



TOWN OF DEERFIELD

Parks & Recreation Commission

March 8, 2023

Call to Order

6:40pm Jeff Shute called the meeting to order

Present: Nate Brown, John Dubiansky, Jeff D'Agostino, Katie Libby, Sean Morrissey- Members

Excused:, Franklin Bongiovanni, Brian Fisher, Erica Menard - Members

Also Present: Eric Menard-Director

Review of Minutes

Motion: Katie Libby moves to approve the minutes from February 8th 2023 as written

Second: Nate Brown

Vote to Approve: 5 Yea, 0 Nay, 0 Abstained- Motion Carries

DPR Financial Update

Member Menard sent out Financial update to Commission Members before meeting. Chairman Shute stated that gains included Hoop Classic, Baseball/Softball, Senior Programs, After School, Soccer, Toddler Events, and Adult Basketball. Chairman Shute stated that losses included Administration, Dances, Equipment/Facility/Vehicle Maintenance and Repair, Adult Yoga, and Special Events. Director Menard stated that Hoop Classic is team registrations, Baseball/Softball are registrations, Senior Programs is the anonymous donor that funds the Senior Fitness program, After School is registrations, Soccer is the Spring Soccer registrations, Toddler Events is registration for the Toddler Tuesday program, and Adult Basketball is drop-in payment for each session. The expenses of dances was from Concessions, equipment, decorations purchased, Adult Yoga is due to the timing of Instructor payments. Instructor gets 80% of the registration/drop-in fees. Member Libby asked about a gain in the Administration line the previous month. Director Menard said that was a refund from the Hartford Brook Grant based on purchases made prior to the grant ending.

Update on Current Programming

After School Clubhouse

Director Menard shared an update on After School. The numbers of attendees are still around 40-44 kids per week, he is currently holding a couple of more kids due to the staffing shortage and wanting to make sure there is proper coverage. The PJL comes to the After School Program on Mondays for Reading Visits and Wednesdays for

Lego Club. Staff includes one Adult, two High School Staff, hiring 2 SITs into a Staff Aide position, then 4-5 other SITs. There is still a need for Adult Staff in the program.

Toddler Programming-

Toddler Tuesdays are going on, have had 3 sessions so far. Valerie Brodie (who runs the Zumba and Yoga classes) offered to run the program for Director Menard as she has her child in the program. She provides Director Menard with a list of items needed and a plan for each session. Director Menard gets the items and leaves them in the room for her to run the group. 6 Toddlers in this program, same number as in the Fall Session.

Toddlers at Play is going on as well the 1st and 3rd Wednesday of each month. There were no attendees last week due to it being vacation week. The first 2 sessions had 12 and 13 kids. Parents bring their Toddlers into the Game Room and are responsible for supervising their Toddlers.

Senior Programming-

There are no new updates in the Senior Fitness program. The anonymous donor provided \$5,000 towards this program which is used for Instructor payments and potential equipment purchases as long as approved.

There have been no attendees for 3 weeks of the Coffee, Card Games, and Bingo event. Director Menard has heard interest from Seniors during Senior Fitness about this program so he hopes to see some attendance soon. This program is ran before the Toddlers at Play Program.

Fitness Programming-

The Zumba and Yoga sessions still run as normal with usually 6-10 people attending. Zumba is on Monday nights from 7pm-8pm and Yoga is Wednesdays from 7:30-8:30pm. No Zumba or Yoga last week due to Vacation week. Line Dancing on Wednesdays from 6:00-7:30pm typically has 6-8 people.

There's a group of moms who have reached out to Director Menard about having an exercise class after DCS drop-off. Valerie Brodie would be interested in running this class. Director Menard said he would figure that out after Hoop Classic.

Youth Basketball-

The Pre-K/Kindergarten and Grades ½ programs ended this past Saturday. The weather was poor so the attendance was very low but there was no opportunity to postpone (as program was once postponed already) due to the Hoop Classic going on this weekend. The Grades ½ program went well, started with more focus on skill stations and gradually introduced more game play opportunities with the last two weeks being more game play.

Member Morrissey said that the Pre-K/Kindergarten program ended with combining multiple skills into a station such as dribbling and defense together, and passing and shooting together. The program did a good job laying the foundation for the next step. Member Brown asked if the numbers were consistent each week for the programs, Member Morrissey said Pre-K/K had about 20-24 each session (24 registered for program), Director Menard said the Grades ½ program (33 registered for program) was consistently around 30-33 until the last two weeks of program. Director Menard said it was nice as he was able to use Member Morrissey's plan for Pre-K/Kindergarten to develop the plan for Grades ½ and create continuity and a pathway between the two programs for the growth of players. Member Morrissey said that there were a lot of great kids who were coachable, listened well, and progressed skill wise. There is also a strong group of parents and a building of community. Member D'Agostino asked about the overlap of these parents/volunteers for other sports, Director Menard said there were 4 or so parents who volunteered this past Soccer season that volunteered for Basketball.

The Grades 3-6 teams are getting ready for Hoop Classic. Adult Basketball has 3 sessions left (had to cancel two sessions earlier so being made up). There was one session with 6 people but the rest of the sessions had about 12-15 people each session. There have been no major issues with the group so far. Member Brown said that in years past, they would be able to start the sessions in September and then go until the end of School year so a potential opportunity going forward.

Ice Rink-

Chairman Shute had gone over and there was a lot of slush that was difficult to remove. It was a rough season for the Ice Rink but was great for the Winter Extravaganza. The group will figure out plans of breaking down the rink in the near future. Next year, the plan is to put in less water than we did initially (put in around 6 inches, thinking 4 inches would be good).

Hoop Classic-

Hoop Classic starts this Friday. There are 30 teams, two 8 team divisions and two 7 team divisions. Games will be this Friday, Saturday, Sunday and the following Friday, Saturday, Sunday. The Official search has been difficult but almost the whole first weekend is filled. Volunteer signups have been going well so far. Director Menard reached out to SNHU and there are going to be 2-3 students carpooling together and doing a few games. Most signups so far from volunteers have been Admissions and 50/50 Raffle. Member D'Agostino said that High Schoolers need to do volunteering so that could be an opportunity to capture some volunteers. Members Libby and Brown suggested adding an announcement about the running clock to the fans as that is a common thing that fans don't understand and shout about during the game. There are several Towns that are playing in multiple Tournaments at the same time so that has created some scheduling complications. Member Morrissey asked if it was patched official requirement, Director Menard said that patched officials are highly recommended. Member Brown said that the games get pretty competitive. Member Brown said that Tim Griffin will bring his equipment Thursday after the Talent Show for us to do setup.

Update on Future Programming

Baseball/Softball/T-Ball-

Registration for these programs close this upcoming Sunday. Current numbers are 48 for Baseball, 30 T-Ball, and 16 for Softball. Member Morrissey asked if there was 10 or 9 out on the field, Member Libby said 9. Member Libby asked if we could work with other Towns if numbers are needed, Director Menard said that he has meetings with Lamprey River LL Board and the group discusses numbers and potential placements if needed. There are a fair number of coaches so far. League Evaluations for Baseball and Softball are scheduled for Sunday, March 19th. Field Clean-up Day is scheduled for April 8th but may need to be moved dependent on field conditions.

Soccer-

14 kids signed up for a Spring Soccer team. It will be a U10 Co-ed team as there are 9 and 10 year olds. Member D'Agostino is working on uniforms and Director Menard is working on getting rosters and verification started on the GotSport website (NHSA registration platform and League Software). Director Menard is asking DCS to use the gym for some indoor soccer time for the team can start working on skills getting ready for the Season. Games start the 2nd or 3rd week of April. There was discussion between Member D'Agostino, the coach, and Director Menard about potentially asking the Fairground about using their lot to play.

Summer Camp-

There are currently 21 Summer Camp Memberships. There was a cost increase of \$10 (\$185 per week this year compared to \$175 last year. We added daily options this year earlier than last year in the hope to secure more kids. Last year, we had heard from families sending their kids to other towns as we did not have that opportunity open sooner. We also recently added an Early Drop-off/Late Pick-up option as Director Menard received a lot of feedback when posting the initial flyer out to the public. Summer Camp Hours are 8-4 but now have the option to pay an additional fee for a 7:30-8:00am or 4:00-4:30pm dropoff/pickup opportunities. The plan is to do 4 off campus trips similar to last year. Member Morrissey asked when registration closes for Summer Camp. Director Menard said that it is preferred to sign up for Memberships and select weeks for families early. Then families pay their invoice in different percentages in the month of April, May, June.

Other Business-

DPR Pay Scale-

Director Menard presented the Commission members with a proposed pay scale for After School/Summer Camp staff. This was created based on the difficulty of finding and retaining staff in these programs. Proposed Increases include the Staff Aide starting pay from \$12 to \$13.50, Staff from \$12.50 to \$15, and Staff Supervisor from \$13 to \$16. With these increases, it would make these staffing opportunities more competitive compared to other work environments that are around the area. Director Menard stated that he would like to keep the staff at a 1:10 staff/camper ratio so Staffing will be dependent on the number of campers registered. The ideas of the daily options and early/late options are ways to give families more flexibility as well as create opportunities to fund these wage increases. Each year, an employee wage would move up 3%.

Motion: Katie Libby made a motion to approve the 2023 After School/Summer Camp Staff Pay Scale as laid out.

Second: Nate Brown

Vote to Approve: 5 Yea, 0 Nay, 0 Abstained- Motion Carries

Recreation Coordinator-

Director Menard had three people reach out about the position. Two people sent in application materials and had an interview with each of them. The Recreation Coordinator would be a part-time position where this person assists all programs of the Department.

Retrofitting Door Quote-

Director Menard said that the Department has 5 exterior doors in the classrooms that are not currently up to fire code. The Town Administrator gave Director Menard a second quote from a vendor listing 7 doors (DPR would pay for 5 of the doors) to present to the Commission. The first quote (that the Town Administrator gave to Director Menard) would have been \$825 per door and this quote would be \$517 per door. Member Dubiansky said that the quote states "exit paddles" and that those doors need the full length push bar as it rooms more than 50 people at a time. Member Dubiansky wondered if the first quote included the correct hardware for the doors. Director Menard said that he was asked to get an answer at tonight's meeting so that it could be presented at the next Board of Selectmen meeting.

Motion: Jeff D'Agostino made a motion to not to exceed \$4,200 from the Revolving Fund to update the DPR exterior 5 doors so that they are verified as up to fire code.

Second: Katie Libby

Discussion: Member Dubiansky asked Director Menard to notify the Town Administrator of his concern of the quote making sure that the correct hardware is ordered to be up to fire code.

Vote to Approve: 5 Yea, 0 Nay, 0 Abstained- Motion Carries

Joe Stone Good Sport Scholarship-

Chairman Shute asked for an update on the Joe Stone Good Sport Scholarship. Director Menard asked the group if the application should have one or two references needed included. Director Menard said that the applications from last year all did not have the same amount of information so he would like to keep it fair in terms of that. Member D'Agostino said that 2-3 references is normal so that 2 should be good. Member Morrissey asked what the process was of approving the scholarships. Director Menard said that he sends all applications to the Commission

members. Commission members then review on their own and select their ranking of who they believe should receive it. Then, the scores are taken and then ranked based on the overall scores.. Then, the Commission votes from there. Chairman Shute said it should stay at two Scholarships of \$500 each to stay consistent each year. Director Menard asked if there have been instances where the Joe Stone Fund was used to give registration scholarships for other programs with families who need financial assistance. Members said this was done in the past and that the family would initially start with the Welfare Officer for the Town. Director Menard has all of the materials ready to post but wanted to finalize the reference number in question. Director Menard said that he would get the materials that former Commission Dwight Barnes had from last year as he and Dwight took the scores last year. Applications close Friday May 5th. Director Menard would then send applications to Commission Members to send their votes/scores throughout the week. Then the winners would be announced Friday May 12th. Then Director Menard informs the winners and schools of winners and coordinates a picture with them.

Easter Bunny Event-

Member Libby asked if there was an Easter Bunny event this year as she gave away the costume. Director Menard will get a new costume. The event will take place on Sunday, April 2nd. Kids meet the Easter Bunny and then have an Easter Egg Hunt. The groups are separated into 3/4 year olds and 5+ year olds.

Citizens Comments

None

Adjournment

Motion: Katie Libby

Second: Nate Brown

Vote: 5 Yea, 0 Nay, 0 Abstained

Meeting ended at 8:12pm

Next Meeting Wednesday, April 18th, 2023

*The minutes were transcribed and respectfully submitted by Eric Menard,
Director of Parks and Recreation.
Pending approval by the Parks & Recreation Commission. Revisions,
if any, will be contained in the minutes of the next meeting.*