

**TOWN OF DEERFIELD**  
**Parks & Recreation Commission**  
**June 5, 2019**

**Call to Order**

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

**Present:** Jeff Shute, Chairman; Dwight Barnes, Nate Brown, Tom Buffington, Terry Crotty, Jeff D'Agostino, and Tom DuBois, Members

**Absent:** Brian Fisher, Bryan Giard, and Katie Libby Members

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

**Minutes - April 2019 Meeting**

**Motion:** T. Crotty moves the minutes as written

**Second:** N. Brown

**Vote:** Yea 7, Nay 0, Abstained 0 - Motion Carries

**DPR Financial Update**

D. Barnes presented Members with a year to date and year over year look at the various accounting lines through the close of May 2019. YTD for 2018 the Revolving Fund was realizing a profit of \$48,000, the same YTD period for 2019 shows a profit of \$25,500. The After School Clubhouse line was down considerably, additionally it was noted that the Administrative costs are interspersed throughout the lines in 2018 and are separated out for 2019. Revenue is down approximately \$10,000 year over year and expenses have increased approximately \$13,000. T. Crotty asked whether Deerfield has received the Hartford Brook grant money, D. Barnes answered no, that there still remains a fair amount of work to be completed before that money can be received. J. D'Agostino asked what was represented in the Trip line, N. Lawrence answered events such as the Boston Red Sox trip. J. D'Agostino suggested that the Department put together a budget and plan for 2020 so that it can begin to forecast and begin to identify areas where it expects savings.

**Hartford Brook Playground Project**

N. Lawrence has been approached by a member of the Deerfield Cooperative Preschool. The school is disbanding and is interested in making a donation toward installing a playground at Hartford Brook. The preschool agreed to making a \$30,000 donation and the original proposal for the scoped project totaled between \$40,000 and \$50,000 in costs to build. The playground quote was \$37,554, plus the cost of fencing. Nick expects the Revolving Fund would pay for fencing regardless of whether or not the playground were in play. He is waiting to see whether FOCUS may make a contribution toward the project. With the community build option for the construction significant savings will be achieved. Approximately 15-20 people will be needed from 8a - 5p over two days.

T. Buffington suggested reaching out to the Boy Scouts or other local service groups who may have community service hour goals. Members also suggested that a sign be placed at Hartford Brook announcing it as "The future home of..." Nick will check with Ultiplay to get a sense of the age and skill level desired in the volunteers. J. D'Agostino shared that he has heard concerns with the location being out of the line of site for parents watching a ball game and that there would be no overhead protection from foul balls. Nick will take the project before the Board of Selectmen for approval at an upcoming meeting.

Nick updated that there are also a number of items that need to be achieved at Hartford Brook in order for the facility to be ADA compliant and to receive the full grant monies. He will be working with Jack Hutchinson to get through the punch list.

**Motion:** T. Crotty moves to augment the Hartford Brook playground project with up to an additional \$15,000 from the revolving funds, contingent upon the receipt of a \$30,000 donation from the Deerfield Cooperative Preschool and contingent on making the space ADA compliance and installing necessary safeguards.

**Second:** T. Buffington

**Vote:** Yea 7, Nay 0, Abstained 0 - Motion Carries

T. Buffington suggested the Commission form a sub-committee to network, facilitate and organize volunteers for this project. T. Buffington and D. Barnes agreed to spearhead the DPRC Special Programs sub-committee.

#### **Fall Soccer Registration Update**

Registration has been open approximately one month and currently 11 kids have registered, six in grades 1 - 6 and five at the pre-k and kindergarten level. DPR has pushed for early registration before the summer months hit. We will once again partner with Candia's youth soccer program.

#### **Adult Co-Ed Softball Update**

Registration has closed, the league will host six teams this season with approximately fourteen players per roster. Games start June 17th with the playoff week and championship game to coincide with Old Home Day. Uniforms have been ordered and rosters have been communicated out to team managers. Kevin thanked Dwight for putting together the Adult Co-Ed Softball schedule.

#### **Summer Entertainment Series**

Posters have been finalized and printed, five bands are secured for the Summer series including Mr. Nick and the Dirty Trucks at Old Home Day. Hickory Sticks BBQ food truck will be back for all four Friday dates. Chairman Shute asked whether Mr. Nick was also confirmed for a Sunday rain day, Nick responded yes. D. Barnes suggested keeping the ice cream sales as a part of the evening offering.

#### **Old Home Day Update**

Old Home Day will be held August 16th with a rain date of Sunday, August 17th. Chicken racks have been ordered, the band has been booked and Nick expects to have a full schedule of events and times for the July DPRC meeting. The Fair Association has once again generously donated \$2,500 toward the fireworks display. Members agreed that a sub-committee is needed for this event as well and will meet in the coming weeks to break down and delegate required tasks.

#### **Commission Bylaws**

Draft bylaws were circulated by T. Crotty. The goal of formalizing Commission bylaws is to describe the roles of Chair and Co-Chair or Vice Chair and the establishment and dissolution of sub-committees. D. Barnes asked if the bylaws addressed attendance requirements, T. Crotty answered yes, that the draft indicates a Member missing four consecutive meetings or six over the course of the year would be grounds for removal. T. Crotty spoke to the importance of keeping meeting dates uniform, rescheduling on the fly can be dangerous. T. Buffington suggested that those unable to attend can dial in via teleconference.

**Motion:** T. Buffington moves to establish a timeline whereby Members will provide comment on the draft bylaws to Terry by July 10th. Terry will circulate comments to the Commission two weeks prior and the final draft will be voted on at the August DPRC meeting.

**Second:** J. D'Agostino

**Vote:** Yea 7, Nay 0, Abstained 0 - Motion Carries

### **Commission Vacancy Update**

Erika Menard has applied to fill the DPRC vacancy.

**Motion:** J. D'Agostino moves to appoint Erika Menard to the DPRC

**Second:** D. Barnes

**Vote:** Yea 7, Nay 0, Abstained 0 - Motion Carries

### **Joe Stone Scholarship**

The Joe Stone Scholarship has been awarded in the amount of \$500 to three High School Seniors. Congratulations to Forrest McKenzie, Sarah Zarakotis and Katie Peggant. The account current scholarship account balance is approximately \$700.

### **Citizens Comments**

None

### **Old Business**

T. Crotty noted that parking at Hartford Brook was over full at a recent baseball game with several cars parked along the side of the road, he suggested that scheduling of events be spaced further apart to relieve that sort of pressure.

T. Crotty also raised the DPR passenger bus and cautioned DPR to be thorough with their adherence to state and federal rules around driver CDL licensing and qualifications. He stressed the seriousness of the topic and informed the Administration that there must be a drug testing program, training, DOT medical certification and more. Because of how DPR operates most/all municipal exemptions to the FMCSA rules do not apply. Also important is the maintenance of the vehicle and all records associated with vehicle maintenance. Terry would be available for consultation if Nick wanted help. Nick noted that currently the larger problem is finding any interested drivers in a competitive labor market.

### **Adjournment**

**Motion:** T. Buffington moves to adjourn

**Second:** J. D'Agostino

**Vote:** Yea 7, Nay 0, Abstained 0 - Motion Carries

**Next Meeting Wednesday, July 10th @ 6:00pm**

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

*Pending Approval by the Parks & Recreation Commission*