



# GENERAL WAIT HOUSE COMMISSION AGENDA

March 4, 2024 at 5:00 p.m.

## General Wait House Commission

Marty DeHeer  
Lois DeHeer  
Gib Geiger, Vice-Chair  
AnnMarie Harmon, Chair  
Mary Kathleen Mehuron  
Tenant Representatives:  
Misha Goldman  
Beth Kendrick  
Onome Ofoman  
Sam Robinson  
Joshua Schwartz  
Ira Shadis

**THE GENERAL WAIT HOUSE COMMISSION WILL BE HOLDING A HYBRID MEETING. THE PUBLIC MAY ATTEND IN PERSON AT WAITSFIELD TOWN HALL OR REMOTE VIA ZOOM WITH TELEPHONE AND/OR VIDEO ACCESS. THOSE PARTICIPATING MAY SPEAK DURING THE DESIGNATED PERIODS.**

To join the meeting remotely, use this link:  
<https://us02web.zoom.us/j/81800029259?pwd=Zmd0YzBNTjc4aWNzenhHc2QvY2ZYZz09>

**Meeting ID:** 818 0002 9259

Passcode: 110967

**Or call:** 1 929 205 6099

**Town Administrator**  
Annie Decker-Dell'Isola

**Town Clerk**  
Jennifer Peterson

**Town Treasurer**  
Randy Brittingham

**Waitsfield Town Office**  
4144 Main Street  
Waitsfield, VT 05673  
(802) 496-2218  
[www.waitsfieldvt.us](http://www.waitsfieldvt.us)

1. CALL TO ORDER / ROLL CALL
2. REVISIONS TO AGENDA, IF ANY (5 +/- min)
3. PUBLIC FORUM (10 +/- min)
4. APPROVAL OF MINUTES – FEBRUARY 12, 2024 (5 +/- min)
5. CURRENT STATUS OF THE GWH (15 +/- min)
  - a. Status of Petty Cash and Bisbee's Account
  - b. Donation
  - c. Maintenance Work Completed
6. SHORT-TERM COMMITTEE REPORT (15 +/- min)
7. LONG-TERM COMMITTEE REPORT (15 +/- min)
8. OTHER BUSINESS (10+/-min)
9. ADJOURNMENT

**TOWN OF WAITSFIELD, VERMONT**  
**General Wait House Commission Meeting Minutes**  
**Monday, February 12, 2024**  
**Draft**

**Members Present:** Gib Gieger, Kathy Mehuron, AnnMarie Harmon, Sam Robinson  
(Representing the General Wait House Tenants)

**Members Absent:** Lois DeHeer, Marty DeHeer

**Staff Present:** None

**Others Present:** Fred Messer (Selectboard)

### **Regular Business**

#### **1. Call to Order**

The meeting was officially called to order at 5:07 PM by AnnMarie Harmon, who chaired the session before the election of officials for the commission had occurred. The meeting was held in person at the Town Office and remotely via Zoom.

#### **2. Review the Agenda for addition, removal, or adjustment of any items.**

The agenda for the evening was accepted without revisions.

#### **3. Public Forum.**

No public comment was received.

#### **4. Approval of the 1/16/24 meeting minutes.**

The minutes from the January 16, 2024 meeting sparked a brief conversation. AnneMarie suggested dedicating time in future meetings to discuss the building's condition and any renovations that are immediately necessary. The minutes were motioned for approval by Gib and seconded by AnneMarie, resulting in a unanimous agreement.

#### **5. Election of Officers.**

AnneMarie explained the various officer roles – Chair, Vice Chair, and Secretary – after which Sam volunteered for the Secretary position, with the understanding that duties would rotate among the tenants. Fred – serving as a member of the public - recommended AnneMarie for Chair, and Gib was proposed as Vice Chair. The group agreed to vote on all three positions collectively. The vote passed, electing AnneMarie as Chair, Gib as Vice Chair, and the Tenant Group as Secretary.

#### **6. Current Status of the GWH.**

Sam provided an update on the latest cleanup party that took place among the tenants. On 2/9/24, tenants cleaned out the kitchen and upstairs closet to remove old or unneeded items and make the spaces cleaner and more functional. In addition to this update, the commission reviewed an email sent by Josh Schwartz earlier that day including several short-term repairs that were to be added to the list that AnneMarie sent out prior to the 2/12 meeting. The repairs suggested by Josh included replacing a total of 5 cracked window panes in various areas of the upstairs, repairing the rubber seal on the porch roof that got lifted during a past wind storm, and clarifying that the toilet in need of replacement is in the upstairs bathroom of the GWH, not the downstairs. Gib offered to come by next week to take a look at the windows and discuss other necessary repairs with the Wait House Tenants.

The group also discussed the petty cash account and how to best suggest this item to the Selectboard. Fred Messer said he would bring it up in the Selectboard Meeting Roundtable that would directly follow this commission meeting on 2/12.

## **7. Review of Tenant List Items.**

AnnMarie inquired about the building's financial allocations, learning that there is an annual budget of roughly \$10,000 and approximately \$30,000 in reserves for building maintenance and improvements. There was conversation surrounding the accuracy of this \$30,000 estimate, suggesting that further research will be needed to determine the total funds allocated to support the GWH maintenance.

The group discussed that for future meetings, we will have agenda items that dedicate time for both the short-term and long-term committees to present recent progress from their respective charges. The short-term committee, composed of Marty, Lois, and Gib will focus on immediate concerns, while the long-term committee, consisting of AnneMarie, Kathy, and a tenant representative, aims to strategize on broader, future-oriented goals.

The discussion also highlighted the potential of leveraging funding grants, with Gib suggesting the Tenant Group's expertise in obtaining grants could be an asset to the commission when it comes to obtaining funding for more significant repairs, such as a roof replacement.

Fred recommended compiling a cost estimate for the Selectboard to identify funding sources and mentioned that the town should likely take responsibility for some of these expenses. The discussion touched on the trade-offs between grant funding and direct fundraising, with a preference for the latter's flexibility.

The conversation shifted towards prioritization of repairs, with a specific focus on the roof of the building. The group spoke about whether the building repairs need to conform to any historical preservation building codes. It was thought that fundraising would provide more flexibility in the building materials that could be used for future repairs, as certain federal or state programs may have more stringent requirements. The group questioned the historical necessity of using cedar shakes for the roof and suggested that alternative roofing materials such as corrugated metal would be more cost-effective and durable over time. The group seemed to agree that the first step would be to understand any historical requirements we must meet with these renovations, obtain a rough idea of the total cost, and then consider funding options.

## **8. Other Business**

Fred indicated that he would be stepping away from the commission and may not attend future meetings. He expressed confidence in the commission's direction, and thanks to the commission members for their work towards the betterment of the GWH.

## **9. Adjournment**

Before adjourning the meeting, the commission set the next meeting date for March 4<sup>th</sup> at 5 PM. Additionally, the short-term committee (Kathy, AnneMarie, and Tenants) set a meeting date for February 20<sup>th</sup> from 5 – 6 PM. Sam highlighted he would have to discuss this with the other tenants, as the attendance is on a rotating basis. If need be, the tenants will advise the committee of any need to reschedule as soon as it is discovered.

The meeting adjourned at 6:04 PM.

Respectfully submitted,  
Sam Robinson

# The General Wait House Short and Long Term List

Last Updated 2/11/24

---

## Short Term

1. Provide mounted projector and screen in Conference Room.
2. Upgrade lighting — replace incandescent with LEDs.
3. Create a new picnic table with tenants.
4. Install a new toilet (ADA 19" high heat).
5. Add educational didactic signage inside.
6. Restore siding and paint the exterior.
7. Landscaping — cut branches touching the building (the removal of the maple tree take care of this?)
8. Relocate air intake for furnace and seal off the old one from the outside and ducting.
9. Seal off flue in chimney.
10. Repair flashing in chimney.
11. Repair storm door at north wall of Section B. Repair rot at casing and threshold.
12. Fix the exposed DWV soil stack vent on the east gable wall of Section B. (It leaks and there is condensation potentially creating ice. How is it now?)
13. Exterminate Powder Post Beetles.
14. Upgrade phone/WiFi to the east end of the 2nd floor.
15. Replace exhaust temperature sensor.
16. Repair or replace the door or deadbolt to the FMR lab.
17. Replace motion sensor switch and faceplate.
18. Clean out the basement.

---

## Long Term

1. Replace windows with historically accurate size and style. Keep one somewhere with a new storm window and provide a brass label at the sill to identify it as original for historic records.
2. Replace the cedar shake roof with a new cedar shake roof on the house and standing seam metal for the other buildings. Include new roofing insulation.
3. Consider demolishing Section C and construct a new glass connector with new foundation. Connector should be contemporary so as to not confuse it with the historic buildings.
4. Restore and renovate the Dairy Barn Section D.
5. Conduct a survey of the condition of the electricity and lighting throughout and make necessary upgrades.
6. Conduct a survey of the ADA compliance and make appropriate upgrades.
7. Replace the heating system with heat pumps for each tenant space and barns. Remove the old furnace including ducts.
8. Conduct a structural engineering survey of the structure and make necessary upgrades.
9. Replace exhaust fans in public toilet rooms.
10. Paint the interior.
11. Install a Level II EV Station
12. Consider upgrading the electrical with solar panels.
13. Improve storm water in parking area.
14. Remodel and upgrade the attic to increase usable space.