



# CITY OF DANBURY

155 DEER HILL AVENUE  
DANBURY, CONNECTICUT 06810

**DENA DIORIO**  
DIRECTOR OF FINANCE

(203)797-4652  
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## MEMORANDUM

TO: Mark D. Boughton via the Common Council

FROM: Dena R. Diorio, Director of Finance & Personnel *Dena*

DATE: March 1, 2006

**CERTIFICATION**

SUBJECT: Request for Funds - Tarrywile Park

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Pursuant to the attached request from Sandy Moy, Executive Director of Tarrywile Park, I hereby certify the availability of funds as follows:

Transfer from:  
8008.5311/Ins & Official Bond Premium/Professional Services: \$5,000

Transfer to:  
7003.5334/Tarrywile Park Authority/Outside Services \$5,000

Please feel free to contact me should you require any additional information.

Thank you.

February 28, 2006

Dena Diorio, Finance Director  
City of Danbury  
155 Deer Hill Avenue  
Danbury, CT 06810

RE: Tarrywile Mansion – Hardwood floor refinishing

Dear Dena:

This letter is written in reference to the above mentioned project. As you know the floors at Tarrywile Mansion were in dire need of refinishing, having last been done in 1987. The Park staff sought prices from six (6) different floor companies located around the Danbury area. Bischoff Floors was low bid and was awarded the contract at a cost of \$3,500.00. In addition to the cost of refinishing was the cost of cleanup after the refinishing process was complete. Custom Care Cleaning Service, the Mansion cleaning service provider was asked to perform this task at a cost of \$714.38

Over the past several months we have spoken of this project and while it was necessary it was not within the budget of the Authority at this time. The Mayor had indicated his willingness to help with this project. Therefore, I write this letter with the request for reimbursement in the amount of \$4,214.38 to cover both the cost of refinishing the floors and the subsequent cleanup work.

Thank you very much for your consideration on this matter. I am happy to report that the job done by both of the contractors was excellent and the floors look like new again.

Sincerely,

Sandy Moy, Executive Director