



## TOWN OF WAITSFIELD

### Memorandum

TO: The members of the Waitsfield Selectboard

FROM: Trevor M. Lashua, Town Administrator

DATE: May 8, 2020

RE: Access to the Waitsfield Town Office for land records and title searches through the end of the “stay home” executive order [REVISED – 05/08/20].

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The following protocol applies to all individuals seeking access to the Waitsfield Town Offices for land records research and title searches.

The Town continues to provide online access through an AxisGIS program to tax maps, assessor cards, and so on.

Appointments will be recorded in a, “Google doc” shared by staff.

The proposed protocol is:

- 1) Research access – “the window” – is limited to three days per week from 10:00 a.m. to 2:00 p.m.
- 2) Access is by appointment only. Appointments can be made via email or phone, and are not confirmed unless a reply is received from Town staff. Please note: confirmation is not instantaneous; patience is appreciated.

The staff addresses to use are:

- i. Town Clerk – [waitsfieldclerk@gmavt.net](mailto:waitsfieldclerk@gmavt.net)
- ii. Town Treasurer – [waitsfld@gmavt.net](mailto:waitsfld@gmavt.net)

- 3) Each basic appointment block is 30 minutes in length.
- 4) Appointments expire promptly at the half-hour and hour marks.
- 5) An individual may reserve no more than 120 minutes per day.
- 6) Additional time may be available if research slots are open and staff are available.
- 7) All attorneys/researchers/individuals granted access need to adhere to the following guidelines at all times:
  - a. The individual shall wear a mask and gloves. Masks and gloves are to be supplied by the individual, not the Town of Waitsfield.
  - b. The individual granted access shall bring his/her own sanitizing wipes and hand sanitizer.
  - c. The individual shall sanitize all areas used and/or touched. This includes restrooms.
  - d. The individual granted access shall maintain appropriate social distance from all employees at all times.

- e. Failure to adhere to any of these provisions shall result in a denial or termination of access. An appeal of denial or termination of access may be made to the Waitsfield Selectboard.

Requests for electronic documents

An individual or entity may request copies of documents to be scanned and sent.

Requests should be both as limited as possible (copies of deeds, zoning permits, tax bills, and so on) and as detailed as possible. Town staff shall not provide research services, and may deny a request in full or part as a result. Town staff may also limit response to electronic document requests to the same hours allotted for the access windows.

In assisting with remote access, the Town is making no guarantees regarding any documents or the contents thereof. Town staff is simply attempting to facilitate access in response to extraordinary circumstances. All responsibilities and liabilities remain solely with the attorneys, researchers, assessors and appraisers, buyers, and sellers.