

# City Of Torrington

Torrington Parks and Recreation  
153 South Main Street  
Torrington, CT 06790



Tel: (860) 489-2274  
Fax: (860) 489-2588  
[www.torringtonct.org](http://www.torringtonct.org)

## Coe Memorial Park Committee Meeting Motion Form

<b>Meeting Date:</b>	June 20, 2012	<b>Chairperson:</b>	Susan Coe Holbrook
<b>Meeting Location:</b>	City Hall Auditorium	<b>Recorder:</b>	Margaret Keywan
<b>Meeting – Start Time:</b>		<b>Meeting – End Time:</b>	
<i>*Please attach Meeting Agenda for reference.</i>			

<b>Meeting Attendance:</b>	
Susan Coe Holbrook	Mary Zbell
Mark McEachern	Dr. Isadore Temkin
Margaret Keywan	
<b>Absent: Marc Trivella</b>	

<b>Motion:</b>	<b>2nd By:</b>	<b># In Favor</b>	<b># Opposed</b>	<b># Abstain</b>	<b>Action - Commission Response</b>
<b>Motion By</b> – Margaret Keywan to accept the Minutes of the May 16, 2012 Meeting and the May 30, 2012 Joint Meeting with the Park and Rec. Commission.	Mary Zbell	5	0	0	So Noted.
<b>Motion By</b> – Mary Zbell NOT to purchase any net chairs for the civic center.	Margaret Keywan	5	0	0	There are an inadequate number of chairs at the Civic Center to accommodate certain events. The Parks and Recreation Commission approved authorizing purchasing additional chairs annually. The number of chairs to purchase is TBD, upon further analysis.
<b>Motion By</b> – Margaret Keywan for the Park and Rec. Commission/department to reimburse the Coe Godfrey Trust Fun for 11 Mity-Lite tables. This item was to be included in P&R budget of 2012-2013	Mary Zbell	5	0	0	Funds to purchase additional tables were not included in the FY 12/13 budget.
<b>Motion By</b> – Susan Coe Holbrook to schedule a meeting with the P&R Commission for the third week of July to discuss tree lighting in the park.	Dr. Temkin	5	0	0	Joint meeting with Coe Memorial Park Committee to be set up on July 18 <sup>th</sup> at 5:00 PM.

*.....Explore the possibilities*

<b><u>Motion By</u></b> – Dr. Temkin to have the City promote a Request for Proposal for Coe Memorial Park Gardening Contract.	Mark McEachern	5	0	0	A Request for Qualifications will be coordinated by the Superintendent of Parks and Recreation and Purchasing Agent this fall. A timeline for the RFQ has not been determined.
<b><u>Motion By</u></b> – Margaret Keywan to have the Coe Memorial Park Committee represented at all meetings that pertain to Coe Memorial Park. On March 14, 2012 a meeting was held with Still River Gardens. In attendance was Lorie & Jeremy Stickney, Brett Simmons, Fran Ducotey and Mike Zaharek. <b>There was no representative from the Coe Memorial Park Committee.</b>	Dr. Temkin	5	0	0	P&R Commission Sub-Committee met to determine next steps. As a result of this meeting, a workshop was scheduled to review the landscape plan.
<b><u>Motion By</u></b> – Susan Coe Holbrook to move the Committee meetings back to the Civic Center	Dr. Temkin	5	0	0	Need more information to determine feasibility, including staffing and recording. Note: A decision was later determined to allow the proposed request, as a result of further details being provided.
<b><u>Motion By</u></b> – Susan Coe Holbrook that some sort of presentation be made for the Footprint plaques once they are in. Dr. Temkin added to the Motion that Susan Coe Holbrook and Mark McEachern should plan and prepare the presentation.	Margaret Keywan	5	0	0	So Noted.
<b><u>Motion By</u></b> –					

.....*Explore the possibilities*