

**TARRYWILE PARK AUTHORITY**  
**REGULAR MEETING**

November 20, 2012

**CALL TO ORDER:**

On Tuesday, November 20, 2012 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, D. Manacek, J. Harner, M. Repole, J. Preston, R. McGarrigal & B. Talarico

**Board Members Absent:** W. Platz

**Park Staff:** none

**Guests:** Rosanne Schepis

A moment of silence was observed in memory of Executive Director Sandy Moy who passed away on November 17, 2012 after a battle with cancer. She will be remembered for over 21 years of service to Tarrywile and everything she did for the Park & Mansion.

**AGENDA:**

1. **Chairman's Report:** M. Marcus thanked Barbara Talarico for ordering the flowers in Sandy's memory. He also asked that Barbara work on ideas for a memorial in Sandy's memory. Chairman Marcus asked R. McGarrigal & D. Manacek to head up a committee to make a recommendation back to the Board in regards to how the administrative staff could be restructured. Vice Chairman Repole and Chairman Marcus will also serve on the committee.
2. **Minutes – October 16, 2012:** A motion was made by M. Repole to approve the minutes of the October 16, 2012 meeting. B. Talarico seconded. The motion passed unanimously.

3. **Financial:**

- A. **Financial Report – October 2012:** Chairman Marcus briefly went over the financials, stating that we are in better shape this year than we were last year this time.

A motion was made by R. McGarrigal to approve the financial reports. M. Repole seconded. The motion passed unanimously.

- B. **Proposed Capital Improvement Budget FY 13/14 – FY 18/19:** Chairman Marcus reported that B. Petro had previously emailed out a copy of the proposed CIP budget. Discussion followed. Since priorities #1 (School Building Renovations) & #2 (Carriage House/Farmhouse Roof Replacement) in last year's budget were funded, the other proposed remaining items on the CIP budget, would just move up accordingly.

A motion was made by B. Talarico to accept the proposed CIP budget as presented. R. McGarrigal seconded. The motion passed unanimously.

- C. **Operating Budget FY 13/14 update:** Chairman Marcus reported that B. Petro is currently working on putting together the proposed operating budget. He will review with her and then it will be emailed out to the Board for review before the next Board meeting. B. Petro has requested that the next TPA meeting be moved up to accommodate the due dates that the budget submission is due to the City. Discussion followed. The Board meeting will be moved up to Wednesday, December 12, 2012.

4. **Correspondence:** none

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5. **Committee Reports:** none

6. **Director's Report:**

A. **New Business:**

1. **November 2012 Park & Mansion Use Report:** The November report prepared by Event Coordinator B. Petro shows that there were 9 events scheduled for the Park with 340 people attending. There were 7 events scheduled for the Mansion with apx. 616 people attending. A total of 16 events were held at the Park & Mansion with 956 people attending during the month of November.

2. **Hurricane Sandy:** The White Trail & Orange Trail sustained the most damage. Both are almost completely cleared at this point. Staff worked on the white trail and we were lucky to have a group of 10 volunteers work for 3 hours last Saturday to clear most of the orange trail. A thank you note was sent to the volunteers. Work still needs to be done on a few things and they should be wrapped up quickly.

B. **Old Business:**

1. **Castle Update:** Carow Architects have been hired by the Committee/Planning Department to proceed with the study. The Planning Department is drawing up the official contracts.

2. **Hayride Update:** The Family Hayride was cancelled due to Hurricane Sandy, along with the cancellation of the last three days of the Children's Hayride. However all that aside we had an outstanding year, raising \$2,290 (more than double what we raised last year).

3. **Fundraising Update:** To date \$5,877.60 has been raised.

4. **LoCIP Project Update:** Both the roof project and the door replacement are left. Jobs are awarded and should start within 2 weeks.

5. **School Building Update** - The City has declined to fund it out of their budgets, instead sending it to LoCIP as it was previously planned. Staff is working with City Hall, the submission/award process takes apx. 6 weeks and then the project will move forward.

6. **Yankee Gas Update** - At the request of Chairman Marcus, we are proceeding with obtaining quotes for a hydro air system. We already have one quote and three additional companies have been contacted to provide additional quotes. Staff is currently setting up the appointments for those contractors to look at the building.

7. **Other Business:**

A. **Staff Discussions:** Chairman Marcus reported that he would like to meet with B. Petro next week to get her thoughts on how the administrative staff might be restructured and to see if in the mean time she needs any additional help.

B. **Friends of Tarrywile:** Rosanne Schepis reported that the Friends will be holding their Holiday Artist Fair this coming Sunday, November 25, 2012. There is a \$5 entry fee at the door and that includes a free beverage. As previously mentioned in the minutes, a group of 10 volunteers worked on the Orange Trail following Hurricane Sandy. The Friends would also be interested in working with the Authority for a memorial in memory of Sandy Moy. Barbara Talarico will talk with them.

**Adjournment: A motion was made by M. Repole to adjourn the meeting at 7:10 p.m. Seconded by B. Talarico. Motion passed unanimously.**

**Respectfully Submitted,**



Jeffrey Preston, Secretary