

TARRYWILE PARK AUTHORITY
REGULAR MEETING

August 19, 2008

CALL TO ORDER:

On Tuesday, August 19, 2008 at 6:33 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: B. Talarico, M. Marcus, J. Preston, W. Platz, J. Harner & T. Cutsumpas

Absent Board Members: R. McGarrigal & M. Repole

Park Staff Present: S. Moy

AGENDA:

1. **Minutes:** A motion was made by T. Cutsumpas to approve the minutes of the July 15, 2008 regular meeting. B. Talarico seconded. The motion passed unanimously.

2. **Financial:**

A. **Financial Report:** Treasurer W. Platz, S. Moy presented the balance sheet as of August 19th. Chairman Marcus noted, that since the report was not yet available by email form when the Board packets were emailed out, that the Board should review the information before approving.

A motion was made by T. Cutsumpas to accept into record the financial report with approval to be done at the September meeting. B. Talarico seconded. The motion passed unanimously.

3. **Correspondence:** None

4. **Chairman's Report:** Chairman Marcus wanted to clarify that at his meeting with the Fire Chief, the Chief felt that wider paths that would fit the larger rescue equipment such as the John Deere Gator are needed, but the paths would not need to accommodate larger vehicles than that.

Chairman Marcus reported that T. Cutsumpas and he meet with the Mayor to discuss the parking lot at Tarrywile Lake Rd. gate. The Mayor had no objections to going forward but would like us to work with the neighbors to alleviate their concerns. The City will administer and provide the 20% or \$15,000 with in kind services that are needed to do the project. T. Cutsumpas asked if there was extra money, where would it be used. S. Moy reported that any leftover funds are returned to the State.

In regards to the review of the purchasing procedures and the Park & Mansion rental rates, neither report was available at the July meeting but they will be discussed at a future meeting.

Chairman Marcus reported that S. Moy has gotten a quote on insulating the 3rd floor of the Mansion to better hold in the heat. The quote and pertinent information will be brought up later in the meeting.

Chairman Marcus reported that he had a chance to meet with past Chairman Gerald Daly to go over some various aspects of the Park & Mansion. From that meeting, Chairman Daly has put in writing his concerns in regards to the fill that was deposited in the early 1990's in the Farm area. He believes this same fill was used at the Robert's Ave. School & Rogers Park, which was recently removed due to contamination. Discussion followed. Chairman Marcus will pass the letter on to the Mayor's office to look into.

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4. Committee Reports:

A. Auditor's Recommendations: Treasurer Warren Platz reported that Chairman Marcus, himself and the staff meet with the Auditors to go over their recommendations.

A motion was made by W. Platz to approve the accounting procedures as recommended by the auditors, the committee and the staff. B. Talarico seconded. The motion passed unanimously.

B. Greenhouse Roof Repairs: Ted Cutsumpas reported that the Mayor has looked at the building with Antonio Iadorola and he is aware of the need for the roof repairs and is awaiting the completion of several other City projects before allocating any funds. T. Cutsumpas will report back at the next meeting.

C. Mansion & Park Rentals: This item was discussed under the Chairman's Report.

D. Review of Purchasing Procedures: This item was previously discussed under the Chairman's Report. However Chairman Marcus also noted that he, W. Platz and S. Moy have been watching the oil prices and are trying to lock in a price per gallon. The City has gone with an out of town provider and based on the quote, Chairman Marcus, W. Platz and S. Moy decided not to go with that company based on the fact that they can not provide a service contract with the oil delivery. In the past, the Authority has used a company that can provide both. Chairman Marcus and S. Moy will keep the Board advised to the status of the oil purchasing. W. Platz also noted that he would have the purchasing procedure report for the September meeting.

6. Staff Reports:

A. New Business:

1. August 2008 Park & Mansion Use Reports: The August use report stated that there were 9 events scheduled for the Park with 153 people attending. There were 10 events scheduled for the Mansion with 760 people attending. In August a total of 19 events were held at the Park and Mansion with 913 people attending. S. Moy also reported that in regards to the 2007/2008 year end that Park staff estimate Park users at apx. 40,000 people.
2. S.A.V.E. Program: S. Moy reported on the S.A.V.E. (Seniors Add Valuable Experience) program. The program offer up to a \$600 tax credit for Seniors that donate up to 100 hours to a Danbury based non-profit. The Authority has expressed their desire to update the Park user counts and this is what the staff felt would be the best use of a volunteer such as these. Discussion followed. S. Moy will keep the Board advised as to how the project goes.
3. Scout Projects: S. Moy updated the Board on several projects. Boy Scout Scott Daniska built a wide pathway in the area above the water tank that would enable a rescue vehicle such as a Gator to better access the Park. Almost 400 hours was put into this project. Boy Scout Brian Randall has constructed a map shed on the Castle side of the park. The map shed will not only house a Park map, but a laminated Castle history and pictures that was designed by the Endeavor Program. A Girl Scout group also recently donated their time to clean out the park's Blue Bird houses, the group also participated in Clean City Danbury Day and then came back for a third project and hiked our trails. From hiking our trails, they compiled a report for us that showed needed areas of improvement. They were able to give the staff a fresh perspective on the trails and staff is working to implement many of their suggestions.
4. Women's Club Donation: S. Moy reported that the Women's Club had donated a new light post at the base of the driveway. It has been installed and a thank you letter has been installed. Even though the light better illuminates the entrance it still does not help much with illuminating the Park & Mansion sign. The staff will be getting a quote to see if the Authority is interested in possibly doing this project.

6. Staff Reports - continued:

B. Old Business: None

7. Other Business:

A. Castle Task Force Report: T. Cutsumpas reported that there has been no new movement from the Castle Task Force. They are still working with the Dahesh Museum and the group has requested additional information such as blueprints, pictures and drawings.

B. Friends of Tarrywile Report: S. Moy reported that the Friends met the second Thursday of August. They reported that they do not have enough time to plan an October event or Taste of Danbury. They are looking at a possible November event or perhaps even taking over WinterFest. The staff will talk further with them as needed in regards to future events. Discussion followed. B. Talarico will try to attend the September meeting.

C. Tarrywile Lake Algae Treatment: S. Moy reported that the Lake was treated for algae by the Connecticut Pond Services. The permits and oversight was handled by the City and the residents on the Lake paid for the treatment. Discussion followed. S. Moy will inform the Board of any further action.

D. Strategic Plan: Chairman Marcus reported that he has not yet had a chance to talk to an Engineer about increasing the parking in the lower lot. In regards to the Tarrywile Lake Rd. parking lot, S. Moy asked the Board if she could proceed with submitting the second part of the DEP grant. The Board agreed. She will submit the necessary paperwork.

E. Request from City Center: T. Cutsumpas reported that City Center has requested the use of our maintenance cart for the Taste of Danbury. Ted reported that the cart would be driven only by their employee and City Center will handle picking it up and dropping it off. In regards to insurance, Dan Gerricks said he would recommend a hold harmless be signed in regards to City Center paying for any damages if any occur. B. Talarico asked the staff for their opinion on the use. S. Moy reported that she worries that it would set precedence if we let them use the cart and then if someone else were to ask for the use and we denied them. Much discussion followed.

A motion was made by T. Cutsumpas to approve the lending of the utility vehicle to City Center for use at the Taste of Danbury to be picked up on Friday 9/5 and dropped back off to us on Monday 9/8 on the condition that all appropriate precautions are taken. W. Platz seconded. The motion passed with 4 in favor (W. Platz, T. Cutsumpas, J. Harner & J. Preston) and 1 opposed (B. Talarico).

F. Summer Youth Employment Program: S. Moy showed the Board a photo album and thank you notes that were received from the Summer Youth Employment program students to Rich & Sam.

G. Overtime: T. Cutsumpas brought up the topic of overtime. With working with the City, Mr. Cutsumpas noted that the City requires all overtime to be pre-approved. He also noted that with the budgets being so tight he was wondering if there was a way to limit overtime. Currently \$12,000 is budgeted for overtime. S. Moy explained some of the instances in which overtime is allowed. Such as coverage for Mansion events when a House Supervisor is not available or on occasional alarm call. Overtime is apx. 7.5% of the payroll budget. Discussion followed. T. Cutsumpas asked if overtime is preapproved. S. Moy reported that all overtime other than alarm calls are preapproved. B. Talarico suggested that the Authority discuss possible closing the office for a lunch hour. S. Moy will compile a list of overtime situations and submit it to the Authority members before the next meeting for possible further discussion.

7. Other Business - continued:

H. Insulation: Chairman Marcus reported that he has been working with the staff to try and reduce energy costs. One of those cost saving methods is to insulate the floor in the attic area. The staff has received a quote for \$2,800 from Danbury Insulation. They recommend putting in cellulose insulation. The insulation would have a R38 insulation value. Chairman Marcus investigated several websites, one of which after imputing the R value computed possible savings at \$10,000. Chairman Marcus requested that the staff ask the opinion of the Building Department before moving forward.

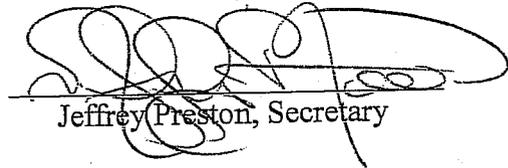
A motion was made by W. Platz to authorize S. Moy to spend up to \$2,800 to have insulation installed in the 3rd floor of the Mansion. T. Cutsumpas seconded. The motion passed unanimously.

I. Energy Survey: S. Moy reported that CL & P no longer offers an energy survey program. They do offer a small business energy advantage program. This is used when you a company is buying a new piece of equipment, CL & P can be called and they will help with selection of an energy saving piece of equipment and they would also help with financing. So the program would not be of any benefit to us at this time. S. Moy noted that over the years, the staff has worked on the Mansion to make it more energy efficient. S. Moy also noted that the staff will be doing a top to bottom check of the house and doing an in house energy survey to tighten things up before the winter heating season begins.

Adjournment

A motion was made by W. Platz to adjourn the meeting at 8:13 p.m. Seconded by B. Talarico. Motion passed unanimously.

Respectfully Submitted,



Jeffrey Preston, Secretary