

TOWN OF WAITSFIELD, VERMONT
General Wait House Commission Meeting Minutes
Monday, January 5, 2026

Draft

Members Present: Richard Backus, AnnMarie Harmon, Fred Messer, Alice Peal
Others Present: York Haverkamp, Town Administrator; Joshua Schwartz, MRVPD

II. Regular Business

1. Call to Order

The meeting was called to order at 5:02 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

No changes were made to the agenda.

3. Public Forum

Nobody requested time to address the Commission.

4. Approval of Minutes

The Minutes of December 8, 2025 were approved.

5. Current Status of the GWH from Tenants

Joshua had no concerns from tenants to report. AnnMarie suggested that further action be taken regarding number displays on the building's doors, as this was noted as being necessary when the doors were rekeyed; she and York will address this. This numbering is also needed for lease purposes. It was agreed that no numbers are needed on the metal doors at the top of stairwells. The need for an established evacuation plan was discussed; Mr. Haverkamp will look into this, and will reach out to the Fire Marshall to determine if there is a need for an inspection.

Alice reported that Gib Geiger is working to address the plastering needs in the conference room, and that wiring configurations there will be reviewed and adjusted as needed. She spoke of the Society's delight with the donation of the sleigh from Fred and Shirley Viens' estate.

AnnMarie raised the topic of basement storage, and that each tenant has access to one pod/pallet. Richard had taken a look at the basement, and said that it was mostly tidy, but that some things need to be organized. The use of shelving at the bottom of the stairs was discussed; this is likely Mad River Path materials. It was agreed that additional pallets will be obtained in order to provide a space for each tenant. AnnMarie volunteered to meet with Misha Golfman and discuss Mad River Path's use of the basement for storage.

AnnMarie explained the Commission's intent to confirm that the Selectboard approves the use of the carriage barn for storage of the sleigh. Alice indicated that moving the sled out of the barn when necessary would be suitable, but that moving the sleigh off the property would not be possible. York noted that a conversation with the Wait House Commission is on the agenda for the Selectboard's January 19 meeting.

6. Short-Term Committee Report

- Tenant Lease Renewal – AnnMarie reported that new leases were written to be effective on January 1, 2026. Mr. Haverkamp has not yet distributed those, but plans to do so within the next day or so.
- GWH Budget Status Report – Steve Lewis had provided a report. AnnMarie noted that the report does not provide full information regarding the amount available in reserves. According to Steve, that amount is what was received since the beginning of the current fiscal year and what has been spent during the year so far. York clarified that the amount is currently approximately \$70K, after adjustments have been made. York also outlined the potential for the GWHC to have a separate bank account, in order to keep tracking of the Commission's funding more simplified and accurate. AnnMarie asked if Commission members would support requesting of the Selectboard that an annual amount be budgeted for general maintenance and upkeep of building, suggesting that the amount be \$8K. There was some discussion regarding the possibility of having two amounts designated, one for operating and one for reserve, as well as the benefits of separating donations from Town investments. The use of CDs for reserve funds and donated funds was also mentioned as a useful strategy.

MOTION: *Fred moved to suggest to the Selectboard that an annual contribution of \$8K be provided for Wait House maintenance and upkeep. The motion was seconded by Richard, and passed with Alice abstaining.*

- Maintenance Projects – Emergency Lighting, Plaster Ceiling, LED Lights –
 - Brad Cook Report items – Richard reported that the northern side storm door definitely needs a new threshold, and likely needs new casing; this work cannot reasonably be completed until warmer weather, and so will be added to the maintenance list. He also explained that the deadbolt on the door to the Friends' lab room needs to be replaced so that it may be locked with a key; AnnMarie will contact Spencer Dumas about this project. Richard had also inspected the toilet room vent pipe, and indicated that replacing the cast iron with PVC will eliminate the problems caused by condensation on the metal. He noted that it should also be determined if the vent pipe extends far enough above the roof to be in compliance. It was agreed to put this work on the deferred maintenance list, as Fred pointed out that the vent pipe's connector may need to be addressed during any rehabilitation work undertaken on the dairy barn. Richard then spoke of the handrail along the basement access being loose at the corner, which he indicated should be a minor repair. AnnMarie offered to reach out to Joe Steger regarding fixing the railing.
 - Emergency Lighting – Alice reported that emergency lighting has been fixed, that the battery for emergency exit signs has not yet arrived, and that the basement lighting/switches will be reconfigured.
 - Plaster ceiling – The Historical Society is working to address this repair.
 - LED light replacements – Fred explained that there are some types of lighting in the building that it may be difficult to find LED replacement for. Alice offered a reminder

that the lighting in the museum space needs to be of an appropriate (lower) level of brightness in order to protect the historic artifacts. Fred will be replacing lights with LEDs as suitable, and will determine how to dispose of the box of CFLs in storage which are not usable in the building.

- Josh asked that the roof runoff onto the entryway stone be addressed, as some diversion is needed due to the icy situation which is created. York will contact East Coast Metal, who completed the recent roof repair, regarding the runoff situation.
- Josh offered a reminder that the window covered with plywood needs to be addressed. York and Alice will coordinate to determine if there is any grant money available for replacement of historic windows; Josh provided other details of potential funding sources.

7. Long-Term Committee Report

- Stabilization of Dairy Barn Foundation or Historic Window Replacement – AnnMarie outlined that stabilization of the barn involves raising the structure and pouring a slab underneath, and that it would need to be determined where a toilet room and electric box would be located in order to place the related infrastructure correctly. There was some discussion regarding the need for window replacement, and that there are several factors to be considered related to that project – including the cost, the need to follow historic preservation guidelines, potential issues related to egress standards, and that there is likely not a substantial amount of energy savings to be realized following replacement. It was agreed to gather more information, and continue this discussion at the next meeting.

9. Other Business

Alice reported that the Historical Society is the liaison for the 250th Declaration of Independence anniversary, and that they are planning an event for the summer.

Fred raised the topic of cleaning fees for the building; it was agreed that the cleaning appears to be expensive and that this matter should potentially be reviewed, but also noted that the current contractor does a high quality job, and also cleans the Town Office building. It was agreed that scope should be explored, and possibly the cleaning work put out to bid.

MOTION: *Fred moved that it be proposed to the Selectboard that the cleaning contract be rebid. The motion was seconded by Richard, and passed unanimously.*

10. Adjournment

The meeting adjourned at 6:19 pm.

Respectfully submitted,
Carol Chamberlin, Recording Secretary