

TOWN OF EPSOM
Parks and Recreation Commission Meeting
Meeting House, 1596 Dover Road, Epsom, NH
October 12, 2023, 6:00 PM

The Parks & Recreation Commission generally meets on 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

Joe Wysocki, Chair
Cheryl Gilpatrick, Board of Selectmen Representative
Gary Perry, Member
Shauna Fisher, Member
Mike Tisbert, Member

CALL TO ORDER

Chair Wysocki called the meeting to order at 6:01 PM.

AGENDA REVIEW

Appointment renewals were added.

MOTION: To approve the agenda as amended. Motion by Ms. Gilpatrick. Mr. Perry seconded the motion. Motion passed 4-0-0.

APPROVAL OF MINUTES

Meeting of September 14, 2023– The minutes were reviewed, and edits were made. **MOTION: To approve the minutes as amended. Motion by Mr. Perry. Ms. Gilpatrick seconded the motion. Motion passed 4-0-0.**

Discuss Monthly Business

● Review current spend vs. budget

Chair Wysocki stated as of the end of September, 2023, 84% of the budget has been expended; that does not include funds for the insurance claim on the tree. He stated an invoice was received this week from K&K Landscaping for the playground mulch.

Chair Wysocki stated the final reservation was completed this past weekend.

The Commissioners reviewed a summary of expenditures for FY 2023; it was noted groundskeeping is under budget for this year. It was noted the reforestation reserve balance has a remaining balance and could be utilized next year or be utilized for the irrigation project.

- **Review project priorities, statuses and backlog**

The Commissioners reviewed the remaining projects for this year, including repairs to the garage. Mr. Perry explained there are a lot of building and construction materials being stored in the garage and suggested a lot of it could be utilized on the concession stand, etc. The Commissioners agreed to look at the materials and prioritize projects for next year. Ms. Gilpatrick suggested using the remaining budget funds for miscellaneous construction materials they will need for next year's projects.

Mr. Tisbert joined the meeting at 6:24 PM.

The Commissioners discussed the park closing deadline; it was agreed to close the park the first weekend of November. The skating rink will be set up later in the month.

The Commissioners reviewed the projects completed this year:

Removed broken pine tree, repaired damage to concessions stand, replaced slide at the playground, replaced swing harness, completed playground repairs, added mulch at the playground, installed new signage throughout the park, installed sink at the bunker, cleaned bricks at playground, leveled the merry-go-round, power washed the concession stands, repaired flag pole, repainted kiosk, repainted stage, and gazebo, added new stone around stage and gazebo, widen walking trails, applied new mulch on walking trails, cleaned and reorganized concession stands, completed electrical checks/replaced outlets and switches, repaired port-o-potties, maintained picnic tables, thinned tree line by the pond, groomed flower gardens along the stone wall behind the port-o-potties, and disassembled skating rink.

- **Discuss reservation schedule and open/close assignments**

The Commissioners reviewed and discussed upcoming reservations. Ms. Fisher stated she is planning to send out surveys at the end of the season.

Chair Wysocki stated the final reservation was completed this past weekend; there were 21 events and 27 days of reservations.

The Commissioners discussed electricity costs for events; it was agreed to revise the application to be sure electricity costs are covered with fees.

- **Discuss miscellaneous business**

The Commissioners reviewed and discussed the FY 2024 budget.

The Commissioners discussed the request by Justin Guth to use the fields at Webster Park for a local softball league. There are concerns about the effects of putting down gravel as requested for the diamonds as to whether there is enough space to keep spectators safe and parking. Chair Wysocki noted some park reservations include the use of the ballfields.

The Commissioners will meet on November 4th to complete park closing tasks.

The meeting was adjourned at 7:28 PM.

Respectfully Submitted,

Jennifer Riel

Jennifer Riel, Recording Secretary

APPROVED