

TOWN OF WAITSFIELD, VERMONT
General Wait House Commission Meeting Minutes
Monday, February 2, 2026
Draft

Members Present: Richard Backus, AnnMarie Harmon, Fred Messer

Others Present: York Haverkamp, Town Administrator; Beth Kendrick

II. Regular Business

1. Call to Order

The meeting was called to order at 4:35 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 January 5, 2026 were approved.

5. Current Status of the GWH from Tenants

Beth requested that the meeting Minutes be shared with the entire tenant group when they are available.

She then expressed appreciation for the building work which has been completed, and noted that the only issue of which she is currently aware is the exterior front door being sometimes difficult to open due to its getting stuck on the large rock just below the threshold. It was agreed that this is likely due to the frost under the rock. Richard suggested shaving a little off the bottom of the exterior door, and placing a sweeper on the inside door to provide some insulation. He indicated that he will attempt to locate a contractor to do this work.

Commission members confirmed that Beth is continuing to need a space heater in her office, although the hallway outside the space is warm. Fred offered to take a look at the duct situation above the doorway.

AnnMarie reported that she had discussed with Misha Golfman his basement storage needs, and agreed that he should arrange with a tenant who is not using a basement pallet to provide Misha with their space. Beth confirmed that she would not be using any basement storage space, and agreed that Misha is able to use her pallet. Fred will make sure that there are five pallets in the basement.

AnnMarie reported on the recent incident where the propane supply was low enough to create an odor, and the work by the Fire Department and Bourne's Energy to rectify the situation. Fred outlined that the furnace was not running after fuel was delivered, but that the situation was resolved before Bourne's returned to look into the problem. He will ensure that an emergency

service call is not charged to the Town, as the propane level should not have been allowed to run low. It was agreed that a prudent measure would be the installation of a temperature alarm in the building; York indicated his willingness to be the person who will be notified if the alarm is ever triggered.

MOTION: *Richard moved to purchase a temperature alarm in the amount of \$55 plus tax and delivery charges as necessary. The motion was seconded by Fred, and passed unanimously.*

York confirmed that he had reached out to the Fire Marshall regarding an inspection of the building, but has not yet received a response.

It was agreed that the doors to the furnace room and the intermediate room should be kept closed; Beth offered to close them following the meeting and to let the other tenants know that they should remain closed for fire safety reasons.

AnnMarie offered a reminder that numbers need to be applied to doors, and indicated that simple nail-on numbers are available at Bisbees.

York explained that the cleaning service has not yet been put out to bid due to the feedback received from staff and others regarding the excellent service provided by the current contractor, particularly in comparison to past cleaning services. This matter will be discussed further with the Selectboard at an upcoming meeting.

AnnMarie reported that the Historical Society will be moving the sleigh.

York confirmed that the Selectboard has budgeted \$4000 for general operations of the Wait House in the 26/27 budget, as well as \$7500 for the building's capital reserve.

6. Long-Term Committee Report

- Stabilization of Dairy Barn Foundation or Historic Window Replacement

AnnMarie explained that either project would require fundraising, and outlined the foundation work needed, as she noted that it appears there is more support among Commission members for that project than the window replacement. The process for the foundation involves raising the structure and either pouring a slab foundation or constructing a crawlspace before lowering the building. A slab is the less expensive option, and can be planned to accommodate future plumbing or wiring infrastructure. Fred reported that the Selectboard had discussed the need to stabilize the barn, and had indicated that the use of blocks under the foundation might be a suitable solution. York pointed out that the Board also seeks assurance that any future use of the barn space is community-oriented.

It was discussed that there is a reserve fund balance of approximately \$90K, of which a large portion is from donated funds. It was agreed that the slab installation would be an appropriate use of those donations. Estimates indicate that the cost of raising the structure so that a concrete slab can be poured would be about \$30K - \$40K, not including the cost of the slab.

AnnMarie explained that there is an intent to remove the interior stall walls in the dairy barn, leaving a large open space. She indicated that she had received confirmation that it is possible to raise the structure without impacting the carriage barn, although the two structures abut one another.

Regarding other potential long-term projects, Richard noted that the roof on the remaining portions of the building will need to be replaced at some point, but that this work is not a current priority. He also estimated that a full window replacement would be at least a \$70K expense, noting that the current heating costs are not high, and the return on investment would likely be minimal.

MOTION: *Fred moved pursue obtaining bids for raising the dairy barn and pouring a slab foundation. The motion was seconded by Richard, and passed unanimously.*

- Visionary discussion of Dairy Barn

It was agreed that the Long-Term Committee will plan a summer event to provide an opportunity for community input for use of the dairy barn; Fred offered to speak of the need for additional Long Term Committee members at Town Meeting.

7. Short-Term Committee Report

- Tenant Lease Renewal Update

AnnMarie outlined that leases to be presented reflect a 2% increase in rents to be effective as of July 1, 2026. She explained that the intent going forward is for the Commission to review the need for any increases in rental fees around October of each year, with any change to be put in place on January 1 of the upcoming year. York indicated that this would be helpful in budget planning. AnnMarie also noted three addendums to the lease language: an outline of how to use the carriage barn, an application form for carriage barn use, and a pet rider. Several updates have also been made to the general language of the leases, in order to make the agreements more suitable to GWH tenants. York will provide the tenants with the updated leases.

- GWH Budget Status Report

A budget report provided by Steve Lewis was included in the meeting packet, confirming the \$91K Reserve balance. It was discussed that the accounting for GWH income and expenses will be clarified once there is a separate bank account for the building, and that the budget lines have been moved to be included in a separate GWH section.

It was clarified that internet connectivity is not fully reliable at Beth's end of the building.

York outlined that he will gather cost information regarding having new lines run for separate connections, as well as initiating cyber security measures.

- Maintenance Projects underway: Plaster ceiling, LED lights, FMR Lab deadbolt

AnnMarie noted that a contractor had been located for the plaster work, and an estimate will be provided in April. The lighting upgrade is an ongoing project; the unusable CFL bulbs in the basement still need to be disposed of. Spencer Dumas had provided an estimate of \$70 for replacing the FMR lab deadbolt; AnnMarie will follow up to get an anticipated date for completion of this work.

- Maintenance Work Completed: Emergency Lighting, Window FMR Office, Basement Handrail
Fred explained that the existing exit sign is lit, but that other exits have no signage in place. Beth noted that the back door is locked; Fred will look into this. AnnMarie noted that she, Fred, and Richard had updated the list and provided it to all members for review. The FMR office window space has been repaired, insulated, and painted. The basement handrail repair is complete. AnnMarie noted that she plans to consult with Travis, who built the new entry ramp, regarding stabilization of the path to make it more usable with wheelchairs, it was noted that it may simply need to be rolled again. She is also seeking a quote for applying stay-mat to the entire parking area. Another item to be addressed is the installation of a new gutter – Fred will look into prices for period-compatible gutters, AnnMarie will check with Joe Stager if Gib is not able to complete the gutter installation when the weather warms. AnnMarie indicated that the Selectboard would be purchasing a TV stand and the tenants would cover the cost of a projector screen; Beth will follow up with Misha, who was planning to organize these purchases.

8. Other Business

No other business was taken up at the meeting.

9. Adjournment

The meeting adjourned at 6:15 pm.

Respectfully submitted,
Carol Chamberlin, Recording Secretary