

TARRYWILE PARK AUTHORITY

REGULAR MEETING

June 21, 2011

CALL TO ORDER:

On Tuesday, June 21, 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, D. Manacek, J. Harner, W. Platz, M. Repole,
R. McGarrigal & B. Talarico

Board Members Absent: T. Cutsumpas

Park Staff: S. Moy

Guests: Susan Lauerman, Roseanne Sheppis, & Henry Moy

AGENDA:

1. **Chairman's Report:** Items will be discussed later in the agenda.

2. **Friends of Tarrywile Report:** Friends President Sue Lauerman reported that the Evening at the Mansion event went very well and that even though expenses were higher this year, that the event raised apx. \$6,000 net.

3. **Minutes – May 17, 2011:** A motion was made by D. Manacek to approve the minutes of the May 17, 2011 meeting. R. McGarrigal seconded. The motion passed unanimously.

4. **Financial:**
 - A. **Financial Report – May 2011:** A motion was made by R. McGarrigal to approve the May 2011 Financial Reports. M. Repole seconded. The motion passed unanimously.

 - B. **Proposed Park Budget 2011-2012:** This item will be moved to the end of the Agenda.

5. **Correspondence:** S. Moy reported that a thank you letter was received from the Morrell Family. The family recently lost their son Tommy and the family asked that donations in his memory be made to the Park. Over \$700 was donated to the Park; in addition the family bought 2 benches, a red maple tree and mulch for the Park. The note thanked the staff for all their help.

6. **Committee Reports:**
 - A. **Fundraiser – Park Reference Guide/Ad Book Update:** The Reference Guide raised \$4,124.56 after the printing expenses. Warren Platz sold the most ads, raising \$1,155. Board members are asked to go back to those vendors that bought ads, bring them a copy or copies of the book and thank them again for purchasing an ad and supporting Tarrywile.

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BY: *MRC*

6. Committee Reports - continued:

B. Technology Assessment - TS4NP: R. McGarrigal & Henry Moy met a few weeks ago with Sandy Rankin of TS4NP to discuss the I.T. Assessment that the group did on the office computers. After the meeting and after reviewing the paperwork, H. Moy had the following recommendation: with the City Grant being lowered yet again this year, the recommendation would be that instead of going with TS4NP, we use any funds to upgrade the current computers or purchase new computers if it was found that an upgrade was not possible due to the age etc., of the current equipment. Much discussion followed on the various aspects of both options.

A motion was made by R. McGarrigal to accept a cost proposal to upgrade the system and to develop the proposal. M. Repole seconded. The motion passed unanimously.

S. Moy will contact TS4NP to let them know that we will not be signing up with them.

7. Director's Report:

A. New Business:

1. Income Enhancements: This item will be moved to the end of the Agenda.

2. June 2011 Park & Mansion Use Reports: The June report shows that there were 12 events scheduled for the Park with 840 people attending. There were 15 events scheduled for the Mansion with apx. 818 people attending. A total of 29 events were held at the Park & Mansion with 1,658 people attending during the month of June.

3. Summer Youth Employment Program: S. Moy reported that the Summer Youth Employment Program will once again this year be placing youth at the Park for their summer placement. The youths will be starting in July.

B. Old Business:

1. National Trails Day: S. Moy reported that the event went very well with 17 participants working on the Orange Trail and on trail cut backs. The event cost \$31.80 for purchase of snacks and bottled water for volunteers. Thank you notes have gone out to the volunteers.

2. Parking Lot Update: S. Moy reported that we are still waiting to hear back from City Engineer Farid Khouri about the requested changes.

3. Plein Air 2011 Update: S. Moy reported that 16 artists participated in the show and over 100 people attended the event. S. Moy will report back at the next Board meeting on the final costs of the event.

4. Open Space Protection Update: Chairman Marcus & S. Moy reported that the City Council Ad Hoc Committee met and the group needs to cover all open space property in Danbury. So the group did not deal with Tarrywile specifically at the meeting. S. Moy will keep the Board advised on the Committee's progress.

5. Sponsorship Appeal Update: S. Moy reported that \$4,700 has been raised to date from the Sponsorship Appeal. Appropriate thank you letters have been mailed out.

8. Other Business:

- A. Rental Properties:** S. Moy reported that the Farmhouse Tenants will not be renewing their lease. Mark Nolan has offered to help with posting the rental on multiple listings and helping run credit checks on those that turn in an application. The current tenants lease is up on August 6th, the staff will need a week to do some touch up painting and the house would be ready for new tenants by August 13th.

S. Moy is also working with Sheryl Garcia of Best Friends Preschool to see if she will be signing up for another year's lease. Ms. Garcia asked if she could rent on a month-to-month basis until she is sure she has enough students signed up for the fall session. Discussion followed. The Board was agreeable to giving Ms. Garcia a few more weeks to determine if she has enough students before she signs for another year, but would also like to see the property listed on MLS in case she decides to close. Mrs. Garcia will have first right of refusal.

- B. Proposed Park Budget 2011-2012:** S. Moy passed out copies of the proposed Park Budget, with the staff recommended changes at last month's meeting. She asked if the Board had any questions. D. Manacek commented that even though the proposed budget is short \$61,000, he felt there was nothing further that can be cut from the budget and that the Board needs to concentrate on how to raise more funds. Discussion followed.

A motion was made by R. McGarrigal to accept the proposed budget as presented. M. Repole seconded. The motion passed unanimously.

Chairman Marcus feels that we need professional help to raise that amount of money. Further discussion occurred.

- C. Income Enhancements:** S. Moy drew up a list of possible Income Enhancements that the Board can look into. Discussion followed. Chairman Marcus asked that a Committee be set up to look into these ideas to bridge the budget shortfall. D. Manacek, R. McGarrigal, B. Talarico, M. Repole & J. Preston agreed to serve on the Committee.
- D. Employee Reviews:** Chairman Marcus has been talking with S. Moy about employee reviews. She has only received 1 review in 18 years. Chairman Marcus & S. Moy also talked about setting up objectives for the staff. They will talk further about this item at the July Board meeting.
- E. Mulch Donation:** S. Moy reported that a friend of Dave Manacek, Mr. Al Petrucci, donated mulch to the Park. A thank you letter will be mailed out.

Adjournment

A motion was made by M. Repole to adjourn the meeting at 8:32 p.m. Seconded by B. Talarico. Motion passed unanimously.

Respectfully Submitted,



Jeffrey Preston, Secretary