



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

**Haddam Park & Recreation Commission  
\*\*Rescheduled\*\* Regular Meeting MINUTES  
Thursday, March 21, 2024  
7:30 PM**

**\*\*Firehouse #1 Community Room\*\*  
Approved as Printed at the April 18, 2024 Meeting**

Haddam Parks & Recreation Commission Meeting  
March 21, 2024 07:30 PM Eastern Time (US and Canada)  
Join Zoom Meeting <https://us06web.zoom.us/j/83834457485?pwd=xbtCDejpTfjcAyv1XYGnIzeGkhDabO.1>  
Meeting ID: 838 3445 7485, Passcode: 011411  
One tap mobile +19292056099,83834457485#,\*011411# US (New York)  
Dial by your location +1 929 205 6099 US (New York)

In Attendance: Acting Chairman David Law, Commissioner Peter Christopher, Commissioner Emily Kyle, Commissioner Jason Lonergan, and Commissioner Jason Waterbury  
All commissioners were in attendance in-person.

Staff in attendance: Barbara Galloway, Recording Clerk

1. Call to Order  
Acting Chairman Law called the Meeting to order at 7:49 PM.
2. Commission Information Discussion  
The commissioners had a brief discussion about holding an election for new officers. As an outcome of the discussion, the commissioners agreed to table further action re: officers' election for now and address it again at the July Meeting (after July 1 and the new fiscal year). Acting Chairman Law said that he would continue as acting chairman at least until that Meeting.
3. Approval of the Minutes of the February 8, 2024 Meeting  
**Commissioner Christopher made the Motion seconded by Commissioner Kyle to approve as printed the February 8 Meeting Minutes. The Motion was approved unanimously.**
4. Public Inquiry & Comment (a three-minute limit per speaker)  
There were no members of the public at this meeting in person or virtually.
5. Discussion and Approval of new Field & Facilities Use application forms  
Commissioner Christopher noted that he had not received a field & facilities use form from the H-K Little League as of today. He knows the group would like to start practices as of April 1. Commissioner Christopher will contact the chairman about getting the signed form. Commissioner Waterbury noted that he will also be in contact with the director. Commissioner Lonergan suggested that the commission vote on the anticipated receipt of the H-K Little League, pending receipt of the completed form and all the required information soon to allow for the group's early April use of the properties. A Motion was made and approved [See #10., C. Motions for detail].

At the February Meeting, Acting Chairman Law had reported that the Haddam-Killingworth Recreation Authority (H-K Recreation Authority) had informed its board that a young children's group was planning to use the soccer field at Great Hills for some activities starting next month. The commissioners had expressed their concern re: any use of the field because of the poor condition that the soccer field is in due to multiple hard to see and extensive sink holes. Also, the commissioners had asked if the Executive Director Robyne Brennan of H-K Recreation Authority should be submitting a completed Fields & Facilities Use form for use of a portion of the field. The commissioners agreed that some of them must walk the soccer field and fence off a section of the field that appears to be free of potholes and would be a safer space for careful use by the children. The commissioners will also need to mark the more dangerous areas with signs and tape the space off in some way. Commissioner Kyle offered to contact Ms. Brennan to notify her regarding the soccer field issues.

6. General Review of both presented current budget financial reports (02/2024)  
The financial reports, "Adjustments to Budgeted Expenditures July 2023 to February 2024 – General Fund", dated 3/5/2024 and "Adjustments to Budgeted Expenditures July 2023 to February 2024 – Capital Non-Recurring", dated 3/5/2024 had previously been distributed to the commissioners. They discussed the balances in the budget lines for accuracy and to prepare for expected use as the fields become more active for users and servicing the Spring.
7. 2024-2025 Budget Plan – Outcome of Board of Finance review  
Acting Chairman Law noted that the Haddam Board of Finance had met the final time the previous Monday regarding the budget requests in the 2024-25 proposed Budget. He has not yet heard from the Town about the outcomes of that meeting.
8. Plan of Conservation & Development (POCD) Implementation Plan – update  
No recent activity has been reported on this plan.
9. Unfinished Business
  - A. *Great Hills Fields*
    - i. Playscape
      - a. Proposed Public Spring clean-up – status  
Commissioner Kyle said that Courtney, the town resident who offered to have her group do Spring cleanup on the playground, is waiting to hear from him that the mulch for spreading in that area has been delivered by Barton. The commissioners had previously discussed having the vendor Barton order, deliver, and spread the specialized playground mulch on the site. Barton had given the commission a quote for ordering/delivery (\$2,120) and one for ordering, delivery, and spreading the specialized mulch (\$3,120). Because Courtney had agreed to have her group spread the mulch during their cleanup of the area at no charge, funds can be saved by having Barton order and deliver the mulch only. The Motion was made and approved to have Barton order and deliver the mulch [See #10.C Motions for detail].  
It was agreed that a commissioner would meet Barton's delivery and would contact Courtney right away to do the agreed-upon mulch spreading and leveling.
      - b. 2023 Inspection Report Required Repairs - ordered supplies  
Acting Chairman Law said that he had ordered the Innovative Playgrounds October 2023 Inspection Report-required parts and was waiting to hear from the Town re: the delivery so he can pick up and check in the parts and arrange for their installation in the early Spring.
    - ii. Gate Locks Replacement – update  
Commissioner Christopher reported that he knows how many and where gate locks are needed. He will buy the locks this week and get them installed.

- iii. Soccer Field - repair plan status  
The commissioners discussed walking the soccer field and assessing where and how much repairs would be needed. They have contacted a vendor recommended for this type of work. The vendor can scan the field and discover sink holes that are not visible to the naked eye. The vendor strongly suggests not using the field until the repairs can be made. Commissioner Kyle will notify Executive Director Brennan at the H-K Recreation Authority re: the problems on the soccer field.
- iv. Spring Cleanup Plan/Repairs  
Courtney's group will be addressing some of the Spring cleanup needs. H-K Little League will also do some cleanup/repairs on the fields. The commissioners discussed making some of the repairs themselves, such as the rotting ramp used to access the shed, if the repairs are simple. They also considered replacing the ramp with a gravel surface. Commissioners Christopher and Waterbury will do a walk of the field(s) on Sunday and will note work that needs to be done. The commissioners fear that all the fields may be too wet to be used without damaging the surfaces, although with the recent turning over of the fields the drainage should be better than before.
- v. Circumference Walk Renovation/Extension - new information  
No new information was available. The commissioners discussed making some minor repairs to the walkway to allow for its safe current usage.
- vi. Entry Sign Creation/Installation - status  
The entry signs for both Park sites have been ordered and should be ready for delivery and installation in the next few weeks. Commissioner Kyle will talk with the company about a delivery date. One of the commissioners should plan to be at the site during installation to assist with placement and proper angling of the sign.

*B. Brickyard Field*

- i. Entry Sign Creation/Installation - status  
As noted above, the entry signs for both sites have been ordered and should be ready for delivery and installation in the next few weeks. Commissioner Kyle will talk with the company about a delivery date. One of the commissioners should plan to be at the site during installation to assist with placement and proper angling of the sign.
- ii. Spring Cleanup Plan  
Commissioner Waterbury was told that cleanup at the Brickyard field is scheduled for March 30<sup>th</sup> by the H-K Little League. As at Great Hills, Commissioners Christopher and Waterbury will walk the field(s) on Sunday and will note work that needs to be done. The commissioners fear that all the fields may be too wet to be used without damaging the surfaces.
- iii. Any Additional Activities  
For future use, the commissioners will prepare a list of repairs that need to be done to the dugout roofs, posts, etc. at the Brickyard.

*C. HES, Higganum Cove, Rossi and Scovil properties, etc. - new updates*

- i. HES property  
The construction of the planned playground at the former HES is set to begin this Spring; the Town already has the funding for that purpose. The Farmers' Market is scheduled to open in early June. There was discussion about having the unconstructed picnic tables put together for use at the Market, as promised last year.

- ii. Higganum Cove property  
No new information had been shared.
- iii. Rossi property  
It was noted that the Town was able to obtain a 6-month extension on the grant funding it had been given before the March 5 referendum that voted down one plan. No new plans for this site are available.
- iv. Scovil property  
No new information was available regarding this project.
- v. Other properties  
No new topics at this Meeting.

10. New Business

- A. *Additions to the ongoing list of parks/recreation sites*  
No new ideas were added at this Meeting.
- B. *Any new property issues*  
No new issues on the sites were introduced/discussed.
- C. *New bills/purchase orders/motions*  
Bills – No bills were presented for attention.

Purchase Orders - The commissioners discussed the need for a new purchase order for the Barton mowing bills. They assumed that the current purchase order covered the whole fiscal year.

Motion [#5.] - **Commissioner Lonergan made the Motion seconded by Commissioner Waterbury to pre-approve the H-K Little League Fields & Facilities Use form, anticipating that all the usual required information is received on a form soon. The Motion was approved unanimously.**

Motion [#9.A.i.a.]- **Commissioner Kyle made the Motion seconded by Commissioner Christopher to fund the order and delivery of 40 yards of special playground mulch at Great Hills by Barton, totaling \$2,120. The Motion was approved unanimously.**

- D. *Any other introduced new business*  
Commissioner Kyle reported that the portable toilets (one additional at Great Hills and one at the Brickyard) will be installed next week. She also noted that Pete's Waste will return the dumpster to Great Hills next week and will also start trash pickup at both sites.

11. Correspondence

- A. *Mail/Email/other social media received/Town Officials Reports/Communications received* -  
No mail or Town communications were received for attention at this Meeting.

12. Adjournment

**Commissioner Waterbury made the Motion seconded by Commissioner Lonergan to adjourn the Meeting. The Motion was approved unanimously. The Meeting adjourned at 8:46 PM.**

Respectfully submitted,  
Barbara D Galloway,  
Recording Clerk