

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

**Coe Memorial Park Committee Minutes
September 19, 2018**

The meeting was called to order at 5:02 PM by Marc Trivella, Chairman. In attendance were Marc Trivella, Lori Chiron, Kathy Renzullo, Mary Zbell and Judy Addazio. Mark McEachern was absent.

Following review of the Committee Discussion in the previous minutes to clarify that it was the TPD substation door, not the Civic Center door, that was open and unoccupied both inside and out, the minutes of August 15 were approved on a motion made by Mary Zbell and seconded by Kathy Renzullo.

Old Business

A formal request will be submitted via a Motion Form regarding the motion made at the August meeting to request more information on TPD payments to the Coe Memorial Park operating account and to request that TPD rental payments be added to the Fund 40 budget report as a line item.

Marc Trivella will look for period appropriate frames for the Coe family portraits and will send a text of options to Committee members. He will also determine the appropriate size of the portraits.

Marc spoke with John Ciesco – the cleaning and polishing of the bronze boulder plaque is moving forward. The bronze artisan noted that the pitting of the plaque is a product of its original casting.

Marc asked Committee members for suggestions regarding a signage policy for the park.

A motion was made by Mary Zbell and seconded by Lori Chiron to purchase two four-drawer locking file cabinets along with hanging file folders and manila folders to store records that had been maintained by Margaret Keywan since the inception of the Committee. The cabinet will be housed at the Civic Center.

New Business

The Committee discussed Brett's email to Marc regarding the contract with Still River Gardens and agreed to a one-year extension of the current contract. Mary Zbell made a motion which was seconded by Lori Chiron to suggest that the RFP process be moved to no later than May next year.

The meeting was adjourned at 6:17 PM on a motion by Judy Addazio, seconded by Lori Chiron.

Respectfully Submitted,
Judy Addazio
Recording Secretary