



## TOWN OF WAITSFIELD

### WAIT HOUSE COMMITTEE

### SCOPE OF WORK

#### Introduction

In 2020, the Waitsfield Selectboard asked Brad Cook of Building Performance Services, LLC to complete a needs assessment for the General Wait House.

The, “Report on Assessment of Conditions of General Wait House” was presented to the Selectboard in early January 2021 and identified \$91,500 in building needs for the main house and all attached structures. Also acknowledged during the presentation was that an additional level of investment is anticipated, given that some elements were not evaluated and that older buildings tend to contain issues identified only during the course of repair or renovation work.

The size and scope of the project list prompted the Selectboard to seek ways to better weigh the building’s future, and to balance the building’s needs against the Town’s many and varied capital needs. To that end, the Selectboard is assembling a seven-member committee to review, consider, research, and recommend potential options for the General Wait House.

The report (referred to throughout the scope as the, “Cook report”) is the baseline for the scope of work.

#### Scope of Work

The 2021 General Wait House Committee (GWHC) will be tasked with the following:

- A. Using the Cook report, as well as collecting other information as required, consider the following options, adding others as necessary or prudent:
  - 1) *Restoration* – identify and consider elements of a restoration plan, including sequencing of projects, funding, and funding mechanisms, to restore the structure in a manner that maintains current use and ownership.
  - 2) *Restoration and Expansion (of uses)* – identify and consider elements of a plan to restore the building (using the work product from the tasks in A1 related to sequencing, funding, and funding mechanisms), create new or expanded opportunities for the building and property’s use while maintaining public ownership, and to add physical and fiscal vibrancy that helps support the building’s ongoing operations and maintenance needs.
  - 3) *Alternative Ownership, Management, and Use* – identify what other uses and ownership structures the building and property may have, and how to evaluate those against options developed for A1 and A2. This may include sale of the property, development of public/private partnerships, conversion into housing units, or any other option the GWHC identifies.
- B. Make recommendations to the Selectboard as to which of the options identified the committee thinks is viable, reasonable, and that helps achieve public policy goals

identified in documents such as the Town Plan, various studies, or as designated by the Selectboard.

- C. The options listed in A, as well as any others developed, should include estimates related to potential building revenue.
- D. To familiarize itself with all of the funding sources involved in the purchase and operation of the building, and ensure that any requirements, restrictions, commitments, context, and opportunities associated with funding are identified and incorporated in any recommendations.
- E. All efforts should include recommendations on how to maintain historic connectivity and recognize the building's historical importance.

### Timeline

The GWHC will make its report to the Selectboard on or before September 30, 2021, unless additional time is required and requested.

The delivery date is set to allow time for discussion and amendment of the report and recommendations, as well as to incorporate elements of the report and/or its recommendations into the planning and development process for the FY23 budget and FY23-FY27 Capital Improvement Plan.

The timeline also presumes the presentation of options to voters for consideration at Town Meeting 2022.

*Approved by the Waitsfield Selectboard March 8, 2021*