

TARRYWILE PARK AUTHORITY
REGULAR MEETING

December 14, 2010

CALL TO ORDER:

On Tuesday, December 14, 2010 at 6:28 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. Preston, W. Platz, R. McGarrigal, D. Manacek & B. Talarico

Board Members Absent: J. Harner, M. Repole & T. Cutsumpas

Park Staff : S. Moy

AGENDA:

1. **Audit:** At the November Board meeting, the auditor, Glenn Nanavaty addressed the Board and reported on the June 30, 2010 Year End Audit. He reported that everything looked good and that both the rentals and the City Grant receipts were down this year. A formal motion is needed to accept the audit.

A motion was made by W. Platz to accept the audit Year End June 30, 2010. B. Talarico seconded. The motion passed unanimously.

2. **Chairman's Report:**

- A. **Fundraiser – June 17, 2011 proposed event:** Chairman Marcus reported that he attended the last Friends meeting. Since no one from the Friends was in attendance at the meeting tonight, he reported that they held elections and Sue Lauerman was elected President, Lucy Prybylski was elected Vice President and Mark Nolan is Treasurer. No one was appointed as Secretary, so Lucy will be acting secretary until another secretary can be appointed. Michael reported that he will have another meeting with Sue & Lucy to discuss the groups working together for a major fundraiser. Discussion followed.

Chairman Marcus also reported that he is still working with T. Cutsumpas and Mayor Boughton to get the sponsorship letter out to corporations. He is hoping the letter will be out in the beginning of January. Discussion followed. Chairman Marcus will keep the Board updated.

3. **Friends of Tarrywile Report:** See Item #2 - Chairman's Report.

4. **Minutes:** A motion was made by R. McGarrigal to approve the minutes of the November 16, 2010 meeting. W. Platz seconded. The motion passed unanimously.

5. **Financial:**

- A. **Financial Report – November 2010 :** A motion was made by W. Platz to approve the November 2010 Financial Reports. R. McGarrigal seconded. The motion passed unanimously.

- B. **Budget Committee – Operating Budget 2011-2012:** S. Moy went over the proposed Operating Budget submission that is due to the City by December 20th. Upon completion of her report, discussion followed. The Board felt it was important to get the point across to the City that there are no further areas to be cut in the budget and services would have to be cut if further reductions are made in the City Grant.

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5. Financial - continued:

B. Budget Committee – Operating Budget 2011-2012 - continued: R. McGarrigal along with M. Marcus suggested that in addition to the forms required by the City, that a presentation be prepared that can go with the submission. Further discussion followed as to if it should be in the form of charts & graphs or in a Power Point presentation. D. Manacek, J. Preston & R. McGarrigal will work on this item.

A motion was made by R. McGarrigal to approve the proposed Operating Budget Submission as presented. B. Talarico seconded. The motion passed unanimously.

6. Correspondence: NONE

7. Committee Reports: NONE

8. Director's Report:

A. New Business:

- 1. December Park & Mansion Use Reports:** The December report shows that there were 6 events scheduled for the Park with 90 people attending. There were 6 events scheduled for the Mansion with apx. 275 people attending. A total of 12 events were held at the Park & Mansion with 365 people attending during the month of December.
- 2. Dishwasher:** The board went over the analysis from S. Moy on the feasibility of installing a dishwasher in the Kitchen. Even though the Friends have offered to help with the costs, the staff has recommended that the long term costs and maintenance issues would not make the rental or purchase of a dishwasher worth while. B. Petro had polled 12 Mansion users; 4 caterers, 4 non-profit groups and 4 general renters to see if they would use a dishwasher and if given the opportunity would they pay for use of the equipment. Most, would not use the dishwasher and would not want to pay extra for it. Discussion followed.

A motion was made by J. Preston to accept the staffs recommendation that at this time, no dishwasher be installed. R. McGarrigal seconded. The motion passed unanimously.

S. Moy noted that at a future date, perhaps when the economy is doing better, the issue can be revisited. Chairman Marcus noted that he has also forwarded a copy of the analysis to the Friends and will let them know of the Boards decision.

B. Old Business:

- 1. DEP Parking Lot Grant Update:** S. Moy reported that the Parking Lot is almost complete. More trees were saved with the current configuration. She also noted that we have stockpiled all the fill and top soil that was left over from the job.
- 2. LoCIP Update:** S. Moy reported that the Purchasing Department is currently going over the quotes for the projects. In total 13 projects are to be done. As previously reported, the State has also agreed to the replacement of the Alarm System. S. Moy will keep the Board advised as to the status.

8. Other Business:

A. Equipment Surplus: S. Moy reported that Richter Park had a piece of surplus equipment that they have donated to us. The equipment is a large leaf blower that attaches to the back of our tractor. The grounds and building staff have already used it to help with fall clean up. The appropriate thank you's have been sent.

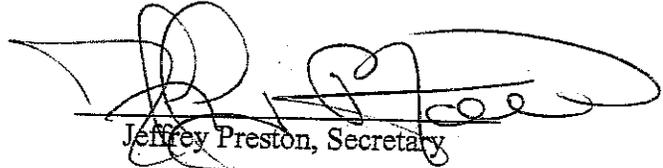
8. Other Business - continued:

B. Conference Room Chairs: S. Moy reported that M. Nolan of the Friends of Tarrywile has asked a furniture upholster to look at the Conference Room chairs and to give a quote.

Adjournment

A motion was made by R. McGarrigal to adjourn the meeting at 8:18 p.m. Seconded by D. Manacek. Motion passed unanimously.

Respectfully Submitted,



Jeffrey Preston, Secretary