

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

November 17, 2009

**CALL TO ORDER:**

On Tuesday, November 17, 2009 at 6:32 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, J. Preston & B. Talarico, R. McGarrigal, W. Platz & T. Cutsumpas

**Board Members Absent:** D. Manacek & M. Repole

**Park Staff Present:** S. Moy

**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>. Board members agreed and the meeting will be moved. Chairman Marcus reported that employee Rich Gunn recently spent a week in the hospital due to a blood infection. R. Gunn has filed a workers compensation claim and it is currently under investigation. He claims that he was hit in the leg by a stick while at work and that is what caused the injury. He is currently at home on oxygen and still out of work. B. Talarico reported that a fruit basket was sent to Rich and it was paid for out of the Sunshine Fund.
2. **Friends of Tarrywile Report:** Barbara Talarico reported that the Friends are busy planning for their December 6<sup>th</sup> Open House event. The event will run from 1 pm – 6pm and will have wreath decorating, face painting and story time for children. Light refreshments will also be served. Chairman Marcus also reported that Friends Secretary Lucy Prybylski is in the hospital for knee replacement surgery. S. Moy will send a get well card on behalf of the Authority.
3. **Minutes:** A motion was made by W. Platz to approve the minutes of the October 20, 2009 meeting. R. McGarrigal seconded. The motion passed unanimously.
4. **Financial:**
  - A. **Financial Report – October 2009:**  
A motion was made by R. McGarrigal to approve the October 2009 Financial Report. B. Talarico seconded. The motion passed unanimously.
  - B. **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. The meetings will be held on Wednesday, December 2<sup>nd</sup>, with the Administrative Committee meeting at 4:30 pm and the Grounds & Building Committee meeting at 5:30 pm.
5. **Correspondence:** None

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## **6. Committee Reports:**

- A. Website:** D. Manacek was unable to make the meeting tonight, but sent an email to the Board reporting on the status of the committee. He along with the office staff met again with Mr. Jeff Troll from In-house Marketing. The meeting went well and the next step is to bring together the volunteers, staff and Mr. Troll. At that meeting, Mr. Troll also recommended that we utilize whatever free web locations we could such as Facebook and Twitter. The Board agreed and told staff to proceed with those sites. Ray also recommended we look into a site called "Linkedin". The committee and the staff will keep the Board advised.
- B. Employee Handbook Review:** R. McGarrigal reported that the Committee has met and changed several items in the handbook. Ray asked that the Board review the changes in the coming month, email him with any further input by December 1<sup>st</sup>. Discussion followed. The Handbook will be brought back up for a vote at the December meeting.

## **7. Staff Reports:**

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

- 1. November Park & Mansion Use Report:** The November use report stated that there are 7 events scheduled for the Park with 225 people attending. There were 9 events scheduled for the Mansion with apx. 445 people attending. In November a total of 16 events will be held at the Park and Mansion with apx. 670 people attending.
- 2. Greenhouse Repairs:** S. Moy reported that she is looking for grants to repair the Greenhouse roof. The roof has been patched again and the staff hopes that the measures will get us through the winter.
- 3. Hayride/Mini Maze Update:** S. Moy reported that the event went well. A total of 172 children participated and the event saw a profit of \$620. Out of the five days, two were rained out and everyone was able to reschedule. Originally the event was to run two weeks, but the majority asked for time slots in the first week. One factor that made a difference in turn out was that many groups because of the economy did not have the money to arrange for busing. S. Moy thanked B. Talarico, M. Repole and Joe Badarraco for volunteering their time. R. McGarrigal asked if for next year could the time/days be expanded? Discussion followed. The staff will look at expanding the days for next year.

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

- 1. 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. She met with S. Moy & B. Petro to go through the Mansion and discuss what needs to be done. She felt that in order to increase our revenue the building needs to be updated. The staff is working with two different designers to get their ideas. S. Moy also asked a local painter to give us a quote on what it would cost to redo the Hallway. The Staff and B. Talarico will keep the Board updated.

## **8. Other Business:**

- A. Goals:** Chairman Marcus asked the Authority members to sit down for a moment and come up with goals they would like to see accomplished at the Park & Mansion in the next year. These goals should be items that come from the Master Plan. These goals will then be given to the Executive Director and that person would strive to accomplish the goals. Chairman Marcus asked if Board members could email him their ideas.

8 **Other Business - continued:**

**B. Tenant Review Committee Recommendation:** The Tenant Review Committee recommended that the Gatehouse lease be renewed for a full year with no rental increase.

**A motion was made by W. Platz to extend the Gatehouse lease for one year with no rate increase. Second by T. Cutsumpas. Motion passed unanimously.**

The Tenant Review Committee recommended that the Farmhouse lease be renewed for 6 months with no rental increase. S. Moy reported that there have been no problems with the tenants in the last few months.

**A motion was made by W. Platz to extend the Farmhouse lease for 6 months with no rate increase. Second by J. Harner. Motion passed unanimously.**

**Adjournment**

A motion was made by W. Platz to adjourn the meeting at 7:30 p.m. Seconded by B. Talarico. Motion passed unanimously.

**Respectfully Submitted,**

  
Jeffrey Preston, Secretary