

DRAFT

TARRYWILE PARK AUTHORITY
REGULAR MEETING

May 18, 2010

CALL TO ORDER:

On Tuesday, May 18, 2010 at 6:30 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,
M. Repole, W. Platz, T. Cutsumpas & D. Manacek

Park Staff Absent: S. Moy

Guests Present: Mark Nolan & Ian Jenner

AGENDA:

Presentation by Marketing Committee – Marketing Plan: Chairman of the Marketing Committee Dave Manacek, introduced Mr. Ian Jenner, a volunteer who with 4 other volunteers have worked on and developed a marketing plan proposal for the Mansion. Mr. Jenner presented the plan to the Authority. Discussion followed.

A motion was made by D. Manacek to pursue the recommendations from the committee and to move forward with implementing the actions. M. Repole seconded. The motion passed unanimously.

1. **Minutes:** A motion was made by W. Platz to approve the minutes of the March 16, 2010 meeting. M. Repole seconded. The motion passed unanimously.
2. **Chairman's Report:** Chairman Marcus stated that Executive Director S. Moy will report on items in her report.
3. **Friends of Tarrywile Report:** Treasurer Mark Nolan reported that the plans are progressing for their June 4th Evening at the Mansion event. Over 700 invitations have been mailed for the event. They have already received donations from Two Steps Restaurant, Gulliver's Wine & Liquors and Union Savings Bank. Several auction items have been obtained and the Friends are still working on getting more items. Paul Schierloh is also moving forward with updating their website and membership lists.
4. **Financial:**
 - A. **Financial Report – March 2010 & April 2010:** A motion was made by M. Repole to approve the March and April 2010 Financial Reports. D. Manacek seconded. The motion passed unanimously.
5. **Correspondence:** S. Moy thanked the Authority for the beautiful dish garden that they recently sent her and she thanked the Friends for their card. She expressed her thanks for all the support that both groups have given her in the past few months. She also thanked Becky Petro for all her help in running the office and keeping up on several projects.

A thank you was also received from Warren Platz for the fruit basket that was sent to the family on the passing of Warren's son.

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6. Committee Reports:

- A. Marketing Brochure Update:** D. Manacek & S. Moy reported that the committee is moving along and that Becky Petro has sold \$4,500 worth of ads. She is still working on a few and will be wrapping sales up in the next week. Chairman Marcus disturbed a list of the vendors that were contacted. He asked for the Authority members to look it over and if they came up with any additional names to let Becky know. The committee and the staff will keep the Board advised.

7. Director's Report:

A. New Business:

1. **April & May Park & Mansion Use Reports:** The April use report stated that there were 9 events scheduled for the Park with 135 people attending. There were 2 events scheduled for the Mansion with apx. 80 people attending. A total of 11 events were held at the Park & Mansion with 215 people attending. The May use report stated that there are 15 events scheduled for the Park with 286 people attending. There were 10 events scheduled for the Mansion with apx. 503 people attending. A total of 25 events will be held at the Park & Mansion with 789 people attending.
2. **Arbor Day:** Sandy Moy reported that the event went very well, we had representatives from Bartlett Tree and the City Forestry & Highway Department attended. Several projects were completed and the appropriate thank you's have been sent.
3. **Communications Changes:** S. Moy has been working with a company by the name of Abilita to see if there are any additional savings to be found in our communications systems.
4. **Electricity Supplier Change:** After investigating alternative suppliers for our electricity supply, S. Moy has changed our supplier from CL & P to Public Power to try and save on our electric bill.
5. **Energy Audit:** An energy audit has been conducted by CL & P to determine if there are areas in our buildings that can be updated, such as light fixtures or different kinds of light bulbs that would help us to improve our energy use. The audit should be ready in the next few weeks and then we can proceed to make improvements. Some of these improvements may be funded in part or whole by CL& P.
6. **Plein Air Event:** S. Moy disturbed flyers for the Plein Air event. The event is coming up starting on June 1st. There will be up to 5 days of painting followed by a juried show & sale on Sunday June 6th from 3 pm – 5pm. HVCA and Lynne Polley have worked with the Tarrywile staff to do this event. Tarrywile will receive 20% of the proceeds from the sale of the paintings.
7. **Tree Planting:** S. Moy reported that a Red Sunset Maple has been planted in the Brushy Hill meadow. The tree is in remembrance of the parents of Robbie & Debbie Peters. The parents used to live on Brushy Hill and the meadow was chosen, so that when family drove by they could see the tree. In addition to buying the tree, the family also donated \$200 to the park.
8. **Volunteer Week Recognition:** S. Moy reported that the Volunteer Center presented a plaque recognizing our commitment to volunteers. They also put a dollar value on the volunteer service we receive. In Connecticut the value of an hour of volunteer work is worth \$27.00 an hour. The total value of the volunteer work that was performed at Tarrywile in 2009 was \$49,113.27.

B. Old Business:

1. **Mansion Redecorating:** S. Moy stated that there was nothing new to report. We are just waiting on the valances to be completed. There is also no interest in the mural downstairs.
2. **Wetlands Boardwalk Project:** S. Moy reported that the Boardwalk project is moving forward. A plan was drawn up for the Boardwalk by a volunteer Landscape Architect. The plans are now currently with the Environmental Impact Commission and is awaiting administrative approval. It will also be looked at by the Building Department. The Youth Volunteer Corps will be working on the project on National Trails Day. YVC is also currently working on getting donations for the Boardwalk. S. Moy will keep the Board updated on the progress of the project.

8. Other Business:

1. **DEP Parking Lot Grant:** Chairman Marcus reported that after much discussion with the neighbors and the City, a formal motion must be made before the parking lot can be moved from the Tarrywile Lake Road area to the proposed area off of the lower parking lot. Discussion followed.

A motion was made by M. Repole to approve the relocation of the parking lot from the Tarrywile Lake Road area to off of the lower Mansion parking area. B. Talarico seconded.

Discussion followed. Chairman Marcus reported that the new location would add 29 spots. The plan for the new location has already been approved by the Planning Commission. S. Moy reported that the DEP has told her that they would approve the relocation as long as the lot stayed with in the park and that its intended purpose is for hikers.

The motion passed unanimously.

2. **LoCIP Grant:** Chairman Marcus reported that S. Moy has told him that she has received word that Tarrywile has received two grants through the Local Capital Improvement Program through the State of Connecticut. We received \$16,789.00 for the Greenhouse roof repairs and \$75,000 for repairs and improvements to the Mansion. The staff along with Chairman Marcus will be working with the City to facilitate the grants, as the money comes into the City not to Tarrywile directly.

3. **Employee Handbook Update:** Chairman Marcus reported that the final draft of the Employee Handbook has been updated and is ready for a final vote.

A motion was made by D. Manacek to approve the final draft of the Employee Handbook as updated. B. Talarico seconded. The motion passed unanimously.

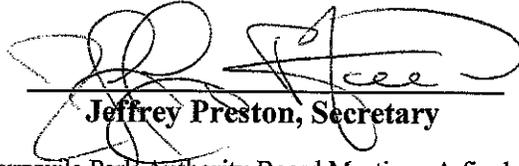
4. **Camping Review:** Board member Jeff Preston has asked for a review of camping in the Park. He has several ideas to try and promote more camping here in the Park and also to look at a possible rate schedule. Chairman Marcus asked that a committee be formed to look at Camping. He asked Jeff Preston to chair the committee, Marita Repole & Dave Manacek are also are on the Committee.

5. **Nominating Committee Appointment:** Chairman Marcus reported that it was time to hold elections again. All non officers; Marita Repole, Dave Manacek, Barbara Talarico, Janet Harner & Ray McGarrigal will serve on the committee. The committee will be chaired by Ray McGarrigal. S. Moy noted that any Board member can run for an office and if they are interested they should let the Nominating Committee know. The Committee should present the slate at the next meeting.

Adjournment

A motion was made by M. Repole to adjourn the meeting at 8:09 p.m. Seconded by R. McGarrigal. Motion passed unanimously.

Respectfully Submitted,



Handwritten signature of Jeffrey Preston, Secretary, written in black ink over a horizontal line.

Jeffrey Preston, Secretary

***NOTE: These minutes are a draft copy of the May 18, 2010 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.