

TOWN OF DEERFIELD
Parks & Recreation Commission
September 10, 2013
MINUTES

Call to Order

6:00pm: Chairman, Jeff Shute called the meeting to order.

Present: Jeff Shute, Chairman; Amy Harrington, Ken Heckman and Melissa Robertson members

Also Present: Dick Pitman, Selectman, Joe Manzi, Parks & Recreation Director, Erica Almeida, Special Events Coordinator

Citizens Comments

M. Robertson read from an email submitted by Citizen Andy Robertson providing feedback from Old Home Day. He suggested the Commission consider charging vendors for space at future Old Home Days, as well as inviting local clubs, for example horse or antique car groups, to join the parade. He also proposed a BYOB Tennis Court Dance for adults on Friday evening to kick off Old Home Day festivities.

Review of August Minutes

Motion: K. Heckman moves to approve the August 2013 Minutes as written

Second: D. Pitman

All in Favor – Motion Carries

Update on Commission Opening & Secretary

Chairman Shute introduced and welcomed new Commission member Amy Harrington and Recording Secretary Katie Libby.

Old Home Day Review

M. Robertson noted that the only negative feedback she heard from Old Home Days was regarding the wait in line for the food at the Chicken BBQ. It has been suggested they run two lines. The Commission may need to invest in additional EZ Ups to create a double row of tables with servers in the center. The group agreed there was room for improvement on the ice cream sales at the Fireworks, it was suggested that someone be assigned specifically to that task so that the supplies could be at the fairgrounds well in advance of the people arriving.

J. Manzi asked the Commission to be thinking about what it wants Old Home Days to be and suggested that it might form a year round committee to continue to improve and develop the event. K. Heckman agreed and raised the question as to whether creating commercial spaces for vendors at the event aligned with its broader purpose and vision. He suggested there may be a way to utilize a survey, similar to what was done for Baseball/Softball, to solicit Old Home Day feedback. Chairman Shute agreed and added that there should be a non-electronic option for completing the survey so that a wider audience may respond. Publishing it in the Communicator and FORUM was recommended. J. Manzi will have a do/don't discussion with the Select Board regarding vendors to define protocol. A. Harrington proposed putting paper surveys out around Town, at The Lazy Lion, Yannis, or the Senior Lunches for example. E. Almeida will pull a survey together and present it to the Commission in the coming days. All agreed that the Sherburn Award was well received.

Non Public Session

The Commission recessed to Non-Public Session at 6:25p

Reconvene

The Public Meeting was reconvened at 7:05p. E. Almeida and D. Pitman were excused, Ernie Robert arrived.

Chuck Reese – Scout Projects

Chuck updated the Commission that the Scouts have received approval from the Board of Selectmen to move forward in their service work with the Parks and Recreation Department. They will begin with staining the shed at Hartford Brook and have identified other potential projects such as the repair of some stairs and railings at Bicentennial Field. Chuck will keep the group apprised of its plans and detail the adult supervision that will be on hand for the Scouts. Chairman Shute asked how much time was needed for the Scouts to earn their merit badges. Chuck answered 8 hours of work need to be completed for the Community Service Badge and that there are several working toward that.

J. Manzi asked Chuck to submit a materials list for the bottom step repair, and suggested that the drop off in front of the shed at Bicentennial, along with the installation of a concession counter be looked at as a potential Eagle project. Chuck agreed and

indicated that the work could potentially begin the weekend before the Fair.

Youth Baseball & Softball Programs

Tony Brock informed the Commission that he has been researching figures for improvements at Hartford Brook fields. K. Heckman, D. Pitman and Tony have been in communication to discuss getting electricity run from the transformer so that irrigation systems and a well can be installed. Tony will provide the preliminary figures to the Commission by the end of the week. The Commission thanked Tony, George and Mr. Drapeau for work that has been done thus far on the fields, including the spreading of loam in some troublesome areas.

K. Heckman spoke that there is a possible plan to move the shed at Hartford Brook to the front of the field so as to have a spot to locate an electrical panel. This would also be more convenient for equipment access and be a potential concession location. J. Manzi stated that the Commission should consider mapping out a footprint for the fields and their year round use and think about clearly defining the use and vision for both Hartford Brook and Bicentennial field, whether they be defined by sports, target population, or age, etc.

With the results from the Youth Baseball and Softball surveys in, J. Manzi spoke that the bottom line is the Department really needs more help. There is a need to have more committees with more active people and to establish defined roles for tasks such as field maintenance, equipment management and umpire scheduling. He noted that in other communities the coaches and parents are much more responsible for fundraising, running concessions, and maintaining the fields. The Commission agreed that it should work over the next several meetings to define responsibilities as part of its Code of Conduct.

Youth Sports Code of Conduct Policy

E. Robert informed the group that he has pulled several Code of Conduct examples from the internet and would like to see a sub-committee formed with at least three members, including Jack Hutchinson. On a related topic he stressed that the Parks & Recreation Department and Commission need to steer clear of the email exchanges. If there is an issue that comes up a quick meeting can be pulled together, or a Commission member can accompany the Parks & Rec Director anytime there is an in person meeting with a parent or a coach, but using emails should be frowned upon.

It was agreed that the goal for the Code of Conduct Policy will be to have something in place by November, in time to be used for the Basketball season. Chairman Shute will get some meeting dates from Jack and the Commission will take it from there.

Other Items

M. Robertson expressed her concern with the Hall of Fame program and the ability to pull something worthwhile together by January with the Commission focused on so many other pressing issues. The group agreed and felt postponing a year would be appropriate. M. Robertson added that the Coffeehouse scheduled for November 9th is a great fundraiser for the Scholarship and that not having a Hall of Fame program this year should not negatively impact the Scholarship funds.

J. Manzi asked that time to discuss the 2014 Department Budget be placed on the next meeting agenda. He also updated the Commission that the Department has been extremely busy, the after school program is back in full swing and they had 69 kids attending the first weeks.

Adjournment

Motion – K. Heckman moves to adjourn the meeting of September 10, 2013

Second – E. Robert

All in Favor - Motion Carries

Meeting Adjourns at 8:30p

Next Meeting Tuesday, October 8th @ 6:00pm

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