

TARRYWILE PARK AUTHORITY
REGULAR MEETING

February 21, 2012

CALL TO ORDER:

On Tuesday, February 21, 2012 at 6:27 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, M. Repole, J. Preston, R. McGarrigal, D. Manacek & B. Talarico

Board Members Absent: T. Cutsumpas, J. Harner & W. Platz

Park Staff: S. Moy

Guests: S. Lauerma & M. Nolan (from Friends of Tarrywile)

AGENDA:

1. Chairman's Report:

A. Fundraising Report: Chairman Marcus reported the fundraising letter (that is signed by both the Mayor and Chairman Marcus) has gone out to 326 company's and/or individuals. S. Moy reported that to date \$300 has been received. REI Property Management, Diamond Electric & F&M Electric each gave \$100, the appropriate thank you letters have been sent. Chairman Marcus noted that this year we need to raise apx. \$50,000. Follow up calls will need to be made. Discussion followed. Chairman Marcus will update the Board at the March meeting.

2. Friends of Tarrywile Report: S. Lauerma & M. Nolan were present to talk about the Friends of Tarrywile and their upcoming events and plans. A donation letter will be going out to apx. 500 people in the coming weeks. On March 31st, the Friends will be hosting their first ever Spring Artisan Fair and are hoping for a good turnout. They are also busy planning their annual Evening at the Mansion on June 1st. The Friends are again this year looking to have an indoor/outdoor event along with a silent auction. Friends Board member Lou Mangione is resigning from the Board do to time constraints and Nancy Gowell will be taking his place on the Board. The Friends also reported on the Castle and the meetings that have been held. Much discussion followed as ideas were discussed including how money can be raised and whether the Castle can be turned over to the Friends (as a 501c3) to make looking for grants easier. M. Nolan reported that they are looking at the Castle restoration as a 3 phase project.

A motion was made by R. McGarrigal to have the Friends of Tarrywile draw up a proposal, outlining the objectives for Phase 1 for review by the TPA. B. Talarico seconded. The motion passed unanimously.

3. Minutes – January 17, 2012: A motion was made by R. McGarrigal to approve the minutes of the January 17, 2012 meeting. B. Talarico seconded. The motion passed unanimously.

4. Financial:

A. Financial Report – January 2012

B. Financial Report – July 2011 - January 2012

A motion was made by D. Manacek to approve the financial reports. B. Talarico seconded. The motion passed unanimously.

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5. **Correspondence:** NONE

6. **Committee Reports:**

A. **Revenue Enhancement/ Mansion Contract Review:** Committee member Ray McGarrigal reported that the staff reviewed the package and made their recommendations to the committee. They also made recommendations to the committee in reference to the rates. The staff is still trying to find out more information in regards to the requirements for traffic/police coverage. The committee will report back to the Board at the March meeting with their final recommendations in regards to the contract package and rates. S. Moy will email the revised packets out to the Board before the next meeting. The rate for the Friends of Tarrywile events was also discussed. The Friends will be granted one free meeting a month and after that, they would pay the current Danbury non-profit (Monday thru Thursday) rate of \$35 an hour, regardless of what day of the week it is. Discussion followed. If S. Moy attends the meeting in the capacity as the Executive Director, the House Supervisor fee may be waived.

A motion was made by R. McGarrigal to provide the Mansion to the FOT as discussed above, with discretion left to the Director in the event of rising utility and/or staffing costs. D. Manacek seconded. The motion passed unanimously.

B. **Priority/Goals Review:** Chairman Marcus reported that he had a few changes to the language of the Priority/Goal list that he is discussing with the Executive Director. Chairman Marcus would also like to see about developing a customer satisfaction questionnaire. Discussion followed. D. Manacek will meet with S. Moy to talk about the questionnaire. In regards to raising funds and paying for projects, S. Moy reported that the LoCIP grants are beyond her control. Even though we request that certain CIP projects be funded by LoCIP grants, it is ultimately the City's decision what is put forward for possible grant funding and if awarded they are administered by the City. S. Moy also brought up the discussion concerning looking for grants. Because we are a municipal entity, it is very hard to get grants. The FOT has allowed us to use their 501c3 status for small local grants, but the financial outlook means we will need to be looking for larger grants and it may be time to pursue our own 501c3 status. Discussion followed and the Board instructed Sandy to look into what it would take to start our own 501c3, independent of the FOT.

7. **Director's Report:**

A. **New Business:**

1. **February 2012 Park & Mansion Use Report:** The February report prepared by Event Coordinator B. Petro shows that there were 5 events scheduled for the Park with 75 people attending. There were 4 events scheduled for the Mansion with apx. 249 people attending. A total of 9 events were held at the Park & Mansion with 324 people attending during the month of February.

2. **Arbor Day 2012:** The staff is progressing with plans for Arbor Day in late March. A grant has been submitted to the Danbury Fair Mall, that received, would cover the costs of the food for the event.

7. Director's Report - continued:

B. Old Business:

1. **Camp Building Rental Update:** S. Moy reported Peter Jennings has stated that he would not allow non-TPA individuals the right to pass and use his driveway to access the Camp Building. Therefore no rental of the building is possible at this time.

2. **School Building Update:** Following the presentation of the church group at the January meeting, S. Moy followed up with the City on what it would take to allow the school building to be used as a church. The process would be lengthy and cost the TPA funds, with no guarantees that the City would approve the change of use for the building and this would all be before even any work could be done to the building. After discussing the situation with Chairman Marcus it was decided that the easiest reuse of the building if it cannot be a nursery school would be to convert it to a single family residence. At Chairman's Marcus request, a local builder provided a quote for the renovation. The cost was \$103,000 to make the building into a 2 bedroom rental. Discussion followed on how to get funding. M. Nolan suggested that we may wish to look at the City for \$50,000 and perhaps to the banks for a low interest loan for the remainder. Also, it was suggested that the Board of Education be called to see if they had any potential use for the building. Much discussion followed. S. Moy & M. Nolan will set up an appointment with the Mayor to discuss the matter and report back to the Board in March.

A motion was made by D. Manacek to have S. Moy proceed in changing the schoolhouse to single family residency. R. McGarrigal seconded. The motion passed unanimously.

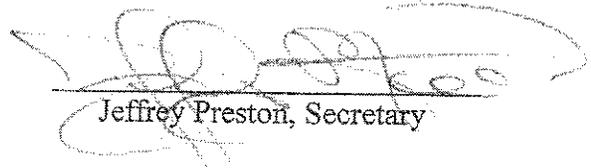
3. **Farmhouse Rental Update:** M. Nolan reported that there has been some recent interest in the house. The staff and Mr. Nolan will keep the Board advised.

8. Other Business: None

Adjournment

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

Respectfully Submitted,



Jeffrey Preston, Secretary