



Board of Selectmen
Special Meeting Minutes

February 2, 2024
4:00P.M.

The minutes reflect motions and a summary of the discussion. Refer to the attached link for the recording of this meeting: <https://www.youtube.com/watch?v=Ekt3syHiFm8>

Marty Lindenmayer (via Zoom), Glenn Sanchez and Lynn Worthington.

Also present: Kathryn Boughton, Virginia Bush-Suttman, Zanne Charity, Melissa Cherniske. Lynn Harrington, Alice Hicks, Marge Smith and John Worthington.

Call to order:

Marty Lindenmayer called the meeting to order at 4:02 P.M.

Public Comment on agenda items.

None.

Swift House Needs assessment.

- The BoS met at the Swift House with the Swift House Task Force.
- They toured the building.
- Confirmed the Swift House is not on the State of Federal Historic registry.
- Zanne Charity presented the following documents (attached):
 - Potential Municipal Uses of Swift House
 - Anticipated 2024-2025 Swift House Funding Needs
- Potential Municipal Uses will be discussed with the architect.

Marty Lindenmayer adjourned the meeting at 5:21 P.M.

The Board of Selectmen will move to the Town Hall.

Marty Lindenmayer reconvened the meeting at 5:32 P.M.

FY 24/25 Operating Budget meeting dates:

The BoS agreed on the following dates for budget meetings:

- Tuesday, February 6, 2024 at 4:30 P.M. – Cemetery meeting
- Friday, February 9, 2024 at 4:00 P.M. – Budget meeting
- Monday, February 12, 2024 at 3:30 P.M. – Budget meeting
- Friday, February 16, 2024 at 4:00 P.M. – Budget meeting

Marty set a goal of three budget meetings to wrap up the budget.

The budget document currently reflects a 3% salary increase across the board.

Several requests for a salary increase.

The library and the fire department did not request an increase in their grants.

Public Comment.

None.

Adjournment.

Glenn Sanchez made a motion

to adjourn the meeting at 5:53 P.M.

Marty Lindenmayer seconded the motion and the motion carried.

Joyce Kearns

Joyce Kearns

Administrative Assistant

These are draft minutes and the Board of Selectmen at the subsequent meeting may make corrections. Please refer to subsequent meeting minutes for possible corrections.



BOARD OF SELECTMEN
Special Meeting Agenda
February 2, 2024 4:00 P.M.
Hybrid Meeting - Via Zoom and
Swift House then move to
Large meeting room @ Town Hall

Join Zoom Meeting: <https://us02web.zoom.us/j/81154022198>

Meeting ID: 811 5402 2198

One tap mobile: +16469313860,,81154022198# US

Supporting documentation for this meeting:

<https://mail.google.com/mail/u/0/-/inbox/WhctKKZPLZZLZFnvBWQZqnbQxKsfGtlZwXniZfPNktZQwnhlzLgWZFFgWShfDGwiLkfpfZL>

1. **Call to order.**
2. **Public Comment on agenda items.**
3. **Swift House Needs assessment.**
4. **FY 24/25 Operating Budget meeting dates.**
5. **Public Comment.**
6. **Adjournment.**

Public comment allows the public to talk about anything on the agenda for a time to be determined by the chairman. The board may question them, but no further action or discussion is allowed. There may be action on any item on the agenda, unless the agenda explicitly states something to the effect of "for information only - no action."

POTENTIAL MUNICIPAL USES OF SWIFT HOUSE

NOTE: A number of uses mentioned below could be accommodated concurrently with a flexible multi-use plan

REGULAR USAGE

Kent Welcome/Information Center
Chamber of Commerce Office (rental or complementary?)
Parks & Rec Offices
Parks & Rec Equipment Storage (in basement thru ext. bulkhead + int. stairs)
Parks & Rec Sponsored Adult Recreation Classes/Activities
Not-for-Profit Organizations' Meeting Space
Not-for-Profit Office Storage
Children's Art Classes (& Exhibits)
Adult Art Classes (& Exhibits)

OCCASIONAL EVENTS

(special insurance: with or without rental fees?)

Not-for Profit Fundraisers
Not-for-Profit Exhibits, Lectures, Other Events
Music Recitals
Private Event Rentals with Catering
Private Events Rentals without Catering

SECOND FLOOR APARTMENT

In collaboration with Kent Volunteer Fire Department
for use by EMS resident &/or on-duty Staff

In collaboration with Kent Affordable Housing

OTHER SECOND FLOOR POSSIBILITIES

Not-for-profit work & storage space
In-town (rental?) work spaces (for Kent taxpayers?)

ANTICIPATED 2024-2025 SWIFT HOUSE FUNDING NEEDS

FY 2025 Swift House Operating Budget Recommended Increase(s):

Maintenance & Repairs of building exterior - increase to \$15,000+ for

- repainting to protect siding on west gable end of building where paint has been peeling for several years, before clapboards deteriorate
- painting to protect entry and porch railings, now devoid of all protective paint
- replacement of most seriously compromised, rotting window and door sills and trim as needed, per anticipated review & recommendation of architects

Please note: Funds were included in the 2023-24 Operating Budget to address some of the important protective maintenance needs above, but to date most still need to be taken care of. It is hoped that some of the above will be scheduled when weather allows before the end of the current fiscal year. However, most of the window and door sills and trim are in very sorry condition. Repairs or replacement will undoubtedly be recommended as part of the Silver/Petrucci Needs Assessment, so we would still recommend an increase to \$15,000 for prioritized timely maintenance & repairs of those and other building elements.

Communications - need cost estimate \$_____

for installation of wi-fi service to building, which will be needed for architects, contractors, Swift House Task Force, and Town Employees to communicate during Needs Assessment period, during interim remedial work, and during subsequent proposed upgrades to the building. *Perhaps this could be achieved under the budget that covers Town Communications, since Swift House is a municipal building and will likely be used for various municipal functions once reopened.*

Other Immediate 2024-25 Swift House Financial Needs to Be Funded

Architectural Working Drawings & Specifications

It will be very important for the Town to provide or find outside funding for drawings & specifications once a proposed plan for improvements has been submitted and approved, including plans & specs for the ADA compliant entrance and restroom required by law. Grants for this aspect of planning should be sought without delay since the resulting architectural work will be required for grant applications to fund execution of any proposed improvements.

ADA Compliant Entrance & Restroom

While Federal Regulations do not require that all ADA needs be met at once as long as a plan is in place to address them in the future, we must address the need for an ADA compliant entrance and restroom as a first priority if Swift House is to be re-opened for interim use while other improvements await funding. It is therefore proposed that the cost of accomplishing the two most important ADA requirements be a separate, more immediate funding priority.

ANTICIPATED 2024-2025 SWIFT HOUSE FUNDING NEEDS – Page 2 of 2

Swift House Capital Budget Request

We strongly recommend a reasonably robust figure (*to be determined/ w/ escalation for inflation*) for upgrades to Swift House be included in the coming fiscal year's Five Year Capital Plan as a place-holder for future improvements while work with Silver/Petrucelli on more specific planning is underway. It is, of course, hoped that grant funding can be found to cover the cost of most, if not all approved upgrades. In that case the funds set aside in the Capital Budget would return to the Town, according to Board of Finance regulations. However, it also must be remembered, however, that many grants require a percentage of matching funds be provided by the municipality in question.