

TARRYWILE PARK AUTHORITY
REGULAR MEETING

October 18, 2011

CALL TO ORDER:

On Tuesday, October 18, 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 Vice-Chairman M. Repole.

ATTENDANCE

The following board members were recorded as present:

Board Members: J. Preston, D. Manacek, R. McGarrigal, J. Harner, M. Repole & B. Talarico

Board Members Absent: T. Cutsumpas, M. Marcus & W. Platz

Park Staff: S. Moy

Guests: Jonathon Marcus & Susan Lauerman

AGENDA:

1. **Chairman's Report:** Because of the absence of Chairman Marcus no report was given.
2. **Friends of Tarrywile Report:** The F.O.T. reported that they participated in the Taste of Danbury event. Attendance was down from last year and they probably will not be doing the event next year. The F.O.T. is still working on a fundraising concert event at the Palace Theater, the castle group and also pursuing trail grants.
3. **Minutes – September 20, 2011:** A motion was made by R. McGarrigal to approve the minutes of the September 20, 2011 meeting. D. Cook seconded. The motion passed unanimously.
4. **Financial:**
 - A. **Financial Report – September 2011:** A motion was made by B. Talarico to approve the financial reports. R. McGarrigal seconded. The motion passed unanimously.
5. **Correspondence:** NONE
6. **Committee Reports:**
 - A. **Revenue Enhancement:** The committee is looking to analyze the financial benefit of renting the Mansion and also seeking corporate sponsorships.
 - 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.
7. **Director's Report:**
 - A. **New Business:**
 1. **October 2011 Park & Mansion Use Report:** The October report shows that there were 19 events scheduled for the Park with 1,385 people attending. There were 9 events scheduled for the Mansion with apx. 659 people attending. A total of 28 events were held at the Park & Mansion with 2,044 people attending during the month of October.

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7. Director's Report - continued:

A. New Business - continued:

2. **Insurance – Business Owner's:** S. Moy reported that the Authority may wish to look into whether or not the premium may need to be increased. Discussion followed. S. Moy will talk to the City first and collect further data and report back to the Board.
3. **Mansion Repairs – Lightning Strike:** The night of the Harvest Dinner, the Mansion experienced a lightning strike on the lawn area just outside the Conservatory lawn. As a result, the alarm panel was fried along with the fax machine and one of the phones in the office. The alarm panel repairs cost \$1,520, but will be covered under LoCIP funds.
4. **Mansion Rate & Contract Review:** S. Moy reported that each October the staff makes its recommendations to the Board in regards to rate review and the contract. The recommendation is to allow more flexibility in January, February, March and the first half of April. Also an area of concern is the rental rates for non-profits vs. the cost of having the event and how it can be more profitable for the facility. Much discussion followed. A committee was formed to look at all these items. The committee shall consist of M. Repole as Chairperson, along with committee members D. Manacek, B. Talarico & R. McGarrigal.
5. **School Building Repairs:** S. Moy reported that the tenant has finished her lease and left the building. The building is in need of renovations, such as new windows, improved ventilation, etc. She has been in contact with Leo Null of the City of Danbury for his thoughts on what should be done with the building. If no tenants are forthcoming by winter, he would recommend shutting the building down for the winter. The building should also be added on to the CIP budget because of all the improvements needed, for possible LoCIP funds consideration. S. Moy will keep the Board updated.

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. Discussion followed in regards to whether the rent should be dropped further or perhaps the security deposit be dropped to one month. Discussion followed.

A motion was made by R. McGarrigal to allow S. Moy flexibility to alter the terms and conditions of the security deposit to one month if needed. D. Manacek seconded. The motion passed unanimously.

2. **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. An estimate puts the cost at \$6,800. S. Moy reported that there may be FEMA money available for the repairs and she is pursuing that. However, no matter what the outcome, the roof needs to be repaired. Discussion followed.

A motion was made by B. Talarico to install a new roof on the Gatehouse. R. McGarrigal seconded. The motion passed unanimously.

7. Director's Report - continued:

B. Old Business - continued:

3. **Harvest Dinner Update:** S. Moy reported that the dinner was held on September 30th. The event went well, 69 people signed up, with only 65 people coming. A profit of \$1,800 was realized and the appropriate thank you letters have been sent.

4. **Parking Lot Update:** S. Moy reported that there has been no further progress with the lot.

5. **Richard Gunn Memorial Dedication and Art Sale:** S. Moy reported that the bench has been installed and the dedication and a showing of Rich's art work will take place on October 21st from 3:30 p.m. – 5 p.m.

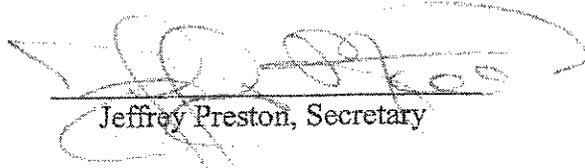
8. Other Business:

1. **Guided Hikes:** S. Moy reported that the staff is working with the hike volunteers to get into a series of family oriented guided hikes in the spring. J. Preston also announced that there would be a "Stand Together Make a Difference" family hike at the end of October.

Adjournment

A motion was made by B. Talarico to adjourn the meeting at 8:48 p.m. Seconded by R. McGarrigal. Motion passed unanimously.

Respectfully Submitted,



Jeffrey Preston, Secretary