

**TOWN OF DEERFIELD**  
**Parks & Recreation Commission**  
**July 5, 2017**  
**MINUTES**

**Call to Order**

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

**Present:** Jeff Shute, Chairman; Amy Harrington, Ken Heckman, Ernie Roberts, and Melissa Robertson Members

**Excused:** Julie DeCosta, Member

**Also Present:** Joe Manzi, Director and Nick Lawrence, Assistant Director

**Minutes of May 2017**

**Motion:** M. Robertson moves the minutes as written

**Second:** E. Roberts

**Vote to approve: Yea 5, Nay 0, Abstained 0 – Motion Carries**

**Citizens Comments**

None

**Commission Roster Updates**

Chairman Shute noted that there are two Commission positions vacant. Community Members Brian Girard and Nathan Brown were present and expressed an interest in filling the positions. Chairman Shute reviewed the philosophy of the Commission, "Recreation for Sport", and discussed the programming, including the After School Clubhouse and Summer Camp programs. Meetings are to be held the first Wednesday of each month. J. Manzi spoke about the ways in which the revolving fund has been used to maintain and make improvements to the facilities. Just this year that work included resurfacing the tennis and basketball courts, installing chips at the playgrounds, and installing irrigation at Bicentennial field. Mr. Girard and Mr. Brown each introduced themselves and described their experience with various aspects of Parks and Recreation.

Chairman Shute let everyone know that the Commission would look to speak with others who have expressed an interest in serving on the Commission during the August meeting, after that a recommendation for nomination would be put to the Board of Selectmen.

**LWCF Grant & Hartford Brook Update**

J. Manzi updated that, the latest is that all approvals have been received, but that the State is working to sort out an accounting/budget error in order for the grant monies to come in. Chairman Shute spoke that he has been approached about putting a full size soccer field at the location. Members agreed that a field of that size would be outside of the scope of use currently.

**Old Home Day**

N. Lawrence distributed mock brochures for the event with a tentative layout of schedule. Volunteers are needed to pick up the chicken, chicken racks, and dunk tank. A point person is also needed for the road race. E. Roberts confirmed that the BBQ pit is in good shape. J. Manzi is looking to incorporate the Recdesk technology into registration or donations in some capacity. K. Heckman suggested the 5K road race would be an easy event to move online. It was suggested that a Signup Genius or other system be used to coordinate the side dishes. J. Manzi will work to tighten up the language around the Chicken BBQ and look into how attendees can pay online and move to an express line at the dinner.

**Joe Stone Scholarship**

J. DeCosta took the pictures of the recipients with Connie Stone and is working on a write up. J. Manzi noted that, to date, the Joe Stone Scholarship has distributed \$7,000 to Deerfield students.

### **Tennis & Basketball Court Updates**

The resurfacing of the courts was completed on Monday. The area was staked and taped off to allow the surface time to settle, for each day that you can stay off the courts after resurfacing it will add approximately one year of life to the surface. Unfortunately, someone went around the steaks and signage over the weekend to get onto the basketball court.

### **Other Field Updates**

The installation of irrigation at Bicentennial is in progress, the team is trying to work around the weather and the Adult Softball schedules. K. Heckman asked for an update on the runoff conditions, has the dugout on the Softball field been stabilized? J. Manzi confirmed that yes, the field continues to experience unbelievable runoff and washouts from the storms, the dugout has been stabilized and once able to get more broad use of Hartford Brook field will be able to get to some of the larger projects at Bicentennial.

E. Roberts updated that the security lighting at Bicentennial is mostly complete. He has not been able to get down to the field after dark to test it just yet. He will look to install a similar system at Hartford Brook with three motion sensed lights. J. Manzi will speak with the Town Administrator when the project is complete and a final cost is submitted, there may be grant funds to help offset the costs. Additionally a bid from Skycom has been requested to install a security system and cameras at each field location.

### **Family Fun Night**

J. Manzi reminded everyone that the first Family Fun Night is scheduled for this Friday at 5:30, Bill Clark and the Railers will be the local performers.

### **Youth Sports - Parent Code of Conduct**

J. Manzi updated that the plan is to get all Code of Conduct forms onto the RecDesk system so that they can be attached and/or acknowledged by the families during enrollment and registration in the various programs. It was noted that the last year or two have had excellent coach and family participation in line with the recreational philosophy. Members considered whether a checkbox, as opposed to the entering of initials, to acknowledge receipt would be more impactful. J. Manzi will look more into what the options with the technology are.

### **Program Updates**

Next week will begin the 3 for 3 season at Hartford Brook along with the Teen trips on Tuesdays. The Teen trips currently have seven enrolled with a maximum capacity of ten. The Fall Soccer registration deadline is August 3rd and the Adult Softball league has moved back to seven co-ed teams. Currently more than 90% of all of the registrations are being received through the RecDesk system. K. Heckman asked whether the Department has thought about other uses for the data that is being collected, perhaps how to make adjustment to the programming based on the information. J. Manzi responded that it is still very much in an infancy and that there is much to be built and developed further.

K. Heckman asked about the interest response for Fall Baseball, J. Manzi responded that approximately fifteen athletes have expressed an interest. It may take shape as a pick up style game each weekend at the Raymond Location.

J. Manzi also updated that the Summer Program staffing is strong with both returning veterans and new staff.

### **Adjournment**

**Motion:** K. Heckman moves to adjourn the meeting of July 2017

**Second:** M. Robertson

**All in Favor – Motion Carries – Meeting Adjourned**

**Next Meeting Wednesday, August 2nd @ 6:00pm**

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