

TOWN OF DEERFIELD
Parks & Recreation Commission
June 17, 2014
MINUTES

Call to Order

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

Present: Jeff Shute, Chairman; Amy Harrington, Ernie Robert, and Melissa Robertson Members

Excused: Julie DeCosta, Ken Heckman and Jack Hutchinson, Members

Also Present: Joe Manzi, Parks & Recreation Director; Jan Clark, Library Trustee; Dee Jones, Friends of the Library

Minutes of May 2014

Motion: M. Robertson moves the minutes as written

Second: E. Robert

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

Citizens Comments None

Old Home Day

J. Manzi presented the Commission with a draft of the Old Home Day Flyer of Events. The expected schedule for the day includes a Fire Department Breakfast at 7a, a Book and Bake sale at the Library from 9a-12p, a 5K Road Race at 9a, Toddler Dance at 10a, Kids Games beginning at 10:30a, a Library Garden Party from 2p-4p, the Parade at 4p and chicken barbeque from 4:45p-6p. M. Robertson is relatively sure that Andy will be available to cook the chicken again this year, the Commission agreed to again order 450lbs. J. Shute will plan to pick up the racks and chicken the morning of August 16th, E. Robert is available to help with set up and clean up. J. Manzi will speak with Mark Young regarding the use of the pressure washer and brushes to clean off the racks. J. Manzi has on hand the road race, parade and fireworks permits and will be submitting now that the schedule has been approved.

J. Manzi spoke with the Board of Selectmen regarding the cost of the Old Home Day Fireworks display and it was suggested that local businesses be solicited for donations. He has drafted a letter to go out and will find out whether the Deerfield Fair Association has voted on its level of sponsorship and incorporate that information into the request letter. In the past, T-shirts have been sold, the Commission discussed ways to incorporate that into the sponsorship of the Fireworks as well as having a commemorative piece for the 100th Anniversary of the Philbrick James Library. If sponsors were to be recognized on the shirts the turnaround would need to be quick. J. Shute will have his daughter work on designing a logo for the shirt and E. Robert will check with Traci Moorcroft to see if her contact may be able to do something. J. Shute is able to get political sized double sided signs for \$20. The Commission agreed he should order 5 to advertise the Road Race.

Dee Jones updated the Commission on the Friends of the Library's plans for that day. There will be a dedication with cake from 2p-4p in the Friendship Garden, the Historical Society will have a table with information on the building. The Garden Club will be present along with Friends of the Library. They plan to have some live musical entertainment and to hand out bookmarks to attendees. The Peace Pole is being installed this week and they have asked attendees to wear period costumes if they have them available. Many items have been donated to the Garden in memory of loved ones, including the gate, a bench and a bird house. A. Harrington suggested that the group consider assigning specific donation amounts to items that they have on their wish list as a way to encourage sponsorship. R. Hutchinson suggested selling commemorative coffee mugs with the 100th Anniversary Logo as an additional fundraiser. Jan Clark spoke that the trustees are working on several physical restoration projects on the building itself with the hope that it will all be done in time for the event.

Joe Stone Scholarship

J. DeCosta provided a Joe Stone Scholarship update by email. The presentation to scholarship recipients Emily Lafond and Tyler Kukla went very well, attendees liked the personal touch. Information was sent to the FORUM

and the Communicator and Julie will be writing letters to thank all applicants for their submissions.

Equipment Update

E. Robert has completed the wiring of the batting cage at Bicentennial Field. A GFI receptacle, switch and receptacle at the machine were installed. He presented receipts to J. Manzi totaling less than \$200. There will need to be an ongoing education of volunteers that they no longer need to get into the shack to turn on power for the machine. E. Robert has also picked up the old batting machine from Rick Pelletier and has been in contact with the manufacturer. Parts for the machine are still sold and are relatively inexpensive. J. Manzi updated that Tom Buffington has ordered and installed parts for the machine at the field, it is running great and he now has the complete manual. E. Robert suggested that they may want to consider putting wheels on the secondary machine, making it portable for use at an Old Home Day event, or at the Hartford Brook Field. He will take apart the engine and see what needs to be done to get it up and running.

The Board of Selectman were on board with the Department's purchase of a trailer. J. Manzi has solicited quotes and Candia Trailers is the cheapest. It will cost \$1,695 for the 5X10 high side, galvanized trailer and \$250 to set the van up with a hitch for towing. J. Manzi will move forward with this purchase.

Playground Maintenance Update

J. Manzi spoke with the Selectman regarding the need for new rubber mulch at the Gazebo Playground, he has ordered chips at a cost of \$1,900 and has drafted a letter to send to FOCUS and the Pre School requesting their support. He has spoke with Mark Young about addressing the erosion problem and finding a way to better box in the expensive chips. The cost quoted for 4ft timbers all around the area was extremely high. J. Shute will research the cost of landscape timbers.

Other Business

Hartford Brook: J. Manzi plans to formulate a more in dept plan for Hartford Brook and Bicentennial Fields once the baseball/softball season has concluded.

Budget: The Finance Department has requested that Departments submit their 2015 Budget Worksheets and backup information by Monday, July 7th. J. Manzi would like to consider adding line items to the budget for the field maintenance type items that are on Town-owned property and generate no revenue for the Parks & Recreation Revolving Fund. The Commission agreed, J. Shute spoke that they will want to be prepared to defend why such items should not fall to the revolving account and to point to the Departments 10 year improvement plan.

250th Anniversary: A. Harrington shared J. Hutchinson's request that the Commission play a role in the ground work and planning of the 250th Anniversary. The group agreed that they envision the Anniversary replacing Old Home Day in 2016 and are on Board with providing support to the Anniversary Committee.

Commission Vacancy: There remains a vacancy on the Commission to be filled, K. Heckman was looking into a couple of potential candidates; the item will be re-visited at the July meeting.

Summer Camps: J. Manzi spoke that the After School Program ends this week with Summer Camp starting Monday, June 23rd. He asked for everyone's help in staying aware, making sure any feedback is passed along and that everyone stays safe through the active Summer.

Adjournment

Motion: E. Robert moves to adjourn the meeting of June 17, 2014

Second: M. Robertson

All in Favor – Motion Carries – Meeting Adjourns at 7:16p

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

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