

Minutes

December 21, 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**: Chairman Frank Pennington, Dr. Isadore Temkin, Susan Coe Holbrook, Mark McEachern, Marc Trivella, Mary Zbell, & Margaret Keywan

A motion was made by Susan Coe Holbrook to accept the minutes of the November 16 ,2011 meeting, seconded by Mary Zbell, and passed unanimously.

Park & Recreation responses to the November meeting motions were reviewed.

The motion in regard to the **11** missing mighty lite tables was once again stated that there were no funds available as stated in a March 16 ,2011 response. Margaret Keywan stated that the request was once again stated due to the fact that a new budget was in the planning stage and this table request has been requested since the year **2000**. Park & Recreation should include thus in this year's budget. **Eleven** years is a great deal of time for a reasonable request. A motion was made by Susan Coe Holbrook to **permanently** add this motion to our agenda until such time that the matter is resolved. It was seconded by Mary Zbell and passed unanimously.

### **Park Operations**

Supervisor Brett Simmons related the following:

#### **Master Plan;**

Test pits dug by Fuss & O'Neill engineers in the parking lot & area.

Also visited Coe Memorial Park to inspect the electrical system

### **Meeting January 12,2012 6pm at the Armory with Fuss & O'Neill**

#### **Tree Work**

Storm damage required removal of Cherry tree #65

Stump removed and beech tree planted in ivy glen.

### Gardens

Fourth Quarter reports to be distributed shortly

Performance evaluation scheduled with Garden Review Committee December 28 , 2011 3pm at city hall auditorium.

A motion was made by Mary Zbell to have Frank Pennington meet with Mayor Ryan Bingham to discuss the Committee's concerns regarding the performance evaluation procedure with gardeners in attendance .The motion was seconded by Margaret Keywan & passed unanimously

### Civic Center

General maintenance

### Grounds

General Maintenance

### By-laws

By laws approved by City Council December 5,2011

Susan Holbrook and Margaret Keywan reported that they had been in contact with two(2) parliamentarians, and found out the following:

### **Normally subcommittees DO NOT have by-laws**

**Only Members of the subcommittee are allowed to vote. \*\*\*Park & Recreation voted upon Coe Memorial Park by-laws.**

**The question therefore is: "If we have by-laws, are we now a full committee?"...to be announced.**

**November 30, 2011 by-law meeting procedures followed were not appropriate.**

A motion was made by Dr Isadore Temkin that the by-laws be reviewed and thrown out as they are inappropriate as to scope and authority. There should be a degree of separation between the City and the Trust as the donor wished. The motion was seconded by Marc Trivella and passed unanimously.

A motion was made by Dr Isadore Temkin to have the Committee supply our own agenda. This was seconded by Susan Coe Holbrook and passed unanimously.

After a brief discussion, a motion was made by Susan Coe Holbrook to have Secretary Margaret Keywan send a memo regarding the 2012-2013 budget as no information has been received to date.

An article appearing in the Waterbury Republican was brought to the attention of the group by Margaret Keywan regarding the American Chestnut restoration in Connecticut. After a discussion Marc Trivella made a motion to make every effort to establish native tree species excluded in the tree plan. The motion was seconded by Mary Zbell and passed unanimously.

Frank Pennington stated that since the Park & Recreation department has had such a problem installing the new lights, which arrived early enough, upon the holiday tree, we should have an outside firm do the job. The condition of the holiday tree is embarrassing to the community and the committee as the lights arrived in plenty of time. A motion was made by Frank Pennington and seconded by Mark McEachern to investigate further this possibility as the Park & Recreation employees seem to be over extended and this would lighten their work agenda. The Motion passed unanimously.

On a discussion regarding the rentals for the civic center, Marc Trivella noted that included in state budgets were items specifying "client benefit". These are budgeted items which would include rental of the civic center. (Custodial fees)Noting that DDS uses the civic center gratis . The state of Connecticut does not allow the agencies to go free .DMH paid a fee for usage .A motion was made by Marc Trivella to have all state agencies as required by Connecticut to pay for use of the Civic Center. The motion was seconded by Susan Coe Holbrook and passed unanimously.

A motion by Susan Coe Holbrook to clarify "utility staff" on December 5, 6, & 7, 2011 for Civic Center rental occupying the hall for several hours per day. What fees were charged, to whom? Who is the utility staff? The motion was seconded by Mark McEachern and passed unanimously.

A motion was made by Dr Isadore Temkin to rewrite the garden contract and send it out to bid due to the fact that no letter of intent was ever received by December 1, 2011. The committee recommends to city council that it should not exercise renewal option for the present gardeners and put the contract out to bid. The intent being to lower costs and foster competition. The motion was seconded by Marc Trivella and passed unanimously.

A motion was made by Mark McEachern and seconded by Susan Coe Holbrook to adjourn the meeting at 6:15 pm.

The next meeting will be held 5:00pm January 18, 2012 at City Hall Auditorium

Respectfully submitted,

*Margaret K Keywan*

Recording Secretary