

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

January 15, 2013

**CALL TO ORDER:**

On Tuesday, January 15, 2013 at 6:25 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, M. Repole, J. Preston,  
R. McGarrigal, W. Platz & B. Talarico

**Board Members Absent:** Janet Harner

**Park Staff:** Becky Petro

**Guests:** Patricia Cesto, Kathy Miville, Mike Cunningham & Rosanne Schepis

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12:50 PM

o'clock  
TOWN CLERK'S OFFICE  
DANBURY, CONN.

*Rosanne Schepis*  
Town Clerk

**Public Speaking:**

- 1) **NRVT:** Representatives Patricia Cesto, Kathy Miville and Mike Cunningham from the Norwalk River Valley Trail group spoke to the Board about the groups desire to have part of the NRVT system overlay parts of the Tarrywile trail system. Discussion followed their brief presentation. The Authority asked that Chairman Marcus and Patricia Cesto write a memorandum of understanding in regards to the relationship the two groups may have and how the Tarrywile trails may be utilized. They will report back at the next meeting.
  
- 2) **Friends of Tarrywile:** Rosanne Schepis of the Friends Board reported that the group is working on their Spring Artisan Fair in May. They are still discussing whether the Evening at the Mansion will be held in June. Rosanne also reported that the Friends would like meet with the Board briefly before the Board meeting in February. The Friends also asked that they be kept updated on the memorial for Sandy Moy. The Friends have also been talking about a donation box in the Park. Discussion followed. The item will be discussed at a future time, perhaps at the February meeting between the two groups.

**AGENDA:**

1. **Chairman's Report:** M. Marcus reported that any items he would discuss, will be discussed elsewhere in the Agenda.
  
2. **Minutes – December 12, 2012:** A motion was made by M. Repole to approve the minutes of the December 12, 2012 meeting. R. McGarrigal seconded. The motion passed unanimously.
  
3. **Financial:**
  - A. **Financial Report – November 2012:** A motion was made by R. McGarrigal to approve the financial reports. B. Talarico seconded. The motion passed unanimously.
  
4. **Correspondence:** B. Talarico reported that a thank you card was received from the Moy family for the flowers that were sent to them.
  
5. **Committee Reports:**
  - Management Structure Review:** R. McGarrigal reported that the Committee will make their report at the end of the regular business meeting.

**6. Staff Report:**

**A. New Business:**

1. **January 2013 Park & Mansion Use Report:** The January report prepared by Event Coordinator B. Petro shows that there were 5 events scheduled for the Park with 75 people attending. There were 3 events scheduled for the Mansion with apx. 87 people attending. A total of 8 events were held at the Park & Mansion with 162 people attending during the month of January.

**B. Old Business:**

1. **Castle Update:** B. Petro reported that the architectural group did a 5 hour site visit to the Castle today. In mid-February there will be a public meeting at City Hall concerning the project and asking for public input. She will keep the Board advised as to when the meeting will be held.
2. **LoCIP Project Update:** The roof project is complete, we are now just waiting for the door replacement to be completed. The door project should be completed by mid-February.
3. **School Building Update:** Staff is working with City Hall to proceed forward with the project under LoCIP funding. The submission/award process is still at the state level.
4. **Yankee Gas Update:** At the request of Chairman Marcus three quotes were obtained. The quotes ranged in from \$27,000 - \$35,000 for a hydro air system. Chairman Marcus will further review them and discuss with the Board when he gets back from vacation in late February.

**7. Other Business: NONE**

**A motion for Executive Session to discuss personnel matters was made at 7:10 pm by W. Platz. Seconded by R. McGarrigal. Motion passed unanimously.**

**A motion to move out of Executive Session was made at 7:44 pm by R. McGarrigal. Seconded by D. Manacek.**

**A motion was made by R. McGarrigal to accept the recommendations of the Management Structure Review Committee to reorganize the Administrative structure of the office staff to now have an Executive Director and a part-time administrative assistant/event coordinator. Seconded by B. Talarico. Motion passed unanimously.**

**A motion for Executive Session to discuss personnel matters was made at 7:47 pm by R. McGarrigal. Seconded by D. Manacek. Motion passed unanimously.**

**A motion to move out of Executive Session was made at 8:06 pm by B. Talarico. Seconded by R. McGarrigal.**

**A motion was made by R. McGarrigal to accept the recommendations of the Management Structure Review Committee to:**

- 1) **Hold off on hiring a fundraising person.**
- 2) **Have Chairman Marcus & Vice Chairman Repole meet with B. Petro on Thursday to discuss the position of Executive Director and the package they will be offering.**
- 3) **Advise the new Executive Director to proceed with hiring the new Administrative Assistant/Event Coordinator.**

**Seconded by W. Platz. Motion passed unanimously.**

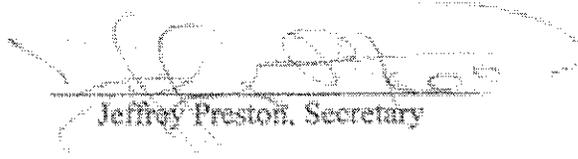
A motion for Executive Session to discuss personnel matters was made at 8:09 pm by J. Preston. Seconded by R. McGarrigal. Motion passed unanimously.

A motion to move out of Executive Session was made at 8:13 pm by R. McGarrigal. Seconded by W. Platz.

A motion was made by R. McGarrigal to accept the recommendations of the Management Structure Review Committee to increase the salary level of the Grounds & Buildings Foreman to \$18.00 an hour. Seconded by D. Manacek. Motion passed unanimously.

**Adjournment:** A motion was made by M. Repole to adjourn the meeting at 8:14 p.m. Seconded by B. Talarico. Motion passed unanimously.

Respectfully Submitted,



Jeffrey Preston, Secretary