

City Of Torrington

Torrington Parks and Recreation
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Coe Memorial Park Committee Meeting Motion Form

Meeting Date:	4/20/2011	Chairperson:	Frank Pennington
Meeting Location:	City Hall Auditorium	Recorder:	Margaret Keywan
Meeting – Start Time:	4:55 p.m.	Meeting – End Time:	
<i>*Please attach Meeting Agenda for reference.</i>			

Meeting Attendance:	
Frank Pennington	Margaret Keywan
Mary Zbell	Susan Coe Holbrook
Mark McEachern	Dr. Isadore Temkin
Marc Trivella (arrived 5:05 p.m.)	

Motion:	2nd By:	# In Favor	# Opposed	# Abstain	Action - Commission Response
Motion By – Susan Coe Holbrook that we receive our meeting packet a week prior, or at least five business days prior to our meeting.	Margaret Keywan	6	0	0	Superintendent will attempt to have packets available on Friday, the week prior to the meeting depending on the availability of information.
Motion By – Mary Zbell due to budget restraints to table the purchase of Christmas tree lights at \$3,390 until next year.	Margaret Keywan	6	0	0	Superintendent is working with Frank Pennington on this subject.
Motion By – Margaret Keywan not to replace the boxwood shrubs on South Main Street but to rejuvenate them.	Marc Trivella	7	0	0	After further review, the decision was made to remove some box woods, attempt to rejuvenate other boxwoods in different beds, and re-align the remaining boxwoods. Summary was provided in an email sent on 5/1/11.
Motion By – Susan Coe Holbrook to take down the Christmas lights (fleur de leis)	Mark McEachern	7	0	0	Completed on 4/27/11.
Motion By – Dr. Temkin that Frank (when he goes to discuss lighting with Brett Simmons) discuss mass planting in Coe Memorial Park for flow of color, and limiting number of species and variations in the beds	Mary Zbell	7	0	0	Superintendent met with Frank Pennington and Margaret Keywan. These ideas and other related suggestions should be presented at the scheduled

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					walk-throughs to allow for the appropriate dialogue.
Motion By – Margaret Keywan to inventory perennials and shrubs and for the gardeners to provide an As-Built (Existing) as per their contract	Marc Trivella	7	0	0	Post-Planting Plans are provided in July and December in accordance with the contract. Language from contract - Description - Seasonal Garden Plans – Post Planting: Plans to be submitted after each major seasonal planting to show how each bed was planted. Plans shall be in list format with corresponding photos for each garden bed and include plant name and variety, color, quantity, and annual vs. perennial. The plans shall also note a general list of pre-existing plants.
Motion By – Marc Trivella that supply cabinet in Coe Memorial Park be repaired or replaced, that it be locked at all times, that the door to that room is locked at all times, and that Frank Waldron and Brett Simmons are the only ones to have a key as the cabinet is being broken into repeatedly and items taken.	Margaret Keywan	7	0	0	Cabinet lock works and is secure.
Motion By – Dr. Temkin that the contract with Matica is illegal and should be voided and any new contracts be drawn with or by the Trustee.	Susan Coe Holbrook	7	0	0	Presented to Ernestine Weaver, Corporation Counsel.
Motion By – Susan Coe Holbrook to reject the 2011/12 budget of \$164,712 and the Capital Improvements at \$35,000 and recommend an 11/12 budget of \$139,309 and \$35,000 for Capital Improvements	Mark McEachern	7	0	0	City Council approved the following FY 2011/12 Budget: Operating - \$164,712 and Capital - \$35,000.
Motion By – Margaret Keywan that the salt mixture not be used within Coe Memorial Park as it could leach into the gardens	Susan Coe Holbrook	7	0	0	The gardeners work toward protecting the plants with burlap and spruce bows, as they prepare the beds for winter. The parks department will look into options; however the department will continue to treat the sidewalks as necessary to provide safe/passable sidewalks.
Motion By – Susan Coe Holbrook to adjourn	Mark McEachern	7	0	0	So Noted.

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