

**Coe Memorial Park Committee
Minutes
May 15, 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.*

Present Coe Memorial Park Chairman Susan Coe Holbrook, Marc Trivella, Mary Zbell ,Lori Chiron, Margaret Keywan

Absent Dr Isadore Temkin and Mark McEachern

Also Present Frank Pennington and Ryan Kelley

The meeting was called to order at 5:05 pm by Chairman Susan Coe Holbrook

A Motion was made by Lori Chiron to approve the minutes of the April 17, 2013 Minutes. The Motion was seconded by Marc Trivella and passed unanimously.

Public Comments: Frank Pennington stated that he had called the Mayor's office this week inquiring about the removal of the Holiday lights. He was told by Assistant Tim Waldron that the City had only one bucket truck and there was pecking order for usage. Coe Memorial Park was **low** priority.

It was suggested that in the future if the city truck was unavailable inquiries to public companies with bucket trucks be made.

The holiday lights were removed on Monday May 13, 2013.

A Motion was made by Mary Zbell to have the holiday lights removed and stored by January 31 of any given year .The motion was seconded by Margaret Keywan and passed unanimously.

Chairman Holbrook announced that Superintendent Brett Simmons related that the 3-day work stoppage was due to problems with electrical and communication lines but did not innumerate any further. It was noted that the grading exceeded the nearest drip line of the former maple tree by at least 10 to 12 feet. As it appears now, the grading exceeds the original blueprint.

Chairman Holbrook stated that the tulips on South Main Gardens were cut off prior to complete bloom time.

A Motion was made by Margaret Keywan and seconded by Mary Zbell to have a complete color "as built" including distinguishing annual and perennial beds for all seasons produced by Still River Gardens in November of 2013.The motion passed unanimously

A Motion made by Margaret Keywan and seconded by Mary Zbell that any changes to the original architect's plan should be related to the Coe Memorial Committee prior to their implementation. (electrical/wiring) (tree removal/replacement). The motion passed unanimously

A Motion was made by Lori Chiron and seconded by Marc Trivella **NOT** to build a sidewalk on South Main Street and that the original architectural design of Phase II be adhered to by bringing people into the park. The motion passed unanimously.

A Motion was made 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. The motion was seconded by Marc Trivella and passed unanimously.

A Motion was made by Lori Chiron to obtain an estimate for the cost to repair the present floor polisher/scrubber. The motion was seconded by Marc Trivella and passed unanimously.

A Motion was made by Margaret Keywan for payment of the total CL&P bill. This was seconded by Lori Chiron and passed unanimously. **Discussion included the possibility of requesting a meeting with Corporation Council and Trustee to discuss this matter and the table matter.**

A Motion was made by Margaret Keywan for the reimbursement of the 11 Mity Lite tables, seconded by Mary Zbell and passed unanimously.

A Motion was made by Margaret Keywan and seconded by Lori Chiron to restate the declination of donated trees to Coe Memorial Park and referring people to other available sources. A tree plan should be forthcoming from Mike Zaharek in the near future. The motion passed unanimously.

A Motion was made by Marc Trivella for the park tree plan for 2013/2014 by Mike Zaharek be forthcoming. The motion was seconded by Margaret Keywan and passed unanimously.

A Motion was made by Marc Trivella and seconded by Lori Chiron to find the exact location of the Miss Kim Lilacs that were removed from the park and place them in the new garden areas. The motion passed unanimously.

A Motion was made was made by Marc Trivella to have the present SRG contract eliminated from the RFP going out for bid, as it is not pertinent to the bidding process. If necessary, include only the scope of work, but remove any mention of funds. This was seconded by Lori Chiron and passed unanimously.

A Motion was made by Lori Chiron to have a cost breakdown of the \$1,332.91 expense for a water heater replacement. (Is this heater for bathrooms or janitor closet; who installed; etc. This was seconded by Marc Trivella and passed unanimously.

A Motion was made by Marc Trivella and seconded by Lori Chiron to adjourn the meeting at 6:27 P M. The motion passed unanimously.

The next meeting will be held on June 19, 2013, 5 p.m. at the Civic Center.

Respectfully Submitted

Margaret K Keywan
Secretary