later. He was able to fully shut and secure all the windows, so replacement is not a priority.

Mr. Benedict gave an update on Hometown Heating and Cooling. Jason Guilianelli went through all the rooftop units, cleaned and tuned them up with new filters etc. He will go through the attic, systematically looking at all the ductwork to be sure it's in good repair, and he'll pull out the ductwork that's in the area for the vault. Mr. Guilianelli said he was waiting on the town to get him a deposit for the mini split for the vault, and that it would probably be two weeks before the equipment arrives. As soon as it arrives, he will install it. Mr. Guilianelli has submitted invoices for work completed and the mini split deposit. Checks for both invoices have been mailed.

Ms. Iken noted that there was a lot left to do, but it shouldn't take that long. Ms. Costin asked which came first: flooring or painting. Mr. Benedict said it didn't really matter, whatever we can get people to do. The flooring crew can be careful enough to not mess up the painting, and vice versa. There'll probably be some touch-up either way.

Ms. Dornhoefer asked if the bathrooms were done. Mr. Benedict said that there was some partition work to be done, fixtures were good, and there was the 5-foot diameter circle required for a wheelchair in the ADA bathroom. It just needs walls and a door.

There was further discussion of trying to find someone to do framing and sheetrock. Paula said she is still trying to contact Henry Sausville. Ms. Costin suggested Aaron Reis. The wall between Zoning and the Assessor's office still needs to be removed.

#### 8. Review of Action Items

Ms. Iken will reach out to the trustees of public funds to have them transfer the rest of the money for the vault.

Mr. Benedict and Ms. Iken will try to locate a framer.

Ms. Costin will send Aaron Reis's number to Mr. Benedict

Ms. Iken will go to Bennington House of Tile and Carpet to request someone measure for flooring

Mr. Benedict will talk to Ben Hewlett to make sure electricity is ready in the vault

Mr. Benedict will contact Bergen from the vault company to be sure everything he needs is done before the vault arrives

Ms. Iken will talk to Tyler about removing the wall between Zoning and the Assessor's office

After discussion it was decided that the next CCDC meeting will be at 5:00 PM on September 4<sup>th</sup>.

#### 9. Adjournment

Mr. Benedict moved to adjourn the meeting and Ms. Iken seconded. The motion passed 5-0-0 and the meeting was adjourned at 5:30 PM.