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Town of Shaftsbury

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Meeting Minutes

Community Center Development Committee

Date of Meeting: Thursday, September 11, 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, and Zoe Kearl, Select Board representative.

1. Call to Order

The meeting came to order at approximately 5:00 PM.

2. Conflict of Interest Statement

No one reported a conflict of interest.

3. Minutes

The minutes from August 21, 2025, were reviewed. Ms. Iken asked for a motion to accept. Ms. Hall moved; Ms. Dornhoefer seconded. The minutes were accepted without amendment 5-0-1. Ms. Kearl abstained.

4. Announcements

There were no announcements.

5. Public Comments

There were no public comments.

6. Update on building framing

Mr. Benedict brought in final drawings and said that the vault area was framed and ready for October 6th, the installation day. He then said that the contractors have a few other things to do, including a doorway to the Assessor/Zoning office where the wall was taken down. He continued that there are changes to the Town Clerk's office: the counter is now at 42 inches with cabinetry underneath and the two windows will be sliders because it's less expensive. The electrician has everything ready for the vault. Both he and the contractors are on call on October 6th in case anything needs fixing during the vault installation. HVAC is sufficiently in place for vault installation, the outside part can be done later. Phone/computer wiring needs to be installed. Ms. Iken noted that she is having a meeting with that group in the new building on September 15th. There was some discussion of a beam that was removed during demolition that Ms. Iken wants to preserve. It will be stored in the basement until the right placement is found.

7. Discussion of Flooring

Ms. Iken said that Andrew from Bennington House of Tile and Carpet met her at the new office building to look at subfloors and suggest which flooring is best suited to situation. He thought a glue down would be best. He will come up with some possibilities. Next steps are ripping up of damaged subfloor over the basement area, getting quotes for different types of suitable flooring, and picking flooring so that it can be ordered. There was a brief discussion of bathroom floors and level thresholds to avoid tripping hazards.

8. Discussion of Cost Reporting

Ms. Iken brought up cost reporting and transparency. She mentioned bringing up at Select Board meetings how much was allocated for renovations, approximately $178,000.00, and a running total of amount spent, approximately $24,000.00 of those funds. Ms. Iken will gather exact numbers to present at the next Select Board meeting to allay concerns of residents and remind them that this isn't taxpayer money being spent.

9. Window Dresser Information

Ms. Dornhoefer said that she, Ms. Iken, Jen Holley, and Naomi Miller were building window inserts on October 18th. If anyone wants to be on a team, they can sign up on the Window Dresser website. Mention when you sign up that you are part of the Shaftsbury group. Teams build whatever windows they're assigned, not usually their own.

10. Discussion of Priorities and Timeline

Top priority is making sure everything is ready for the vault installation on October 6th.
Next priority is getting flooring quotes and picking flooring.

11. Other Business

Mr. Benedict requested that someone clean up the entryway of the new office building, sweep down cobwebs and wash windows, etc. If you stand outside, it looks like the building hasn't been inhabited or touched for years, in contrast with the inside which is tidy even though it's a construction zone.

Ms. Iken said she is trying to get in touch with the Shaftsbury Dental Center's office manager to discuss repair of the main parking lot, which is a shared expense.

There was discussion about replacing the sign and keeping the old medical building sign and placing it somewhere in the new building. There was also discussion of replacing the concrete walkways which are not level. A general fund was briefly discussed.

Creating an online task list that is accessible to CCDC members to edit was discussed.

The next CCDC meeting with be scheduled after flooring quotes are received.

12. Review of Action Items

Ms. Iken will meet with the phone/computer company about installing hookups.
Ms. Iken will contact Andrew at Bennington House of Tile and Carpet for flooring quotes.
Ms. Iken will talk to Tyler about repairing the floor over the basement.
Anyone who has time/inclination will clean up the entrance of the new building.

13. Adjournment

Ms. Iken called for a motion to adjourn. Ms. Hall moved; Ms. Kearl seconded. The motion passed 5-0-0 and the meeting was adjourned at 5:40 PM.