

**TOWN OF DEERFIELD**  
**Parks & Recreation Commission**  
**April 8, 2014**  
**MINUTES**

**Call to Order**

6:00pm: J. Shute called the meeting to order

**Present:** J. Shute, Chairman; Julie DeCosta, Amy Harrington, Ken Heckman, Jack Hutchinson, Ernie Robert, and Melissa Robertson Members

**Also Present:** Joe Manzi, Parks & Recreation Director

**DCS Playground Revitalization – Alan O’Neal**

Alan introduced himself as the newly elected chairman of the DCS Playground Revitalization Committee. The group is currently seeking fundraising opportunities and would ask permission to do the Ice Cream Sundae sale at the Old Home Day Fireworks. He asked that the Commission make their decision so that his group can move forward with lining up product needs. M. Robertson pointed out that the Fireworks date coincides with a night time Dog event also at the fairgrounds. Alan thanked Melissa for the heads up and will point that out to the Fair Association at their meeting later tonight. J. Manzi suggested that the group may want to have the drawings and plans for the playground displayed at the cook out in order to solicit people to purchase sundaes later in the day.

**Concessions and Bicentennial – Ann Deely & Troy Hopkins**

Ms. Deely introduced herself indicating she had some questions around how the concessions are run at Bicentennial Field. As she assumes the mission of the service is to encourage good health, she suggested that rather than Gatorade and bottled water that the stand could have a bulk water source whereby people could fill a reusable water bottle. Ms. Hopkins requested healthier food choices, suggesting squeezable apple sauce and yogurt, and granola. She added that she feels the \$2/hot dog charged in Deerfield is too expensive and more costly than at neighboring fields. She spoke that some towns use a punch card system whereby a family can pay \$20 up front and have their card punched with use. E. Robert asked how the concession selection has historically been handled, J. Manzi answered that he has traditionally followed what is in place, based on what sells, etc. He added that the prices at the stand are not generating any profits, he views the concessions more as a service, but that if they were supported more fully perhaps they could be a money maker for the Department.

E. Robert has spoken with Rick Pelletier regarding the well, its depth and size seems like it would make it a good resource for the Town if they could get the water to acceptable levels. Chairman Shute spoke that the issue had been looked into in the past, but that when it comes to creating a public drinking source there are expanded health restrictions and qualifications that need to be met. It can get very complicated. All agreed that the expectation will be to have some tap water available, if people bring a container the concession workers will be happy to provide it and he will accept a shopping list from Troy and Ann with healthy requests to be included along with the regular line up of snacks and food.

**250<sup>th</sup> Celebration – Jack Hutchinson**

J. Hutchinson spoke that there will be a kick off meeting on May 29<sup>th</sup> at 6:30p at the GBW Building and that all are welcome. The group would love to have input from Erika Almedia on the history of Old Home Day and some of her organizational strategies. Jack expects that on the 29<sup>th</sup> he will share the ideas collected thus far for the event and will then work to brainstorm and spend some time discussing how to organize volunteers into sub committees. A. Harrington has agreed to participate and Jack is seeking others to commit. E. Robert plans to be involved in some capacity and J. Manzi will be involved as well, he is waiting for roles and tasks to be more fully identified.

J. Hutchinson excused himself as he was slated to meet with the Deerfield Fair Association at this time.

**Fund Raising Opportunity – Jack Hutchinson**

J. Hutchinson updated the Commission that he has spoke with the Fair Association on opportunities for Parks and Recreation participants to raise money in exchange for work. The Association has indicated that there is a need for people to work setting out flowers in the week before the Fair. They would provide a map and Jack would expect 20 kids and a few adults with trucks could put the flowers into the ground. Chairman Shute asked if that would tie into the soccer program. J. Manzi responded yes, or the after school program may also be a good audience for that.

**Old Home Day – Parade – Joe Manzi**

J. Manzi has been asked who is running the Parade this year. He provided an update of his conversations with Mark Tibbetts on the Commissions desire to get more local groups involved in the parade and to potentially change the route and reduce the number of

fire trucks. At this point Mark has indicated that coordination of the parade is something he intends to give up in his continued effort to take less upon himself. Members of the Commission agreed that it would be best to seek out a balance between fire trucks and alternate participants with an emphasis on local participation. J. Manzi stressed the need to have direction for the parade and to have its organization moving forward prior to the next Commission meeting in June. He will approach Dee Jones to see if she might be interested in taking on a leadership role and will ask Mark to reconsider his decision and remain involved in some possibly reduced capacity. All agreed the need to increase spectators along the route.

#### **Old Home Day – Road Race – Traci Moorcroft**

Traci presented the Commission with a draft flyer that she has created for the Road Race and asked for feedback. She would like to start posting the materials, in flyer and poster form, around Town as soon as possible so that the date is in people's minds. She will work on getting the information onto Facebook or some other digital medium. J. DeCosta suggested putting the course map and some of the old pictures onto the Facebook page. The cost to print 2 posters through Traci's vendor is \$112 – Chairman Shute will look into securing a cheaper source.

Traci spoke that she would like to have a poster collage of pictures of prior Town Road Races at the event. She has been working to brainstorm on how to get more spectators and cheerleaders along the course. Suggestions included having everyone wear a like-colored shirt, a water stop completion, or some sort of book-themed team/relay component to the run. J. Manzi encouraged Traci to be clear on what her needs are with regards to water, oranges, cups etc. so that he can have the supplies lined up ahead of time. The Commission agreed that trophies and awards should not be a piece of the event.

M. Robertson asked Traci whether she had given more thought to filling the vacant seat on the Parks & Recreation Commission. Traci responded that she has, and at this point she does not feel she could fully commit to the role. A Road Race sub-committee will meet on May 27<sup>th</sup> to further discuss the race details.

#### **Old Home Day – Other – Joe Manzi**

J. Manzi has booked Mr. Nick for the band at Old Home Days. In trying to secure local talent he is also working to have Art Murphy's band perform for a family fun night on Friday July 11<sup>th</sup> at the Gazebo.

**Motion:** E. Robert moves to approve the Old Home Day Fireworks contract in the amount of \$4,000, contingent upon the Deerfield Fair Associations contribution of \$1,500 and use of the fairgrounds in conjunction with the dog show

**Second:** M. Robertson

**Vote: All in Favor – Motion Carries**

J. Manzi will put in for the necessary permits for the Road Race and Parade and will order the chicken and make contact with the chicken rack vendor.

#### **Minutes of April 8<sup>th</sup>, 2014**

**Motion:** J. DeCosta moves the minutes as written

**Second:** M. Robertson

**Vote: Yea 4, Nay 0, Abstained 1 – Motion Carries**

#### **Soil Test Updates**

J. Manzi updated that member K. Heckman has the paperwork necessary to submit the soil samples, they are \$12 each and he will be working on that further in the coming weeks.

#### **Joe Stone Scholarship**

J. Manzi presented Chairman Shute with the Joe Stone Scholarship applications received by his office. J. DeCosta will abstain from casting a vote on the scholarship as her daughter was an applicant. The Scholarship fund balance is approximately \$1,700 – the Commission agreed that it will look to award two Scholarships. There were several submissions, E. Robert will make copies of the applications and leave them in the Parks & Rec Office for members to pick up and review. A sub-committee will meet Wednesday, May 21<sup>st</sup> at 7p to discuss the submissions.

#### **Equipment Update**

J. Manzi spoke that the mower presently at the Hartford Brook fields is not appropriate for the job that needs to be done. He would like to consider buying a new or used trailer to bring the better machine between fields to service both locations. M. Robertson asked where it would be stored when not in use, J. Manzi answered that the best space may be at Hartford Brook, but that he would

want to discuss with Mark further with concern to security. The Commission approved the plan as presented and J. Manzi will look into the purchase further.

#### **Playground Inspection**

J. Manzi reviewed the playground inspection that was done with a representative from PRIMEX Insurance. The good news is that the quality and condition of the equipment is holding up great, there are some issues with the surfacing. He presented pictures showing growth in some areas and a large amount of mulch that has washed down the embankment behind the playground. The mulch level is currently 6 to 8 inches below where it should be, the cost to bring chips in will be approximately \$3,000. Joe will work to get more firm numbers and bring the item before the Select Board in order to solicit their input and potential assistance from the Highway Department. There has been talk of adding additional pieces of equipment, but the surfacing needs to be addressed prior to that. J. DeCosta asked how it is that the maintenance of the playground came to fall under Parks & Recreation, J. Manzi answered that it was inherited as it falls on Town land. After the committee formed to create the space finished their work, it became the onus of Parks & Rec. Chairman Shute spoke that items such as this should be considered when pulling together the Department's budget. He feels a line for facilities maintenance of public spaces should be included and not paid for out of the revolving fund.

#### **Electricity @ Bicentennial**

E. Robert provided an update to his work to rewire the electrical at Bicentennial Field. He hopes to get the work completed this week. He will also plan to give attention to the pump house where conduits need to be sealed and a rodent issue addressed. He expects the cost of the work to be less than \$300. He also has learned that Rick Pelletier is ready to dispose of the sister pitching machine to the one in use at Bicentennial. He would like to take possession of it, do the research of what spare parts might be worth keeping and then scrap the rest of the metal. He will coordinate with Chairman Shute a good time to move it to his home.

#### **Citizens Comments**      None

#### **Other Business**

**Member Oaths:** M. Robertson asked whether all members had completed their certifications and oaths as requested by the Town Clerk, J. Manzi will check into the matter.

**Commission Vacancy:** J. Manzi will ask K. Heckman how he has made out with his potential candidate.

**Baseball/Softball Coaching:** J. Manzi updated that the baseball and softball programs are running OK, the Majors team has been very successful and Coach McKenzie has a strong and experienced parent base.

#### **Adjournment to Non Public Session**

#### **Reconvene – 8:10p**

J. DeCosta shared community input that the change in the schedule to Adult Softball playoffs has hurt some working people who already had their vacations locked in for the Summer. Playoffs will fall the week of August 4<sup>th</sup>. A. Harrington's registration forms appear to be in good order and J. Manzi looks forward to assigning her to a roster.

#### **Adjournment**

**Motion:** M. Robertson moves to adjourn the meeting of May 14, 2014

**Second:** J. DeCosta

**All in Favor – Motion Carries – Meeting Adjourns at 8:15p**

**Next Meeting Tuesday, June 10<sup>th</sup> @ 6:00pm**

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