

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

December 12, 2012

**CALL TO ORDER:**

On Tuesday, December 12, 2012 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, D. Manacek, J. Harner, M. Repole, J. Preston,  
R. McGarrigal, W. Platz & B. Talarico

**Board Members Absent:** N/A

**Park Staff:** Becky Petro

**Guests:** Steve Hull

**AGENDA:**

1. **Chairman's Report:** M. Marcus reported that any items he would discuss, will be discussed elsewhere in the Agenda.
2. **Minutes – November 20, 2012:** A motion was made by M. Repole to approve the minutes of the November 20, 2012 meeting. R. McGarrigal seconded. The motion passed unanimously.
3. **Financial:**
  - A. **Financial Report – November 2012:** A motion was made by W. Platz to approve the financial reports. R. McGarrigal seconded. The motion passed unanimously.
  - B. **Proposed Operating Budget FY 13/14:** Chairman Marcus reported that B. Petro had previously emailed out a copy of the proposed Operating Budget to the Board. Much discussion followed. In regards to the Operating Budget the Board felt that since the Management Structure Review Committee had not yet made a recommendation to the Board as a whole, that the salaries that are in place currently should be used in the proposed budget, plus a 3% raise and that the associated expenses such as the 940, 941, workmen's comp, etc....also be revised accordingly. Chairman Marcus also asked that an additional \$1,000 be added to equipment repairs due to the aging equipment.  
  
A motion was made by R. McGarrigal to approve the proposed Operating Budget as revised. D. Manacek seconded. The motion passed unanimously.
4. **Correspondence:** B. Petro reported that sympathy cards were received from vendors expressing sympathies on S. Moy's passing.
5. **Committee Reports:**

**Management Structure Review:** R. McGarrigal reported that the Committee has met twice to discuss how the Administrative staff may be restricted or what changes may be considered. Chairman Marcus & Vice-Chairman Repole have also met with B. Petro to get her views and ideas. She did make several recommendations in regards to technology upgrades that would make some of the office work more efficient. Discussion followed. The committee will meet again in the coming weeks and hope to make a recommendation at the January meeting.

MAR - 9 - 2012  
11:11 AM



**6. Director's Report:**

**A. New Business:**

1. **December 2012 Park & Mansion Use Report:** The December report prepared by Event Coordinator B. Petro shows that there were 6 events scheduled for the Park with 90 people attending. There were 13 events scheduled for the Mansion with apx. 383 people attending. A total of 13 events were held at the Park & Mansion with 473 people attending during the month of December. D. Manacek asked for more information in regards to a comparison of rentals from last year to this year.

**B. Old Business:**

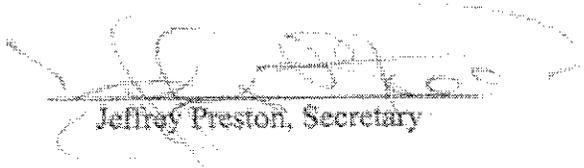
1. **Castle Update:** Nothing new to report.
2. **Fundraising Update:** Nothing new to report.
4. **LoCIP Project Update:** Both the roof project and the door replacement are left. Jobs are awarded and should start within 2 weeks.
5. **School Building Update** Staff is working with City Hall to proceed forward with the project under LoCIP funding. 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.

**7. Other Business:**

- A. **Sandy Moy Memorial:** After the holidays the group hopes to meet to proceed with picking a fitting memorial for Sandy.
- B. **Presentations at January Board meeting:** B. Petro reported that the Norwalk River Valley Trail group and our auditor Sandy Welwood from Meyers & Company would like to come to the next meeting to talk to the Board. B. Petro will contact them.

**Adjournment:** A motion was made by J. Preston to adjourn the meeting at 7:30 p.m. Seconded by R. McGarrigal. Motion passed unanimously.

Respectfully Submitted,



Jeffrey Preston, Secretary