

Haddam Park & Recreation Commission
Regular Meeting
Thursday, January 9, 2020
Unapproved MINUTES

In attendance: Chairman Jason Lonergan, Commissioner Peter Christopher and Commissioner David Law

Not in attendance: Vice Chairman Jennifer O’Neal and Commissioner Daniel Belanger

Staff in attendance: Barbara Galloway, Recording Clerk

Prior to the beginning of the official meeting, there was a short casual unofficial discussion by Chairman Lonergan and Commissioner Law with Katie Packtor, a town resident and a visitor at the meeting, regarding the current Higganum Center planning as well as the future uses of/for various town-owned buildings, parks, playing fields, and other properties.

1. Call to Order

Chairman Lonergan called the Meeting to order at 8:20 PM with the arrival of Commissioner Christopher, making a quorum of members present.

2. Approval of the Minutes of the November 14, 2019 Regular Meeting and December 12, 2019 Special Meeting

Commissioner Christopher made the Motion seconded by Commissioner Law to approve as printed the November 14, 2019 Regular Meeting Minutes. The Motion was approved unanimously.

Commissioner Christopher made the Motion seconded by Commissioner Law to approve as printed the December 12 2019 Special Meeting Minutes. The Motion was approved unanimously.

3. Facilities/Field Use Requests

[Note: This new item will in the future be added to the regular monthly agenda to maintain a record of scheduled practices/games by different area sports organizations and to avoid overbooking of the spaces.

Commissioner Christopher presented Chairman Lonergan with a “Facilities and Field Use” form from TCB (a regional travel baseball, an area AAU team with several players from Haddam as well as from other area towns) for commission approval. This particular permit request is for use of the Brickyard field for two days per week from early March (once the fields are thawed and officially opened) through the end of June. The fields will continue to be used primarily by Haddam Little League, which would have preference in booking dates and times, but the fields are also used by other groups with commission approval, working around the Little League schedules. Chairman Lonergan will maintain a Haddam Little League schedule and Commissioner Christopher will maintain a TCB schedule to coordinate and help control proper scheduling of the fields. Chairman Lonergan will keep an electronic record of these Facilities and Field Use forms in a file within his computer.

Commissioner Law made the Motion seconded by Chairman Lonergan to approve TCB baseball to use the Brickyard field for specific dates and time periods once the field opens in the Spring. The Motion was approved unanimously.

4. General Review of current budget financial reports (12/2019)

The commissioners briefly reviewed activity reflected on the distributed December 2019 financial reports “Adjustments to Budgeted Expenditures, December 2019 General Fund”, dated 01/09/2020 and “Adjustments to Budgeted Expenditures, December 2019 Capital Non-Recurring”, dated 01/09/2020.

5. Unfinished Business

a. *Haddam Elementary School property/Higganum Center – any updated planning information*

Chairman Lonergan stated that there had been no new developments with the Haddam Elementary School (HES) property. No new information had been shared with him regarding a Town request for this commission to assist with management of/maintenance at that HES property. Chairman Lonergan imagined that the commission would be hearing more and communicating further with the Town about maintenance issues and management ideas for both outdoor and indoor sites on the HES property.

b. *Any updates re: Great Hills Fields and Brickyard property*

Commissioner Christopher reported that he had now obtained a third bid for the backstop and fence work and other repairs to be completed at the Brickyard field. The commissioners reviewed the three bids that Commissioner Christopher had obtained and distributed at two earlier meetings. After reviewing and comparing the descriptions of the specific work each offered to do and the cost estimates involved with each of the bids, the commissioners made their decision, siting the chosen bidding company’s estimate inclusion of all of the commission-requested work and the most reasonable price for that described work.

Commissioner Christopher made the Motion seconded by Commissioner Law to authorize the use of Fence World, Inc. for work noted on its written estimate, inclusive of the fence relocation/partial replacement and backstop and wings replacement and relocation at the Brickyard field, as well as the hauling away of removed materials. The Motion was approved unanimously.

The commissioners asked Commissioner Christopher contact Fence World, Inc. to engage that company for the work. Chairman Lonergan will contact the Town to begin preparation of the purchase order(s) and to arrange for any necessary town and other permits to be pulled expeditiously in order for the job to be completed in the next few months.

Commissioner Christopher noted that prior to the fence work, there will need to be some work done such as removal of brush growing up into and behind the fence area and location of all of the base pins. Chairman Lonergan will contact the commission’s field landscaper to investigate his availability and also obtain an estimate for that work; he will also ask if the Town Public Works department might be able to do some of this work. Annual needed re-leveling/resurfacing work on the field will also be ordered and scheduled before the season begins.

c. *Discussion – Any 2020-2021 Budget Request Outcomes*

Regarding the 2020-2021 Town Budget request forms for this commission, that were discussed at the December 2019 Meeting, Chairman Lonergan informed the commissioners he had completed and filed the Commission's 2020-21 Budget request with the following: 1) inclusion of a new line titled "Facilities Maintenance and Equipment" to be funded with a total of \$2,500. to address playgrounds' safety/physical inspections and any needed repairs (for Great Hills and Haddam Elementary School); 2) for the existing Field Maintenance line, an increase from the current \$37,000. to \$41,000. to address needed tree trimming, additional stone dust, and other supplies to maintain the fields in an usable condition; 3) for the existing Sanitary Facilities line, an increase of \$100. from \$2,500. to \$2,600; and 4) for the existing Expand Recreation Opportunities line an increase of \$1,000. from \$1,000. to \$2,000. To offset expenses for lighting, security, and other related needs at commission-sponsored events.

Regarding the separate 2020-2021 Capital Plan, Chairman Lonergan requested an additional \$5,500. for walking trails development/improvement at Great Hills or development of a walking trail at Higganum Cove.

6. New Business

a. *Capital Planning Budget – further discussion*

As noted above, Chairman Lonergan noted that the 2020-2021 Capital Plan request is a separate form. He requested the addition of \$5,500. for the potential development/improvement/installation of walking trails at Great Hills and/or near the Higganum Cove.

b. *Additions to the Commission ongoing list re: any new ideas for potential park-related and recreation-related activities*

Chairman Lonergan noted that this will be updated as projects begin to develop in town notably with the elementary school and Higganum Cove. He stated that he will talk with the Town and suggest that interested town residents could volunteer to serve on park and recreation-related subcommittees with some of the members of the commission acting as members or chairs of these subcommittees for future projects. He believes that it would be preferable for this commission to act as an overseer of these subcommittees' projects since the five members cannot possibly effectively man multiple subcommittees without town residents' support.

7. Correspondence

Other than unrequested advertisements, there were no communications received for action by the Commission.

8. Adjournment

Commissioner Christopher made the Motion seconded by Commissioner Law to adjourn the Meeting. The Motion was approved unanimously. The Meeting was adjourned at 9:01 PM.

Respectfully submitted,
Barbara D. Galloway
Recording Clerk