

DRAFT
TARRYWILE PARK AUTHORITY
REGULAR MEETING

November 15, 2011

CALL TO ORDER:

On Tuesday, November 15, 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, W. Platz, J. Preston, R. McGarrigal, J. Harner, M. Repole & B. Talarico

Board Members Absent: T. Cutsumpas & D. Manacek

Park Staff: B. Petro

Guests: Andrew Schmidt

Public Speaking: Andrew Schmidt, a tenant in the Carriage House, addressed the Board in reference to renting possible garage space from Tarrywile, so that he can work on refurbishing his truck in the coming months. Discussion followed. The Board asked that S. Moy look into the possibility of renting space to Mr. Schmidt.

AGENDA:

1. **Chairman's Report:** Chairman Marcus took a moment to thank our staff and all those volunteers that have helped clean up after the recent winter storm. B. Petro noted that as the office received updates from volunteers, they were thanked for their help.

A motion was made by R. McGarrigal to submit a thank you letter to our volunteers to the News Times. B. Talarico seconded. The motion passed unanimously.

2. **Friends of Tarrywile Report:** No members were in attendance to present a report.
3. **Minutes – October 16, 2011:** A correction was made to item #3 in the minutes, it should have stated that the minutes were seconded by D. Manacek.

A motion was made by W. Platz to approve the amended minutes of the October 16, 2011. R. McGarrigal seconded. The motion passed unanimously.

4. **Financial:**

- A. **Financial Report – October 2011:** A motion was made by M. Repole to approve the financial reports. B. Talarico seconded. The motion passed unanimously.

- B. **Budget Committee Assignments – Capital Improvement and Operating:** Chairman Marcus & B. Petro reported that the City submission dates for both the CIP & Operating budget are coming up in mid-December. The Authority needs to meet to discuss and approve their submissions. Discussion followed. The Board will meet on December 6th and combine their monthly Board meeting with the budget discussions.

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5. **Correspondence:** NONE

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BY: 

6. Committee Reports:

- A. Gap Committee:** Committee Chair Jeff Preston and Chairman M. Marcus reported that at this point in the discussions, they would recommend that this committee and the Mansion Contract Review Committee be merged as they are discussing several of the same points.
- B. Goals & Priorities:** Committee Chair Ray McGarrigal reported that at this time no further committee meetings are needed until several items have been implemented, such as a satisfaction survey D. Manacek is working on.
- C. Mansion Contract Review:** Committee member Ray McGarrigal reported that the committee is reviewing the Mansion Contract package to see if any of the policies need to be reviewed or adjusted to add more flexibility to the contract. Discussion followed. Rates have not yet been addressed. The committee will combine with the Gap Committee and will meet on Tuesday, November 22nd at 4pm in the Mansion Conference Room.

7. Director's Report:

A. New Business:

- 1. November 2011 Park & Mansion Use Report:** The November report shows that there were 8 events scheduled for the Park with 215 people attending. There were 5 events scheduled for the Mansion with apx. 360 people attending. A total of 13 events were held at the Park & Mansion with 575 people attending during the month of November.
- 2. Storm Damage Report:** Chairman Marcus & B. Petro reported on the storm damage that occurred during the early winter storm. There was tree damage to many areas in the Park and park staff along with volunteers have been working hard to clear the immediate Mansion area and also the trails. At this point, the Orange Trail & Blue Trail are the two areas that are still being worked on. The large oak tree behind the Gazebo came down and that will require City help to cut up. The Grape Arbor also took a significant hit and will require repair work.

B. Old Business:

- 1. Farmhouse Rental Update:** B. Petro reported that the rental is still open. Discussion followed in regards to whether the rent should be dropped further. Discussion followed.

A motion was made by R. McGarrigal to allow Executive Director S. Moy and Chairman Marcus flexibility to alter the terms of the lease (including monthly rental amount) after input from the Tenant Review Committee without coming back to the whole Authority for approval. W. Platz seconded. The motion passed unanimously.

- 2. Gatehouse Roof Repairs:** B. Petro reported that S. Moy obtained three quotes and Mangione Roofing was the lowest. He was in last week and the job has been completed.
- 3. School Building Update:** B. Petro reported that the building has been listed with Nolan Real Estate and was shown last week to a potential Pre-School. If no rental is forth coming, both Leo Null & Rick Palanzo of the City of Danbury recommended shutting the building down for the winter. The building should also be added on to the CIP budget because of all the improvements needed, for possible LoCIP funds consideration. S. Moy will keep the Board updated. Discussion followed.

A motion was made by M. Repole to allow Executive Director S. Moy and Chairman Marcus flexibility to alter the terms of the lease (including monthly rental amount) after input from the Tenant Review Committee without coming back to the whole Authority for approval. W. Platz seconded. The motion passed unanimously.

7. Director's Report - continued:

B. Old Business - continued:

4. **Hayride Update:** B. Petro reported that the event went well and apx. \$1,200 was raised.

5. **Richard Gunn Memorial Dedication and Art Sale:** B. Petro reported that the bench dedication and art sale had apx. 30 in attendance. The family graciously donated a box of art work to the Park that we may keep and sell or display as we choose. One hundred dollars was raised the day of the event on the art work. The Art Show & Sale has been moved up to the Mansion Lounge where it will be for the winter months.

8. Other Business:

1. **Board Vacancy:** Chairman Marcus reported that he will talk to the Mayor about filling Ted Cutsumpas position. Even though Ted has not formally resigned he has only attended the one meeting in the last 17 due to his health and then relocation to Vermont.

Adjournment

A motion was made by R. McGarrigal to adjourn the meeting at 7:20 p.m. Seconded by M. Repole. Motion passed unanimously.

Respectfully Submitted,



Jeffrey Preston, Secretary

***NOTE: These minutes are a draft copy of the November 15, 2011 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.