

Minutes
Coe Memorial Park Advisory Committee
January 6, 2010

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 Commissioners: Dan Lovallo and Jim Pescatore
Coe Memorial Park Advisory Committee Members: Susan Coe Holbrook, Marc Trivella, Frank Pennington, Dr Isadore Temkin, and Mary Zbell

Absent

Coe Memorial Park Subcommittee Member Margaret Keywan
Coe Memorial Park Subcommittee Member Emeritus Robert Driscoll

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

Corrections to the December 2, 2009, were detailed by Ms. Fairchild:

- Page 2, Removal of: *"When trying to state his reasons he was gaveled by Chairman Fairchild. Refer to tape."* Ms. Fairchild explained that Dr. Temkin was gaveled because the topic being discussed was the contract extension; in addition, "refer to tape" cannot be included because it was not stated at the meeting. The minutes will be amended to read: *"When trying to state his reasons, he was gaveled by Chairman Fairchild and discussion continued on the working order of the committees."*
- Page 2, Removal of: *"In a show of hands, Dr. Isadore Temkin, Mary Zbell, Margaret Keywan, and Frank Pennington would not support contract renewal with Still River Gardens for the forthcoming year."* Ms. Fairchild again explained that this would be removed as there was no actual show of hands at the meeting and that only Ms. Coe Holbrook had gone on record with her statement of nonsupport for contract renewal.

Discussion followed, with Ms. Coe Holbrook and Mrs. Zbell disputing the correction and stating that they were in agreement regarding not supporting the contract renewal. An

option to not approve the corrections was proposed; but following continued discussion and resolution, a motion to accept the minutes as corrected was made by Marc Trivella, seconded by Sue Coe Holbrook, and approved.

Park Operations

Superintendent Simmons stated that he had not received a current financial report from the Finance Department and would present said report at the next meeting. Mr. Simmons requested that the Committee review the capital plan and stated that he would like a recommendation from both the Advisory Committee and the Parks and Recreation Commission on the budget. In addition, Mr. Simmons requested comments on the operating budget for 2010-2011. When asked if a final accounting of funds would be available by the next meeting, Mr. Simmons answered that he would check with Jerry Rollett on the progress of the transition.

Superintendent Simmons reviewed the following handouts:

- Calendars for December 2009 and January 2010 for Coe Memorial Park
- Proposal from Zaharek's Landscaping for transplanting of nine blue spruce trees at Coe Memorial Park at a cost of \$6,300
- 2010 Irrigation Maintenance Proposal from Artistic Irrigation totaling \$5,180 plus materials
- Quotation from Fire Equipment Headquarters for a fire suppression system for the stove at the Civic Center
- Final Report from Still River Gardens
- Updated tree inventory, incorporating the tree inventory from the original master plan with updates of trees removed and added

Discussion was held regarding the blue spruce trees that border the parking lot at the Park. Frank Pennington questioned how much it would cost to transplant only three trees. Ms. Coe Holbrook suggested that some of the trees be donated to the Town of Winchester. Following discussion, a motion was made by Ms. Coe Holbrook that she be allowed to present a proposal to the Winchester selectmen at their next meeting to donate a couple of blue spruce trees from Coe Memorial Park. This motion was seconded by Mrs. Zbell and approved unanimously. Marc Trivella stated that this should be with the understanding that they accept the trees "as is – free of any disease." Mr. Simmons will look into the legalities of this donation. Action on the proposal from Zaharek's was tabled.

With regard to the Artistic Irrigation proposal, Mr. Simmons reported that that he had reworked the scheduling of the walk-throughs and had reduced the number of walk-

throughs in July and August and increased walk-throughs in May and October in order to spread out maintenance over the entire growing season. Ms. Coe Holbrook noted that the proposal included a statement "plus CT sales tax" which would not be applicable to the City. With that change, Ms. Coe Holbrook made a motion to accept the proposal from Artistic Irrigation for the next fiscal year. Marc Trivella seconded the motion, which was then approved unanimously.

The proposal from Fire Equipment Headquarters was then discussed. Mr. Simmons explained that at a recent inspection by the City's Safety Committee, it was noted that the stove and fire suppression system were out of compliance. It was noted that the stove had limited use by those who have rented the facility, was not in good condition, and was quite old. Following a brief discussion, Ms. Coe Holbrook made a motion that the stove be removed from the Coe Memorial Park Civic Center. Ms. Zbell seconded the motion, which was then approved unanimously. It was suggested that the stove be put by the dumpster for disposal.

With regard to the Capital budget, Ms. Coe Holbrook made a motion that action on the capital budget be tabled as there is no projection on the new trustee and until there is an accounting of funds available, the Committee cannot proceed with the Master Plan. The motion was seconded by Dr. Temkin and approved unanimously.

The proposed 2010-2011 budget was then discussed. Sue Coe Holbrook suggested that for the same reasons as stated regarding the capital budget, the 2010-2011 budget be frozen at the same level as the 2009-2010 budget. She stated that we are currently at approximately 84% of budget. When questioned about the budget by Chairperson Fairchild, Superintendent Simmons expressed his concern about needed tree maintenance. Following discussion, Ms. Coe Holbrook made a motion that the 2010-2011 budget for Coe Memorial Park remain "as is" at the 2009-2010 level at \$177,215 with no changes, pending additional information provided by the trustee. Mrs. Zbell seconded the motion, which was approved unanimously.

Regarding the Still River Gardens contract, Ms. Coe Holbrook made the statement that the figures as provided in the Addendum report indicate that 80% of the costs were for labor and 20% were for plants and materials as compared to the previous contractor who spent 55% on labor and 45% on materials and plants. She also stated that the previous contractor never charged for attendance at meetings and report preparation. Ms. Zbell questioned the amount of annuals planted and commented that the majority of the plantings should be perennials.

Discussion was held regarding the lights in Coe Memorial Park. It was decided that the fleur-de-lis be kept lit until the end of January. Mr. Simmons mentioned that the amount of rain and ice last year contributed to many breaker problems, but this year there have been few electrical problems. It was noted that January would be the best time to purchase replacement lights from Rileigh's; Mr. Simmons will check on any needed replacement lights.

Mr. Simmons also reported that he has a request for quote out for repair to one of the park benches that needs to have an arm replaced. He also reported that the tile in the meeting room and kitchen and carpet in the side entranceway needed to be replaced. Mr. Simmons will get prices on different flooring options to present to the Committee.

Sue Coe Holbrook asked if the contract with Still River Gardens had been signed yet to which Mr. Simmons responded that a meeting is scheduled for this month.

On a motion by Mary Zbell with a second by Marc Trivella, the Committed voted unanimously to adjourn at 6:01 p.m.

Respectfully submitted,

Lynn Rategan
Parks Department Secretary