

Present via ZOOM: Zanne Charity, Chris Garrity and Marge Smith.

The meeting was called to order at 9:05 a.m.

Approval of Minutes:

Zanne Charity made a motion to approve the minutes of the June 15, 2020 Special meeting of the Swift House Task Force, with the following amendment:

Under "Old Business," should read:

Charge re Task Force Objectives & Responsibilities, not
Change Task Force Objectives & Responsibilities

Marge Smith seconded the motion and the motion carried.

American Bio Tech update:

Zanne Charity stated that Bob Boone was not aware of the hole in the old stone foundation on the south side of the patio. Chris Garrity will arrange to meet with Bob Boone to look at the foundation and let him in to see the animal access hole in the storage pantry at the floor line above. The original contract provided for patching of foundation and other holes on the outside of the building with color match materials. Once the patching is complete, American Bio Tech's work will be done.

Sewer Hook-up:

Marge Smith spoke with Bart Clark and Billy Gawel. It appears that the lateral connection for the sewer connection has been paved over. Bart Clark was going to talk to Sewer Commission Chairman Elissa Potts. Once the Sewer Commission confirms the status of the lateral, Billy Gawel will provide an estimate.

Contractor Update:

Zanne Charity has met or been in touch with the following contractors:

- Three (3) general contractors:
 - John Johnson
 - Mason Lord
 - Kevin Brady
- Three (3) masons
- Three (3) roofers
- Four (4) painters

Zanne stated that John Johnson and Mason Lord are not able to take on the work but were very helpful in providing expertise and the names and contact information for reliable sub-contractors, including a roofers, painters, masons, and restoration carpenters, and an overview of the work that needs to be done. Kevin Brady is interested in doing the work and Zanne asked him to provide quotes for the work he sees as most urgent when they met. Zanne Charity stated that the three (3) contractors agreed that the most important objective is to secure the exterior of Swift House to prevent further deterioration of the exterior and damage to the interior of the building. The most important priorities are therefore as follows:

- Roof replacement
- Chimney leaks
- Window & Door Sills, Sashes, and Trim

Zanne Charity took notes during the walk thru with Mason Lord and will share with the group once Mason reviews and returns them to her with any updates.

Marge Smith agreed to take Wes Wyrick's schedule of windows and walk thru the building update the schedule, confirming condition, which windows are "new," and which are operable or inoperable. Zanne Charity said Mason Lord had recommended a specific storm/screen combination that we might use where necessary to help protect the old sashes and glass and make some of the windows operable for ventilation. She also noted that the Task Force will need to consider ventilation or other means of cooling as Swift House gets very warm in the summer months and could preclude summer usage of the building.

Fire Marshal and Building Use Status:

Chris Garrity met with Fire Marshal Stan MacMillan and Building Official Joe Manley to get a perspective on safety issues and possible alterations to Swift House. The big take away was that the building is a municipal building and therefore is subject to different codes than a privately-owned building. There was a discussion as to what ADA and fire codes might need to be addressed for the building to be in compliance. Chris Garrity summarized his tour in an email to Stan MacMillan and Joe Manley, a copy of which is attached. He added that the building currently is out of compliance.

Public Outreach:

The Task Force discussed whether a notice in the town newsletter or a survey monkey would be a good idea to solicit public input regarding future use of Swift House. Marge Smith and Chris Garrity suggested waiting to ask for public input until the Task Force has gathered additional information on basic repairs and code requirements, depending in part upon how the second floor might be used. All agreed.

"Constituent" Feedback to date:

Zanne Charity said that the President of the Informal Club is excited about the idea of moving back to the Swift House. She also spoke with Nancy Schaefer, President of the Garden Club, who said they do not have many meetings but do appreciate the use of the building for storage. Liddy Baker, the treasurer for both the Informal Club and the Garden Club, stated that a two ~~(2)~~ file drawers, one for each organization's paperwork, would be helpful. Zanne Charity said Chris Garrity had mentioned the possibility of using the Ambulance Barn in conjunction with Swift House needs, and suggested that the Chamber of Commerce might store their boxes of seasonal event supplies there so that the space they now occupy could be used to better advantage. As Chris Garrity had just left the meeting, Zanne said that she would ask him to follow up on the status of the Ambulance Barn and report at the next meeting.

Maintenance Schedule:

Zanne Charity suggested that Joyce Kearns review Nancy Wyrick's 2006 Kent Town Building Preservation Committee report for Swift House and pull out some items that should be on its regular maintenance schedule.

Gutter cleaning and downspout:

Joyce Kearns reported that she has reached out to several contractors and has not had any luck to date in locating a contractor to clean the gutters and reinstall the downspout. She noted that the highway department does not have the proper equipment or the time to clean the gutters.

Next meeting date:

Zanne Charity and Marge Smith agreed on Monday, July 20, 2020 at 9:00 a.m. Chris Garrity had left the meeting prior to this discussion and will need to agree to the date and time.

Adjournment:

The meeting adjourned at 10:05 a.m.

Zanne Charity and Joyce Kearns, Acting Clerk



Joyce Kearns <adminassist@townofkentct.org>

Fwd: Swift house

1 message

Chris Garrity <cgarrity@townofkentct.org>

Mon, Jun 29, 2020 at 10:18 AM

To: Joyce Kearns <adminassist@townofkentct.org>, Marge Smith <curator@kenthistoricalociety.org>, Suzanne Charity <zanne.charity@gmail.com>

Here is the communication with Stan and Joe.

----- Forwarded message -----

From: **Chris Garrity** <cgarrity@townofkentct.org>

Date: Tue, Jun 23, 2020 at 3:23 PM

Subject: Swift house

To: Stan MacMillan <stanley.macmillan@snet.net>, Tai Kern <buildingdepartment@townofkentct.org>

Stan and Joe,

Thanks again for taking the time to come over and look at the Swift House.

It was good to understand that a Municipal building has different standards than privately owned buildings. It makes sense to me that if it is publicly owned then everyone should be able to use the whole building.

My take away from the visit is the need for ADA compliance and Fire Code considerations should the use of the building continue as is and/or future uses as contemplated.

As a municipal building, the requirements for public use mandate specific code compliances such as handicapped ramp, doorways and ADA compliant bathroom.

The same is true with Fire codes. Separation between the two floors with one hour fire rated barrier, alarm system and of course a separately cordoned off access way should the decision to install an apartment.

Lastly, while use on the second floor for either an apartment or offices, would require the aforementioned Fire safety upgrades, code compliant stairs to the second floor are also necessary. And this is all predicated on the State of Connecticut granting a Waiver to use the second floor without additional ADA.

Please feel free to add anything I may have left out so that I can explain to the committee the whole scope of what we are dealing with.

Again thanks for your time and input.

Cheers,

Chris Garrity