

TOWN OF DEERFIELD
Parks & Recreation Commission
November 7, 2018

Call to Order

6:00 pm: Chairman Shute called the meeting to order

Present: Jeff Shute, Chairman; Dwight Barnes, Nate Brown, Tom Buffington, Terry Crotty, Tom DuBois, Brian Fisher, and Amy Harrington, Ernie Robert, Members

Absent: Bryan Giard and Jeff D'Agostino, Members

Also Present: Kevin Hill, Assistant Director and Deb Treantafel, After School Program Supervisor

Minutes - October 2018 Meeting

Motion: T. Crotty moves the minutes as written

Second: N. Brown

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

Sub-Committee Discussion

A. Harrington has reworked the verbiage regarding the purpose of the sub-committees and sent it to Nick for further thoughts. She will follow up with him on finalizing and distribute to the Commission for formal adoption at the December meeting.

After School Staffing Clubhouse Update

D. Treantafel updated that there have been no changes in the numbers since the October meeting, there are 25 students on the waitlist. Three new hires were brought on in October, one Staff and two Staff Aides. At least one of the Staff Aides will be playing basketball over the Winter. D. Barnes asked whether the positions were being advertised at the higher hourly rate, D. Treantafel answered no, but that they will be going forward. A subcommittee met to analyze the Staff wages and has proposed adjustments. If approved, the proposal will go before the Board of Selectmen as a Personnel Action request. Chairman Shute spoke that Commission Members spent a lot of time going over the information and he believes their assessment to be fair. The wage scale will be reset to start at \$10/hour with adjustments carried out across the upper steps. If approved by the Select Board, the changes will be made retroactive to the first day of the current pay period.

Motion: E. Robert moves to accept and approve the proposed 2018 DPR Wage Scale as outlined for After School Clubhouse and Summer Camp Department Staff

Second: N. Brown

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

Motion: E. Robert moves to accept and approve the proposed Employee pay rate adjustments for Employees referenced in lines 1-21 of the supporting documentation

Second: N. Brown

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

E. Robert asked for other Program updates or concerns. D. Treantafel responded that the programs are going well, the only current concern is staffing, otherwise things are running great. The After School Clubhouse has the highest number of Staff In Training ("SIT") in the program history at eight or nine. This is the first year that SITs have been brought into the After School program for training. They will be able to transition to a Staff Aid at 14 years of age. There remains a need for two or three additional Staff hires, particularly to fill the 2p-6p shift as many of the High School Staff don't arrive until later in the afternoons.

Additional job posting avenues were brainstormed by the group, D. Treantafel will distribute the flyer for Members to circulate.

Chairman Shute noted that the Commission thought formalizing Policies and Procedures for the Programs would be beneficial, D. Treantafel confirmed that drafts are in the works.

Tailgate Trick or Treat

Chairman Shute updated that the event was a success with more than 200 cars parked. The group agreed that two hours was too long and will shorten the event time for 2019. As a participant, D. Treantafel reported that feedback was overwhelmingly positive. B. Fisher concurred, adding that getting the word out really helped. Less than ten cars were turned away.

Members discussed adding a second location for parking pass distribution in 2019 and agreed that the bright colored paper for the passes was helpful. T. Buffington received several comments about the increased comfort level for participants and their being pleased with the return of the small town feel. D. Barnes asked whether there was information in the event promotional materials that specified attendees should bring candy, K. Hill confirmed that detail was on the event flyer. T. Crotty noted that the Hippo carried the event, he was concerned that the publication would target non-Deerfield residents and was curious how they picked up the event. T. DuBois suggested purchasing some neon DPR Staff vests for these sorts of events.

Basketball Update

K. Hill updated that registration closed Sunday. Numbers are down from the 2017/2018 season with 45 enrolled for grades 3-8 (compared to 73 last season) and 30 for grades 1 and 2, which was up some year over year. The Kindergarten level was generally flat year over year with 9 registrants. The goal will be to offer one team at each of the 3/4 and 5/6 grade levels, it does not look like a 7/8 grade team will be feasible this year. B. Fisher reported that DCS has 21 boys signed up to play in grades 6-8 this year which may be a contributing factor to the lower DPR numbers.

T. Crotty asked whether there were opportunities to join up with neighboring Towns, K. Hill responded that he is not sure yet, but that a coordinated meeting will be held next week and he will have a better sense of league-wide numbers. There is a Deerfield Coaches meeting scheduled for Thursday, November 8th where DPR will look to finalize teams, rosters and practice schedules.

T. Crotty asked what had been decided on ball purchases. K. Hill answered that they are planning to purchase team kits. DCS has purchased a number of men's and women's balls and DPR has agreed to match that number.

Chairman Shute asked when the Hoops Classic planning will begin. K. Hill answered that he and Nick have targeted March 23rd as the Tournament kick off date and they will be working to map out the total number of weeks and dates soon. The goal is to have eight teams at each division. Registration usually begins after the first of the year. There was some concern last year that the length of the games was too short, Nick and Kevin will take this feedback into consideration and look closer at the game running time. Having one single Championship Saturday was well received.

D. Barnes reminded that last year DPR incurred a lot of expense in labor and encouraged an extra push amongst parents and coaches to fill volunteer slots. K. Hill agreed. Deerfield Team registration fees are waived in return for volunteering of time, it was suggested that there be a head scheduler appointed to coordinate a SignUp Genius or some other means of filling necessary time slots. The positions for each game include scorebook, gate (2), cleanup, lights and announcing, with ideally 4-5 volunteers per game.

DPR Financial Reports

B. Barnes presented a summary of the 80 Fund/Revolving Fund balance, the fund has \$264,000 through 10/31/18, down from \$280,000 at 10/31/17. Toddler Events were down year over year, while Senior Programming was

strong and showed a healthy increase. Summer Day Camp revenues were down approximately \$10,000 year over year, D. Treantafel spoke that she has received payment for a couple of four week Camp scholarships and that some payment is still due. Year over year expenses for the After School Clubhouse were relatively consistent, D. Barnes will continue review and provide more detail.

Upcoming Events

Veterans' Day ceremonies will be held Monday, November 12th, a guest speaker has been lined up along with the Girl Scouts, Cub Scouts and Boy Scouts. DPR will provide coffee, beverages and a sheet cake.

Sit with Santa will be held the Sunday after Thanksgiving with the Fire Department parade and Holiday Lighting to follow. It was suggested that DPR use the new van for Seniors to ride in parade. K. Hill will check with Ray to see if he is available to drive.

Citizens Comments

None

Other Items

Member Ernie Robert announced that he will reluctantly resign from the Commission at year end. He intends to stay on as a volunteer with Old Home Day and various electrical projects, but will be taking a role with the Town's Volunteer Emergency Rescue crew. Members thanked Ernie for his dedication and service.

Chairman Shute shared that he will be looking to step down from the Commission Chair position at year end. He will continue to serve as the Select Board Representative, but would like to hand off the role of Chair.

Adjournment

Motion: N. Brown moves to adjourn the November 2018 meeting

Second: T. Buffington

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

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

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

Pending Approval by the Parks & Recreation Commission