



Deerfield Parks & Recreation Commission
Draft Meeting Minutes for September 9th 2026
7:00 pm at George B. White Building



1. **Call to Order:** 7:03 In attendance are: Jeff Shute (Chair), Cindy McHugh (BOS Representative), John Dubianski, Sean Morrissey, Greg McHugh, Craig Houston P&R Director Arman Cruz* 7:30
2. **DPRC Financial Update-**

The 80 Fund was discussed, the director spoke about how the 80 fund is healthy and has grown a bit due to summer camp final payments, and after school payments starting. Director Houston went on to say that some of the line items, like flag football and soccer, may show a high profit right now because the 80 fund does not show the pay out yet on things like uniforms, paint for fields, equipment, and ref fees for the season. These expenses will start to reflect throughout the season, and we will have a better understanding of what the program profit/loss looks like in November for these programs. The Director would like to have a projected 80 fund budget for next year that can be looked at during the coming year to find out what programs are losing/ creating money to figure out what might needs to be changed from program to program.

As the group looked over the rest of the sheet a member asked about the “Old Home Day” line being \$43,000+ in the loss category for the balance. Director Houston explained that the Department has been paying for every single expense of Old Home Day out of the 80 fund; Deerfield Chicken BBQ supplies (400 lbs. of chicken, 300 lbs. of charcoal, all the ingredients for the marinade, extra sides, table clothes, paper goods, serving utensils, etc.) the band the past years we had them, the fireworks which are \$7,500 alone, equipment for games in the park and old time baseball game, ect. The cost is about \$10,000 a year then we get some money back from Lunch in the park and from Chicken BBQ sales, but the price of the chicken hasn’t covered the expenses of the dinner. The department loses about \$8,000+ each old home day and that is what adds up to the \$43,000+ loss total in the line. The price of everything, fireworks included have gone up every year as well. The talk continued to state that Parks & rec shouldn’t be paying for old home day and that Parks & Rec should only oversee the games in the Park and more of the town should do the rest. The conversation moved to that of which the Director asked for \$8,000 in the Department town budget last year to help cover MOST of the costs associated with Old Home Day and we should see that help cover the fireworks and most of the Chicken BBQ supplies for this year. The commission members then spoke about the town creating a Old Home Day group and that Parks & Rec could help support that group with Marketing and basic outline of what happens that day.

3. New Business

Before the talk of new business there were questions about meeting minutes and that last meetings minutes still need to be confirmed. While an other question was asked about how and when the meeting minutes get put together. Director Houston stated that the meeting minutes are written up in the next few days and passed along to IT to post to the Town Website the next week Mon/Tue. They asked if the Director could put it on the website himself to which is response was “We can put it on our Redeck Website, but we can not put in it on the town website ourselves it requires IT to do.”

a. Commission Members

The commission spoke about making sure everyone was up to date with their “Commission Appointments” it seemed that the Town Clerk had some questions and conflicting information from

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Armand's appointment. Armand explained that he went and got sworn in twice that he remembered and he will pass all the information he has in over the next couple days.

Franklin Bongiovani was also voted in but has not completed an official oath yet. The Director stated he would reach out to Franklin to get his answer in writing if he still wanted to be appointed or not.

The commission then spoke about how they needed to elect a vice chair. A nomination came for Armand Cruz by Cindy, 2nd by John and then proceeded to vote motion passed 6-0.

b. Upcoming events

The department has a lot coming up:

- Parents Night out 9/18
- Pickleball Tournament at GBW 9/19
- Parents Night out 10/16
- Trunk-or-treat 10/25
- Halloween Dance 10/30
- Parents Day out 11/14
- Sit with Santa 11/29

The group then spoke about the Parents night out event trying to give parents once a month something they can plan on to go out and meet with friends, date night, ect. Its \$25 or \$20 a child for siblings making it less than \$10 an hour supervision, feeding and entertaining the kids. The Parents Day in on Saturday November 14th is 11:00 - 4:00 and is \$10 more per making it \$35 or \$30 for siblings for those days. The Saturday allows people to go holiday shopping, or get a project done around the house with the kids being somewhere else. These programs are available to sign up on RecDesk and if you have any Credits from coaching volunteering you can use them for towards these programs.

The pickleball tournament on the 19th is a fund raiser for both Parks & rec but also for "Old Dogs Go To Helen" there will be raffles and some competitive pickleball being played so stop by.

Trunk or treat is officially 10/25 and will be promoted on the website and Facebook page as we approach October with start time for parking and all of that.

Cindy then commented that the fair grounds are bringing back haunted stables in a smaller way this year to start and wants to plan on the Saturday Night before Trunk or treat to be the date. This makes it 10/24 this year. Cindy and her group will work together on getting the information finalized and out to the public.

c. Parks & Rec Department Structure

Director Houston wanted to talk about the structure of the department and how it is currently and the changes that are coming. Currently there is a Director, Assistant Director and our Sports and events/ Development director that is in charge of planning, setting up, executing, and cleaning up all programs. Well unfortunately Our Sports and events/ Development director Liam Riley is moving on to a new position in Barrington, the position offers more compensation and growth opportunities. The starting pay is well beyond what we have the ability to offer anyone in the department. The good news is that we have Emily Pelletier who has helped lead summer camp the last couple of years for us looking for a full time position. This means we can elevate her role in the department and have Emily be the Youth

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Development Coordinator and be in charge of everything After school/ Summer camp which will help increase the Director and Assistant director's capacity to handle from Liam leaving, while also coordinating more about creating a process for all programs and events.

With Liam leaving this gives us the flexibility to bring Emily on fully at this time when Liam vacates his position at the end of September.

4. Other Business

Parks & rec has committed to help be the sponsor for the Fall Coffee house on 11/14. The DPR commission is expected to help spread the word, help get some donations of items needed, and/or help set-up for the event.

Sean brought up connecting with Special Olympics this year to get at least one event in Deerfield this year. He specifically brought up the ability to host a game during Hoop classic either weekend before it starts or after could work. He has contacts in Mass. that maybe able to supplement players or teams if needed. Ian is the contact and can help make all those connections and help plan the event while we would just need to have the space and gear ready.

Next was brought up about having Try-outs for the Hoop classic Tournament team earlier this year and have a plan for practices for the teams through out the season. The thought is the earlier we get the information out to parents about what the tournament team is (competitive team, trying to win in the tournament) and that it takes more commitment and skill then the better prepared the players and families will be. This timeline means connecting with the school and seeing if we can start planning open gym times for basketball for all kids in November, maybe even late October.

The group brought up that during Trunk or treat the department needs to make sure there are at least a couple porta potties available. There has been 1 in the past but it is not enough with the amount of people that attend.

The group talked about how we are going to communicate about meetings and agendas, everything will be BCC so the replies just come to the Director who is making the agenda. This way there is never any chance of the commission "having a meeting" over email.

There were talks about how Veasy Commission and Parks & Recreation can work together closer next year, via helping with recruitment and/or helping with certifications and payments to the guards for hours that the summer camp are there for. Example was that DPR could/would pay the guards hourly rate to have their own swim lesson time on Fridays.

The commission asked if the department could get rid of the old broken grills and buy new ones. The director said the department will get to that next week and take care of it.

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5. Public Comment

None

6. Adjournment

John motions to adjourn Cindy 2nd Vote 6-0 motion passes. 8:22

Upcoming/ Scheduled P&R Events

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- **Parents Night out 10/16**
- **Trunk-or-treat 10/25**
- **Halloween Dance 10/30**
- **Parents Night out 11/14**
- **Sit with Santa 11/29**

DPRC Meeting Schedule:

- November 4th
- January 6th

Respectfully Submitted: Craig Houston