

**Melrose Park Commission Meeting
February 9, 2005**

**Present: Sue Cann, Mike Interbartolo, Bob Christiansen, Henry Hooton, Phil Friel,
Tom Friel, Mike Farrell, Mayor Dolan, Mike Hughes, John Scenna and Joan Bell**

- I. SIGNING OF WARRANTS
- II. APPROVAL OF MINUTES

Motion: By Mike Interbartolo to accept the minutes of the meeting of January 6, 2005 as presented.

Second: By Henry Hooton

Vote: 3 in favor, 1 abstain, and 1 not present.

- III. Mount Hood Report

- A. Mount Hood

- 1. Report on membership list for 2004 and outstanding gift certificates of Mount Hood

Memberships for the 2005 season were mailed out. They will be dated and logged as they are received. As of January, the balances on outstanding gift certificates were at \$14,000.00

- 2. Report on General Operation of Golf Course

- a. Staffing Levels

There are presently 5 on staff.

- b. Maintenance Log

A copy was submitted and is on file in the Park Office.

Henry Hooton wanted to take a minute and thank G.M.C. on their efforts at keeping the sledding area supervised and the parking areas under control.

Joan brought to the Commissions attention that the plowing budget is just about spent and this should be kept in mind when addressing the incoming bills. It was suggested to pay any remaining bills out of the miscellaneous line item in the Mount Hood Budget.

- 3. Marketing Plan Update

G.M.C. is going to present the Park Commission with a breakdown of what was spent last year and what they expect to spend this year with the different media and promotional ads they plan on using.

- 4. Report on requests for rental of clubhouse, league play and golf tournaments

Booking are coming in steadily, there are around 5 new tournaments that have booked that the course didn't have last year.

5. Report on proposed improvements for 2005 golf season
Cart paths that were not finished in the fall will be finished in the spring before the season gets busy.

6. Discussion on Golf Outing rates for 2005 season
When the new membership rates were discussed, the outing rates were not discussed. The Commission decided to apply the same percentage increases that they applied to the daily green fees.

Motion: By Bob Christiansen to increase the cart fee by \$1.00 and increase the Green Fees for outings by \$2.00.

Second: By Henry Hooton

Vote: 3 in favor, 1 opposed and 1 not present.

7. 2005 Evaluation of GMC's performance at Mount Hood
Mike Interbartolo created a chart of what was required by the RFP and what GMC put in their proposal for the first 3 years. John Mercer and Mike Interbartolo will fill in the blanks on actual numbers and the Commission can have discussions on them at the next meeting. Mike I. is going to send a copy to Ed Wankle for his input and any suggestions or comments the Commissioner's might have they can send them to Mike I. before the next meeting.

8. CONSERVATION COMMISSION

Meredith deCarbonnel, Chairman of the Conservation Commission, came before the Park Commission to speak on land that is under the City and Park Commission's jurisdiction, land the Conservation Commission is interested in. Mike Interbartolo wanted to step out of the conversation at this time due to a conflict of interest issue. The Conservation Commission has been looking at landholdings they have surrounding Swains Pond. They have $\frac{3}{4}$ of the land surrounding the pond. They always believed that the last $\frac{1}{4}$ of land was privately owned. After investigating they have determined that the last $\frac{1}{4}$ of land surrounding the pond is under the jurisdiction of the Park Commission. Most of it is pond. The Conservation Commission would like to move forward on having 100% stewardship of this land. They believe it is in the areas best interest to be maintained under one Commission/ stewardship. One of the reasons the Conservation Commission is interested in gaining stewardship is the land provides a buffer between proposed developments and the pond itself. Meredith showed the Park Commission on maps what area the Commission is interested in. The Conservation Commission is already maintaining the healthiness of Swains Pond so, it makes sense to include the whole parcel of land and water. Meredith would like an open-ended discussion with the Park Commission to see what it would take to make this happen. What is the value of the land etc.

Motion: By Henry Hooton for a sub- committee made up of Sue Cann and Bob Christiansen to deal with the request from the Conservation Commission on a parcel of land on Swains Pond Rd.

Second: Bob Christiansen

Vote: 3 in favor 1 abstained

Meredith had one other issue to discuss with the Park Commission. The Mount Hood remediation work has come to a close and the permits that were pulled through the Conservation Commission need to come to a close as well. The Park Commission needs to apply for a Certificate of Compliance. This states that the Park Commission has complied with all of the conditions the Conservation Commission has set forth, for that particular project.

Joan will work with Meredith to complete the Certificate of Compliance paperwork.

IV. D.P.W. Report and Requests

A. Hesseltine Field Conversion Project

Mayor Dolan and John Scenna from the D.P.W formally presented a project they would like approval on from the Park Commission. The conversion project eliminates the tennis and basketball courts at Hesseltine Park. The basketball court would be reconstructed in another area in the park. Where the tennis courts were they would like to seed and keep as an all-purpose field (120 x 60) that could be used for soccer, field hockey, and lacrosse. The tennis courts have been deemed unsafe and a potential danger for children playing in the park. This project will be funded out of the City's operating budget. The field will then be under the jurisdiction of the Park Department.

The Commission would like the neighborhood to be made aware of what's transpiring and to keep them informed during the conversion.

Motion: By Mike Interbartolo to approve conceptually the Hesseltine conversion project with the request that the D.P.W goes to the community with their plan and then come back to the Park Commission with the final plan.

Second: By Henry Hooton

Vote: Unanimous

B. Knoll Soccer Field Update

The Mayor and John Scenna formally presented the improvements the City and Melrose Youth Soccer, jointly, would like complete on the Knoll Soccer Field. The project entitles a program which re-grades a slope back into the playing surface, which will shed the water off to the sidelines into the unplayable areas of the field. The Conservation Commission has already given their approval to this plan. The Mayor spoke on how the City is willing to make a commitment of \$120,000.00, from the operating budget. The Money will be used to clear a drain line that runs from in front of the middle school across the street and under the soccer field to Ell Pond. This drain is clogged and to make the re-grading repairs on the field with out cleaning this line out makes no sense. Melrose Youth Soccer is willing to make a substantial donation to see that the project is completed.

Motion: By Mike Interbartolo to approve the renovation of the Knoll Soccer field as presented.

Second: Henry Hooton

Vote: Unanimous

C. E.L.M. Evaluation

John Scenna informed the Park Commission that when preparing E.L.M.'S evaluation Bob Beshara, found the contract mandated that the second year of the contract needed to be renewed by January 15, 2005. Bob went ahead and renewed after speaking to John about E.L.M.'s work. John stated he didn't have any issues that would have prevented him from contractually renewing the contract. His issues with E.L.M. are performance issues. John has a meeting set of for the first week in March with E.L.M. and the issues he has will be addressed.

The Park Commission was disappointed that they have been informed after the fact on the renewal of a contract. The Commission asked that it be on record that in the future they would like the administration and notification to be timelier. John will let Joan know when the March meeting with E.L.M. is going to take place so, if any of the commissioner's would like to attend, they can.

V. Mount Hood Report (CONT.)

B. Progress Report for New Maintenance Building

DiLullo Associates committed to having the bid documents for the new maintenance building to Bob Christiansen by March 2, 2006 so the Park Commission would have a chance to review by their March 9, 2005 meeting.

C. Status Report on Capital Improvements

1. Status Report on H.V.A.C. bids.

The lowest bid was \$124,000.00, which included the electrical upgrade, with all the alternates added on it would be roughly \$170,000.00 Mike Interbartolo would like to meet with the City's procurement officer and check on state regulations as to going back out to bid. One idea is too re-bid without the Air conditioning component, which would eliminate most of the electrical upgrade and would decrease the bid by maybe \$80,000.00.

Motion: By Henry Hooton, to have Mike Interbartolo get in touch with Patrick and discuss the Commissions options if they decide to go back out to bid.

Second: Bob Christiansen

Vote: Unanimous

2. Fuel Pump Repair

The fuel pumping station that fuels the golf carts has failed, GMC had the company who installed the fuel pump come out and give an estimate to have it repaired the estimate was \$850.00

Motion: By Mike Interbartolo to repair the fuel pump station and repairs not to exceed \$1,000.00. To be paid out of the Miscellaneous line item of the Mount Hood budget.

Second: Bob Christiansen

Vote: Unanimous

Motion: By Mike Interbartolo to have the Chairman request from the City Auditor, a copy of the last audit that was done on Mount Hood, and to request a meeting with the firm Powers and Sullivan, who conducted that audit.

Second: Henry Hooton

Vote: Unanimous

Motion: By Mike Interbartolo, to request a meeting with the auditor to review the legal charges being paid by Mount Hood for the City Solicitor services.

Second: By Bob Christiansen

Vote: Unanimous

D. Financial Report Mount Hood Budget FY 2005

Figures for the 2004 golf year

Mount Hood made \$1,267,000.00 out of that the Management Company received \$770,000.00 by contract. Mount Hood received \$ 550,000.00.

E. Status of Superintendent of Mount Hood and Melrose Open Spaces

The superintendents ad has been advertised for two weeks in the Community newspapers and the Beacon trade paper. Human Resources have received back 7 resumes. Mike Interbartolo would like to see it advertised in some golf publications. Bob Christiansen will speak to Maryann Long from Human Resources to see if they can be added. Bob Christiansen, John Scenna and Bob Beshara will narrow the field and bring the finalist before the Park Commission for interviews.

VI. Park Department Report

A. Status Report on the Fields Sub Committee

1. Committee Report Draft

The Park Commission received a draft copy of the Fields Sub Committee Report. Sue asked that all Commissioners's review it and save any questions they might have for the Fields Sub Committee to answer when they formally present it to the Commission.

Motion: By Mike Interbartolo, to request an additional Park Commission meeting on February 22, 2005 at 7:00pm at the Mount Hood Clubhouse for the purpose of having the Fields Sub Committee formally present their findings.

Second: Henry Hooton

Vote: Unanimous

2. User Group Guide Draft

The user guide is meant to take park pollicies and procedures already in place and put them in one document. This will also be presented by the Fields Sub-Committee on February 22, 2005 so, any question the Commission might have after reviewing it can be answered then.

B. Financial Report Park Department Budget FY 05
Budget Report was handed out and reviewed by Commission.
John Scenna will prepare a written report on tot lot evaluations to be used as a tool for prioritizing spring spending as well as a copy to be sent to Alderman Boisselle for the March meeting.

C. 15 W. Emerson St.
Waiting for a second estimate.

D. Update on Morelli Fields Sub Committee
Mike passed out a summary of his meeting with Barbara Quinlin and Joe Huggins from the School Department. The summary outlined who is responsible for School Department vs. Park Department, of questionable areas.
Parking on the Knoll, update on number of spaces, cost of spaces, where does the revenue that is generated go. Barbara has assured Mike that the revenue is kept in a revolving account just for the parking expenses.

Maintenance of the fields

Barbara believes there is a one-page document from the Mayor stating that the Park Department would take over maintenance of all school fields, but the School Department would have first priority to use them during the school year. Joan will research the Park files.

Middle School Constructions Impact on the Fields

The Cabbage Patch field will be taken out of play, altogether and possibly right field of Morelli that is used by Pop-a-Warner Football. John is going to review Barbara's response and get back to the Commission with any questions or suggestions.

E. Firefighters Request to hold their Annual Carnival at the Knoll.

James Gipson from the Melrose Fire Department came before the Park Commission to request a permit to run their annual carnival during April vacation in the Knoll Parking lot 4/17/05 – 4/23/05. The Firefighters know they are responsible to make sure the area has been cleaned when the carnival leaves on Sunday. They stated they would have their own backup cleaning crew down on the Knoll 6:00 am Monday morning just to make sure.

Motion: By Henry Hooton, to approve the fireman's carnival to run in the Knoll Parking lot during April Vacation 4/17/05- 4/23/05

VII. Recreation Department Report

Chuck was not present Joan gave an update on his programs that are running presently. The Commission reviewed the Recreation Budget Report.

VIII. Old Business

A. Farm Coop

The Commission will discuss the issue at the March Meeting, when they have reviewed the information.

IX. Public Participation

Motion: By Mike Interbartolo to open the meeting to public participation.

Second: Henry Hooton

Vote: Unanimous

These are the members of the public who spoke:

1. Ralph Sarni, President of Mount Hood Association

Ralph spoke on how the Association is concerned with the Memorial Park piece of Mount Hood and they are concerned with the conditions of the ponds. Ralph took the liberty of having a company prepare a proposal on what it would take to get at least 1st pond restored.

2. Mark Bellaud, 11 John Rd. Sutton, Ma.

Mark presented the Park Commission with a proposal based on using a herbicide treatment for the clean up of 1st Pond. The cost of his proposal is roughly \$10,000.00 for the first three-year treatment and roughly \$2,000.00 every other year, there after. Mark's Company is under contract with the City, through the Conservation Commission, for the maintenance of Ell Pond, Towner's Pond and Swains Pond, so he is familiar with the area ponds and the problems associated with them.

Motion: By Mike Interbartolo, for the Commission to conceptually be in favor of this project, but due to budget restraints we cannot afford to move forward on the project at this time, but would welcome the Mount Hood Park Association or any other party to come forward with the funding.

Second: Henry Hooton

Vote: Unanimous

Joan will set up a meeting with Sue, Henry, Ralph and GMC will to talk the idea through.

Motion: By Mike Interbartolo to close public participation.

Second: Bob Christiansen

Vote: Unanimous

VIII. New Business

A Request was made by the Zinc Family who is hosting a fund raising golf tournament at Mount Hood for their grand child. They will receive the Melrose charity discount of \$9.99 per player, but wanted to know if their was any way of receiving a deeper discount.

The Commission felt that they have policies in place and have to hold the policies for everyone the same.

Motion: By Mike Interbartolo to re-state to the Zinc Family that the discount to the Melrose based charities is \$9.00 and the Commission cannot deviate from that policy.

Second: Henry Hooton

Vote: Unanimous

ATT had a request to switch over their cabinet at the Mount Hood Tower to keep them in compliance with state regulations.

Motion: By Mike Interbartolo to table this item until next meeting when Joan can get the Commission a copy of their lease.

Second: Henry Hooton

Vote: Unanimous

Sue would like the Health Department to inspect all field permits that have food facilities in operation under the user groups permitted times. It is mandatory for the Park Department to send the Health Department copies these permits.

Motion: By Mike Interbartolo to adjourn

Second: Henry Hooton

Vote: Unanimous

