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Town of Shaftsbury

Municipal Offices

Meeting Minutes

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Community Center Development Committee

Date of Meeting: Thursday, October 9, 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, and Marie Watson.

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 were not reviewed as Ms. Iken had not received them. Ms. Costin said that she thought she had sent them but would check and send to Ms. Iken.

4. Announcements

Ms. Costin asked that another committee member write up minutes for the November and December meetings as she has a very heavy workload during those months. Mr. Benedict volunteered, and Ms. Iken said that she would send him the recordings.

5. Public Comments

There were no public comments.

6. Update on vault

Ms. Iken said that the vault was installed as of today (10/9/25). It still needs to be sheetrocked and have electrical fixtures and the air handler for the HVAC installed. Mr. Benedict said that all the people needed to work on that are notified, but their schedules are not necessarily aligned with the Town's schedule. He continued that the HVAC system will be the first thing in, and Ben Hewlett is working on the electrical in the vault and throughout the space when he has time.

7. Update on building renovations

Mr. Benedict said that the carpenters are working on another job for a while. They will come back if absolutely needed for a day or two at a time, but his preference would be to get everybody else set up since the carpenters can't finish before the electrical is done. The carpenters have ordered the outside panels, so that the window infills will no longer be visible. The sliding windows for the Town Clerk's office have been paid for, approximately \$2700 with a 4% discount for prepayment. They're being made in Rutland by Green Mountain Window. There is a bit more framing to do.

Ms. Iken said that the flooring bid from Bennington House of Tile and Carpet was for approximately \$27,000 for commercial-grade vinyl flooring. It's very easy to take care of and very durable. The \$27,000 is more than was in the budget but in terms of final expenses it's probably okay. She continued with a reminder about discussions on the option of putting carpet in lower traffic spaces where the durability of the vinyl wasn't necessary. Carpet is 20% less expensive, but everybody's leaning toward using vinyl everywhere. It's an investment up front but cheaper, and healthier, in the long run. Andrew Sparta from Bennington House of Tile discussed alternatives. His bid covers everything, including subflooring and grinding the concrete slab where needed. During the Select Board meeting Monday night the Board requested that the CCDC get at least one more quote, just to do our due diligence. Ms. Iken looked up places that have that specific flooring. One is in Wilmington, VT. Another is in Pittsfield, MA. Ms. Iken will make some phone calls and try to get bids by providing measurements and flooring type so there won't be a delay waiting for more people to come take measurements and additional time for product orders to arrive. The committee agreed on the vinyl floor sample that looked the most like wood ("Stamford" flexible vinyl flooring). Flooring will be installed after "rough stuff" is completed to avoid damage. Floors should be completely clear of "stuff" before installation.

8. Budget review

Ms. Iken asked Tiffany Mays from accounts payable to make a list and tally sheet of everything spent on renovation the new office building, excluding the vault which was funded separately. So far only \$33,925.73 has been spent. A lot has been saved by having the Town (primarily Mr. Benedict and Ms. Iken) as general contractor. Budget updates will be reported in all the select board meetings to keep spending transparent.

9. Discussion of Priorities and Timeline

Mr. Benedict is in communication with wiring and HVAC contractors. These are top priorities.

Mr. Benedict is also in contact with the carpenters for finish work after wiring and HVAC is complete.

10. Other Business

Ms. Iken asked if there was any other business. Several discussions arose on use of the land around the new offices, possibly raised garden beds, a gate to the cemetery etc.

Driveway paving is still on the list.

A new sign, possibly like the one at Howard Park, was discussed. There is also a signpost somewhere in Shaftsbury that might be an option.

11. Review of Action Items

Ms. Iken will contact a couple more companies for flooring quotes.

12. Adjournment

Ms. Iken called for a motion to adjourn. Ms. Watson moved. Ms. Dornhoefer seconded. Motion passed 5-0-0. The meeting was adjourned at 5:34 PM.