

Gay Head Lighthouse Advisory Board
Notes of Meeting 2-18-20
Aquinnah Town Hall Selectmen's Meeting Room

Members present: Chairman Len Butler, Richard Skidmore, Tom Murphy, Jim Pickman

Members Not present: Bettina Washington, Kathy Rainey

Also Present: Selectmen Gary Haley

- The meeting began at 4:38pm

- First on the agenda was a review of the 12/10/19 minutes. Richard motioned to accept the minutes as edited by Jim. Motion was seconded by Jim. The Committee voted 4-0, the motion passed.

- Jim gave a review of accounts. Current account balance is \$19,924. There was discussion concerning the \$8,000 of CPC funds the Committee had requested for Park sodding and whether it is available for Lighthouse renovation projects.

- Richard gave a Lighthouse and Park report: there was an outage on 2/14 due to Town power failure, Coast Guard directed Richard in resting the light after the first reset failed; snow fencing, erected in areas where fencing was lost, has not been holding up well, Richard and Jay have suggested to erect a 4ft chain link plastic coated fencing 8ft from the edge.

- Under restoration the Committee briefly discussed the next phase: repointing of brick.

- Under Fundraising and Grants, the Committee discussed the Bond Bill. Richard noted that he hopes to meet with the State reps to try and get more information on the bill. Tom will reach out to Joe Wagner, head of Economic Development for the State. Len noted that he had talked with Jeffrey about floating a bond in the next two years to address Town Hall maintenance, public restrooms and Lighthouse restoration.

- The Committee discussed FY21 CPC request and use for the \$8,000 already allocated. Committee agreed to request \$40,000 from CPC for repointing of the brick.

- Under New Business, the Committee discussed FY21 budgeting. Richard listed what goes into the property: interior painting every year, ongoing fencing, yearly maintenance of path, mowing, irrigation maintenance, shade structure, signage banners and historical graphics, advertising, brochures, and supplies for tour operations. Path maintenance, mowing and fencing may remain under DPW. Tom left the meeting. The Committee discussed and identified the following items that would fall under the proposed \$32,200 Lighthouse operating budget: \$4,000 for painting (yearly cost), \$10,000 for general maintenance of building, \$4,000 for brochures and advertising (yearly cost), \$1,200 for signage, banners and historical graphics (interior signs and banner in front of Lighthouse entrance that will tie Lighthouse and Cultural Center together), \$1,000 supplies for tour operations (water, stickers for kids), \$12,000 for Lighthouse Keeper salary, and money for park irrigation and grass maintenance which will be removed out of the DPW budget (estimate to be received from Landscape). Last year there was a net profit total \$38,856 from Lighthouse tours. There was discussion of raising the entry fee to \$7 and the idea of printing a discount coupon to place at the ferry. Richard plans on meeting with Emily to discuss the budget and he will write up the proposed budget. He noted that he would like to have the budget under his position, with Lighthouse Committee consultation, so that he can have control over the budget so that when situations arise he won't need to get authorization for payment. There was discussion on revising the CPC funds request (\$30,000 repairs and \$10,000 reserve for emergency maintenance) and keeping some funds in reserve. Gary voiced concern with presenting the new Lighthouse budget to Fin Comm and Town Meeting. Jim motioned to approve the budget as discussed knowing that there will be one piece filled in when an estimate is received from Landscape. Richard seconded. The Committee voted 3-0, the motion passed.

- The Committee discussed a list of requests from the Tour Guide Coordinator for the 2020 season: opening a week earlier, interior painting and utilities be completed before opening, rescheduling positions after Labor Day, personnel priority to people who have Gay Head knowledge and can work independently, continue use of cash drawers and credit card devices, fans and drinking water, weekly cleaning by town employee, DPW trash barrel, water removal on first floor (small wet-vac to be provided to guides), increase electrical outlets on first floor, reinstall webcam above Lighthouse (never has been a webcam installed – installation would cost extra and the wifi level would need to be raised), signage, marketing, brochures and push carts with discount coupon (this would require additional funds and should be looked at in the following year), and continued partnership with the MV Museum. The Committee noted that the wifi fees need to be included in the requested Lighthouse budget. Richard calculated \$1,600 for annual wifi fees. Jim motioned to amend the budget request to include \$1,600 for wifi. Richard seconded. **The Committee voted 3-0, the motion passed.** The requested budget increased to \$33,800. Estimate from Landscape still needs to be added. Len guessed it would be around \$2,000 for the season.

- The Committee scheduled their next meeting for Tuesday March 17th, 2020 at 4:30pm. With no other business to discuss, a motion was made and seconded to adjourn. **The Committee voted unanimously in favor, the motion passed.**

- The meeting ended at 6:20pm.

Respectfully submitted,
Sophia Welch
Board Administrative Assistant