



# GENERAL WAIT HOUSE COMMISSION AGENDA

May 5, 2025 at 5:00 p.m.

## 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)

**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

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)**
  - a. **Projector installation**
  - b. **Swing for the porch**
  - c. **Canoe Storage**
6. **SHORT-TERM COMMITTEE REPORT (15 +/- min)**
  - a. **Status of Petty Cash and Spending Policy for GWH**
  - b. **GWH Budget Status Report (from Steve)**
  - c. **Maintenance Projects, ADA Ramp, Clapboards, Lift, Stump Grinding**
  - d. **Electric Outlet for MRP**
  - e. **Maintenance Work Completed**
  - f. **Roof RFQ and Project Logistics**
7. **LONG-TERM COMMITTEE REPORT (15 +/- min)**
  - a. **Waitsfield Historic House Tour/Settlement Day - Sunday, June 29**
  - b. **Approving a Budget for the House Tour and Party**
  - c. **Resolution for Settlement Day for June 29**
  - d. **Status of Fundraising Efforts with QR Code**
8. **RENTAL POLICY (10 +/- min)**
  - a. **Event Application**
9. **OTHER BUSINESS (10+/-min)**
  - a. **New Commissioner – Richard Backus**
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

April 29, 2025

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

## WAITSFIELD FIRST ANNUAL HISTORIC HOUSE TOUR

Kathy recommended that we combine the Historic House Tour with “Settlement Day” which appeared to be first celebrated during the summer. The true date for the real Settlement Day was on February 25, 1788, but it was celebrated by the town during the summer and there is a date of one such celebration on August 8. It was decided that we bring before the Selectboard a resolution asking for the Town of Waitsfield to have an official day set aside for the purpose of celebrating our founding. The Settlement Day was in those days, six years after the day of the signing of the charter. Towns had six years to complete certain activities and if they were successful, they could consider themselves a true town.

The proceeds from the tour and the party will be split 50/50 with the Waitsfield Historical Society.

The contents of the brochure for the house tour was discussed.

**Action:** Fred is going to write a brief paragraph on the charter and settlement of the town. This will include listing the reasons why General Wait wished to settle his family here.

**Action:** AnnMarie will work on the brochure and have it ready for review and comment by the June meeting. The brochure will include a brief history of each property on the tour.

**Action:** Although Vee was not present, we thought she would be perfect for getting the history of the All Things Bright and Beautiful building since she offered to interview Gaelic.

**Action:** Kathy has information on the history of the Masonic Lodge. The Grand Army of Republic met there and there is a photo that can be used in the brochure. She will send it to AnnMarie.

**Action:** Fred has information on the history of the Masonic Lodge and will forward it to AnnMarie.

**Action:** AnnMarie will scan the old Waitsfield Historic Tour guide and will send it to the LTC.

**Action:** AnnMarie will put on the agenda for the May 5<sup>th</sup> meeting a proposal to the Commission for a budget to pay for the cost of the tour and the party.

## PARTY AFTER THE TOUR

The tour and the party afterward are put on jointly by the Waitsfield Historic Society and the Commission. It was agreed that the Commission will take the lead on the tour and the WHS will take the lead on the party. The tour will be scheduled such that the party will immediately follow.

## HOUSE TOUR SCHEDULE

The following is our proposed schedule:

1. March 31<sup>st</sup> -- have all the houses confirmed with home owners. – Need to confirm this with Vee.
2. First week in April -- have an article or advertisement about “Save the Date” for the house tour in the Valley reporter – Kathy has agreed to write this for an upcoming VR in May.
3. May 1<sup>st</sup> -- have all the ads purchased and the ad sent to me for the program. – AnnMarie will begin this May 3.
4. June 1<sup>st</sup> -- have the pamphlet finished. A draft of the pamphlet (or “brochure”) will be presented at the June 2<sup>nd</sup> GWHC meeting.
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.

#### **NEXT MEETING**

The next meeting for the LTC will be held May 19 at 3:00. The meeting after that will be held on June 9<sup>th</sup>. We may determine to have more meetings in June.

Respectfully submitted

AnnMarie Harmon

Account	Budget	Actual	% of Budget
-----	-----	-----	-----
45-1050.01 WAIT HOUSE RENT	0.00	9,890.00	100.00%
45-1220.01 WAIT HOUSE: INTEREST	0.00	422.06	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>14,312.06</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	4,190.00	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	1,841.53	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%
-----	-----	-----	-----
<b>Total Expenditures</b>	<b>0.00</b>	<b>81,649.02</b>	<b>100.00%</b>
-----	-----	-----	-----
<b>Total WAIT HOUSE</b>	<b>0.00</b>	<b>-67,336.96</b>	
=====	=====	=====	=====
46-1220.01 WAIT H CAPITAL INTEREST	0.00	111.20	100.00%
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%
-----	-----	-----	-----
<b>Total Revenues</b>	<b>0.00</b>	<b>73,471.56</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>73,471.56</b>	
=====	=====	=====	=====
<b>Total All Funds</b>	<b>0.00</b>	<b>6,134.60</b>	
=====	=====	=====	=====



**TOWN OF WAITSFIELD, VERMONT**  
**General Wait House Commission Meeting Minutes**  
**Monday, April 7, 2025 (draft)**

**Members Present:** AnnMarie Harmon, Gib Geiger, Vee Lynch, Kathy Mehuron, Beth Kendrick  
(Representing the General Wait House Tenants)

**Members Absent:** Fred Messer (representing the Historical Society)

**Staff Present:** York Haverkamp

**Others Present:** Larissa Ursprung

**Regular Business**

**1. Call to Order**

The meeting was officially called to order at 5:04 PM by AnnMarie Harmon. The meeting 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 3/3/25 meeting minutes.**

The minutes were motioned for approval by. Kathy Mehuron motioned to Gib Geiger accept minutes.

**5. Current Status of the GWH (15 +/- min) long term committee**

- a. Use of offices per usual.
- b. Fred is helping me with finding an alternative location during construction. Grateful
- c. Triathlon next week
- d. Planning commission/MRP's work on the Transportation Corridor efforts
- e. Many community meetings held in the meeting room
- f. Selectboard approved the installation of an electrical outlet the connector space. Risk of threat of theft concerns were discussed but York and AnnMarie reported that Misha assured that bikes have locks and, perhaps, the batteries would be stored inside at night to reduce risk. Gib will look into specifics re: the installation of the outlet.

**6. Short Term Committee Report**

**a. Status of petty cash**

\$1500 petty cash available without Selectboard approval: \$400 requested by AnnMarie for Adam Whitney's services for stump removal. Larissa suggested a tracking system or procedure in place before returning to the Selectboard for more funds. York will request that the Town Treasurer, Steve Lewis, place a line item in budget report. Ann Marie requested a monthly report of petty cash available.

**b. GWH Budget Status Report (from Steve Lewis):** See submitted report. Total reserve funds @ \$73,360. Received \$7,525.70 in donations

**c. Article 7 of Town Meeting Day:** Did received total of \$100,000 at Town Meeting. This will be earmarked for the roof. \$25,000 of it as contingency \$.

**d. Maintenance Projects, ADA Ramp, Clapboards, Lift:** The Selectboard approved the ADA Ramp and the Clapboards work and York is working with the repair company on a repair and possibly a repair maintenance service contract. The ramp work requires removal of a stump to proceed. Waiting for approval from the SB. The ramp is estimated

to be done in May. The front door will need to be replaced due to the door being too small to meet ADA standards. AnnMarie will find a salvaged door to replace the present one. Larissa reported that maintaining ADA standards may make other grants available. Richard Backus will be doing the carpentry work and Gib will assist as needed. Richard will do his best to keep the budget at \$3,000. Painting is scheduled to begin after school is finished at the end of June. Gib will be replacing/repairing the conference room ceiling and will assess the rest of the building for other plaster repair needs.

e. **Electric Outlet for MRP:** will be looking at air exchange units. Old school hot air/water

f. **Maintenance work completed:**

g. **Roof RFP and Project Logistics:** York reported that a roof RFP went out to 12 different companies. Have received several bids and some questions from contractors. York reported targeting May 6<sup>th</sup> 2 companies will be notified. Several contractors have reported that the town can expect upwards to 20% due to possible effects of Federal tariffs. York recommended assessing raising the barn to prep/consider for replacing the foundation prior to replacing the roof after a contractor made that recommendation. Larissa offered to look for a recent building condition assessment report from Lothrop.

## **7. Long-term Committee Report (15 +/- min)**

a. **Waitsfield Historic House Tour Sunday, June 29** AnnMarie attached a written report to the agenda. Obtaining a QR code is a high priority for fundraising. York said that a procurement policy needs to be structured to receive and track the funds. He is working with the Town treasurer on a system. Larissa offered to help with generating a QR code. Kathy Mehuron recommended asking for money on the ticket for the upcoming Historical House Tour and made a couple of recommendations for doing that. York recommended creating a non-profit Friends of the General Wait House. Larissa recommended identifying clear boundaries between Historical Society and the General Wait House Commission, also noting that only 1 HS officer can serve on the GWH Commission. Fred will remove himself from the GWH Commission once a commissioner replacement for him is found. AnnMarie is not serving as a HS officer but as a general member.

b. **Status of Fundraising Efforts with QR Code.**

## **8. Rental Policy (10+ min)**

a. **Event application:** Added to the packet to let people know that it is in queue for the Selectboard to approve. Plan is to have a digital document on the town website for the public to access it. York is working to set that up.

## **9. Other Business**

a. **Status of WHS Representative:** Kathy Mehuron

b. **Recruitment of New Commissioner:** Richard Backus is writing a letter of interest to submit to the Selectboard consideration. He is an 8<sup>th</sup> generation Waitsfield resident. He had his own construction company, historic building enthusiast, he is closely connected with the Wait House and played in the building as a child. He will be working on replacing clapboards.

## **10. Adjournment**

Before adjourning the meeting, the commission set the next meeting date for May 5th at 5 PM.

Next Long Term committee will meet next Monday, April 14th at 3:00

The meeting adjourned at 6:14 PM. Gib motioned to adjourn, and Kathy seconded.

Respectfully submitted,  
Beth Kendrick