

Minutes
Coe Memorial Park Advisory Committee
November 10, 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

Coe Memorial Park Advisory Committee Members: Frank Pennington, Margaret Keywan, Susan Coe Holbrook, Dr. Isadore Temkin, and Mary Zbell. Also present was guest Mark McEachern.

Absent

Marc Trivella

At 5:00 p.m., Frank Pennington called to order a special meeting of the Coe Memorial Park Advisory Committee.

Approval of Previous Minutes

A correction to the minutes of the special meeting held on October 27, 2010 was noted as follows: "Nominations were made and the following officers were elected: Frank Pennington, Chair; Mary Zbell, Vice Chair; and Margaret Keywan, Secretary." A motion to approve the minutes of the October 27, 2010, special meeting with the corrections noted was made by Dr. Temkin, seconded by Margaret Keywan, and approved unanimously.

Citizen's Comments

Mike Banziruk advised the Committee that at the last meeting of the Parks and Recreation Commission on November 3, he had inquired as to the status of the missing Mity-Lite tables and had referenced an email that Margaret Keywan had sent to the Commission on July 8, 2008 with pictures of Mity-Lite tables being used at City Hall. Mr. Banziruk recommended that the Coe Memorial Park Advisory Committee send a memo of some sort thru the Mayor's office to the Parks and Recreation Commission requesting replacement of the tables with City funds. Mr. Banziruk further commented on the fact that all of the flowers had been removed from Coe Memorial Park prior to the Veteran's Day program, which he felt was an embarrassment, and that a schedule of upcoming events should have been given to the gardeners as was recommended last year.

A motion was then made by Margaret Keywan, seconded by Susan Coe Holbrook, and approved unanimously that the Park and Recreation Commission handle the replacement of the Civic Center tables.

Park Operations / Old Business

Discussion of the Superintendent's report was then held. Margaret Keywan expressed her thanks to Brett Simmons for preparing the Superintendent's report given the amount of work involved.

The Carriage House roof was then discussed. A concern was expressed regarding the Tremco service agreement which included the Carriage House and Civic Center roofs as well as how this agreement would work with the 30-year warranty in place for the Civic Center roof. During discussion of the Carriage House roof, Frank Pennington reported that he had been advised by Mr. Simmons that Tremco had quoted an estimate of \$1,800 to cover the leaks in the Carriage House roof. Following continued discussion, a motion to have repairs to the Carriage House roof repaired by Tremco for the amount of \$1,800 (written revision of proposal/estimate to be submitted) was made by Susan Coe Holbrook, seconded by Dr. Temkin, and approved unanimously.

Dr. Temkin noted that in the Trust Financial Summary estimated income section, Torrington Savings Bank has shown a higher figure than Jerry Rollett's estimate. He commented that this was probably due to the fact that Mr. Rollett had not estimated any money for the 4th quarter.

Dr. Temkin commented that the Parks and Recreation Commission has stated that the fall garden plans submitted by Still River Gardens were within the contract; however, he noted that the Contract stated that meetings were to be held and then the plans drawn up, with the Superintendent having the final say. Dr. Temkin also suggested that future contracts spell out that the color plans be presented to the group for review. It was noted that the Coe Memorial Park Advisory Committee did not agree with the Commission and wanted a more detailed plan.

No contract has been received from Mike Zaharek as yet.

With regard to the painting of the Carriage House, this will be addressed in the spring.

A draft of the proposed Mission Statement and By-Laws as prepared by Susan Coe-Holbrook, Margaret Keywan, and Mark McEachern was presented for review. The topic of Committee member appointments was discussed, and it was agreed that the present Committee members serve for two years until December 31, 2012 with term limits enacted after that. It was suggested that this draft document be presented to the Mayor for his input and that the Committee members review the duties.

Discussion was held relative to the Committee's inability to discuss Phase II with the architect, Ferrero-Hixon, as a result of a directive by Jerry Rollett. A concern was voiced regarding the availability of funds which might be needed for consulting with the architect. Following discussion, a motion was made by Margaret Keywan to ask the Mayor for permission to meet with the architect. This motion was seconded by Susan Coe-Holbrook and approved unanimously.

New Business

A motion to officially name the Committee the "Coe Memorial Park Committee" was made by Dr. Temkin, seconded by Mary Zbell, and approved unanimously.

A motion was then made by Susan Coe-Holbrook to nominate and formally recommend to the Mayor that Mark McEachern be a new Committee member and in the interim, serve as an ex-officio member with voting ability until his official appointment. This motion was seconded by Dr. Temkin and approved unanimously.

Following a discussion regarding future meetings, Susan Coe-Holbrook made a motion that Margaret Keywan contact Carol Anderson regarding the Chamber's availability for November 29 or November 30 for a special meeting on the Mission Statement and By-Laws. This motion was seconded by Mary Zbell and approved unanimously. A motion was then made by Susan Coe-Holbrook that Margaret Keywan contact Carol Anderson regarding Chamber availability for regular meetings for 2011. This was seconded by Mary Zbell and approved unanimously.

Other Business

It was suggested that public comments be allowed following discussion of the agenda in the Other Business portion of the meeting. Following discussion, a motion was made by Mary Zbell to add a public comments section at the conclusion of the meeting for discussion of agenda business only. This motion was seconded by Susan Coe-Holbrook and approved unanimously.

Adjournment

On a motion by Susan Coe-Holbrook, with a second by Margaret Keywan, the Committee voted unanimously to adjourn their meeting at 5:58 p.m.

Respectfully submitted,

Lynn Rategan
Parks Department Secretary