

Haddam Park & Recreation Commission
Regular Meeting
Thursday, September 12, 2019
MINUTES
Approved as printed at the November 14, 2019 Meeting

In attendance: Vice Chairman Jason Lonergan, Commissioner Daniel Belanger, and Commissioner Jennifer O'Neal

Staff in attendance: Barbara Galloway, Recording Clerk

1. Call to Order

Vice Chairman Lonergan called the meeting to order at 7:38 PM.

2. Introduction of any newly appointed Members

No additional new members have been appointed.

3. Election of new Chairman

Commissioner O'Neal made the Motion seconded by Commissioner Belanger to elect Vice Chairman Lonergan to the position of Chairman. The Motion was approved unanimously.

4. Approval of the Minutes of the March 14 Regular Meeting and unofficial Meetings of April 11, June 6, July 22, and August 8, 2019

Commissioner Belanger made the Motion seconded by Commissioner O'Neal to approve the Minutes from the March 14, 2019 Meeting. The Motion was approved unanimously.

Commissioner Belanger made the Motion seconded by Chairman Lonergan to accept the Minutes of the unofficial Meetings of April 11, June 6, July 22, and August 8, 2019. The Motion was approved unanimously.

5. *Continued Discussion of/Planning for the Grim's Haunted House event in October with event representatives

Resident Chuck Cook was present. He is the creator of and a representative for the Grim's Haunted House event that is planned this year for October 25th and 26th between 6:00 PM and 9:00 PM. The annual "Trunk or Treat" event will be held in conjunction with the Haunted House, but only on Saturday night. Mr. Cook and the commissioners discussed further plans for that weekend's events. Aerial maps of the Haddam Community Center/Higganum Green area were distributed and various venues (the activities tent, Trunk or Treat vehicles, etc.) were placed on the appropriate agreed-upon sites on the maps, allowing for the topography change in front of the community center on the driveway due to a well installation.

Mr. Cook said that he will need many volunteers during the week. This will include, but is not limited to 1) early in the week workers to help to remove/unpack lumber, preconstructed structures and props from the storage unit and help to make minor repairs to damages scenery/props; 2) during the week, workers to help set up the scenery and test machinery and exhibits, and 3) Friday and Saturday nights, several people to monitor activity in the Haunted House and to usher smaller children

through the exhibits, and at least two people to do face painting and others to work in the activities tent, helping Mrs. Cook with projects/activities. On Saturday night, people will be needed to monitor the progression of pedestrians amongst the Trunk or Treat vehicles. Finally, Mr. Cook will need help on Saturday night and Sunday day and night, helping to take down the scenery and repack it for returning to storage.

Commissioner O'Neal suggested that Mr. Cook prepare a detailed list of jobs he will need help with from high school students (approximating how many students are needed and the number of hours for each type of job) for the guidance office so the counselors can help recruit enough of the proper students for the needed work. Commissioner O'Neal also urged Mr. Cook to have prefilled out and signed Community Service forms ready to distribute to the high school volunteers and allow them to fill in their own pertinent personal information in order to save time and prevent having to do the forms on a last-minute basis.

Mr. Cook will also need the professional help of the fire company and/or troopers for people crossing the street from HES, which can be used for extra parking, and monitor the area at the Higganum end of Candlewood Hill Road that will be blocked off with wooden horses to prevent through-traffic, but through which emergency vehicles could pass on as necessary on Saturday night. Assistance will be required with setting up and taking down the lighting in the community center parking lot for safe pedestrian travel. Mr. Cook noted that he will need to install temporary snow fencing for a property border in the backyard of the community center that abuts the outside displays.

Commissioner O'Neal, who was involved with the Trunk of Treat the previous year, suggested there may be a need for additional candy to pass out if there are a lot of children and the Trunk or Treat vehicles run out of candy, although they provide a reasonable amount to give out at their own sites. Water will be available for free. Mr. Cook reminded the commissioners that he had contacted a food truck to serve and charge for hot food and beverages on Saturday night. The vendor has offered to donate for the event all of his tips for that evening. The commissioners discussed providing prizes for two or three of the best decorated vehicles during the Trunk or Treat event. Commissioner O'Neal suggested to Mr. Cook that he can have flyers printed by the high school print shop for a donation. Advertising can also be put on Facebook, individual accounts and the Town's Facebook site. She also suggested putting posters around town.

All funds given to the Grim's Haunted House event will be donated to the Haddam Food and Fuel Banks to be used where the banks most need the money. The public can be asked in the advertising to also bring a non-perishable food item, if they wish.

Public restrooms are available through the garage bays in the community center and Mr. Cook may be able to arrange use of port-o-lets that will already be on the site for the Pumpkin Run in the area on Sunday morning/afternoon.

Chairman Lonergan said that he will contact all of the involved/related agencies/departments to be sure all services are coordinated. Updates to planning discussed this evening and final preparations will be discussed at the October 10th commission meeting.

6. General Review of current budget financial reports (08/2019)
Financial reports through August 2019, “Adjustments to Budgeted Expenditures – General Fund, July 2019 to August 2019”, dated 09/10/2019 and “Adjustments to Budgeted Expenditures – Capital Non-Recurring, July 2019 to August 2019”, dated 09/10/2019, were distributed. The commissioners reviewed the status of the commission’s accounts for fiscal year 2019-’20 and discussed the current agreements with various service companies for the fields at Great Hill and the Brick Yard. Needed repairs and upgrades and potential ideas were discussed briefly for future planning.

Chairman Lonergan spoke to the need to get purchase orders cut for the fields’ garbage pickup and sanitation services. He said the purchase orders for the two major field servicing companies are now in place for this fiscal year. Chairman Lonergan hopes to meet with the new first selectman once the election is completed in early November and the officials are installed. He will also investigate, should they be needed, the procedure for requesting longer term bids that would vary from the current one-year “agreements”.

7. Unfinished Business

a. *Status of Haddam Elementary School property*

Chairman Lonergan stated that he would like to have the town planner visit to discuss the status of this property and ideas the Town has for its use as well as to share the commission’s ideas with him. Chairman Lonergan noted that the commission must begin to put together a list of ideas for usage of the HES property for future discussion with the Town Planner and members of the new Board of Selectmen. He suggested that each commissioner should make an individual list of ideas and the commissioners can then put the lists together at a later meeting so they will be prepared to share with Town representatives.

b. *Status of the Great Hill and Brickyard fields*

Resident Peter Christopher was again present. At the commission’s request in August, he had toured the ballfields and made notes on work that needs to be completed, damaged areas that need repairs, as well as offering ideas for additional uses of the fields. Mr. Christopher read his list of needed repairs/renovations and the commissioners discussed the order of priority of the noted issues and what items would need to be considered for a future Capital Plan request. It was noted that several items that have been partially funded in the Capital Plan are “on hold” due to unforeseen issues involved with the preparation of the commission’s 2019-20 budget due to changes in membership. The commissioners also considered a possible additional funding request to the Board of Selectmen and the Board of Finance for more urgently needed repairs/renovations in the cases where funding in the commission budget is not currently available/sufficient.

Peter Christopher suggested that a “high-level” baseball group (Team CT Baseball and a team called the Hammerheads) has requested use of the Brick Yard fields certain days and times this fall, when there is minimal activity planned for the field. Since the team is willing to make improvements to the field to make it usable for their purposes and no town children are using the

fields or would be displaced by the requested usage, the commissioners considered allowing its use and not charging a fee this year.

Commissioner Belanger made the Motion seconded by Commissioner O’Neal to allow this team’s use of the Brick Yard field for agreed upon days and hours for the Fall 2019. The Motion was approved unanimously.

After this season’s use of the Brick Yard fields by the team, the Commissioner will consider possibly developing a fee schedule for teams for using the Town-owned fields in the future and then discuss this idea with the Town.

8. New Business

a. *Future Capital Planning plans*

This topic was tabled until a later meeting when additional ideas are introduced and the status of the commission’s Capital Plan becomes clearer.

b. *Any new ideas for the park-related and recreation-related activities Commission ongoing list*

Chairman Lonergan noted that the commission should continue to put together a list of ideas for additional wanted/needed park- and recreation-activities and the use of various Town-owned properties (Higganum Cove, Higganum Reservoir, etc.) for future discussions with the Town Planner and members of the new Board of Selectmen.

9. Correspondence

There was no correspondence presented for review/discussion.

9. Adjournment

Chairman Lonergan made the Motion seconded by Commissioner O’Neal to adjourn the meeting. The Motion was approved unanimously. The Meeting was adjourned at 9:25 PM.

Respectfully submitted,
Barbara D. Galloway
Recording Clerk

*Note: The commissioners agreed to move this item on the Agenda from the original “6c.” to “5.” due to the Grim’s Haunted House representatives’ early arrival at the Meeting.