

PENFIELD REEF LIGHTHOUSE PRESERVATION COMMITTEE

Thursday, July 7, 2011

4:00 pm

Second Floor Conference Room

Independence Hall

725 Old Post Road

Fairfield, CT 06824

FINAL MINUTES

Members Present: Jennifer Carpenter, Sandye Mann, Paige Herman, Dave Peck, Sherri Steeneck, Mary Jo Cornell, Deanna Hoffman, Linda Cote Crowley

Members Absent: David Agonis, Michael Jehle, Pat Conley, Steve Elworthy, Bill Sapone

Others Present: Jim Fox, Dr. Evan Tilley.

I. Call to Order

Chair Ms. Carpenter called the Meeting to Order at 4:06 pm.

II. Election of Officers

J. Carpenter made the Motion to Elect Co-Chairmen Bill Sapone and Sandye Mann.

P. Herman Seconded the Motion. All in Favor.

J. Carpenter made the Motion to Elect Secretary Linda Cote Crowley.

P. Herman Seconded the Motion. All in Favor.

III. Approval of Minutes

D. Peck made the Motion to Approve the June 30 Minutes. P. Herman Seconded. All in Favor.

IV. Discussion Committee Charge

At the Board of Selectmen town Meeting on July 6, 2011, Chair S. Mann reported that she and Bill Sapone presented the Charge to the Board of Selectmen, who approved the Penfield Reef Lighthouse Preservation Committee Charge with the addition of the last sentence as follows:

Penfield Reef Lighthouse Preservation Committee Charge

A new Penfield Reef Lighthouse Preservation Committee shall be established to investigate and review whether the Town of Fairfield should seek to acquire the Penfield Reef Lighthouse which has been declared surplus by the General Services Administration, and will be sold according to the National Historic Lighthouse Preservation Act. The Fairfield community has long recognized the invaluable role the lighthouse has played in our town's history and the PRLPC shall investigate whether the Town of Fairfield should acquire the structure to protect and preserve the Penfield Reef Lighthouse as an asset to the Town of Fairfield.

The PRLPC shall conduct a thorough evaluation and present a recommendation to the Board of Selectmen as to whether the Town should acquire the Lighthouse. As part of any recommendation to acquire the Penfield Reef Lighthouse, the Committee shall outline:

1. The educational, historical, and/or possible cultural uses of the Lighthouse and how they may be implemented;
2. Present a preliminary preservation and maintenance plan, preferably in conjunction with the Fairfield Museum and History Center; and,
3. Present a financial plan identifying the costs involved and likely sources of revenue or outside funding, including any possible partnerships or associations with other non-profit organizations.

If a decision is made to acquire the Penfield Reef Lighthouse, the PRLPC shall seek outside funding sufficient to support an offer for the Lighthouse. If successful in acquiring the Lighthouse, the PRLPC shall proceed to establish a budget and seek the necessary funding, through outside fund-raising efforts, for effecting the preservation and maintenance of the Penfield Reef Lighthouse. The PRLPC shall also take steps to establish and implement appropriate uses of the Lighthouse.

The PRLPC shall consist of not less than 9 members and not more than 14 members. The Committee shall maintain the Minutes and an orderly record, and shall comply with the Town and State Statutes and Regulations.

Members of the PRLPC shall be approved by the Board of Selectmen. This Committee shall report to the Board of Selectmen through the Office of the First Selectman.

Be it further resolved that the First Selectman, Michael C. Tetreau, shall work with Federal Legislators and various state departments in order to acquire the Penfield Reef Lighthouse for minimal cost.

Penfield Reef Lighthouse Preservation Committee 7/7/11 Minutes

V. Set up Subcommittees on Fundraising, Preservation/Maintenance and Acquisition

S. Steeneck contacted Jim Himes regarding his support in assisting with the primary concern of obtaining the Lighthouse at no cost. She recommended we contact the other Federal and State Legislators via phone, e-mail, and follow-up letters.

Jim Fox suggested contacting the yacht clubs in the area – since many boaters already depend on identifying the Penfield Reef Light’s flashing colored light in Long Island Sound as a beacon to come home too.

S.Steeneck mentioned that Rita Waterman with the Power Boat Squadron was favorable in her report of the Lighthouse. It was recommended to obtain a Letter of Support from them.

Chair S. Mann suggested that fundraising efforts will need a Treasurer.

P. Herman made a Motion that the Town of Fairfield set up a special non-profit tax-refundable account to accept Lighthouse Funds to be held and used at the discretion of the Committee. M.J. Cornell seconded the Motion. All in Favor. The Committee expressed appreciation to Department of Finance Paul Hiller and his staff for placing the tax deductible refundable donations in a special lighthouse account payable to the order of the Penfield Reef Lighthouse Preservation, c/o First Selectman’s Office, Independence Hall, 725 Old Post Road, Fairfield, Connecticut, 06824, USA.

Chair S. Mann asked how we may feel on expanding to subcommittees and involving more people in fundraising, maintenance, and acquisition. We encourage all efforts of support, including volunteer professional expertise interested in assisting us. M.J. Cornell said that a fundraiser should include fun activities in order for people to feel good about giving.

J. Carpenter said a phone call is usually the approach in contacting some organizations.

P. Herman and D. Peck recommended sending Letters of Support. S. Mann will obtain a booklet listing Town organizations.

L. Crowley stated that Co-Chair B. Sapone recommended the Committee set up a boat tour to the Lighthouse as part of the inspection process. D. Peck offered to organize the boat tour, and invite the last person who occupied the Lighthouse as well.

J. Carpenter presented an estimated maintenance budget received from Public Works Director Rich White with Preliminary Estimates of the Cost of Repair for the Penfield Lighthouse. Final costs will be determined after inspection by a restoration architect/engineer, and the work may occur over multiple years. Estimates are: Architect/Engineer inspection and restoration specs \$45,000; Environmental Hygienist inspection and monitor abatement plan \$10,000; Replace/repair structural timbers in basement \$30,000; Replace damaged exterior shakes and boards \$10,000; Repair/replace damaged windows and flashing \$10,000; Paint exterior and railings; repair roofing; Re-point granite and brick \$20,000. The sub-total is \$190,000 adding a 25% contingency fee of \$47,500 for a Total Estimate of \$237,500.

Penfield Reef Lighthouse Preservation Committee 7/7/11 Minutes

P. Herman made a Motion for to approve L. Crowley to include the Lighthouse on the Town Website with linking capabilities, and for D. Peck to launch the Lighthouse on Facebook. Sherri Steeneck Seconded the Motion. All in Favor.

S. Mann invited input from the Committee for the Mission Statement and Goals. The Nautical Rank/ Chain of Command was decided on as increments of donation levels. P. Herman made a Motion to approve the Mission Statement and Goals. D. Peck Seconded. All in Favor.

The Donation categories are:

Lighthouse Keeper	\$ 25
Petty Officer	50
Ensign	100
Lieutenant	250
Commander	500
Captain	750
Admiral	1000
Fleet Benefactor	Above 1000

Penfield Reef Lighthouse Preservation Committee Mission

Via the National Lighthouse Preservation Act, the Mission of the Penfield Reef Lighthouse Preservation Committee is to protect and preserve the lighthouse structure for present and future generations, honoring its unique coastal position in our town, state, and country on the waters of Long Island Sound.

Penfield Reef Lighthouse Preservation Committee Goal

We endeavor to restore the Lighthouse, returning it to its aesthetically pleasing and original Historical character.

VI. Discuss Timeline for Presentations to Town Bodies

The Committee appreciates the efforts of J. Carpenter as she schedules our presentations in August and September to the Board of Selectmen, The RTM, and the Board of Finance at their meetings. She will send out press releases as well. The Fairfield Patch Article aroused interest.

Penfield Reef Lighthouse Preservation Committee 7/7/11 Minutes

VII. New Business None

VIII. Meeting Schedule

The next meeting is on Thursday, July 14, 2011 at 4:00 PM in the Second Floor Conference Room of Independence Hall.

IX. Public Comment

Jim Fox encouraged us to contact the boating community for support.

X Adjourn

P. Herman made the Motion to Adjourn. S. Steeneck Seconded. All in Favor.
The Meeting adjourned at 5:45 PM.

Respectfully submitted,

Linda Cote Crowley
Recording Secretary