



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

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

**Approved as printed at the October 23, 2023 Meeting**

Haddam Parks & Recreation Commission  
September 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: Vice Chairman/Acting Chairman David Law, Commissioner Peter Christopher, Commissioner Emily Kyle, and Commissioner Jason Loneragan

Not in attendance: (newly appointed) Commissioner Jason Waterbury

Staff in attendance: Barbara Galloway, Recording Clerk

1. Call to Order  
Acting Chairman Law called the Meeting to order at 7:39 PM.
2. Membership Discussion  
Earlier this summer, resident Jason Waterbury had applied for the open seat on this commission. He attended the August Meeting and introduced himself to the commissioners. Acting Chairman Law confirmed for the commissioners that Mr. Waterbury had been appointed to the commission by the Haddam Board of Selectmen on Monday, September 11. Unfortunately, Commissioner Waterbury had a prior family commitment for this evening and could not be present. The commissioners agreed that they will welcome Commissioner Waterbury at the October Meeting.  
At Acting Chairman Law's suggestion, the commissioners decided to postpone election of new officers for several months so the new member can become familiar with commission activities and get to know the other commissioners.
3. Approval of the Minutes of the August 24, 2023 Meeting  
**Commissioner Christopher made the Motion seconded by Commissioner Kyle to approve as printed the August 24, 2023 Meeting Minutes. The Motion was approved unanimously.**
4. Public Inquiry & Comment (a three-minute limit per speaker)  
The commissioners noted that there were no members of the public present at this Meeting, and, therefore, no public inquiries or comments were offered.
5. Approval of any newly received Field and Facilities Use forms  
No new fields and facilities forms were presented to the commission for approval.

Commissioner Lonergan informed the commissioners that the soccer group is unsure if they will use the soccer field at Great Hills this year, as they had been prohibited from installing field lights for after dark game finishes and night games in 2022 and would have to obtain approval from the appropriate Town boards for this use in 2023.

6. General Review of both presented current budget financial reports (08/2023)

The commissioners reviewed the previously distributed financial reports, “Adjustments to Budgeted Expenditures – General Fund, July 2023 to August 2023”, dated 9/12/2023 and “Adjustments to Budgeted Expenditures – Capital Non-Recurring, July 2023 to August 2023”, dated 9/12/2023. Questions were raised whether former Chairman O’Neal had had the opportunity to file with the Town a purchase order for \$2,250. that the commission had y approved in August for the weed and brush clearing and cleanup work at Great Hills to be done by Barton Landscaping.

It was noted that several lines especially in the Capital Non-Recurring budget had mysteriously been zeroed out in the July financial reports, but the funding figures were back in those lines with some 2023-24 increases in the August 2023 reports.

**Commissioner Lonergan made the Motion seconded by Commissioner Christopher to approve the adjustments to errors (zeroed out lines) found in the Capital Non-Recurring budget financial report in July 2023 financial reports.**

Commissioner Kyle noted that the Trunk or Treat representative had not yet requested the \$500. in funding approved in August for the event to be held with the Haunted House experience in October.

Former Chairman O’Neal had planned to arrange for a purchase order/check request in preparation for that payment request by the Trunk or Treat group.

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

Commissioner Lonergan reported to the commissioners that there had not been any activity by him or the POCD representatives on this topic.

8. Unfinished Business

A. *Great Hills Fields*

i. *Playscape*

a. *Repairs/Renovations – Status & Updates*

Acting Chairman Law reported that the ordered parts, after a lengthy delay, have now been delivered to the Town. He met the truck and unpacked all the items and checking in the parts, and believes that everything ordered has been received. He noted that the parts installation manual had come in the commission’s mail. He will contact Innovative Playgrounds to have the company representative now complete the installation and upgrades as had been contracted/budgeted.

b. *Extra cleanup and weeding – Status*

Commissioner Lonergan said that he will check with the financial office to be sure that former Chairman O’Neal had created a purchase order for this work before Barton completes this badly needed commission-requested work.

ii. *Additions/changes made to contracted landscaping work*

No changes were made to the requested work parameters at this Meeting.

iii. *Gate Locks Replacement – Update*

Acting Chairman Law informed the commissioners that he was finally able to open the lock on the shed at Great Hills. He wanted to open the shed in order to store the playscape parts there until the company comes to do the

repairs/upgrades. He hopes with use, the lock will get easier to open and will not need to be replaced right away.

Commissioner Christopher agreed to research, purchase, and install quality replacement locks for the gates at Great Hills.

- iv. Temporary Repairs to Soccer Field – insurance news from Town  
The soccer field temporary repair work has been completed and the field is in “good” condition aside from a sinkhole that has been marked and should not affect play. Further maintenance and repairs will be done in the late Winter/early Spring before next year’s use.
- v. Circumference Walk Renovation/Extension Plans – any updates  
It had been noted that this initial funding that was “missing” on the July financial reports had been returned on the August financial reports. The commissioners discussed getting the initial landscape architect research done should be started this year and possibly tying it in with other Town property-related work requiring a landscape architect’s research and planning.
- vi. Signage Update  
The two park entrance signs, one for Great Hills and one for the Brickyard, have been ordered by former Chairman O’Neal and will be installed by the sign company, following her instructions, once they are ready. Acting Chairman Law said that he will email former Chairman O’Neal to confirm this plan.

*B. Brickyard Field*

- i. Signage Update  
As noted in the Great Hills Unfinished business A.6., two park entrance signs, one for Great Hills and one for the Brickyard, have been ordered by former Chairman O’Neal and will be installed by the sign company, following her instructions once they are ready. Acting Chairman Law said that he will email former Chairman O’Neal to confirm this plan.
- ii. Any Additional Activities  
It was noted that the H-KLL had asked if the field surface at the Brickyard could be redone. Unfortunately, Chuck Sherwood does not have the ability to work on this project. He requires reasonable lead time to book the job on his schedule and to be able to work on a project of this size. Commissioner Christopher suggested for next year to book Mr. Sherwood’s time earlier.

As was mentioned at the previous meeting, the bike rack that former Chairman O’Neal had placed across from DaVinci Pizza in Higganum Center and that the commissioners had planned to move to a newly designated location, has disappeared and no one knows where it went.

The commissioners discussed the need for dugout repairs and noted that there was no funding available in the 2023-24 budget to do the needed general carpentry repairs.

*For consideration when preparing the budget request for 2024-2025, they need to allot money to properly repair the dugout at Brickyard and the shed ramp at the Great Hills Athletic Complex.*

- iii. Commissioner Christopher had previously reported that the lock on the entry gate at the Brickyard is in good condition.

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

Former HES – Acting Chairman Law, who also sits on the Haddam Economic Development Commission (EDC) informed the commissioners that the Haddam Shad Shack has been lifted onto stilts to allow for repairs to the underside of and base of the building before it is permanently positioned on the former HES site.

Acting Chairman Law also noted that the plan for the playground is a separate project from the roof replacement of the older portion of the building. The actual plan for the playground has not been shared publicly yet. Acting Chairman Law told the commissioners that to date, the Town has plans for two pickleball courts, a splash pad, a playground, and the Haddam Shad Shack building on what had been the playground area in front of the former HES site. They agreed that there seemed to be a lot of coverage planned for the small piece of property.

Acting Chairman Law also said that the Haddam Farmers' Market will be reopening this coming Saturday (9/16), a week later than originally planned. It was decided to move the selling area closer to the building under the overhang to allow for better weather protection and more parking in the lot. Saturdays were determined to be a better day for this weekly event, making it more of a weekend family-oriented event. The commissioners lamented the lack of a playground on the site now since it would give the children something fun to do while their parents shopped.

Scovil Property - Acting Chairman Law shared that at the EDC meeting it was suggested that the Scovil property may be changing its plan from a multi-tenant development, as was agreed to in the original plan, to a rental to a single tenant. He is unsure what the developer and/or the tenant(s) plan to do on the property. He understood that there were issues with the sanitation capacity on-site.

Higganum Cove - Acting Chairman Law again noted that the bike rack moved from the HES site to a grassy spot across from DaVinci Pizza on Route 81 had disappeared. The commissioners had tentatively planned to move the bike rack to the Higganum Cove site to help prevent further bike disappearances there. He will contact the Town to see if he can locate the bike rack so it can be used properly as planned.

It was suggested that the commission should ask a representative of the Friends of the Cove committee to attend a future Haddam Park & Recreation Commission Meeting and attempt to start a two-way communication/relationship with that group.

#### 9. New Business

A. *Any new ideas to add to the ongoing list of parks/recreation sites*  
No additional sites were discussed at this Meeting.

B. *Any new property issues*

Acting Chairman Law informed the commissioners that the ramp leading to the shed at Great Hills is falling apart and needs to be repaired/replaced for safety and easier egress/progress purposes. Unfortunately, this project was not planned for in this year's budget.

The roof and other structural parts of the dugouts at the Brickyard need to be repaired/replaced, but had not been considered in this year's budget. Special funds may need to be requested for these projects.

Commissioner Lonergan told the commissioners that H-K Little League (HKLL) representatives have reported scheduling problems for its field usage because the Shoreline Breakers group seems to be using the fields more than its share of the field time. It has always been agreed that HKLL is supposed to have first use of the fields. The commissioners discussed having a sign-in chart that would be filled out each time one of the fields is used to try to control the fields use.

Due to the teams' overuse or misuse of the fields, the fields are taking a beating during games and practices, and there seems to be a lack of volunteering by the teams to do some of the maintenance (raking, renting an aerating machine or

rolling/grading machine, etc.) on the fields. There was a renewed discussion of asking the Town to charge a field usage fee in order to build an extra field maintenance fund, or at least the Town might charge an application fee to be collected at the time the fields and facilities use form is filled out and filed by some groups. These funds would help to offset charges for some of this work to be done professionally. The commissioners noted that the teams at one time used to do some of the upkeep in exchange for free use of the fields, but they do not offer to do anything to help any longer. Commissioner Christopher noted that when he was with the Little League, he did some of this additional maintenance work himself (i.e., post-game raking of the field, hole filling, etc.). He said that he had talked with the HKLL representative about that group doing more to upkeep the fields.

The commissioners agreed to discuss these issues again before Spring and decide how to address them, especially with out-of-town teams. A commissioner will talk with the Town about the possibilities of using some of these noted control methods.

*C. 2023-2024 Haddam-Killingworth Recreation Authority*

Commissioner Loneragan asked for confirmation of who had been appointed by the Board of Selectmen and approved at a Town Meeting to serve on the Haddam-Killingworth Recreational Authority for 2023-24. The Haddam appointed members are: Peter Christopher, Emily Kyle, David Law, and Jason Loneragan. The next H-K Recreation Authority meeting is Wednesday, October 25 at 7:30 in person at the Haddam-Killingworth Recreational Authority office on Little City Road.

*D. New bills/purchase orders/motions*

*Bills –*

The financial office had reported to Acting Chair Law that it received a bill for playscape parts. Acting Chairman Law gave permission to pay the invoice once he examined the parts and found everything ordered had been received.

*Purchase Orders –*

Acting Chairman Law will verify that the Great Hills grounds cleanup purchase order was opened.

The commission also made a Motion for a new purchase order for Chuck Sherwood for 2023-2024 (see below).

*Motions –*

**Commissioner Loneragan made the Motion seconded by Commissioner Christopher to approve the creation of a purchase order to Chuck Anderson for Turf Maintenance and Pest Control and Fertilizer applications at both Great Hills and the Brickyard sites for the fiscal year from July 2023 through June 2024 for a total of \$15,600. The Motion was approved unanimously.**

Commissioner Loneragan, having done purchase orders in the past, will assist Acting Chairman Law with the creation of this purchase order and they will contact Linda in the financial office to have the PO created.

*E. Any other introduced new business*

The commissioners discussed apparent recent changes in Higganum Center, inclusive of construction of pickleball court(s) at The Truck Bar/Square Peg Pizza building; an attractive park-like area, apparently privately owned, behind the Hi-Way Package Store. Re: Haddam, Haddam River Days is considering making a change of venue next year (2024) due to increased limitations demanded by the State of CT for use of Haddam Meadows State Park.

***Haddam Park & Recreation Commission October Meeting Date Change - The commissioners discussed a change in meeting dates for the October***

***Meeting from October 12 to October 26, and agreed to meet virtually (online only) rather than the regular hybrid (in-person/online) meeting for next month.***

10. Correspondence

A. *Mail/Email/Other Social Media Received*

Mail - An installation/replacement part instruction manual was sent to Vice Chairman (Acting Chairman) Law by the company from which he had ordered the playscape parts supplies. Acting Chairman Law noted that Innovative Playgrounds will be coming to do the installation of the parts and complete upgrades to the playscape per its report of needed repairs from last Spring. He will contact the company again to set a work date.

A bill had been received by the Town financial office for the playscape repair/replacement parts. Acting Chairman Law told the commissioners that he had asked the financial office to delay the payment until the parts were delivered and he had had time to check them in against the invoice. He later contacted Linda in the financial office and instructed her to pay the parts bill, using the field maintenance line.

Emails/Social Media Correspondence – No notable emails or texts, etc. had been received for the commissioners to review.

B. *Town Officials Reports/Communications Received*

There were no reports or other communications discussed from/to/with Town representatives during this past month.

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 8:43 PM.**

Respectfully submitted,  
David Law,  
Acting Chairman