

*Coe Memorial Park Committee
Minutes
December 19, 2012*

Mission Statement *To create within the down town 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, Mark McEachern, Mary Zbell, and Margaret Keywan

Also Present: Superintendent Brett Simmons, Parks & Recreation Chairman Patricia Fairchild, Commissioner Jerry Carbone

Absent: Marc Trivella

Chairman Susan Coe Holbrook opened the meeting at 5:05 pm

A Motion was made by Mary Zbell to accept the minutes of the November 21,2012, meeting, seconded by Lori Chiron and passed with one abstention, Mark McEachern, who was absent from that meeting.

Packets were handed out by Chairman Holbrook as they were late in e-mail distribution.

A Motion was made by Margaret Keywan and seconded by Dr Isadore Temkin to rearrange the format in order to accommodate the guests from Park & Recreation.

Discussions ensued in regard to Drakeville Fire Department, chairs, tables & rental procedures. The placement of the original park bluestone, hours spent by Park & Recreation employees, usage of red and bold print, the Carriage House & Civic Center building for storage and events was elaborated upon. The permanent table motion shall remain.

Park Operations

Master Plan	On-going
Zaharek	New elm & chestnut trees planted
Still River Gardens	4 th quarter reports sent via e-mail on 12/3/12 Fall & winter receipts sent via e-mail on 12/14/12 Winterization completed Horticultural Review Committee recommended extension of Still River Garden contract for one final year. Undated Letter of intent attached.
Civic Center	Maintenance on-going
Grounds	Maintenance on-going All tree lights installed for November 23, 2012 lighting
CL&P -	Money owed to the Trust according to Park & Recreation accounting figures dating back to year 2000 is \$9,892.81 Proposal to be repaid in <u>5</u> years. Breakdown attached.

A Motion was made by Mary Zbell and seconded Lori Chiron to table the CL&P proposal until the Trustee has an opportunity to review this with the repayment being made during a maximum of 3 years. The motion passed unanimously.

A Motion was made by Lori Chiron and seconded by Margaret Keywan to adjourn the meeting at 6:35 pm. The motion passed unanimously.

The next meeting will be held at the Civic Center at 5pm on January 16, 2013.

Respectfully Submitted,
Margaret K Keywan
Secretary