

TARRYWILE PARK AUTHORITY
REGULAR MEETING

July 15, 2008

CALL TO ORDER:

On Tuesday, July 15, 2008 at 6:39 p.m., the regular meeting of the Tarrywile Park Authority, was called to order at Tarrywile Mansion, 70 Southern Blvd., Danbury, CT, by Chairman M. Marcus.

ATTENDANCE

The following board members were recorded as present:

Board Members: B. Talarico, M. Repole, M. Marcus, J. Preston, W. Platz (left at 7 pm), J. Harner & T. Cutsumpas

Absent Board Members: R. McGarrigal

Park Staff Present: S. Moy

Guests: Gerry Daly, Carol Daly, Christine Daly, Mary Lee Olivo, Mayor Mark Boughton, Roger Schmiedel and Michael Lombardi

AGENDA:

Prior to the Agenda, former Chairman Gerry Daly read a Certificate of Appreciation for former member Michael Lombardi. Chairman Marcus then took a few moments to present former Chairman Gerry Daly with a certificate from the Authority thanking him for his years of service. A proclamation was also read by Mayor Boughton from the City thanking him for his service. The Authority took a few moments and enjoyed light refreshments in the Bride's Room. The meeting was restarted at 7:05 p.m.

1. Minutes: A motion was made by T. Cutsumpas to approve the minutes of the June 17, 2008 regular meeting. B. Talarico seconded. The motion passed unanimously.

2. Financial:

A. Financial Report: In the absence of Treasurer W. Platz, S. Moy presented the balance sheet as of July 15th.

A motion was made by T. Cutsumpas to accept the balance sheet as presented. B. Talarico seconded. The motion passed unanimously.

Chairman Marcus then asked that the Year End Report be discussed before the budget.

Year End 2007-2008: S. Moy handed out the year end financial report. She noted that the staff is double checking all of the line items for accuracy and will present a finalized report at the August meeting

Chairman Marcus then asked that he give a Chairman's Report before the budget discussion. He also requested that he would like a Chairman's Report to be a formal item on future agendas.

Chairman Marcus reported that he along with Treasurer Warren Platz, Executive Director Sandy Moy, Tarrywile bookkeeper Ginny Schmidt-Gedney, Event Coordinator/Administrative Secretary Becky Petro (who handles incoming rental fees) and the Auditors met to clarify how the new accrual system should work. Also discussed were how the staff would handle the recommendations that have been made by the Auditors and the Authority.

Chairman Marcus, Director Moy and T. Cutsumpas meet with the Fire Chief and two of the Deputy Chiefs in regards to whether the Fire Department feels we may need more access ways into the Park. The chief didn't feel that wider paths or more paths were really needed. He however will be having his men bring over their John Deere Gator to do practice, so they can be more familiar with the Park.

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Chairman Marcus, Sandy and Rich Gunn recently meet with Bill Murphy of First Heating and Cooling. Mr. Murphy had several recommendations on how to improve the energy and heating consumption in the Mansion. Mr. Murphy has made a recommendation to go with Geo-thermal heating. Chairman Marcus has also asked S. Moy to get quotes on insulating the 3rd floor to better hold in the heat.

Chairman Marcus reported that he will be meeting with former Chairman Daly to go over any outstanding matters. Chairman Marcus has asked Janet Harner to fill the vacancy on the Tenant Review Committee that was left when Gerry Daly left the Authority. He has also asked Treasurer Warren Platz to review our purchasing procedures as it is his area of expertise. Chairman Marcus has also asked the Mayor's office to fill the vacancy that currently exists on the Board.

Chairman Marcus also took a moment to thank the Board for electing him as Chairman and putting their trust in him to lead the Authority.

2. Financial - continued:

B. Budget 2008 - 2009: S. Moy reported that Tarrywile has received \$315,000 in the Operating Budget for the 2008 – 2009 budget. This reflects no change from the previous years Budget, in fact no increase has been received for 4 years. She had gone over the budget at the June meeting but, T. Cutsumpas requested that the Board be allowed to further review the information before voting on it. The budget was then put back on the agenda for tonight's meeting. T. Cutsumpas asked that overtime be reviewed in the coming months to make sure it is all justified. He also felt that Portable Toilets were not needed. M. Repole disagreed. Much discussion followed.

A motion was made by M. Repole to accept the 2008-2009 budget as presented. B. Talarico seconded.

An addendum to the motion was made by T. Cutsumpas that the Portable Toilet line item be taken out of the budget. Chairman Marcus asked for a second and none were forthcoming, therefore the addendum failed.

Discussion followed. M. Repole felt that it is a public health issue and that portable toilets are a necessity not a luxury. Chairman Marcus called for the vote.

The motion passed unanimously.

3. Correspondence: None

4. Committee Reports:

A. Auditor's Recommendations: Michael Marcus reported that this item was discussed under the Chairman's Report.

B. Greenhouse Roof Repairs: Ted Cutsumpas reported that the Mayor is aware of the need for the roof repairs and is awaiting the completion of several other City projects before allocating any funds. T. Cutsumpas will report back at the next meeting.

C. Mansion & Park Rentals: The committee that was set up to look at rental rates for not only the Mansion but also the Park buildings such as the Red Barn and the future Pavilion have not yet had the chance to meet. The committee consisting of R. McGarrigal, M. Repole and T. Cutsumpas will meet in the near future.

6. Staff Reports:

A. New Business:

1. **Year End June 30th Park & Mansion Use Report:** Chairman Marcus thanked the staff for the report as it was emailed out to everyone. It showed that we had 121 events this year in the Mansion with over 7,000 people in attendance. The Park had 108 planned events with 5,333 people coming.
2. **July 2008 Park & Mansion Use Reports:** The July use report stated that there were 10 events scheduled for the Park with 375 people attending. There were 17 events scheduled for the Mansion with 629 people attending. In July a total of 27 events were held at the Park and Mansion with 1,004 people attending.

B. Old Business: None

7. Other Business:

A. **Reappointment of TPA Member:** S. Moy reported that R. McGarrigal has been reappointed to serve another three year term.

B. **Castle Task Force Report:** M. Marcus reported that the group has not met in the last month. M. Marcus and T. Cutsumpas reported that they are working with the Dahesh Museum that has shown some interest in the Castle. They have requested additional information such as blueprints, pictures, drawings, anything such as these items that can give them an idea of what size the building is. In regards to the Certified Local Government Entity status, we are still several months away from approval. Once that happens, the Task Force can apply for grants.

C. **Friends of Tarrywile Report:** S. Moy reported that the Friends have asked the Mansion staff to put aside Friday, October 3rd for a possible fundraising event. B. Talarico expressed concern that no one from the Authority is going to the meetings. Discussion followed. It was the hope of the Board that in the future months a Board member will be attending.

D. **Signatures:** S. Moy asked that of the four signators on the checks, that two people be the primary signatures and the other two people be back ups. With the new procedures, this would just make it easier to comply. If the primary people can not do it in a particular week, she asked that they take responsibility to find their own replacement. The Board agreed.

E. **Strategic Plan:** The Authority discussed at length the need for Parking. Discussion included how to increase the size of our current lots and where to build future lots. In regards to a possible new lot at Tarrywile Lake Road, much discussion followed. T. Cutsumpas expressed his concern that the neighbors are opposed to the project. J. Preston noted that the Authority must make decisions that are in the best interest of the whole park and that we should not allow a few neighbors to influence the Authorities decisions that impact the Park as a whole.

In regards to the grant that has been already submitted to the State, S. Moy reported that the grant has already been signed by the State. The grant is for a total of \$75,000, \$60,000 provided by the State and \$15,000 provided by the City. T. Cutsumpas asked who in the City agreed to pay for the \$15,000 and did we have that approval in writing. S. Moy reported that former Finance Director Diana Diorio approved the \$15,000 and that Antonio Iadarolo signed off on the grant. M. Marcus asked if the \$15,000 has to be in "cash" or if they can be as in kind services. S. Moy was not sure and will look into that question. If the City agrees and decides to float the construction money does the Authority support the parking lot.

7. **Other Business – continued:**
E. Strategic Plan - continued:

Motion was made by T. Cutsumpas that we move forward with the City's contribution on the Tarrywile Lake Road parking lot. M. Repole seconded.

Further discussion followed. Marita Repole expressed concern that the State would not look favorably upon us for future grants if we refused this one.

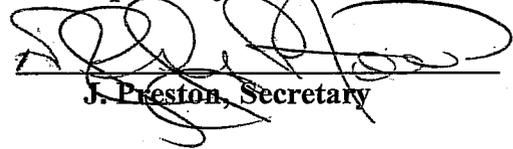
The motion passed with 4 in favor (Harner, Preston, Talarico & Repole) and one opposed (Cutsumpas).

Chairman Marcus reported that he and T. Cutsumpas will look further into the funding. Chairman Marcus also wants to see how much parking can be expanded in the lower lot. S. Moy reported that former Chairman Gerry Daly may have a file that further explains the lower lot and the exceptions that were granted to allow that lot to be placed where it is.

Adjournment

A motion was made by T. Cutsumpas to adjourn the meeting at 8:31 p.m. Seconded by M. Repole. Motion passed unanimously.

Respectfully Submitted,



J. Preston, Secretary