

TARRYWILE PARK AUTHORITY
REGULAR MEETING

November 16, 2010

CALL TO ORDER:

On Tuesday, November 16, 2010 at 6:34 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. Preston, T. Cutsumpas, W. Platz, R. McGarrigal & M. Repole

Board Members Absent: J. Harner, D. Manacek & B. Talarico

Park Staff: S. Moy

Guests: M. Nolan, G. Nannavaty

AGENDA:

1. **Audit:** The auditor, Glenn Nannavaty addressed the Board and reported on the June 30, 2010 Year End Audit. He reported that everything looked good and that both the rentals and the City Grant receipts were down this year. Discussion followed.
2. **Chairman's Report:**
 - A. **Fundraising:** Chairman Marcus reported that Gina Dennehy volunteered to help the committee with a major fundraiser. She also thinks that she can get some more help.
 - B. **Expenditure:** Chairman Marcus reported that he approved an expenditure of \$2,581.00 for a new leaf cleanup attachment for the lawn mower. The line item for fall clean up is \$4,700, if an outside vendor was used. Since our staff has taken over fall clean up this year, this purchase will come out of the fall clean up line item this one time and then would be used every year, allowing the Authority to save on fall clean up in subsequent budget years. An outside company will still be required to come in and pick up the large piles of leaves at a cost of \$150 per pick up.
3. **Friends of Tarrywile Report:** M. Nolan reported that the group did not have a quorum at their last meeting. The group is currently looking at their by-laws as they believe there are two different versions. M. Nolan also reported, that the group did an email vote to donate \$2,000 for a dishwasher in the kitchen. Sue Lauerman was also able to get a grant of \$500 to help with Orange Trail Maintenance. S. Moy thanked The F.O.T for their help with this project and also thanked members Sue Lauerman, Lou Mangione, Dawn Grevares & Lucy Pryblyski for their help gathering greens for the Mansion holiday decorations.
4. **Minutes:** A motion was made by W. Platz to approve the minutes of the October 12, 2010 meeting. M. Repole seconded. The motion passed unanimously.
5. **Financial:**
 - A. **Financial Report – October 2010 :** A motion was made by W. Platz to approve the October 2010 Financial Reports. M. Repole seconded. The motion passed unanimously.
 - B. **Budget Committee – Capital Budget 2011-2012 – Meeting Date:** S. Moy reported that the City has changed the deadline for both the Capital Improvement Budget and the Operating Budget submissions. The CIP budget will be due on December 8th to expedite approval. S. Moy emailed the budget to the Board before this meeting. Chairman Marcus, after discussion with S. Moy, asked that the Camp

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BY: 

5. Financial - continued:

B. Budget Committee – Capital Budget 2011-2012 – Meeting Date - continued:

Building be moved up in order of importance and that the Parking Lots be moved out to FY 13/14. Discussion followed.

A motion was made by W. Platz to approve Capital Budget as discussed. R. McGarrigal seconded. The motion passed unanimously.

- C. Budget Committee – Operating Budget 2011-2012 – Meeting Date:** S. Moy reported that the Operating Budget Submission is due by December 20th. She requested that in order to save time that the Grounds & Building Committee & the Administrative Committee meet at the same time. A brief discussion followed. Instead of two separate meetings, one to discuss the budget and then the normal Board meeting, the Board will move the December meeting to December 14th and have the budget discussions at that Board meeting. The date of the regular Authority meeting was moved up one week so that the budget can be approved and turned in by the City budget due date.

6. Correspondence: NONE

7. Committee Reports:

- A. Park Use/Program Committee:** Committee Chairman J. Preston reported that the committee will meet at the conclusion of the meeting tonight. He reported that two ideas that the committee were working on, will not be possible. One was a meet and greet with Mark Boughton if he had been elected to the position of Lieutenant Governor; unfortunately his team did not win. The other idea was an antique show with Cord Enterprises. Ms. Cord unfortunately felt that the property was not conducive to the type of show she hosts. We did not have enough parking and not enough flat land.

8. Director's Report:

A. New Business:

- 1. November Park & Mansion Use Reports:** The November report shows that there were 8 events scheduled for the Park with 215 people attending. There were 3 events scheduled for the Mansion with apx. 120 people attending. A total of 11 events were held at the Park & Mansion with 335 people attending during the month of November.
- 2. Girl Scout Project:** S. Moy reported that a local Girl Scout troop came into the Park and volunteered to do trail work. Last year they had remarked the white trail blazes and liked the project so much, they came back this year and asked to continue the project. This year, they remarked the Blue Trail blazes. An appropriate thank you has been sent.
- 3. Eagle Scout Project:** S. Moy reported that an Eagle Scout will be building benches for Mootry Peak for his Eagle Scout Project. Hike Leaders have also volunteered to help the young man. S. Moy will keep the Board advised on the status of the project.

B. Old Business:

- 1. City of Danbury – Park Protection Update:** Chairman Marcus and S. Moy reported on the current City Council Ad-Hoc Committee on Park Protection. The Committee is going on four years of looking at the subject of protecting open space in the City, not only at Tarrywile but at other Parks as well. Originally Bill Montgomery of the Danbury Land Trust had brought this issue up to the City because he feels open space should be protected. Much discussion followed. The Board wondered if a motion had ever been made by the Tarrywile Board what our position on the matter is. The staff will look through past minutes to double check whether a motion has already been made.

B. Old Business - continued:

1. City of Danbury – Park Protection Update - continued: Further discussion followed.

A motion was made by T. Cutsumpas that the Board makes a final position/decision on whether we wish to see Tarrywile as perpetual open space and that position be given to the Ad Hoc Committee at their next meeting. R. McGarrigal seconded. Discussion followed as to if the Board would make that determination at tonight's meeting. It was decided that the Board will take up the matter at the January meeting or sooner if the Ad Hoc Committee meets before then. The motion passed unanimously.

T. Cutsumpas asked in the mean time if S. Moy could draw up a proposed position that can be emailed and looked at before the January meeting.

- 2. DEP Parking Lot Grant Update:** S. Moy reported that the necessary trees have been removed, the City has hired the contractor to construct the Parking Lot. Hopefully construction will begin in the next two weeks and once started, should only take apx. two weeks to complete.
- 3. Hayride/Hay Maze Pre-K & Kindergarten Children:** S. Moy reported that a profit of \$1,575 was made on the Hayride. Total participants were 518. We only had one day of bad weather and everything went very well.
- 4. LoCIP Update:** S. Moy reported that the lower Greenhouse windows are going to be finished in the next week. Mangione Roofing who is doing the Greenhouse work has also been hired by the City to do the flat Conservatory roof which will also be done in the next week or two. The Purchasing Department is currently going over the quotes for the other projects. The office carpet job is almost ready to be awarded and the chimney work will go out to bid later this year with the work to be completed in the spring. S. Moy will keep the Board advised as to the status.
- 5. Women's Club Danbury/New Fairfield Garden Project Update:** S. Moy reported that the Garden at the base of the driveway that the Women's Club Danbury/New Fairfield volunteered to build has been completed. Appropriate thank yous have been sent and a photo has been sent to the newspapers.

8. Other Business:

- A. Gatehouse Lease Renewal:** S. Moy reported that the Tenant Review Committee met and discussed the Gatehouse Lease renewal which is due to come up in mid December. The current tenant has been experiencing some problems due to a job loss. During the course of the last few months, she has paid the rent late and as a result is currently two months behind in rent payments. The tenant review committee discussed this at length and proposed the following to the Board as their recommendation: that the tenant catch up on her rent payments by December 1st, if she is able to do this, then extend the lease for a 6 month period with no rental increase. If she is unable to catch up then the lease would not be renewed.

A motion was made by R. McGarrigal to accept the recommendation of the Tenant Review Committee. W. Platz seconded. Discussion followed. The motion failed with 2 in favor, 2 opposed and one abstaining. The Chairman had to cast the deciding vote and voted in opposition of the motion.

8. **Other Business:**

- A. **Gatehouse Lease Renewal - continued:** More discussion followed. S. Moy explained that the current lease does have a line that states if the lease ends and no new lease is signed the tenant moves into a month to month rental situation.

A motion was made by R. McGarrigal to allow the tenant to rent on a month to month basis and give her until January 31st to make current on all outstanding rent monies. T. Cutsumpas seconded. The motion passed unanimously.

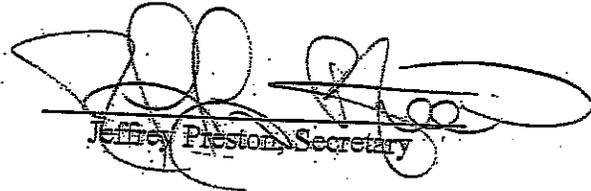
If she is able to come current then the Authority would extend a six month lease at a future date. S. Moy will keep the Authority up to date on the matter.

- B. **Battalion Use Request:** S. Moy reported that the 411th Battalion was unable to utilize Tarrywile due to the fact that they needed a larger facility for their holiday party.

Adjournment

A motion was made by J. Preston to adjourn the meeting at 8:29 p.m. Seconded by W. Platz. Motion passed unanimously.

Respectfully Submitted,



Jeffrey Preston, Secretary