TARRYWILE PARK AUTHORITY
REGULAR MEETING
January 17, 2012

CALL TO ORDER:
On Tuesday, January 17, 2012 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, M. Repole, J. Preston, R. McGarrigal, J. Harner, D. Manacek & B. Talarico
Board Members Absent: T. Cutsumpas & W. Platz
Park Staff: S. Moy

Public Speaking: Anita Gomez talked to the Board concerning the school building on Mountainville. She leads a small congregation of 12 people that would like to rent the building for use as a church. After viewing the building they had a few items they would like to see improved in the building. Discussion & questions followed. Chairman Marcus & Executive Director Moy will look into the feasibility and costs of the suggested changes and also consult with the appropriate City Hall departments.

AGENDA:

1. **Chairman's Report:**
   A. **Fundraising Report:** Chairman Marcus reported the fundraising letter (that is signed by both the Mayor and Chairman Marcus) should go out in the next week or two. Chairman Marcus noted that this year we need to raise apx. $50,000. Much discussion followed. After the letters are sent, follow up calls will need to be made. Chairman Marcus will update the Board at the February meeting.

2. **Friends of Tarrywile Report:** No members were in attendance to present a report.

3. **Minutes – December 6, 2011:** **A motion was made by R. McGarrigal to approve the minutes of the December 6, 2011. M. Repole seconded. The motion passed unanimously.**

4. **Financial:**
   A. **Financial Report – December 2011:** S. Moy noted that the City has not yet sent the 2nd quarter insurance bills, so the financial report is still showing an income from the deductions that are taken from the employees for their benefits. Those deductions are applied to the bills when they are received.

   B. **Financial Report – July 2011 - December 2011:** Upon review, R. McGarrigal felt that it was imperative that we meet again with the City to discuss the financial state of the budget especially in light that the grant from the City may be cut another 10%. Much discussion followed. Chairman Marcus will make an apt. with the Mayor to discuss the matter.

   A motion was made by R. McGarrigal to prepare a report with the assistance of the Executive Director detailing the current financial situation including cash flow and potential actions that may need to be taken to present to the City. M. Repole seconded. The motion passed unanimously.

A motion was made by R. McGarrigal to approve the financial reports. M. Repole seconded. The motion passed unanimously.

5. **Correspondence:** NONE

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6. **Committee Reports:**
   A. **Revenue Enhancement/ Mansion Contract Review:** Committee member Ray McGarrigal reported that the staff reviewed the package and made their recommendations to the committee. They also made recommendations to the committee in reference to the rates. The staff is still trying to find out more information in regards to the requirements for traffic/police coverage. The committee will report back to the Board at the February meeting with their final recommendations in regards to the contract package and rates.

7. **Director's Report:**
   A. **New Business:**
      1. **January 2012 Park & Mansion Use Report:** The January report prepared by Event Coordinator B. Petro shows that there were 5 events scheduled for the Park with 75 people attending. There were 2 events scheduled for the Mansion with apx. 109 people attending. A total of 7 events were held at the Park & Mansion with 184 people attending during the month of January.

   B. **Old Business:**
      1. **Camp Building Rental Update:** S. Moy reported that neither the Zoning Department, Fire Department nor EIC have any objections to renting out the building. Corporation Council has been provided with an insurance policy and it would cover the necessary insurance requirements. Staff is investigating the cost of installing a new garage door on the building. Mr. Schmidt is looking to pay $100 to $125 a month. Discussion followed. The matter will be discussed at the February meeting.

      A motion was made by R. McGarrigal to evaluate the site and speak with Mr. Schmidt further. D. Manacek seconded. The motion passed unanimously.

      2. **School Building Update:** Following the presentation by Anita Gomez earlier in the meeting, S. Moy followed up with several items. As pastor, Mrs. Gomez has agreed to cover the cost of the rent if for some reason the church cannot. The church group would cover the cost of normal lease maintenance, but has asked that the following be done to the building; cleaning of the heating ducts, enlarge the kitchen area, provide a kitchen sink, renovate the bathrooms and install adult height toilet & sinks. Much discussion followed. The Authority cannot afford any renovations with their limited budget.

      A motion was made by M. Repole to have S. Moy explore the cost of renovations, consult with the City to see what may need to be done to rent to the church and also to see if they could pay for the renovations. R. McGarrigal seconded. The motion passed unanimously.

8. **Other Business:** None

Adjournment

A motion was made by M. Repole to adjourn the meeting at 8:43 p.m. Seconded by J. Harner. Motion passed unanimously.

Respectfully Submitted,

Jeffrey Preston, Secretary