

TARRYWILE PARK AUTHORITY
REGULAR MEETING

September 15, 2009

CALL TO ORDER:

On Tuesday, September 15, 2009 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, J. Harner, R. McGarrigal, W. Platz, M. Repole, D. Manacek & T. Cutsumpas

Board Members Absent: J. Preston & B. Talarico

Park Staff Present: S. Moy

Guests: Mark Nolan, Bob Meyst, Susan Teixeira, Val Teixeira and Harry Stark

AGENDA:

Public Speaking: Mr. Bob Meyst spoke on behalf of the Tarrywile Lake Road residents concerning the proposed parking lot for Tarrywile Lake Road. The neighbors are opposed to the project and wrote a letter to the Authority and also submitted a petition signed by the neighbors asking the Board to reconsider the placement of the parking lot.

1. **Chairman's Report:** M. Marcus thanked the Authority for their patience in the last few months while he was on vacation. He reported that he plans to review the budget the Authority passed and meet with the staff and the Board if needed to discuss how the fundraising efforts will happen.
2. **Friends of Tarrywile Report:** Friends Treasurer Mark Nolan report that the Taste of Danbury went well. The Friends in addition to their own information also passed out information for the Authority including 250 trail maps and 50 Mansion brochures.

The Friends are also organizing 2 upcoming "Open Houses". One on October 18th and the other on December 6th. In October they will be holding a scavenger hunt and will also have a story teller. More details will be forth coming.

3. **Minutes:** A motion was made by T. Cutsumpas to approve the minutes of the August 18, 2009 meeting. W. Platz seconded. The motion passed unanimously.
4. **Financial:**
 - A. **Financial Report – August 2009:**
A motion was made by M. Repole to approve the August 2009 Financial Report. R. McGarrigal seconded. The motion passed unanimously.

5. **Correspondence:** The letter concerning the Tarrywile Lake Road parking lot, read previously in the meeting by Mr. Bob Meyst, was passed out to the Board members. A copy will be attached to the minutes.

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BY: 

6. Committee Reports:

- A. **Website:** D. Manacek reported that the committee has met 6 times to discuss how to built revenue around the new website. After the meeting last month, D. Manacek had a meeting with Mr. Tom Devine of Two Steps Restaurant, one of the Mansion's regular caterers, to discuss some of the ideas the Committee had proposed. Mr. Devine recommended that the Authority look at expanding their marketing and to further develop the brochures & packets that they give out to prospective clients. He also gave a sample copy of a large format color pamphlet that the Ridgefield Community Center. S. Moy also had a copy from the Wadsworth Mansion. Both were put together and published by Hawthorn Publications. The publication along with providing rental information also has ads from vendors such as caterers, florists, rental companies and the like. Discussion followed. The Committee will look into how much Hawthorn Publications charges, what the project may entail and how long it may take to get done.

A motion was made by R. McGarrigal to look into doing a publication in which we may sell ads. J. Harner seconded. The motion passed unanimously.

7. Staff Reports:

A. New Business:

1. **September Park & Mansion Use Report:** The September use report stated that there are 8 events scheduled for the Park with 775 people attending. There were 13 events scheduled for the Mansion with apx. 860 people attending. In September a total of 21 events will be held at the Park and Mansion with apx. 1,635 people attending.

B. Old Business:

1. **Castle:** S. Moy reported that the Castle fence was damaged again. It continues to be repaired and the funds are taken from the operating budget. S. Moy asked that the funds that were received from the group of young people that broke in be applied towards any repairs. Discussion followed. The Board was in agreement with using the funds for the purpose of keeping the fence in good shape.

Chairman Marcus asked if Sandy had any other items. She reported that she had two other items to add to Other Business. Chairman Marcus asked that she report on them under staff reports.

Mini Hay Maze/Fall Event: S. Moy & M. Repole reported on a recent project idea that they have been pursuing. As a way to generate income for the Red Barn, they are suggesting that the Park hold an event for pre-school age children during the last two weeks of October. The event would be held during the day and would include a hay ride, a mini-hay maze that the kids could walk through, a possible story teller and a chance to pick a mini-pumpkin. In addition to the pumpkin, the kids would also get an apple. The fee would be either \$4 or \$5. M. Repole did recommend that a person be hired to oversee the program. Discussion followed. R. McGarrigal recommended that a budget be worked up that the Authority could look at to see if the project is feasible.

A motion was made by R. McGarrigal to pursue the event. W. Platz seconded. The motion passed unanimously.

Farmhouse Tenants: S. Moy reported that she has been approached by the Farmhouse tenants in regards to adding a fourth tenant to the lease. T. Cutsumpas recommended that if the current tenants would like to have a fourth that we charge a higher monthly rent. S. Moy reported that the Corporation Council recommended that if we were to charge a higher rent that instead of an addendum to the lease that a new lease be written all together. Much discussion followed.

A motion was made by T. Cutsumpas to allow a fourth tenant to move into the Farmhouse, to increase the monthly rent by \$250 and have a new lease drawn up for all four parties to sign. D Manacek seconded. Motion passed unanimously.

8. Other Business:

- A. **Employee Handbook:** M. Marcus reported that with recent changes, the Employee Handbook should be looked at to make sure it is up to date. A Committee was appointed consisting of R. McGarrigal (Chairman), W. Platz & J. Preston to look over the Handbook. They will report back to the Board.
- B. **IRS Section 125 Cafeteria Plan:** S. Moy reported that our bookkeeper Ginny Schmidt-Gedney has written the IRS Section 125 Cafeteria Plan. The plan is needed so that the employees know that money is being taken out of their pay check and that they are in agreement with that. This also enables the funds to be taken out as pre-tax dollars.

A motion was made by T. Cutsumpas to adopt the IRS Section 125 Cafeteria Plan as written. D. Manacek seconded. Motion passed unanimously

- C. **Mansion Improvements:** S. Moy reported on several possible Mansion improvements. She noted that the Mansion is in need of redecorating and that it has been over 20 years since the last time it was done for the Designers Show House. For several years, the Board has requested the funds for a Mansion update in the CIP budget, but the City has not given us any funds. Much discussion followed. M. Nolan (Friends Treasurer) agreed with S. Moy that the building needs to be updated. S. Moy did note that there are two items that can or need to be addressed fairly quickly. The chairs used during Mansion events need to be replaced. The cost of replacement is \$6,200. The other item is the replacement of the back flow preventer. The City inspects the equipment every year. Last year and the year before the City had recommended that it be replaced. This year it is mandated. The cost of replacement is \$3,715.00. Discussion followed. The Board will look at the two items in the next few weeks.
- D. **Tarrywile Lake Task Force:** Dave Manacek reported that the Lake is looking very good. It was treated on July 14th and the treatment was paid for by the Tarrywile Neighbors. The neighbors felt it works very well when the Lake is partially drained down in the winter months. It worked so well this past year, that a secondary treatment will not be needed this summer and the treatment company was very pleased on how it is looking. M. Nolan asked if we treated Parks Pond. S. Moy explained that the Authority can not afford to do any chemical treatment however they have done a draw down the past few winters in hopes of freezing the weeds. This year, since there is no WinterFest, the Pond will be drawn down further then ever and we will hopefully get a better freeze.

A motion was made by R. McGarrigal to add the item concerning the Recreational Trails Grant to the agenda. D. Manacek seconded. The motion passed with J. Harner, R. McGarrigal, W. Platz, M. Repole & D. Manacek voting in favor and T. Cutsumpas opposed.

- E. **Recreational Trails Grant:** M. Marcus asked the Board how they would like to proceed with the Parking lot off of Tarrywile Lake Rd. M. Marcus suggested setting up a task force to look at the issue. S. Moy noted that a budget needs to be submitted to the Grant Committee as soon as possible in order to receive the funds. Discussion followed. T. Cutsumpas, M. Marcus & S. Moy will proceed with getting the budget submitted to the grant committee. R. McGarrigal & M. Repole felt it was important to send a letter to the neighbors acknowledging the receipt of the letter & petition. M. Marcus will draw up a letter to send out to the neighbors.

Adjournment

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

Respectfully Submitted,



Marita Repole, Acting Secretary