

DRAFT

TARRYWILE PARK AUTHORITY
REGULAR MEETING

November 18, 2008

CALL TO ORDER:

On Tuesday, November 18, 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, J. Preston, J. Harner, R. McGarrigal, W. Platz & T. Cutsumpas

Absent Board Members: M. Repole

Park Staff Present: S. Moy

Guests: Glenn Nanavaty

AGENDA:

1. Minutes: A motion was made by B. Talarico to approve the minutes of the October 21, 2008 regular meeting. J. Harner seconded. The motion passed unanimously.

2. Financial:

A. Financial Report: The balance sheet and other financial reports as of October 31st were emailed to all Board members for their review before the meeting.

A motion was made by W. Platz to accept the October 2008 Financial Report. R. McGarrigal seconded. The motion passed unanimously.

Audit – Year End June 30, 2008: Chairman Marcus welcomed Glenn Nanavaty (the Board's Auditor) to the meeting to answer any questions and give a brief report. Glenn briefly discussed the audit and reported that all aspects of the financials are in proper order and in good shape. He also noted that the internal control recommendations that were suggested last year have been for the majority implemented by the Authority and the staff. Discussion followed.

A motion was made by T. Cutsumpas to move into Executive Session. R. McGarrigal seconded. The motion passed unanimously.

The meeting moved into Executive Session at 6:40 p.m. and came back into regular session at 6:48 p.m.

A motion was made by T. Cutsumpas to move out of Executive Session and back to the original agenda. R. McGarrigal seconded. The motion passed unanimously.

No votes or motions occurred during the Executive Session.

Capital Budget 2009-2010 – Committee Review: S. Moy reported that the Administrative Committee and the Grounds & Building Committee need to meet and discuss the Capital Budget Submission and the Operating Budget Submission for 2009-2010 fiscal year. After emailing the members, they have chosen December 3rd as the meeting dates with Grounds and Buildings Committee meeting at 4:30 pm and the Administrative Committee meeting at 5:30 pm.

Operating Budget 2009-2010 – Committee Review: See item C. above for action taken.

BY:

PZ

3. Correspondence: None

4. Chairman's Report:

A. **Insulation:** Chairman Marcus reported that the attic floor in the Mansion and the garage ceiling in the Carriage House have been insulated.

5. Committee Reports:

A. **Greenhouse Roof Repairs:** Ted Cutsumpas reported that there has been no further action since the August Board meeting in regards to repairs.

B. **Mansion & Park Rental Review:** Ray McGarrigal stated that there was nothing to report at this time.

C. **Overtime Review:** Chairman Marcus reported that the committee met and has turned in a report to him today for his review. He will be reviewing it and then meeting with Executive Director Moy to discuss the report. He will report back to the Board at the December meeting.

6. Staff Reports:

A. New Business:

1. **November 2008 Park & Mansion Use Reports:** The November use report stated that there were 5 events scheduled for the Park with 75 people attending. There were 9 events scheduled for the Mansion with 360 people attending. In November a total of 14 events were held at the Park and Mansion with 435 people attending.

2. **Boy Scout Eagle Award Ceremony:** S. Moy reported that Board member Warren Platz was able to attend the Eagle Scout Award Ceremony of Jeff Murphy. For his Eagle Project, Jeff built picnic tables for the Park. Warren reported that he went to the ceremony with his wife Ruthanne. He noted that it was a very impressive ceremony and hoped that other Board members were able to go to future Eagle Scout Award Ceremony's as they arise.

3. **Northeast Utilities Grant:** S. Moy reported that she has heard from Northeast Utilities in reference to the grant she submitted in October. The grant request was for \$742 to do a "Story Walk" in the Park and we have been awarded the grant. She thanked Ted Cutsumpas for making her aware of the grant. She also proposed to the Board that since we will be doing this program in the spring of 2009 and due to the decreasing turn out for Story Hour that in lieu of Story Hour we only do Story Walk. Discussion followed. The Board agreed with the staff suggestion.

4. **WinterFest 2009:** S. Moy inquired as to whether the Board wants to proceed with WinterFest pending the recent discussions on overtime. In the past, the staff has put the event together and worked the day of the event. Last year the Friends group had their information and food booths, EMS had several display areas, Danbury Fish & Game & the Danbury Fire Department participated in the event and Tarrywile offered several different activities. Discussion followed. The Board felt that it was one of our bigger events and that we should proceed with the event.

B. Old Business:

1. **Pole Pruner:** S. Moy reported that there has been a development with the request of the gas powered pole pruner that the staff requested at the September Board meeting. The staff made the request because 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. At that meeting, the Authority

6. Staff Reports - continued:

B. Old Business - continued:

- 1. Equipment Request - continued:** felt the cost of \$700 was too much to allocate at the time. After the meeting staff member Becky Petro emailed Stihl International (makers of the pole pruner) and asked if there were any grant opportunities available. They contacted the office, talked to Executive Director Moy and reported that they would be able to help us. The cost would be \$600 (the manufacturers suggested retail price not the stores price) minus 20% of the cost as a further discount. This would bring the cost down to \$480, \$220 less than what the original request was. S. Moy reported that even though she has the authority to spend up to \$500, because the item had previously been rejected, she felt that the Board should make the decision. Discussion followed.

A motion was made by R. McGarrigal to accept the offer from Stihl and proceed with the purchase of the gas powered pole pruner. B. Talarico seconded. The motion passed with B. Talarico, J. Preston, J. Harner, R. McGarrigal & W. Platz in favor and T. Cutsumpas opposed.

7. Other Business:

- A. Tenant Review Committee – Gatehouse lease renewal:** S. Moy reported that the Tenant Review Committee is recommending that the Gatehouse Lease be renewed for a period of one year and that the rate be increased \$50 from \$1,060 to \$1,110. Discussion followed.

A motion was made by R. McGarrigal to accept the recommendations of the Tenant review Committee. B. Talarico seconded. The motion passed unanimously.

S. Moy will let the tenant know of the rate increase. S. Moy also reported that the office staff received a faxed letter from Farmhouse tenant Alex Gisolfi and his father Rudy requesting that Alex be formally released from his part of the lease at the Farmhouse that he shares with three other WCSU students. The letter explained that his Mother has terminal cancer and he has moved back home to help his father care for her. S. Moy polled the Tenant Review Committee by phone to see what their thoughts were. She also talked to Deputy Corporation Council Les Pinter to find out how the City would handle the matter. All parties agreed that the lease should stay as is and no changes should be made. Mr. Pinter also stated that it would set a precedence if they allowed it. Discussion followed. The Board asked that the staff write a letter to the Gisolfi's stating the fact that he could not be formally released from the lease due to the legalities of the lease but that they should talk to the other tenants in the Farmhouse to ensure they are aware of the situation.

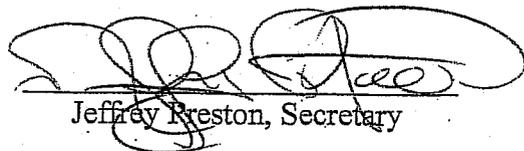
- B. Castle Task Force Report:** T. Cutsumpas reported that there has been no new movement from the Castle Task Force.

- C. Friends of Tarrywile Report:** No Tarrywile Board Member was able to go to the meeting, so no report was available.

Adjournment

A motion was made by R. McGarrigal to adjourn the meeting at 8:38 p.m. Seconded by T. Cutsumpas. Motion passed unanimously.

Respectfully Submitted,



Jeffrey Preston, Secretary

***NOTE: These minutes are a draft copy of the November 18, 2008 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.