

**TARRYWILE PARK AUTHORITY**

**REGULAR MEETING**

October 20, 2009

**CALL TO ORDER:**

On Tuesday, October 20, 2009 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, M. Repole, J. Preston & B. Talarico D. Manacek & T. Cutsumpas

**Board Members Absent:** R. McGarrigal & W. Platz

**Park Staff Present:** S. Moy

**Guests:** Mark Nolan and Glenn Nanavaty

**AGENDA:**

1. **Chairman's Report:** Because of vacation scheduling M. Marcus requested that the January Board meeting be moved from January 19<sup>th</sup> to January 12<sup>th</sup>. Several Board members have to check their schedules before confirming the date. An email will be sent to confirm with everyone.
2. **Friends of Tarrywile Report:** Friends Treasurer Mark Nolan report that the Open House went well even though the weather was rainy. Barbara Talarico reported that the first scheduled Story Time, which she was the reader for, had 12 children. She felt that the whole event was well attended. The next Open House is scheduled for December 6<sup>th</sup>.
3. **Minutes:** A motion was made by M. Repole to approve the minutes of the September 15, 2009 meeting. D. Manacek seconded. The motion passed unanimously.
4. **Financial:**
  - A. **Financial Report – September 2009:**

A motion was made by J. Preston to approve the September 2009 Financial Report. M. Repole seconded. The motion passed unanimously.
  - B. **Audit – FY June 30, 2009:** Chairman M. Marcus reported that the Auditor Glenn Nanavaty will make a report to the Board. Chairman Marcus, Mr. Nanavaty and S. Moy met to go over the audit and Chairman Marcus reported that the audit went well and the few items that need to be addressed are minor. Glenn Nanavaty reported to the Board that after completing the audit he is pleased to report that everything is in good shape.

A motion was made by M. Repole to approve the audit as presented. T. Cutsumpas seconded  
The motion passed unanimously.
  - C. **Budget – 2010 – 2011:** S. Moy reported that budget season is almost here and that the Board will need to meet towards the end of November/beginning of December to start reviewing next years budget submission for the City of Danbury.
5. **Correspondence:** S. Moy reported that a letter was received by Mrs. Monique Wiedell thanking the Board for their recent sympathy card upon the passing of her husband Phillip Wiedell. Both Mr. & Mrs. Wiedell were active with the Land Trust of Danbury (formerly Swampfield Land Trust) and helped with the committee that ultimately pushed through the purchase of Tarrywile.

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## **6. Committee Reports:**

- A. **Website:** D. Manacek reported that he has met with the staff and discussed the idea of doing a larger color brochure with a company such as Hawthorn Publications, which has done brochures for buildings such as Lounsbury House and the Wadsworth Mansion. D. Manacek asked that Sandy report on the findings concerning that company. S. Moy went on to explain to the Board that if you were to use Hawthorn Publications, the brochure itself would not make any money. It would either pay for itself (if at least \$8,000 was raised by selling ads) or if not enough ads were sold, it may end up costing money.

The staff then contacted our printer and asked for a recommendation for a local marketing company that may be able to help us with a project such as this at a better rate or even pro-bono work. Mr. Jeff Troll from In-house Marketing came to the office and talked to the staff concerning not only a publication such as these but also on marketing ideas. In reference to doing a brochure and selling ads in it, he felt that if his company did most of the work, then it would be similar to Hawthorn in the fact that the selling of ads would in essence be paying for the publication. He also had several ideas in reference to marketing. He suggested utilizing whatever free web locations we could such as Facebook and Twitter. He encouraged us to add in different media tags to the web site as this would help generate hits. Radio ads and using more colored ads could also help increase the marketing of the facility. With some of these ideas such as radio ads, he suggested that maybe the TPA could barter with local companies for air time. For example, they could have a rental free of charge for so many radio ads. He strongly encouraged the Board to work on a marketing plan. Mr. Troll did not feel that a pro-bono job was possible.

D. Manacek commented in reference to the larger color brochure, he didn't feel that the timing was right and that we do not have enough to sell inside yet. The timing has a lot to do in reference to when the Mansion best presents itself, which is usually in spring when every thing is in bloom. His comment concerning the inside of the Mansion, goes back to the staffs recommendation that the building needs to be updated, since it has been almost 20 years since the last updates were done downstairs. Discussion followed.

Chairman Marcus may have a volunteer that could help with the selling of ads. S. Moy also has some possible people to help with the marketing. T. Cutsumpas asked if it would make us \$5,000. D. Manacek did not know yet if we would realize that goal before July 1, 2010. The Committee will keep the Board updated

- B. **Employee Handbook Review:** R. McGarrigal was unable to attend the meeting, but will give a full update at the next meeting on November 17<sup>th</sup>.

## **7. Staff Reports:**

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

1. **October Park & Mansion Use Report:** The October use report stated that there are 9 events scheduled for the Park with 479 people attending. There were 11 events scheduled for the Mansion with apx. 610 people attending. In October a total of 20 events will be held at the Park and Mansion with apx. 1,089 people attending.
2. **Mansion Rate Review:** S. Moy reported that the staff is recommending that the only rate to be raised would be the Weekend Hourly Rate. The rate is currently \$100 an hour and the staff is recommending that the rate be increased to \$125 an hour. Discussion followed. T. Cutsumpas felt that we should further study the rate and that perhaps we could increase the rate even more.

**A motion was made by B. Talarico to increase the Hourly Weekend Rate to \$125 per hour for a minimum of 1 hour to a maximum of 5 hours. M. Repole seconded. The motion passed unanimously.**

7. **Staff Reports - continued:**

**A. New Business - continued:**

3. **Park Use Request:** S. Moy reported on a Park use request. The request came in from Chris Cardinal, a member of the Live Steam Railroad Club. The club feels that Tarrywile would be an ideal location for such an endeavor. Discussion followed. The Authority was in agreement that Tarrywile was not the best location for such an endeavor and the request was denied. S. Moy will let the Club know of the Boards decision.
4. **Plant Donation:** S. Moy reported that a local resident Eleanor Dotto recently donated and transplanted plants from her garden to the Park.
5. **Greenhouse Repairs:** S. Moy reported that the Hot Water Heater and a burst pipe had to be replaced in the Greenhouse. The repairs cost apx. \$730 and were approved by Chairman Marcus. The roof still has the hole in it and is still in need of replacement.

**B. Old Business:**

1. **Castle Repairs:** S. Moy asked that the donations that were received from the group of young people that broke in be applied towards any repairs. Discussion followed.

**A motion was made by M. Repole to use these donations towards any needed fence repairs. D. Manacek seconded. The motion passed unanimously.**

2. **Chair Replacement:** S. Moy reported that the chairs are 18+ years old and are in need of replacement as they are worn and are starting to break. The cost of replacement would be \$6,100. Discussion followed.

**A motion was made by T. Cutsumpas to use no more than \$6,100 of surplus funds to replace the chairs. J. Preston seconded. The motion passed unanimously.**

S. Moy will shop around to see if any of the local companies might have the chairs.

3. **Farmhouse Tenant – Update:** S. Moy reported that at the last Board meeting she had informed the Board that the Farmhouse tenants had wanted to add a fourth tenant to the lease. The individual that had wanted to move in has changed his mind, so the lease remains the same.
4. **Replacement of the RPD in Mansion:** S. Moy reported that we have received a quote of \$3,517 from Otto Plumbing to replace the Reduced Pressure Device (RPD). When the annual inspection occurred in September, the City Water Department ordered the part to be replaced. Chairman Marcus, T. Cutsumpas & S. Moy will check on other avenues of repair to see if the cost of the job could be reduced.

8. **Other Business:**

- A. **Driveway:** D. Manacek asked if there was a way for the City to seal the cracks in the Mansion driveway to prolong the life of the driveway. T. Cutsumpas asked S. Moy to email Dave Cook at the City Highway Garage to see if he could look at the driveway.

- B. **Mansion Improvements:** B. Talarico stated that she feels strongly that the Mansion is in need of redecorating and that it has been over 20 years since the last time it was done for the Designers Show House. Discussion followed. B. Talarico will meet with the staff to discuss ideas on how to go about redecorating.

**8. Other Business - continued:**

**C. Recreational Trails Grant:** M. Marcus reported that he along with T. Cutsumpas and S. Moy, met with City Engineer Farid Khouri to discuss the Parking lot off of Tarrywile Lake Road. Mr. Khouri has sent surveyors over to the site to try and finalize a budget. A budget needs to be submitted to receive the funds from the State. Discussion followed. T. Cutsumpas, M. Marcus & S. Moy will proceed with getting the budget submitted to the grant committee.

**Adjournment**

A motion was made by M. Repole to adjourn the meeting at 8:04 p.m. Seconded by B. Talarico. Motion passed unanimously.

**Respectfully Submitted,**



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Jeffrey Preston, Secretary