



GENERAL WAIT HOUSE COMMISSION AGENDA

January 13, 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
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. **WELCOMING NEW COMMISSIONER – Vee Lynch**
5. **APPROVAL OF MINUTES – November 4, 2024 (5 +/- min)**
6. **CURRENT STATUS OF THE GWH FROM TENANTS (10 +/- min)**
 - a. **Lease Dispute of MRP Currently Between Selectboard and MRP**
7. **SHORT-TERM COMMITTEE REPORT (15 +/- min)**
 - a. **Status of Petty Cash**
 - b. **GWH Budget Status Report (from Steve)**
 - c. **Maintenance List**
 - d. **Maintenance Work Completed – Plaster on ceiling**
 - e. **Trash/Recycling Service Update**
 - f. **Status on Roof Replacement (Cedar Shake Shingles?)**
 - g. **Fire Door between Kitchen and Upstairs**
8. **LONG-TERM COMMITTEE REPORT (15 +/- min)**
 - a. **Status of Preservation Trust Grant Application**
 - b. **Status of Other Grant Applications**
 - c. **List of Current Donations**
9. **RENTAL POLICY (10 +/- min)**
 - a. **Review of Event Application**
10. **OTHER BUSINESS (10+/-min)**
 - a. **Status of WHS Representative**
11. **ADJOURNMENT**

TOWN OF WAITSFIELD, VERMONT
General Wait House Commission Meeting Minutes - Monday,
November 5, 2024
Draft

Members Present: Mary Kathleen Mehuron, AnnMarie Harmon, Gib Geiger, Sam Robinson
Staff Present: None
Others Present: Marty Deheer

Regular Business

1. Call to Order

The meeting began at 5:02 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.

AnnMarie had three modifications to the Other Business section of the agenda:

- Add an item to discuss the meeting room equipment requested by Misha & the tenants
- Add an item for the conversation about the trash issue brought up in the prior commission meeting
- Annmarie also suggested that we wait to discuss the future usage of barns until a later meeting date.

Kathy Mehuron also noted that the group should discuss the door at the entrance to the Welcome Center, as it had been causing issues for some visitors recently. This topic was added to the short-term committee agenda item.

3. Public Forum.

Marty DeHeer presented documents related to a pest control bill to the commission. He designated Gib Geiger as a temporary contact for unlocking the building when the Pest Control Team needs to access the building.

4. Approval of the 10/07/24 meeting minutes.

AnnMarie noted several revisions to the meeting minutes. Under Public Forum, Annmarie thought that the specific instructions that Marty Deheer gave to Gib Geiger regarding the Pest Control Bill were an important detail to include in the 10/7 meeting minutes. Marty said that he would give Gib the pest control bill and contact information, and he also asked Gib to assist him with transporting the building's shutters out of his garage, where they had previously been stored. Gib indicated that he planned to assist with removing the shutters on 11/12/24.

5. Current Status of the GWH From Tenants

Sam gave a brief overview of how things at the General Wait House have been going recently and noted that the heating issue that previously occurred due to mice damaging wiring in the building had not persisted. Sam did not have any major updates for the commission but indicated he would ask the tenants to contact Gib directly with any short-term concerns/needs over the next month. Gib mentioned that this would work great, as he anticipates dedicating time to GWH projects this month. Annmarie also suggested trying to schedule an upcoming tenant lunch at a

time that Gib would be available to join; that way, he can get direct feedback from the group regarding necessary updates to the building.

6. Short and Long-Term Committee Configuration

AnnMarie proposed updates to the membership structure of both the short-term and long-term committees. She recommended that the Short-term Committee include Gib, a tenant representative, and one additional person, focusing on managing day-to-day issues at the General Wait House. This structure would help alleviate Gib's workload by involving a tenant to address minor issues, such as providing access to the pest control crew.

The Long-term Committee would consist of Kathy, a representative from the historical society, and one additional person. It would focus on strategic, long-term initiatives such as grants and preservation efforts.

AnnMarie explained that, as chair, she would not formally sit on either committee. Instead, her role would be to attend both committee meetings as a resource and support, without direct involvement in day-to-day or long-term tasks. Fred suggested this structure during the drafting of the commission's bylaws.

Sam inquired about the short-term committee's specific responsibilities, and AnnMarie clarified that it would manage day-to-day operational issues. Gib supported the idea, noting that having a tenant on the short-term committee would reduce his need to be present for minor matters. Kathy asked whether AnnMarie would still participate in major speaking engagements, to which AnnMarie confirmed her intent to attend all committee meetings and participate in speaking roles as needed.

Gib suggested presenting the structure to the tenants for feedback, with a final vote and motion anticipated at the next meeting.

Short-term Committee Updates

AnnMarie raised the previously mentioned trash issue, noting that Beth had reported bins left outside for an extended period during the transition between waste service providers. Gib explained that after the last meeting, he discovered that the previous provider had abandoned the bins and ceased service without notice. Casella has now taken over as the trash provider. Gib took two full bins to the town garage for collection by A&J Recycling. Additionally, Gib mentioned that they would need to determine who would be responsible for snow removal around the garbage bins during winter.

Regarding the maintenance list, Gib noted that he had not addressed the items but hoped to begin work within the week. He had met with Brian Lafonde, who agreed to assess the heating system and inspect the basement and second floor to suggest potential improvements and provide a rough cost estimate. Fred also met with Bournes to diagnose the boiler, confirming it is running well. Gib plans to notify pest control to consider placing traps near the boiler for preventive measures.

Kathy mentioned that Bob Orum is currently reworking the Historical Society website. She also noted that the Welcome Center door sometimes appears locked even when it isn't. Gib offered to inspect the door to make it easier to open. AnnMarie raised the need to make the building ADA accessible, suggesting they could achieve this by adjusting the ground level and adding a ramp with a surface difference of less than half an inch between the stone and the threshold.

Kathy inquired about making the ramp surface non-slip. AnnMarie proposed pea gravel, as it meets ADA specifications for ramp surfaces. She estimated they would need about a foot of

aggregate to create a durable and accessible surface. Gib asked about the project's urgency, and AnnMarie replied that it was a "nice-to-have" that could be added to his list if feasible. She recommended Travis, a previous volunteer, for the project, sharing an example where he had donated his time and suggesting they reach out to see if he might be willing to assist again.

Annemarie mentioned that Christine Sullivan had requested a comprehensive maintenance list from Fred at recent selectboard meetings. Gib reviewed the list and found that the repairs were relatively simple and low-cost, with the primary challenge being time. He committed to trying to complete and share the list with Fred before the next selectboard meeting.

Long-term Committee Updates

AnnMarie provided an update on the **Save America's Treasures Grant**, which requires selectboard approval before submission. The grant, which could provide between \$75,000 and \$750,000, is aimed at preserving nationally significant sites like the General Wait House. AnnMarie emphasized the importance of obtaining town support prior to applying, as previous experiences highlighted the need for official approval, especially when a town match is involved. AnnMarie suggested contacting Christine Sullivan for expedited approval if they encountered a time-sensitive situation, possibly via email.

Regarding the **Certified Local Government (CLG) Grant**, AnnMarie suggested hiring a consultant to register the Wait House on the National Register of Historic Places, with the potential for inclusion on both state and national registries to support preservation efforts.

Kathy shared her recent radio appearance on WMRM, discussing the Wait House, donation opportunities, and volunteering for the Historical Society. AnnMarie suggested making an annual radio appearance part of the long-term committee's outreach strategy. Kathy proposed a local telethon to engage the community further, with plans to discuss logistics and explore the option of participating remotely during the winter months.

Fundraising

AnnMarie revisited the main fundraising event strategy previously discussed with Greg Meenahan in the last long-term committee meeting. She summarized the idea for Gib, who was not present at that meeting, describing a proposed breakfast event intended to foster community engagement and attract donors in a low-pressure, social environment. This breakfast would be scheduled in September, positioned between other Waitsfield Historical Society events: the Settlement Day event in August and the walking tour in June. The timing was chosen to celebrate Vermont's heritage around Independence Day, honoring the Republic of Vermont and appealing to local pride in the state's history.

AnnMarie explained that Greg suggested this breakfast event as a cost-effective way to expand the donor base by attracting smaller and major contributions through a friendly setting where attendees might feel encouraged to give. The breakfast would build on the excitement generated by the other events, creating continuity in the fundraising efforts.

Kathy noted uncertainty about who would participate in such an event. The group acknowledged the need for careful planning and targeted outreach to ensure a good turnout. They agreed to revisit and refine the details, including potential promotional strategies, at the next long-term committee meeting to address any lingering concerns.

Rental Policy

AnnMarie reported that the selectboard approved the new lease policy, including a rent increase effective January 1, 2025.

Other Business

Kathy raised concerns about whether it was the town's responsibility to provide technology for

the meeting room, suggesting tenants could consider pooling resources if they needed additional equipment. AnnMarie noted that the commission would not likely fund these improvements and noted that any permanently installed equipment would not likely be permitted, but a Vermont map for the wall was acceptable. Gib noted he did not think the tenants expected the Town to purchase this meeting room equipment. The commission agreed that any further equipment would require tenant funding or external support and would not be funded by the town.

Adjournment

The meeting adjourned at 6:13 PM. The next meeting is scheduled for the first Monday in December.

Respectfully submitted,
Sam Robinson

Account	Budget	Actual	% of Budget
45-1050.01 WAIT HOUSE RENT	0.00	5,105.00	100.00%
45-1220.01 WAIT HOUSE: INTEREST	0.00	469.50	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%
Total Revenues	0.00	9,574.50	100.00%
45-100-1000.10 WAIT HOUSE: PROPANE	0.00	725.11	100.00%
45-100-1000.15 WAIT HOUSE: ALARM	0.00	268.00	100.00%
45-100-1000.20 WAIT HOUSE: CLEANING	0.00	2,550.00	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	1,783.90	100.00%
45-100-1000.40 WAIT HOUSE: WATER	0.00	409.45	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	0.00	0.00%
45-100-1000.55 WAIT HOUSE: INTERNET	0.00	1,104.13	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	0.00	0.00%
45-800-8000.10 WAIT HOUSE XFER OUT CAPIT	0.00	67,835.36	100.00%
Total Expenditures	0.00	75,017.71	100.00%
Total WAIT HOUSE	0.00	-65,443.21	
46-7050.01 WAIT H CAPITAL DONATIONS	0.00	6,225.70	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%
Total Revenues	0.00	72,060.36	100.00%
46-100-1000.10 WAIT H CAPITAL EXPENSES	0.00	0.00	0.00%
Total Expenditures	0.00	0.00	0.00%
Total WAIT HOUSE CAPITAL RESERV	0.00	72,060.36	
Total All Funds	0.00	6,617.15	

WAIT HOUSE CARRIAGE BARN USAGE GUIDELINES

4061 MAIN STREET, WAITSFIELD, VT

The Waitsfield Historical Society has worked through the years, through fund raising, to improve and prepare the Carriage Barn to make it possible to hold community related entertaining events and their meetings in the Barn. This is possible only for 3 seasons as there is no heat in the Barn and NO heating units are permitted. The barn is NOT intended as a workshop, meaning no tools or painting and not for storage.

The Barn is available for use on a first come, first serve basis for community events for non-profit groups and organizations. The “Town” or the “Historical Society” would have priority if a request should fall on the same date as theirs.

RULES and REGULATIONS

1. Maximum capacity is 45 as per the fire code.
2. No smoking in Barn or on the premises.
3. Alcoholic beverages are prohibited anywhere on premises.
4. The chairs, if used, must be folded and returned to where you found them.
5. The Carriage Barn left just as you found it.
6. Pack in/Pack out!! All trash MUST go with you when you leave. No exceptions!!!
7. Any displays are to be enjoyed and nothing removed from walls, etc. Also, nothing should be nailed to any walls.
8. There are restrooms in the General Wait House lobby.
9. Since the Wait House has several offices and it is a Visitor Center, parking will be at a minimum. The elementary school parking lot is available when not in session. Car pooling is also a suggestion.
10. A “Request for Use Form” must be filled out and signed by an Officer of your organization to hold open the date requested. This can be picked up from the “Contact Officer” below when you decide on your date.
11. Since there is no charge for use of the Carriage Barn, a donation to the “Waitsfield Historical Society” would be greatly appreciated.
12. The key for the Barn door can be picked up the day before, or of, your “USE” date. Prior to leaving, hang the key on nail inside on wall by door, close door and attach lock.

CONTACT OFFICER: For “REQUEST FOR USE FORM”.

1. Lois De Heer, President Waitsfield Historical Society
Ph. # 793-6037 or email stepback@gmavt.net

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Permit Request 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
(email address?)(telephone #?)

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, ID 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 be rejected.

Will any utilities from the General Wait House be used? Yes No If yes, what and how much?

Usage fee of \$ _____ is attached. Yes No

A security deposit of \$ _____, 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: _____

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Administrative Action

Approved Yes No Conditions: _____

Denied Yes No Reason: _____

Officiating Town Officer signature: _____

Title: _____

Date _____

DRAFT v2



TOWN OF WAITSFIELD

January 3, 2025

J. Anthony Egan
131 Old Center Fayston Road
Waitsfield, VT 05673

Donation – General Wait House

Dear Tony,

Your donation to the General Wait House of \$300.00 is going to help make it possible for the General Wait House to have a new roof this Spring! Speaking for the Selectboard of the Town of Waitsfield and the General Wait House Commission, we are so grateful for your generous gift. Gifts to municipalities are tax deductible. As we progress restoring the General's house, we are saving a national treasure that will be able to serve our community for future generations.

Sincerely,

Steve Lewis – Treasurer – Town of Waitsfield
On Behalf of the General Wait House Commission



TOWN OF WAITSFIELD

January 3, 2025

The Winthrop H. Smith Jr.
Charitable Foundation, Inc.
246 Galloping Wind Trail
Warren, VT 05674

Donation – General Wait House

Dear Winthrop H. Smith Jr. Charitable Foundation, Inc.,

Your donation to the General Wait House of \$1,000.00 is going to help make it possible for the General Wait House to have a new roof this Spring! Speaking for the Selectboard of the Town of Waitsfield and the General Wait House Commission, we are so grateful for your generous gift. Gifts to municipalities are tax deductible. As we progress restoring the General's house, we are saving a national treasure that will be able to serve our community for future generations.

Sincerely,

Steve Lewis – Treasurer – Town of Waitsfield
On Behalf of the General Wait House Commission