



GENERAL WAIT HOUSE COMMISSION AGENDA

November 4, 2024 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
Mary Kathleen Mehuron

Waitsfield Historical
Society Representative:
Vacant

Tenant Representatives:

Misha Goldman
Beth Kendrick
Sam Robinson
Joshua Schwartz
Ira Shadis

Town Administrator
Vacant

Town Clerk
Jennifer Peterson

Town Treasurer
Vacant

Waitsfield Town Office

4144 Main Street
Waitsfield, VT 05673
(802) 496-2218
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 – October 7 , 2024 (5 +/- min)
5. CURRENT STATUS OF THE GWH FROM TENANTS (10 +/- min)
6. SHORT AND LONG-TERM COMMITTEES CONFIGURATION
7. SHORT-TERM COMMITTEE REPORT (15 +/- min)
 - a. Status of Petty Cash
 - b. GWH Budget Status Report
 - c. Maintenance List
 - d. Maintenance Work Completed
8. LONG-TERM COMMITTEE REPORT (15 +/- min)
 - a. Save Americas Treasures Grant Application
 - b. Certified Local Government Grant Application
 - c. WMRV Radio Show
 - d. Fundraising Meeting with Greg Meenahan
9. RENTAL POLICY (10 +/- min)
 - a. Long-term Rental Contract
 - b. Approved Rent Increases
10. OTHER BUSINESS (10+/-min)
 - a. New Commissioner
11. ADJOURNMENT

TOWN OF WAITSFIELD, VERMONT
General Wait House Commission Meeting Minutes
Monday, October 7, 2024 (draft)

Members Present: Gib Gieger, AnnMarie Harmon, Beth Kendrick
(Representing the General Wait House Tenants), Kathy Mehuron, Fred Messer (representing the Historical Society)

Members Absent: None

Staff Present: None

Others Present: Marty DeHeer, Alice Peal via zoom

Regular Business

1. Call to Order

The meeting was officially called to order at 4:59 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.

Added 2 items to the Long-term committee

3. Public Forum.

Marty DeHeer spoke, notifying the commission of his resignation from the commission. He acknowledged the fundraising film and wondered why the HS was not named. He shared his disappointed with Lois's experience with being removed as president from the H.S. and questioned some actions of the commission

4. Introduction of new commissioner (5 +/- min)

AnnMarie introduced Brigitte Ritchie as a proposed commissioner and will seek approval by the Selectboard at their next meeting. AnnMarie suggested that Brigitte will be handling grant seeking tasks.

5. Approval of the 9/9/24 meeting minutes.

The minutes from the September 9th, 2024 were reviewed

The minutes were motioned for approval by Gib and seconded by Kathy resulting in a unanimous agreement. Fred abstained.

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

- a. Mad River Path Canoes: Discussed safety, independent actions without commission approval, deciding that moving forward, all projects and/or barn usage needs commission approval. Systems for use need to be designed and implemented.
- b. Items in the barn: Historical society items. Tabled until next meeting.

Garbage cans are still filled and seem to be abandoned by the previous trash removal company. Heat is working better.

Misha made a request for several items in the meeting room:

- An overhead projector
- A system for remote meetings (similar to Owl)
- A projectable surface (a pull-down screen, or similar)
- A whiteboard for brainstorming at meetings (or similar)
- A wall-mounted map of the Mad River Valley for planning purposes

Fred requested that any installed technology maintains the historic nature of the room.

7. Short Term Committee Report

a. Status of petty cash

No change or use

b. Status of roof

c. **Maintenance work completed:** Gib contacted Aron Kielich, painter

d. Gib acknowledged the loss of Marty and Lois's presence on the commission

e. Heat: Gib will be consulting (Brian @ LaFond Heating). Borne will not service this winter.

Boiler is fairly new and system will be reviewed. Lloyd's will be looking at air exchange units. Old school hot air/water

f. Wifi seems to be improved following Josh's intervention

8. Long-term Committee Report (15 +/- min)

a. **Rotary Club Presentation** Valley Reporter: mis-identified photo as being the Historical Society rather than the Commission. Opportunity to correct the paper. Rotary Club questioned the amount requested, thinking it is too high. "Take Me Back" is the pass-through non-profit 501(C)3 identified for receiving donated funds for the commission until May 2026. The town doesn't have the ability to accept venmo or cc'ds. The Rotary Club is eager to help with projects.

b. Rotary Grant Application

c. **Historic Preservation Grant VT ACCD** AnnMarie reported that the HPGVT requested for the application be resent. The application is due today (10/7/24) at midnight. AnnMarie is resubmitting and adding additional photos of the roof and community projects.

d. **Chamber of Commerce Tailgate Video.** Eric Friedman sent the fundraising video out to his network and invited Kathy for his Tail Gate Interview Podcast.

e. **Fundraising Letter.** AnnMarie and Kathy are working on a fundraising letter for ongoing use. Kathy sent out a letter to her contacts. Between her letter and the Rotary presentation, her efforts resulted in receiving \$2,000.70.

f. **Sugarbush letter** Sugarbush reached out requesting the possibility for partnerships of some kind.

g. Communication

Beth requested long-term committee meetings to improve communication within the Long-Term committee. Will organize Long Term Committee zoom check-in.

9. Rental Policy (10+ min)

a. **Short-term rental policy:** Permit request for Use of the GWH Meeting rooms (conference room, barn, property)

c. **Updating long-term rental contracts:** Beth requested that window air conditioner not be restricted due to the intrusiveness of internal units and the expense of purchase. AnnMarie and Fred said no, that it is unsightly to have units in the windows. Discussion regarding use of meeting spaces. It was suggested that a website be created with a link for conference room schedule

10. Other Business

a. **New Commissioner - Brigitte Ritchie**

b. **Master keys**

c. **New meeting date** was discussed but no dates were identified.

11. Adjournment

Before adjourning the meeting, the commission set the next meeting date for November 4th at 5 PM.

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

Respectfully submitted,
Beth Kendrick

07/19/21
01:06 pm

Town of Waitsfield General Ledger
Previous Year Fd: 12 - Budget Status Report
WAIT HOUSE

Page 1 of 1
Clerk Treasurer

Account	Budget	Actual	Actual % of Budget
45-1050.01 WAIT HOUSE RENT	0.00	11,423.00	100.00%
45-1220.01 WAIT HOUSE: INTEREST	0.00	2.99	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	2,500.00	100.00%
45-9050.01 WAIT HOUSE CAPTL APPROP	0.00	2,000.00	100.00%
Total Revenues	0.00	15,925.99	100.00%
45-100-1000.10 WAIT HOUSE: PROPANE	0.00	2,471.54	100.00%
45-100-1000.15 WAIT HOUSE: ALARM	0.00	872.80	100.00%
45-100-1000.20 WAIT HOUSE: CLEANING	0.00	3,900.00	100.00%
45-100-1000.25 WAIT HOUSE: SUPPLIES	0.00	28.01	100.00%
45-100-1000.30 WAIT HOUSE: TRASH	0.00	1,361.54	100.00%
45-100-1000.35 WAIT HOUSE: REPAIRS	0.00	0.00	0.00%
45-100-1000.40 WAIT HOUSE: WATER	0.00	636.68	100.00%
45-100-1000.45 WAIT HOUSE: MISC. EXP	0.00	700.00	100.00%
45-100-1000.50 WAIT HOUSE: ELECTRIC	0.00	2,695.60	100.00%
45-100-1000.55 WAIT HOUSE: INTERNET	0.00	2,002.20	100.00%
45-100-1000.60 WAIT HOUSE: LOAN	0.00	0.00	0.00%
45-100-1000.70 WAIT HOUSE: INSURANCE	0.00	2,500.00	100.00%
Total Expenditures	0.00	17,168.37	100.00%
Total WAIT HOUSE	0.00	-1,242.38	
Total All Funds	0.00	-1,242.38	

WAIT HOUSE RENT WORKSHEET

FY2021	Rent
Mad River Valley Planning District	\$ 271.00
Mad River Path Assoc.	\$ 108.35
Friends of the Mad River	\$ 325.00
Vermont Land Trust	out
Beth Kendrick	\$ 300.00

** 1004.35*

Per month

12,052.20

10/10/24
11:16 am

Town of Waitsfield General Ledger
FY-2023 Pd: 12 - Budget Status Report
WAIT HOUSE

Page 1 of 1
Clerk Treasurer

Account	Budget	Actual	% of Budget
45-1050.01 WAIT HOUSE RENT	0.00	10,481.00	100.00%
45-1220.01 WAIT HOUSE: INTEREST	0.00	38.40	100.00%
45-8050.01 WAIT HOUSE: MISC REV	0.00	41,000.00	100.00%
45-9020.01 XFER FROM GENRL FD OPER	0.00	4,000.00	100.00%
45-9050.01 WAIT HOUSE CAPTL APPROP	0.00	5,000.00	100.00%
Total Revenues	0.00	60,519.40	100.00%
45-100-1000.10 WAIT HOUSE: PROPANE	0.00	2,304.75	100.00%
45-100-1000.15 WAIT HOUSE: ALARM	0.00	7,530.47	100.00%
45-100-1000.20 WAIT HOUSE: CLEANING	0.00	6,575.00	100.00%
45-100-1000.25 WAIT HOUSE: SUPPLIES	0.00	63.46	100.00%
45-100-1000.30 WAIT HOUSE: TRASH	0.00	908.00	100.00%
45-100-1000.35 WAIT HOUSE: REPAIRS	0.00	2,300.00	100.00%
45-100-1000.40 WAIT HOUSE: WATER	0.00	828.20	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	2,141.16	100.00%
45-100-1000.55 WAIT HOUSE: INTERNET	0.00	2,204.95	100.00%
45-100-1000.60 WAIT HOUSE: LOAN	0.00	0.00	0.00%
45-100-1000.70 WAIT HOUSE: INSURANCE	0.00	3,117.00	100.00%
Total Expenditures	0.00	27,972.99	100.00%
Total WAIT HOUSE	0.00	32,546.41	
Total All Funds	0.00	32,546.41	

Task #	Item	Assigned to	Priority	Projected Cost	Completion date	Completion Cost
1	Projector & Screen in conference room	Short Term Comm	Low	\$ 250		
2	Upgrade lighting, incandescent to LED	Short Term Comm	Medium			
3	Picnic table for tenants & guests	Short Term Comm	Low	\$ 150		
4	Install new ADA toilet	Short Term Comm	High		4/1/2024	\$ 450
5	Educational didactic signage inside	Short Term Comm	Medium	\$ 100		
6	Repair/paint exterior of bldg.	Short Term Comm	High	\$ 25,000		
7	Landscaping, tree removal	Short Term Comm	High		6/1/2024	\$ 2,450
8	Relocate a furnace air intake/seal off old one.	Short Term Comm	High			
9	Seal off chimney flue	Short Term Comm	High			
10	Repair chimney flashing	Short Term Comm	Medium			
11	Repair storm door, north wall section B	Short Term Comm	Medium			
12	Fix exposed DWV soil stack vent on east gable	Short Term Comm	Medium			
13	Exterminate Powder Post Beetle	Short Term Comm	Medium			
14	Upgrade phone/Wi-Fi to east end of second floor	Short Term Comm	Medium			
15	Replace exhaust temperature sensor	Short Term Comm	Medium			
16	Repair/replace the door or deadbolt to FMR lab	Short Term Comm	Low			
17	Replace motion sensor switch and faceplate	Short Term Comm	Low			
18	Clean out basement	Short Term Comm	Medium			
19	Replace windows w/historically accurate size /shape	Long Term Comm	High			
20	Replace cedar roofing	Long Term Comm	High	\$ 75,000		
21	Restore/renovate the dairy barn Section D	Long Term Comm	Low			
22	Evaluate, upgrade as required, electric outlet/lighting	Long Term Comm	Medium			
23	Conduct survey of ADA compliance, upgrade as required	Long Term Comm	Medium			
24	Evaluate longevity of heating system, heat pumps?	Long Term Comm	Medium			
25	Conduct structural engineering survey=	Long Term Comm	Low			
26	Replace exhaust fans in public restrooms	Long Term Comm	Low			
27	Paint interior	Long Term Comm	Low			
28	Install level II EV station	Long Term Comm	Low	\$ 1,500		
29	Consider installation of solar panels	Long Term Comm	Low			
30	Improve storm water run off in parking lot	Long Term Comm	High			
31	Remodel/upgrade the attic to increase usable space	Long Term Comm	Low			
			Total	\$ 102,000		\$ 2,900

Note: Criteria for "Priority" was, availably of funds and historical impact of the "Item."							
	As of: 10/25/2024						

General Wait House Tenant Rents

Approved by Selectboard 10-28-2024

Tenant	Room Number	Area	Current Rent	\$/SF	Monthly Rent	
Mad River Planning Distric	206	240	\$271	\$1.25	\$300	
Mad River Path	201	130	\$108	\$1.25	\$163	
Friends of the Mad River	208	240	\$325	\$1.25	\$490	
Friends of the Mad River	205	155				
Beth Kendrick	211	323	\$300	\$1.25	\$404	
Historic Society Archives	101	150	\$0	\$1.25	\$0	
Historic Society Office	102	250	\$0	\$1.25	\$313	
Historic Society Museum	104	275	\$0	\$1.25	\$0	Yearly Rent
TOTAL		1763	\$1,004		\$1,670	\$ 20,040.00

Annual Expenses

Propane	\$2,035
Alarm	\$875
Cleaning	\$6,415
Supplies	\$688
Trash	\$900
Water	\$1,165
Insurance	\$2,500
Waitsfield Telecom	\$2,510
Electric	\$2,700
TOTAL ANNUAL	\$19,788
Total Monthly Average	\$1,650

*Total does not include repair expenses.

Notes: Total Expenses do not include repairs.
 Going Rate for Commercial is between \$1/sf and \$1.50/sf

Total amount in GWH reserves: \$70,463.30

OFFICE LEASE AGREEMENT

TENANT

4061 Main Street
Waitsfield, VT 05673

LANDLORD

Town of Waitsfield
Administered by:
The General Wait House Commission
4144 Main Street
Waitsfield, VT 05673

PURPOSE

The purpose of this **Office Lease Agreement** is to make sure that both parties are aware of their responsibilities in this agreement. Here are the lease property details:

Lease Property Type: **Commercial, nonresidential**

Lease Property Description: **Rooms Designation:**

parking area, office entrance, co-use of conference room & kitchen. It is suitable for an office and not other.

Lease Property Address: **4061 Main Street, Waitsfield, VT.**

TERM

This Office Lease Agreement will start on **January 01, 2025** and will run until **December 31, 2025**. This office lease agreement will automatically be renewed on each anniversary of the start date (January 01 of each subsequent year.)

PAYMENT

The monthly rent is **\$000** (\$1.25 per square foot.)

Rent is due on the first of every month without notice.

An initial deposit of **\$500.00** will be required.

The selected payment method is **Check or electronic money transfer**.

The Landlord reserves the right to increase the rent payment once per year at the beginning of each annual lease term, with three months prior written notice to the tenant.

The Landlord will provide a receipt upon request for every payment. If requested, a printed copy will be provided or a digital copy will be sent to the tenant's email.

Room #	Square Footage	Price Squ Foot	Total

Previous Leases/Agreements

All previous leases are hereby superseded. Any and all agreements, memorandums of understanding, and such, whether written or verbal, are null and void.

Utilities & Taxes - The landlord agrees to pay for all utilities and property taxes except for telephone service. Landlord shall pay for snow removal and lawn and grounds upkeep.

ALTERATIONS

Alterations and upgrades of any kind and or hardware component of the leased property is not allowed without written permission from the Landlord.

INDEMNIFICATION

The Landlord will not be liable for any expense, damage, or loss to any person or Tenant's property.

The Landlord will not be liable for theft.

The Landlord will not be liable for any injury, illness, or damage to other persons

INSPECTION, REPAIRS, MAINTENANCE

Major repairs or issues with the leased property will be handled by the Landlord. The Landlord has the right to perform an inspection of the leased property provided that the given date and time are shared with the Tenant.

SUBLETTING

The Tenant is not allowed to assign the ownership, responsibilities, or commitment of the leased property. The Tenant is not allowed to sublet the leased property.

OTHER RULES

Number of People - The leased property should only be used by the specified number of people when this agreement was signed. Overcrowding of the leased property can lead to a warning or eviction.

Smoking - smoking, including the use of vaping systems and electronic cigarettes (E cigarettes) is prohibited anywhere on the premises.

Pets - Pets are allowed if they will be limited, and the Tenant will be responsible for handling them. A separated document policy will be provided and needs to be signed prior to pets being allowed on the property. Also, written consent from the Landlord is required. If there is an issue of any kind, the dog will not be permitted on the premises. Dogs must have a current registration and must have up to dated vaccines.

Additional Costs - The tenant shall not purchase any product or service which will require a financial obligation to the Landlord. If doing so, the tenant assumes full financial responsibility.

Laws - Tenant will abide by the laws of the State of Vermont, local ordinances/directives and zoning regulations.

Garbage - Garbage disposal should be done appropriately in accordance with the local law and internal agreement between the landlord and the tenant. Recycling products is required.

Respect - The Tenant should respect the property, neighbors, landlord, and any personnel in the vicinity of the property.

Visitors - Visitors are permitted to visit the rental property and common areas.

Other Activities - The Tenant agrees not to perform any illegal or unlawful activities on these premises. Activities other than normal office space usage requires a written request for, and the approval by, the General Wait House Commission, two (2) weeks in advance.

Common Areas - Common areas are not storage areas. As such, there are to be kept clear of all items and materials at all times.

Air Conditioning Units - No window mounted AC units are to be used. Freestanding units within the office space only.

Barns, sheds & grounds - The barn, sheds and grounds and any and all parts thereof shall not be used for storage of any type by the Tenant. Short term usage of these spaces requires a request submitted four (4) week in advance to be approved by the Landlord. The GWH Commission shall provide a standardized request form and procedure for approval. Proof of liability insurance shall accompany the request for any activities proposed to be conducted anywhere on these premises.

Basement - The basement shall not be used for storage.

Physical Security - A key will be provided to the tenant at the time of the execution of this lease. Lost keys require lock set replacement to ensure continued security. A fee of \$100 will be imposed for a new lock set and its installation. One key will be secured at the municipal building by the Town Clerk.

INSURANCE

The Landlord will be responsible for the insurance of the leased property including the building structure and the elements that are pre-built or pre-installed prior to the tenant.

The Tenant will be responsible for the insurance of his/her personal belongings, consumables, or anything that belongs to him/her.

The Tenant shall provide Proof of Liability insurance to the Landlord in advance of any activities that they are expecting to conduct on the GWH property.

DEFAULT

The Tenant is not allowed to assign the ownership, responsibilities, or commitment of the leased property. The Tenant is not allowed to sublet the leased property.

Smoke Detectors and Alarm Systems

Tenant shall not alter, tamper with, or disable in any way smoke detection and alarm systems. Any system malfunctions shall be reported to the landlord immediately.

AMENDMENT

No modification or change of this Office Lease Agreement shall be considered valid unless made in writing and agreed upon by the involved parties.

GOVERNING LAW

This Office Lease Agreement shall be governed under the laws of the State of Vermont.

SIGNATURE

By signing below, you agreed to the terms and conditions, payments, and all the content of this Office Lease Agreement.

TENANT SIGNATURE

Date _____

LANDLORD SIGNATURE

Date _____

Tenant	Room Number(s)	Square ft	Current Rent	\$/squ.'	Monthly Rent	
Mad River Planning Distric	206	240	\$271	\$1.25	\$300	
Mad River Path	201	130	\$108	\$1.25	\$163	
Friends of the Mad River	208	392	\$325	\$1.25	\$490	
Beth Kendrick	?	323	\$300	\$1.25	\$404	
Historic Society Archives	101	150	\$0	\$1.25	\$0	
Historic Society Office	102	250	\$0	\$1.25	\$313	
Historic Society Museum	104	275	\$0	\$1.25	\$0	
Vacant	205	155	\$0	\$1.25	\$0	
TOTAL		1915	\$1,004		\$1,669	Yearly Rent 20,025

Annual Expenses

Propane	\$2,035
Alarm	\$875
Cleaning	\$6,415
Supplies	\$688
Trash	\$900
Water	\$1,165
Insurance	\$2,500
Waitsfield Telecom	\$2,510
Electric	\$2,700
TOTAL Annually 2024	\$19,788
TOTAL Monthly average	\$1,649

Notes

Total does not include repair expenses.

Going Rate for Commercial is between \$1/sf and \$1.50/sf

Total amount in GWH reserves: \$70,463.30