

TARRYWILE PARK AUTHORITY

REGULAR MEETING

September 16, 2008

CALL TO ORDER:

On Tuesday, September 16, 2008 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: B. Talarico, M. Marcus, W. Platz, J. Harner, R. McGarrigal & T. Cutsumpas

Absent Board Members: M. Repole & J. Preston

Park Staff Present: S. Moy

Guests: Gina Dennehy

AGENDA:

1. **Minutes:** A motion was made by T. Cutsumpas to approve the minutes of the August 19, 2008 regular meeting. B. Talarico seconded. The motion passed unanimously.

2. **Financial:**

A. **Financial Report:** Treasurer W. Platz, presented the balance sheet as of September 16th. Also presented was the September year to date report. 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. In that regards, at this point the Board has had one month to review the July 2008 Financial Report.

A motion was made by T. Cutsumpas to approve the July 2008 Financial Report. B. Talarico seconded. The motion passed unanimously.

In regards to emailing the financial report to the Board members, S. Moy reported that the auditors recommended that at this time that the financial report not be emailed. Much discussion followed. Several members felt that the financial report should be emailed out and that the security risk is minor or non-existent. Chairman Marcus asked that S. Moy have the auditors call him in regards to the matter.

3. **Correspondence:** None

A motion was made by T. Cutsumpas to move the Friends of Tarrywile Report up to this location in the agenda and allow the President of the Friends, Gina Dennehy to speak. R. McGarrigal seconded. The motion passed unanimously.

Friends of Tarrywile Report: President of the Friends group Gina Dennehy, took a moment to report to the Board on the activities of the Friends group. She reported that the group had raised apx. \$4,500 at their Wine Tasting Fundraiser. Everyone agreed that the event was a great success. The group had talked about holding an Oktoberfest Fundraiser, but with scheduling conflicts it was not going to be possible for the group to get everything together in time. They are possibly looking at an event around Valentine's Day or in May an event such as a Maypole event in the farm area.

G. Dennehy and S. Moy also reported that they have been talking about the Friends taking on a larger responsibility with WinterFest or at some point taking the event over completely. Gina reported that it had been discussed at their last meeting and that the group would once again like to do their food booth, but at this time isn't ready to take on much more responsibility when it comes to the event.

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Friends of Tarrywile Report - continued: S. Moy also took a moment to thank Friends Secretary Lucy Prybilski for handling the necessary paperwork with the IRS that would enable the Friends of Tarrywile to act as a fiscal agent for Tarrywile Park Authority. The Friends 501C3 status, allows Tarrywile to apply for a larger selection of grants. G. Dennehy also reported that a Friends Board member Linda Ford, has an idea concerning handicap accessibility in the Park and would like to work with Sandy Moy to see if a grant may be possible for this. S. Moy told G. Dennehy that Linda should feel free to call her at any time to discuss it. Board member R. McGarrigal congratulated the Friends on all of their recent hard work.

4. Chairman's Report:

- A. **Emergency Access Review:** Chairman Marcus will review this item further along in the Chairman's Report.
- B. **Insulation Quote:** Chairman Marcus reported that he and S. Moy recently toured the Carriage House and from that tour, he has asked her to get a quote on cellulose insulation for the Carriage House Garage ceiling. This would better help conserve heat in this building. The quote came in at a cost of \$1,200.

A motion was made by W. Platz to approve the expenditure of \$1,200 to insulate the ceiling of the Carriage House Garage. J. Harner seconded.

Discussion followed. R. McGarrigal asked if this type of insulation is environmentally friendly. Chairman Marcus reported that it is one of if not the most environmentally friendly. T. Cutsumpas asked if we could really afford this item. Chairman Marcus felt that the cost of the insulation would be off set by the savings from lower energy costs as a result of the insulation.

The motion passed with B. Talarico, W. Platz, J. Harner & R. McGarrigal in favor and T. Cutsumpas opposed.

C. Mower Repairs:

NOTE - Chairman Marcus also discussed Emergency Access during this segment of his Chairman's Report

Chairman Marcus also reported that he has authorized a \$708 parts bill to repair the Gravely mower. Executive Director S. Moy is only allowed to authorize expenditures up to \$500, so she requested approval from Chairman Marcus before proceeding with the repairs. The Parks Department is repairing it for us free of charge as their time allows, but we needed to pay for the parts. In order to pay for this item, Chairman Marcuse proposes that the Authority use the recently received reimbursement from FEMA. A total of \$1,552.62 was received from FEMA for repairs to the lower Mansion parking lot. These funds were from a storm in 2007 in which extensive rain and flooding damage made the Danbury area eligible for FEMA reimbursement for damages and repair costs. Since the Authority had not planned on getting any reimbursements, since it had been a year and a half, the FEMA money could be looked at as extra income. Discussion followed. The Board recommended that the repairs be paid for out of the current budget line item of equipment repairs rather than using the FEMA reimbursement.

Chairman Marcus reported that after meeting with the Fire Chief, and receiving his recommendations, there are several areas of the Park that should be trimmed to allow for better access of emergency vehicles such as the John Deere Gator and the Fire Department brush trucks. These areas that need the canopy raised would be some of our key entrance areas into the Park. The trees around the meadows should also be trimmed, so that the Tarrywile staff is better able to mow the field. By mowing the edges of the fields, the staff is maintaining the current size as was recommended in the Yale School of Forestry study. If let uncut, not only does the canopy encroach on the edges but in many areas, then mowing the edge is not possible. At that point in time, weeds and brush are allowed to grow up in the areas that are not mowed and the fields will start to shrink.

4. Chairman's Report - continued:

C. Mower Repairs - continued:

S. Moy also addressed the issue that as part of the core beliefs of the Authority, in being good stewards of the land and that to allow these fields to become overgrown would not be following these principals.

To address these areas, the staff has asked that they be able to purchase a gas powered pole pruner. The pole pruner would allow us to open up the canopy as well as the emergency access in several areas. The pole pruner would also allow for damaged trees that have hanging branches to be trimmed off to alleviate safety risks on hiking trails. The Pole Pruner would cost apx. \$700. Discussion followed.

A motion was made by R. McGarrigal to accept the staff request to buy the Pole Pruner.

J. Harner seconded.

Discussion followed

T. Cutsumpas reported that he felt since we have gone without this equipment for so long that it is not needed. He stated that since the City is in such a tight financial situation that the Authority will see him voting no on many of these things, when we have done without them in the past and there not absolutely necessary in his opinion. He also stated that if the Pole Pruner was being used to beautify the Mansion area in hopes of increasing the Mansion rentals that he may have voted for it. B. Talarico noted that the pruner could very well be used in the Mansion area. Much discussion followed.

R. McGarrigal amended his motion to state that staff look at other means for supporting funding for this request before making a decision. B. Talarico seconded. The motion passed unanimously.

5. Committee Reports:

A. Greenhouse Roof Repairs: Ted Cutsumpas reported that there has been no further action since the August Board meeting and that the Mayor is awaiting the completion of several other City projects before allocating any funds. T. Cutsumpas will report back at the next meeting.

B. Mansion & Park Rentals: R. McGarrigal & T. Cutsumpas reported that they will be holding a meeting to further discuss this topic.

C. Review of Purchasing Procedures: W. Platz reported that he did meet with S. Moy to discuss the Authority's current purchasing procedure. He feels that the staff is already using solid purchasing procedures and are utilizing City bid processes when ever possible. No change to the procedures is needed at this time.

6. Staff Reports:

A. New Business:

1. September 2008 Park & Mansion Use Reports: The September use report stated that there were 11 events scheduled for the Park with 825 people attending. There were 12 events scheduled for the Mansion with 610 people attending. In September a total of 23 events were held at the Park and Mansion with 1,435 people attending.

S. Moy also passed out the September 2008 - February 2009 Park & Mansion Newsletter and the Newsletter Mailing Totals Report. A total of 1,506 newsletters were distributed to 48 different zip codes.

6. Staff Reports - continued:

B. Old Business:

1. **Overtime:** At the August Board meeting, T. Cutsumpas brought up the topic of overtime. At that meeting, the Authority asked S. Moy to compile a list of overtime situations and submit it to the Authority members for review. She passed that list out for the Boards review. The Board will review the list and discuss it further at the October meeting. T. Cutsumpas requested that S. Moy breakdown the actual number of overtime hours and dollars spent for Sandy, Becky, Rich & Sam in 2005, 2006 & 2007. T. Cutsumpas volunteered to put all the information into a spreadsheet for the Board for the next meeting. R. McGarrigal asked for a quarterly comparison on the overtime used. Chairman Marcus noted, that the Board is already receiving this piece of information in the year to date financial report. He asked R. McGarrigal to review that report and see if that is to what he refers. Much discussion followed. The item will be put back on the October Agenda.
2. **Women's Club Donation:** S. Moy reported that the Women's Club donated a new light post at the base of the driveway. It has been installed and a thank you letter has been sent. A small dedication and thank you event will be held on Wednesday October 15th at 1:00 p.m.. All Board members are invited and encouraged to attend.

7. Other Business:

- A. **Castle Task Force Report:** T. Cutsumpas and Chairman Marcus 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. T. Cutsumpas will report any new information at the next meeting if any is available. S. Moy also reported that CT Film Commission has a possible lead for use of the Castle for a film shoot. S. Moy will keep the Board advised.
- B. **Friends of Tarrywile Report:** Was discussed previously in the agenda.
- C. **Tenant Review Committee:** S. Moy reported that without prior approval, one of the three tenants currently on the Farmhouse Lease, moved in a fourth tenant. The new student, would only need to stay through December at which time he would graduate. The tenants have requested that the fourth individual be allowed to stay through the end of the term in December. The Tenant Review Committee agreed to the forth tenant. He would not be added to the current lease, but an addendum letter will be added to the lease, stating that he is allowed to reside in the Farmhouse until December and that he will comply with all rules and regulations stated in the lease.

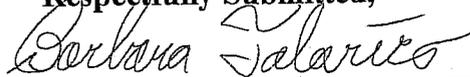
A motion was made by T. Cutsumpas to accept the recommendation of the tenant review committee. R. McGarrigal seconded. The motion passed unanimously.

- D. **Equipment Storage Facility:** S. Moy reported that the bids for the Equipment Storage Facility will be open on September 25th. The Pavilion plans are currently in the last stages of Planning and Zoning.

Adjournment

A motion was made by W. Platz to adjourn the meeting at 8:15 p.m. Seconded by T. Cutsumpas. Motion passed unanimously.

Respectfully Submitted,



B. Talarico, Acting Secretary