

***Coe Memorial Park Committee  
Minutes  
April 17, 2013***

**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.*

The meeting was called to order at 5:00 p.m. by Chairman Susan Coe Holbrook

**Present:** Coe Memorial Park Committee Members: Chairman Susan Coe Holbrook, Dr Isadore Temkin, Lori Chiron, Marc Trivella, Mark McEachern and Margaret Keywan

**Absent** Mary Zbell

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

**A Motion** was made by Mark McEachern to accept the minutes of the March 20, 2013 meeting; seconded by Dr Isadore Temkin and passed unanimously.

**Citizen Comments:**

Bernadette Grahn stated that a member of her family had passed and she and her sisters wished to plant a memorial tree in Coe Memorial Park .Margaret Keywan explained that there is a tree plan in place for the periphery of the park which is an ongoing project. Also the cost of the tree would probably run several thousand dollars. Ms Grahn explained that their combined donation would be about \$100. Marc Trivella said that this could go into a tree fund if established but would mean a great deal of bookkeeping and no recognition could be placed upon the tree. He suggested that a paver could be donated at Charlotte Hungerford Hospital or at the Warner Theater with an inscription upon it. Ms Grahn thanked the committee and appreciated the information provided.

Nancy Holbrook stated that since the November 2012 meeting, the Coe Memorial Park Committee has been trying to get reasonable prices on a vacuum cleaner and a floor polisher-scrubber for the Civic Center. This matter was related to the Coe Descendants and in the interest of expediency the Coe Family Descendants graciously donated an Electrolux vacuum to be used **only** in the Civic Center.

Memorial Park Committee Chairman Susan Coe Holbrook accepted the vacuum on behalf of the entire Committee.

A discussion ensued regarding the floor scrubber- polisher. The original cost of \$4000 to\$5000 given by Superintendent Brett Simmons; it was determined to be too costly. Chairman Coe Holbrook passed around a type pictured for \$794.00. After determining that Torrington Maintenance has stated previously that the machine could be repaired,

**A Motion** was made by Lori Chiron was made to seek out the cost to repair the present machine. This was seconded by Marc Trivella and passed unanimously. A determination will be made after the repair costs are forthcoming.

## **Park Operations**

- **Holiday Lighting:** Margaret Keywan stated that Superintendent Brett Simmons told her that the Holiday lighting would be taken down and stored last week (4/8). To date the lights are still in place. Ms Keywan told the Superintendent that CL&P has a large bucket truck sitting in a fenced in area on Franklin Street and suggested that he call to see if CL&P would remove the lights or allow Park & Recreation the use of the truck. She stated that in the many years that Torrington has had holiday decorations of any kind, the removal date has **never** extended into April past Easter. She stated that there are many firms in the area that have acceptable bucket trucks that perhaps could be negotiated. To date she and other members of the committee have received inquiries about the removal. (one was even from California and another from upper New York state as seen on CNN )
- **Phase II: proceeding with Millenium Builders**
  - The Committee requests a status update as to change orders, construction costs, and commencement of construction.
- **Tree Work:** Update forthcoming from Mike Zaharek
- **Gardens:** SRG report sent out
- **Civic Center:** water heater replaced \***No Cost Received**
- **Floors in Civic Center...** cost approximately \$2950 \***What type? Color? What firm?**

**2014 RFP:** After reviewing the document sent out, the Coe Memorial Park Committee states that this is NOT an RFP but a contract. In an RFP no mention of money is made .Why would we relate to the presenter the price paid and not ask a bidding firm at what price could the job be completed? There are eight years of perennials in place and the contract theoretically should have been decreasing.(the plant portion)

**A Motion was made by Dr Isadore Temkin the use the 2008 RFP format, seconded by Lori Chiron and passed unanimously. (2008 RFP to be sent to the Superintendent).** This would promote new ideas and stimulate interest in Coe Memorial Park for a Victorian Walking Garden

**Tree donations:** A discussion regarding tree donations resulted in the Coe Memorial Park Committee deciding that the cost of trees is prohibitive for most donors, as a tree plan is in place desiring to keep some “town green” area as the donors desired.

**A Motion** was made by Margaret Keywan and seconded by Lori Chiron to adhere to the present plan and direct people to the hospital & the Warner or other recreational fields in the City. The motion passed unanimously.

**A Motion** was made by Marc Trivella to adjourn the meeting at 6:13 p.m. and was seconded by Lori Chiron and passed unanimously.

The next meeting will be held at Coe Memorial Park Civic Center on May 15, 2013 at 5:00 p.m.

Respectfully Submitted

***Margaret K Keywan***

*Recording secretary:*