

TARRYWILE PARK AUTHORITY
REGULAR MEETING

July 17, 2012

CALL TO ORDER:

On Tuesday, July 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, J. Preston, D. Manacek, W. Platz, J. Harner & B. Talarico

Board Members Absent: T. Cutsumpas, M. Repole & R. McGarrigal

Park Staff: S. Moy

Guests: None

AGENDA:

1. **Chairman's Report:** Chairman Marcus discussed the attendance report.

2. **Friends of Tarrywile Report:** In response to the letter S. Moy wrote at the request of the Board concerning the Friends helping to fund an area of the park, they declined the maintenance of the Children's Garden but offered to pay for printing of trail maps. In regards to the castle, S. Moy reported that the CT Trust for Historic Preservation featured the Castle under an article in their recent news publication concerning the grants they have recently awarded. The Board has received 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 and to further explain their intentions for the building in detail. Discussion also followed in regards to the fundraising letter that was sent out in April by the Friends asking for help with the costs of the October & November 2011 storms and the major clean up that had to happen. The wording of the letter could have been construed as misleading and that donors may have thought that their donations were being used directly by the Park and not the Friends. Discussion followed. Chairman Marcus will re-visit the letter with the Friends.

3. **Minutes – June 19, 2012:** A motion was made by W. Platz to approve the minutes of the June 19, 2012 meeting. D. Manacek seconded. The motion passed unanimously.

4. **Financial:**

A. **Financial Report – June 2012 year end:** A motion was made by W. Platz to approve the financial reports. D. Manacek seconded. The motion passed unanimously.

B. **Budget – Fiscal Year 2012-2013:** S. Moy reported that the changes have been made that were discussed at the last meeting.

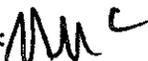
A motion was made by W. Platz to accept the FY 2012-2013 budget as presented. B. Talarico seconded. The motion passed unanimously.

5. **Correspondence:** None

6. **Committee Reports:** None

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BY: 

7. Director's Report:

A. New Business:

- 1. July 2012 Park & Mansion Use Report:** The July report prepared by Event Coordinator B. Petro shows that there were 8 events scheduled for the Park with 124 people attending. There were 9 events scheduled for the Mansion with apx. 493 people attending. A total of 17 events were held at the Park & Mansion with 617 people attending during the month of July.
- 2. Volunteer Projects:** S. Moy reported that several groups either have volunteered or will be volunteering in the coming weeks. Pepsi is coming on July 18th to build a staircase at the end of the Greenhouse and Connecticut Junior Republic is coming July 19th to paint picnic tables.
- 3. Summer Youth Employment Program:** The Summer Youth Employment program is back again this year. There are 10 kids and a supervisor working at the Park for July and part of August.

B. Old Business:

- 1. Fundraising Report:** S. Moy reported that Branson gave a \$2,500 donation, Al Petrucci donated \$1,000 worth of chipping to the Park to help us clean-up some remaining brush piles from last fall's storms and Mr. Morrell donated \$100 to the Park.
- 2. LoCIP:** S. Moy reported that the Mansion roof project and the two doors are still outstanding projects. It has been a few months since the new parking area was opened and we have experienced some problems with people blocking the opening to the new area. There were some DEP funds left from the project, so the staff is working with the City to possible build a new gate/fence area to address the problem. She will keep the Board advised to the progress of the projects.

8. Other Business:

- A. Nominating Committee:** Last month, the Committee presented the proposed slate of officers. The proposed slate was Chairman M. Marcus, Vice-Chairperson M. Repole, Secretary J. Preston & Treasurer W. Platz.

A motion was made by B. Talarico to accept the slate of officers as presented. D. Manacek seconded. The motion passed unanimously.

- B. Ives Trail:** S. Moy reported that the "fish area" of the Ives Trail has been surveyed by the City. The Ives Trail group has cleared the path and installed a rope to help with the descent.

- C. Auditor:** S. Moy reported that she has met with the auditor and discussed many of the aspects of our business. The auditor has recommended a policy change in reference to the dollar amount at which an item should be listed as a fixed asset. It is currently set at \$500 and she would recommend \$2,000 or \$2,500..

A motion was made by D. Manacek to raise the amount to \$2,000. J. Harner seconded. The motion passed unanimously.

- D. Company Credit Card:** S. Moy reported that the auditor was also very opposed to the staff using personal credit cards and getting reimbursed, therefore she would prefer that the Authority has a company credit card. Discussion followed. S. Moy noted that a credit card was available through our bank, Union Savings.

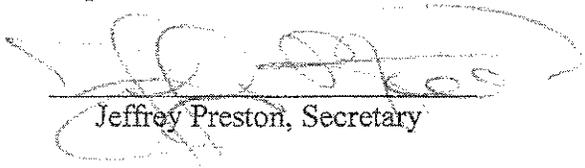
A motion was made by B. Talarico to get a company credit card. J. Harner seconded. The motion passed unanimously.

8. Other Business - continued:

- E. Red Barn Area:** S. Moy reported that the staff is looking into how to build rental income in the Red Barn area. She will keep the Board advised.
- F. Gazebo Use:** Chairman Marcus suggested the staff explore the idea of requesting a donation from anyone using the Gazebo area. Discussion followed. The staff will look into possible signage in the area asking for a donation.
- G. 501C3 Status:** D. Manacek inquired as to the status of the 501C3 application. Discussion followed. S. Moy will check with the auditor to proceed with the application process.

Adjournment: A motion was made by D. Manacek to adjourn the meeting at 8:20 p.m. Seconded by J. Preston. Motion passed unanimously.

Respectfully Submitted,



Jeffrey Preston, Secretary