



# GENERAL WAIT HOUSE COMMISSION AGENDA

April 7, 2025 at 5:00 p.m.

**THE GENERAL WAIT HOUSE COMMISSION WILL BE HOLDING A HYBRID MEETING. THE PUBLIC MAY ATTEND IN PERSON AT WAITSFIELD TOWN HALL OR REMOTE VIA ZOOM WITH TELEPHONE AND/OR VIDEO ACCESS. THOSE PARTICIPATING MAY SPEAK DURING THE DESIGNATED PERIODS.**

To join the meeting remotely, use this link:

<https://us02web.zoom.us/j/9190265312>

**Meeting ID:** 919 026 5312

**Or call:** 1 929 205 6099

## **General Wait House Commission**

Gib Geiger, Vice-Chair  
AnnMarie Harmon, Chair  
Vee Lynch  
Mary Kathleen Mehuron

Waitsfield Historical  
Society Representative:  
*Fred Messer, Temporary*

Tenant Representatives:  
Misha Goldman  
Beth Kendrick  
Sam Robinson  
Joshua Schwartz  
Ira Shadis

**Town Administrator**  
York Haverkamp

**Town Clerk**  
Jennifer Peterson

**Town Treasurer**  
Steve Lewis

## **Waitsfield Town Office**

4144 Main Street  
Waitsfield, VT 05673  
(802) 496-2218  
[www.waitsfieldvt.us](http://www.waitsfieldvt.us)

1. **CALL TO ORDER / ROLL CALL**
2. **REVISIONS TO AGENDA, IF ANY (5 +/- min)**
3. **PUBLIC FORUM (5 +/- min)**
4. **APPROVAL OF MINUTES – March 3, 2025 (5 +/- min)**
5. **CURRENT STATUS OF THE GWH FROM TENANTS (10 +/- min)**
6. **SHORT-TERM COMMITTEE REPORT (15 +/- min)**
  - a. Status of Petty Cash
  - b. GWH Budget Status Report (from Steve)
  - c. Article 7 of Town Meeting Day
  - d. Maintenance Projects, ADA Ramp, Clapboards, Lift
  - e. Electric Outlet for MRP
  - f. Maintenance Work Completed
  - g. Roof RFQ and Project Logistics
7. **LONG-TERM COMMITTEE REPORT (15 +/- min)**
  - a. Waitsfield Historic House Tour Sunday, June 29
  - b. Status of Fundraising Efforts with QR Code
8. **RENTAL POLICY (10 +/- min)**
  - a. Event Application
9. **OTHER BUSINESS (10+/-min)**
  - a. Status of WHS Representative
  - b. Recruitment of New Commissioner
10. **ADJOURNMENT**

**DRAFT v5**

**Event Application for use of the General Wait House Property**

**Town of Waitsfield**

This permit is administered by:  
the General Wait House Commission

4144 Main Street

Waitsfield, VT 05673

Chair: AnnMarie Harmon [annmarie@madriver.com](mailto:annmarie@madriver.com) 802-371-9997

Requesting organization: \_\_\_\_\_ Date \_\_\_\_\_

Requested date(s) \_\_\_\_\_

Time of usage: From \_\_\_\_\_ am/pm to: \_\_\_\_\_ am/pm

Purpose: \_\_\_\_\_

\_\_\_\_\_

Areas being requested: \_\_\_\_\_

Is the general public invited? Yes No

Is your organization a Not-for-Profit? Yes No If yes, EIN Number \_\_\_\_\_

Will admission be charged? Yes No If yes, how much? \$ \_\_\_\_\_

Is proof of liability insurance attached? Yes No If no, the request for a permit  
may rejected.

Will any utilities from the General Wait House be used? Yes No

If yes, what and how much? \_\_\_\_\_

There will be no usage fee if the requesting organization is a non-profit. Residents  
of the Town of Waitsfield will have a usage fee of \$25 and non-residents \$35.

Usage fee of \$\_\_\_\_\_ is attached. Yes No

A security deposit of \$100, is attached. Yes No

Point of Contact: (the Responsible Individual)

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Email address: \_\_\_\_\_

**Rules & Policies:**

Hold Harmless: The organization requesting the use of the premises agrees to hold harmless the Town of Waitsfield and the General Wait House Commission (GWHC) for any damages or injuries associated with this event.

**Insurance**

The sponsor of any group or organization applying for use of the premises for any purpose which, in the opinion of the approving Town Official, may require appropriate insurance coverage, shall provide a certificate of insurance naming the Town of Waitsfield and the General Wait House Commission as an additional insured, in advance of any activities being conducted.

The Town of Waitsfield will be responsible for the insurance of the leased property including the building structure and the elements that are pre-built or pre-installed. The permitted organization will be responsible for the insurance of their organizational and/or personal belongings, consumables, or anything that belongs to the organization or persons associated with it.

Safety: The Landlord and the permitted organization will be responsible for making sure the leased property is safe prior to or before the permitted organization occupies it. Safety compliance should be implemented to make sure that the property is safe which includes building structure safety, electrical safety, gas safety, water safety, smoke detectors, and furnishings. If the permitted organization observes a possible safety hazard, they are to immediately notify the GWHC. The permitted organization will appoint a Safety Officer, who will be present throughout their event, monitoring safety compliance and will have no other responsibility or duty assigned to them which would prohibit their total fulfillment of this duty.

Physical Security: If required, a key for the usage of the barn and sheds will be issued to the responsible individual named on this document by a representative of the GWHC. Upon conclusion of the event, the key will be returned to the GWHC. Making copies of the key or holding a copy thereof, is strictly prohibited.

Children: Activities involving children must have supervision *at all times*.

Non-Discrimination: Participants will not be restricted from participation for reasons of race, religion, gender, sexual orientation, creed, national origin, or disability.

Preference: In the event of a schedule conflict, preference will be given to the free programming that is accessible to the widest number of participants.

Trash: "Pack it in, pack it out!" All trash must be removed, and the premises must be left in good order.

Neighboring properties: The privacy and boundaries of the adjoining residential properties must be respected. Activities must be directed away from them to extend respect. Crossing through yards without the owner's permission is expressly prohibited.

Parking: Do not park on grass areas, ever! Tenants of the General Wait House have priority on parking. Additional parking may be available at the Waitsfield Municipal Building. Parking at the Waitsfield Elementary School is prohibited without permission from the Waitsfield Elementary School.

Dogs: Dogs shall be leashed at all times and under the control of a capable individual, at all times. An individual with a disability may be accompanied by a service animal trained to assist that individual.

Amendments: No modification or change of this permit shall be considered valid unless made in writing and agreed upon by the involved parties.

I have read and agreed to ensure these rules and policies are understood and will abide by them.

Signature of Person Responsible: \_\_\_\_\_

+++++

**Administrative Action**

Approved: Yes No

Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Denied: Yes No Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Officiating Town Officer signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

DRAFT v3

# Notes from Long-Term Committee Meeting

March 10, 2025

**Attendees:** AnnMarie Harmon, Fred Messer and Kathy Mehuron

## WAITSFIELD FIRST ANNUAL HISTORIC HOUSE TOUR

The goal for the house tour is to not only raise some money but more importantly, to raise awareness of the General Wait House Commission and the Waitsfield Historical Society so that people in general can be inspired to donate. This tour will attract tourists as well as locals so in order to take advantage of the tourist season it was decided that the date would be Sunday, June 29. The time will be 2:00 to 4:00 with the cocktail party being from 5:00 to 6:30.

**Action:** Fred will put on the agenda for the Historical Society that we will need volunteers to be docents at the house tour.

As a reminder, the ads will be the following:

Full page ad (half of an 8 ½ x 11 sheet) = \$100

Half page ad = \$50

Quarter ad = \$25

**Action:** AnnMarie will go to the Mad River Shopping Center (Bisbees, Collection, etc.) and ask for ads for the pamphlet.

**Action:** Kathy will ask her list who have donated to her projects in the past such as Sugarbush, George Schenk, etc.

The buildings on the list will include:

Joslin Memorial Library

Masonic Lodge

Blue Building

Artisan's Gallery

All Things Bright (hopefully upstairs)

Pestle's house and museum

Then as many houses on Bridge Street as we can.

The award for the amount of donations will be:

Platinum – over \$1000

Gold - \$500-\$1000

Silver - \$100-\$500

Friends of the GWH – under \$100

## HOUSE TOUR SCHEDULE

The following is our proposed schedule:

1. March 31<sup>st</sup> -- have all the houses confirmed with home owners.
2. First week in April -- have an article or advertisement about "Save the Date" for the house tour in the Valley reporter
3. May 1<sup>st</sup> -- have all the ads purchased and the ad sent to me for the program.
4. June 1<sup>st</sup> -- have the pamphlet finished.
5. First week of June -- have posts on Front Porch Forum.
6. June 16 -- have an advertisement in the Valley Reporter that will be in the VR for June 19 and June 26.

Respectfully submitted

AnnMarie Harmon

02/27/25

01:18 pm

Town of Waitsfield General Ledger  
Current Yr Pd: 8 - Budget Status Report  
WAIT HOUSE

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Clerk Treasurer

Account	Budget	Actual	% of Budget
-----	-----	-----	-----
45-1050.01 WAIT HOUSE RENT	0.00	7,988.00	100.00%
45-1220.01 WAIT HOUSE: INTEREST	0.00	513.93	100.00%
45-7050.01 WAIT HOUSE CAPITAL DONATI	0.00	4,000.00	100.00%
45-8050.01 WAIT HOUSE: MISC REV	0.00	0.00	0.00%
45-9020.01 XFER FROM GENRL FD OPER	0.00	0.00	0.00%
45-9050.01 WAIT HOUSE CAPTL APPROP	0.00	0.00	0.00%
-----	-----	-----	-----
<b>Total Revenues</b>	<b>0.00</b>	<b>12,501.93</b>	<b>100.00%</b>
-----	-----	-----	-----
45-100-1000.10 WAIT HOUSE: PROPANE	0.00	2,303.37	100.00%
45-100-1000.15 WAIT HOUSE: ALARM	0.00	268.00	100.00%
45-100-1000.20 WAIT HOUSE: CLEANING	0.00	3,670.00	100.00%
45-100-1000.25 WAIT HOUSE: SUPPLIES	0.00	102.87	100.00%
45-100-1000.30 WAIT HOUSE: TRASH	0.00	238.89	100.00%
45-100-1000.35 WAIT HOUSE: REPAIRS	0.00	1,798.87	100.00%
45-100-1000.40 WAIT HOUSE: WATER	0.00	609.61	100.00%
45-100-1000.45 WAIT HOUSE: MISC. EXP	0.00	0.00	0.00%
45-100-1000.50 WAIT HOUSE: ELECTRIC	0.00	874.57	100.00%
45-100-1000.55 WAIT HOUSE: INTERNET	0.00	1,288.48	100.00%
45-100-1000.60 WAIT HOUSE: LOAN	0.00	0.00	0.00%
45-100-1000.70 WAIT HOUSE: INSURANCE	0.00	0.00	0.00%
45-200-1000.45 WAIT HOUSE CAPITL RES EXP	0.00	1,585.95	100.00%
45-800-8000.10 WAIT HOUSE XFER OUT CAPIT	0.00	67,835.36	100.00%
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<b>Total Expenditures</b>	<b>0.00</b>	<b>80,575.97</b>	<b>100.00%</b>
-----	-----	-----	-----
<b>Total WAIT HOUSE</b>	<b>0.00</b>	<b>-68,074.04</b>	
=====	=====	=====	
46-7050.01 WAIT H CAPITAL DONATIONS	0.00	7,525.70	100.00%
46-9020.01 XFER FROM WH FUND 45	0.00	65,834.66	100.00%
46-9050.01 WAIT H CAPITAL APPROPRIAT	0.00	0.00	0.00%
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<b>Total Revenues</b>	<b>0.00</b>	<b>73,360.36</b>	<b>100.00%</b>
-----	-----	-----	-----
46-100-1000.10 WAIT H CAPITAL EXPENSES	0.00	0.00	0.00%
-----	-----	-----	-----
<b>Total Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
-----	-----	-----	-----
<b>Total WAIT HOUSE CAPITAL RESERV</b>	<b>0.00</b>	<b>73,360.36</b>	
=====	=====	=====	
<b>Total All Funds</b>	<b>0.00</b>	<b>5,286.32</b>	
=====	=====	=====	



Task #	Item	Assigned to	Priority	Projected Cost	Completion date	Completion C	Notes
1	Beths room. Can be really hot or quite cold. Especially hot						
2	lift/elevator not working	Jeff (elevator person for the town)					
3	Paint interior walls						
4	Door from breezeway won't latch with ease						
5	Cool light switch explanation plaque						
6	fire alarm check				2025-03-21 00:00:00		Annual
7	Fire extinguisher servicing	Vermont Fire extinguisher			2025-03-14 00:00:00		Annual
8	Attic smoke detectors unconnected						
9	Lightbulbs - energy efficient and time appropriate						
10	windows cleaned						
11							
12	Dining room ceiling plaster						
13	dining room wall plaster						
14	Perhaps structural engineer for building						
15	dining room chairs (plaques)						
16	mens bathroom light switch						
17	mens bathroom leaking toilet						
18	Ladies bathroom door closure too strong						
19							
20	Floors interior sanded and refinished						
21	Modem and router plug UPC strip						
22							
23							
24							
25	Planning district office Plaster work walls						
26	planning district office some cracked windows						
27	door wont quite close (major settling)						
28	Thermostat in Path office relocated to hall						
29	remove non-functioning thermostats throughout GWH						
30							
31	mad river lab sink						
32	mad river lab humidity high in warm months (mildew)						

**TOWN OF WAITSFIELD, VERMONT**  
**General Wait House Commission Meeting Minutes**  
**Monday, March 3, 2025**  
**Draft**

**Members Present:** AnnMarie Harmon, Fred Messer, Vee Lynch, Ira Shadis, Kathy Mehuron

**Staff Present:** York Haverkamp

**Members Absent:** Gib Gieger

**Others Present:** None

**Regular Business**

**1. Call to Order**

The meeting began at 5:04 PM and was held in person at the Town Office and remotely via Zoom.

**2. Review the Agenda for addition, removal, or adjustment of any items.**

None.

**3. Public Forum.**

None.

**4. Approval of the February 10, 2025 meeting minutes.**

No changes were requested. Vee motioned and Fred seconded. All approved.

**5. Current Status of the GWH From Tenants**

Ira represented the tenants to give the report on the status of the building. He mentioned that there still may be some cracked windows. The sink in the "lab" which is one of the two rooms that the Friends of the Mad River has a very slow leak and as a result, there appears to be mold accumulating. In addition, the lock of the FMR office giggles and makes it difficult to operate. Finally, Ira stated that the carpet in their room should be replaced. AnnMarie and York agreed to meet at the GWH to review these issues and to see if there are any other outstanding issues.

York intends to meet with each tenant and compose a list of priority items for repair, including examining the condition of the windows.

Ira agreed to speak with Sam to put together a google doc for documents such as the maintenance list so that the tenants can add items.

Fred stated that the building should have new keys

The fire door at the top of the stairs should have a hold-open device. York will discuss this with Gib prior to proceeding.

The status of the leases is that Brian Shupe has offered to finalize the leases. The only leases that require additional work are the FMR and the Mad River Path since they agreed to share the cost of the connector space. All the tenants have agreed to pay the new rent as of January of this year.

## **6. Short-term Committee Report**

York will work with Gib to set up the petty cash system. It was agreed that the commission can spend up to \$1,500 without having to get approval from the Selectboard.

At the March Selectboard meeting we will ask for approval of the ADA ramp as it was still not approved.

The contract for the paint project should be reviewed to confirm that the lead-based paint will be taken care of properly and legally and that the building will be treated carefully.

At tomorrow's Town Meeting Day there will be a vote on the floor in Article 7 to give the GWH \$75,000 for the roof replacement. It was discussed and agreed that AnnMarie should represent the commission and ask for an additional \$25,000 for a total of \$100,000 for the roof. It was noted that Chach is very aware of how much new roofs cost so he could speak in favor of the increase and how it will come from "undesignated funds" so it will not increase the taxes.

## **7. Long-term Committee Updates**

There will be a walking tour event as a fundraiser on June 29, 2025 from 2:00-4:00 with a cocktail party from 5:00-6:00 or so. This will be the First Annual Historic House Walking Tour. The focus for this year will be on the houses and a few businesses on Bridge Street. The fee will be \$20 per family and it will include a booklet with information on the history of each house. Participants can use the booklet as their "ticket". There will be advertising on the booklet with set prices for a full page, half page and quarter page.

## **8. Rental Policy**

There was a discussion about the Event Application and the fourth draft was reviewed. It was agreed that a user fee of \$25 for residents and \$35 for non-residents and a security deposit of \$100. It was agreed that the part of the property that will be used should be indicated on the application. It was decided to not permit dogs except for service dogs.

Action: Fred moved to remove the line stating that dogs should be leashed and to not permit dogs except for service dogs. Vee seconded and all approved.

Kathy agreed that she would act as the representative from the Waitsfield Historical Society on the long-term committee.

## **Adjournment**

The meeting adjourned at 6:15 PM. The next meeting is scheduled for April 7<sup>th</sup>.

Respectfully submitted,  
AnnMarie Harmon