

TOWN of DEERFIELD  
VEASEY PARK COMMISSION  
Veasey Park  
279 North. Rd  
MEETING MINUTES  
May 26, 2022

7:15 pm      Call to Order/Roll Call

**Present:**

Travis McCoy (*chair*)

Gary O'Connell (*vice chair*)

Craig Stevens (*commissioner*)

**Minutes:**

*recorded by Travis McCoy*

**7:15pm:**      Meeting opened to citizens comments

Travis informed the commission of Gary and Craigs renewal of their commission and that Cody and Chris have declined another term of office. Travis suggested that the commission try to maintain a 3-person commission as historically it has proven to work best for the VPC in regard to attendance and participation. Travis also recommended that the commission revisit the issue as the season progresses to discuss the effectiveness of a 3-person commission. All commissioners agreed.

Meeting minutes from May 26 reviewed. Minutes were amended to include the oath requests from Gary and Craig.

Travis updated the VPC regarding returning staff. 7 staff members are returning; 5 guards and 2 park attendants.

Gary opened a discussion regarding the need for some way to compensate the individual tasked by the VPC to handle the parks day to day operations. He suggested that the VPC should act more as an advisory committee, with directives regarding daily operations being handled by a paid individual. Gary acknowledged that the VPC chairperson has historically been tasked with such responsibilities and that the requirements of the park have increased drastically over the years while the personnel budget has remained unchanged and only allows for 112 hours/week, or 2 staff 7 days/week.

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279 North. Rd  
MEETING MINUTES

Craig asked what the daily operations actually entail. Travis explained that these responsibilities include, but are not limited to;

- Coordinate/perform pre-season and post season inspection and clean-up efforts
- Coordinate opening/closing of the park
- Manage daily operation of the park
- Manage staff;
  - Receive applications, schedule interviews, personnel paperwork, scheduling, uniform orders, conduct staff meetings
- Swim lessons;
  - Determine session schedule, advertise lessons, create/post and collect enrollment forms, provide a database of students, schedule and contact students
- Purchase and inventory maintenance of supplies and equipment
- Meet with town officials (BOS, EMD, Fire/Rescue) and Town Administration
- Maintain communication with the public via social media, web site, and email
- Create and maintain paperwork and record keeping forms
- Issuance of season passes
- Coordination of school field trips and other event requests to use the park
- General maintenance of premises
- Coordinate/perform capital improvements
- Research and coordinate any special projects as directed by the VPC ie; *Erosion control/forestry project*
- Remain available as much as possible 7 days/week for the 11 week season to handle any managerial issues that arise
- Post meeting agenda notices and meeting minutes

Gary asked Travis to provide an estimate of the hours required to fulfill said responsibilities. Travis estimated it was around 500 hours/year. Upon further discussion it was determined this may be a conservative figure and that to create such a position would require at least a \$10,000 increase to the personnel budget. Travis stated that the current personnel budget and the overall budget in general did not support the funding of such a position for this season. The VPC reviewed the budget to determine if there are any funds available to facilitate some amount of compensation this season. It was determined that there may be approximately \$3-5,000 available at the end of the season provided that we employed cost saving methods over several lines items of the budget. Travis stated that he could reduce personnel cost by scheduling one employee on slow traffic days but that it would require a volunteer to act as park attendant. Gary and Craig are not available during the week. Travis is available but noted that it would cause him a loss of revenue for time lost at work, but that he was willing to do so to see if it opened up some funds in the personnel budget to support a park manager/Dept head compensation.

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MEETING MINUTES

Craig suggested we use the funds (\$10,000) donated to the VPC by Herb and Nancy Mckinney

Gary asked what stipulations t were put on the use of the donation. Travis explained that Nancy and Herb asked that the VPC used the funds to “make the commissioner’s lives easier”. All agreed that having the ability to compensate the individual who manages the park fit with the intent of the donation. Travis suggested that Herb and Nancy be consulted to be sure this use of the donation was an appropriate one. Craig and Gary agreed that the use of these funds in this way should be contingent on the approval of the Mckinneys. Travis will contact them.

Gary stated that he did not want to use the entire amount of the donation for this purpose in an effort to retain some of the donation to offset cost of some of the capital improvements proposed by the VPC. Travis and Craig agreed that they did not want to deplete the donation funds either. The VPC explored the option of using the donation to compensate a manager in the short term with the hope of replacing the funds with any unused money from the personnel budget. Gary asked if they could move any other funds from different line items such as repair and maintenance or miscellaneous line. Travis was unsure of the answer and will discuss this with Town Admin and Accounting. Travis suggested they table this issue until further information can be attained. All Agreed.

Travis suggested a warrant article for next year regarding the funding for a park manager position or a stipend for the VP commissioner who is tasked with performing daily operations. Travis will create a preliminary proposal for the VPC to review at the next meeting.

Gary asked what we could do in the short term to mitigate the erosion at the park and the deterioration of the lower sandy level at the waterfront. Travis re-stated his opinion that the erosion needs to be addressed beginning at the road front, parking lot, and that the overall drainage system at the park is in need of major repair. All agreed. He also stated that regardless of the continued efforts of the VPC, it needs to addressed by bringing in aggregate materials and machinery to rebuild drainage swales and address the grading of the roadways and parking lot to redirect snowmelt and storm runoff away from the grove and beach area. Travis has spoken to the Town Admin as well as the Highway department and was given a rough estimate of \$4,000 in material needed and was told that the highway department would use their machinery to regrade a portion of the roadway and parking lot. The repair of the drainage swales and culverts was not included in this cost. Travis suggested a possible short-term fix could be the rental of a skid steer type machine to remove the weeds that have infiltrated the middle terrace that was meant to be a sandy area as well as creating two shady areas to the left and right of the grove and moving wood chips to recover the kayak path. It can also be used to regrade small sections of the parking lot and roadways to fill in some of the ruts caused by the erosion. After discussing

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MEETING MINUTES

financing of either proposal all agreed to table the issue for the next meeting. Travis will try to coordinate some type of effort to make the waterfront beach area more usable for the patrons.

Travis suggested that the VPC schedule, in advance, monthly meetings beginning in June. All agreed.

With no other items on the agenda, Gary moved for adjournment. Craig seconded, all agreed.

**9:05pm      Meeting Adjourned**

Next meeting scheduled: July 13, 2022

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MEETING MINUTES

Next meeting scheduled: June 15, 2022

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