

Expense Budget Worksheet Report

Budget Year 2019

Account	Account Description	2018 Adopted Budget	2019 Level 6
Fund 0040 - Coe Godfrey Fund			
Department 8886 - Non Dept.			
Payroll			
5105.0000	Part Time	10,000.00	10,000.00
	Budget Transactions		
Level 6	Level 6		
	Transaction		
	Part Time - Building Attendant		
	Number of Units	1.0000	
	Cost Per Unit	10,000.00	
	Total Amount		10,000.00
	Level 6 Totals		\$10,000.00
5173.0000	Emp FICA	765.00	765.00
	Budget Transactions		
Level 6	Level 6		
	Transaction		
	FICA - Part Time Staff		
	Number of Units	1.0000	
	Cost Per Unit	765.00	
	Total Amount		765.00
	Level 6 Totals		\$765.00
	Payroll Totals	\$10,765.00	\$10,765.00
5199.0000	Contract Services	99,133.00	99,633.00
	Budget Transactions		
Level 6	Level 6		
	Transaction		
	Garden Care and Maintenance - Still River Gardens		
	Number of Units	1.0000	
	Cost Per Unit	84,608.00	
	Total Amount		84,608.00
	Irrigation Maintenance - Artistic Irrigation		
	Number of Units	1.0000	
	Cost Per Unit	6,025.00	
	Total Amount		6,025.00
	Irrigation Materials - Artistic Irrigation		
	Number of Units	1.0000	
	Cost Per Unit	1,000.00	
	Total Amount		1,000.00
	Tree Care and Maintenance - Zaharek's Landscaping		
	Number of Units	1.0000	
	Cost Per Unit	8,000.00	
	Total Amount		8,000.00
	Level 6 Totals		\$99,633.00
5225.0000	Electric	26,000.00	28,080.00
	Budget Transactions		
Level 6	Level 6		
	Transaction		
	Electric service fees for buildings and grounds		
	Number of Units	1.0000	
	Cost Per Unit	28,080.00	
	Total Amount		28,080.00
	Level 6 Totals		\$28,080.00
5238.0000	Fuel	9,000.00	8,500.00
	Budget Transactions		
Level 6	Level 6		
	Transaction		
	Heating Fuel for Civic Center		
	Number of Units	1.0000	
	Cost Per Unit	8,500.00	
	Total Amount		8,500.00
	Level 6 Totals		\$8,500.00

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TOWN OF COE GODFREY



Expense Budget Worksheet Report

Budget Year 2019

Account	Account Description	2018 Adopted Budget	2019 Level 6
Fund 0040 - Coe Godfrey Fund			
Department 8888 - Non Dept.			
Other Expenses			
5245.0000	Building Maintenance	9,000.00	9,000.00
	Budget Transactions		
Level 6	Transaction		
	Maintenance and Repairs to Buildings Systems		
	Number of Units	1.0000	
	Cost Per Unit	9,000.00	
	Total Amount		9,000.00
	Level 6 Totals		\$9,000.00
5245.0010	Building Supplies	1,200.00	1,200.00
	Budget Transactions		
Level 6	Transaction		
	Cleaning Supplies, Building Maintenance Supplies, etc.		
	Number of Units	1.0000	
	Cost Per Unit	1,200.00	
	Total Amount		1,200.00
	Level 6 Totals		\$1,200.00
5300.0000	Water	15,500.00	15,500.00
	Budget Transactions		
Level 6	Transaction		
	Water Supply for building and grounds, including irrigation		
	Number of Units	1.0000	
	Cost Per Unit	15,500.00	
	Total Amount		15,500.00
	Level 6 Totals		\$15,500.00
5309.0001	Grounds Maintenance	7,500.00	7,500.00
	Budget Transactions		
Level 6	Transaction		
	Materials for grounds maintenance		
	Number of Units	1.0000	
	Cost Per Unit	7,500.00	
	Total Amount		7,500.00
	Level 6 Totals		\$7,500.00
5309.0002	Grounds Repairs	1,500.00	1,500.00
	Budget Transactions		
Level 6	Transaction		
	Grounds Maintenance and Repairs		
	Number of Units	1.0000	
	Cost Per Unit	1,500.00	
	Total Amount		1,500.00
	Level 6 Totals		\$1,500.00
5309.0003	Grounds Supplies	1,000.00	1,000.00
	Budget Transactions		
Level 6	Transaction		
	Grounds Supplies		
	Number of Units	1.0000	
	Cost Per Unit	1,000.00	
	Total Amount		1,000.00
	Level 6 Totals		\$1,000.00
	Other Expenses Totals	\$169,333.00	\$171,913.00
Department 8888 - Non Dept.	Totals	\$180,098.00	\$182,678.00

Expense Budget Worksheet Report

Budget Year 2019

Account	Account Description	2018 Adopted Budget	2019 Level 6
Fund	0040 - Coe Godfrey Fund Totals	\$180,098.00	\$182,678.00
Fund	0041 - Coe Memorial-Capital		
Department	8888 - Non Dept.		
	Other Expenses		
5900.0000	Program Expenditures	50,000.00	50,000.00
	Budget Transactions		
Level	Level		
Level 6	Level 6		
	Transaction		
	Capital Projects - Master Plan Updates; Civic Center Updates.		
	Number of Units	1,0000	
	Cost Per Unit	50,000.00	
	Total Amount		50,000.00
	Level 6 Totals		\$50,000.00
	Other Expenses Totals	\$50,000.00	\$50,000.00
Department	8888 - Non Dept. Totals	\$50,000.00	\$50,000.00
Fund	0041 - Coe Memorial-Capital Totals	\$50,000.00	\$50,000.00
	Net Grand Totals	\$230,098.00	\$232,678.00



Coe Memorial Park – 2018/19 Budget

Department Description:

Department Head:

- J. Brett Simmons

Full Time Staff:

- Parks and Recreation Staff – maintenance and facility scheduling

Part Time Staff:

- Frank Waldron

Other Staff:

- Contractors – Tree Work, Gardens, Irrigation

Mission Statement:

To enhance the quality of life for all Torrington Residents

- Offer a diverse cultural community and special event activities for the community.
- Offer a full array of informational services of all leisure activities and organizations.
- Provide professional leisure department assistance to all community groups.
- Provide quality leisure opportunities in a safe and healthy atmosphere.
- Provide a well maintained park system and recreational facilities.
- Provide a comprehensive Master Plan for future park development.
- Preserve open space for future generations.
- Impact the quality of life in a positive way.

What We Do and Who We Serve:

Coe Memorial Park and the Coe Memorial Park Civic Center are located in the heart of downtown Torrington. Coe Memorial Park is the site of Summer Concerts-on-the Green and many special events throughout the year.

The Coe Property was gifted to the town by Edward Turner Coe, Ella Seymour Coe, and Adelaide Eliza Coe-Godfrey in 1906 as a memorial to their parents: Lyman Wetmore Coe, President of Coe Brass Company, and his wife Eliza Seymour Coe, whose home had been on the

property. Coe Memorial Park was designed by James Scott in 1907-1908. Scott is also responsible for Keney Park in Hartford.

Coe Memorial Park was renovated in 2004 as the Phase I of the Master Plan. These renovations included new sidewalks and paths, site lighting, improvements to memorials and monuments, tree plantings, and other landscape improvements. Phase II renovations were completed in 2013 which included improvements near the entrance in front of the Carriage House. The work that was completed during this phase included electrical upgrades and the installation of a new paver parking lot, in addition to new concrete sidewalks, gardens, tree plantings, and site lighting. The Carriage House has had several phases of restoration work done including; the installation of a new roof, carpentry repairs, painting the entire exterior of the building, complete restoration of several doors, installation of gutters in the front of the building, and design and fabrication of two replica cupolas.

The grounds and building at Coe Memorial Park are maintained and staffed by the Parks and Recreation Department. The Coe Memorial Park Committee works collaboratively with the Parks and Recreation Commission, offering advice and recommendations on resources, policies, and planning, useful to the successful development and maintenance of Coe Memorial Park.

Coe Memorial Park Features:

- Civic Center
- Carriage House
- Water Fountain
- Memorials and Monuments
- Gardens
- Walkways

Goals for 2018/19:

- Continue to work on the beautification and maintenance of the gardens at Coe Memorial Park.
- Continue to work on updating and administering tree management program.
- Continue to host special events that have been successful in the park such as the Summer Concert Series.
- Complete repairs to Civic Center – repair/replace several doors and paint ceilings outside – stage and overhang along the side entrance.
- Continue to work with the Torrington Police Department and their Community Policing Unit at Coe Memorial Park.
- Work with the Coe Memorial Park Committee and the Parks and Recreation to complete a Master Plan for additional work to be done in the park.

		40/41		Updated: 1/29/2018	
COE TRUST					
BUDGET YEAR 2018/19					
Account Name/Description	2018/19 Proposed Budget	2018/19 40-Operating Budget	2017/18 Adopted Budget	2017/18 Adopted Budget	2017/18 Details
5105 PART TIME				\$ 10,000.00	0%
Cost of staff for events, facility use, and cleaning.					
5753 EMPLOYEE FICA @ 7.65%				\$ 765.00	0%
CONTRACTUAL SERVICES					
Garden Care and Maintenance - Still River Gardens				\$ 99,133.00	1%
Irrigation Maintenance - Artistic Irrigation					
Irrigation Materials - Artistic Irrigation					
Tree Care and Maintenance - Zaharek's Landscaping					
Capital Budget				\$ 50,000.00	0%
Construction - Building Repairs Civic Center Painting, Replace/Repair Doors, etc.					
5225.0000 ELECTRIC				\$ 26,000.00	8%
Electric service fees for buildings and grounds.					Increased by 8% based on projections - Electric Supply Contract Expires 12/31/18.
5238 HEATING FUEL				\$ 9,000.00	-6%
Heating Fuel for Civic Center					
5245.0000 BUILDING MAINTENANCE				\$ 9,000.00	0%

		2018-19 Proposed Budget	2017-18 Adopted Budget	2016-17 Adopted Budget	
Maintenance and Repairs to Buildings Systems - Electrical, Plumbing, HVAC; Building Repairs/Improvements; Maintained to Fire Suppression System; Maintenance/Monitoring Fire/Security System, etc.					
5245.0009 BUILDING REPAIRS		\$ -	\$ -	0%	
5245.0010 BUILDING SUPPLIES		\$ 1,200.00	\$ -	0%	
Cleaning Supplies, Building Maintenance Supplies, etc.					
5279.0000 REPAIRS OUTSIDE		\$ -	\$ -	0%	
5295 TELEPHONES		\$ -	\$ -	0%	
5300 WATER		\$ 15,000.00	\$ 500.00	3%	
Water supply for building and grounds, including irrigation.					
5309.0001 GROUNDS MAINTENANCE		\$ 7,500.00	\$ -	0%	
Materials for grounds maintenance including parking lot and sidewalks and turf care.					
5309.0002 GROUNDS REPAIRS		\$ 1,500.00	\$ -	0%	
Maintenance and repairs to outside plumbing, electrical, irrigation - repairs parts - Artistic Irrigation, etc.					
5309.0003 GROUNDS SUPPLIES		\$ 1,000.00	\$ -	0%	
Winter Maintenance Supplies, Lighting Supplies, Painting Supplies, Signage, etc.					
5400.0000 PROGRAMS - COMMUNITY		\$ -	\$ -	0%	
Fund(0040) Operating		\$ 19,750.00	\$ 16,000.00	1%	
Fund(0041) Capital		\$ 50,000.00	\$ 50,000.00	0%	
		2018-19 Proposed Budget	2017-18 Adopted Budget	2016-17 Adopted Budget	

- Programs - (Updates)	Annual Easter Egg Hunt will be on March 24, 2018 at 11:00 AM at the Torrington High School Turf Field. Rain date is March 25, 2018. Kid Rock starting March 3, 2018 12:00 PM at Coe Park Civic Center. Safe Boating Classes will be held April 10, 12, and 17, 2018. 2018 Spring/Summer Brochures are almost finished. Pool prices will stay the same. The Summer Playground Program will increase \$5.00 a week for Torrington Residents and \$10.00 a week for Non-Residents. The Commission reviewed the donations for Christmas Village and discussed a possible fundraiser this summer.
- Sports (Updates)	Softball registration forms are available. The fees went up \$10.00. A Division is open to out of town teams.
- Capital / Budget	The Commission reviewed the 2018-2019 Budget. A motion to approve the Parks Budget and the Recreation Budget by Fran Ducotey and 2 nd by Jim Pescatore. Approved unanimously.
- Facility Operations (Updates)	
- Coe Memorial Park (Updates)	No January 17, 2018 Meeting. The Commission discussed the Coe Memorial Park Budget. A motion to approve the budget by Fran Ducotey and 2 nd by Mike Fritch. Approved unanimously.
- Coe Memorial Park (Meeting Motions)	
OLD BUSINESS:	Nothing
NEW BUSINESS:	Nothing
OTHER BUSINESS:	Nothing
ADJOURNMENT:	Motion By: Jim Pescatore Second By: Mike Fritch Time: 5:36 PM
MINUTES SUBMITTED BY:	Jim Pescatore