

Minutes
Coe Memorial Park Subcommittee
October 7, 2009

Mission Statement

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

Present

Parks and Recreation Superintendent J. Brett Simmons
Parks and Recreation Chairperson Patricia Fairchild
Parks and Recreation Commissioner Jim Pescatore
Coe Memorial Park Subcommittee Members: Susan Coe Holbrook, Margaret Keywan, Frank Pennington, Dr Isadore Temkin and Mary Zbell

Absent

Coe Memorial Park Subcommittee Member Marc Trivella
Coe Memorial Park Subcommittee Emeritus Robert Driscoll

Patricia Fairchild opened the meeting at 5:15 p.m.

A motion was made by Mary Zbell and seconded by Susan Coe Holbrook to accept the minutes of the September 2, 2009 meeting. The motion passed unanimously.

Park and Recreation Superintendent J. Brett Simmons related the following:

- Mike Zaharek is working on a proposal for continuous tree tracking maintenance, preservation and tree identification.
- A complete signed contract for the horticultural and related services for Coe Memorial Park was handed out. Previously the Subcommittee had one page missing.
- A financial management revenue ledger of the Coe Memorial Park Civic Center was distributed. Susan Coe Holbrook disputed the absence of some entries as the Civic Center was in use and not posted. She also inquired as to the whereabouts of income that was not posted. Superintendent Simmons will investigate the matter but did state that some renters had outstanding debts and the office was in the process of collecting monies owed. Frank Pennington asked where this money actually goes, back into the Coe fund or in to the General Fund. No one knew the answer.
- Calendar of events for the Coe Memorial Park Civic Center for the months of September and October. Ms Holbrook noted that dates the building was in use are not marked on these calendars.
- The budget performance report ending August 31,2008
- A slightly revised rental agreement for the Civic Center. Correction was made to the price of the rental of the portico \$200.00 per diem. It was noted that payment for the

rental would now be made in full when submitting the signed rental agreement along with proof of insurance. All 501 (c3) tax status holders are responsible for the maintenance and security fee with **NO** EXCEPTIONS. Mary Zbell made a motion to accept the new wording with corrections. It was seconded by Susan Coe Holbrook and passed unanimously.

- Due to an unforeseen commitment, Police Chief Michael Maniago was unable to attend tonight's meeting but will try to attend the November 4, 2009 meeting to discuss security problems and proposed resolutions at the park.
- Connecticut Basement Systems inspected the Civic Center building and rendered a proposal to Superintendent Simmons of \$15,000. This included perimeter drains with sump pumps and a dehumidifier in the basement. Just the dehumidifier would cost approximately \$1,850.00. Susan Coe Holbrook reminded the Superintendent that there was a dehumidifier sitting on the basement floor during a tour with former Superintendent Mark Lavoie, and now is nowhere to be found. It was noted by all members that the only contents in the basement of the Civic Center belong to Park and Recreation department, which in itself is a violation of the Coe Godfrey Trust. Due to the fact that the return on the trust is unknown at this time, Dr Isadore Temkin made a motion to table this matter. It was seconded by Frank Pennington and passed unanimously.
- The roof of the Carriage House has been inspected by Superintendent Simmons and there are sections that are in jeopardy especially back portions. A 30-year asphalt shingle would cost approximately \$12,000 to \$13,000. Again, due to financial constraints, a motion to table this matter was made by Dr Isadore Temkin and seconded by Frank Pennington. The motion passed unanimously.

Margaret Keywan again requested the proof of purchases by Still River Gardens. She stated that the Subcommittee has been requesting this information since July and again in August & September and it has not been forthcoming. Superintendent Simmons stated that he did not have that information. Ms Keywan then requested that it be obtained and that the boxwood replacement invoice be given to the subcommittee also. Superintendent Simmons stated that he did have the boxwood information and he would forward it.

A motion was made by Margaret Keywan and seconded by Frank Pennington to adjourn the meeting. The motion passed unanimously.

The next meeting will be November 4, 2009, 5:15pm at the Armory.

Respectfully Submitted,

Margaret K Keywan

Recording Secretary