

DRAFT

TARRYWILE PARK AUTHORITY
REGULAR MEETING

September 20, 2011

CALL TO ORDER:

On Tuesday, September 20, 2011 at 6:31 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, R. McGarrigal, W. Platz, M. Repole & B. Talarico

Board Members Absent: T. Cutsumpas & J. Harner

Park Staff: S. Moy

Guests: Glenn Nanavaty, Rosanne Schepis

AGENDA:

1. **Chairman's Report:** Chairman Marcus reported that increasing our income is still a priority. He also reported that he attended the meeting concerning the Castle. S. Moy, D. Manacek & R. McGarrigal also attended the meeting. While there was nothing new to report, he will keep the Board advised to future meetings or progress. Chairman Marcus along with Executive Director Moy recently met with Mayoral Aide Wayne Sheppard to discuss when the next financial appeal letter should go out. After some discussion it was decided that it would be mailed out in February of 2012.
2. **Friends of Tarrywile Report:** The F.O.T. participated in the Taste of Danbury event. Attendance was down from last year and they will be looking at whether or not it is worth doing a booth next year. They were also looking into a possible fall fundraising concert event. However with time quickly running out, they are looking at possibly holding the event at the Palace Theater in January.
3. **Fiscal Year End Audit 2010/2011:** Auditor Glenn Nanavaty presented the FY 2010/11 Audit and reported that the audit went very smoothly and no problems were found. A brief discussion followed as he answered any questions individual Board members had.
A motion was made by M. Repole to accept the audit as presented. B. Talarico seconded. The motion passed unanimously
4. **Minutes – August 16, 2011:** A motion was made by W. Platz to approve the minutes of the August 16, 2011 meeting. R. McGarrigal seconded. The motion passed unanimously.
5. **Financial:**
 - A. **Financial Report – August 2011:** A motion was made by R. McGarrigal to approve the financial reports. D. Manacek seconded. The motion passed unanimously.
6. **Correspondence:** NONE
7. **Committee Reports:**
 - A. **Revenue Enhancement:** The committee will be looking at all areas of possible revenue enhancement to generate more funds and will also look at ways to cut any possible expenses.

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BY: 

7. Committee Reports - continued:

B. Goals: Committee Chair Ray McGarrigal passed out a progress report of the committees work so far. Discussion followed.

A motion was made by R. McGarrigal to accept the progress report and the recommendations made in it. D. Manacek seconded. The motion passed unanimously.

8. Director's Report:

A. New Business:

- 1. September 2011 Park & Mansion Use Report:** The September report shows that there were 8 events scheduled for the Park with 575 people attending. There were 16 events scheduled for the Mansion with apx. 710 people attending. A total of 24 events were held at the Park & Mansion with 1,285 people attending during the month of September.
- 2. Harvest Dinner - September 30, 2011:** S. Moy reported that the dinner will be held on September 30th. So far, we only have apx. half the tickets sold as we did last year, but they are still on sale. Mr. Christopher Angione of Carriage House Caterers is doing the event this year.
- 3. Gatehouse Roof Repairs:** S. Moy reported that after Tropical Storm Irene, it has been discovered that there are new problems with the Gatehouse Roof leaking. Even though repair work was done after the past winter season, the building needs a new roof. A preliminary estimate puts the cost at \$6,800. She spoke with Wayne Sheppard and he will look into whether this can be covered by FEMA money available for damage that occurred during Tropical Storm Irene.
- 4. School Building Lease Update:** S. Moy reported that before the lease was signed for the coming year, the tenant in the school building saw a drop in her enrollment and decided that she is unable to continue on for another year. Discussion followed. S. Moy will contact Mark Nolan of Nolan Real Estate to get the building up on MLS as an available property.
- 5. New Employees:** S. Moy reported that 2 new part-time employees have been hired for the Grounds & Buildings Department. As was previously reported, Mr. Crews will take over the position of Foreman (formerly held by R. Gunn until his passing in July). Then the two new part-time hires will fill the position Mr. Crews previously held as a full time job. Jerrod Caston who has experience in the construction field has been hired along with Bryan Vegerano, who comes from Park & Rec. and has the mowing/maintenance experience. Executive Director Moy and S. Crews felt the two would complement each other well.

B. Old Business:

- 1. Farmhouse Rental Update:** S. Moy reported that there has been a lot of interest in the house, but no solid leads.
- 2. Parking Lot Update:** S. Moy reported that she had a discussion with Antonio Iadarola, Director of the Dept. of Public Works. The project will continue as planned with 22 parking spaces and will hopefully be wrapped up soon.

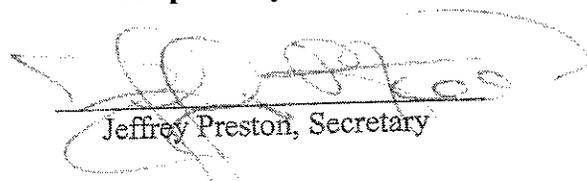
9. Other Business:

1. **Richard Gunn Memorial Bench:** S. Moy reported that apx. \$500 has been donated for the bench. S. Moy & B. Petro will be looking at benches in the coming weeks. The dedication and a showing of Rich's art work will take place on October 21st from 3:00 p.m. – 5:00 p.m.
2. **Conservatory Plants:** S. Moy reported that since \$1,000 was received in the funding appeal for Conservatory Plants, the staff will be looking to replace a few of the older items.
3. **Community Service:** S. Moy reported that the Court System will no longer have a department that coordinates people who have been sentenced to community service hours with groups such as Tarrywile. Individuals will now have to be referred to us through their own lawyers.
4. **October Board Meeting:** The following Board members will not be in attendance at the October Board meeting, M. Marcus, T. Cutsumpas & W. Platz. If anyone else is unable to attend, please notify the office staff as soon as possible.

Adjournment

A motion was made by R. McGarrigal to adjourn the meeting at 7:55 p.m. Seconded by B. Talarico. Motion passed unanimously.

Respectfully Submitted,



Jeffrey Preston, Secretary

***NOTE: These minutes are a draft copy of the September 20, 2011 Tarrywile Park Authority Board Meeting. A final approved copy will not be available until such time as the Board votes on them at their next regularly scheduled Board Meeting. Any corrections will be reflected in the next months minutes.