

Minutes

April 20, 2011

Coe Memorial Park Committee

Mission Statement *To create within the downtown area of Torrington a first class horticultural oasis*

In accordance with and strict adherence to the intent of the Coe Godfrey benefactors and Coe Family Trust

Present: Coe Memorial Park Committee Members: Frank Pennington, Dr Isadore Temkin, Mark McEachern, Marc Trivella, Mary Zbell, Susan Coe Holbrook and Margaret Keywan

Frank Pennington called the meeting to order at 5:00 p. m.

It was noted that we had received our meeting packet today, the day of this meeting due to a computer problem. There are two weeks in between Park & Recreation meetings and the Coe Memorial Park Committee meeting, which should be enough time to gather data. Updates could be sent separately. A motion was made by Susan Coe Holbrook that we receive our meeting packet a week prior, or at least five business days prior to our meeting. It was seconded by Margaret Keywan and passed unanimously.

A review of the proposed contract with Rileigh's regarding the holiday lighting revealed that there was a quote for two trees of lights. Susan Coe Holbrook inquired if the excess wire, etc was to be stored in the civic center or were we lighting two trees. The wire gauge was changed also Frank Pennington noted. Due to the questions involved and the budget constraints, Mary Zbell made a motion to table this matter. The motion was seconded by Margaret Keywan and passed unanimously.

Margaret Keywan noted that most of the boxwood in the South Main Street garden had been burned. She also stated that her own boxwood was nearer to the street and had no burn upon it, thereby eliminating road salt as the culprit. Due to the previous experience Ms. Keywan made a motion that the boxwood not be replaced but rejuvenated for the forthcoming year. The motion was seconded by Marc Trivella and passed unanimously.

Susan Coe Holbrook related that the Main Street holiday lighting had been removed some time ago. Ms Holbrook made a motion to have the fleur de leis removed as it is now April 20, 2011. It was seconded by Marc Trivella and passed unanimously.

Dr. Isadore Temkin made a motion that Frank Pennington schedule an appointment to discuss the holiday lighting and mass planting for the flow of color and elimination of too many species in the flower beds. The motion was seconded made by Mary Zbell and passed unanimously.

Due to the fact that this is the third year of Still River Gardens contract, Margaret Keywan noted that there should be substantial elimination of annuals as last year with a budget of \$18,000 there was less than \$2000 was spent on perennials. We do not know what perennials or shrubs are in place.

Ms. Keywan made a motion to have the gardeners provide and “as built” to determine this factor; it was seconded by Marc Trivella and passed unanimously.

A discussion followed regarding missing items from the civic center supply storage area by Frank Waldron. Supplies need to be ordered and Frank is reluctant to do so. This seems to be an ongoing problem with that area. Marc Trivella made a motion that the supply cabinet be repaired (it has been jimmed many times) and that it be kept locked at all times. The door to the supply room is to be locked at all times also with the ONLY ones to have keys would be Brett Simmons and Frank Waldron ONLY. The motion was seconded by Margaret Keywan and passed unanimously.

A review of the contract with Matica for use of the Civic Center revealed that this was a barter situation benefiting the Park & Recreation department not Coe Memorial Park. This is against the Trust. Dr. Temkin made a motion that the contract with Matica is illegal and should be voided. Any new contracts should be drawn with or by the Trustee. The motion was seconded by Mark McEachern and passed unanimously.

Once again the budget for the 2001-2012 year was discussed. The 75%-25% for distribution could be manageable if cautious. The group discussed at length the reluctance to touch the principle as this would further reduce operational distribution in the future. It is important that Phase I & Phase II be completed prior to taking this drastic step. With a projected income of around \$123,000, how can the budget be set at \$164,712 inquired Mary Zbell. Susan Coe Holbrook made a motion that Capital improvements are to remain at \$35,000 but the recommended budget be set at \$139,309, seconded by Mark McEachern passed unanimously.

During the walk-thru Margaret Keywan noted that there was salt burn on the grass next to the sidewalks in various spots. A motion was made by Ms. Keywan to remind Superintendent Simmons that NO chemicals at all be used in the park including salt as it leaches into the gardens. This was seconded by Susan Coe Holbrook and passed unanimously.

A motion was made by Susan Coe Holbrook to adjourn the meeting at 5:55 p. m. and seconded by Mark McEachern.

The next meeting will be held 5:00 p. m. May 18, 2011 city hall auditorium.

Respectfully submitted

Margaret Keywan

Recording Secretary

