

TOWN OF WAITSFIELD, VERMONT
General Wait House Commission Meeting Minutes
Monday, July 7, 2025
Draft

Members Present: AnnMarie Harmon, Fred Messer, Luke Foley (tenant rep: Friends of the Mad River), Richard Backus

Staff Present: York Haverkamp

Members Absent: Gib Gieger, Kathy Mehuron, Vee Lynch

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.

Delete item 8 (Other Business: Rent for the Connector Space) because the Selectboard has already handled the issue. In addition, items 5 and 6 were switched around.

3. Public Forum.

None.

4. Approval of the June 2, 2025, meeting minutes.

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

5. Short-Term Committee Report

a. Status of Petty Cash and Spending Policy for GWH

There was a discussion regarding the petty-cash policy which has been unclear since Town Meeting Day. Basically, we do have an account at Bisbees and so if Richard or Gib need to go to the hardware store for a simple item there is no issue. However, anything other than simple items for now needs to be approved by the Select Board. We need to write a written policy that can be adopted before the next Town Meeting. The Town needs to approve a budget for our annual upgrades even if it is coming out of our reserves and not the Town's money. Next year in the Town Report there will be a line item of less than \$10,000 for the purpose of having the Town Administrator facilitate the project without the Selectboard.

b. GWH Budget Status Report (from Steve)

This month begins the new fiscal year so next month's budget report should look more "cleaned up" and easier to understand. The \$100,000 allocated to the GWH, will be noted in an area of the budget. Steve created a bank account for us that is separate from the town's, for the purpose of collecting donations via credit card.

c. Maintenance Projects: Driveway Paving, Re-Keying, Fire Door, Cellular Communicator

The new wheelchair accessible ramp looks fantastic. Much of the parking area was able to be completed as well. Travis gave us a proposal to finish the driveway for an additional \$1,400. It was decided to hold off and make the determination to proceed or not to proceed after the roof project has been completed.

We received an estimate from Spencer Dumas at Key Krafter to re-key the building for \$900 and an estimate to install a fire door hold-open device for \$1,923. The cost estimates were included in the packet.

Motion: Fred moved to allocate \$900 for re-keying and \$1,923 for the hold-open device pending approval of the Selectboard. Luke seconded the motion and all approved.

It was decided to wait another month to determine if work needs to be completed on the cellular communication. If this project were to be completed, it would help prevent the WiFi from quitting. There are currently two phone lines for the building, one for the FMR and one for the MRVPD.

d. Status of Lift Project

The Otis lift has been repaired and is now functioning.

e. Foundation for Dairy Barn

Next Projects: There was a discussion about what should be the next highest priority in the repair of the property and the dairy barn was brought up. We had received a cost estimate to jack up the barn for \$40,000. We also received an estimate to complete a full foundation with a five foot crawl space from Todd Rueda for \$36,500. Luke suggested that the commission reach out to Yestermorrow to get a review of the conditions of the timber framing before work begins on the dairy barn. AnnMarie will reach out to Britton Rogers, executive director of Yestermorrow.

f. Maintenance Work

- g. Richard noted that it appears that the filter for the furnace has not been changed for years. This year, he and York will be on top of the repair and service of the furnace.

AnnMarie mentioned that when she used the copy machine on the second floor to make copies of the floor plans for Spencer, the lights flickered. Richard stated that he can have the electrician he is currently working with come out and inspect the breakers. They may need to be upgraded.

h. Status of Exterior Paint and Roof Projects

The exterior paint project will be starting soon and the roof project is scheduled for the beginning of August. Because the roof over the addition (over Beth's space) will be adding 4" of insulation, the roof will be 5" higher. Gib is planning on covering the lower half of the window in the FMR space with the idea that in the future it can be replaced with a new smaller double hung window.

6. Current Status of the GWH from the Tenants

Luke was present to represent the tenants. He mentioned that in the summer months the building can get extremely warm. The offices for the MRVPD and the Mad River Path both have air conditioning units that are located inside the office. Luke didn't think it would be energy efficient for the FMR to invest in yet another air conditioning unit (typically costing over \$600) and suggested that something be done for the entire building instead. A heat pump was suggested and Fred insisted that it would not be appropriate to hang a unit on the plaster walls. AnnMarie mentioned that heat pumps do not necessarily need to be on a wall mounted unit but can be ducted into the various rooms. But even still, this would require the heat pump unit to be outside in the rear of the building. Richard mentioned that the existing furnace can be upgraded to include air conditioning, and this would utilize the existing duct work. Richard will investigate options for upgrading the furnace to include air conditioning and report at a future meeting.

7. Long-term Committee Updates

AnnMarie reported on that the idea of creating a "Settlement Day" through a resolution was abandoned due to the highly emotionally charged topic. It was noted that currently, the term "settlement" has negative connotations because it may imply that the land was settled over land that was originally occupied by the people of the Abenaki Nation. The town has a date when it was chartered and a date when it was settled and the hope was to create a day once a year to celebrate the founders of Waitsfield and its history in general. It was determined that there can be a "Heritage Day" or some name for a day to celebrate General Wait and the founders. It was initially intended to be used as a fundraising event.

8. Adjournment

The meeting adjourned at 6:10. Fred motioned, and Luke seconded.

Respectfully submitted,
AnnMarie Harmon