

Town of Deerfield  
**Veasey Park Commission**  
G.B. White Building  
8 Raymond Road, Deerfield, N.H.  
MEETING MINUTES  
July 13, 2022

**7:30 pm:** Call to order/Roll call

**Present:**

Travis McCoy (*chair*)

Craig Stevens (*commissioner*)

**Absent:**

Gary O'Connell

**Minutes:**

*recorded by: Travis McCoy*

**7:35 pm:** Meeting opened to citizens comments (none)

- Review of minutes
  - Minutes approved
- Chairman's Update
  - Discussed hiring of additional Lifeguard to fill in gaps in coverage. Travis informed the VPC of an applicant who is available to start immediately. The VPC approved of the new hire.
  - Discussed pay raises for staff. Travis suggested \$.50/hr. The VPC agreed it was warranted but would like to review payroll expenditures prior to decision.
  - Discussed cutting hours for the Park Attendants. No decision
  - Travis updated the VPC as to community use of the park for events.
    - Five scheduled gatherings of more than 12 people.
    - Parks and Rec will use the park on Tuesdays and Thursdays
    - Longview School will occasionally use the park and kayak launch for their outdoor activities.
- Old Business
  - Craig asked if Travis made any progress procuring funds to compensate the acting Park Manager (Travis McCoy).
    - Travis explained that the funds would most likely not be available through the VPC operating budget. Travis has spoken to Nancy (Brown) McKinney regarding the use of funds from her donation to the Veasey Commissioners. Mrs. McKinney agreed that this would be an appropriate use of the donation and expressed her appreciation of the efforts of the

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commission and the amount of work put in by such a small number of volunteers. Mrs. McKinney also stated that she would like the VPC to educate the community as to the amount of dedication and work it takes to operate the park.

- Craig stated that since Mrs. McKinney approved this use of said funds, Travis should be paid the sum of \$5,000 for his service as Park Director so far this season,
- Travis will follow up this request with the Town Administrator and Board of Selectmen. The VPC will also draft a warrant article for 2023 to create the position of a Park Manager and to fund such a position for future seasons. Duties to include the following;
  - *Coordinate/perform pre-season and post season inspection and clean-up efforts*
  - *Coordinate opening/closing of the park*
  - *Manage daily operation of the park*
  - *Manage staff;*
  - *Receive applications, schedule interviews, personnel paperwork, scheduling,*
  - *uniform orders, conduct staff meetings*
  - *Swim lessons;*
  - *Determine session schedule, advertise lessons, create/post and collect enrollment forms, provide a database of students, schedule and contact students*
  - *Purchase and inventory maintenance of supplies and equipment*
  - *Meet with town officials (BOS, EMD, Fire/Rescue) and Town Administration*
  - *Maintain communication with the public via social media, web site, and email*
  - *Create and maintain paperwork and record keeping forms*
  - *Issuance of season passes*
  - *Coordination of school field trips and other event requests to use the park*
  - *General maintenance of premises*
  - *Coordinate/perform capital improvements*
  - *Research and coordinate any special projects as directed by the VPC ie; Erosion control/forestry project*
  - *Remain available as much as possible 7 days/week for the 11 week season to handle any managerial issues that arise*
  - *Post meeting agenda notices and meeting minutes*

**8:07 pm:** Meeting Adjourned

**Next Meeting:** August 2, 2022

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