

DRAFT

TARRYWILE PARK AUTHORITY
REGULAR MEETING

December 16, 2008

CALL TO ORDER:

On Tuesday, December 16, 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,
W. Platz, M. Repole & T. Cutsumpas

Park Staff Present: S. Moy

AGENDA:

1. **Minutes:** A motion was made by W. Platz to approve the minutes of the November 18, 2008 regular meeting. R. McGarrigal seconded. The motion passed unanimously.

2. **Financial:**

A. **Financial Report:** S. Moy reported that the Authority did not yet receive the balance sheet and other financial reports as of November 30th because she is still working with the bookkeeper to make the necessary changes to the QuickBooks reports as requested by the Board. She further explained that the bookkeeper only works apx. two hours a week and has been working on the changes after she performs her normal duties. S. Moy expects the changes to be completed by the next Authority meeting, so the Board will receive the November & December reports at the January meeting.

B. **Capital Budget 2009-2010 – Committee Review:** S. Moy reported that the Committee's met and reviewed the Capital Budget. There were some slight changes in regards to the order of items based on increasing needs, such as the Greenhouse Roof replacement. Chairman Marcus thanked the staff and committee's for their work.

A motion was made by M. Repole to approve the proposed 2009-2010 Capital Improvement Budget. B. Talarico seconded. The motion passed unanimously.

C. **Operating Budget 2009-2010 – Committee Review:** The Committee's met and no changes were made to the operating budget as it was presented to them by S. Moy.

A motion was made by M. Repole to approve the proposed 2009-2010 Operating Budget. B. Talarico seconded. The motion passed unanimously.

3. **Correspondence:** S. Moy reported that there were two pieces of correspondence to report on. The first was a letter from one of our S.A.V.E. volunteers William Mattison. Mr. Mattison was away for a month and while in Florida sent a postcard to the staff wishing them a Happy Thanksgiving and letting the staff know that he was looking forward to seeing them again in a few weeks, when he returned to his volunteering. The second piece was a letter that appeared in The Danbury News Times on December 8th. Brain Hayes the Cross Country Coach of Immaculate High School held a fundraising Cross Country run on Thanksgiving and stated that the "...day would not have been possible without the cooperation of the people who manage and maintain Tarrywile Park".

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4. **Chairman's Report:** Chairman Marcus reported that he did not have anything to report. However, because of his vacation schedule, he asked the Board to consider moving the January meeting to Wednesday, January 14th. Discussion followed. The date change was fine with most Board members. Others will check their calendars and call the office to confirm.

5. **Committee Reports:** None

6. **Staff Reports:**

A. **New Business:**

1. **December 2008 Park & Mansion Use Reports:** The December use report stated that there were 6 events scheduled for the Park with 90 people attending. There were 9 events scheduled for the Mansion with 395 people attending. In December a total of 15 events were held at the Park and Mansion with 485 people attending.

2. **Donation:** S. Moy reported the Board member Warren Platz and his wife Ruthann have graciously donated \$100 to the Park, to be used towards the purchase of the Stihl Pole Pruner. The Board thanked Mr. Platz for his donation.

B. **Old Business:**

1. **Northeast Utilities Grant:** S. Moy reported that a Northeast Utilities representative will be coming to the Mansion on December 17th at 1 pm to award the grant to the Authority. All Board members are invited to attend.

2. **WinterFest 2009:** S. Moy reported that plans are moving along for WinterFest 2009. The staff has been in contact with EMS, Danbury Fish & Game, the Danbury Fire Department, the Friends of Tarrywile and Ice Matters and all are planning to attend. In addition, a representative of Wild Birds Unlimited in Brookfield will be giving a talk on Birds. S. Moy also is working on a winter Story Walk to kick off/introduce the concept to the Park visitors during WinterFest and has already found a book to use. The story will start in the Farm area and lead people up to Park's Pond where they will find the Fish and Game Club and the Fire Department. Staff will report in January on the progress of the event.

7. **Other Business:**

A. **Castle Task Force Report:** T. Cutsumpas reported that there has been no new movement from the Castle Task Force. The City has been waiting for the Certified Local Government designation before moving forward, as the designation will allow them more grant opportunities. The CLG designation has come through, so the Castle Task Force will reconvene in January to look for grant opportunities.

B. **Friends of Tarrywile Report:** No December Friends meeting was held due to schedule conflicts. The Friends are planning to do the food at WinterFest along with some possible games for kids. S. Moy reported that she had spoken to Friends member and volunteer hike leader Steve Hull concerning problems with ATV's in the Park in particular at Mootry Peak. Steve was going to go to the Friends with a request for signs to post in regards to no ATV's in the Park. S. Moy took the chance to talk with Steve concerning the need for people to come to the staff and Authority about these day to day operation matters and the fact that this is something that the staff would handle and not the Friends. The staff is now working with the hike leaders to post signs at Mootry Peak and to also see if we can determine their entry points. Staff will keep the Board advised to the status of this item at the next Board meeting.

7. **Other Business - continued:**

C. **Tenant Review Committee – Farmhouse changes:** S. Moy reported that one of the tenants in the Farmhouse, Alex Gisolfi has moved out of the Farmhouse and moved back home due to a family illness. The other tenants have requested that they be allowed to fill his spot with a new person. They have already found a new person by the name of Joseph Capotosto. The Tenant Review Committee has made the recommendation that he be allowed to move in. An addendum letter will be added to the lease allowing him to move in. The letter does not excuse Mr. Gisolfi from his responsibilities as a tenant, as he did sign a year lease, but allows for Joseph to move in. All issues will then be worked out between the tenants.

A motion was made by R. McGarrigal to accept the recommendations of the Tenant review Committee. W. Platz seconded. The motion passed unanimously.

C. **Northeast Utilities “Plan It Wise” Program:** S. Moy reported that the office received a mailing on the Northeast Utilities “Plan It Wise” program. The plan would help lower electricity costs by getting off peak rates. S. Moy turned in the initial paperwork, even though she was not sure if we would qualify. She will keep the Board advised if she hears anything.

D. **Milking Parlor Roof Repairs:** S. Moy reported that the park has received a donation of roofing materials and labor to repair the Milking Parlor Roof. There may be minimal costs to install the new roof.

A motion was made by R. McGarrigal to allow the staff to spend between \$600 - \$800 to repair the Milking Parlor Roof. M. Repole seconded. The motion passed unanimously.

E. **Copper Beech Tree:** S. Moy reported that the Copper Beech Tree has suffered a blight problem earlier this year and that water damage has also affected the tree. Bartlett Tree Experts has recommended a course of treatment and pruning that would cost \$1,656.00. Discussion followed. Ted Cutsumpas will ask the City Tree Department about the work to see if they could do it.

A motion was made by R. McGarrigal for Ted to ask the Danbury Tree Department if they can perform the work. If the City cannot do the work, Chairman Marcus has the ability to move forward as he sees fit with the Bartlett recommendation. B. Talarico seconded. The motion passed unanimously.

F. **Overtime Review:** Chairman Marcus reported that the committee met and has turned in a report to him for his review. He was unable to meet with Executive Director Moy until today to discuss the report and the committee’s recommendations.

A motion was made by W. Platz to move into Executive Session. R. McGarrigal seconded. The motion passed unanimously.

The meeting moved into Executive Session at 7:08 p.m. and came back into regular session at 7:29 p.m.

A motion was made by T. Cutsumpas to move out of Executive Session and back to the original agenda. R. McGarrigal seconded. The motion passed unanimously.

No votes or motions occurred during the Executive Session. The issue of overtime will be put back on the January agenda, so that S. Moy can have further time to look over the proposal.

G. **Relationship between Authority and Friends:** B. Talarico wanted to briefly discuss the relationship between the Authority and the Friends of Tarrywile. She expressed a desire to have Chairman Marcus meet with the Friends to see how things are going with the group. Discussion followed. Barbara will call Friends Chairman Gina Dennehy to set up a meeting between her and Authority Chairman Marcus.

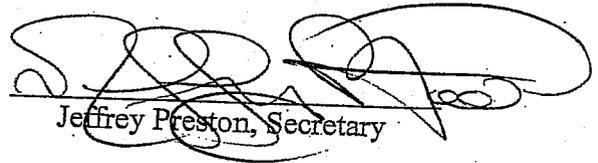
7. Other Business - continued:

H. Building Projects: Chairman Marcus and T. Cutsumpas reported that the Pavilion Project and Storage Building are temporarily on hold until such time that Public Works Director Antonio Iadarola can meet with former Authority Chairman Gerry Daly to discuss the letter he wrote to the City previously this year. They will report back to the Board as soon as any developments arise.

Adjournment

A motion was made by R. McGarrigal to adjourn the meeting at 7:50 p.m. Seconded by B. Talarico. Motion passed unanimously.

Respectfully Submitted,



Jeffrey Preston, Secretary

***NOTE: These minutes are a draft copy of the November 18, 2008 Tarrywile Park Authority Board Meeting. A final approved copy will not be available until such time as the Board votes on them at their next regularly scheduled Board Meeting. Any corrections will be reflected in the next months minutes.