TARRYWILE PARK AUTHORITY
REGULAR MEETING
September 15, 2015

CALL TO ORDER:
On Tuesday, September 15, 2015 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 Michael Marcus.

ATTENDANCE
The following board members were recorded as present:
Board Members: W. Platz, M. Marcus, Marita Repole, R. McGarrigal & B. Talarico (arrived at 6:36 pm)
Board Members Absent: Jeff Preston, J. Harner and D. Manacek **Park Staff Present:** B. Petro
Guests: N/A

Friends of Tarrywile: Friends of Tarrywile were unable to send a representative. B. Petro report that they will be having a work party coming up later in the month that will be doing work on the Orange Trail. Their holiday Artisan Fair will also be coming up on November 29th.

AGENDA:

1. **Chairman's Report:** Items will be reported in the agenda..

2. **Minutes – July 21, 2015: A motion was made by W. Platz to approve the minutes of the meeting. B. Talarico seconded. The motion passed unanimously.**

3. **Financial:**
   A. **Financial Reports – July & August 2015: A motion was made by R. McGarrigal to approve the financial reports. M. Repole seconded. The motion passed unanimously.**
   B. **Audit for Fiscal Year 2014/2015: A motion was made by R. McGarrigal to approve the Audit for FY 14/15. W. Platz seconded. The motion passed unanimously.**

4. **Old Business:**
   A. **LoCIP Projects Update:** In reference to the Oil to Gas Conversion, the request for funds transfer has gone onto the state. Carriage House Renovation and the Equipment Garage construction are currently being done.
   B. **Park Security Issues**: Chairman Marcus & B. Petro brought the Board up to date on the security issues that D. Manacek & J. Preston have had with a concerned neighbor. Discussion followed and Chairman Marcus summarized the discussion as follows: "Security in the Park is always a concern. That said, the park is owned by the City of Danbury and we are not experts in security. The City of Danbury has an excellent police force that is. Many of the issues that have been raised are police issues. A concerned neighbor has raised concerns and spoke to members of the Authority. Those concerns are taken seriously and the task force who meet with our members have engaged our Executive Director to do what we can to address these issues. We have spoken to the Chief of Police regarding these security concerns and several other officers have also been brought into the conversation. They have increased their patrols of the parking areas and did recommend additional lighting in the lower lots. After that the Executive Director did engage Public Services Division and Eversource to see if additional street light could be installed. In addition the tenants have been asked to report any after-hours activity or illegal activity they believe may be happening to the police. The Authority and the staff will stay in contact with the Police Department regarding any issues as they have the primary responsibility of policing city property."

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5. **New Business:**

A. **August & September 2015 Park & Mansion Use Reports:** The August report prepared by B. Petro, shows that 15 events are scheduled for the Park with 570 people. There were 11 events at the Mansion with apx.745 people. The September report, shows that 13 events are scheduled for the Park with 785 people. There were 6 events at the Mansion with apx.570 people.

B. **Staff Request:** B. Petro reported Event Coordinator Anne-Marie Sholtes asked that the Board consider paying her for one weeks' vacation and for holidays. She is classified as part-time at 34 hours a week. Our FY 15/16 budget is set up with her working 34 hours a week at 52 weeks a year. So there would be no overages on the budget if the Board approves her request. Discussion followed. The Board was in agreement that part-time workers would not be paid for holidays but requested that B. Petro develop a policy in regards to granting vacation pay to part-time employees. The issue will be revisited at the October meeting at which time the Board will go over the proposed policy.

6. **Other Business: N/A**

Adjournment: A motion was made by W. Platz to adjourn the meeting at 7:05 p.m. Seconded by R. McGarrigal. Motion passed unanimously.

Respectfully Submitted,

Becky Petro, Acting Secretary