

Minutes  
Coe Memorial Park Subcommittee  
September 3, 2008

**Mission Statement**

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

**Present**

Parks & Recreation Director Brett Simmons  
Parks & Recreation Chairperson Patricia Fairchild  
Coe Memorial Park Subcommittee Chairman Fran Ducotey  
Coe Memorial Park Subcommittee Members: Susan Coe Holbrook, Margaret Keywan, Frank Pennington, Dr. Isadore Temkin, Marc Trivella, Mary Zbell.

**Absent**

Coe Memorial Park Subcommittee Member Emeritus Robert Driscoll

Parks & Recreation Chairperson Patricia Fairchild opened the meeting at 5:20 p.m.

A motion was made by Susan Coe Holbrook & seconded by Marc Trivella to accept the Minutes of the August 6, 2008 meeting; the motion passed unanimously.

Director Brett Simmons reported that the Vietnam fountain was again working. The cause of the interruption was eventually found out to be a burned out motor. This motor was purchased 14 months ago & the warrantee had run out at 12 months. Initially the problem was thought to be the starter but then it was determined that it was the motor also. The price for this work was around \$1,000 for rebuilding and an additional \$3500 for a new motor; for a total of approximately \$4500.

Frank Pennington inquired why another company wasn't used and what cylinders were burned out. In recent years 3 motors have been purchased. Director Simmons replied that he had no knowledge of the prior administration's purchases and that now Torrington Water Pollution Authority & West State Mechanical would check out the pump. Dr. Isadore Temkin suggested that once there was a build up of monies that perhaps a spare motor might be purchased to have on hand.

Marc Trivella inquired if there was an extended warrantee or service plan or insurance coverage as in residential appliances. Director Simmons replied that there was none of that sort of thing in the commercial venue.

Director Simmons related that soil analysis & tree assessment should be done. Margaret Keywan recommended that the US government has a program of moderate cost that assesses trees especially of historic nature.

Mary Zbell noted that she would like to see each tree tagged for identification. As this would be a difficult task, Marc Trivella will contact someone at the Institute of Living to inquire about their recent grounds brochure that identifies trees & shrubs & report back at the next meeting.

Frank Pennington inquired if the holiday tree had been inspected as requested at the past meeting, as there was a problem with the snowflake & dark spots on the tree. Director Simmons reported that it had not been done due to other pressing problems.

Susan Coe Holbrook inquired where was the Income & Expense Report – the Subcommittee was to receive monthly income and expense reports as well as the itemized distribution received by the City. These reports were to be handed out at the July and August meetings as promised by Jerry Rollett. Also, Ms Holbrook stated that she had been receiving the monthly as well as the annual reports for twelve years and was suddenly denied

these reports by Mr. Rollet. What was the reason for this? Ms. Holbrook stated she asked for the annual print out of income and expenses from 7/01/07 through 6/30/08. She added that this request was as a family member and not as a Subcommittee member. Chairperson Ducotey will look into this matter & report back.

Margaret Keywan inquired about the Civic Center Rental Income Report & record of Trust Deposits. Also requested was a monthly updated rental report (calendar). Ms Keywan stated Lynn Rategan was supposed to have report in place last Fall (2007). Director Simmons stated that this was not the case & a new system was being devised. He will report back as soon as possible.

Dr. Isadore Temkin explained that there is plenty of money in the Coe Godfrey Trust account. At 3% interest, the Trust doubles every 26 years or less. The problem is that no one understands the Trust. Therefore, he recommended that a meeting be set up for the Park & Recreation Commissioners and the Coe Memorial Subcommittee with an independent party that knows & understands the workings of the trust. The suggestion was greatly received and Dr. Temkin will report at the next meeting or sooner in this regard.

Susan Coe Holbrook inquired if the BENCO roof contract had been found as she had been asking for this for **Five (5)** months. She also inquired why we were paying all these costs to BENCO when there was a 15-year warranty. No answer. Ms Holbrook also noted that once again in the men's room of the Civic Center the newly replaced ceiling tiles are stained due to leakage.

Coe Memorial Park Chairman Fran Ducotey reported that Zaharek Tree Service had called four times in regard to the grinding of the tree stump with no reply from the former Parks Director. The price of the tree removal did not include the stump grinding. The cost for the service is \$600. Chairman Ducotey recommended that a regrading & reseeding be done to that area near to the dance floor. Margaret Keywan inquired if this could be done for \$1000 & Chairman Ducotey replied that it could. **Ms Keywan made a motion to grind the stump, re-grade & re-seed the area for a cost of up to \$1000. The motion was seconded by Mary Zbell and passed unanimously.**

The motion to approve the Coe Memorial Park Rules & Regulations signage with the correction "**Coe Memorial Park Rules & Regulations**" was made by Susan Coe Holbrook & seconded by Margaret Keywan. The motion passed unanimously.

A motion was made by Frank Pennington & seconded by Mary Zbell to adjourn the meeting. This passed unanimously.

The next meeting will be held 5:15pm October 1, 2008 at the Armory

Respectfully Submitted

*Margaret K Keywan*

Recording Secretary