

TOWN OF DEERFIELD
Parks & Recreation Commission
August 1, 2018

Call to Order

6:05 pm: Chairman Shute called the meeting to order

Present: Jeff Shute, Chairman; Dwight Barnes, Nate Brown, Tom Buffington, Terry Crotty, Jeff D'Agostino, Bryan Giard, Amy Harrington, Ernie Robert, Members

Absent: Tom DuBois and Brian Fisher, Members

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

Chairman Shute called the meeting to order.

Minutes - June 2018 Meeting

Motion: E. Robert moves the minutes as written

Second: N. Brown

Vote: Yea 9, Nay 0, Abstained 0 - Motion Carries

Citizens Comments

None

New Commission Members

Chairman Shute welcomed new Commission members Terry Crotty and Tom Buffington and thanked them for their willingness to volunteer.

After School Clubhouse & Summer Camp Pay Scale

N. Lawrence presented the Commission with a proposed pay scale for the After School Clubhouse and Summer Camp Staff. The scale was developed together with the Town Administrator and is a 3% step system that mirror the State Employee wage steps. The Department is also looking to add two year round Lead Supervisor positions. T. Crotty asked where the existing staff would fit into the grid, N. Lawrence answered that no one would go backwards in wage, that everyone would be placed on the step that matches the compensation they are currently receiving. There are annual step increases in employment years 1-7, then bi-annual increases starting at step 8. Chairman Shute noted that the intent is to make the scale retroactive to June and that all monies are to come from the revolving fund. He confirmed that the increase can be absorbed by the current fund balance. J. D'Agostino asked about a transition from Staff to Supervisor, does one reset to step 1? Chairman Shute answered no, that a Staff at step 5 who is promoted would be moved to step 6 of the Supervisor scale. D. Barnes asked whether there was a cap in the steps, to which Chairman Shute answered yes, step 15 is the highest level for each scale.

Motion: D. Barnes moves to accept the After School Clubhouse and Summer Camp staff compensation structure, retroactive to June 8, 2018

Second: T. Crotty

Discussion: B. Giard asked whether an employee would be able to move more than one Step each year if performance warranted. N. Lawrence responded no, that there is no performance component to the structure.

Vote: Yea 9, Nay 0, Abstained 0 - Motion Carries

Chairman Shute also distributed a draft Department Organizational chart where the Assistant Director and After School Clubhouse/Summer Camp Programs Coordinator are at the same level, both reporting to the Director.

Motion: D. Barnes moves to approve the wage increase of the After School Clubhouse/Summer Camp

Programs Coordinator to \$18/hour, in line with the Assistant Director retroactive to June 8, 2018.

Second: E. Robert

Discussion: E. Robert noted that the position is unique in its part-time nature, but it has a lot of responsibility. T. Buffington asked whether there would be

Vote: Yea 9, Nay 0, Abstained 0 - Motion Carries

Old Home Day Review

N. Lawrence ran through the schedule of events and staffing chart. The first event needing volunteers is the Road Race with an 8:15 arrival. Online registration at RecDesk is open for Adult Baseball, Flag Football, Basketball, the Parade and the Chicken BBQ. T. Crotty and E. Robert volunteered to assist B. Giard with the race. D. Barnes also volunteered to be at the Church Street intersection.

Mid day activities will include a Clown with balloons, To Your Arts Content, a Caricature artist, and Wolfe Creek Stables pony rides. Chairman Shute and T. Crotty will do the chicken pick-up around 11a that day and D. Barnes suggested that, if necessary, the Blue Bowl may be able to keep it refrigerated until prep time. The last name letter system will be used again to guide people on what dish to bring, Parks & Recreation will provide the chicken, hamburgers, hotdogs, plates, utensils and some side dishes. It was suggested that baked beans would be an easy way to feed many mouths.

There will be a silent auction with sports memorabilia at the Town Hall. Members agreed to direct 100% of those proceeds to the Joe Stone Scholarship. J. D'Agostino suggested that a 50/50 raffle to benefit the scholarship also be included. Winners will be announced during the Chicken BBQ by the band.

Parade line up will need three volunteers and the Basketball tournament will also need help. N. Brown and N. Lawrence volunteered for Basketball along with T. Buffington. Tom suggested that he could get some of the Concord High School players to assist with the 5-8 grade level of play.

The Ice Cream Sundae sales will happen at the Fairgrounds following the Chicken BBQ along with the fireworks. Members agreed that proceeds from ice cream sales should also benefit the Joe Stone Scholarship. Chairman Shute confirmed receipt of the \$2,500 donation to the fireworks by the Fair Association and Members expressed thanks.

It was suggested that special shirts be ordered to distinguish the Staff/Volunteers. T. Crotty suggested that a Commission call list be circulated so that Members have everyone's contact information for that day.

Email Policy

Chairman Shute reminded Members that discussion and decision making should not take place as a group through email communication. It is OK to reply to the sender directly, but please avoid the reply-all feature when communicating with email.

Commission Organizational Chart

Chairman Shute presented a proposed committee structure that looks to break the Commission into sub committees to be responsible for 1) Baseball/Softball; 2) Basketball; 3) Soccer; 4) Hoop Classic; 5) Summer Series 6) Old Home Day; 7) Senior Programs; 8) Special Events; and 9) After School Clubhouse/Summer Camp. Chairman Shute noted that Deb Treantafel should also be invited to attend and participate in the Commission meetings.

Other Items

Hartford Brook

N. Lawrence updated that Jack Hutchinson is currently working on the interior of the building as they have received a delivery of cabinets, Jack intends to construct the softball dugouts in the fall. J. D'Agostino pointed out that the capping of the fence in the outfield is needed as an Adult Softball player was tangled during a recent game. N. Lawrence confirmed that installation is on the list to do.

Soccer

J. D'Agostino spoke that a Coaching Program for 7v7 and 9v9 levels of play is taking place August 19th in Exeter. He plans to communicate to parents the opportunity and would like to offer that Parks & Recreation sponsor participation. N. Lawrence reported that Fall Soccer registrations are low with a deadline of Friday. Last year the program had approximately 160 athletes and so far between 60 and 70 are registered for 2018.

J. D'Agostino reminded everyone of the Futsal program and asked that the Department send another Community reminder. 12 or 13 players are registered. This program is run by a phenomenal coach and is a great opportunity for player development.

Adjournment

Motion: J. D'Agostino moves to adjourn the August 2018 meeting

Second: N. Brown

Vote: Yea 9, Nay 0, Abstained 0 - Motion Carries

Next Meeting Wednesday, September 5th @ 6:00pm

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

Pending Approval by the Parks & Recreation Commission