

TOWN OF EPSOM
Parks and Recreation Commission Meeting
Epsom Town Offices Meeting Room
April 5, 2022, 6:00PM

The Parks & Recreation Commission generally meets the second Tuesday of every month to discuss information pertaining to Webster Park and the public swimming area known as Short Falls. The meetings are open to the public and the Commission welcomes public comment at the end of the meeting. If you wish to be put on the agenda for a discussion item or would like to request an appointment to be heard by the Commission, please contact Megan at the Epsom Town Office at least seven (7) days prior to the scheduled meeting. All requests for reservations are also handled through the Epsom Town Office.

PRESENT

Gary Perry, Chair - via telephone
Joe Wysocki, Vice Chair
Cheryl Gilpatrick, Board of Selectmen Representative
Tim Riel, Member
Eric Reid, Member
Laura Scarbo, Member
Mike Tisbert, Member
Jennifer Riel, Recording Secretary – via telephone
Dan Schroth, contractor
Bruce Blye, Fort Mountain Trail Winders
John Bates, Fort Mountain Trail Winders

CALL TO ORDER

Mr. Wysocki called the meeting to order at 6:07PM.

Mr. Reid left the meeting at 6:10pm.

APPROVAL OF MINUTES

Meeting of March 15, 2022 – Edits were made. **Mr. Riel made a motion to approve the minutes as amended. Mr. Wysocki seconded the motion. Roll Call Vote: Mr. Riel – aye; Mr. Tisbert – aye; Ms. Scarbo – aye; Ms. Gilpatrick aye; Mr. Wysocki- aye; Mr. Perry - aye. Motion passed 6-0-0.**

Stonewall Work around Webster Park

The Board discussed the proposed work to be done by Dan Schroth. Ms. Gilpatrick explained the requirements from NH DOT and confirmed they have granted permission for the project. She stated the cost for the 1.5” gravel has to be paid for by the Park, but the work can be done by volunteers. She stated they need to work on getting an estimate of the costs for the gravel base; the start date can be when-ever they have the area ready. They need a plan to move the existing rocks and ensure any existing drainage areas are addressed. Ms. Gilpatrick stated the rock wall will continue to the electrical boxes and will end there to avoid the State right-of-way. The Commission asked how long the project would take. Mr. Schroth stated he isn’t sure and is ready

to start when Mr. Reid calls and tells him they are ready. Ms. Gilpatrick noted volunteer forms will need to be signed by anyone not on the Commission working on the project.

Mr. Tisbert asked how high the wall will be and whether it will affect the parking area. Ms. Gilpatrick stated there was talk about leveling the parking area and hopefully covered with gravel. Mr. Schroth stated there will be a 36” base for the wall and it will be at least 34” tall. A Commissioner asked if there are any concerns with kids climbing the walls, but there is not.

Ms. Gilpatrick stated she will look into whether an insurance binder is needed, but Mr. Schroth is a volunteer so she didn’t think so. However, a volunteer waiver would need to be signed.

Mr. Riel made a motion to move forward with building the stone wall at Webster Park with Dan Schroth and to have volunteers assist with the work. Mr. Tisbert seconded the motion. Roll Call Vote: Mr. Riel – aye; Mr. Tisbert – aye; Ms. Searbo – aye; Ms. Gilpatrick aye; Mr. Wysocki- aye; Mr. Perry -aye. Motion passed 6-0-0.

Mr. Riel stated he has known Dan for a long time, and he has a flawless quality of work.

Ms. Gilpatrick noted she did follow up on the references. She asked if the funds for the stone would come from the regular budget. Mr. Perry stated it could come from the reserve funds accrued from rental revenue, but will have to check on the balance.

Ms. Gilpatrick stated an email was received from Epsom resident Crawford Creech for the 6:30 appointment tonight and he will not be able to make it. She stated the Mount Washington cruise ship will be taking off all the table and chair assemblies and they want to donate them to Webster Park. She presented an outline of the proposal, which indicates the disassembly will happen sometime before May 8; there is a cost for the fuel to transport the items. They may have them before Old Home Day. Mr. Perry stated he can probably find a way to pick up the tables and chairs as he has some flat bed trailers. Mr. Riel asked if these would stay where they are put. Ms. Gilpatrick replied yes but she isn’t sure if the table and chairs are hooked together in rows or separate. She stated Mr. Creech will provide information so Mr. Perry could make a plaque about the history and donation. Mr. Perry explained they will have to look at the seat feet to see how they are constructed and whether they will be suitable to sit on the ground.

Mr. Riel made a motion to accept the chairs and table assemblies from the Mount Washington boat and to move forward with the process. Mr. Tisbert seconded the motion. Roll Call Vote: Mr. Riel – aye; Mr. Tisbert – aye; Ms. Searbo – aye; Ms. Gilpatrick aye; Mr. Wysocki- aye; Mr. Perry -aye. Motion passed 6-0-0.

Review of Car Show Applications

Ms. Gilpatrick stated that Mr. Blye and Fort Mountain Trail Winders have put in an application for a car show for the last weekend of September; she stated there is also a gentleman who left the Fort Mountain Trail Winders and he has contacted another group and has also put in an application for a car show for the prior weekend, which was received a few weeks after the FMTW application. She noted both groups have also requested a rain date. Ms. Gilpatrick questioned whether they should approve the request to have a car show the week before the

already scheduled car show, which would most likely retract from the local group's ability to have a successful event. She noted this would also create some heavy traffic and wear and tear on the field with no time for the field to recover. The Commission also needs to schedule some dates between events for clean-up as well. Ms. Gilpatrick will get together with Megan to review the applications.

Eric Reid rejoined the meeting at 6:50PM.

Mr. Riel stated he wants to be sure they are consistent and fair with how they handle duplicate event bookings in the same time frame going forward, but he wants to be sure they support Epsom residents first. Ms. Gilpatrick suggested offering the second group to do their event in the month of October so there aren't two car shows in a row, which could affect the grass and grounds.

Mr. Perry noted there is also an antique car show that usually comes in early to mid-September, and have been for about 20 years, although no application has been received yet they always assume they are repeating their reservation; the Reach the Beach event is also the weekend of September 17th. Ms. Scarbo noted no application has been received for Reach the Beach, however their announcements for the event have been posted online.

Mr. Wysocki suggested they consider putting something in the by-laws regarding car shows or these types of events, which have high traffic and potential damage on the grounds to ensure the grounds are protected. It was also agreed Laura will contact Reach the Beach again to confirm their event dates.

Ms. Gilpatrick made a motion that the impact on the field could be detrimental to the field and agreed to deny the second application from the Snow Slickers. Mr. Wysocki seconded the motion. Roll Call Vote: Mr. Riel – aye; Mr. Tisbert – aye; Ms. Scarbo – aye; Ms. Gilpatrick aye; Mr. Wysocki- aye; Mr. Perry -aye. Motion passed 6-0-0.

Budget Update

Mr. Wysocki stated there was a single expense for less than \$100 in the past month. Ms. Gilpatrick confirmed the funds for the garage repairs were encumbered from last year and will need to be expended this year. There will be the cost of gravel for the stone wall, but calculations still need to be done for the amount that will be needed.

Reservation Update

Ms. Scarbo outlined the upcoming reservations for Webster Park. She confirmed applications have been received for all the events as well as insurance binders. Ms. Gilpatrick stated she will go over all the applications with Megan in the Town Offices to ensure all the necessary information included; she noted they will then need to have a calendar of assignments for Commission members to open and close the park for the events. She and Megan will scan and email the applications to Gary for final review.

Playground Safety Update Report

Mr. Reid stated the middle slide is cracked and reviewed pictures taken with Andrea's report. He stated the weed fabric on the merry-go-round is ripped; he suggested cutting the fabric back, re-grading the area and raking the mulch back around it. Mr. Perry stated there should be enough mulch left from what was brought in last year; he stated he will take a look at it next week. Mr. Riel and Mr. Reid will take a look at the slide to see what can be done.

Mr. Perry stated Mattice Collins is supposed to be doing the spring grounds clean-up; it is in the budget for the contracted services, but he will contact him to see when the work will be done.

Dumpster and Rental Fees

Ms. Searbo presented information regarding the costs for dumpsters, port-o-potties, and security cameras and information regarding grills. She stated she got prices from Pinard and Waste Management for bi-weekly trash pickup, noting Pinard requires a three-year contract. Mr. Perry stated bi-weekly pick up with the current vendor, Casella, is adequate, but he will often call after Old Home Day for an additional pick up. He stated he doesn't have a problem with changing vendors, but wants to be sure they are saving money; he explained Casella charges by pick up and not by weight. The Commissioners reviewed and discussed the various quotes. Ms. Gilpatrick asked Ms. Searbo to reach out to Casella for pricing in order to compare with the other two.

Ms. Searbo stated they reached out to companies for emptying the port-o-potties. She stated Best Septic would do it for \$50 per port-o-potti per time. Mr. Perry stated he puts out the sanitizer; the toilet paper is stocked by the vendor, but it may be easier for the Commission to be responsible. It was also agreed to ask for a three year contract to lock in pricing. The current cost is \$223 per month for bi-weekly pumping; it does include the toilet paper. Additional information regarding costs for restocking and cleaning will be needed from Best Septic. The Commission agreed to keep the current vendor, but to ask for a key in order to change the toilet paper as needed. It was also agreed to ask for a three-year contract. Mr. Perry confirmed the pumping is done year-round. Ms. Gilpatrick asked if shutting down one during the winter would be an option to save money. Mr. Perry stated he will discuss that with the vendor but doesn't see why one of them can't be winterized, noting the water in the park is shut off November 1.

Ms. Searbo stated she received pricing for large grill rentals, which ranges from \$70 to \$90; there are also cleaning fees and damage waiver fees, but nothing covers complete damage. The Commissioners discussed the cost for a deposit to cover the cost of the grill in the event it is damaged. Mr. Riel suggested it is going to be more work and hassle than its worth. Ms. Gilpatrick stated she doesn't think they should lend or rent out the grills. Ms. Searbo stated they may also have to be responsible for making sure there is propane in the tanks, which would be another hassle. Both were noted to have liability issues as well. It was the consensus of the Commissioners that they would not rent the grills.

Ms. Searbo stated she researched security camera options, which include game cameras and a solar powered camera which runs on a prepaid data plan. She stated if something is put up, it needs to be concealed so its not stolen and explained it needs to be something that doesn't require wi-fi to operate. The costs are around \$300 for the solar operated camera along with a monthly subscription cost. There was discussion about where the cameras would be located,

particularly around the dumpsters. Ms. Gilpatrick stated they also need to look into putting signs up indicating the area is under surveillance; she stated they will also need to get approval from the Board of Selectmen for any fines they incorporate into the signs.

By-Laws Review

The Commissioners reviewed the third draft of the by-laws with the latest changes in red. Ms. Gilpatrick stated everything discussed at the last meeting has been updated; she also included a summary of member duties. No further edits were made. Ms. Gilpatrick will provide the final copy for approval and signature at the next meeting.

Fence work at the Park and Gate at Short Falls

Mr. Perry stated they can start anytime on finishing the wooden fence and they need to put in the poles outside the basketball court for the fence. He stated there will be enough of the wooden fence materials to go to the port-o-potti on the Route 28 side as well as a large gate for the opening. He also has a list of several boys from Pembroke Academy who need community service hours, and a boy Scout or two, and will start setting that up when he is able to start working again.

Mr. Perry stated he also has about 1000' of chain link fencing as his house that needs to be moved to the park as it belongs to the Town. He stated he has all the fittings and pipes for the fencing at Short Falls that have been cut to length. He doesn't have the fittings for the gate but he does have the pipe for the gate. The Police Department requested a gate be installed for better control of the area. It will be closed at the end of the season.

Mr. Perry stated they also need to make some decisions about planting a dozen or so trees around the perimeter of Webster Park; he will talk to Joe Davis about recommendations on what kind of trees to plan, noting they have about \$4,500 set aside for this purpose. Mr. Perry stated quite a few trees were lost due to the Ash Borer beetle and he needs help cleaning up the Ash trees that were taken down.

Park Ordinance

The Commissioners reviewed the draft of the Park Ordinance. Ms. Gilpatrick outlined the edits made since the last meeting. Mr. Wysocki stated they need to be sure to include something addressing high traffic events to ensure the grounds have time to recover between events. It was also noted there needs to be definition of what qualifies as an organized event. Mr. Wysocki suggested including that if a group is larger than 10, they should contact the Town Offices to confirm availability. Ms. Gilpatrick stated they also need to discuss whether pets will be allowed at the park; she suggested tabling that conversation for further discussion, but she will attempt to add some wording for the next meeting. Mr. Tisbert stated its controversial to allow the horses and dogs for Old Home Day and other events, but not every day. It was the consensus of the Commissioners to allow dogs in the new ordinances and Ms. Gilpatrick will research ordinances in other communities regarding dogs and pets.

Work Assignments

Mr. Wysocki stated they have discussed the tasks to be done and will work on assigning members.

Ms. Gilpatrick asked Mr. Perry if the Commission could meet on Thursdays instead of Tuesdays as a few members either can't make it on Tuesdays or can't stay as late. It was the consensus of the Commission to meet the first or second Thursday of each month. Ms. Gilpatrick will check with the Town Offices to confirm availability of the meeting room.

Next Meeting

Tentatively scheduled for May 12, 2022, 6:00PM.

The meeting was adjourned at 9:00PM.

Respectfully Submitted,

Jennifer Riel

Jennifer Riel, Recording Secretary