

City Of Torrington

Torrington Parks and Recreation
153 South Main Street
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Coe Memorial Park Committee Meeting Motion Form

Meeting Date:	May 15, 2013	Chairperson:	Susan Coe Holbrook
Meeting Location:	Coe Civic Center	Recorder:	Margaret Keywan
Meeting – Start Time:	5:05 p.m.	Meeting – End Time:	
<i>*Please attach Meeting Agenda for reference.</i>			

Meeting Attendance:	
Susan Coe Holbrook	Lori Chiron
Mary Zbell	Marc Trivella
Margaret Keywan	
	Absent: Dr. Isadore Temkin Mark McEachern
Also Attending: Frank Pennington	

Motion:	2nd By:	# In Favor	# Opposed	# Abstain	Action - Commission Response
1. Motion By – Lori Chiron to approve the minutes of the April 17, 2013 CMPC meeting Minutes	Marc Trivella	5	0	0	Motion Approved.
2. Motion By: Mary Zbell that the Holiday Lights (Fleur de lis) be taken down prior to January 31 of any given year	Margaret Keywan	5	0	0	The removal will depend on weather, site conditions, and the availability of equipment.
3. Motion By – Margaret Keywan to have a complete color as-built of Coe Memorial Park gardens including distinguishing annual and perennial beds for all seasons provided by Still River Gardens by November 2013.	Mary Zbell	5	0	0	The Post Planting Plans outlined in the contract are adequate.
4. Motion By – Margaret Keywan that any substantial changes to Phase II be presented to the Coe Memorial Park Committee prior to their implementation. (electrical/wiring) (tree removal/replacement)	Mary Zbell	5	0	0	The Superintendent of Parks and Recreation is overseeing the project and will have the latitude to make all job related decisions on necessary changes/revisions without the need for prior approval.
5. Motion By – Lori Chiron NOT to build a sidewalk on South Main Street and that the original architectural design of Phase II be	Marc Trivella	5	0	0	An email was sent out on June 4 th explaining the sequence of meetings and

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adhered to by bringing people into the park.					approvals regarding the sidewalk.
6. Motion By – Lori Chiron due to increased work load and to decrease the burden, to discuss with Park & Recreation outsourcing the maintenance of Coe Memorial Park.	Marc Trivella	5	0	0	This motion requires further clarification.
7. Motion By – Lori Chiron to obtain an estimate for the cost to repair the present floor polisher/scrubber	Marc Trivella	5	0	0	The cost to repair the floor scrubber is a significant cost and would probably warrant the purchase of a new machine. This model of a floor scrubber is not adequate for using as a true floor cleaner for a building with the square footage of the Civic Center. A larger floor cleaner is needed.
8. Permanent Motion By: by Margaret Keywan, that the amount of \$11,680.87 is to be reimbursed. Unless otherwise agreed upon or reformulated, this matter shall be resolved by the Probate Court. Until such time this Motion shall be repeated monthly. Discussion included possibly requesting a meeting with Corporation Council and Trustee to discuss this matter and the table matter.	Lori Chiron	5	0	0	The Parks and Recreation Commission continues to support the decision to reimburse funds into the trust over five fiscal years including the current one, in order to compensate for electric charges that were processed under the wrong account. <i>The Parks and Recreation Department transferred \$2,690.73 from this year's Parks budget to the Coe Account.</i> The Parks and Recreation Department plans to budget \$7,202.08 from the Parks Budget over the next 4 years to pay the balance in full. The amount to be reimbursed each year will be \$1,800.52 for FY 13/14, FY 14/15, FY 15/16, and FY 16/17.
9. A Permanent Motion by Margaret Keywan for the reimbursement for 11 Mity-Lite tables entrusted to the Parks & Recreation Department be returned to the Trust or the financial equivalent of same be reimbursed to the Trust. This shall be a permanent motion until such time as the Park & Recreation commission resolves this issue or the Probate Court renders a decision	Mary Zbell	5	0	0	As previously stated, funds to purchase additional tables are not available in the Parks and Recreation Department Budget.
10. Motion By: Margaret Keywan to adhere	Lori Chiron	5	0	0	This motion requires

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<i>to the present "Tree" plan and policy not to accept any donations of trees in Coe Memorial Park and direct people to other available sources. Request is hereby made to ask for said "tree plan" from Mike Zaharek.</i>					further clarification.
11. Motion By – Marc Trivella for the park tree plan for 2013/2014 by Mike Zaharek be forthcoming.	Margaret Keywan	5	0	0	2014 Tree Plan to be forwarded upon receiving it.
12. Motion By – Marc Trivella to find the exact location of the Miss Kim Lilacs that were removed from the park and place them in the new garden areas)	Lori Chiron	5	0	0	We are currently looking into options for use of the Lilacs.
13. Motion By – Marc Trivella that the current SRG contract should not be included in the RFP as it is not pertinent to the bidding process. If necessary, include only the scope of work, but remove any mention of funds.	Lori Chiron	5	0	0	The scope of work for the current contract was the only portion of the contract included in the RFP.
13. Motion By – Lori Chiron to request additional information regarding the purchase and installation of a water heater (\$1332.91). Is this heater for bathrooms or janitor closet; who installed; where purchased; etc.	Marc Trivella	5	0	0	The water heater that was replaced was for the bathrooms. The water heater was purchased and installed by Air Temp Mechanical; the City's contracted HVAC/ Plumbing Contractor.
14. Motion By – Marc Trivella to adjourn the meeting at 6:27 p.m.	Lori Chiron	5	0	0	Motion Approved.