

**TOWN OF DEERFIELD
Parks & Recreation Commission
May 6, 2020**

Call to Order

6:00 pm: K. Libby called the meeting to order

Present: Katie Libby - Chair, Dwight Barnes - Vice Chairman, Nate Brown, Jeff D'Agostino, Brian Fisher, Erica Menard, Terry Crotty and Jeff Shute-Members

Excused: Tom DuBois

Also Present: Nick Lawrence, Director and Kevin Hill, Assistant Director, Deb Treantafel, DPR Staff

An audio recording of the meeting can be viewed at:

<https://www.youtube.com/channel/UCCzG3YwBWbvCj8BsTpbZNjw>

Review of Minutes

Motion: K. Libby moves to approve the minutes of March 2020

Second: N. Brown

Vote to Approve: 8 Yea, 0 Nay, 0 Abstained - Motion Carries

DPR Financial Update

E. Menard presented the commission with the financial documents for the month of April. (See Appendix 1). E. Menard also noted that she sent out the financials for the month of March, despite there being no commission meeting. For April, there was a little over a \$9,000 loss. Summer Day Camp had a gain of approximately \$5800. Hoop Classic had a loss of \$3900. The year-to-date financials overall are still in a good position. The balance for the year is \$98,000. However, refunds may need to be issued due to potential changes in Summer Day Camp and after school programs (affected by Covid-19.)

N. Brown asked if everyone from the Hoop Classic had been refunded. N. Lawrence replied that all refunds have been issued. K. Libby asked if the financial numbers for the Hoop Classic only reflects what was reported for 2020, or if it includes the 2019 numbers. E. Menard responded that it was for the entire event. K. Hill listed various orders for the Hoop classic that were refunded. Members discussed how they could use the shirts for next year even though they say 2020. D. Barnes raised concern about loss of revenue due to this year's event being cancelled, plus the \$3900 loss. E. Menard elaborated that the numbers are showing \$3200 in revenue, offset by \$7100 of expenses. T. Crotty asked E. Menard, K. Hill and N. Lawrence to look into the Hoop Classic numbers further for next month. K. Hill noted that last year's profit was just over \$6,000. D. Barnes asked what the other expenses were (besides the tshirts) that couldn't be refunded. N. Lawrence will check with P. Lemay on that.

K. Libby asked about the Special Events, specifically the Red Sox tickets, and whether there was a chance the money would be refunded. N. Lawrence and D. Barnes responded that they expected it to.

T. Crotty asked whether the gained funds from after school programs were for services already rendered, or for pre-payments that would have to be refunded. N. Lawrence responded that he believes all refunds have been issued.

Baseball/Softball Updates

N. Lawrence updated that he and K. Hill met with the Lamprey River Little League Association multiple times to determine next steps (due to Covid-19.) The current goal is to have a semblance of a season if it is safe enough to do so. There have been some drop-outs and refund requests. They expect most people will drop out, however, they want to make sure the kids who want to play will have an opportunity to do so. The Lamprey River Little League Association will send out best practices for Little League to operate safely. Regardless of clearance, N. Lawrence noted that the majority of the towns do not want to extend the season beyond August. Softball has had 10 refunds of the 26 registrants. Baseball refunds numbers are not quite as high.

E. Menard asked what the trigger is for the season to start. K. Hill responded that the stay-at-home order would have to be lifted, the group size would need to be decreased, and they would have to abide by the safety precautions put out by Little League and health officials. They are discussing smaller team sizes and not having concession stands. They are also looking at how to handle and use equipment in a safe way. There haven't been any discussions regarding spectators. Umpires will have a choice of calling the game behind the plate or at the pitcher's mound. N. Lawrence commented that spectator rules would have to be considered. N. Brown asked who would make the ultimate decision whether to open the season. N. Lawrence responded that the town has the ability to decide. It will also depend on registration numbers. K. Libby voiced concern over teaching the kids modified baseball / softball rules to fit with the mandates of social distancing (changes in tagging, smaller roster, etc.) Also, there would be a greater responsibility on volunteers to clean equipment. N. Lawrence agreed.

N. Lawrence referenced the financial worse-case scenario document he sent to members. If they have to refund everything for the summer, the fund will be down to \$49-50K. K. Hill said they would be refunding 114 participants. N. Lawrence will resend the document to members.

K. Libby asked if there was any sponsorship money collected. K. Hill said no.

Adult Softball

K. Libby asked for an update on adult softball given the Covid-19 crisis. N. Lawrence responded that he was on a call with a group of directors from the seacoast and the consensus is that if they don't have Spring sports, they are not going to try to push Summer sports. N. Brown suggested polling participants to gauge interest in playing in the summer should the guidelines permit it. N. Lawrence agreed.

B. Fisher voiced concern about crowded dugouts. D. Barnes brought up that if the youth schedule is pushed out, that could restrict the field availability for adult softball and also potentially cause conflict with coaches who also play themselves. J. Shute asked if the town is allowing use of the fields. N. Lawrence said no. D. Treantafel asked if there is field maintenance going on. N. Lawrence said he hasn't had an update recently, but that Parks and Recreation would handle maintenance for now. An unknown person mowed Bicentennial Field. Members commented that it looked nice and thanked them.

D. Barnes presented the idea to allow family use of fields. Would need to be approved by the Board of Selectmen and town insurance. N. Brown suggested the use of the basketball court. D. Barnes noted that the playground is still off limits (per Covid-19 restrictions.) E. Menard added the tennis courts. D. Barnes suggested that the (Parks and Recreation) Department would be responsible for taking reservations, but since N. Lawrence and K. Hill do not live in town, he suggested that schedule would be provided to the members of the commission to manage. J. D'Agostino suggested using an online system like SignUp Genius so anyone could look online and reserve a time, but also keep people from taking too many of the spots. D. Barnes said he liked the idea of making the schedule public. E. Menard asked how to make the rules known to the public. K. Libby suggested making a sign. K. Libby asked N. Lawrence if he would take that idea to the Board of Selection and also check with insurance. T. Cotty suggested starting with one field, and then if it was manageable it could be expanded to other fields. D. Treantafel suggested asking the schools if their fields could be accessed in a similar way. D. Barnes noted that the school board would have to approve. K. Libby responded saying it was worth checking into.

Summer Camp 2020 Update

N. Lawrence updated that he talked to John Harrington and they agreed that they would like to come up with a plan for how Summer Camp could work and then present it to the Board of Selectmen for May 20, 2020. N. Lawrence listed the following things he thinks need to happen: 1) They need enough campers to make camp worthwhile. 2) They need adequate staffing. The majority of staff are minors. D. Treantafel noted that they have 16-18 staff normally who are on payroll and of that there are 5 that are above the age of 18. D. Treantafel mentioned that many of the staff from last year have already committed to other jobs this summer.

D. Treantafel brought up a meeting she attended with N. Lawrence and a number of other directors. There were a few guidelines that came out of that meeting: Shortened camp days— 8 hours or 4 hour blocks, 8 campers per 2 staff for each group and groups cannot intermingle. Temperature checks would need to be done. Parents would not be allowed to come into the hallway. Masks may be required by adults and children. N. Lawrence asked if everyone had a chance to look at the guidelines document that was sent out. He noted that it said final, but that it is far from final, but that it covered the guidelines D. Treantafel listed. N. Lawrence noted that most towns have accepted that it will not be a normal summer camp, it will have to be modified to work. There will likely be a reduced capacity, one staff member dedicated to a group for the entire summer, and many other guidelines they would like followed. Other towns varied in how they were going to proceed; at least 3 camps have decided to close. N. Lawrence relayed that the town directors would like to provide a unified message.

K. Libby asked if there was a stipulation in the guidelines that staff had to be over 18. D. Treantafel commented that it was more of a responsibility and liability. Underage workers could not be expected to comprehend the safety measures and abide by them. D. Treantafel brought up the issue of handling behaviors at camp— campers assigned to a specific group would not be permitted to interact with other groups. She voiced concern about reinforcing guidelines to campers, that it would be difficult for young staff to handle those behaviors. With those guidelines, N. Lawrence, K. Hill, and D. Treantafel would not be permitted to interact with other groups, which would present a challenge.

Summer camp is scheduled to start June 22, 2020. N. Lawrence reported that there are 80 memberships signed up so far for the camp. No one has signed up since the Covid-19 pandemic occurred. E. Menard asked if there was a possibility of holding smaller, specialty classes so the children can get together. D. Treantafel responded that she thinks anything is possible at this point. She noted that if they do smaller classes, or shortened hours, that may not work for families that do have to go back to work. T. Crotty also suggested E. Menard's idea of smaller classes by sign-up. D. Treantafel asked the group their thoughts. She felt running the camp would be challenging and stressful. J. D'Agostino suggested reaching out to families who have used the

program in the past to see what their interest would be in a modified camp.

D. Treantafel added that staff pay may have to increase to make up for the higher children to staff ratio and the new healthcare risks. They would also require separate staff for cleaning. N. Lawrence noted that the guidelines would be set in the middle of May. After that, he suggested we reach out to families. D. Treantafel noted that she didn't feel comfortable doing the camp and didn't think it would be successful. N. Lawrence noted that they would have to obtain PPE for everyone. D. Treantafel noted that they would have to check with insurance. She suggested that a plan would have to be made and put to the staff first to see if they could get the amount of staff needed to run the camp. T. Crotty commented that there may only be a handful of families that actually require the camp's care this summer. D. Treantafel responded that if that were the case she would explain that to the staff and perhaps that would make the camp feel safer to them to work at. She raised the concern of the building being public, and therefore elderly and high-risk people would have access to it and potentially be exposed. There would have to be a designated sick room to hold a child if they became sick, and that room would have to be sterilized after they went home. N. Lawrence responded that he could not think of an ideal room to use as a sick room. He was concerned about having a back-up staff. He suggested perhaps a delayed start for camp would work. D. Barnes noted that if the workforce opens up, that the town relies on the service of the summer camp. He suggested waiting until we receive the finalized guidelines to make a decision. N. Lawrence, D. Treantafel, and others agree. N. Lawrence asked the commission to meet on May 20 to discuss the final guidelines and come to a decision, so that he could present that decision to the Board of Selectmen on May 26. The commission agreed to meet Wednesday, May 20, at 6:00.

Joe Stone Scholarship

K. Libby reported that there are 5 applicants, however, candidate #5 is going to be removed from the pool because they don't live in Deerfield and did not attend Deerfield Community School. That leaves 4 candidates to receive \$500 each. D. Barnes commented that they have received 4 great candidates. Other members agree.

Motion: D. Barnes moves to fund all 4 candidates.

Second: N. Brown

Vote to Approve: 8 Yea, 0 Nay, 0 Abstained - Motion Carries

D. Barnes noted that the next opportunity to raise significant funds would be the coffeehouse, if not this fall, then next spring. J. D'Agostino commented that even if they were unable to raise any further funds, they would have enough remaining (after providing this year's scholarships) to fund 3 scholarships next year. N. Brown asked how the 5th candidate found out about the scholarship. K. Libby responded that she believes it is because she went to Coe Brown. T. Crotty asked if someone could let the 5th candidate know that she would not be selected. K. Libby asked if everyone was comfortable removing that candidate. In the past, exceptions have been made for candidates that have been involved with activities in town. D. Barnes recalled that those past candidates had previously lived in Deerfield. K. Libby agreed. K. Libby and B. Fisher will reach out to the schools to determine how those scholarships will be awarded, given that there will not be a regular graduation this year.

Summer Entertainment Series

N. Lawrence commented that until group restrictions are relaxed, there is not much that can be determined for the Summer Entertainment Series. He will tentatively plan events. He noted that even before the Covid-19 pandemic, they were going to be cutting summer entertainment due to lack of funding from the town budget. If groups of 100 are allowed, they might be able to hold summer concerts. He raised the idea of doing drive-in movies, as they have already purchased the equipment.

N. Lawrence noted that Old Home Day would also be affected by the Covid-19 restrictions. The Deerfield Fair Association will let him know by the middle of June if they will offer their fireworks contribution. N. Lawrence added that the tentative date for Old Home Day is August 15, 2020. K. Libby added that the PTO has resolved that the triathlon will likely be a fun event, rather than the full event that it was last year.

Maintenance Projects

N. Lawrence provided an update on the Chicken Pit. He said that the Highway Department is understaffed right now, so J. Harrington recommended not asking them for help with the Pit. N. Lawrence reiterated that it has to be rebuilt. D. Barnes mentioned that he and J. Shute would be open to helping. J. Shute believes they could get gravel from the town and spread it out with D. Barnes' tractor. They will count the cinder blocks needed to see how much it would cost to purchase new blocks. D. Barnes and J. Shute will take the lead on this project.

K. Libby updated that N. Lawrence got an estimate from someone to dig up the Little League field, and he thought instead someone might be able to do it with their tractor. K. Libby asked if N. Lawrence wanted to proceed with that. N. Lawrence responded that they could, but with caution to make sure the field isn't damaged. The estimates provided to N. Lawrence were \$10,000 for one field and \$12,000 for the other field. Significant money could be saved if they could do the project themselves. D. Barnes offered his tractor and help to do this. J. D'Agostino shared ideas for this project. He asked if the fields be unusable

for a long period of time. N. Lawrence responded that they are not really in use now anyway due to weeds. K. Hill asked if it would be better to focus on Hartford Brook maintenance as those fields are more universal in usage. N. Lawrence agreed that it would be best to get Hartford Brook fields up to date and then move onto Bicentennial field. He shared that the entire field would have to be dug up. K. Libby asked if there would be a space at Hartford Brook to dispose of the extracted ground. N. Lawrence responded that he didn't know if they would be allowed to dump there, as it is Wetlands. He will check in on that. J. D'Agostino asked if it could be dumped along the fence. D. Barnes asked if the material could be used to make a path for wheelchairs. N. Lawrence wasn't sure, but thought it was a good idea.

N. Lawrence updated that the tree trimming around the George B. White Building will be happening in early June.

N. Lawrence heard back regarding the grant money. \$11,000 was approved so far and that will appear in the fund soon. He will have to sort out other receipts to apply for the rest of the funding.

Citizens Comments

None

Adjournment

Motion: D. Barnes moves to adjourn

Second: J. D'Agostino

Vote: Yea 8, Nay 0, Abstained 0 - Motion Carries

Next Meeting Wednesday, April 1st @ 6:00pm

The minutes were transcribed and respectfully submitted by Jacqueline Trimmer, Citizen.

Pending approval by the Parks & Recreation Commission.

Revisions, if any, will be contained in the minutes of the next meeting.

APPENDIX 1

80 Fund as of 4/30/2020								
Program Name	G/L Number	2019 Balance	Apr 2020 YTD Revenue	Apr 2020 YTD Expenses	Apr 2020 YTD Balance	Apr 2020 YTD Profit / (Loss)	Mar 2020 YTD Balance	Month Gain/(Loss)
Adult Co-Ed Softball	01	12,748.72			12,748.72	0	12,748.72	0
Adult PU Basketball	03	4,628.7	34		4,662.7	34	4,662.7	0
Adult Yoga	07	9,948.04	1,100	984	10,064.04	116	10,064.04	0
Gazebo Field	11	-24,657.56			-24,657.56	0	-24,657.56	0
Old Home Day	12	-23,205.58	5		-23,200.58	5	-23,200.58	0
Dances	13	8,776.82	600	245.49	9,131.33	354.51	9,131.33	0
Toddler Events	14	2,284.09	722	1,335.16	1,670.93	-613.16	2,006.93	-336
Trips	15	-934.33	474	2,250	-2,710.33	-1,776	-2,710.33	0
Youth Baseball	16	-9,317.16	7,604.5	12.5	-1,725.16	7,592	-1,712.66	-12.5
Youth Basketball	17	13,195.9	50	1,746.11	11,499.79	-1,696.11	11,499.79	0
Youth Softball	18	-1,390.67	2,593.5	306.49	896.34	2,287.01	1,202.83	-306.49
Youth Flag Football	19	0			0	0	0	0
Youth Fall Soccer	20	-178.03		135	-313.03	-135	-313.03	0
Youth Hoop Classic	22	31,248.11	3,200	7,140.14	27,307.97	-3,940.14	27,123.12	184.85
Youth Soccer Camps	23	2,252.15			2,252.15	0	2,252.15	0
Senior Programs	27	-4,192.87	5,002	800	9.13	4,202	9.13	0
Nutrition 365	28	185.73			185.73	0	185.73	0
Summer Day Camp	34	48,245.59	30,606	861.92	77,989.67	29,744.08	72,160.67	5,829
3 and 3	35	7,657.81			7,657.81	0	7,657.81	0
Line Dancing	36	2,102.9			2,102.9	0	2,102.9	0
After School Programs	37	239,746.2	36,475	32,472.92	243,748.28	4,002.08	256,085.81	-12,337.53
Full Body Blast	46	8,341.02	160	374.05	8,126.97	-214.05	8,245.02	-118.05
Postage	50	-998.26			-998.26	0	-998.26	0
Special Events	52	-25,843.84	600	1,603.15	-26,846.99	-1,003.15	-26,683.84	-163.15
FICA	54	-54,891.8		1,844.39	-56,736.19	-1,844.39	-56,602.96	-133.23
Medi	55	-12,773.22		431.36	-13,204.58	-431.36	-13,173.43	-31.15
Retirement	57	-6,452.71		693.12	-7,145.83	-693.12	-6,972.55	-173.28
Capital Improvements	59	-35,328.89			-35,328.89	0	-35,328.89	0
Equipment (Major)	60	-12,886.43		699.99	-13,586.42	-699.99	-13,536.42	-50
Equipment M&R	61	-4,806.84		125	-4,931.84	-125	-4,931.84	0
Facility M&R	62	-31,461.53		208.17	-31,669.7	-208.17	-31,618.1	-51.6
Vehicles	63	-10,704.27			-10,704.27	0	-10,704.27	0
Vehicle M&R	64	-1,814.46			-1,814.46	0	-1,814.46	0
Administration	98	-52,840.15		16,918.52	-69,758.67	-16,918.52	-68,080.27	-1,678.4
Dormant Programs		-4,758.49			-4,758.49	0	-4,758.49	0
		71,924.69	89,226.00	71,187.48	89,963.21	18,038.52	99,340.74	(9,377.53)

April 2020 (month only):

(\$9,378) loss to overall balance due to:

Gains:

Summer Day Camp \$5,829
Youth Hoop Classic \$185

Losses:

After School Programs (\$12,338)
Administration/FICA/Medi/Retirement (\$2,016)
Toddler Events (\$336)
Youth Baseball/Softball (\$319)
Special Events (\$163)
Full Body Blast (\$118)
Equipment/Facility M&R (\$102)

April 2020 (year to date):

\$18,039 increase to overall balance due to:

Gains:

Summer Day Camp \$29,744
Youth Baseball/Softball \$9,879
After School Programs \$4,002
Senior Programs \$4,202
Dances \$355

Losses:

Administration/FICA/Medi/Retirement (\$16,919)
Youth Hoop Classic (\$3,940)
Trips (\$1,776)
Youth Basketball (\$1,696)
Special Events (\$1,003)
Equipment/Facility M&R (\$1,033)
Toddler Events (\$613)
Full Body Blast (\$214)
Youth Fall Soccer (\$135)