

TARRYWILE PARK AUTHORITY
REGULAR MEETING

June 19, 2012

CALL TO ORDER:

On Tuesday, June 19, 2012 at 6:32 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, D. Manacek, W. Platz & B. Talarico

Board Members Absent: T. Cutsumpas, J. Harner & R. McGarrigal

Park Staff: S. Moy

Guests: Mark Nolan & Rosanne Schepis of the Friends of Tarrywile

AGENDA:

1. **Chairman's Report:** Chairman Marcus had nothing to report.
2. **Friends of Tarrywile Report:** M. Nolan passed out a memorandum concerning the Castle and what the F.O.T. would like to see happen. Discussion followed. The Board requested that the mission concerning the Castle also be put in the writing of the memo. The group also will not be taking any further action until the City study is completed. The Evening at the Mansion event cost apx. \$13,000 to put on and netted the F.O.T. apx. \$1,500. Their next event will be an Artisan Holiday show the Sunday after Thanksgiving.
3. **Minutes – May 15, 2012:** A motion was made by D. Manacek to approve the minutes of the May 15, 2012 meeting. W. Platz seconded. The motion passed unanimously.
4. **Financial:**
 - A. **Financial Report – May 2012:** It was noted by D. Manacek that we currently have a shortfall of \$9,000. S. Moy expected it to be higher than that once the June bills are paid. A motion was made by M. Repole 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. She reported that heating oil is still in flux due to the possible switch to natural Gas. She is awaiting a response from the City in regards to the costs of benefits. With the current revisions to the budget, we are facing a \$9,500 shortfall for FY 12-13. D. Manacek suggested we continue to further look at the budget to make cuts and also to increase fundraising. Discussion followed. It was suggested that we ask F.O.T. if there are any items in the budget that they would like to fund, such as Garden maintenance. S. Moy will look through the budget and get a letter out to them with possible funding opportunities. M. Marcus suggested that while we look at the budget again and wait for the other items to be finalized, that we pass an interim budget to see us through until the budget is finalized. Discussion followed.

A motion was made by D. Manacek to use the current proposed FY 11/12 budget until such time that it is officially adopted. M. Repole seconded. The motion passed unanimously.
5. **Correspondence:** None
6. **Committee Reports:**
 - A. **Survey:** S. Moy reported that the requested changes have been made to the customer & vendor surveys. A motion was made by M. Repole to approve the surveys. W. Platz seconded. The motion passed unanimously.

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7. Director's Report:

A. New Business:

- 1. June 2012 Park & Mansion Use Report:** The June report prepared by Event Coordinator B. Petro shows that there were 16 events scheduled for the Park with 895 people attending. There were 8 events scheduled for the Mansion with apx. 715 people attending. A total of 24 events were held at the Park & Mansion with 1,610 people attending during the month of June.
- 2. Volunteer Projects:** S. Moy reported that several groups either have volunteered or will be volunteering in the coming weeks. During the United Way Day of Caring, a crew from the Danbury News Times built a stone wall in the Children's Garden. The Women's Club started splitting the Garden beds. The Arbor project was recently completed with Mr. Frank Cappiello donating his time and Jim's Welding also donating part of his labor to the project. People 2 People came and spread mulch. Pepsi is coming on July 18th to build a staircase at the end of the Greenhouse. Connecticut Junior Republic is coming July 19th to paint picnic tables. YVC will be coming back this year to continue their work on the Wetlands Boardwalk. On a side note, Wooster School had tried to come over three different times to work on a painting project, but were rained out all three times. In addition, there are several Boy Scouts doing Eagle Scout projects and a Girl Scout working on her Gold Star project here at the Park.

B. Old Business:

- 1. Disc Golf Course:** The Board discussed the proposal and the census was to reject the plan due to lack of space, funding and staffing issues.
- 2. Fundraising Report:** S. Moy reported that \$800 has been raised in donations so far.
- 3. LoCIP:** S. Moy reported that the City Council approved the appropriations for the Mansion roof work. The time table for the job would hopefully be in November. Alarm system was also approved. S. Moy reported that 4 quotes were obtained for the oil to gas switch over. Discussion followed. She will keep the Board advised to the progress of the jobs.

8. Other Business:

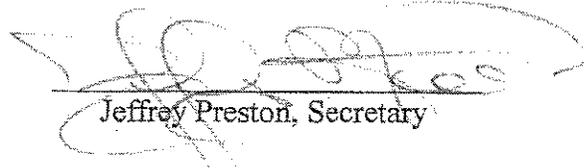
- A. Nominating Committee:** B. Talarico (Committee Chairperson) has the proposed slate of officers. It was; Chairman M. Marcus, Vice-Chairperson M. Repole, Secretary J. Preston & Treasurer W. Platz. The slate shall be brought back for a vote at the July meeting.
- B. Meeting Quorums:** S. Moy asked that the Board double check their schedules and let the office know if they can make the July and August meetings. So far there is a quorum for the July meeting but not the August meeting.
- C. Board Membership:** S. Moy reported that B. Petro had emailed Ted Cutsumpas again about providing a letter to the Mayor and/or the Authority and she has not heard back from him.
- D. Norwalk River Trail:** S. Moy reported that the Norwalk River Trail group would at some point like to meet with the Authority to discuss the trail in more detail. In the meantime, Sandy is attending their meetings representing Tarrywile.
- E. Park & Mansion Use Report Request:** D. Manacek asked if B. Petro can present the report next month in a calendar format.

8. Other Business - continued:

F. Family Night: M. Repole reported that Family Night went very well with apx. 60 people in attendance. ½ of the event was outside and when it started to shower, they moved the event inside of the Red Barn. The next night is being planned for hopefully sometime in August.

Adjournment: A motion was made by D. Manacek to adjourn the meeting at 8:23 p.m. Seconded by B. Talarico. Motion passed unanimously.

Respectfully Submitted,



Jeffrey Preston, Secretary