

DRAFT

TARRYWILE PARK AUTHORITY
REGULAR MEETING

April 21, 2009

CALL TO ORDER:

On Tuesday, April 21, 2009 at 6:34 p.m., the regular meeting of the Tarrywile Park Authority, was called to order at Tarrywile Mansion, 70 Southern Blvd., Danbury, CT, by Vice-Chairman T. Cutsumpas.

ATTENDANCE

The following board members were recorded as present:

Board Members: R. McGarrigal, D. Manacek, M. Repole, J. Harner & T. Cutsumpas

Board Members Absent: M. Marcus, B. Talarico, J. Preston & W. Platz

Park Staff Present: S. Moy

Guests: none

AGENDA:

1. **Friends of Tarrywile Report:** No Friends were present at the meeting.
2. **Minutes:** A motion was made by D. Manacek to approve the minutes of the March 17, 2009 regular meeting. R. McGarrigal seconded. The motion passed unanimously.
3. **Financial:**
 - A. **Financial Report – March 2009:** A motion was made by R. McGarrigal to approve the March 2009 Financial Reports. J. Harner seconded. The motion passed unanimously.
 - B. **Mayor's Propose Budget 2009-2010:** T. Cutsumpas reported that as it now stands, Tarrywile can expect a 10% cut to their City Grant this year. Even though the budget has not been voted on yet by the Common Council, that is probably what we can expect. Discussion followed. During the absence of Chairman Marcus, T. Cutsumpas will meet with S. Moy to discuss the budget and how best to handle the 10% decrease and report back to the Board.
4. **Correspondence:** NONE
5. **Committee Reports:**
 - A. **Over Time Review:** Vice Chairman Cutsumpas reported that Chairman Marcus and S. Moy had meet and settled on a salary package. Discussion followed.

A motion was made by R. McGarrigal to accept the new salary for the Director at the rate of \$64,249.64 subject to the Vice-Chairman having a conversation with the Chairman and based on the outcome of that conversation we would adopt that as the salary beginning May 3, 2009. J. Harner seconded. The motion passed unanimously
6. **Staff Reports:**
 - A. **New Business:**
 1. **April Park & Mansion Use Report:** The April use report stated that there are 11 events scheduled for the Park with 198 people anticipated. There are 5 events scheduled for the Mansion with apx. 248 people attending. In April a total of 16 events will be held at the Park and Mansion with apx. 446 people attending.

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6. **Staff Reports - continued:**

A. New Business - continued:

2. **Website Update:** S. Moy reported that the new website www.tarrywile.com is up and running as of Monday afternoon. T. Cutsumpas reported that he would like to put together a Website Review Committee to review the website to look at money making opportunities for the website. The Committee would consist of Dave Manacek as Chairman of the Committee, Ray McGarrigal and Jeff Preston. T. Cutsumpas also asked that the staff be present for the meeting.

B. Old Business:

1. **CL& P/Northeast Utilities – Planet Wise Energy Program:** Staff applied for this program several months ago. It is an energy savings study program that involves putting a remote shut off on the air conditioning units. Ten times during the course of the summer, on a heavy energy use days, CL & P will call and ask permission to shut the A/C off for 12 minutes and then on for 18 minutes. We do have the right to refuse the shut down if for instance we have an event in the building. CL&P will then report their findings to us.

7. **Other Business:**

A. **Authority Vacation Schedule – May thru September:** S. Moy asked that the Authority check their calendars and let her know if they were going to be present for the next five meetings to help determine if quorum was going to be met.

B. **Castle Task Force Committee:** T. Cutsumpas reported that there are no updates other than the article that appeared in the News Times concerning the Castle. The article reported on the need for the City to establish a “Historical Properties Commission” in order to receive the “Certified Local Government” status. This status is needed so that the Castle Task Force can pursue state grants. R. McGarrigal expressed concern that there has been almost no movement in over a year. Discussion followed. T. Cutsumpas will keep the Board updated.

C. **Master Plan Review:** Vice-Chairman Cutsumpas reported that he has talked to Patti Cohen-Hecht of the Volunteer Center about facilitating a meeting concerning the Master Plan. It has been 5 years since the adoption of the Master Plan and it is time for a review of the plan to see how we are progressing. Executive Director Moy has compiled a list of projects from the Master Plan that are completed, are in the process of being completed and/or are already in the planning stages. The list was passed out to the Authority members at the March meeting. Likewise, the staff also mailed out a disk copy of the Master Plan for each Board member to review. Discussion followed. T. Cutsumpas will work on setting up a meeting with Patti Cohen Hecht.

D. **Friends of Tarrywile:** S. Moy reported that she had talked with Chairman Marcus about approaching the Friends of Tarrywile about making a donation to the Park to assist with the signage for the Riparian Buffer Garden on Tarrywile Lake Road. Chairman Marcus gave her the go ahead to request the funds from the Friends for the signage. The cost would be \$848.25. S. Moy put the request in writing and Barbara Talarico presented it to the Friends at their April Board meeting. Barbara reported back that the Friends were in favor of doing the project. T. Cutsumpas reported that he had been talking to Gina Dennehy (Chairman of the Friends) and she told Ted that they were not going to fund the signage. Discussion followed. T. Cutsumpas will email Gina Dennehy (and c.c. to Sandy) to confirm whether or not the Friends will be helping with the signage for the project.

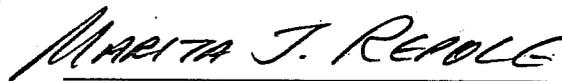
7. Other Business - continued:

- E. Calendar of Events & Newsletter:** S. Moy passed out the newest edition of the Newsletter and reported that this issue, the May – August Newsletter, will be the last issue to be mailed out now that the new website is up and running. With the new site, the office staff will be able to add events and news as often as we want. S. Moy also wanted to publically thank those who donated their time to designing our new website, Justin Fargione, Susan Foster and Steve Bean. A thank you has been sent to those individuals, along with an acknowledgement appearing in the newsletter and on the new website. S. Moy also wanted to thank Park staff member Becky Petro for the time that she also put into the site and working with the volunteers to get it up. T. Cutsumpas will write a thank you note to B. Petro.
- F. Pavilion:** R. McGarrigal asked T. Cutsumpas for an update on the status of the Pavilion. T. Cutsumpas reported that currently the City is waiting for the economic forecast to improve before purchasing further Bond money to do projects. So for the time being the project is on hold, until Bonds are purchased.
- G. Goals:** R. McGarrigal discussed that he feels that the Authority needs to look at, review and establish goals for the Authority and the Park. T. Cutsumpas asked if this could be done at the same time as the Master Plan meeting. Discussion followed. T. Cutsumpas & R. McGarrigal will meet to further discuss this issue.

Adjournment

A motion was made by M. Repole to adjourn the meeting at 7:28 p.m. Seconded by R. McGarrigal. Motion passed unanimously.

Respectfully Submitted,



Marita Repole, Acting Secretary

***NOTE: These minutes are a draft copy of the April 21, 2009 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.