

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

February 15, 2011

**CALL TO ORDER:**

On Tuesday, February 15, 2011 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. Preston, J. Harner, M. Repole, R. McGarrigal, D. Manacek & B. Talarico

**Board Members Absent:** W. Platz & T. Cutsumpas

**Park Staff:** S. Moy

**Guests:** Sue Lauerman

**AGENDA:**

**1. Chairman's Report:**

**A. Fundraiser – June 3, 2011 proposed event:** Chairman Marcus reported that after negotiations with the Friends an agreement has been reached with the Friends in regards to the June fundraiser. Further information will be reported in the Friends of Tarrywile report.

**B. Sponsorship Appeal:** Chairman Marcus also reported that he signed the sponsorship letter, along with the Mayor and it should go out by the end of the week. Discussion followed. Chairman Marcus will keep the Board updated.

**C. Other:**

- Chairman Marcus reported that the Conservation Commission will be having a speaker who will be talking about Deer Management. The meeting will be held on February 28<sup>th</sup>, Chairman Marcus can not make it, so he has asked S. Moy to attend. He invited any other Board member who may like to go, to feel free. D. Manacek stated that he would also attend.
- Chairman Marcus announced that at the Land Trust of Danbury Annual Meeting, he will be nominated to become President of the organization. The event will be on February 19<sup>th</sup> at 2pm at the WCSU Warner Hall, any Board member wishing to attend, should feel free to come. S. Moy will email the details.
- Chairman Marcus reported that he authorized truck repairs in the amount of \$2,890, to replace the transmission. He complimented the staff on keeping the property maintained with only the tractor, while the truck was down for repairs for almost 2 weeks.
- Chairman Marcus reported that repairs will be need to be made to the Gatehouse. With the ice & snow buildup on the building this winter, it lead to ice dams and ultimately water damage to the 2<sup>nd</sup> floor ceiling in the larger of the two bedrooms. The dry wall and plaster fell off the ceiling. Roof repairs will need to be done along with repairs in the bedroom. Mangione Roofing has been hired to complete the work.
- Chairman Marcus discussed the meeting that was held recently with David St. Hilare, the Finance Director for the City of Danbury along with Dave Manacek, Ray McGarrigal, Sandy Moy and himself. He also thanked Jeff Preston for all of his help in putting together a power point presentation that was presented to Mr. St. Hilare. The meeting went well, but at this point we remain unsure if the presentation will have a positive outcome in terms of the City Grant to Tarrywile.

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2. **Friends of Tarrywile Report:** Sue Lauerman reported that elections of the Friends of Tarrywile were held. She was elected as President, Lucy Prybylski as Vice President, Pam Kart as Secretary and Mark Nolan as Treasurer. In addition to welcoming new member Pam Kart, they also welcomed Jonathon Marcus to the Board. Sue reported that the Friends will be holding their Evening at the Mansion on Friday June 3<sup>rd</sup>. The event will be organized by the Friends and funded by the Friends. This is the same weekend as National Trails Day and the 2011 Plein Air event. They are looking to once again hold a silent auction. Email blasts are being investigated to help increase their membership and hopefully increase ticket sales to the event. Discussion followed. Friends will also be paying for the repadding of the chairs in the Conference Room.

In regards to how the Authority will benefit from the Evening at the Mansion, Sue & Lucy met with B. Talarico, M. Repole, S. Moy & B. Petro to discuss what was decided. B. Talarico reported that any proceeds from the Evening at the Mansion will belong to the Friends. They however are turning over the ad sales and production of the Yearbook to the Authority, with the Authority retaining the proceeds from the ad sales. The Authority members would sell the ads, with the staff handling the administrative work. Discussion followed. S. Moy handed out the packets of information to the Board. The packets included letters describing the program, a price list for ad sales and a list of vendors to possibly solicit, however Board members are encouraged to solicit companies they are personally associated with. Discussion followed. Board members are encouraged to raise a minimum of \$750 each, with Chairman Marcus challenging the Board members to aim even higher.

3. **Minutes – December 14, 2010:** A motion was made by M. Repole to approve the minutes of the December 14, 2010 meeting. R. McGarrigal seconded. The motion passed unanimously.

4. **Financial:**

- A. **Financial Report – December 2010 & January 2011:** A motion was made by M. Repole to approve the December 2010 & the January 2011 Financial Reports. B. Talarico seconded. The motion passed unanimously.

5. **Correspondence:** S. Moy reported that the office was contacted by the family of Thomas Morrell, a Danbury resident and frequent Park hiker who passed away last week. The family contacted the office and asked if donations could be made in his memory to the Park. Several donations have been made already and the staff has talked with the family about possible uses for the donations. The second item of correspondence was a thank you note from B. Petro, thanking the Authority members for the donation made in her mothers memory to the 4-H Foundation.

6. **Committee Reports:** NONE

7. **Director's Report:**

A. **New Business:**

1. **January & February Park & Mansion Use Reports:** The January report shows that there were 7 events scheduled for the Park with 140 people attending. There were 3 events scheduled for the Mansion with apx. 74 people attending. A total of 10 events were held at the Park & Mansion with 214 people attending during the month of January. The February report shows that there were 6 events scheduled for the Park with 90 people attending. There was 1 event scheduled for the Mansion with apx. 9 people attending. A total of 7 events were held at the Park & Mansion with 99 people attending during the month of February.

7. **Director's Report - continued:**

A. **New Business - continued:**

2. **Open Space Protection:** S. Moy reported that at the December meeting the Board had asked her to prepare a position statement on Park Land Preservation that could be presented to the City. The statement was prepared using the ordinance that formed the TPA. The statement was handed out for the Authority to read. Chairman Marcus asked for the Authority members to look over the statement and bring their thoughts back to the next meeting.
3. **Plein Air Paint Out 2011:** S. Moy reported that the staff is very busy with Plein Air 2011. We are once again working with Lynn Polley, who donates all her time to organize the event with the staff. The program will be expanded this year to include workshops and a children's program during the week. The art section of the event will also be extended to include not only Plein Air paintings for sale, but also studio art and photography. The sale will be held on Saturday, June 4<sup>th</sup>, like last year, with any art work sold, 80% will go to the artist and 20% will go to Tarrywile. S. Moy commended Lynn for all the volunteer work she does on behalf of the Park. M. Repole complimented the staff & Lynn on expanding the event to include all of the new additions to the 5 day event.
4. **Tree Planting Grant:** S. Moy reported that a grant has been submitted to the New England Parks Association for a tree planting grant in the amount of \$1,038, with a match from the Authority of \$346. It may be a possibility that the \$346 may be able to come out of the DEP money to replace the trees that were cut down due to the new parking area. She will keep the Board advised as to the status.

B. **Old Business:**

1. **DEP Parking Lot Grant Update:** S. Moy reported that the Parking Lot is almost complete. The finished work will be completed in the spring.
2. **LoCIP Update:** S. Moy reported on the 13 projects that are still to be completed.
  - French Doors were awarded and are on order.
  - The office door replacement, we are working with public buildings and the fire marshal to find a replacement.
  - The water supply pipe in the basement has been awarded and will be scheduled shortly.
  - The chandelier work in the house has been awarded and they are currently being worked on.
  - Kitchen counter has been awarded, measured and is in the process of being scheduled.
  - The Kitchen sink work has been awarded and scheduled.
  - The tiling job in the Kitchen has been awarded and the contractor is currently working on the project.
  - In regards to the Mansion roof, the City will work up the specs on the job and it will be done in the spring. This will also include additional heaters for the gutter areas.
  - The chimney work will also be done in the spring.
  - The Office carpet, has been awarded and will be installed in late March.
  - The bathroom sinks are being replaced, the job has been awarded and the new sinks have been awarded. Scheduling will be done shortly.
  - The alarm system change over has been awarded and the work will be scheduled for March.
  - To complete the radiator work, a pressure test must first be done on the units. The pressure test determines if there is pressure to the radiator unit, then it is known that the pipes up to the unit are good and it is just the unit itself that needs to be replaced. The State has agreed to pay for the test out of the LoCIP funds as long as the units are replaced.

**7. Director's Report - continued:**

**B. Old Business - continued:**

- 2. LoCIP Update - continued:** If for some reason, the pressure test is done and no units are replaced, the Authority would have to pay the \$550.

**A motion was made by R. McGarrigal that in case the replacement work was not done, that the Authority will pay the \$550. J. Harner seconded. The motion passed unanimously.**

**8. Other Business:**

- A. Norwalk River Valley Trail Alliance:** S. Moy reported that the Kathy Myville, the Danbury liaison to the Alliance, asked for the free use of the Mansion for a public outreach session. It would be a weekday evening event, the staff recommends that the rate of \$20 an hour be extended to them to cover costs. Discussion followed.

**A motion was made by R. McGarrigal to approve the staff recommendation of \$20 an hour. B. Talarico seconded. The motion passed unanimously.**

- B. Gatehouse Water Damage:** S. Moy reported that due to the heavy snow load, the Gatehouse suffered an ice dam. As a result, there was water damage to the ceiling of the upstairs bedroom and part of the plaster ceiling fell onto the bed. The roof repairs will cost \$550 and Chairman Marcus has approved this work, but the interior work will cost \$3,800 and the staff is requesting approval on this. The interior work will entail removal of the damaged plaster and wall board, installing new wall board, the carpet will need to be replaced as it was water damaged, the room will need to be repainted and the City Building inspector may also require an electrical upgrade. Discussion followed. S. Moy will determine if Tarrywile staff will handle the carpet work or if the contractor will.

**A motion was made by M. Repole to approve the allocation of \$3,800 for building repairs and electrical work to the Gatehouse. D. Manacek seconded. The motion passed unanimously.**

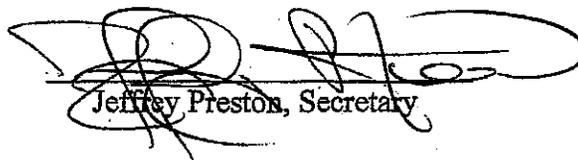
- C. Mansion Driveway:** D. Manacek asked S. Moy why there was so much sand in the driveway. S. Moy explained that because of the truck breaking down, the large City trucks had to do the sanding for us, so a much larger amount was spread than normal.

- D. Funding Appeal Letter:** Following the Chairman's report concerning the sponsorship letter, R. McGarrigal asked Chairman Marcus for a copy of the letter that went out. Chairman Marcus will have S. Moy send a copy out to the Board members. M. Repole asked Chairman Marcus for more communication with the Board in regards to items such as the sponsorship letter, that the other members should have impute on what the letter said, before it went out.

**Adjournment**

A motion was made by B. Talarico to adjourn the meeting at 7:52 p.m. Seconded by M. Repole. Motion passed unanimously.

**Respectfully Submitted,**

  
Jeffrey Preston, Secretary