

TOWN OF EPSOM
Parks and Recreation Commission Meeting
Epsom Town Offices Meeting Room
May 12, 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
Cheryl Gilpatrick, Board of Selectmen Representative
Tim Riel, Member
Eric Reid, Member
Mike Tisbert, Member
Jennifer Riel, Recording Secretary – via telephone

CALL TO ORDER

Chair Perry called the meeting to order at 6:00PM.

APPROVAL OF MINUTES

Meeting of April 5, 2022 – Edits were made. **Ms. Gilpatrick made a motion to approve the minutes as amended. Mr. Riel seconded the motion. Motion passed 5-0-0.**

AGENDA REVIEW

Ms. Gilpatrick added Park Membership; she stated Ms. Scarbo will no longer be on the Commission so there is an open position, so they need to work on filling it and posting the position.

Ms. Gilpatrick stated she has not had a chance to make the changes to Park Ordinances, so it was tabled to a future meeting.

Appointments: None Scheduled

DISCUSSION

By-Laws – Signatures

Ms. Gilpatrick distributed copies of the previously approved by-laws for review and signature by all Commissioners. The Commission agreed with this final version and signed the bi-laws.

Budget Update

Chair Perry stated about 10% of the budget has been used already; he explained that the mowing has started and spring cleanup at the park has been done.

Reservation Update

Ms. Gilpatrick stated edits were made to the reservation request spreadsheet. She stated it will help with assignments for opening the park by the Commissioners.

Ms. Gilpatrick stated the Snow Slickers withdrew their car show application before the denial letter was received and the check has been returned. She stated the applicant has verbally requested to change the event to a flea market, but a formal application has not been received by the Town Office yet.

Review schedule, Library time waiver, Town Band, etc.

The Commissioners reviewed the event schedule. Ms. Gilpatrick stated the Town Band has requested events as well, but no applications have been received yet. The Commissioners discussed whether the Band will be able to play at Old Home Day.

The Commissioners agreed to meet at Webster Park so Chair Perry can show what needs to be done for opening the park for events. Mr. Perry will have sets of keys made for the Commissioners.

Ms. Gilpatrick noted the Library has submitted applications for movie nights and those will be covered under the Town's insurance. She stated it was suggested to have a waiver for applications, which are requesting to be there later than 9:00PM as it would be going against the park ordinance.

Cancellation Policy

The Commissioners discussed the cancellation policy. Ms. Gilpatrick stated there are concerns particularly when its small entities. Mr. Riel asked if most of the events are Town events and noted that sometimes residents take responsibility for the liability insurance. Ms. Gilpatrick explained the proof of insurance is supposed to be received 14 days ahead of the event and the Town Office always follows up on this. It was agreed by the Commissioners that the refund portion of the reservation policy require that cancellations be made 14 days in advance unless weather related or approved by the Commission; there may also be special exceptions made by the Commission.

Playground Safety Check Update

Mr. Reid gave an update on the work being done on the playground including taking up some of the fabric and repairing edging.

Security Cameras – Update

Mr. Reid stated he is planning to start research regarding cameras. There was discussion about having an electrician come in for wiring some of the cameras.

Tree Order Update

Chair Perry stated he met with Joe Davis and the pricing information was distributed for review. He also explained the recommendations for planning of different trees in various locations around the park. The Commissioners discussed the options for the tree varieties, and they would

like to get the trees planted by May 21. Chair Perry stated he would be available to pick up the order.

Projects/Work Assignments:

- Fencing – No update.
- Wooden Fence – Chair Perry stated the Boy Scouts are working on the project.
- Basketball Court Fence- No update.
- Stone Wall –Mr. Reid stated he is helping with the stone wall and getting rocks selected; he stated he is also working with Mr. Schroth to make sure the project gets done timely.
- Table/Chair Donation – Ms. Gilpatrick stated another email has been received about getting the items picked up as the tables and chairs are ready to be picked up. Chair Perry stated his truck is in the shop but will have it Monday and can pick up the items. Mr. Reid stated he has a trailer he can take as well.
- Irrigation System for Trees – Chair Perry stated Epsom Tool Rental has a Ditch Witch that will be helpful for laying the pipes; he explained how he plans to put in the irrigation for the trees and drainage.
- Ms. Gilpatrick stated she would like to paint the billboard at the entrance of the park and added it to the project list. Mr. Reid stated he has some volunteers to help repair the railings on the bandstand and gazebo.

The meeting was adjourned at 7:46PM.

Respectfully Submitted,

Jennifer Riel

Jennifer Riel, Recording Secretary