



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

**Haddam Park & Recreation Commission
VIRTUAL Rescheduled Regular Meeting
Thursday, October 26, 2023
7:30 PM
Minutes**

Approved as Printed at the November 9, 2023 Meeting

Haddam Parks & Recreation Commission

October 26, 2023 at 7:30 PM Eastern Time (US and Canada)

Join Zoom Meeting: <https://us06web.zoom.us/j/88054791649?pwd=S3gyWUU5K1czWEhPYod6ZFpQZUhxZzo9>

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, Commissioner Jason Lonergan, and Commissioner Jason Waterbury

Not in attendance: All members were present.

Staff in attendance: Barbara Galloway, Recording Clerk

1. Call to Order

Acting Chairman Law called the Virtual Meeting to order at 7:35 PM.

2. Membership Discussion

The commissioners agreed to continue having Acting Chairman Law serve in that position for another month or two before holding officer elections.

3. Approval of the Minutes of the September 14, 2023 Meeting

Commissioner Christopher made the Motion seconded by Commissioner Kyle to approve the September 14, 2023 Minutes as they had been presented. The Motion was approved by all except Commissioner Waterbury, who abstained, as he did not attend the September Meeting.

4. Public Inquiry & Comment (a three-minute limit per speaker)

There were no members of the public joining this virtual meeting.

5. Discussion/Approval of any newly received Field and Facilities Use forms

No new Field & Facility Use Forms were presented for approval. The commissioners agreed that activities of H-K Little League, the primary user, are now winding down for the season. Commissioner Christopher had informed the group at the September Meeting of a communication he had from a girls' softball team, complaining about the condition of the field they were using (they claimed the field was very wet (due to a lot of recent rain) and that it had not been turned over in preparation for their use of the field). Commissioner Christopher noted that the Girls' Softball group was not scheduled on the use form for specific times on the field. When Commissioner Christopher received the above-mentioned communication/complaint and then spoke with representatives of the group, he explained to them that a member of this commission must be notified a week or so before the planned field

use to allow time for the commission to have the vendor do the proper field preparation work (i.e., in this case turning over the field).

The commissioners stated at the September Meeting that they were unaware at that time that the Girls' Softball group is part of the H-K Little League and used the properties under the Little League's approved use form. It was suggested that all groups that plan to use the properties and the approximate dates and times should be listed on the use form in the future.

6. General Review of both presented current budget financial reports (09/2023)

The commissioners reviewed and discussed the previously distributed "Adjustments to Budgeted Expenditures - General Fund, July 2023 to September 2023", dated 10/10/23 and "Adjustments to Budgeted Expenditures – Capital Non-Recurring, July 2023 to September 2023", dated 10/10/23. Acting Chairman Law noted in the Facilities Maintenance budget, the Great Hills Playground Parts line currently reflects receipt of the parts statement for \$3,965.87, and that it has been paid by the Town.

Commissioner Kyle noted that some of the Sanitary Facilities lines have new names. Time will tell if this will clarify their purpose or further complicate deciphering it.

At the July Meeting, the commission had voted to approve up to \$500 in funding for the purchase of candy, prizes, and decorations for the Trunk or Treat event during the Higganum Fall Festival at the end of October. Acting Chairman Law said that he had told Chelsea Cleveland, the representative for Trunk or Treat, that she should purchase the related items and present the receipts to him or the financial office so he can complete the check request to have the financial office to reimburse her.

In regards to the Capital Non-Recurring budget report, Commissioner Waterbury, who is a new member this fiscal year, asked questions regarding the purposes of specific lines included in the Capital Non-Recurring report, inclusive of the basket ball court and the pavilion budget lines, etc. that appear to not be fully funded for the specific projects. Also, some of the funding is on several different lines with similar names, but different amounts. The commissioners discussed the history of these Capital lines with Commissioner Waterbury. They hope to be able to use the funds toward additional related projects at other sites soon.

7. 2024-2025 Budget Introductory Discussion

Acting Chairman Law reported that the financial office had sent him budget preparation paperwork regarding the commission's 2024-25 budget year. He will forward the information to each of the commissioners so they can review prior to the November Meeting. The commissioners plan to spend time at the November Meeting completing the budget request, which is due back to the financial office by November 30th.

8. Plan of Conservation & Development (POCD) Implementation Plan – updates
Commissioner Lonergan reported that he had no new information to share regarding the commission's implementation plan for the Town's Plan of Conservation & Development.

9. Unfinished Business

A. *Great Hills Fields*

i. *Playscape*

a. *Repairs/Renovations – Status*

Acting Chairman Law had explained to the commissioners that in October 2023, Innovative Playgrounds, Inc. had finally installed the replacement parts to address needed safety issues. The company had reported to this commission the need for these upgrades last year (2022) in its investigation report. He reported that once he had checked in the parts order and gave the company the go ahead to do the work, Innovative Playgrounds, Inc. had gone to the Great Hills complex and installed the parts, but had failed to notify Acting Chairman Law of its

scheduled service date. Acting Chairman Law had asked if he could be informed by the company of their service date so he could meet the servicemen at the Complex when the company was coming to install the required parts. The company did not contact him beforehand. There continues to be a communication problem with this company.

Shortly after the parts installation was completed in October, the company sent Acting Chairman Law an updated investigation report for 2023, showing what still needs to be addressed, beyond the currently completed repairs. Acting Chairman Law will again contact the company to request an estimate for the new work shown on the investigation report. This estimate had not been included with the inspection report. This estimate dollar figure can be added to the 2024-2025 budget request when the commission works on it in November.

- b. Volunteer Cleanup/Weeding
Acting Chairman Law informed the commissioners that a resident had contacted him to get permission for a volunteer resident-run cleanup day that she is hoping can be done at the playscape soon. The commissioners thought this plan was a great idea and that it would be a wonderful town-involved event if the volunteer cleanup could be expanded to both properties and to other public sites in town.
- ii. Irrigation – Planned Work
Commissioner Lonergan said he would contact the vendor to have the irrigation service at Great Hills turned off soon. Commissioner Christopher suggested at the same time having the vendor mark the sprinkler heads on the South Field so that Chuck Anderson can easily go and complete the scheduled major field renovation of that field this winter.
- iii. Gate Locks Replacement – Update
Commissioner Christopher will purchase the needed locks for the gates.
- iv. Circumference Walk Renovation/Extension Plans – any updates
No new information was available regarding the commission's obtaining a referral from the Town for a landscape architect to begin the review and planning for the renovation and extension work on the current walkway.
- v. Entry Sign Order & Installation Status
No contact had been made by/to the sign company regarding the status of former Chairman O'Neal's order for the construction and installation of a new entry sign.
- vi. Portable Toilets Winter Storage
Commissioner Kyle asked about the commission's plan to have some of the portable toilets picked up and stored for the winter months. She volunteered to contact Regional Restrooms and have all but the handicapped unit near the shed at Great Hills picked up the first week of November to be stored for the winter.
- vii. Trash Dumpster removal
Commissioner Kyle said she will also contact Pete's Waste Removal to have the company pickup in early November and store the on-site trash dumpster for the winter months. Most of the untethered trash bins will be stored in the shed on site.

- viii. Any additional Activities
The commissioners discussed the fact brought up at an earlier meeting that some of the old scoreboards, being used for parts or being rebuilt, are still lying on the hill at Great Hills, waiting for the H-K Little League (H-KLL) to remove them for use elsewhere. Commissioner Waterbury said that he had been in contact with Mike, the H-KLL president and found out they plan to remove these scoreboards during their Fall cleanup when they take the batting cages and other things down to store.

B. Brickyard Field

- i. Entry Sign Order & Installation Status
No contact had been made by/to the sign company regarding the status of former Chairman O'Neal's order for the construction and installation of a new entry sign.
- ii. Portable Toilets Winter Storage
Commissioner Kyle will also contact Regional Restrooms to have the portable toilet removed the first week of November and stored for the winter months.
- iii. Trash Dumpster removal
Commissioner Kyle will also have Pete's Waste remove the trash for the last time prior to the winter months. Any trash bins will be stored on site.
- iv. Any Additional Activities
No New activities were reported at the Brickyard.

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

HES property – Acting Chairman Law told the commissioners that the roof is now being replaced on the old part of the building. The Haddam Shad Museum damaged floor and base are being replaced while it is on stilts and before it is set in place on its platform. He said that the funding is available and there is a design prepared for the playground to be built on the site.

Higganum Cove - Acting Chairman Law informed the commissioners that he had recently taken a walk in the Higganum Cove area and can report that a lot of work has been done there. There is a sign at the entrance displaying information and old photos of the site. There are cleared areas and picnic tables available for use. He reported that there is a waterproofed drawing of the Cove site layout, there are directional signs, and there are kayak racks. They discussed the ongoing need for bike racks for which the commission already had funding budgeted. They briefly discussed the mysterious disappearance of the bike rack that had been at the HES site and briefly moved across the Maple Avenue from DaVinci's in Higganum Center, where it went missing.

Scovil Buildings - Acting Chairman Law said that he understands the renovation work will begin this winter. They have cleared the overgrown brush from the outside of the buildings. He believes that a contract has been signed for specific use activity in the buildings.

10. New Business

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

The commissioners discussed working toward installing sidewalks and a bike lane from Dunkin Donuts to the Higganum Green. They also briefly discussed the walking trail the runs from across Jail Hill Road to the Haddam Meadows. They also discussed creating a new trails list for the Haddam area and contacting the Haddam Land Conservation group about the projects.

B. Any new property issues

No new property issues were introduced/discussed.

C. New bills/purchase orders/motions

Acting Chairman Law reported receiving the 2023 Investigation Report for the Playscape at Great Hills. He will share the report with the other commissioners and attempt to get an estimate for the new work to be included in the 2024-2025 budget request.

D. Approval of 2024 Meetings Schedule

The commissioners reviewed the 2024 Meetings Schedule that had been emailed to everyone. The commissioners pointed out no current problems with the schedule. It was noted that frequently scheduling situations arise and there are times when a specific monthly meeting must be rescheduled, if possible. The commissioners unanimously approved the 2024 Haddam Park & Recreation Meetings schedule.

E. Any other introduced new business

It was noted that there is now a pickle ball court at the Truck Bar/Square peg Restaurant on Route 81. Acting Chairman Law informed the commissioners that there will also be new horseshoes courts built early next spring behind Hi-Way Package Store and across the driveway from Liberty Bank, near their previous longtime historical location.

11. Correspondence

A. Mail/Email/Other Social Media Received

There were no new bills received. There was no mail, email, or other media communication except the 2024-2025 Budget request forms, discussed above.

B. Town Officials Reports/Communications Received

No notable Town communication/reports had been received.

12. Adjournment

Commissioner Lonergan made the Motion seconded by Commissioner Christopher to adjourn the Meeting. The Motion was approved unanimously. The Virtual Meeting was adjourned at 8:38 PM.

Respectfully submitted,
David Law,
Acting Chairman