

**TARRYWILE PARK AUTHORITY**  
**REGULAR MEETING**

June 15, 2010

**CALL TO ORDER:**

On Tuesday, June 15, 2010 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. Harner, J. Preston, B. Talarico, R. McGarrigal, W. Platz,

M. Repole (due to an emergency, she had to leave at 8 p.m.), T. Cutsumpas & D. Manacek

**Park Staff:** S. Moy

**AGENDA:**

1. **Chairman's Report:** Chairman Marcus stated that he & Executive Director S. Moy will report on items further along in the agenda. He did note that the trails are looking in great condition.

2. **Minutes:** Warren Platz noted a small grammatical change should be made on page 2, section 6A, line 3, that the word should be distributed not disturbed.

**A motion was made by W. Platz to approve the minutes as amended of the May 18, 2010 meeting. M. Repole seconded. The motion passed unanimously.**

3. **Friends of Tarrywile Report:** Since no Friends were present to make a report, Chairman Marcus did comment that the Friends June 4<sup>th</sup> Evening at the Mansion event went over very well. He reported that there were apx. 130 people in attendance and everyone had a great time.

4. **Financial:**

A. **Financial Report – May 2010:** Chairman Marcus reported that the report shows that even though rentals are down, the staff has also managed to keep the expenses down and therefore he felt we would be ending the fiscal year even. S. Moy noted that the wedding rentals have held steady, but that the smaller hourly rentals such as Bridal Showers, Baby Showers, Anniversary Parties, etc... have dropped off due to the economy and that is what caused the short fall on the Mansion rental income this year.

**A motion was made by B. Talarico to approve the May 2010 Financial Reports. D. Manacek seconded. The motion passed unanimously.**

B. **Budget 2010 – 2011:** Chairman Marcus went over the proposed operating budget for Fiscal Year 2010-2011. He noted that the City has cut another 10% or \$28,350 from the previous years City grant that we receive. This is the second year in a row that 10% has been cut. Because of these cuts, the budget presented is showing a short fall of \$35,000.

Chairman Marcus noted, that in the current proposed budget the Marketing Brochure is not listed as a source of income. Marketing Committee Chair Dave Manacek, noted that \$5,300 in ads were sold, but that the cost of printing still needs to come out of that. S. Moy noted that the Marketing Committee volunteers recommended that the brochure be done every 18-24 months. T. Cutsumpas asked that the marketing brochure be added back into the FY 10/11 budget as a \$5,000 source of income. Discussion followed, with the Board agreeing to put the \$5,000 in to the budget.

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BY: 

**4. Financial - continued:**

**B. Budget 2010-2011 - continued:** Chairman Marcus went on to discuss the fact that the Board will need to set up a major fundraiser for the TPA to make up for the budget shortfall. He also discussed the fact that the Authority can also consider looking for corporate sponsors to sponsor the Park. Discussion followed. Chairman Marcus went on to go over the employee costs of the budget, he did note that no raise was given to the employees this year. T. Cutsumpas objected to the costs of the employees. He also asked why the Tarrywile employees are not paying the same as City Employees in regards to dental benefits. He stated that the City employees pay 6% of their dental benefits. In the past, the Authority has never required the employees to pay towards their dental benefits. R. McGarrigal asked if there was a limit on the pensions. Discussion on the employee salaries & benefits followed. R. McGarrigal proposed that the Authority set up a committee to look at employee compensation. Chairman Marcus asked S. Moy to confirm the percentages that City employees pay for dental benefits.

Chairman Marcus went on to discuss administrative expenses. Advertising was discussed. An increase of \$1,780 was requested to add to the budget to help to market the Mansion better.

**A motion was made by R. McGarrigal to reduce the advertising budget from \$6,700 down to \$3,000. T. Cutsumpas seconded. Discussion followed. R. McGarrigal asked if the staff could ask the volunteers on the Marketing Committee to try and come up with where the best place to spend our advertising money would be to further optimize our marketing dollars. The motion passed unanimously.**

The next item was the Mansion Operating Expenses. Chairman Marcus explained in reference to Mansion cleaning, he has asked the staff to review the procedure for cleaning the Mansion after each event in hopes to save some money.

Under the Maintain Land section of the budget, the reduction on this line item is due to the fact that the Grounds & Building staff will be taking over the mowing of all the lawn areas. Under the Tools & Equipment section, a \$3,000 increase was put in the budget to pay for a new mower that is needed in order for the staff to take over the mowing from an outside vendor.

Discussion continued on various parts of the budget, including overtime, benefits & salary.

**A motion was made by R. McGarrigal to remove \$1,000 from the overtime budget line item. T. Cutsumpas seconded. The motion passed unanimously.**

Further discussion continued on benefits and salary.

**A motion was made by J. Harner to remove the dental insurance budget line item. T. Cutsumpas seconded. Discussion followed. The motion was defeated unanimously.**

Chairman Marcus continued the discussion in regards to the fact that with the budget shortfall, the Authority still is showing a \$31,000 shortfall and he feels that the money needs to be fundraised. Discussion followed.

**A motion was made by J. Preston to pass the budget as amended with a \$31,000 fundraising requirement rather than taking it from the reserve account. B. Talarico seconded. Discussion followed. The motion was passed, with W. Platz, B. Talarico, R. McGarrigal, D. Manacek, J. Harner & J. Preston voting in favor. T. Cutsumpas voting against.**

5. Correspondence: NONE

6. Committee Reports:

- A. Camping Committee:** J. Preston reported that the committee met and discussed two courses of action. First course was to alter or enhance the camping program. To alter the current program, changes would be needed and we currently do not have the ability at this time to have a large scale camping program due to logistics, management and overnight staffing. In regards to enhancement, the committee will use the Master Plan as a guide to add some new camping sites. In addition, more camping information will be added to the website. The committee would also like to explore more opportunities to use the Red Barn with the Girl Scout and Boy Scout groups that are doing youth group camping. This may also be limited by resources & staffing, but the committee would like to move forward as the Red Barn Committee and look for ways to generate income from this building.
- B. Marketing Brochure Update:** D. Manacek & S. Moy reported that the committee is moving along and that Becky Petro has sold \$5,300 worth of ads. The committee is also still moving forward with developing new marketing ideas. The committee and the staff will keep the Board advised.

7. Director's Report:

**A. New Business:**

1. **June Park & Mansion Use Reports:** The June use report stated that there were 14 events scheduled for the Park with 385 people attending. There were 9 events scheduled for the Mansion with apx. 605 people attending. A total of 23 events were held at the Park & Mansion with 990 people attending.
2. **Tenant Review Committee- Lease Renewals – Carriage House & School Building:** Sandy Moy reported that in regards to the Carriage House, the committee recommends that the lease be renewed and the rent be raised from \$1,525 to \$1,555 a \$30 increase per month.

**A motion was made by W. Platz to renew the lease and increase the rent as recommended. R. McGarrigal seconded. The motion was passed unanimously.**

In regards to the School House, the committee recommends that the lease be renewed with the rate staying the same in the coming year.

**A motion was made by R. McGarrigal to renew the lease at the current rental rate of \$1,085 for the coming year. B. Talarico seconded. The motion was passed unanimously.**

In regards to the Farmhouse, the current tenants are leaving. In following procedure, the listing will be placed at City Hall this week. If no City employee is interested, the house will be placed on the rental market with Mark Nolan. If Mark finds a renter, he will not charge a commission. If another realtor brings in the tenant, we would still have to pay a 50% (1/2 a months rent) commission to the other realtor, but Mark is donating his services. A rental sign donated by Chairman Marcus, will also go up on the road advertising the house for rent. The current rental rate is \$1,905.

**A motion was made by R. McGarrigal to list the house at \$1,905 a month. B. Talarico seconded. The motion was passed unanimously.**

**7. Director's Report - continued:**

**B. Old Business:**

1. **DEP Parking Lot Grant:** Chairman Marcus reported the grant is now in the hands of the City Engineer. S. Moy reported that the DEP has been notified of the change of location. Once the DEP has given their approval, the trees will be tagged. If no complaints are filed regarding the trees, the project will proceed. Chairman Marcus and the staff will keep the Board updated.
2. **LoCIP Grant:** Chairman Marcus reported that he has asked Cutler Glass to look at the Greenhouse Roof. S. Moy reported that she is working with the City on the other items of the grant. They are hoping to complete the Greenhouse roof repairs by the end of August (before school begins) and the other items being worked on starting in September. Chairman Marcus and the staff will keep the Board updated.
3. **Mansion Update:** S. Moy stated that 7 of the 9 window treatments have been hung and the remaining two are expected any day. A few pieces of art work, also need to be hung. The only other major item still to be funded is the large window treatment for the landing windows.
4. **National Trails Day Report:** S. Moy reported we had 21 volunteers for National Trails Day. The bridge widening project at marker 2 was completed as was work on cleaning out water bars on the Blue Trail. Invasive species on the Orange Trail were also addressed. A very successful day with only apx. \$90 spent.
5. **Plein Air Fundraiser Report:** S. Moy reported that the event went very well. The drawing for the painting raised \$655, in addition 3 paintings were sold, of which we received 20% of the sales or \$160 dollars for a total raised of \$815. The reception and sale had an attendance of apx. 75 people and everyone involved thought that it was a good start for the first year. In total 7 artists painted 22 paintings. We plan on making it an annual event and hopefully next year the idea can be further expanded to include art classes and speakers.
6. **Wetlands Boardwalk Project Update:** S. Moy reported that the Boardwalk project is moving forward. They had 15 volunteers come on NTD to work on the project. The entrance way and the gravel path leading up to the Boardwalk were worked on. The plans for the wooden part of the Boardwalk are now currently with the Building Department awaiting approval. The Youth Volunteer Corps will be working on the project again in July. YVC is also currently working on getting donations for the Boardwalk; brochures were passed out to the Board in case they were interested in donating. S. Moy will keep the Board updated on the progress of the project.

**8. Other Business:**

1. **Nominating Committee Appointment:** Committee Chairman R. McGarrigal reported that the committee worked on the slate via email and they propose the following slate of officers.

Chairman - Michael Marcus  
Vice Chairman - Marita Repole  
Secretary - Jeff Preston  
Treasurer - Warren Platz

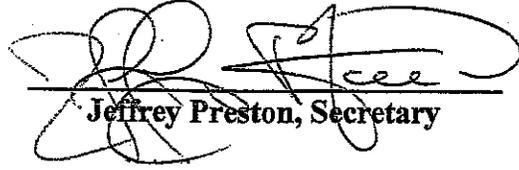
No nominations were forthcoming from the floor and no further discussion transpired.

**A motion was made by R. McGarrigal to accept the slate of officers as presented. B. Talarico seconded. The motion and the slate was passed unanimously.**

**Adjournment**

A motion was made by W. Platz to adjourn the meeting at 9:20 p.m. Seconded by J. Preston. Motion passed unanimously.

**Respectfully Submitted,**



Jeffrey Preston, Secretary