

City Of Torrington

Torrington Parks and Recreation
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Coe Memorial Park Committee Meeting Motion Form

Meeting Date:	May 18, 2011	Chairperson:	Frank Pennington
Meeting Location:	City Hall Auditorium	Recorder:	Mary Zbell / Margaret Keywan
Meeting – Start Time:	5:00 PM	Meeting – End Time:	6:25 PM
<i>*Please attach Meeting Agenda for reference.</i>			

Meeting Attendance:	
Frank Pennington	Mary Zbell
Mark McEachern	Marc Trivella (arrived 5:25 p.m.)
Margaret Keywan	Susan Coe Holbrook
Dr. Isadore Temkin (Left at 6:10 p.m.)	
Also Attending: Elinor Carbone, Miles Borzilleri	

Motion:	2nd By:	# In Favor	# Opposed	# Abstain	Action - Commission Response
Motion By – Margaret Keywan to approve the minutes/motions of the 4/20/2011 meeting	Mark McEachern	6	0	0	So Noted.
Motion By – Susan Coe Holbrook that we leave it to Elinor Carbone to facilitate a meeting with the architect re: Master Plan Revisions and cost	Mary Zbell	7	0	0	Superintendent of Parks and Recreation will contact architect of record (pending availability based on recent merger with new firm) to schedule a joint meeting between the Parks and Recreation Commission and Coe Memorial Park Committee upon approval of FY 2011-12 Budget.
Motion By – Susan Coe Holbrook to acknowledge and thank Councilwoman Carbone, Miles Borzilleri and Gerry Carbone for their attendance at our meeting.	Mark McEachern	7	0	0	So Noted.
Motion By – Margaret Keywan that after meeting with Brett and Frank Pennington, to approve the Cool white (not warm white) bulbs for the holiday lights	Marc Trivella	7	0	0	So Noted. LED's have been ordered.
Motion By – Marc Trivella that when replacing bulbs with the cool white bulbs, they be utilized/replaced on the buildings after that.	Susan Coe Holbrook	7	0	0	So Noted. Should additional LED bulbs be available after installation on the spruce tree, the additional LED bulbs will be stored for next phase of

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					installation on Civic Center and/or Fleur De Lis.
Motion By – Mark McEachern for Frank Pennington to investigate the original Valley Restoration quote to ensure items are not being quoted and paid for twice (2 nd Halyard) and if justified, to authorize the expenditure of \$1375 AND THAT THE WORK BE COMPLETED PRIOR TO MEMORIAL DAY	Marc Trivella	6	0	0	Repair to be coordinated and completed in June. Proposed repairs have been discussed with Frank Pennington.
Motion By – Marc Trivella to have the beech tree treated with fungicide if necessary and to have the rest of the work proposed by Zaharek be performed in the next fiscal year per the contract.	Margaret Keywan	6	0	0	Tree work to be completed as proposed by Zaharek’s Landscaping. See note below.
Motion By – Mark McEachern that it was our understanding that the Zaharek contract was approved for the FY 2011/12 and the work proposed was included in that contract. But before any work is done for the FY 2011/12 is done, a walk through be held and information provided on the scope of work (questions below.)	Mary Zbell	6	0	0	Tree work proposal was approved in January 2011, based on the calendar year. Funds are available in the current budget.
Motion By – Frank Pennington to schedule a walk through with Mike Zaharek regarding his proposal	Susan Coe Holbrook	6	0	0	Superintendent of Parks and Recreation will coordinate necessary work.
Motion By – Susan Coe Holbrook to table the NXEGen proposal and all electrical proposals	Mary Zbell	6	0	0	So Noted – No action will be taken with the NXEGEN Proposal at this time. Superintendent of Parks and Recreation will coordinate necessary electrical repairs with available funds in budget.
Motion By – Marc Trivella for Susan Coe Holbrook to send memo of issues to the Mayor, Jerry and Brett	Margaret Keywan	6	0	0	So Noted.
Motion By – Margaret Keywan that before Project Homeless Connect (and any other large event) rents Coe Memorial Park next year, the group promoting meet with this Committee as there were problems this year.	Mary Zbell	6	0	0	Coe Memorial Park Committee should present concerns in writing to the Parks and Recreation Commission for review and consideration.
Motion By – Mark McEachern to fix large leak at water fountain at the lowest possible cost.	Mary Zbell	6	0	0	Coe Memorial Park Committee should present more details in writing to Superintendent of Parks and Recreation.
Motion By – Susan Coe Holbrook to adjourn.	Mary Zbell	6	0	0	So Noted.

Questions regarding Zaharek’s proposal:

**To be discussed at meeting to be scheduled by Superintendent of Parks and Recreation.
Recent conditions may warrant changes to original proposal for tree work.**

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- 1. Is the time to prune now? Is this ornamental pruning (after blossom)? Is this necessary and immediate work?**
- 2. Treat the beech now.**
- 3. Is this required work?**
- 4. Does the work proposed have to be done immediately?**
- 5. Which maple tree is to be removed?**
- 6. Safety pruning – is this an immediate need? (safety pruning done in spring and fall of 2010)**
- 7. Can any of this work wait until after June 30, 2011?**

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