

Coe Memorial Park Committee

Minutes

July 17, 2013

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

Chairman Susan Coe Holbrook opened the meeting at 5:02 p.m.

Present: Committee Chairman Susan Coe Holbrook, Dr Isadore Temkin, Mark McEachern, Mary Zbell, Marc Trivella, and Margaret Keywan

Also attending: Aurora Daly

A Motion was made by Mary Zbell to accept the minutes of the June 19, 2013 meeting. This was seconded by Lori Chiron and passed unanimously.

Citizen Comments: Aurora Daly stated that Coe Memorial Park was the keystone to the community and the downtown area. She related that the park should embody unique qualities that will attract people to the area. At present Coe Memorial Park contains flora and fauna similar to Home Depot.

Chairman Susan Coe Holbrook agreed as did the Committee and in the near future brainstorming session will occur. Mrs Daly was encouraged to attend the meeting on Thursday July18, 2013, 5 p.m. at the Mayor's office to discuss the RFP for a new garden contract.

Park Operations: Superintendent Brett Simmons outlined the following:

- **Regarding the Master Plan Phase II:**
 - Notice to proceed order 4/24/13
 - Start date 4/26/13
 - Protection device installed
 - Surveying
 - Three trees (from add on's) removed
 - Site demolition
 - Drainage systems installed
 - 5/15 grading to be completed ,sub base installed
 - Utilities meeting regarding field problems
 - Primary electric service line installed due to grading...details to follow
 - Parking lot fully graded & curbing installed
 - The **unwanted** sidewalk on South Main prepared & poured
 - Sidewalks near parking lot prepared and poured
 - Dumpster pad prepped and poured...modifications to access
 - All electric in place for site lighting
 - Electrical panel box worked on
 - Flora & fauna orders being worked upon
 - Litchfield street sidewalk....work ongoing
 - **Areas of Completion**
 - Landscaping ...almost
 - Center island....almost
 - Electric.....85%
 - Irrigation...70%

- Pavers.....80%
- **Change in expenditures**
- #1 **Reduction of \$2,543.75 \$5,950.00 Utilities conduit 2 conduits in a 200' trench**
- #2 **10 day work extension due to weather**
- #3 **++ \$1612.85 150 sq ft removal of Litchfield street sidewalk**
- #4 **++\$1047.20 Conversion slab & catch cover basin**

- **Zaharek's Proposal**
 - Bucket tree pruning \$1400. 1 day(safety)
 - Ground pruning 1 day \$800(raise canopies)
 - Norway Maple ,Oak, Fir trees removal \$3,000 (stump grinding incl)
 - Plant 6" tree to replace Norway maple (cost to be determined)
 - Fungicide treatment on Beech \$150.

- **Gardens**
 - Still River Gardens..report sent previously
 - RFP To be determined

- **Civic Center**
 - On-going maintenance

- **Grounds**
 - On-going maintenance

Chairman Susan Coe Holbrook stated that the Coe Memorial Park Committee had been virtually shut out of the tree(s) removal, the South Main Street sidewalk issue, & specifics of infrastructure. All add-on features were automatically completed which should have been voted upon. Just because City Council voted an OK on the money, does not mean that the add-ons should be an automatic procedure. The Coe Memorial Park Committee is and continues to be informed **only after the fact**.

A Motion was made by Dr. Temkin to table the Zaharek Tree Proposal because the Coe Memorial Park Committee was not included in the process and doesn't have enough information to make an informed decision. In addition, a walk through with Mike Zaharek is requested by the Committee. This Motion was seconded by Mary Zbell and passed unanimously.

A Motion was made by Mark McEachern to have the Coe Memorial Park Committee included in discussions and when developing proposals for Coe Memorial Park in order that we may be better understand situations & make informed decisions. The Motion was seconded by Mary Zbell and passed unanimously.

A Motion was made by Lori Chiron to request a meeting with the Park and Rec. Commission regarding the outsourcing of Coe Memorial Park, to clarify the pros and cons of outsourcing. The Motion was seconded by Mark McEachern and passed unanimously.

Chairman Holbrook informed the Committee members that the Current RFP that was sent out has had only one response. There will be a meeting on this subject tomorrow (July 18, 2013) evening at 5:30 p.m. in the Mayor's office which anyone may attend.

A Motion was made by Margaret Keywan to reject that bid, resend the RFP of 2008 with modifications. This was seconded by Dr Isadore Temkin and passed unanimously.

The Permanent Motion by Margaret Keywan that the amount of \$11,680.87 for the misappropriated CL&P bills 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. Chairman Susan Coe Holbrook stated that discussions between the City Treasurer and the Trustee have eluded resolution and this matter is requested to be presented to the City Council for motion for hearing on the matter.

The 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. Chairman Susan Coe Holbrook requests this matter also be presented to the City Council for motion for hearing on the matter.

A Motion was made by Lori Chiron to adjourn the meeting at 6:12 p.m. It was seconded by Mark McEachern and passed unanimously

The next meeting will be held August 21, 2013 5:00 p m at the Civic Center

Respectfully submitted

Margaret K Keywan
Secretary