



Swift House Task Force
Special Meeting via Zoom

Friday, October 16, 2020
9:30 A.M.

Present: Zanne Charity and Marge Smith.

The meeting was called to order at 9:33 a.m.

Approval of Minutes:

Chris Garrity made a motion to approve the minutes of the September 22, 2020 Special meeting of the Swift House Task Force, as submitted. Marge Smith seconded the motion and the motion carried.

Contractor Update:

Zanne Charity reported:

- The two chimneys have been removed
 - Roof boards installed
 - Covered with blue tarps

Joyce Kearns reported:

- Foundation work delayed several days due to rain
 - Should have a crew onsite next week
- Soffit work was delayed due to a death in the contractor's family
 - Working out a start date

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Chris Garrity made a motion to authorize the Administrative Assistant to contract a rodent control vendor. Marge Smith seconded the motion and the motion carried.

Exterior Carpentry and Painting:

Zanne suggested prioritizing the exterior work and painting to expend the remaining funds from the \$10,000 approved by the Board of Selectmen. After a brief discussion Zanne and Marge agreed to contact contractors to prioritize the outside work, primarily windows, to spend the balance of the \$10,000. Chris Garrity stated no more spending after the \$10,000 is spent until there is a comprehensive plan including exterior and interior work.

Chris agreed to take the lead on the interior design and obtaining quotes. Zanne will continue to obtain quotes on the exterior work and building mechanicals. The next meeting will be at the Swift House to review Chris' design concept which will include a small service kitchen, ADA restroom, better flow and potentially an updated staircase to the second floor.

Marge will draft the letter of intent of the 1772 grant. The letter needs to include the Historical Society's involvement in the use of the renovated swift House.

Chris stated that one of the recommendations to the Board of Selectmen should be an increase in the maintenance/repair line of the operating budget. The group agreed it should be increased to \$3,000 - \$5,000 annually to cover minor repairs.

Background for Consideration re Uses of Swift House:

The group agreed to focus on the comprehensive plan to ensure proper timing to be able to submit a request to include the Swift House in the Capital Plan.

Review Public Feedback from Town Newsletter Link:

Zanne attempted to extract the data from Survey Monkey but did not have the correct access code. The information has been requested from Jean Speck.

List of Civic Organizations/Groups & Contacts:

Marge received a list of civic organizations from Tim Good. She agreed to review and update the list.

Draft Survey to Send to Civic Groups:

No discussion.

Next Meeting:

Monday, October 26, 2020 at 9:30 a.m. The member will meet at the Swift House.

Chis made a motion to adjourn the meeting at 10:31 a.m.

Joyce Kearns and Zanne Charity