

**DRAFT**  
**TARRYWILE PARK AUTHORITY**  
**REGULAR MEETING**  
May 17, 2011

**CALL TO ORDER:**

On Tuesday, May 17, 2011 at 6:31 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, J. Harner, R. McGarrigal & B. Talarico

**Board Members Absent:** W. Platz, M. Repole & T. Cutsumpas

**Park Staff:** S. Moy

**Guests:** Susan Lauerma, Pam Kart & Mark Nolan

**AGENDA:**

**1. Chairman's Report:**

**A. Sponsorship Appeal:** S. Moy reported that donations to date total \$3,450.

**B. Hearthstone Castle Proposal:** The Authority has been approached by Joseph DeGregorio. He has written a proposal with some ideas for Hearthstone Castle. The proposal was emailed to the Board members. Discussion followed. The Board would like for him to come to a meeting to further discuss his ideas.

**2. Friends of Tarrywile Report:** Friends President Sue Lauerma, Treasurer Mark Nolan & Secretary Pam Kart reported on several items. The second email blast concerning the Evening at the Mansion and membership information has gone out. The group has been pleased with the response to the emails. The new website is up. In regards to the Evening at the Mansion event, they have increased their publicity, there will be more auction items and the event will also have a dance tent this year to move people around the grounds & Mansion more. The Friends will also be buying \$1,000 worth of space in the 2011 Reference Guide to thank their sponsors for the event.

**3. Minutes – March 15, 2011:** A motion was made by R. McGarrigal to approve the minutes of the March 15, 2011 meeting. D. Manacek seconded. The motion passed unanimously.

**4. Financial:**

**A. Financial Report – March 2011 & April 2011:** A motion was made by R. McGarrigal to approve the March & April 2011 Financial Reports. D. Manacek seconded. The motion passed unanimously.

**B. City Grant 2011-2012:** The City has reduced all Authority budget grants by 10% - this will mean a reduction of \$25,515.00 in the 2011-2012 Tarrywile budget for a total grant of \$229,635.00. This amounts to a reduction of \$85,365.00 over the last three years. Discussion followed

**C. City Capital Improvement Budget 2011-2012:** No Capital Improvements were recommended for funding by the City.

**D. Proposed Park Budget 2011-2012:** This item will be moved to the end of the Agenda.

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BY: 

5. **Correspondence:** NONE.

6. **Committee Reports:**

A. **Fundraiser – Park Reference Guide/Ad Book Update:** To date \$4,270 has been raised.

7. **Director's Report:**

A. **New Business:**

1. **April & May Park & Mansion Use Reports:** The April report shows that there were 9 events scheduled for the Park with 135 people attending. There were 3 events scheduled for the Mansion with apx. 105 people attending. A total of 12 events were held at the Park & Mansion with 240 people attending during the month of April. The May report shows that there were 11 events scheduled for the Park with 368 people attending. There were 10 events scheduled for the Mansion with apx. 478 people attending. A total of 21 events were held at the Park & Mansion with 846 people attending during the month of April.
2. **Eagle Scout Project:** Scout Jim Schaffer completed three benches for the Park to receive his Eagle Scout award. One is located at the map shed off Tarrywile Lake Rd., the second is located at the top of the hayfield near the intersection with the road that leads to Parks Pond and the water tank and the third is located at Mootry Peak. A thank you letter has been sent.
3. **Mansion Kitchen Use Proposal:** S. Moy reported that after emailing details to the Board members, it was a unanimous agreement that we enter into a three month agreement with Chris Angione to use the Mansion kitchen for light prep work for his catering business. Since the discussion was done via email, this item needs a formal vote.

**A motion was made by B. Talarico to approve the use as was it was presented to the Board via email. D. Manacek seconded. The motion passed unanimously.**

4. **Meserve Grant – Technology Assessment:** S. Moy reported that the staff and Chairman Marcus met with the staff of TS4NP in regards to the evaluation that they performed on our current computer equipment and what our needs are for upgrading our systems. After the meeting and after reviewing the paperwork, the staff has additional questions and has requested a second meeting with TS4NP. Henry Moy, who currently helps the staff whenever there is a computer problem, also has some questions. The second meeting will be on May 23<sup>rd</sup> at 3pm. Discussion followed. Ray McGarrigal asked if he could also sit in on the meeting. The item will be tabled until next month.
5. **National Trails Day:** S. Moy reported that the Mayor's office in conjunction with National Trails Day will be holding "Walk for Health" events at various locations throughout Danbury, including on the White Trail at Tarrywile and a section of the Ives Trail in Tarrywile. Each walk will have the distance and the amount of calories burned calculated. At Tarrywile, we will also be holding a work project for National Trails Day. The project for the day will be working on the orange trail to address wet spots. Depending on the amount of volunteers we have, we may also have a group doing trail cut backs. A second email will be going out looking for volunteers.
6. **Women's Club of Danbury/New Fairfield Garden Project:** S. Moy reported that the Women's Club will continue to add to and beautify the new garden area at the entrance area of the Park. They will also be dividing some plants to add to the garden and to possibly sell at their plant sale.

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

A. **New Business - continued:**

7. **Wooster School Volunteer Project:** S. Moy reported that 40 students & 3 teachers came over to Tarrywile to perform volunteer service. The group picked up debris and also painted our picnic tables including one very colorful one for the Children's Garden. The appropriate thank you notes have been mailed out.

B. **Old Business:**

1. **Arbor Day Update:** S. Moy reported that Bartlett Tree, Emmons Tree and Yard Specialist of New Milford and the City of Danbury Forestry and Highway Departments, plus three community services volunteers and the staff took part in the 20<sup>th</sup> anniversary of Arbor Day at Tarrywile on April 8<sup>th</sup>. The list of projects included the removal of a pair of pine trees at the Farmhouse, removal of a downfall in the woods near the workshop, the removal of a downed spruce tree on the Mansion lawn near the Gatehouse, the removal of 6 dead hemlocks in the grove long the right of the Mansion driveway as well as the pruning of 10 hemlocks in the same area and the continued effort to clean the hillside near the dumpsters of small trees and brush. Approximately \$5,100 worth of work was performed. The 20<sup>th</sup> anniversary was celebrated by the Driscoll family, whose son Andy played an integral part in the original day which was coordinated by the Women's Club as part of their effort to restore the Mansion gardens in 1991. Andy passed away just before the second Arbor Day program in 1992 and Dan Dalton of Bartlett Tree took Andy's place as the coordinator. Since then a member of the Bartlett team has helped us to organize this event over the past 19 years. Mrs. Driscoll and two of her daughters came to the Mansion during lunch and they thanked the crew for continuing Andy's project all these years. The family brought cupcakes to help with the celebration.
2. **Clean City Danbury Day Update:** S. Moy reported that 4 people volunteered for the Tarrywile team that cleaned up the roadside going up Brushy Hill. Park volunteer Steve Hull, led the group. With our volunteer hike leaders Lou Mangione & Dawn Guevares also helping along with one additional volunteer.
3. **Gatehouse Repairs Update:** S. Moy reported that the repairs have been completed at the Gatehouse. The final repair costs were \$6,180 and included the following: remove existing lathe and plaster and rug, frame out the ceiling, add new insulation, sheetrock and tape, install new trim, install required electrical (dedicated line for A/C unit and hard wire a carbon monoxide detector), paint 3 coats, install new rug, and do roof repairs. The City of Danbury's Finance Director agreed to reimburse Tarrywile for this expense.
4. **Mansion LoCIP Renovations – Status update:** S. Moy reported that most of the repairs/replacements are completed. The chimney work has been awarded and will begin as soon as the contractor and the City agree on a color for the mortar. Project is scheduled to be completed by May 25, 2011. The only other projects left now are the replacement of three exterior doors for which we have a quote, and roof repairs which has not gone out to bid yet. There is some discussion on the roof as to whether or not repairs should be made or the roof replaced. The current roof is apx. 14 years old. Funding is the issue that is being discussed. The current LoCIP funding is not sufficient to completely reroof, but the City doesn't want to throw money into repairs if a new roof can be installed and then the roof is good for another 20 years. S. Moy will keep the Board advised as to the status of the projects.

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

**B. Old Business - continued:**

5. **Memorial Donation:** S. Moy reported that the parents of Thomas Morrell have donated a bench and a Red Maple Tree in his memory to the park. Mr. Morrell was a frequent visitor of the park. These items were placed in the Gazebo garden area. The family also donated mulch and stone dust to help beautify the area. In addition, they also donated a small children's bench that will be placed in the Children's Garden. Additional memorial donations have also come in Mr. Morrell's name and appropriate thank yous have been sent acknowledging those donations.
6. **Parking Lot Update:** S. Moy reported that the lot is almost done. The staff would like to see one more tree removed and do to so, we must go back to the City and work with them to alter the plan.

**A motion was made by R. McGarrigal to authorize the Chairman and Executive Director to alter the Parking lot plans to maximize the available parking spaces. D. Manacek seconded. The motion passed unanimously.**

7. **Plein Air 2011 Update:** S. Moy reported that the staff is very busy with Plein Air 2011. The Hike & Shoot program is scheduled for this coming weekend. The children's program is scheduled for Saturday, May 28<sup>th</sup> with apx. 10 students signed up. In addition, artists are continuing to sign up. S. Moy will keep the Board advised on the progress of the event.
8. **Open Space Protection:** Chairman Marcus & S. Moy reported that the Task Force Meeting will be held on May 26<sup>th</sup>. Because of conflict of interests, Chairman Marcus cannot speak, so he thought it would be good if someone from the Board is in attendance. The Board discussed the position statement that Executive Director S. Moy had previously drawn up for the Boards review.

**A motion was made by D. Manacek to adopt the TPA Open Space proposal statement. J. Preston seconded. The motion passed unanimously.**

**8. Other Business:**

- A. **Proposed Park Budget 2011-2012:** S. Moy passed out copies of the proposed Park Budget, with the staff recommended changes. In total \$61,000 must be raised in fundraising to balance the budget. Much discussion followed. Chairman Marcus feels that we need professional help to raise that amount of money. Further discussion occurred. Chairman Marcus asked that the Board take the budget home, look over it and be ready to discuss and pass a budget next month.
- B. **Key Request:** Chairman Marcus reported that the matter of the Friends receiving a key, has come up again. The Friends of Tarrywile Park would like a key, that way the Authority would not have to spend the money for a House Supervisor. Much discussion followed. The following was proposed; a key will be given to the President, Susan Laureman and Vice-president Lucy Pryblyski to share, this key is non transferable to any other person. These two individuals would also need to be trained in all procedures involved in being a key holder. The key is to be used for their monthly meeting

**8. Other Business - continued:**

**B. Key Request - continued:** and for no other reason, unless 2 days notice is given to the office. This will be for a 6 month trail.

**A motion was made by R. McGarrigal to give the Friends of Tarrywile a key contingent on the previously discussed items. D. Manacek seconded. The motion passed with J. Preston, D. Manacek, J. Harner & R. McGarrigal in favor and B. Talarico opposed.**

S. Moy will also double check with the Risk Manager to see if they are agreeable to giving a key to non-insured volunteer or if the Friends may need to provide the City with liability insurance.

**Adjournment**

A motion was made by D. Manacek to adjourn the meeting at 9:12 p.m. Seconded by R. McGarrigal. Motion passed unanimously.

**Respectfully Submitted,**



**Jeffrey Preston, Secretary**

\*\*\*NOTE: These minutes are a draft copy of the May 17, 2011 Tarrywile Park Authority Board Meeting. A final approved copy will not be available until such time as the Board votes on them at their next regularly scheduled Board Meeting. Any corrections will be reflected in the next months minutes.