



**Haddam Park & Recreation Commission  
Town of Haddam  
30 Field Park Drive  
Haddam, CT 06438**

**Haddam Park & Recreation Commission  
Regular Meeting  
Thursday, December 14, 2023  
7:30 PM  
Minutes**

***Approved as printed at the January 11, 2024 Meeting***

Haddam Parks & Recreation Commission  
December 14, 2023 at 7:30 PM Eastern Time (US and Canada)

Join Zoom Meeting:

<https://us06web.zoom.us/j/88054791649?pwd=S3gyWUU5K1czWEhPYod6ZFpQZUhxZz09>

Meeting ID: 880 5479 1649, Passcode: 116528

One tap mobile: +19292056099, 88054791649#, \*116528# US (NY), +16465189805, 88054791649#, \*116528# US (NY)

In Attendance: Acting Chairman David Law, Commissioner Peter Christopher, Commissioner Emily Kyle, and Commissioner Jason Lonergan (remotely)

Not in attendance: Commissioner Jason Waterbury

Staff in attendance: Barbara Galloway, Recording Clerk

1. Call to Order  
Acting Chairman Law called the Meeting to order at 7:35:38 PM.
2. Commission Information Discussion  
The commissioners decided no discussion on this topic is warranted especially since the full membership is not in attendance.
3. Approval of the Minutes of the November 9, 2023 Meeting  
**Commissioner Christopher made the Motion seconded by Commissioner Kyle to approve as presented the Minutes of the November 9, 2023 Meeting. The Motion was approved by all present.**
4. Public Inquiry & Comment (a three-minute limit per speaker)  
There were no members of the public in attendance at this Meeting.
5. General Review of both presented current budget financial reports (11/2023)  
Acting Chairman Law stated that it appears the current budget to date is being depleted as planned and expected.  
Commissioner Kyle said she will contact former Chairman O'Neal re: obtaining access to the purchase orders that the former chairman had opened for the current year's Sanitation budgets prior to her departure from the commission.
6. 2024-2025 Budget – Any new information/Status  
Acting Chairman Law had previously emailed to the other commissioners a copy of the 2024-2025 proposed budget request forms that he had emailed to the Town. All present agreed that their request looks reasonable and more “in line” with the work required to maintain the properties for which they are responsible than budget requests in previous years had been.

The commissioners noted that they are recognizing that the request for larger funding amounts may have to be considered for future budgets to ensure they have budgeted to be able to properly address all the property needs in the commission's care. Acting Chairman Law said that he expects that he will be called in to speak with the Board of Selectmen and/or the Board of Finance to explain the additional requested funds in the 2024-2025 budget. He said that he will notify the other commissioners when he has more information about such meetings with the two boards.

7. Plan of Conservation & Development (POCD) Implementation Plan – updates

Commissioner Lonergan reported that he had received no further communications from this committee, and believes there are several options for the commission to address items on the action list he had received months ago, but that more information from the Town re: currently planned Town activities in Higganum Center would be necessary to give the committee a useful report.

8. Unfinished Business

A. *Great Hills Fields*

i. *Playscape*

a. *Proposed Public Fall clean up – update*

There was no new information on the planned cleanup of the playscape area by town volunteers that the group planned for late November.

- b. *Innovative Playgrounds estimate for suggested work on 2023 Inspection Report* Acting Chairman Law had previously emailed the commissioners the estimate he had requested and received for the parts Innovative Playgrounds, Inc. had noted were required to (further) update the equipment in the vendor's investigation following its October 2023 repair work required from the previous year's investigation report. The estimate had noted that the parts were easily installed with ordinary tools and the commission could have a vendor or another handy person install them and save the company's labor expenses. Since the commissioners agreed the parts estimate is reasonable, Acting Chairman Law will order the parts and the commission will store them for the winter and arrange to have them installed in the Spring.

ii. *Gate Locks Replacement – update*

Commissioner Christopher stated that he continues to work on obtaining the required locks.

iii. *Circumference Walk Renovation/Extension Plans – update*

Acting Chairman Law suggested that this concern wait until Spring. He said the commission could obtain a layout map from the Land Use Office to get a feel for the property and the walking path on it. Acting Chairman Law said he believes they can design a landscaping plan to define/create a walking trail. The commissioners offered various options for setting up an extended path to make the park more user-friendly. Acting Chairman Law noted that once the path has been set up, the commission could set up some doggie poop bag dispensers along the walkway to make the area more dog- and human-friendly, as well as other ideas for consideration.

iv. *Entry Sign Order & Installation Status*

During the meeting, Commissioner Kyle contacted former Chairman O'Neal to find out the status of the entry signs order for this property and the Brickyard. Chairman O'Neal sent her the name of the sign company (Sign Mart) and the \$1,640.00 estimate for the two signs and the posts for both parks, as well as for the involved installation costs. Chairman O'Neal had not ordered the signs before she left. Commissioner Kyle will contact the sign

company and get more information and order the signs. The estimate calls for half of the cost to be paid as a down payment at the time of the order.  
[See Motion below]

*B. Brickyard Field*

i. Entry Sign Order & Installation Status

During the meeting, Commissioner Kyle contacted former Chairman O'Neal to find out the status of the entry signs order for this property and Great Hills. Chairman O'Neal sent her the name of the sign company (Sign Mart) and the \$1,640.00 estimate for the two signs and the posts for both parks, as well as for the installation costs. Chairman O'Neal had not ordered the signs before she left. Commissioner Kyle will contact the sign company and get more information and order the signs. The estimate calls for half of the cost to be paid as a down payment at the time of ordering.  
[See Motion below]

ii. Any Additional Activities

Commissioner Christopher said that he still intends to lock the front gate of the Brickyard Field property for the winter months, though the decision will be revisited if the winter weather appears to be very mild. The concern is not residents walking around the property or playing catch there, but that residents bring their dogs and allow them to run on the ballfield, digging holes in the surface, and relieving themselves. The owners do not clean up after their pets. The property is not set up to be used as a dog park.

*C. HES property, Higganum Cove, Scovil, etc. - new actions*

Acting Chairman Law expressed concern about the plans for various previously discussed Higganum properties. Information on the town's related Face Book pages reflects similar worries. Acting Chairman Law usually attends the Economic Development Commission meetings (he is also a member of that commission) at which many of these topics are discussed and their status updated, but he had not been able to attend the past two monthly meetings for the newest information from the Town.

9. New Business

*A. Additions to the ongoing list of parks/recreation sites*

No new sites are considered until the HES plan becomes clearer.

*B. Any new property issues*

No new property issues were introduced or discussed at this Meeting.

*C. New bills/purchase orders/motions*

New Bills/Purchase Orders - Acting Chairman Law reported that he had received the bills from Anderson for the work on the fields he has now completed and has approved payment from the Field Maintenance line.

**Motions – Commissioner Kyle made the Motion seconded by Commissioner Christopher to approve the payment of up to \$2,000 for two park entry signs to be built and installed and paid from the Programs budget line. The Motion was approved unanimously.**

*D. Any other introduced new business*

No new business was introduced or discussed.

10. Correspondence

*A. Mail/Email/other social media received - None*

No mail or correspondence was received for attention.

- B. Town Officials Reports/Communications received - None*  
No Town reports or other correspondence was received for attention.

11. Adjournment

**Commissioner Christopher made the Motion seconded by Commissioner Kyle to adjourn the Meeting. The Motion was approved unanimously. The Meeting adjourned at 8:21:05 PM.**

Respectfully submitted,  
Barbara D Galloway,  
Recording Clerk