

Meeting Minutes

Community Center Development Committee

Date of Meeting: Thursday, December 4, 2025, in person at Cole Hall and remotely via Zoom

Members Present: Joan Dornhoefer (co-chair presiding), Marleen Hall, Sarah Costin, Marie Watson, Zoe Kearl (Select Board representative) and Paula Iken (Co-chair appearing remotely).

1. Call to Order

The meeting came to order at 5:00 P.M.

2. Conflict of Interest Statement

No one reported a conflict of interest.

3. Minutes

The minutes from two prior meetings were each reviewed separately. There were no amendments to the September 11, 2025 minutes. Ms. Dornhoefer asked for a motion to accept. Ms. Costin moved and Ms. Kearl seconded.

The October 9, 2025 minutes were reviewed. Ms. Kearl noted that Ben Hewlett's name is misspelled

In item #6. It is HULETT which needs correction. Ms. Iken will correct this. There were no other corrections or amendments. Ms. Watson moved to accept, Ms. Hall seconded, Ms. Kearl abstained as she had not been present.

The October 9, 2025 minutes were accepted.

4. Announcements

There were none.

5. Public Comments

There were no public comments.

6. Update on renovations

Ms. Iken announced that the vault is in place and the doors are on. Ms. Hall added that the lights need to be hooked up and the walls put in place but that it's nice. The DuPont Systems team will move the current vault contents into the new vault; from this location to the new location; and plan around our move in date. Also, there is no extra flooring in the vault and a sealer is needed. Ben Hulett has signed the wall in the vault.

Ms. Iken added that WiFi will be added into the community space, additional electrical outlets added, a wall mounted monitor with wiring and WiFi so there will be no need to cart things around. Everything will be better connected in the new space. With the additional wiring came more holes in the walls. These will be patched and readied for painting before the floor is installed. The plan is to announce when the building is ready for volunteers to help with the painting. Ms. Iken asked about colors for the common spaces, perhaps a Navajo white. Ms. Kearl noted a Sherwin-Williams color, Alabaster, that is a full spectrum white. Ms. Costin suggested an off white. Employees have been offered their choice of office color.

Ms. Iken and Mr. Benedict picked a matching floor molding and set January 11, 2026 as the install target date with Bennington House of Tile. The date decided was to give time for wall repair as well as post holiday push. Mr. Benedict reported to Ms. Iken that he will contact Brett

and Ed Shule. New ceiling tiles will be placed in the break room and administrator's office. Although things may be wrapped up by the end of February, a move in date after Town meeting and the election was requested by Ms. Hall. There will be absentee ballots, regular ballots, people needing to know where to go to vote, and nothing should get lost.

Ms. Dornhoefer asked about plans for the repaving of the parking area and those shared with Dr. Carmack. Ms. Iken will contact Evan, the dental office administrator on Monday (12/8) to set up a positive meeting. The front part of the parking space needs replacement, also the town's plowing the shared space. A payment structure will need to be decided upon and an RFP done.

7. Budget Review

Ms. Iken noted the expenditures of ARPA money on the shared screen and paper copy was available: to date there is \$62,485.70 paid out with \$116,000.08 remaining of the APRA funds, not taxpayer money. On 10/16/25 the second and third vault payment were made from other Public Trustee Funds. Discussed was the work done by Shaftsbury trades people having done the work at cost. The flooring deposit of \$13,000 is the biggest ARPA expense. Discussed has been our plan to have a plaque of acknowledgment with their names.

8. Discussion of priorities and timeline

Ms. Iken and Ms. Dornhoefer each noted that these issues were highlighted in the review of updates to the work.

9. Action items

Ms. Iken to contact Evan to get an afternoon appointment with Dr. Carmack to discuss the repave of the parking area in the front. When can the walls be sealed; contact Hulett. Tyler Livingston may be able to seal the vault floor

10. Adjournment

Ms. Dornhoefer requested the committee decide on our next meeting. Ms. Iken thought January 8, 2025 which is prior to the floor installation. Afterward, Ms. Dornhoefer called for a motion to adjourn. Ms. Hall moved; Ms. Watson seconded; the motion passed. The meeting ended at 5:25 P.M.