

*Coe Memorial Park Committee
Minutes
August 21, 2013*

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

Chairman Susan Coe Holbrook called the meeting to order at 5:08 p.m.

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

Also Attending: Nancy Holbrook

A Motion was made by Mark McEachern to accept the minutes of the July 17, 2013, meeting. This was seconded by Mary Zbell and passed unanimously.

Park Operations----- Superintendent Brett Simmons

Master Plan Phase II:

- Notice to proceed order 4/23/13
- Protection device installed
- Start date 4/26/13
- Surveying Three trees removed (*from add on's) ****Committee not notified add-on was to be done.**
- Site Demolition Drainage Systems Installed 5/15 Complete grading, sub-base installed
- Utilities meeting –field problems
- Primary electric service line installed after grading*details to follow
- Parking lot fully graded & curbing installed.
- The unwanted sidewalk on South Main street prepared and poured **** Committee was against this installation from day one of project and strongly objects that it was done with no notice. Was supposed to be add-on, not actually done!**
- Parking lot sidewalks prepared and poured Dumpster pad prepared and poured ****Modifications made without notification or vote by committee**
- Electric completed for site lighting
- Electric panel worked upon
- Flora & Fauna orders worked on
- Litchfield Street sidewalk . . . ongoing
- **Completion:**
 - Landscaping...almost
 - Center Islandalmost
 - Electric...85%
 - Irrigation...70%
 - Pavers...80%
- **Expenditure Changes**
 - **Reduction \$2,543.75 \$5,950.00 Utilities conduit-2 in 200' trench**
 - **10 Day work extension=weather**
 - **++\$1,612.85 Removal of Litchfield Street sidewalk**
 - **++\$1,047.20 Conversion slab & catch cover basin**

Zaharek's Proposal

- Bucket tree safety pruning \$1400. (1 day)
- Ground pruning, raising canopies \$800. (1 day)
- Removal of Fir, Oak, Norway Maple, removal & stump grinding (\$3000.)
- Plant 6" Tree for Norway replacement...cost to be determined
- Fungicide Beech treatment \$150.

Gardens

- Still River Gardens report sent previously
- RFP in progress

Civic Center

- On-going maintenance

Grounds

- On-going maintenance

Chairman Holbrook announced that she heard and was told that on Monday (8/20) that the police were responded to an open door at the Civic Center. **A Motion was made by Marc Trivella to investigate safety and security protocol for the Civic Center and to determine why the building is left unlocked, also why non- employees are given keys to the building. The Motion was seconded by Mary Zbell and passed unanimously.**

A discussion regarding the paint condition of the Carriage house and it's reflection upon the new Phase II followed. **A Motion was made by Mark McEachern to request a cost estimate for painting the Carriage House. The coloration appropriate and an aesthetically congruent replacement of original Cupolas originally designed for the Carriage House is requested. The Motion was seconded by Mary Zbell and passed unanimously.**

A Motion was made by Dr Temkin to reiterate the recommendation of Chris Ferrero that NO NEW PLANTINGS be done in Phase II until next year-- only weeding. (This includes bulbs also because the next gardener will have to wait for die-down). The Motion was seconded by Lori Chiron and passed unanimously.**

A discussion regarding Zaharek's work agenda in the park ensued. Agreed upon was the safety pruning, however the Coe Memorial Park Committee would ask Mike what portion could be held off in lieu of shaping the cherry trees. It was suggested that another walk thru be scheduled if possible discussing new species. **A Motion was made by Mark McEachern to discuss this option with Mike along with various tree species and damage to the new hickory. The Motion was seconded by Marc Trivella and passed unanimously.**

Restated Permanent Motions:

1. **Reimbursement of CL&P payments billed in error as stated previously**
2. **Reimbursement for 11 Mity Light Tables as stated previously**

A Motion was made by Mark McEachern to adjourn the meeting at 6:20 p.m. This was seconded by Lori Chiron and passed unanimously.

The next meeting will be held 5:00 p.m. September 18, 2013 at the Civic Center

Respectfully submitted

Margaret K Keywan