

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

August 16, 2011

**CALL TO ORDER:**

On Tuesday, August 16, 2011 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. Preston, D. Manacek, J. Harner, W. Platz, M. Repole & B. Talarico

**Board Members Absent:** T. Cutsumpas & R. McGarrigal

**Park Staff:** S. Moy

**Guests:** Susan Lauerman

**AGENDA:**

1. **Chairman's Report:** Chairman Marcus asked the Authority to pause for a moment of silence in memory of Grounds & Building Foreman Richie Gunn who passed away on July 8, 2011.
  - A. **Castle Condition:** Chairman Marcus reported that the Friends of Tarrywile are meeting in the next few weeks to discuss the Castle. Chairman Marcus had also met with Ed Killian Jr. to look at the interior of the Castle and discuss how it could be cleaned out, he recommended a crane working on the exterior and a spotter on the inside. Ed Killian Sr. recommended a controlled fire to remove debris. Discussion followed. Chairman Marcus will look further into the issue of removing the debris.
2. **Friends of Tarrywile Report:** Friends President Sue Lauerman reported that the Friends are working on several items. They will be having a booth at the Taste of Danbury event. They are also looking into a possible October concert event. S. Lauerman also reported that the Friends may look into a DEP Recreational Trails Grant.
3. **Minutes – June 21, 2011:** A motion was made by D. Manacek to approve the minutes of the June 21, 2011 meeting. W. Platz seconded. The motion passed unanimously.
4. **Financial:**
  - A. **Financial Report – YE June 30, 2011 & July 2011:** A motion was made by M. Repole to approve the financial reports. D. Manacek seconded. The motion passed unanimously.
  - B. **Proposed Park Budget 2011-2012:** S. Moy reported that due to several items being reduced in the budget, she has found an additional \$34,000 in savings. Much of this savings comes from the reassignment of job positions within the Grounds & Building Department. Executive Director Moy had long discussions with Chairman Marcus concerning how to fill Mr. Gunn's position after he passed away. It was the desire to hire another full time worker to replace Mr. Gunn but with the current economic situation, it was decided to hire part time workers instead. This will result in a savings for the salary & benefit line items in the budget. Caretaker Sam Crews will be promoted to Foreman and two part time workers will be hired, so no man hours will be lost. Discussion followed.

A motion was made by M. Repole to amend the budget to reflect the savings. B. Talarico seconded. The motion passed unanimously.

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5. Correspondence: NONE

6. Committee Reports:

- A. “Bridge the Gap”: Chairman Marcus reported that he felt that it would be up to the Authority to solve our own budget problems. He would like to see a committee formed to discuss the financial situation, fundraising and revenue enhancements. The following Board members would like to serve on the committee; J. Preston, D. Manacek, M. Repole, B. Talarico & R. McGarrigal. The committee needs to set up a date to meet with Sandy to further discuss possible ideas.
- B. TPA/Director Goals: Chairman Marcus passed out the job descriptions. He feels that goals are needed to conduct an employee review. Chairman Marcus along with D. Manacek & R. McGarrigal met over the phone & discussed goals. Much discussion followed. Vice Chairman Repole commented that a review should be based upon the current job description. It was also noted during the discussion that City Hall does not conduct employee reviews. Further discussion occurred. A committee needs to be formed to look at the job descriptions to see if they need to be updated and to review the current duties.

**A motion was made by D. Manacek to form a committee to review the job descriptions. M. Repole seconded. The motion passed unanimously.**

The following Board members would like to serve on the committee; D. Manacek, M. Repole, B. Talarico & R. McGarrigal (chair).

7. Director’s Report:

A. New Business:

1. Income Enhancements: S. Moy had previously compiled a list that was ready for discussion at the June Board meeting. The list has been revised and updated. Brief discussion followed. The “Bridge the Gap” committee will look at this list.
2. July & August 2011 Park & Mansion Use Reports: The July report shows that there were 7 events scheduled for the Park with 115 people attending. There were 8 events scheduled for the Mansion with apx. 403 people attending. A total of 15 events were held at the Park & Mansion with 518 people attending during the month of July. The August report shows that there were 9 events scheduled for the Park with 170 people attending. There were 13 events scheduled for the Mansion with apx. 473 people attending. A total of 22 events were held at the Park & Mansion with 643 people attending during the month of August.
- The year-end Tarrywile Park & Mansion Organized Events Report showed a total of 194 events with 7,397 people attending. These numbers do not reflect non-event Park & Mansion users such as walkers, hikers, mountain bikers, picnickers, etc.
3. June 30, 2011 YE Mansion Rental Report: The report showed that there were 9 less events than in the previous fiscal year. The average number of weddings held during the last 8 years is 24.4, with this year’s total being 24, so the wedding end of the business remains consistent. Hourly rentals however still have not picked back up to what they were two – three years ago.
4. Summer Youth Employment Program: S. Moy reported that the Summer Youth Employment Program once again placed youth at the Park for the summer. Funding had been cut however, so there were only 5 youth on a half day schedule.

7. **Director's Report - continued:**

**B. Old Business:**

1. **Farmhouse Rental Update:** S. Moy reported that there has been a lot of interest in the house, but no solid leads.
2. **Parking Lot Update:** Chairman Marcus will try and speak to City Engineer Farid Khouri about the project and the status..
3. **Plein Air 2011 Update:** S. Moy reported that 16 artists participated in the show and over 100 people attended the event. A total of \$317 was raised.
4. **Sponsorship Appeal Update:** S. Moy reported that \$1,000 has been received from Winters Brothers Refuse, to be used towards Environmental Programs. Appropriate thank you letters have been mailed out.

8. **Other Business:**

1. **Tenant Review Committee:**

- A. **School Building Lease Renewal:** S. Moy reported that the tenant wishes to renew for one year. The committee recommends no increase in the rent.

**A motion was made by W. Platz to renew the lease on the school building for one year with no rental increase. M. Repole seconded. The motion passed unanimously.**

- B. **Carriage House Lease Renewal:** S. Moy reported that the tenant wishes to renew for one year. The committee recommends no increase in the rent.

**A motion was made by W. Platz to renew the lease on the Carriage House for one year with no rental increase. M. Repole seconded. The motion passed unanimously.**

2. **Richard Gunn Memorial Bench:** S. Moy reported that B. Petro had suggested a memorial bench be installed in the farm area in memory of Richie Gunn. Donations have already come in and the price will be determined once all funds have been totaled. M. Repole & S. Moy will also work on perhaps having a showing of Rich's art work the day of the formal dedication of the bench.

**A motion was made by D. Manacek to establish a fund for the donations coming in. B. Talarico seconded. The motion passed unanimously.**

3. **Computers:** S. Moy reported that the new computers have been purchased and H. Moy is in the process of setting them up. Chairman Marcus had already approved the purchase, but a motion is needed to approve the use of the funds from the Hayride and FEMA reimbursement.

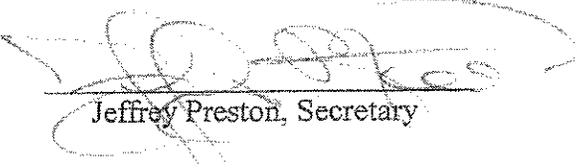
**A motion was made by B. Talarico to transfer the funds to cover the computer purchase. M. Repole seconded. The motion passed unanimously.**

4. **White Trail:** S. Moy reported that there are three trees along the White Trail that need to be removed. Another 29 trees also are of concern and will need work. The camp sites have been closed for the rest of the season. The job is too large for our crew to do, so it will be addressed at the next Arbor Day.

**Adjournment**

A motion was made by D. Manacek to adjourn the meeting at 8:26 p.m. Seconded by B. Talarico. Motion passed unanimously.

**Respectfully Submitted,**



Jeffrey Preston, Secretary