

TARRYWILE PARK AUTHORITY
REGULAR MEETING

October 21, 2008

CALL TO ORDER:

On Tuesday, October 21, 2008 at 6:33 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. Marcus, J. Preston, J. Harner, R. McGarrigal & T. Cutsumpas

Absent Board Members: M. Repole & W. Platz

Park Staff Present: S. Moy

AGENDA:

1. Minutes: A motion was made by T. Cutsumpas to approve the minutes of the September 16, 2008 regular meeting. B. Talarico seconded. The motion passed unanimously.

2. Financial:

A. Financial Report: In the absence of Treasurer W. Platz, Executive Director S. Moy presented the balance sheet as of September 30th. The balance sheet had been previously emailed to all Board members for their review before the October meeting. In that regards, because the August report was passed out at the September meeting rather than emailed, the Board had one month to review the August 2008 Financial Report.

A motion was made by T. Cutsumpas to approve the August & September 2008 Financial Report. R. McGarrigal seconded. The motion passed unanimously.

Audit – Year End June 30, 2008: S. Moy reported that the Audit was emailed to the Board for their review. Discussion followed. Several Board members requested more time to review the Audit and they also asked for the auditor to come to the next Board meeting to clarify a few areas in the audit. S. Moy explained that because of deadlines, the audit (though not approved) will still need to be sent to the City for their review even though the Board will be further reviewing and voting on it at the November Board Meeting. A letter will go with the Audit to the City explaining that it is just a draft copy. S. Moy will also contact the Auditor to see if he is available for the November Board meeting.

Capital Budget 2009-2010 – Committee Review: S. Moy reported that it was time to have the Administrative Committee and the Grounds & Building Committee meet and discuss the Capital Budget Submission for 2009-2010. A quick discussion followed, S. Moy will email the Board members to set up a meeting date to go over both the Capital and Operating Budgets.

Operating Budget 2009-2010 – Committee Review: See item C. above for action taken.

3. Correspondence: None

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4. Chairman's Report:

- A. Heating Fuel:** Chairman Marcus reported that a price of \$3.29 a gallon has been locked in with Mitchell Fuel for the upcoming heating season.
- B. Tarrywile Lake Task Force:** Chairman Marcus reported that the Task Force met in late September to discuss how the 2008 treatments went. The group will be meeting again in the spring to discuss treatments for the 2009 season. T. Cutsumpas asked how the treatments would be funded. S. Moy explained that in the past, the neighbors have paid for the treatment of the Lake, as it currently only benefits that select group. Discussion followed. Chairman Marcus & S. Moy will keep the Board advised.

5. Committee Reports:

- A. Greenhouse Roof Repairs:** Ted Cutsumpas reported that there has been no further action since the August Board meeting in regards to repairs. He did talk to Sean Ratchford of the Danbury School System in regards to his thoughts on the building. Sean stated that the temporary repairs are holding and hopefully will through the winter. S. Moy reported that the Tarrywile staff has also installed some plexiglas on the repaired area in hopes of better protecting it. No cost was involved as the plexiglas was scrap from another project.
- B. Mansion & Park Rentals:** The committee meet in early October and will present their findings under new business.

6. Staff Reports:

A. New Business:

- 1. October 2008 Park & Mansion Use Reports:** The October use report stated that there were 8 events scheduled for the Park with 670 people attending. There were 23 events scheduled for the Mansion with 1,043 people attending. In October a total of 31 events were held at the Park and Mansion with 1,713 people attending.
- 2. Installation of Replacement Backflow Preventer:** S. Moy reported on our yearly inspection of the Backflow Preventer. In 2007, the City of Danbury Water Department recommended that the unit be replaced but this year have told us that the unit has to be replaced. The City has said that the unit is not in danger of imminently failing but that it does need to be replaced. The staff received a quote from The Otto Company of \$3,450 to replace the unit. Discussion followed. S. Moy stated that the item could be put in the upcoming budget, with hopes that it will be funded. The Board agreed and the item will be added.
- 3. Mansion Rate Review – Staff Recommendations:** S. Moy reported that she met with the Mansion & Park Rental Review Committee to discuss current rates. She noted that the Committee is still investigating the different rates and that in order to comply with the Boards rules and regulations of the rate review being completed at the October meeting, with Chairman Marcus's approval, she is presenting the following staff recommendations. The recommendations that were emailed were as follows; the staff recommends that due to the current economic conditions the weekend full day and weekend hourly rates remain the same. In regards to weekday rentals the staff asked for a slight increase to the non-profit rates in order to cover overtime charges that are sometimes necessary with an early morning event before 8:30 am (our normal business hours). The increase would be a \$10 an hour increase. Daytime rates (7 am – 5 pm) would go from \$10 an hour for Danbury non-profits to \$20 an hour and out of town non profits from \$15 an hour to \$25 an hour.

6. Staff Reports - continued:

A. New Business - continued:

3. Mansion Rate Review – Staff Recommendations - continued:

The evening rates (5 pm – 12:00 am) would go from \$25 an hour for Danbury non-profits to \$35 an hour and out of town non profits from \$30 an hour to \$40 an hour. Discussion followed. The committee noted that they may have further recommendations once they have finalized their review.

A motion was made by B. Talarico to approve the staff recommendations on rate increases. R. McGarrigal seconded. The motion passed unanimously.

The staff also recommended the following changes to the contract package rules and regulations. Change the curfew to 12:00 am on all nights, with loud music ending by 11 pm. This curfew change would allow the staff to better manage events. The committee agreed with the staff recommendation. Per fire marshal recommendations, the staff requests that wording be added to the rules stating that heaters on the Veranda are not allowed. The Committee agreed with the staff recommendation. A word change from “seeing eye dogs” to “service dogs”. A slight change on the description of the House Supervisor stating that they are here to supervise the event, with the word supervise in capital letters and bold to draw attention to it.

In the same section a word change to state that “the House is set up exactly as defined on the approved floor plan” instead of stating that the “House Supervisor will also make sure the House is set up exactly as defined on the approved floor plan”. The word change is just a clarification so that people understand that the House Supervisor has no part in setting up anything. The staff also recommends that we lower the maximum capacity for tent events to 150 people. This would allow every event that we have to utilize the Mansion. This would also help with the current parking situation. We have only had two events over 150 people in the last 2 years, so this change would not impact rentals. Also in regards to tents, the words added in that installation can not be started until 8:30 am on Friday and takedown can not begin until 8:30 am on Monday. S. Moy also reported that the staff is looking into the use of candles and limiting their use. On this one matter, the staff will report back to the Board if needed.

A motion was made by R. McGarrigal to approve the staff recommendations on the contract package rules and regulations. B. Talarico seconded. The motion passed unanimously.

4. Parks Pond Dam Repair: S. Moy reported that the Dam repairs are complete.

5. DEP Grant: S. Moy reported that T. Cutsumpas had made her aware of a grant from Northeast Utilities to promote the park and the environment, Sandy has applied for a grant to do a “Story Walk” in the Park. She recently read about the program in a publication. The premise is to take a short children’s story, laminated the pages from the book and then post on sticks at different spots along the path for families to stop and read before moving onto the next stop. This encourages family time, environmental education and reading skills. Several books can be used, i.e. one book a week for a period of 6 weeks. She has asked for \$742.00 for the project. She should hear about the grant by the end of November and will let the Board know the results.

Staff Reports - continued:

A. New Business - continued:

6. **Pavilion & Storage Building Projects:** S. Moy reported the building projects are progressing. However the City had a few question in regards to the letter that was previously sent by past Chairman Gerald Daly concerning the area behind the Red Barn. Chairman Marcus with the help of S. Moy has written a letter to the Mayor explaining that this area in no way impacts the two building projects and that the first letter was meant just to inform the City of the concerns of Past Chairman Gerald Daly. Much discussion followed. Chairman Marcus and S. Moy will keep the board advised as to the status of the projects.
7. **DEP Weasel Survey:** The DEP is currently conducting a statewide weasel survey and has set several traps around the Park to determine what the possible weasel population may be.
8. **New Staff:** S. Moy reported that two new House Supervisors have been hired within the last two weeks and their training is almost complete. The two new staff members are Melissa Newsome and Tiffany DeMici.

B. Old Business:

1. **Meserve Grant:** S. Moy reported that the grant that the Authority previously approved for the Demonstration Buffer Garden at Tarrywile Lake has been sent to the Meserve.
2. **Overtime:** At the August Board meeting, T. Cutsumpas brought up the topic of overtime. At that meeting, the Authority asked S. Moy to compile a list of overtime situations and submit it to the Authority members for review at the September meeting. She did so and the Board asked to review the list and discuss it further at the October meeting. At the September meeting, T. Cutsumpas also requested that S. Moy breakdown the actual number of overtime hours and dollars spent for Sandy, Becky, Rich & Sam in 2005, 2006 & 2007. Once he received the information from S. Moy, T. Cutsumpas put all the information into a spreadsheet and presented at tonight's meeting. Discussion followed. Chairman Marcus suggested that the Administration Committee looks at the information during the budget process. R. McGarrigal suggested that a separate committee be formed to discuss the information. More discussion followed. A separate committee will be formed consisting of Ray McGarrigal as Chairman, T. Cutsumpas and W. Platz. The committee will report back to the Board.

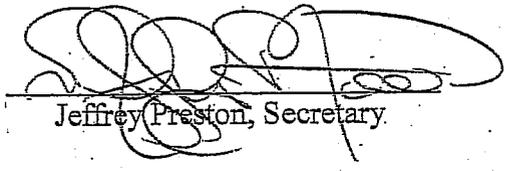
7. Other Business:

- A. **Castle Task Force Report:** T. Cutsumpas and Chairman Marcus reported that there has been no new movement from the Castle Task Force. However T. Cutsumaps did report that the CLG designation will be approved at the November Common Council Meeting.
- B. **Friends of Tarrywile Report:** Tarrywile Board Member B. Talarico went to the October Friends of Tarrywile meeting. She reported back that the Friends are progressing forward with their plans for WinterFest. They will again be doing their food booth and possibly some games and activities such as a snowman building contest. The Friends also discussed that they would like to help with several trail projects some of which may include chippers and/or chainsaws. Discussion followed on how they may be able to help. S. Moy noted that it is the City's procedure and liability rules that prohibit volunteers from using and/or running machinery. Further Discussion followed. Other topics covered at the Friends meeting included, the need for more trash cans in the Park, how they can be of help with the Pavilion and what our procedures are for camping and camp fires.

Adjournment

A motion was made by R. McGarrigal to adjourn the meeting at 8:38 p.m. Seconded by T. Cutsumpas. Motion passed unanimously.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Jeffrey Preston', is written over a horizontal line. The signature is stylized and somewhat cursive.

Jeffrey Preston, Secretary.