

TOWN OF DEERFIELD
Parks & Recreation Commission
November 1, 2016
MINUTES

Call to Order

6:05 pm: Chairman Shute called the meeting to order

Present: Jeff Shute, Chairman; Julie DeCosta, Amy Harrington, Ken Heckman, Brian Layton, Ernie Robert and Melissa Robertson, Members

Excused: Jack Hutchinson Member

Also Present: Joe Manzi, Parks & Recreation Director

Minutes of October 4, 2016

Motion: M. Robertson moves the minutes as written

Second: J. DeCosta

Vote to approve: Yea 7, Nay 0, Abstained 0 – Motion Carries

Citizens Comments

None

Assistant Director Position Update

J. Manzi updated that an offer has been extended and accepted. He is still working out the paperwork and HR details, but looks forward to announcing the new Assistant Director of Parks and Recreation soon. Chairman Shute asked how many candidates were considered, J. Manzi responded that five applications were reviewed. He anticipates a late November start date.

Tailgate Trick-or-Treat

The program went very well, keeping the promotion and marketing local did not seem to have any impact on attendance. The DCS Pre School won the decorating contest and a special thanks was given to Melissa Robertson, Brian Layton, Amy and John Harrington and Julie DeCosta for volunteering. There were two areas for improvement identified, the lack of a portapotty facility and the need to close off the entrance to vehicles coming in to allow for the parade to begin. Commission members agreed that more formal procedures and communication will be put in place for 2017 so that it is clear no cars will be admitted after 1p for safety reasons. B. Layton also suggested that attendees be asked to sound their vehicle horn when leaving so that people can be aware.

There was feedback that perhaps checking for a Veasey Park/Dump Sticker on the vehicles would be a way to keep attendance to Deerfield residents. Members agreed that so long as attendees are participating in the spirit of the event and giving out candy as well as collecting there shouldn't be an issue. The 8th Grade ran the food and beverage concessions as a fundraiser and seemed to be very pleased with their results.

Hartford Brook Update

J. Manzi has submitted supplemental materials to the Grant Committee and should hear more this month. The Field was used at the end of September for Deerfield Bulldogs practices and the 5/6 grade soccer teams were very happy with the facility. B. Layton spoke that there was plenty of space and room for spectators. J. Manzi spoke that Phase II work will depend on a combination of the Grant, Warrant Article and Revolving Fund factors. It is estimated that \$50,000 - \$60,000 will be needed to address the remaining needs at the Field. The Department will be closing down both Hartford Brook and Bicentennial for the winter in the coming week. J. Manzi thanked E. Robert once again for the return of working hot water at Bicentennial field.

Online Registration Update

J. Manzi presented the Commission with information on RecDesk, a service that would allow the Department to take credit card and online payments as well as develop mobile and enhanced scheduling capabilities. The cost for the program is \$3,400/year, an amount J. Manzi feels will be more than made up for in efficiency gains. The system would also allow for scheduling of multiple facilities, for example the School Gym during basketball season. Locally the towns of Nottingham, Newmarket and Durham all use the system. Chairman Shute asked whether the cost would come from the Revolving Account and J. Manzi confirmed yes.

Other Program Updates

J. Manzi spoke that the After School Clubhouse is running well, they are looking for extra staff, but things are operating smoothly. The families have been appreciative of the extra activities and all offerings have been at capacity. They will also be relaunching the Wrestling Program this month. The hope is that as interest grows the group can become a certified club to compete with other local clubs.

K. Heckman asked about wi-fi and J. Manzi confirmed that he spoke with Steve Jamele and will be getting the access set up. K. Heckman asked about the busing of students to the Program and J. Manzi confirmed that there haven't been any concerns.

J. Manzi updated that Fall Soccer programs have concluded and that this season was as great a group of parents, coaches and support as the program has ever seen. Sportsmanship was fantastic. The grades 1/2 and 3/4 groups held an end of season BBQ that was pulled together seamlessly. B. Layton asked whether the 5/6 grade group may want to be included in the BBQ next year and J. Manzi confirmed that yes, he is open to any approach and always looking to find the best way to capstone the season. K. Heckman thanked Sean Bousalee and his daughter Alana for the referee work they did at the 5/6 level.

J. DeCosta reminded everyone that the Catamount 5K will be this coming Sunday at 9a at the Fairgrounds and encouraged everyone to attend.

The Coffeehouse is scheduled for November 12th with a Friday, November 11th setup. Two to three people will be needed in the afternoon Friday to set up, another two will be needed on Saturday in the kitchen and two at the registration table along with volunteers to assist with cleanup. J. DeCosta asked that everyone check the sign up list and will solicit other donations in local groups.

J. Manzi mentioned the November 11th Veteran's Day ceremony planned for 11a at the Town Hall.

Chairman Shute spoke that the question of whether someone compensated by the Parks and Recreation Department could also serve on the Commission was raised to the Board of Selectmen and they saw no issues. The Commission roster is full now, but should Amy Carlson be willing to volunteer in the future there would be no problem.

A. Harrington presented a draft survey around the Old Home Day events. She will circulate to the Commission and provide Joe with a blurb and link to the online survey so that the Town Administrator can include in the Town's Newsletter. Commission members agreed that it would be best to keep the Questions generic and then use responses to drive the decisions around the future of the event.

Adjournment

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

Second: M. Robertson

All in Favor – Motion Carries – Meeting Adjourned at 7:00p

Next Meeting Tuesday, December 6th @ 6:00pm

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

Secretary.
Pending Approval by the Parks & Recreation Commission