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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, February 19, 2026, in person at Cole Hall and remotely via Zoom.

Members Present: In person: Paula Iken- Co-Chair (presiding), Ben Benedict, Sarah Costin, Marlene Hall, Zoe Kearl (Select Board representative), 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 reviewed. Ms. Costin noted a misspelling of the electrician's name. This will be amended. Ms. Iken called for a motion to approve with the amendment. Ms. Hall moved; Ms. Watson seconded. Minutes were approved 5-0-1. Ms. Kearl abstained.

4. Announcements

Ms. Kearl announced that she and Ms. Iken had met with Dr. Tyler Carmack, the dentist that shares the condo that includes the new Town building. They discussed the parking lot as an ongoing project that will require an RFP and whether Dr. Carmack would feel comfortable splitting the cost 70-30 or other. That is to be determined. The primary discussion centered on the condominium agreement, which was between Dr. Carmack and the Doctors King. The Town's attorney is working on a new agreement. Dr. Carmack was asked if there were items that he would like removed or added. In the past, Dr. King would pay for all services like mowing or plowing, then bill Dr. Carmack. The Town does not want to appear to earn income when being reimbursed, so mowing/landscaping will be billed separately to the Town and Dr. Carmack. The DPW will plow, so plowing will not be billed. Dr. Carmack was receptive to the idea of picnic tables on the Town's side of the property but asked that there be a sign stating the hours when the area was open, possibly during business hours or from 8:00 AM – dusk. It was noted that all hot water is provided by an electric water heater in the Town's side basement. This will need to be separated. This will be discussed with Dr. Carmack. Mr. Benedict noted that heating had not been efficient- snow was melting quickly off the roof which indicated that heat was escaping through the attic. Ms. Kearl suggested sensors to determine electric loads in the building.

5. Public Comments

There were no public comments.

6. Update on building renovations

Mr. Benedict said that the carpenters are almost finished except for a few finish details. The painter comes in during the first 2 weeks of March to apply a primer and white finish coat throughout the building. Offices can be painted different colors after that by volunteers. The flooring is being installed whenever possible and will be completed soon. The HVAC is still being worked on due to issues with 1 unit. The electrician is working through his list.

Ms. Iken discussed a fire alarm with Alarms Unlimited, who said it wasn't needed with the low occupancy in the building. Ms. Iken felt that it was good to err on the side of caution, since there will be meetings in the building. A fire alarm alerts all the rooms if one room has an incident, allowing everyone to exit. A smoke detector might not be heard. A fire alarm would also alert if a fire or burglary happened on a weekend. Ms. Iken asked for 2 estimates with different options. She continued that the Town could purchase a security system that runs on Wi-Fi, which works just as well as a professional service but is more economical.

Adam's Lock & Security provide a quote of \$8,836.11 for locks, keys etc. and installation. This will be put on the agenda for the 2/23/26 Special Select Board meeting. Ms. Hall asked if there was a doorbell included in the Adam's Lock estimate. This will be investigated and an alert for the Town Clerk added if it is not there already.

7. Budget review

Ms. Iken provided the current building costs tally. The original amount was \$178,486.08. As of 2/18/2026 \$128,489.75 has been spent leaving \$49,996.33 to complete the project.

8. Discussion of Priorities and Timeline

Most items were discussed in the building update. Finishing flooring, painting, electric, and HVAC are priorities before moving in. Small details can be finished after move in. April 1st was suggested as the move in day. Some teens from Bennington have offered to help move boxes. A mover will be contracted when the date is fixed.

9. Other Business

No other business.

10. Review of Action Items

Ms. Iken will source a cage door for the IT cabinet.

Ms. Iken will contact Adam's Lock after the Select Board meeting.

Ms. Kearl will get a building key for Lee Fielding by Monday 2/23.

Pending: Hot water tank discussion

11. Adjournment

Ms. Iken called for a motion to adjourn. Ms. Hall moved. Ms. Watson seconded. Motion passed 5-0-1. The meeting was adjourned at 5:36 PM.