

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

March 20, 2012

**CALL TO ORDER:**

On Tuesday, March 20, 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, D. Manacek, W. Platz & B. Talarico

**Board Members Absent:** T. Cutsumpas & J. Harner

**Park Staff:** S. Moy

**Guests:** Craig Newkirk, Scott Patterson & Carl Clevette

**Public Speaking:** Scott Patterson talked to the Board about the idea of having a Disc Golf Course here at the Park. Disc Golf is an emerging sport that involves using a Frisbee and aiming at targets that are in trees. Some courses are 9 holes and others are a full 18 holes. Much discussion followed. Chairman Marcus asked that the Authority form a committee to look at the idea. The committee will consist of R. McGarrigal, M. Repole and D. Manacek. They will meet with S. Moy to further discuss the matter.

**AGENDA:**

**1. Chairman's Report:**

**A. Fundraising Report:** Chairman Marcus reported that he forwarded a letter to the Mayor in regards to the possible budget cuts and how it will affect Tarrywile. He has not received word from him as of yet. Discussion followed. S. Moy noted that once the Mayor makes his suggestions the first week of April, we will have a better idea on how to proceed. Chairman Marcus asked for a committee to meet with S. Moy to go over possible areas in the budget that can be addressed. The committee will consist of R. McGarrigal, D. Manacek, and J. Preston. They will meet with S. Moy to further discuss the matter.

**2. Friends of Tarrywile Report:** No Friends were present to make a report. It is however noted that on March 31<sup>st</sup>, the Friends will be hosting their first ever Spring Artisan Fair from 10am – 3pm.

**3. Minutes – February 21, 2012:** A motion was made by R. McGarrigal to approve the minutes of the February 21, 2012 meeting. M. Repole seconded. The motion passed unanimously.

**4. Financial:**

**A. Financial Report – February 2012:** A motion was made by R. McGarrigal to approve the financial reports. W. Platz seconded. The motion passed unanimously.

**5. Correspondence:**

**A. Disc Golf Course Request:** Discussed under public speaking.

**6. Committee Reports:**

**A. Mansion Contract Review:** R. McGarrigal reported that the revision had been given to the Board for review and that the only areas that may change is the section on parking/police supervision. Discussion followed. D. Manacek asked for additional time to go over the packet to make a few additional changes. The matter will be brought back to the April meeting.

RECEIVED FOR RECORD  
DANBURY TOWN CLERK

2012 JUN -7 P 3:01

BY: *LK*

**6. Committee Reports - continued:**

- B. Priority/Goals Review:** Chairman Marcus reported that he had a few changes to the language of the Priority/Goal list that he is discussing with the Executive Director. He also talked about doing a quarterly review. Discussion followed. R. McGarrigal recommended that the Executive Director and the Chairman meet during the coming fiscal quarter to discuss and review the priority/goal list.
- C. Revenue Enhancement – Park Use:** The Board discussed the fundraising letter that went out that was co-signed by the Mayor and Chairman Marcus. To date only \$300 has come in. S. Moy had packets ready for the Board to take, so that they could do follow up calls and visits. Several Board members brought up the fundraising letter that they received from the Friends group. Coming so closely behind the first letter, Board members are worried that the same people are being asked again and again for money. S. Moy also noted that, the staff was going to make calls and send letters to our regular vendors if they were not on the Mayor's original list. However, the staff does not know if the Friends have also now mailed to this group of people. M. Repole felt, that since all of our mailing lists were shared with the Friends, that they should reciprocate. Much discussion followed. M. Repole suggested that the two groups sit down to go over the matters. Chairman Marcus said he would ask the Friends to share their donors list. S. Moy reported that the staff is also looking at other ways to increase business such as advertising in church bulletins and on additional websites. They are also always looking at possible new fundraising ideas such as a possible theater performance to benefit Tarrywile.
- D. Survey:** D. Manacek stated he met with S. Moy yesterday concerning making up a survey and they are working on drawing one up. He will report back next month.

**7. Director's Report:**

**A. New Business:**

- 1. Clean City Danbury Day 2012:** The event will be held on May 19, 2012 and again this year park volunteer Steve Hull volunteered to lead up the Tarrywile team.
- 2. March 2012 Park & Mansion Use Report:** The March report prepared by Event Coordinator B. Petro shows that there were 7 events scheduled for the Park with 110 people attending. There were 5 events scheduled for the Mansion with apx. 434 people attending. A total of 12 events were held at the Park & Mansion with 544 people attending during the month of March.
- 3. Norwalk River Trail:** S. Moy reported that the River Trail is looking for approval from the Authority to bring the trail through Tarrywile. The maps will be looked over and the Authority will proceed from their in making their decision.

**B. Old Business:**

- 1. 501c3 Application Update:** S. Moy reported that the accountant will charge the Authority \$900 plus accounting charges. Discussion followed. The matter will be discussed again at the April meeting.
- 2. Arbor Day:** Arbor Day is coming up this Friday and several projects are planned. S. Moy will update at the next Board meeting.
- 3. CFPA Project learning Tree:** S. Moy has been talking to the CFPA about possibly using the Red Barn for the program. She will keep the Board updated.
- 4. DEEP Fishing Program:** S. Moy has been talking to the DEEP about establishing a fishing program here at the Park and stocking the Pond. She will keep the Board updated.

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

**A. Old Business - continued:**

5. **Family Night at Tarrywile:** S. Moy and M. Repole are working with some volunteers to hold a family night at the Park on May 4<sup>th</sup>. Further details will follow.
6. **Family Hikes – CFPA Training:** S. Moy reported that she is currently looking for volunteers to attend the program offered by CFPA.
7. **Fundraising Report:** Previously discussed under item #6C.
8. **School Building Update:** S. Moy talked to the Mayor and he is in support of turning it into a single family residence. When S. Moy asked the Mayor about funding, she noted to him that it had been put in the CIP budget request, but that it may not be enough. S. Moy is going to get further quotes on the project.
9. **Wetlands Boardwalk Update:** S. Moy reported that we are working with the Volunteer Center on the next phase of the project. The next phase, would have the gravel path extending down further towards the wetlands with an area at the end that would have signage explain the wetlands ecosystem. She will keep the Board updated.

**8. Other Business:**

- A. Farmhouse Rental Update:** S. Moy reported that we do have interest in the Farmhouse. Garrett & Rebecca Mettler are interested in the rental, but are unable to move in until June, but suggested an arrangement in regards to the rent. They will pay partial rent in March, April & May so that they don't lose out on the rental. Sandy went into detail on the arrangement. She reported that the Tenant Review Committee has recommended the rental based upon the agreement reached.

**A motion was made by R. McGarrigal to approval the rental as recommended by the Tenant Review Committee. Seconded by M. Repole. Motion passed unanimously.**

- B. Mansion Rates:** S. Moy requested that even though the Board is taking another month to go over the contract that if they are in agreement that the rates revisions be passed, so that additional revenue can be made.

**A motion was made by R. McGarrigal to enact the new rates as of April 1<sup>st</sup>. Seconded by M. Repole. Motion passed unanimously.**

**Adjournment:** A motion was made by R. McGarrigal to adjourn the meeting at 8:55 p.m. Seconded by W. Platz. Motion passed unanimously.

**Respectfully Submitted,**

  
Jeffrey Preston, Secretary