

Swift House Task Force             February 8, 2023

Special Meeting via Zoom 6:00 P.M.

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| *These are DRAFT minutes. Corrections may be made by the Task Force at a subsequent meeting. Please refer to subsequent meeting minutes for possible corrections and approval*. |

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| *Minutes reflect motions and summary of discussion only. Refer to the attached link for the recording of this meeting:* <https://www.youtube.com/watch?v=tVTyCy9weEc> |

Present:  Zanne Charity, Ed Matson, Glenn Sanchez and Marge Smith.

**Call to Order:**

Zanne Charity called the meeting to order at 6:03 p.m.

**Approval of minutes of October 19, 2022 and December 1, 2022 meetings:**

Minutes of the October 19, 2022 meeting were approved on a motion from Marge Smith with corrections as follows:

**Status of Historic Designation:**

Zanne Charity:

* If the building is on the State Register of Historic Places, it may be exempt from some of the ADA requirements.

**Estimated Cost Reports & Assignments:**

Ed Matson:

* Rather than waste all of our time, we need to recommend that an architect be hired and come up with a full plan for the downstairs, and maybe recommendations for the upstairs, too.

Zanne Charity:

* Our objective is to get the building back into use sooner rather than later. If the project is funded via the Capital Plan instead of seeking grants or other sources of funding, it would leave the building sitting idle to continue deteriorating for five or six year
* Will ask the Board of Selectmen for discretionary funds to hire an architect to work with us.

Approval of December 1, 2022 Meeting minutes tabled until the next meeting.

**Appraisal and recommendation re Architects’ Proposals for Swift:**

Following the Board of Selectmen’s request for our recommendation, Task Force Members reviewed proposals submitted by the two architectural firms responding to the RFP for the Swift House Needs Assessment Project, as well as their websites.

Task Force Members agreed unanimously to recommend Silver Petrucelli & Associates as the preferred firm for the project for the following reasons:

 • CT firm experienced in working on historic municipal buildings (vs none referenced in Vakota proposal).

 • Firm’s in-house engineer would be part of team.

 • Have assisted other CT municipal clients in applying for grants, and presumably would assist Kent too, if requested.

 • Considerably lower fee than Vakota.

**Task Force Report & Recommendations:**

Zanne agreed to put together an outline to include:

* An introduction.
* Attach first report from February 2021.
* Summary of subsequent repairs and maintenance work.
* Survey and survey results.
* Proposed format for civic use of the building.
* Proposed recommendations for ongoing maintenance.
* Building needs still to be met, including exterior repairs and interior improvements.

**Adoption of Regular Meeting schedule for Swift House Task Force:**

Task Force Members agreed to hold Regular Meetings going forward instead of Special Meetings to allow more agenda flexibility, and to hold meetings on the second Wednesday of each month at 6:00pm, with the understanding that some will likely be cancelled if not necessary. Zanne will write up a meeting schedule to provide to the Town Clerk’s Office and distribute to Task Force Members. The next meeting will be held on Wednesday, March 8 at 6:00pm.

**Adjournment:**

Ed Matson made a motion to adjourn the meeting at 6:40 p.m.

Zanne Charity

Swift House Task Force Chairman