

Coe Memorial Park Committee
Minutes
November 21, 2012

Mission Statement

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

Present: **Coe Memorial Park Members:** Chairman Susan Coe Holbrook, Dr. Isadore Temkin, Lori Chiron, Mary Zbell, Marc Trivella and Margaret Keywan

Absent: Mark McEachern

Others Attending: Nancy Holbrook and Frank Pennington

Chairman Susan Coe Holbrook opened the meeting at 5:06 p.m.

A **Motion** was made by Mary Zbell to accept the minutes of the October 17, 2012 meeting. This was seconded by Dr Isadore Temkin and passed unanimously.

In reply to the Commission's responses and to clarify his Motion from October, 2012, **A Motion** was made by Marc Trivella that any damages incurred by any contracted agents must be returned to the original condition, seconded by Dr. Isadore Temkin and passed unanimously.

Park Operations

Superintendent Brett Simmons announced that the Coe Memorial Park Horticultural Review Committee will meet Thursday December 6, 2012, at 4:00 p.m. in Room 215 at City Hall. It was agreed upon by the Coe Memorial Park Committee that the contractor should not be present during this review.

- **Master Plan:** Finalization by Fuss & O'Neill

- **Zaharek:** Spruce tree removed
Remaining work on PO to be completed
Install new chestnut & elm trees
Treatment of Copper beech

- **Still River Gardens:** No reports...no receipts

- **Civic Center:** General maintenance
- **Grounds:** General Maintenance
- **Other:** Fleur-De Lis installed
New spruce tree being decorated
Proposal for floor covering in Civic Center office and store room

Chairman Holbrook stated that there had been no offerings or resolutions regarding the CL&P billing only the comparative documents from Alice Proulx dating back to 2000. A request has been sent to the finance dept. asking for one year's worth of electric bills for the Fuessenich Park, including service/supplier charges for a comparison in an effort to come up with a bottom line.

A discussion regarding the excess lights ordered (approx. \$3,700) and those removed from the larger holiday tree was a topic of discussion. The Chairman would discuss this item with the Superintendent.

A discussion relating the inequities regarding Park & Recreation Commission procedures renting the Coe Memorial Civic Center was held. Some non-profits are charged fees and others are not. The City Fire and Police Departments pay nothing for the use of the Civic Center and yet Drakeville Volunteer Fire Department was charged and paid a rental fee of **\$300.00**.

A Motion was made by Margaret Keywan to refund the Drakeville Fire Department the rental fee as soon as possible. This was seconded by Lori Chiron and passed unanimously. (Drakeville Fire Chief Michael MacCalous has been contacted in this regard)

A Motion was made by Margaret Keywan for the reimbursement of the 11 Mity-Lite Tables that should be included in the Park & Recreation **2013-2014 budget as it was not included in the 2012-2013 budget even though this item has been brought up on several occasions. This was seconded by Mary Zbell and passed unanimously.**

The meeting calendar for 2013 was submitted by City Clerk's Office. **A Motion** was made to accept the proposed dates by Margaret Keywan, seconded by Marc Trivella and passed unanimously.

In the year end (June 30, 2012) financial analysis four rugs from Santoro's are being picked up and replaced by-weekly. Upon investigation, there are only two (2) rugs that should be charged to the Coe Trust. Chairman Holbrook will speak to Mr. Santoro and Superintendent Simmons in this regard

A proposal was submitted by Superintendent Simmons for new carpeting by Carl's Carpet for the Coe Civic Center offices and store room, totaling \$1814.37. **A discussion involving the practicality of carpet in a store room ensued, including a close inspection of the carpeting in question and input from Frank Waldron. A Motion was made by Margaret Keywan and seconded by Lori Chiron and this idea was Unanimously Rejected.**

A Motion was made by Marc Trivella to have Superintendent Simmons gather estimates for replacement tile or the like (linoleum) for the office and the store room. The Motion was seconded by Lori Chiron and passed unanimously.

A Motion was made by Marc Trivella to have Superintendent Simmons research the purchase of a **new vacuum with power nozzle** to clean the rugs in the Civic Center. This Motion was seconded by Mary Zbell and passed unanimously.

A Motion was made by Marc Trivella to have Superintendent Simmons research the purchase of a new **floor washer/polisher** for the floors of the Civic Center. This Motion was seconded by Mary Zbell and passed unanimously.

It was noted by Margaret Keywan that there was a charge last year for **road salt** for Coe Memorial Park. **COE MEMORIAL PARK is an ORGANIC PARK with NO Chemicals ever to be used upon the grounds. Alternatives are to be used on the sidewalks and lawn areas.**

A Motion RESTATED Not to use any chemicals at all in Coe Memorial Park was made by Margaret Keywan and Seconded by Marc Trivella. The Motion passed unanimously.

A Motion by Lori Chiron at 6:20 p.m. to adjourn. This Motion was seconded by Marc Trivella and passed unanimously.

The next meeting will be held at the Civic Center on December 19, 2012 at 5 p.m.

Respectfully Submitted,

Margaret K Keywan

Secretary