

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

October 16, 2012

**CALL TO ORDER:**

On Tuesday, October 16, 2012 at 6:35 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, D. Manacek, J. Harner, M. Repole & B. Talarico

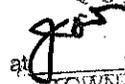
**Board Members Absent:** J. Preston, W. Platz & R. McGarrigal

**Park Staff:** S. Moy

**Guests:** Rosanne Schepis

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**Public Speaking:** Rosanne Schepis reported on the Friends of Tarrywile activities. The Friends sent out a letter in the spring asking people to help with the costs of the Oct./Nov. 2011 storms. The Friends submitted a letter to the office, asking the Authority's permission to hire a licensed and insured tree crew to work on areas on the Brushy Hill side of the park. The first quote they received was for \$550. Discussion followed. Also reported was the resignation of Jonathon Marcus from the Friends Board and the addition of Kathy Pilardi. The Friends have also given permission for the 501c3 status to be utilized by the Park on two recent grant applications. Ms. Schepis also requested a copy of the TPA budget. S. Moy reported that M. Nolan (Friends treasurer) does already have one.

**AGENDA:**

1. **Chairman's Report:** M. Marcus reported that in regards to the castle, that 14 proposals have been received by the Planning Department. The committee has narrowed it down to 4 and will be conducting interviews this week to determine who will receive the job.
  
2. **Minutes – August 21, 2012:** A motion was made by D. Manacek to approve the minutes of the August 21, 2012 meeting. B. Talarico seconded. The motion passed unanimously.
  
3. **Financial:**
  - A. **Financial Report – August 2012 & September 2012:** A motion was made by D. Manacek to approve the financial reports. B. Talarico seconded. The motion passed unanimously.
  
  - B. **Year End Audit – June 30, 2012:** S. Moy reported that the audit was emailed out for the Boards review and that the auditor will be at the November meeting.  
  
A motion was made by D. Manacek to accept the Audit as presented. J. Harner seconded. The motion passed unanimously.
  
4. **Correspondence:** S. Moy reported that a thank you letter was received from a recent bride, thanking all the staff for their help and assistance in making her event a success.
  
5. **Committee Reports:**
  - A. **Knox Box:** S. Moy & D. Manacek met to discuss the possible need for a Knox Box on the gate at the Tarrywile Lake Road entrance. After S. Moy explained the staff's position and the fact that the current system has worked for over 20 years, it was determined that a Knox box was not needed.

## **6. Director's Report:**

### **A. New Business:**

- 1. September & October 2012 Park & Mansion Use Report:** The September report prepared by Event Coordinator B. Petro shows that there were 8 events scheduled for the Park with 535 people attending. There were 8 events scheduled for the Mansion with apx. 681 people attending. A total of 16 events were held at the Park & Mansion with 1,216 people attending during the month of September. The October report shows that there were 13 events scheduled for the Park with 1,109 people attending. There were 14 events scheduled for the Mansion with apx. 946 people attending. A total of 27 events were held at the Park & Mansion with 2,055 people attending during the month of October.
- 2. Facebook Update:** S. Moy reported that we now have over 1,100 people on Facebook, which is more than when we used to mail out printed newsletters. We also have followers on LinkedIn and on Twitter. B. Petro takes care of updating these sites and posting information.
- 3. Grant Applications – Meserve Memorial Fund and Wells Fargo:** S. Moy reported that she has submitted a grant to the Meserve Memorial Fund asking for the necessary funds (\$10, 818.97) to purchase a mid-size Polaris Ranger to replace our old maintenance cart which is now 12 years old. The grant submitted to Wells Fargo was a request for \$837.84 to purchase equipment that can be used in trail maintenance, including a heavy duty hedge trimmer and heavy duty weed whacker. Trail maintainers on the Redding Land Trust recommended both pieces of equipment to us. S. Moy will keep the Board advised.
- 4. Hayride:** The Harvest Hayride for children will be from Oct. 22-26 and Oct. 29 & 30. Last year we had apx. 300 children, this year pre-registration is almost double that with slightly over 600 already registered. There will also be a Family Hayride on October 28<sup>th</sup> from 12pm – 4pm that we will be charging for.

### **B. Old Business:**

- 1. Castle Update:** Already reported on under the Chairman's Report.
- 2. Greenhouse Update:** S. Moy reported that the Board of Education denied our request to pay rent on the use of the building. For the time being the TPA will extend the use of the building to them.
- 3. Harvest Dinner Update:** S. Moy was pleased to announce that even though the events attendance was down \$1,537 was raised. The only expense for the event was the caterer, Carriage House Events & Catering and even he did the event at cost. All liquor, desserts, rentals, etc.... were donated. The Mansion was once again decorated by the Jan Angione, the caterers wife. The Board congratulated the staff and caterer on an outstanding dinner.
- 4. Fundraising Report:** S. Moy reported that Yoga Culture, held their annual Summer Solstice free yoga night at the Park. They always ask for a donation from those who participate and they raised \$650 which they donated to the Park.
- 5. LoCIP Project Update:** S. Moy reported that the Mansion roof project and the two doors are still outstanding projects. She is hoping the roof will be completed in November and the doors installed before winter. The Alarm system replacement was paid for. She will keep the Board advised to the progress of the projects.

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

**B. Old Business - continued:**

- 6. School Building Update:** S. Moy reported that she has met with the Mayor and Finance Director David St. Hilare to discuss the funding of the renovations of the school building to a single family residence. S. Moy has already received 4 quotes for the project. The low bid was from Blansfield Builders. The City needs a resolution from the Board declaring the steps they have taken, their desire to hire Blansfield Builders, the City's agreement to pay the bills and to proceed with the work. S. Moy drew up a resolution (as attached) for the Board's approval.

**A motion was made by M. Repole to adopt the resolution as presented. B. Talarico seconded. The motion passed unanimously.**

- 7. Yankee Gas Update:** S. Moy & M. Marcus discussed the proposed update of the heating systems to Natural Gas. Three companies have submitted bids, however 1 bid is written for a different kind of system that may work better for us. Discussion followed. S. Moy will ask the other two companies to re-submit quotes based on the other quotes specs. She will keep the Board advised.

- 8. 501c3 Application:** Chairman Marcus asked S. Moy to look into the costs of doing the application for a 501c3 and the yearly costs. Even though the Board had already approved proceeding with obtaining the status, the costs associated with getting the 501c3 is \$1,100. Auditing fees would be around \$3,500 and then each year there are reports and yearly fees that must be paid to the state and federal government. Much discussion followed. It was generally felt that with our current budget constraints we would not pursue the 501c3 status at this time.

**A motion was made by B. Talarico to postpone the application process at this time. M. Repole seconded. The motion passed unanimously.**

**7. Other Business:**

- A. Friends of Tarrywile Request:** Earlier in the meeting Rosanne Schepis reported on the Friends letter concerning a donation of tree work they hoped the Authority would approve.

**A motion was made by J. Harner to accept the donation. B. Talarico seconded.**

Discussion followed. A trail map detailing the areas that they would like to work on was available for the Board's inspection. It is understood, that a licensed and insured person/company must be hired for the job. Proof of such must be provided to the office prior to the work commencing. The staff recommends that the funds would be best used on established marked trails and if for some reason work is performed on unmarked trails, that the staff is not responsible for the upkeep of these areas. Discussion followed.

**The motion passed unanimously.**

**Adjournment:** A motion was made by B. Talarico to adjourn the meeting at 8:15 p.m. Seconded by D. Manacek. Motion passed unanimously.

**Respectfully Submitted,**



**Marita Repole, Vice Chairman  
& Acting Secretary**