

**TARRYWILE PARK AUTHORITY**

**REGULAR MEETING**

February 19, 2013

Danbury Town Clerk

2013 MAR 21 A 11:50

**CALL TO ORDER:**

On Tuesday, February 19, 2013 at 6:33 p.m., the regular meeting of the Tarrywile Park Authority, was called to order at Tarrywile Mansion, 70 Southern Blvd., Danbury, CT, by Vice-Chairman M. Repole.

**ATTENDANCE**

The following board members were recorded as present:

**Board Members:** M. Repole, J. Preston, Janet Harner, R. McGarrigal & B. Talarico

**Board Members Absent:** M. Marcus, D. Manacek & W. Platz

**Park Staff:** Becky Petro

**Guests:** Rosanne Schepis, Mark Nolan, Cathy Palardy & Steve Hull

**Public Speaking:**

**Friends of Tarrywile:** Rosanne Schepis of the Friends Board reported that the group is working on their Spring Artisan Fair in May. They do not plan on holding the Evening at the Mansion. Discussion followed. They would also like to be kept updated on the memorial for S. Moy as the group would like to make a donation. The Friends will also be working on getting more people involved with the group in the coming months.

**AGENDA:**

1. **Minutes – January 15, 2013:** A motion was made by B. Talarico to approve the minutes of the January 15, 2013 meeting. R. McGarrigal seconded. The motion passed unanimously.
2. **Financial:**
  - A. **Financial Report – January 2013:** A motion was made by R. McGarrigal to approve the financial reports. B. Talarico seconded. The motion passed unanimously.
3. **Correspondence:** None
4. **Committee Reports:**
  - A. **Memorial Committee:** M. Repole, B. Talarico & B. Petro met to discuss possible memorial ideas for Sandy. The group is recommending that a Labyrinth be built in her memory. Discussion followed. The Labyrinth will be low maintenance. B. Petro will proceed with getting notification out to the public seeking donations.
5. **Old Business:**
  - A. **Castle Update:** B. Petro reported that the first public meeting will be held February 25<sup>th</sup> at City Hall. All are invited to attend.
  - B. **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 March.
  - C. **School Building Update:** Staff is working with City Hall to proceed forward with the project under LoCIP funding. The submission has been approved at the state level last week. The City will now move forward with the bid process for the job.

**5. Old Business - continued:**

**D. Norwalk River Valley Trail Memorandum:** The memorandum of understanding (M.O.U) was discussed by the Board.

**A motion was made by R. McGarrigal to approve the M.O.U as presented. J. Harner seconded. The motion passed unanimously.**

**E. Meserve Grant:** B. Petro reported that we have received a \$5,000 grant from the Meserve Memorial Fund towards the purchase of a new utility cart for the Park. The grant was originally for \$10, 800. The Authority will need to fund the other half. Discussion followed. B. Petro will look at the budget to determine, where the money may come from and report back next month.

**F. Fundraising:** Since the letter that we had previously done with the Mayor's office was not done this year, the Annual Funding Appeal list that we had used previously was used and a funding appeal letter was sent out last week. Staff will keep the Board advised as to the progress.

**G. Administrative Assistant/Event Coordinator Position:** B. Petro reported that 179 applications were received. Eleven people have been asked in for interviews this week and into next week. B. Petro will report back at the March meeting with the results of the position search.

**6. New Business:**

**A. February 2013 Park & Mansion Use Report:** The February report prepared by B. Petro shows that there were no events scheduled for the Park due to the snow cover. There were 7 events scheduled for the Mansion with apx. 383 people attending.

**7. Other Business:**

**A. Thank You:** Vice-Chairman M. Repole thanked B. Petro for her work the last few months and thanked her for her efforts in her new role as Executive Director

**Adjournment:** A motion was made by B. Talarico to adjourn the meeting at 7:17 p.m. Seconded by R. McGarrigal. Motion passed unanimously.

**Respectfully Submitted,**



Jeffrey Preston, Secretary