



Swift House Task Force
Special Meeting via Zoom

Monday, November 23, 2020
9:30 A.M.

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2020 DEC -4 A 9:10

BY *Dawn Dray*
TOWN CLERK

Present: Zanne Charity, Chris Garrity and Marge Smith.

The meeting was called to order at 9:36 a.m.

Approval of Minutes:

Zanne Charity made a motion to approve the minutes of the October 26, 2020 Special meeting of the Swift House Task Force, as submitted. Mr. Garrity seconded the motion and the motion carried.

Contractor Update:

Soffits and window repair:

Zanne Charity stated that Rick Gallagher of Built-Rite Carpentry did a great job replacing the soffits and the few most urgent window repairs that would fit into the budget.

Zanne confirmed that just short of the \$10,000 approved for exterior work has been exhausted by:

- Getting rid of the rodents and closing off access points
- Removing two deteriorating chimneys from the roof up
- Repairing stone foundations
- Replacing two rotten soffits and addressing the most urgent window repairs

Zanne also reported that she had met recently with roofing and HVAC contractors and that estimates would be forthcoming shortly for proposed future replacement of the Swift House roof, which prior records indicate should have been scheduled for replacement in 2009, and the 1988 vintage furnace before it fails, with an option to add air-conditioning to the HVAC system that would provide service through the existing ductwork.

Mr. Garrity then outlined the upcoming budget process:

Capital Plan –

Requests need to be submitted to Selectman's Office by Monday, November 30, 2020
Requests cannot be scheduled, if approved, until after year five of the capital budget.

Operating Budget –

Expenses do not often exceed \$10,000, but are considered on a case by case basis.

The Task Force discussed and agreed upon a proposed long-term plan for the building as follows:

- Phase 1 - Remove rodents, secure priority building exterior needs, temporarily remove deteriorated chimneys – COMPLETED in 2020
- Phase 2 - Set-up a program of maintenance & overdue improvements to be included in the operating budget for 2021, including:
- | | |
|---|------------------|
| Grounds (Lawncare, Gardening, trees) | \$1,000 |
| Building Repairs (crown mouldings, windows, etc) | \$2,500 |
| Maintenance (pest control, mechanicals, cleaning, etc.) | \$1,000 |
| Miscellaneous small projects | \$ 500 |
| Necessary Improvements (Partial Roof Replacement) | (to come) |
| Subtotal | \$5,000+ roofing |
- Phase 3 - Additional necessary Capital Improvements to protect building and enhance its intrinsic value, regardless of future use:
- Completion of remaining roof replacement
 - Rebuilding & flashing of one chimney only (other chimney considered permanently removed)
 - HVAC Upgrade (replace old furnace, extend ducts to pantry & rear room, & add A/C)
 - Insulate under floor of pantry & rear room.

Zanne will contact contractors to obtain estimates for Phase 3 capital improvements, and letters confirming the need for each item, and the timeframe in which they need to be replaced.

Zanne and Chris will create a spreadsheet to present to the BOS at the December 8, 2020 BOS meeting.

Marge will complete her draft of a letter of intent to the 1772 Foundation to meet their December preliminary review deadline.

Next Meeting:

To be decided via emails.

Chris made a motion to adjourn the meeting at 10:54 a.m.

Joyce Kearns and Zanne Charity