

**Minutes
Coe Memorial Park Subcommittee
February 4, 2009**

Mission Statement

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

Present

**Parks & Recreation Director J Brett Simmons
Parks & Recreation Chairperson Patricia Fairchild
Parks & Recreation Commissioner Duke Wall
Coe Memorial Park Subcommittee Members Susan Coe Holbrook, Margaret Keywan, Frank Pennington, Dr Isadore Temkin, Marc Trivella & Mary Zbell
Mayoral Assistant Steve Nocera**

Absent

**Coe Memorial Park Subcommittee Member Emeritus Robert Driscoll
Coe Memorial Park Subcommittee Chairperson Fran Ducotey**

In the absence of Fran Ducotey, Patricia Fairchild opened the meeting at 5:15 pm.

A motion was made by Susan Coe Holbrook & seconded by Marc Trivella to accept the minutes of the January 12, 2009 meeting. The motion passed unanimously.

Park & Recreation Director Brett Simmons reported the following:

Weather permitting the fleur-de-lis will be taken down & stored this week.

A new fleur-de-lis has been purchased from Rileigh's. Next year all park lights shall be lighted with one fleur-de-lis.

Civic Center bathroom has been repaired; pilaster & door replaced.

A "no overnight parking" sign will be placed at the Civic Center parking lot & the police department will ticket violations.

Social Security employees are still parking in lot Susan Coe Holbrook reported. Director Simmons to contact manager.

Margaret Keywan noted that the sidewalks of the park were plowed too wide and the grass was torn up in many spots. The steps to the Civic Center had not been shoveled or sanded. Areas were without sand and Fran Ducotey sanded those areas.

Chris Donnelly, Connecticut Urban Forestry Coordinator Natural Resources Forestry met with Director Simmons, Fran Ducotey, Mary Zbell & Margaret Keywan on January 26, 2009. Tree care, diseases, inventory & mapping were discussed. The possibility that forestry students could map & inventory the park was mentioned. Director Simmons will investigate this matter.

The 2009-2010 Budget was reviewed. Director Simmons announce that the \$650 insertion for telephone expense was NOT for the alarm system and would be dropped from the budget.

A lengthy discussion followed in regard to the budget itself. There will be no Capital Improvements this budget year. A motion was made by Margaret Keywan to have zero increase in the budget. It was seconded by Susan Coe Holbrook & passed unanimously.

Therefore, the 2009-2010 Coe Memorial Park Budget will be \$176,565.

Susan Coe Holbrook questioned where the unspent money from budgets was placed at the end of that budget year. It was assumed by the Subcommittee unspent money would be reinvested by City Treasurer Richard Friday. Director Simmons will report.

Tree maintenance performed by Zaharek Landscaping LLC will be done in increments & be paid for out of the existing grounds maintenance line item.

A motion was made by Mary Zbell and seconded by Margaret Keywan to approve the 2009 contract for Artistic Irrigation for the sum of \$5180. The motion passed unanimously.

The \$61,837.50 Still River Gardens contract was reviewed and noted that upon the RFQ was an asterisk with the statement

** Not to exceed \$65,000 for the March 2009 - March 2010 season*

This was particularly bothersome to some Subcommittee members as it was felt \$61,837.50 was the amount quoted and therefore should be honored.

Director Simmons mentioned that Still River stated that they had no facilities to winter over plants. He will report back.

Margaret Keywan said that the LLC for Still River was paid on January 2, 2009 but was still two years behind in licensing fees. The LLC lists Riverton PO & address for Stickneys.

Susan Coe Holbrook related that the contract MUST have a two way Indemnification Clause in Paragraph 7 and a Termination Clause in Paragraph 3.

A motion was made by Marc Trivella to accept the contract **ONLY with two clause additions**. The motion seconded by Susan Coe Holbrook. Voting as follows:

Frank Pennington ...Abstain

Mary ZbellNO

Dr Isadore Temkin ...NO – Dr. Temkin reasoning was that the bar had been raised so high. The Mayor stated Coe Memorial Park would be as good or better than last year. The money being spent was \$61,837.50 much less than prior years therefore, he felt that this was not attainable.

Susan Coe Holbrook...YES

Marc Trivella ...Yes

Margaret Keywan...Yes

A motion was made by Mary Zbell & seconded by Frank Pennington to adjourn the meeting at 6:05pm.

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

Respectfully Submitted,

Margaret K Keywan

Recording Secretary