

TARRYWILE PARK AUTHORITY

REGULAR MEETING

April 10, 2012

CALL TO ORDER:

On Tuesday, April 10, 2012 at 6:34 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 & J. Harner

Board Members Absent: T. Cutsumpas & B. Talarico

Park Staff: S. Moy

AGENDA:

1. **Chairman's Report:** Chairman Marcus reported that he along with S. Moy went before the City Council Budget Review Committee to request that the Tarrywile budget remain the same in the coming fiscal year. He thought the discussion went well, but he felt that we would still receive a cut to our budget.
2. **Friends of Tarrywile Report:** No Friends were present to make a report.
3. **Minutes – March 20, 2012:** A motion was made by D. Manacek to approve the minutes of the March 20, 2012 meeting. W. Platz seconded. The motion passed unanimously.
4. **Financial:**
 - A. **Financial Report – March 2012:** A motion was made by D. Manacek to approve the financial reports. M. Repole seconded. The motion passed unanimously.
 - B. **Budget – Fiscal Year 2012-2013:** S. Moy reported that our operating budget will be cut again this year. However the Mayor's recommendation only cuts us by 5%, instead of the anticipated 10% that it has been cut every year for the last three years. She will be reworking the budget to reflect the 5% cut. The City Council Budget Review Committee, still is in the process of reviewing the Mayor's proposal (as reported under the Chairman's Report) and the final budget is approved in early May. S. Moy also reported that we have received LoCIP money for the roof repairs and school building renovations.
5. **Correspondence:** None
6. **Committee Reports:**
 - A. **Mansion Contract Review:** A motion was made by R. McGarrigal to pass the revised Mansion contract package. W. Platz seconded. The motion passed unanimously.
 - B. **Survey:** Chairman Marcus recommended that the Board take a month to review the item. Two separate surveys have been created one for current customers to be mailed after their event and one for people who did not book with us.

A motion was made by R. McGarrigal that the surveys be reviewed in the coming month and then be discussed at the May meeting. D. Manacek seconded. The motion passed unanimously.

RECEIVED FOR RECORD
DANBURY TOWN CLERK

2012 JUN -7 P 3 01

BY: UK

7. Director's Report:

A. New Business:

1. **April 2012 Park & Mansion Use Report:** The April report prepared by Event Coordinator B. Petro shows that there were 5 events scheduled for the Park with 75 people attending. There were 3 events scheduled for the Mansion with apx. 144 people attending. A total of 8 events were held at the Park & Mansion with 219 people attending during the month of March.
2. **FOT Trail Maintainers Project:** S. Moy reported that she has been working with several of our volunteer hike leaders who are also members of the FOT concerning trail projects. The group has worked with Sandy to put in place a more formal way of handling volunteer trail projects. They have designed an excel document that can be used to propose the project, what would be needed, the number of volunteers needed and then after the project is completed a summary of the project. This way the staff and the Trail Maintainers group will have a system in place, so that project can be proposed and approved in a timely manner.

B. Old Business:

1. **501c3 Application Update:** A motion was made by D. Manacek to proceed with the 501c3 application process. R. McGarrigal seconded.

Discussion followed. S. Moy advised the group that the process will cost money. Also, any 501c3 group would have to have separate accounts and separate auditing.

The motion passed unanimously.

2. **Arbor Day:** Arbor Day was held on April 13, 2012. The City Tree Department along with Bartlett Tree were able to assist us. The majority of the work performed was in the Children's Garden. Lunch was provided and the appropriate thank you letters have been sent.
3. **Fundraising Report:** S. Moy reported that no additional funds have come in since the last meeting. Only \$300 has been raised and more work needs to be done.
4. **School Building Update:** S. Moy reported that the process of changing the school building into a single family residence has started. She has already received one bid and will be getting at least two more. Once the bids have been received, we will go back to the Mayor to discuss funding for the project. S. Moy will keep the Board advised on the project.

8. Other Business:

- A. **Grape Arbor Update:** S. Moy reported that the Grape Arbor collapse from the late October storm was put in for FEMA reimbursement. FEMA however, only covers 75% of the costs, so the TPA would still need to cover 25% or \$1,100 to repair the Grape Arbor. Total cost of repair is \$3,500. The TPA would need to cover the whole cost of the project upfront, as FEMA reimbursement would take much longer to receive than when the project needs to be completed by.

A motion was made by M. Repole to approve the unanticipated expenditure of \$3,500 for Grape Arbor repairs (with \$2,400 being reimbursed by FEMA). Seconded by W. Platz. Motion passed unanimously.

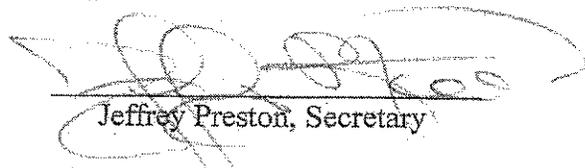
- B. **Fencing Donations:** S. Moy reported that Silvestri Fencing has donated 3 sections of fencing and the installation costs to install a new section of fencing. The fencing was installed where a bank of lilacs once stood on the lawn outside the Mansion. The lilacs were damaged beyond repair in the October storm. The value of the donation was \$800 and the appropriate thank you note has been sent.

8. Other Business - continued:

- C. Mansion Gate:** S. Moy reported that she is working with S. Crews to design and install a simple wooden gate at the base of the Mansion driveway that could be used to open and close the driveway as needed during events. The estimated cost would be \$100 - \$125. She will keep the Board advised on the status of the project.
- D. Castle Grant:** An application will be submitted to the CT Trust for Historic Preservation to help fund a study on the Castle. The requested amount would be for \$50,000. The City of Danbury Planning Department will be submitting the grant.
- E. DEP Parking Lot:** S. Moy reported that the parking lot is near completion and should be open in time for the Family Night event on May 4th.

Adjournment: A motion was made by R. McGarrigal to adjourn the meeting at 7:34 p.m. Seconded by M. Repole. Motion passed unanimously.

Respectfully Submitted,


Jeffrey Preston, Secretary