

*Coe Memorial Park Committee*

*Minutes*

*January 23, 2013 \*rescheduled due to inclement weather*

**Mission Statement:** *To create within the downtown area of Torrington a first class horticultural oasis in accordance with and strict adherence to the Coe Godfrey benefactors and the Coe Family Trust.*

**Present:** **Coe Memorial Park Members:** Chairman Susan Coe Holbrook, Dr Isadore Temkin, Mary Zbell, Marc Trivella and Margaret Keywan

**Also Present:** Nancy Holbrook and Frank Pennington

**Absent:** Mark McEachern

Chairman Susan Coe Holbrook opened the meeting at 5:03 p.m.

**A Motion** was made by Dr Isadore Temkin to accept the minutes of the December 19, 2013 meeting .The Motion was seconded by Mary Zbell and passed unanimously.

**Citizen Comments:** Nancy Holbrook inquired as to when was the new carpet presentation, (which was requested at the **November 21, 2013** meeting) for the office area. Also, the recommendations for the vacuum and floor polisher were requested at the November 21, meeting. To date, Chairman Susan Coe Holbrook stated that no information has been received from Superintendent Brett Simmons. Ms Holbrook stated that this was over 60 days that the request had been made and if the Janitor is to be able to do his job, he has to have the right equipment to do it right!

**Park Operations:** Superintendent stated bid packets are going out for prospective bidders around January 17, 2013

**\*\*Contract administration for Phase II\*\*** A lengthy discussion regarding the F&O proposal and payments to date took place. The payments to F&O, to date, include:

\$37,500	October 27, 2011
\$ 6,900	January 13, 2012
\$ 9,600	February 24, 2012
\$ 3,400	March 16, 2012
\$ 3,600	April 15, 2012 (charged for Workshop to fix error because they didn't initially meet with Committee.)
\$ 4,050	May 25, 2012
\$ 4,984	June 8, 2012 (M.P. Revisions)
\$ 5,770	June 29, 2012
\$ 6,484	June 29, 2012 total \$12,254

The final decision being made based on the fact that the cost presented is too high for the projected services which may not be required. Chairman Holbrook will arrange to meet with Superintendent Simmons. **A Motion by Dr Isadore Temkin to reject the Construction Administration Contract by Fuss and O'Neill for an additional \$13,500 was made and seconded by Mary Zbell. The Motion passed unanimously.**

Rental fee reporting was discussed .There was nothing reported for DDS, CJR, PRIME TIME or MADD. In fact, there is no presented revenue from the financial reports the Committee has been given. All monies should be collected prior to requested date. **A Motion** by Mary Zbell that monthly rentals be included in the monthly meeting packet, and present the Committee with all rental fees in **2012 and 2013 to date.** The Motion was seconded by Dr Temkin and passed unanimously.

**A Permanent Motion** by Margaret Keywan for the re-imbusement of the 11Mity-Lite Tables to be included in Park & Recreation budget for 2013-2014.This Motion shall remain permanent until reimbursement is made or decided upon by the Probate Court. **The Motion** was seconded by Marc Trivella and passed unanimously.

The proposal made by Park & Recreation stating that \$9,892.82 to be paid back to the Coe Godfrey Trust over a **five year** period **was rejected.** A breakdown dating back to 2000 and including three prior years of the concession stand's existence revealed that the total reimbursement should be **\$11,680.87.** This should be paid back over a **three year period** at **\$3,893.63** per year. The entire Committee feels this is a fair proposal. **A Motion** was made by Dr Isadore Temkin and seconded by Margaret Keywan to have the amount of \$11,680.87 for the CL&P bills reimbursed or otherwise decided upon by the Probate Court. The Motion passed unanimously.

The prepared budget was handed out. After discussions regarding no increase, **A Motion** was made by Margaret Keywan and seconded by Mary Zbell to reduce the present budget by **5%.** The Motion passed unanimously.

The Coe Memorial Park Committee has not seen the 2013 Garden Contract Renewal prior to signing as per requested. **A Motion** was made by Mary Zbell and seconded by Marc Trivella to see the contract prior to signing. The Motion passed unanimously

Chairman Holbrook handed out a copy of a brochure re: cupolas for future Carriage House refurbishing reference.

**A Motion** was made by Marc Trivella and seconded by Mary Zbell to adjourn the meeting at 5:47 p.m. The Motion passed unanimously.

The next meeting will be held on February 20, 2013 5:00 p.m. at the Coe Memorial Park Civic Center

Respectfully Submitted  
*Margaret K Keywan*  
Recording Secretary