

**TARRYWILE PARK AUTHORITY**  
**REGULAR MEETING**

December 15, 2009

**CALL TO ORDER:**

On Tuesday, December 15, 2009 at 6:36 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, J. Harner, J. Preston & B. Talarico, R. McGarrigal, W. Platz,  
T. Cutsumpas and D. Manacek

**Board Members Absent:** M. Repole

**Park Staff Present:** S. Moy

**AGENDA:**

**1. Chairman's Report:**

A. **Fundraising:** Chairman Marcus reported that Barbara Talarico & Sandy Moy attended a fundraising workshop last week, he also spoke to the Friends of Tarrywile at the Open House on December 6<sup>th</sup> concerning the issue of fundraising. He feels the Authority needs independent fundraising in order to build revenue to meet the budget. He suggested at either the January or February Board meeting or perhaps a separate meeting to sit down with the Friends to discuss how to raise funds.

2. **Friends of Tarrywile Report:** There was no representative of the Friends at the meeting, so Chairman Marcus briefly reported that he had been to their Open House event on December 6<sup>th</sup>. The event had a small attendance but everyone had a very good time.

3. **Minutes:** A motion was made by W. Platz to approve the minutes of the November 17, 2009 meeting.  
B. Talarico seconded. The motion passed unanimously.

**4. Financial:**

A. **Financial Report – November 2009:** S. Moy reported that the line item in reference to the Accounting Fees – Audit is incorrect on the report and will be corrected.

A motion was made by R. McGarrigal to approve the November 2009 Financial Report.  
B. Talarico seconded. The motion passed unanimously.

B. **Capital Budget 2010–2011:** A motion was made by W. Platz to submit the Capital Improvement Program (CIP) Budget FY10/11 – FY 15/16 to the City as presented. D. Manacek seconded. The motion passed unanimously.

C. **Operating Budget 2010-2011:** S. Moy presented the first draft of the FY10/11 Operating Budget. She reminded the Board that this is just the first version and that after the City awards the grant, the Authority would meet again to revise the budget depending on the grant amount awarded. She also noted that as per T. Cutsumpas request at the committee budget meeting, several maintenance items were removed from the budget and listed on a separate sheet of paper. Discussion followed.

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**4. Financial - continued:**

**C. Operating Budget 2010-2011 - continued:** T. Cutsumpas expressed his concern on the budget and how much is spent on the employee salary and compensation package.

**A motion was made by T. Cutsumpas to investigate less expensive employee benefit programs with the intent to save money and balance the budget. Seconded by J. Harner.**

Discussion followed. D. Manacek expressed concern that if the Authority went with a different program, he felt that the employee salary & compensation package should hold steady and not be reduced. Further discussion followed.

**The motion passed unanimously.**

S. Moy asked for clarification in regards to when this item would be investigated and when possible dollar figures would be available. The budget request is due into the City on January 7, 2010. Discussion followed. D. Manacek felt that since the budget is just proposed, that the budget should be submitted with the current figures and they can be investigated in the next few months in time for the final budget discussions in June. In general the Board agreed with this, so S. Moy was told to proceed using the current numbers. T. Cutsumpas also did not feel that a 3% raise for the employees was warranted with the current economic situation.

**A motion was made by T. Cutsumpas to remove the 3% raise from the proposed draft.**

Before the motion could be seconded, discussion arose concerning the matter. Both D. Manacek & R. McGarrigal felt that a raise should be put in and after the grant is awarded the matter could be better addressed.

**T. Cutsumpas rescinded his motion but requested that the minutes reflect his original motion and concerns.**

The budget discussion continued with T. Cutsumpas stating he felt that the employees should make a contribution to their dental benefits. Discussion followed.

**A motion was made by R. McGarrigal to revise the proposed budget and require the employees to pay 12% of the cost of their dental premium. T. Cutsumpas seconded. The motion passed unanimously.**

T. Cutsumpas asked why the Red Barn Rentals at \$5,000 income, Fundraising at \$5,000 and Website/Brochure Advertising at \$5,000 income were not in the proposed draft. S. Moy stated that since the Board does not know if the items will be met this fiscal year she had not put them in the FY 10/11 budget. Discussion followed.

**A motion was made by T. Cutsumpas to but the three items back into the proposed budget for a \$15,000 increase to revenue/income. D. Manacek seconded. Motion passed unanimously.**

**A motion was made by T. Cutsumpas to submit the budget draft with the modifications that were discussed. B. Talarico seconded. Motion passed unanimously.**

5. **Correspondence:** S. Moy reported that the Board received a note from Grounds & Building Foreman Rich Gunn, thanking them for the recent fruit basket that they sent him during his illness.

6. **Committee Reports:**

A. **Website:** D. Manacek reported that he along with the office staff met again with Mr. Jeff Troll and 4 other volunteers that the office staff has been able to get through the Volunteer Center to work on the large format Mansion brochure. This brochure would also be used to sell ads. D. Manacek thanked the staff for the hard work and time that they have put into this project. The committee will be meeting again on December 22<sup>nd</sup> to look over possible draft versions of the brochure. D. Manacek hopes to bring Sue Loerman, another volunteer on Board by mid-January to start selling ad space. The committee and the staff will keep the Board advised.

B. **Employee Handbook Review:** R. McGarrigal reported that the final draft was emailed to the Board for their review. In reference to sick pay, the current employees would still remain as being allowed to bank up to 60 days, but new hires would be limited to 30 days. Vacation time, new hires would only be allowed vacation after a year not after six months. Dress code, the new code states that the administrative staff must present a professional manner and that blue jeans and sweatshirts are not appropriate with exceptions at the Directors discretion.

S. Moy reported that the committee was still waiting to hear back from \_\_\_\_\_ in regards to military leave and time off. The committee just wants to make sure they have the appropriate wording in regard to leave. Changes were also made to the part-time employees, that they would no longer be paid for holidays if their normal work day fell on a holiday, they would just be asked to move their work day. ????

R. McGarrigal noted that items that were changed included vacation time allotment to any new hires. Existing employees would be grandfathered in and the current vacation time they receive in accordance to the number of years of employment would stay the same.

R. McGarrigal also asked why employees are allowed to take ½ day vacation time. S. Moy reported that this is to the benefit of the Authority, as we therefore do not go a whole day with out a staff member. He thought that would be fine as long as the director was in agreement with the ½ day the employee wished to take.

T. Cutsumpas expressed concern, asking if employees were allowed to take all their vacation at once. Especially those with multiple weeks. S. Moy explained that employees were allowed to take more then one week at a time and that with our small staff, we all work together to make sure that vacations, whether one week or multiple weeks do not effect business. All vacation has to be requested from the Executive Director and if there was ever a conflict, she would work with the staff to make adjustments. So the wording “at the Directors discretion” needs to be added, in reference to vacation time, whether it be the ½ days or a full vacation request. Ray will work on the wording.

Jeff Preston requested that under Article 4, Section A – Holidays, he requests that the wording “this list is subject to changes made by the City of Danbury” be deleted. The Board agreed and the line will be removed.

**A motion was made by D. Manacek to accept the handbook as presented with changes.  
D. Manacek seconded. Motion passed unanimously.**

## **7. Staff Reports:**

### **A. New Business:**

- 1. November Park & Mansion Use Report:** The November use report stated that there are 7 events scheduled for the Park with 225 people attending. There were 9 events scheduled for the Mansion with apx. 445 people attending. In November a total of 16 events will be held at the Park and Mansion with apx. 670 people attending.
- 2. Greenhouse Repairs:** S. Moy reported that she is looking for grants to repair the Greenhouse roof. The roof has been patched again and the staff hopes that the measures will get us through the winter.
- 3. Hayride/Mini Maze Update:** S. Moy reported that the event went well. A total of 172 children participated and the event saw a profit of \$620. Out of the five days, two were rained out and everyone was able to reschedule. Originally the event was to run two weeks, but the majority asked for time slots in the first week. One factor that made a difference in turn out was that many groups because of the economy did not have the money to arrange for busing. S. Moy thanked B. Talarico, M. Repole and Joe Badarraco for volunteering their time. R. McGarrigal asked if for next year could the time/days be expanded? Discussion followed. The staff will look at expanding the days for next year.

### **B. Old Business:**

- 1. Mansion Improvements:** B. Talarico stated that she feels strongly that the Mansion is in need of redecorating and that it has been over 20 years since the last time it was done for the Designers Show House. She met with S. Moy & B. Petro to go through the Mansion and discuss what needs to be done. She felt that in order to increase our revenue the building needs to be updated. The staff is working with two different designers to get their ideas. S. Moy also asked a local painter to give us a quote on what it would cost to redo the Hallway. The Staff and B. Talarico will keep the Board updated.

## **8. Other Business:**

- A. Goals:** Chairman Marcus asked the Authority members to sit down for a moment and come up with goals they would like to see accomplished at the Park & Mansion in the next year. These goals should be items that come from the Master Plan. These goals will then be given to the Executive Director and that person would strive to accomplish the goals. Chairman Marcus asked if Board members could email him their ideas.

## **8. Other Business - continued:**

- B. Tenant Review Committee Recommendation:** The Tenant Review Committee recommended that the Gatehouse lease be renewed for a full year with no rental increase.

**A motion was made by W. Platz to extend the Gatehouse lease for one year with no rate increase. Second by T. Cutsumpas. Motion passed unanimously.**

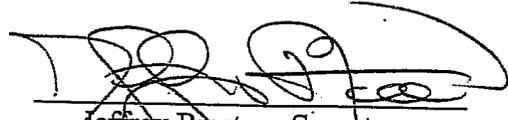
The Tenant Review Committee recommended that the Farmhouse lease be renewed for 6 months with no rental increase. S. Moy reported that there have been no problems with the tenants in the last few months.

**A motion was made by W. Platz to extend the Farmhouse lease for 6 months with no rate increase. Second by J. Harner. Motion passed unanimously.**

**Adjournment**

A motion was made by D. Manacek to adjourn the meeting at 8:56 p.m. Seconded by W. Platz. Motion passed unanimously.

**Respectfully Submitted,**



Jeffrey Preston, Secretary