

**TOWN OF WAITSFIELD, VERMONT**  
**General Wait House Commission Meeting Minutes**  
**Monday, December 8, 2025**  
**Draft**

**Members Present:** Richard Backus, Luke Foley, AnnMarie Harmon, Fred Messer, Alice Peal

**Others Present:** York Haverkamp, Town Administrator

**II. Regular Business**

**1. Call to Order**

The meeting was called to order at 5:03 pm by AnnMarie. The meeting was held in person at the General Wait House and online via Zoom.

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

Some items were noted to be included in the repairs/maintenance discussions.

**3. Public Forum**

Nobody requested time to address the Commission.

**4. Approval of Minutes**

The Minutes of October 6, 2025 were approved.

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

Luke offered a reminder that there have been some minor heating issues, which the tenants have been pleased to see addressed, and also noted their appreciation that the sidewalk plow is taking care of snow removal for a portion of the walkway approaching to the building. He confirmed that the new door code system and other recent facility changes are working out.

He asked about having the town benches moved to the barn, which requires the use of a trailer and the involvement of several people to do the moving. He also asked about the status of the window which was removed in the Friends of the Mad River office in order to facilitate the roof repair. The space is currently covered with plywood and is drafty; Richard agreed to meet with York and take a look at this situation.

Alice spoke of the ceiling in the dining room, which has some deteriorating plaster. She indicated that she has been in conversation with Gib Geiger regarding the work needed, and noted that it should be determined if what is needed is a patch job or a full replacement of the ceiling. Alice is currently seeking contact information for experienced plasterers. It was agreed that this work should be noted as a priority item on the work list.

Alice also noted that Brian Shupe is seeking a full list of building repairs known to be needed.

Luke explained that the tenants are planning to share the expense of providing a system for remote access to meetings held in the building.

Fred reported that the emergency lighting system is not functioning, and likely needs battery replacement. York indicated that he would look into this.

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

- Tenant Lease Renewal – After some conversation about whether to impose rent increases for 2026, it was agreed that Luke will bring the matter to the tenants for discussion and input, after which the information will be presented to the Selectboard for a decision. Points raised included allowing for more gradual rent increases, not changing rents for 2026 when some organizations have mostly completed their budgeting for the coming year, and the benefits/drawbacks of locking in an annual COLA-based rent increase in the bylaws.
- GWH Budget Status Report – There were some questions raised regarding items in the budget report, including \$1986 in miscellaneous revenue, and what the capital expense of \$20,265 is attributable to, other than the furnace cost. Another miscellaneous expense of \$2895 also needs clarification. Fred offered to work with Steve Lewis to provide an explanation of these numbers, and to mark repair items as completed as appropriate. AnnMarie noted that the total amount remaining in the reserve fund is \$30,971.
- Maintenance Projects: AnnMarie reported that the items on the project list which still need to be completed include lighting upgrades, including replacing incandescent with LED, signage work (low priority), and relocating the air intake for the furnace. It was questioned whether the latter item needs to remain on the list, or was taken care of at the time of furnace replacement. Alice noted that the ceiling work should be included here as well.
- Maintenance Work Completed: Replacing Furnace, Re-Keying, Fire Door, Cellular Communicator – It was noted that these items as well as others have been completed, including a new picnic table, a new toilet, siding restoration and exterior painting, powder post beetle extermination, basement cleaning, an ADA compliant pathway and parking space, lift repair, and a new electrical circuit for the furnace.

## **7. Long-Term Committee Report**

- Visionary discussion of Dairy Barn – It was agreed that there is a somewhat urgent need to shore up the barn, and the topic will be discussed at the January meeting.

## **9. Other Business**

Recruitment – AnnMarie requested that members provide suggestion for potential commissioners, some suggestions were provided at the meeting, and it was confirmed that one member from the surrounding towns is permissible according to the bylaws.

## **10. Adjournment**

The meeting adjourned at 6:00 pm.

Respectfully submitted,  
Carol Chamberlin, Recording Secretary