

Swift House Task Force  
Special Meeting via Zoom

Monday, June 15, 2020  
10:30 A.M.

Present at Swift House: Zanne Charity, Chris Garrity and Marge Smith.

The meeting was called to order at 10:49 a.m.

Approval of Minutes:

Zanne Charity made a motion to approve the minutes of the June 2, 2020 Special meeting of the Swift House Task Force, as submitted. Chris Garrity seconded the motion and the motion carried.

Animal removal update:

Bob Boone of American Bio Tech called in during the meeting and provided the following update:

- Removed the traps for the weekend – no one to monitor
- Trapped 3 red squirrels and 1 skunk
- One or two more days of trapping
- The work is guaranteed for one year

Marge Smith and Chris Garrity noted that several bricks are missing from the chimney that is at the back of the attic near the kitchen. Bob Boone confirmed that they had put screens in the chimney that will prevent the squirrels from entering the attic. He stated they are placed approximately 3 inches into the chimney and are not visible from the ground/street. Chris Garrity suggested putting a slate plate on the top of the chimney that is sealed in the main room, if the chimney is structurally sound enough to support the weigh. Chris Garrity asked Bob Boone if he could provide the Task Force with recommendations listing any projects to help prevent future animal infestations that he feels should be attended to in the near future.

Change Task Force Objectives & Responsibilities:

After a brief discussion, Chris Garrity made a motion to approve the proposed Swift House Task Force Sub-Committee charge, as attached, and bring it to the Board of Selectmen. Marge Smith seconded the motion and the motion carried.

Progress on Identification of Building Needs:

Missing STEAP Grant information:

The Task Force agreed to move forward without spending a lot of time looking for documents. Zanne Charity agreed to talk with Wes Wyrick regarding the work that was completed with the STEAP Grant, and see if he has any plans of the building that he could make available to the Task Force.

Joyce Kearns agreed to contact the Town crew to see if they would be willing to clean gutters, as they have done in the past, and try to reconnect the downspout at the northeast corner of the building while cleaning the gutters. Joyce will also create a schedule of regular maintenance tasks for Swift House for review at the next Task Force meeting.

Meeting with Contractors:

Zanne Charity reported that she has met with John Johnson and Kevin Brady with particular emphasis on determining most urgent repairs to be undertaken. She noted both contractors identified some of the same issues and each found a few more. Chris Garrity asked if each contractor could provide a written report/estimate with prices. Zanne Charity said that John Johnson is not interested in taking on the work but was very helpful in providing the names and contact information for reliable sub-contractors, including a roofer, painter and window/door/trim restorer. Kevin Brady is interested in doing the work and Zanne Charity already asked him to provide quotes for the work he sees as most urgent. Zanne Charity will continue to meet with contractors and report back as more information is available. Marge Smith will follow up with Bill Gawel and the Town Sewer Commission to see about connecting Swift House to the Town sewer system.

#### Special Meeting vs. Regular Meetings:

The group agreed to continue to have Special Meetings due to the limited charge.

#### Plan For Assessment of Potential Building uses:

Chris Garrity spoke with members of the Chamber and the Veterans. Both groups expressed an interest in utilizing space in the building, to be shared with others. Chris Garrity's pitch included updating the space, no rent and sharing the space with others. Marge Smith noted that the Task Force should consult with the fire marshal regarding any proposed changes in use or alteration to the space. Chris Garrity agreed to talk to the fire marshal and the land use administrator to determine current use status. Historical accuracy vs. functionality was discussed and the group agreed that planning for proposed changes to the interior of the building the building should be updated with emphasis on functionality while keeping some of the historical charm. Zanne Charity stated the kitchen and the furniture need to be updated. Various Task Force members will contact prior users of the building for more feedback. Marge Smith will draft a brief notice to be included in the Town Newsletter seeking public input regarding potential Swift House uses, to be reviewed at the next meeting. A survey may also be considered.

#### Walk Through for Preliminary Observations and Possible Uses:

The group walked through the building and around outside. They pointed out several areas that need repair both inside and outside. Zanne Charity will be getting estimates from contractors. The group talked in general about potential uses for various parts of the building, including potential advantages of having long-term renters on the second floor. Other possible uses and potential alterations to the interior will be considered after more feedback is available.

#### Next Meeting Date:

Monday, June 22, 2020 at 9:00 a.m.

#### Adjournment:

The meeting adjourned at 12:47 p.m.

Joyce Kearns & Zanne Charity  
Acting Clerk