

**TOWN OF DEERFIELD**  
**Parks & Recreation Commission**  
**February 6, 2019**

**Call to Order**

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

**Present:** Jeff Shute, Chairman; Nate Brown, Tom Buffington, Terry Crotty, Jeff D'Agostino, Tom DuBois, Brian Fisher, and Bryan Giard, Members

**Absent:** Dwight Barnes and Amy Harrington, Members

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

**Minutes - January 2019 Meeting**

**Motion:** B. Giard moves the minutes as written

**Second:** N. Brown

**Vote:** Yea 7\*, Nay 0, Abstained 0 - Motion Carries

*\*J. D'Agostino not present at the time of the vote*

**Southern New Hampshire Planning Commission**

Sylvia von Aulock and Cam Pearlman with the Southern New Hampshire Planning Commission ("SNHPC") presented the results of the DPR survey. 179 total responses were received, approximately 4% of Deerfield as a whole. SNHPC reviewed the responses and will share the raw results with the Commission and for posting online. SNHPC is also working with the School Board and will share the survey results with that group. Having Winter Programming or a multi-use Winter area, like an ice skating rink, was a popular suggestion appearing in 11% of the responses.

Ms. von Aulock spoke that she was pleased with the number of responses and feels that the goal of knowing more about what the community thinks was achieved. She feels Deerfield's internal discussions will benefit from having this data. The next step is for the Commission to consider see whether the survey responses inspires any items it would like to direct the DPR Director to include in the Town's Capital Improvement Plan. The idea is to give DPR's leadership direction if it wants bigger ticket items to be included as a part of the Town Planning. Ms. von Aulock reminded the threshold for inclusion in the Plan is \$10,000 or \$20,000. If a Winter recreation area were something DPR wants to work towards, Ms. von Aulock suggested that Phase 1 of the project might be to engage a planner or architect to design field space, that work could easily reach a cost of \$10,000. Phase 2 might then be construction. The deadline for project worksheets for the Town's Capital Improvement Plan is now. T. Crotty asked what the consequence for taking no action would be. Ms. von Aulock answered none. DPR does not receive impact fees collected by the Town. The Commission can look to take the next year to develop a plan. Other avenues for funding such projects are to create a Capital Reserve fund and add monies to it by Warrant Article. If that method is something DPR would like to pursue it would be working toward the 2020 budgeting cycle.

J. D'Agostino summarized his thoughts that the biggest takeaway from this conversation is that there is currently no longer range plan for capital improvement within DPR. The survey and related discussion will give Nick some of the pieces needed to begin creating a map for the department and to develop a more clear sense of direction. The Commission thanked SNHPC for their help with the survey and for sparking the conversation.

**After School Clubhouse Flooring**

DPR has obtained three quotes to replace the flooring in on of the rooms used by the After School Clubhouse. Empire Flooring at \$6,304.55, Dektek at \$5,592 and Ed's Flooring of America at \$3,999.27. The quotes do not include the cost to rip up the current floor, with Dektek that work would be done at a rate of \$35/hour, Ed's Flooring of America would charge \$600 for that work. Nick explained that the reason for the lower quote from

Ed's Flooring is that the material is in a discontinued and discounted color. Ed's Flooring is an individual local to Deerfield and comes highly recommended from Deerfield's Building Supervisor Ray Ellis.

**Motion:** N. Brown moves to proceed with Ed's Flooring for the ASC flooring replacement in the amount of \$4,599.27

**Second:** T. Buffington

**Vote:** Yea 8, Nay 0, Abstained 0 - Motion Carries

#### **Sub-Committee Description & Assignments**

Nick spoke that A. Harrington has finished work on drafting the Sub-Committee roles and descriptions and circulated to Commission Members. T. Crotty asked whether the work is the start of formalizing by-laws for the Commission, Chairman Shute confirmed yes.

**Motion:** T. Crotty moves to formally adopt the DPR Commission Sub-Committee descriptions as drafted

**Second:** B. Fisher

**Vote:** Yea 8, Nay 0, Abstained 0 - Motion Carries

#### **Winter Carnival Review**

For the second year in a row the majority of the Winter Carnival was indoors due to the outside conditions and lack of snow. Kevin reported that DPR learned from the 2018 experience and assumed that many more indoor activities would be happening and worked to make that a quality experience. He thanked Nate, Jeff D., Amy and Tom D. for their volunteering. The event had expenses of approximately \$1,000 and took in \$284 in food concessions and tshirt and hat sales. The Joe Stone Scholarship 50/50 raised \$21.50. He also thanked Wolf Creek Stables for their participation with the pony rides, this was a big attraction. J. D'Agostino spoke that the food concessions felt busy. Kevin described that the expenses were food costs, materials to create the indoor games and staffing eight employees.

#### **Basketball Update**

Nick reported that the regular season wrapped up February 2nd, older levels will go into Jamborees during the next two weekends. Overall the season went very smooth. N. Brown agreed, noting that he did receive feedback from referees working in other Towns that they have not been paid yet and there were overall frustrations. Nick explained that in years past Deerfield took on the scheduling of referees for the entire league and fronted the money to compensate those individuals. He felt that it would be more equitable and appropriate for each Town to take responsibility for its own games and this was the first year that model is being used.

Kevin reported that the Saturday morning skills clinics for the younger kids went really well, all participants received their basketballs on the final Saturday and it was very well received. Coach feedback was positive and he expects many will return to volunteer next year.

#### **Deerfield Hoop Classic**

With a registration deadline of February 22nd 27 of the 48 team slots have been filled. DPR expects this event to sell out. Four sponsors from Deerfield and surrounding Towns have signed on and will be being recognized throughout the tournament.

Volunteer slots are 22% filled. Nick presented metrics that showed that most of the volunteers who have signed up are directly related to DPR, the Commission or families of Coaches. N. Brown suggested reaching out to the 8th Grade Class for volunteers as they will be benefiting from the concessions sales. All agreed that parent support is could be much stronger and that it will be a challenge to put on a successful event at current participation levels.

B. Fisher suggested that DPR put together a scripted pitch that Coaches can communicate. T. DuBois suggested having printed flyers to hand to parent's personally as practices let out, adding that it is far too easy to delete email and asking in person would be far more effective. N. Brown asked that DPR assign full days to each team to allow for easier scheduling and filling of slots. J. D'Agostino asked if there was a way to pre-determine which age

brackets would be playing on which dates as many parents may be more willing to volunteer on the dates their children will be playing. Kevin responded that it would be too difficult to predict as there are many variables and the flow changes a lot year over year. T. Buffington spoke that, in years past the expectation was set, communicated and very clear to parents.

#### **Commission & Chairman Vacancy**

**Motion:** T. Crotty moves to re-appoint Jeff D'Agostino and D. Barnes to a new term and to appoint Katie Libby to fill Ernie Roberts vacant seat.

**Second:** N. Brown

**Vote: Yea 8, Nay 0, Abstained 0 - Motion Carries**

Chairman Shute indicated that he expects there will be a new Commission opening in the Spring when Amy Harrington's term concludes. Electing a new Chair was tabled until the March meeting.

#### **Citizens Comments**

Katie Libby suggested that DPR consider hosting a mandatory Hoops Classic Information night for Deerfield parents and make the ask/set the expectation for parent volunteers in person. Alternatively, she suggested assigning one Commission member to each Deerfield team to go to a practice and make the ask. It was agreed that a manual sign up sheet will be left at the gym. B. Fisher suggested also posting to the DPR Facebook page as there may be other community members outside the parent pool who are interested in volunteering.

#### **New Business**

None

#### **Adjournment**

**Motion:** J. D'Agostino moves to adjourn

**Second:** B. Fisher

**Vote: Yea 8, Nay 0, Abstained 0 - Motion Carries**

**Next Meeting Wednesday, March 6th @ 6:00pm**

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

*Pending Approval by the Parks & Recreation Commission*