

**TOWN OF DEERFIELD  
Parks & Recreation Commission  
February 5, 2020**

**Call to Order**

6:00 pm: Chairman Libby called the meeting to order

**Present:** Katie Libby, Chair, Nate Brown, Terry Crotty, Tom DuBois, Erica Menard and Jeff Shute  
Members

**Excused:** Dwight Barnes, Vice Chairman, Jeff D'Agostino and Brian Fisher, Members

**Also Present:** Kevin Hill, Assistant Director and Deb Treantafel, After School Program & Summer Camp  
Supervisor

**A recording of the meeting can be viewed at:** <https://www.youtube.com/watch?v=SBg8nscVuxo>

**Summer Camp 2020**

Members of the Summer Camp Sub-Committee reported that they had met with Deb and Nick recently to review the financial results from the 2019 Summer Camp and begin to plan for 2020. Four proposed changes were put forward including 1) A daily fee increase; 2) A drop-in fee increase; 3) Incorporating a \$25 trip fee; and 4) Collecting Camp payments in instalments before the Program begins. Projected revenues and costs were provided along with examples of the Premium Trips lineup and associated expenses.

Deb shared her sensitivity to raising prices on families for a second year in a row, while at the same time appreciating that the Department wants to avoid a repeat of the losses realized in 2019. Requiring families to commit to dates and pre-pay, or make a material deposit, will allow her to schedule Staffing appropriately.

**Motion:** J. Shute moves to recommend increasing the 2020 Summer Camp daily fee from \$25 to \$30, to increase the early drop-in fee from \$3/day per child to \$5/day per child, and to collect Camp payments in installments with 100% due on or before June 1st.

**Second:** N. Brown

**Vote to Approve: 6 Yea, 0 Nay, 0 Abstained - Motion Carries**

**Review of Minutes**

**Motion:** J. Shute moves to approve the minutes of January 2020

**Second:** T. DuBois

**Discussion:** K. Hill noted that, under the section "DPR Warrant Article" the tree trimming is to be done at the George B. White building, not Bicentennial Field

**Vote to Approve as Amended: 6 Yea, 0 Nay, 0 Abstained - Motion Carries**

**DPR Financial Update**

E. Menard presented the Commission with a year to date summary of the 80 fund financials. (See Appendix 1).

It was noted that \$520 in revenue in the Adult Co-ed Softball line should have been attributed to Adult Yoga and will be updated. The \$300 donation made in January by Erica Menard is not yet reflected in the 80 fund as the check remains with DPR.

**Baseball/Softball Registration Launch**

K. Hill provided a summary of the Direct Annual Costs for Youth Baseball and Softball and the potential profit/loss per player based on Full Price and Early Bird Registrations.

**Motion:** T. Crotty moves to recommend keeping the 2020 Baseball and Softball Registration fees unchanged from 2019 and to focus on cutting costs or increasing sponsorships in order to keep the programs from resulting in a loss for

**Second:** E. Menard

**Vote to Approve as Amended: 6 Yea, 0 Nay, 0 Abstained - Motion Carries**

#### **Deerfield Hoops Classic**

K. Hill provided an update that the dates originally announced for the tournament have been moved. Games will be held Monday - Thursday at 5 pm, 6 pm and 7 pm and on Friday and Saturday the last game will be at 8 pm. There will be no games on March 28th as it is a black out date for the school. The sign up for volunteers will be distributed shortly.

#### **Old Business**

T. Crotty asked re: the status of the \$300 donation, noting that at the January meeting a motion was made, seconded and unanimously approved, to establish a new line in the 80 fund to hold monies earmarked for program scholarships.

There was some confusion and disagreement around the purpose of the Joe Stone Scholarship. Additionally there was uncertainty regarding the mechanics of creating a new line within the 80 fund (revolving account) for the donation, versus placing the money under the separate account that currently holds the Joe Stone Scholarship (81 fund) versus creating an entirely new line in the Town Budget (i.e. 82 fund). E. Menard will work with Pete Lemay in the Finance Office to determine the pros/cons of each approach and return with a more clear recommended path forward.

#### **Citizens Comments**

None

#### **Adjournment**

**Motion:** J. Shute moves to adjourn

**Second:** N. Brown

**Vote: Yea 6, Nay 0, Abstained 0 - Motion Carries**

**Next Meeting Wednesday, March 4th @ 6:00pm**

*The Minutes were Transcribed and Respectfully Submitted by Katherine Libby, Chair.  
Pending Approval by the Parks & Recreation Commission*

# APPENDIX 1

80 Fund as of 1/31/2020

Program Name	G/L Number	2019 Balance	Jan 2020 YTD Revenue	Jan 2020 YTD Expenses	Jan 2020 YTD Balance	Jan 2020 YTD Profit / (Loss)	Dec 2019 YTD Balance	Month Gain/(Loss)
Adult Co-Ed Softball	01	12,748.72	520.00	-	13,268.72	520.00	12,748.72	520.00
Adult PU Basketball	03	4,628.70	-	-	4,628.70	-	4,628.70	-
Adult Yoga	07	9,948.04	-	232.00	9,716.04	(232.00)	9,948.04	(232.00)
Gazebo Field	11	(24,657.56)	-	-	(24,657.56)	-	(24,657.56)	-
Old Home Day	12	(23,205.58)	5.00	-	(23,200.58)	5.00	(23,205.58)	5.00
Dances	13	8,776.82	-	42.27	8,734.55	(42.27)	8,776.82	(42.27)
Toddler Events	14	2,284.09	420.00	697.90	2,006.19	(277.90)	2,284.09	(277.90)
Trips	15	(934.33)	-	-	(934.33)	-	(934.33)	-
Youth Baseball	16	(9,317.16)	-	-	(9,317.16)	-	(9,317.16)	-
Youth Basketball	17	13,195.90	50.00	308.33	12,937.57	(258.33)	13,195.90	(258.33)
Youth Softball	18	(1,390.67)	-	-	(1,390.67)	-	(1,390.67)	-
Youth Flag Football	19	-	-	-	-	-	-	-
Youth Fall Soccer	20	(178.03)	-	-	(178.03)	-	(178.03)	-
Youth Hoop Classic	22	31,248.11	-	-	31,248.11	-	31,248.11	-
Youth Soccer Camps	23	2,252.15	-	-	2,252.15	-	2,252.15	-
Senior Programs	27	(4,192.87)	2.00	200.00	(4,390.87)	(198.00)	(4,192.87)	(198.00)
Nutrition 365	28	185.73	-	-	185.73	-	185.73	-
Summer Day Camp	34	48,245.59	-	156.51	48,089.08	(156.51)	48,245.59	(156.51)
3 and 3	35	7,657.81	-	-	7,657.81	-	7,657.81	-
Line Dancing	36	2,102.90	-	-	2,102.90	-	2,102.90	-
After School Programs	37	239,746.20	18,340.00	6,036.69	252,049.51	12,303.31	239,746.20	12,303.31
Full Body Blast	46	8,341.02	80.00	64.00	8,357.02	16.00	8,341.02	16.00
Postage	50	(998.26)	-	-	(998.26)	-	(998.26)	-
Special Events	52	(25,843.84)	600.00	-	(25,243.84)	600.00	(25,843.84)	600.00
FICA	54	(54,891.80)	-	608.99	(55,500.79)	(608.99)	(54,891.80)	(608.99)
Medi	55	(12,773.22)	-	142.43	(12,915.65)	(142.43)	(12,773.22)	(142.43)
Retirement	57	(6,452.71)	-	173.28	(6,625.99)	(173.28)	(6,452.71)	(173.28)
Capital Improvements	59	(35,328.89)	-	-	(35,328.89)	-	(35,328.89)	-
Equipment (Major)	60	(12,886.43)	-	549.99	(13,436.42)	(549.99)	(12,886.43)	(549.99)
Equipment M&R	61	(4,806.84)	-	-	(4,806.84)	-	(4,806.84)	-
Facility M&R	62	(31,461.53)	-	52.94	(31,514.47)	(52.94)	(31,461.53)	(52.94)
Vehicles	63	(10,704.27)	-	-	(10,704.27)	-	(10,704.27)	-
Vehicle M&R	64	(1,814.46)	-	-	(1,814.46)	-	(1,814.46)	-
Administration	98	(52,840.15)	-	4,072.06	(56,912.21)	(4,072.06)	(52,840.15)	(4,072.06)
Dormant Programs		(4,758.49)	-	-	(4,758.49)	-	(4,758.49)	-
		71,924.69	20,017.00	13,337.39	78,604.30	6,679.61	71,924.69	6,679.61
					78,604.30			
<b>January 2020 (month only):</b>			<b>January 2020 (year to date):</b>					
\$6,679 increase to overall balance due to:			\$6,679 increase to overall balance due to:					
Gains:			Gains:					
• After School Programs \$12,303			After School Programs \$12,303					
• Special Events \$600			Special Events \$600					
• Adult Co-ed Softball \$520			Adult Co-ed Softball \$520					
Losses:			Losses:					
• Administration/FICA/Medi/Retirement (\$4,997)			Administration/FICA/Medi/Retirement (\$4,997)					
• Equipment/Facility M&R (\$603)			Equipment/Facility M&R (\$603)					