

## **Town of Waitsfield The General Wait House Commission**

### **I. NAME**

This body shall be known as the Town of Waitsfield “**General Wait House Commission.**”

### **II. PURPOSE**

To support the Town in maintaining and preserving the General Wait House for posterity, to benefit the residents and visitors to Waitsfield.

### **III. DURATION**

The **General Wait House Commission** shall exist upon formation by a positive vote of the Waitsfield Selectboard at a duly warned Selectboard meeting and until dissolved by a positive vote of the Waitsfield Selectboard at a duly warned Selectboard meeting.

### **IV. DUTIES AND FUNCTIONS**

**General Wait House Commission** shall;

1. Recommend policies for the uses of, and day-to-day management and maintenance of, the General Wait House property to the Selectboard. This includes proposed lease terms, proposed uses of the house offices and common areas, barns, and grounds, and plans for maintenance and repair of the buildings.
2. Coordinate tenant relations, temporary uses of common areas and barns, and minor repairs and maintenance of the buildings, in accordance with approved plans and policies.
3. Recommend a plan and schedule for the long-term maintenance and financial sustainability of the buildings and grounds to the Selectboard, and monitor ongoing progress toward the implementation of that plan and schedule.
4. Research private, state and federal funding opportunities for maintenance and ongoing restoration efforts, and coordinate the solicitation of those resources with Town staff and the Selectboard.
5. Keep Town staff updated regarding the ongoing occupancy, maintenance and status of any repairs or changes to the buildings on a regular basis, and provide an annual report to the citizens of Waitsfield in a timely manner for inclusion in Waitsfield’s Annual Town Report.

## V. MEMBERSHIP

No less than five (5) and not more than seven (7) voting members shall be appointed by the Waitsfield Selectboard. Members shall be registered voters of Waitsfield and shall include at a minimum one (1) officer of the Waitsfield Historical Society and one (1) tenant of the General Wait House. Additional members from either group are permitted, however neither should hold a majority of seats.

## VI. OFFICERS AND DUTIES

The members shall elect a Chair, Vice Chair, and Secretary. The members shall form two (2) subcommittees, a short-term and a long-term, consistent with paragraph IV above. The Chair shall be a member of each sub-committee and will be the sole liaison to the Selectboard. The Secretary shall work with the Chair to ensure that there is an agenda and minutes for each meeting as per Vermont Open Meeting Law requirements.

## VII. MEETINGS

The **General Wait House Commission** is a Town committee and shall comply with Open Meeting Law (OML). The Clerk of the Committee shall be responsible for educating, or coordinating the education, of new Committee members on OML and ensuring that all requirements of this law are observed as it relates to the **General Wait House Commission**.

**General Wait House Commission** shall decide its own meeting schedule, with an anticipated need for monthly meetings.

*As adopted by the Waitsfield Selectboard on October 23, 2023.*