

TARRYWILE PARK AUTHORITY
REGULAR MEETING

May 15, 2012

CALL TO ORDER:

On Tuesday, May 15, 2012 at 6:27 p.m., the regular meeting of the Tarrywile Park Authority, was called to order at Tarrywile Mansion, 70 Southern Blvd., Danbury, CT, by Vice Chairman M. Repole.

ATTENDANCE

The following board members were recorded as present:

Board Members: M. Repole, J. Preston, R. McGarrigal, D. Manacek, W. Platz & J. Harner

Board Members Absent: T. Cutsumpas, B. Talarico & M. Marcus

Park Staff: S. Moy

AGENDA:

1. **Chairman's Report:** In the absence of Chairman Marcus, Vice Chairman Repole had nothing to report.

2. **Friends of Tarrywile Report:** No Friends were present to make a report.

3. **Minutes – April 10, 2012:** A motion was made by W. Platz to approve the minutes of the April 10, 2012 meeting. D. Manacek seconded. The motion passed unanimously.

4. **Financial:**

A. **Financial Report – April 2012:** A motion was made by R. McGarrigal to approve the financial reports. J. Harner seconded. The motion passed unanimously.

B. **Budget – Fiscal Year 2012-2013:** S. Moy has been reworking the budget to reflect the 5% cut that the City made to our yearly grant. She is currently working with the Mayor to try and move the school building renovations (converting to a 2 bedroom rental unit) along as quickly as possible. The current budget line item shows 12 months rent at \$1,000 a month. R. McGarrigal was concerned that if the project does not move forward smoothly that we will not realize 12 months of rent. Discussion followed.

A motion was made by R. McGarrigal to reduce the line item down to only 6 months of rent. D. Manacek seconded. The motion passed unanimously

In reference to the annual funding appeal, the goal may not be realistic. Discussion followed on how to make the difference up. To help alleviate a possible shortfall in that area, it was suggested that Mansion rental income be increased.

A motion was made by R. McGarrigal to reduce the annual funding appeal line item down by \$5,000 and to increase the Mansion rental income up by \$5,000. W. Platz seconded. The motion passed unanimously

The budget has a \$7,000 shortfall. Discussion followed.

A motion was made by R. McGarrigal to ask the Director to come to the next meeting with recommendations for additional savings. D. Manacek seconded. The motion passed unanimously.

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BY: 

5. **Correspondence:** None

6. **Committee Reports:**

A. **Survey:** R. McGarrigal believes that the survey should be looked at by the TPA and that we should also ask vendors input.

A motion was made by R. McGarrigal for staff to develop a separate survey for vendors. J. Preston seconded. The motion passed unanimously.

7. **Director's Report:**

A. **New Business:**

1. **May 2012 Park & Mansion Use Report:** The May report prepared by Event Coordinator B. Petro shows that there were 8 events scheduled for the Park with 195 people attending. There were 11 events scheduled for the Mansion with apx. 448 people attending. A total of 19 events were held at the Park & Mansion with 643 people attending during the month of May.

2. **Auditor:** S. Moy reported that she went out and researched additional auditors. Lynn Myers Co. came in with a lower quote than our current auditor. Chairman Marcus and S. Moy meet with them to discuss their service and are comfortable recommending to the Board that we go with the new company for the current audit.

A motion was made by R. McGarrigal for hire Lynn Myers Co. for the coming audit. D. Manacek seconded. The motion passed unanimously.

3. **Garage Rental:** S. Moy reported that Andrew Schmidt (Carriage House tenant) is still interested in renting a space from us to be able to do body work on his older model truck. Discussion followed. The staff recommended we rent the garage space behind the workshop for him during the warm weather months of May – October. Mr. Schmidt would like to pay \$100 a month for the space. Discussion followed.

A motion was made by R. McGarrigal to rent the garage space from May 1st – October 31st at a rate of \$100 a month. W. Platz seconded. The motion passed unanimously.

B. **Old Business:**

1. **Fundraising Report:** S. Moy reported that \$800 has been raised in donations so far.

2. **Parking Lot:** S. Moy reported that the lot is now open.

3. **School Building Update:** Previously discussed under item #4B.

8. **Other Business:**

A. **Nominating Committee:** S. Moy reminded the Board that this is the year for officer elections. The Nominating Committee shall consist of any non-officers, so it shall be made up of R. McGarrigal, D. Manacek, B. Talarico (Committee Chairperson) & J. Harner. The slate shall be brought back for a vote at the June meeting, with the elected officers assuming their duties starting at the July meeting.

B. **Family Night:** Due to inclement weather, Family Night has been rescheduled to June 8, 2012.

8. Other Business - continued:

C. National Trails Day: S. Moy reported that there are no major projects scheduled for National Trails Day. The groups will head out and work on cutting back existing trails.

D. Clean City Danbury Day: S. Moy reported that Clean City Danbury Day is this coming Saturday, May 19th. Steve Hull has once again volunteered to lead the Tarrywile group.

Adjournment: A motion was made by D. Manacek to adjourn the meeting at 7:39 p.m. Seconded by R. McGarrigal. Motion passed unanimously.

Respectfully Submitted,



Jeffrey Preston, Secretary