

TOWN OF DEERFIELD
Parks & Recreation Commission
January 2, 2019

Call to Order

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

Present: Jeff Shute, Chairman; Dwight Barnes, Nate Brown, Terry Crotty, Jeff D’Agostino, Brian Fisher, and Amy Harrington, Members

Absent: Tom Buffington, Tom DuBois, and Bryan Giard, Members

Also Present: Nick Lawrence, Director and Kevin Hill, Assistant Director

Minutes - December 2018 Meeting

Motion: N. Brown moves the minutes as written

Second: B. Fisher

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

**J. D’Agostino not present at the time of the vote*

Southern New Hampshire Planning Commission

Sylvia von Aulock with the Southern New Hampshire Planning Commission (“SNHPC”) introduced herself and described that the SNHPC will be assisting Deerfield with updating its Capital Improvement Plan (“CIP”). Generally a CIP identifies projects of a certain minimum dollar threshold, in Deerfield’s case \$20,000, that the Town feels important for working towards over the coming six years. Deerfield is interested in updating its Plan, outlining Capital Improvement Projects. For Parks and Recreation, projects would look to fall in line with the Recreation Chapter of the Town’s Master Plan. SNHPC’s role is to assist the Town by guiding the thought process. The goal is to have developed a CIP by the end of March or early April 2019. Going forward the Plan should be updated annually.

D. Barnes suggested rebuilding Bicentennial field as one potential project and J. D’Agostino suggested looking into a land purchase to add additional field space. Members agreed that multi-use space in general, for example indoor basketball courts, would be a valuable addition. Sylvia suggested leveraging a community survey to give direction and supporting backup for projects identified. T. Crotty asked whether there would be any cost to SNHPC conducting the survey, Sylvia responded that no, her team could probably utilize questions developed for the other communities it works with, if a light lift there would be no additional cost as SNHPC is being paid to develop the CIP. Age friendly programming was another suggested area for development, Sylvia described that SNHPC previously conducted a survey around engagement and recreation among NH’s aging population, she can look at the responses to see if there is anything applicable for this Plan.

The Commission agreed to appoint Members Amy Harrington and Jeff D’Agostino to work with SNHPC in developing a survey. T. Crotty suggested including a question along the lines of, “...and would you be willing to see tax dollars spent on [insert project]?” as a way to truly gauge interest. Sylvia agreed, citing a previous survey conducted in Bedford where the “unsure” answer to a similar question let the Town know that taxpayers want more information and details before buying into to a CIP.

DPR Financial Update

D. Barnes presented a thorough 2017 / 2018 year over year review. Overall DPR realized a (27,634) hit to the revolving fund balance in 2018, an amount that will likely increase \$2,000 - \$3,000 due to final payrolls. Net contributors to the total were reviewed. T. Crotty asked what the current balance of the revolving account is, D. Barnes answered approximately \$120,000. T. Crotty asked what the approximate \$16,000 expense in the Equipment line was, D. Barnes answered that it was most likely the purchase of the new van. J. D’Agostino asked

for the deeper data for the Soccer program so that he can review whether the 2018 expenses were recurring or more one-time investments. N. Lawrence added that DPR is waiting on receipt of additional grant monies from the Hartford Brook development. Other notable expenses were mentioned including the purchase of catcher's gear for the Baseball and Softball programs, new goals and the Coaches Clinic for the Soccer Program and a decrease in revenue within the Summer Day Camp and After School Clubhouse lines. Members agreed that it would be prudent to delve deeper into the Summer Day Camp and After School Clubhouse figures, as these are the two largest sources of revenue. Information will be passed along to T. DuBois, the sub-committee representative for ASC and Summer Camp.

D. Barnes asked whether payment for these programs is made by cash and whether there was a control policy in place. N. Lawrence responded that yes, cash payments are often taken in, and that the ASC Director has a log of what is received. J. D'Agostino noted that the staff pay increase was made retroactively to June, which would impact expenses. D. Barnes will continue to work with the Town Finance Office to refine the Accounting and reporting for DPR programming. Members thanked him for the information and the work that went into compiling it.

Joe Stone Scholarship Fund Update

D. Barnes updated that the next available date for DPR to use the Coffee House as a fundraiser is in the Fall of 2020. He suggested that the Commission brainstorm events and ways to raise monies for the Scholarship fund in the interim. Members agreed to hold 50/50 raffles during the Hoops Classic and Winter Carnival and suggested a Hall of Fame Banquet, Dance, and Cornhole Tournament as other possible resources.

Sub-Committee Description & Assignments

This topic was tabled until the February meeting.

Baseball/Softball Registration Update

K. Hill distributed draft flyers for the 2019 season to the Commission, DPR is looking to launch registration ASAP in order to give the longer three month window to register. DPR is working to set a player evaluation date with DCS, players ages 11 and 12 will attend a league-wide evaluation to be held in Candia. DPR is working to get program specifics for Babe Ruth play.

Winter Carnival Update

Winter Carnival is scheduled for Sunday, January 20th, with an inclement weather date of January 21st. Wolfe Creek Stables will be in attendance for pony rides and DPR is working to incorporate some new fun events. There will be a winter-themed cake decorating contest, along with the pie eating and root beer float competitions that were popular last year. The Library will not be able to host story time, so DPR will shift story time and cookies to the Town Hall. Chairman Shute suggested that if there is no snow and the ice conditions are good they could look to include a public skate at Freese pond.

Deerfield Hoop Classic

The Tournament will begin March 23rd. Registration will be opening soon with a cap of 48 teams and a cost of \$200/team. DPR is looking for the Commission's input around how to handle Deerfield teams and volunteerism. Historically Deerfield teams have participated in the Tournament at no cost, however filling the required volunteer slots has been a struggle and having paid staff fill the work requirements reduces the revenue brought in by the event. A. Harrington suggested having Deerfield teams pay the \$200 fee up front and receive a refund after fulfilling the volunteer commitment. N. Brown stressed the importance of Coaches being on top of their teams to fill volunteer slots. J. D'Agostino asked whether Deerfield teams should be offered a choice between volunteering time vs. paying the fee. In the past there have been 6 Deerfield teams participating in the tournament, with 84 games and 5 volunteers needed per game, there are 420 total shifts to be filled. A. Harrington questioned whether the \$20 savings per family was driving any difference in the level of volunteerism. Chairman Shute suggested Deerfield teams could pay half the normal cost at \$100.

It was agreed that DPR will distribute a sign up sheet to Deerfield teams and that if slots aren't full by the

conclusion of the regular season they will reassess the waived fees.

After School Clubhouse Staffing Update

N. Lawrence updated that one more offer has been made to a potential staff aide. Once Deb returns to the office they will evaluate the overall health of the program staffing and make a decision around further reducing the wait list.

Chairman Vacancy

Chairman Shute noted that he will be stepping down from the Chairman role at the February meeting and the Members should be prepared to nominate a replacement.

Citizens Comments

Katie Libby suggested that the Baseball and Softball registration forms include a prompt for parents to volunteer to assist with concessions. She also noted that the recap from Soccer is outstanding and asked whether the Candia partnership was considered a success.

Hoops Classic Cont.

K. Hill provided additional information on the Hoops Classic, noting that there were planned adjustments to the length of games and the use of stoppage time, clarifications were made as to the permissibility of man and zone defense, and how to address the "second game if necessary" situation. The 2019 tournament will move to a winner take all format. Additionally, DPR has developed a series of sponsorship levels as a way to increase revenue.

Adjournment

Motion: N. Brown moves to adjourn

Second: J. D'Agostino

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

**B. Fisher absent at the time of the vote*

Next Meeting Wednesday, February 6th @ 6:00pm

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

Pending Approval by the Parks & Recreation Commission