

TARRYWILE PARK AUTHORITY
REGULAR MEETING

December 6, 2011

CALL TO ORDER:

On Tuesday, December 6, 2011 at 6:32 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: M. Marcus, W. Platz, J. Preston, R. McGarrigal, J. Harner, D. Manacek & B. Talarico

Board Members Absent: T. Cutsumpas & M. Repole

Park Staff: S. Moy

AGENDA:

1. **Chairman's Report:** Chairman Marcus reported that after talking with the Mayor's office, he hopes to see the fundraising letter (that is signed from both the Mayor and Chairman Marcus) go out in January. Last year the letter helped raise \$7,000. Chairman Marcus noted that this year we need to raise a total of apx. \$30,000. Much discussion followed. After the letters are sent, follow up calls will need to be made. Chairman Marcus will update the Board at the January meeting. Chairman Marcus also took a moment to thank our staff and all those volunteers that have continued to help clean up after the recent storms.
2. **Friends of Tarrywile Report:** No members were in attendance to present a report.
3. **Minutes – November 15, 2011:** A motion was made by W. Platz to approve the minutes of the November 15, 2011. R. McGarrigal seconded. The motion passed unanimously.
4. **Financial:**
 - A. **Financial Report – November 2011:** A motion was made by R. McGarrigal to approve the financial reports. J. Harner seconded. The motion passed unanimously.
 - B. **Capital Improvement Budget 2012-2013:** S. Moy reported that all the items on the Capital Improvement Budget are the same as last year, with the addition of two new items. Renovations to the School Building on Mountainville Rd. has been added. The building now stands vacant and staff is recommending that with renovations the building could be changed into a residence instead of its former use as a preschool/nursery school. These renovations and changes would make it more attractable to rent. The other addition to the budget is the replacement of the generator. It is over 20 years old and we are starting to experience more maintenance issues with the current unit, therefore it is being added into the budget for replacement. Discussion followed.

A motion was made by D. Manacek to approve the proposed Capital Improvement Budget for FY 2012-2013. R. McGarrigal seconded. The motion passed with W. Platz, J. Preston, R. McGarrigal, J. Harner and D. Manacek voting in favor and B. Talarico abstaining.
 - C. **Operating Budget 2012-2013:** S. Moy reported that the budget is slightly less than the 2011/2012 budget. This is due in part because of the change from 2 full time Grounds and Building employees to one full time and 2 part time employees. Discussion followed.

A motion was made by R. McGarrigal to approve the proposed Operating Budget 2012-2013. B. Talarico seconded. The motion passed unanimously.

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5. **Correspondence:** NONE

6. **Committee Reports:**

- A. **Mansion Contract Review/Gap Committee:** Committee member Ray McGarrigal reported that the committee is reviewing the Mansion Contract package to see if any of the policies need to be reviewed or adjusted to add more flexibility to the contract. The staff will be making their suggested changes to the Committee and coming back to them the first week of January for another meeting. The committee will report back to the Board at the January meeting.
- B. **Goals & Priorities:** Committee Chair Ray McGarrigal reported that at this time no further committee meetings are needed until several items have been implemented.

7. **Director's Report:**

A. **New Business:**

1. **December 2011 Park & Mansion Use Report:** The December report shows that there were 6 events scheduled for the Park with 90 people attending. There were 5 events scheduled for the Mansion with apx. 339 people attending. A total of 11 events were held at the Park & Mansion with 429 people attending during the month of December.

B. **Old Business:**

1. **Farmhouse Rental Update:** S. Moy reported that the rental is still open. At this time, Mark Nolan (the listing agent) does not feel the rent should be dropped.
2. **School Building Update:** S. Moy reported that the building has been listed with Nolan Real Estate. With no rental forthcoming, the building will be shut down for the winter and winterized this coming week. The electricity will be left on and the heat (gas supplied) at bear minimum. S. Moy will keep the Board updated.
3. **Camp Building Rental Update:** S. Moy reported that neither the Zoning Department or the Fire Department have any objections to renting out the building. The matter is now with Corporation Council with regards to what is needed for insurance purposes. Mr. Schmidt is looking to pay \$125 a month and is looking for a longer term than just the winter months. Discussion followed. S. Moy will keep the Board updated.

8. **Other Business:**

1. **Leaf Vacuum:** S. Moy reported that Richter Park has donated one of their old leaf vacuums to Tarrywile. This will eliminate having to use an outside service to vacuum up and remove the leaves. Our staff will now be handling all the fall clean up.
2. **LoCIP Projects:** S. Moy reported that the LoCIP projects are still continuing with the City.
3. **DEP Parking Lot:** S. Moy reported that the storm debris has been removed from the parking lot and we are awaiting the completion of the lot.
4. **Gatehouse:** S. Moy reported that the roof was completed but a few last items need to be completed inside. She will keep the Board updated.

Adjournment

A motion was made by R. McGarrigal to adjourn the meeting at 7:40 p.m. Seconded by D. Manacek. Motion passed unanimously.

Respectfully Submitted,



Jeffrey Preston, Secretary