



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

**Haddam Park & Recreation Commission**  
**Regular Meeting**  
**Thursday, November 9, 2023**  
**7:30 PM**  
**Minutes**

***Approved as noticed at the December 14, 2023 Meeting***

Haddam Parks & Recreation Commission

November 9, 2023 at 7:30 PM Eastern Time (US and Canada)

Join Zoom Meeting: <https://us06web.zoom.us/j/88054791649?pwd=S3gyWUU5K1czWEsPYod6ZFpQZUhxZz09>

Meeting ID: 880 5479 1649, Passcode: 116528

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

In Attendance: Vice Chairman/Acting Chairman David Law, Commissioner Peter Christopher, Commissioner Emily Kyle, and Commissioner Jason Waterbury

Not in attendance: Commissioner Jason Lonergan

Staff in attendance: Barbara Galloway, Recording Clerk

1. Call to Order

Acting Chairman Law called the Meeting to order at 7:54PM, following several audio-video issues that had to be corrected.

2. Membership Discussion

Acting Chairman Law noted that the commission is now fully populated with the addition of Commissioner Waterbury in September. The commissioners agreed that this membership Discussion topic line should remain on the agenda basic until the group is better acquainted with the newer members and feels comfortable with each other and will hold election for new officers.

3. Approval of the Minutes of the October 26, 2023 Meeting

**Commissioner Christopher made the Motion seconded by Commissioner Waterbury to approve as printed the Minutes from the October 26, 2023 Meeting. The Motion was approved unanimously 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 (10/2023)

The commissioners discussed the previously distributed October 2023 financial reports "Adjustments to Budgeted Expenditures - General Fund, July 2023 to October 2023", dated 11/06/2023 and "Adjustments to Budgeted Expenditures – Capital Non-Recurring, July 2023 to October 2023", dated 11/06/2023.

Commissioner Christopher noted that Commissioner Loneragan told him that the fields have now been winterized with required spray treatments. All but one of the portable toilets (one will remain at Great Hills) will be picked up by the vendor this month and stored for the winter months. Pete's Waste will be picking up its dumpster at Great Hills and will store it until the commission requests its return.

The Financial Director had sent a chart of budgeted items to Acting Chairman Law and asked him to determine if any of this commission's older line items were still active. The commissioners reviewed the list. Acting Chairman Law will return the chart, noting the status of each of the commission's items.

6. 2024-2025 Budget - Discussion and Planning of Budget Request

The commissioners discussed additions that should be made to the budget lines for the 2024-2025 budget year. It was noted that funding must be added to specific department lines to address anticipated expenses in the new budget year that the commission had failed to budget for in past years. Field Maintenance, Facilities Maintenance, and Sanitation all will need to be increased to allow for inflation and additional work that should be done each year or on a rotating basis. The commissioners have come to believe that the increases reflect more reasonable expenses that will be incurred on a regular basis. The commissioners also discussed the unknowns involved with the Playscape costs due to a lack of proper timely upkeep in the past few years and bringing the area up to date for safety and utility purposes going forward. Acting Chairman Law will fill out the funding request forms and provide detailed explanations for each increased entry before filing it with the Financial Department by the end of November.

There was also a discussion about use of funds in the Capital Funding lines.

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

There had been no further communications with that committee for the implementation of parts of the Town's Plan of Conservation & Development.

8. Unfinished Business

A. Great Hills Fields

i. Playscape

a. Suggested Public Fall clean up

Acting Commissioner Law explained again that he had received communication from a resident who was planning a cleanup day at Great Hills for early November. Acting Chairman Law said that it would be a great idea to have an annual clean up at the beginning of the season and involve the townspeople in the upkeep of the public areas.

b. Innovative Playgrounds estimate for suggested work on 2023 Inspection Report

Acting Chairman Law reminded the commissioners that he had received an updated playground investigation report following the installation of the ordered parts in October. The description of the newly required work that was listed in the report was not accompanied by an estimate for the parts and installation that will be involved. He said that he had contacted Innovative Playgrounds, Inc. and requested that information and was still waiting to hear from the company. He will notify the other commissioners when he receives the estimates.

ii. Gate Locks Replacement – Update

Commissioner Christopher said he will purchase the locks required at both Great Hills and the Brickyard. There was also a discussion about keeping the entry to the parks unlocked so the public can use the complexes during the winter for playing catch, walking, etc. It was noted that people wishing to

walk their dogs must clean up after them and should never have the dogs on the playing fields. Installing signs with this information had been discussed before and was mentioned again tonight.

The commissioners said they will further discuss and make more decisions/plans regarding how much to secure the gate(s) as the winter progresses and the actual weather conditions and amount of foot traffic at the park becomes apparent.

- iii. **Circumference Walk Renovation/Extension Plans – any updates**  
No new information was presented. Commissioner Waterbury offered the name of an engineering firm he is aware that the Town has worked with in the past. The recording clerk also shared information she had received from the Haddam Land Use Office.
- iv. **Entry Sign Order & Installation Status**  
Commissioner Kyle said that she will contact former Chairman Jen O’Neal for information on which sign company she had used to order the entry signs, as well as finding out if the company had given her a time estimate for creating the sign and installing it, and what the costs will be. With the name of the company and an order receipt, Commissioner Kyle can contact the company to get more information on how the commission should plan. Commissioner Kyle will report back to the other commissioners what she discovers.
- v. **Planned Irrigation System Activity**  
Commissioner Christopher reported that when the irrigation shutdown occurred, the company had marked the irrigation heads on the field so that the planned repair and renovation work could be done on the soccer field and the lower ballfield.
- vi. **The temporarily installed field lights used at for special evening games at the end of the season should be removed in the next week.**

**B. *Brickyard Field***

- i. **Entry Sign Order & Installation Status**  
As noted above in 8.A.iv., Commissioner Kyle said that she will contact former Chairman Jen O’Neal for information on which sign company she had used to order the entry signs, if the company had given her a time estimate for making the sign and installing it, did she prepare a purchase order for the work, and what are the costs involved. With the name of the company and an order receipt, she can contact the company to get more information on how the commission should plan. Commissioner Kyle will report back to the commissioners what she discovers.
- ii. **Any Additional Activities**  
Commissioner Christopher suggested that the gate at the Brickyard should be locked for the winter months. Pedestrian traffic can find their way in, but the public who bring dogs onto the park property should be cleaning up after them and removing waste materials from the park when they leave. He also noted, as with Great Hills, that there should be no dogs allowed on the ballfield. Installing signs with this information had been discussed before and were mentioned again tonight.

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

Regarding the HES building, the roof on the older part is almost completely replaced. The Town has received a grant for the roof, the playground, and other improvements on the site.

Higganum Cove - the Friends of the Cove have introduced some new ideas for dealing with future activity at the Cove area.

Scovil Buildings – the renovation work is due to begin this winter.

9. New Business

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

There were no additions made to the existing list of ideas for Town sites for park/recreation purposes.

B. *Any new property issues*

No new property issues were introduced.

C. *New bills/purchase orders/motions*

Chelsea of the Trunk or Treat group has not yet presented her receipts and a check request for reimbursement from the purchase of candy and decorations for that event. She had requested and received the commission's verbal monetary support for assistance with supplies for the Trunk or Treat event in October.

No additional bills, purchase orders or motions were received for attention.

D. *Any other introduced new business*

No additional new business was introduced.

10. Correspondence

A. *Mail/Email/Others social media received*

There was no mail or additional email received or presented for attention.

B. *Town Officials Reports/Communications Received*

There were no Town reports or other communications 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 was adjourned at 9:12 PM.**

Respectfully submitted,  
Barbara D Galloway  
Recording Clerk