

**TOWN OF DEERFIELD**  
**Parks & Recreation Commission**  
**October 4, 2016**  
MINUTES

**Call to Order**

6:15 pm: Chairman Shute called the meeting to order

**Present:** Jeff Shute, Chairman; Julie DeCosta, Amy Harrington, Ken Heckman and Brian Layton, Members

**Excused:** Ernie Robert, Jack Hutchinson, and Melissa Robertson, Members

**Also Present:** Joe Manzi, Parks & Recreation Director

**Minutes of September 13, 2016**

**Motion:** K. Heckman moves the minutes as written

**Second:** J. DeCosta

**Vote to approve: Yea 4, Nay 0, Abstained 0 – Motion Carries**

*Member B. Layton was not present at the time of this vote*

**Citizens Comments**

Amy Carlson introduced herself and expressed her interest in joining the Commission if and when a Vacancy opens. She as worked as a Dance and Hoop instructor within the Department, mainly teaching youth 2-5 years old and feels she would be a good representation of the youngest generation of Parks & Recreation families. J. Manzi questioned whether the Commission or Town has a policy around staff members serving on the Commission and asked that Members consider/discuss whether any conflicts of interest might exist. Chairman Shute will raise the question with the Board of Selectmen and will determine whether there is an opening currently.

**Hartford Brook Update**

J. Manzi submitted the materials for the LWCF Grant this past Thursday. A copy of the documents are available for review at the Department, he expects to hear back from the Grant Committee in late October.

**Old Home Day Update**

Chairman Shute spoke that the Board of Selectmen, who oversee the Old Home Day event have expressed an interest in maintaining the traditional approach with events held at the Center of Town. The Commission would like to circulate a survey to the Community in order to identify which events are of greatest interest, and will then work to identify the most appropriate venue(s). A. Harrington will check with E. Robert regarding setting up the survey, J. DeCosta suggested that hard copies also be made available at the Parks & Recreation and Town Offices.

**Deerfield 250th Anniversary Celebration**

J. DeCosta spoke that the final 250th Commemoration event will take place on January 7th, the group is still discussing how best to channel the remaining funds into future community events.

**Tailgate Trick-or-Treat**

J. Manzi is looking for Commission volunteers to assist with event parking and concessions. Volunteers should plan to arrive anytime after 11a, wrapping up around 2p. The promotion of the event has been more low key, word of mouth, and internal to Deerfield Residents. J. Manzi noted that several surrounding Towns are hosting similar events, including Raymond, Northwood and Barrington. K. Heckman suggested that the information be posted in the DCS Bridge.

**Other Program Updates**

J. DeCosta will circulate the Coffeehouse Volunteer List for the Saturday, November 12th event. Volunteers for

event set up, donation of baked goods, and day of assistance will be needed.

J. Manzi updated that the advertisement for the Assistant Director position has been posted and will run for three weeks. He would like to establish an interview committee once the applicants are in place.

Program-wise things in the Department are running well. After School Clubhouse ("ASC") is going great. K. Heckman asked about the availability of wi-fi for the ASC Study Lab. He noted that the 5th and 6th grade students are utilizing the virtual classrooms and if they are unable to connect they cannot access their homework assignments. J. Manzi responded that he was told there was no wi-fi available in the building. Commission members agreed that having the internet available would allow the students to more fully take advantage of the study time, but that with it may come other issues around proper use and monitoring. Chairman Shute will bring the issue up with the Select Board to determine what the next steps might be.

J. Manzi updated that the ASC has introduced several extra activities with great success. Horseback riding lessons with Wolf Creek Stables has filled two sessions, other activities include pottery, hula hooping and various others. There will also be a Wildlife Encounters group coming this Friday. Chairman Shute asked whether the activities were at an additional cost, J. Manzi answered that whatever fee the vendor charges is passed along directly to the families enrolled and noted that with Wolf Creek the insurance and individual waivers are the responsibility of the Stable.

#### **Adjournment**

**Motion:** K. Heckman moves to adjourn the meeting of October 2016

**Second:** J. DeCosta

**All in Favor – Motion Carries – Meeting Adjourned at 6:45p**

**Next Meeting Tuesday, November 1st @ 6:00pm**

*The Minutes were Transcribed and Respectfully Submitted by Katherine A. Libby, Recording Secretary.*

*Pending Approval by the Parks & Recreation Commission*