

**Park Commission Meeting  
July 13, 2005**

**Present: Sue Cann, Mike Interbartolo, Bob Christiansen, Henry Hooton, Nick Gove, Phil Friel, Mike Farrell, Joan Bell.**

I. Signing of Warrants

Warrants were reviewed and signed.

II. Approval of the Minutes

Motion: By Henry Hooton to approve the minutes of the meeting of June 11, 2005 as amended.

Second: By Mike Interbartolo

Vote: Unanimous

III. Mount Hood Report

1. Letter from Bob Lucas pertaining to City Solicitor's bill.

Motion: By Mike I. to not pay the City Solicitors bill with services pertaining to Dami & Son and ELM.

Second: Henry Hooton

Sue asked that the discussion be tabled until the arrival of Bob Christiansen and John Mercer.

Motion: By Mike Interbartolo to change the order of the agenda to address members of the public present: Brian Slater (Melrose Running Club), Ralph Sarni (Mount Hood Park Association), James Smith (Mt. Hood municipal employee discount) Diane Tuner (Mary Foley Park).

Second: By Henry Hooton

Vote: Unanimous

2. Melrose Running Club request:

Brian Slater, President, and Mike Quigley, founding member, of the Melrose Running Club requested the use of Mt. Hood G.C. for a foot race in December of 2005. Proceeds from the event would benefit local charities and or user groups to be named at a later date. Prior to the meeting, Nick had a preliminary discussion with Brian about logistics of the event. Issue raised by the Park Commission included parking problems, time frame of the race, potential damage to the facility. Phil Friel, G.M.C, stated his company is liable for any organized event on the property and would request the Melrose Running Club obtain an insurance binder policy for the race.

Motion: By Mike Interbartolo to have Nick, G.M.C. and Brian to sit and figure out the logistics and report back at the August meeting.

Second: Henry Hooton

Vote: Unanimous

3. Mary Foley Park Request:

The Family of Mary Foley would like to mark the 20th anniversary of their mother's death with a plaque in the park. Mary Foley was a crossing guard that died in the line of duty while protecting the children of Melrose.

The Family stated they will be responsible for the cost and care of the memorial plaque. The family would like to have a dedication on September 10, 2005.

Motion: By Mike Interbartolo to approve the Foley family's request.

Second: Henry Hooton

Vote: Unanimous

4. Jim Smith's request:

Jim Smith is a Sergeant with the Melrose Police Department. Jim was under the assumption that Melrose municipal employees received the residential rate for golf at Mt. Hood.

The Commission stated that unless you live in the City you do not receive the resident discount. The Commission stated Park Commissioner's no longer receive complimentary golf.

Mr. Smith would like to request the Commission consider offering the resident rate to municipal employees/retirees in the 2006.

The Commission stated fees are usually set in November. Mr. Smith can put his request in writing and send it to Nick Gove; it will be placed on November's agenda. (Mr. Smith's request is in writing and will be kept for consideration).

5. Ralph Sarni, Mount Hood Park Association

a. July 4<sup>th</sup>.

Ralph wanted to let the Commission know what a great success the July 4<sup>th</sup> band concert was. Ralph said there was a great turnout for the event.

b. First Pond cleanup: The Association has raised \$2,700 of their \$4,500 goal. They are still seeking donations and plan on speaking with the Rotary Club and V.F.W.

Bob Christiansen entered the meeting.

6. Report on Memberships list for 2005 and outstanding Gift Certificates of Mount Hood.

G.M.C. reported junior membership figures: 2005: 79 members; 2004: 60 members.

Mike Interbartolo wanted to know when the membership's cards would be distributed. Mike F. was waiting for the Jr. Deadline to mail them. Mike I. would have liked to have seen them mailed when the adult membership closed out in April. The Commission would like to have them mailed after the April 15<sup>th</sup> deadline in 2006.

Mike I. brought up some concerns he had after a round at Mt. Hood. He was not asked to show any identification when checking in and wasn't asked for any type of deposit when renting a cart. Mike I. feels there should be more controls in place and if members had their cards at the beginning of the season rather than the middle, it would help. Mike also noticed beer cans in trash receptacles throughout the course. The snack bar does not sell cans thus people must be bringing their own onto the course. Mike would like to make sure the rangers enforcing club, City and State policies and laws.

G.M.C. is aware of the ongoing issues and will continue to address them.

7. Monthly Financial Report

Revenue is approximately \$140K and 400 rounds ahead of last year figures at this time.

8. Marketing Plan

G.M.C. has started a new round of ads with WEEI. There is also a yellow pages ad coming out in September.

9. General Operation of Golf Course

a. Staffing Level

There are 21 on staff to date.

a. Copy of Maintenance Log and Monthly Certification

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

10. Report on request for rental of club house, league play and golf tournaments

Tournaments dates have been maxed out. The function hall calendar is filling up for the fall season.

11. Report on the proposed improvements for the 2005 golf season

Tom has done a lot of tree trimming around the course in the last couple weeks.

Mike I. would like Nick to follow up on the cart paths, level 3 & 4 priorities. Are we going to get them all done this year?

New signs have been installed for the cart pen.

The garage at the top of Slayton round adjacent to First Pond is in need of repair.

The Commission would like G.M.C to have a mason look at the recommendations and provide an estimate. If the figure is under \$10K the Commission can then solicit three prices. If it's over the \$10K, the Commission will have the project put out to bid.

12. 2<sup>nd</sup> Hole Irrigation Pump

The pump needs to be replaced and the shaft is damaged. G.M.C. received an initial estimated of \$3K. Further inspection provided a figure of \$7K+. G.M.C. asked if the Park Commission would be willing to contribute funds towards this expense. G.M.C. believed this repair could be considered a capital improvement.

In the General Operating Policies and Procedures portion of the Contract, A. 7. states:

“...The Manager shall make any and all such repairs as necessary to maintain the irrigation system and pumps in an operative condition. The Manager shall pay for the electric power required to operate the irrigation system, including, but not limited to, the water well pump.”

Furthermore, The Commission stated they have already spent the \$50K on capital improvements this year.

12. 2005 Evaluation of GM's Performance at Mount Hood

The Commission will take this up at the August meeting.

13. New Maintenance building

Bob C. spoke to DiLullo who had not done any research on temporary buildings as of yet. Sue would like Nick and Bob C. to research the state bidding laws and look at other public construction projects.

15 Status Report on Capital Improvements

1. HVAC

Contract documents will be mailed at the end of July.

2. Roof Bid

The Lowest bidder was Greenwood Industries, Millbury, Ma.

Base Bid      \$21,935.00

ALT.1          \$33,552.00

ALT.2          \$18,479.00

ALT.3          \$16,006.00

Motion: Mike Interbartolo to send a letter of intent, subject to approval of the Chief Procurement Officer, to Greenwood Industries awarding them the contract.

Second: By Henry Hooton

Vote: Unanimous

15. Practice Facility Erosion:

Nick and Charlie Fuller have not met. Resolution will be provided at the August meeting.

16. Financial Report on Mount Hood Budget FY 2005.

The Commission reviewed the budget and warrants for Mount Hood.

At a previous meeting the Park Commission wanted to get the City Solicitors opinion regarding who is responsible to pay for the Dami & Sons legal services. In Robert Lucas's opinion the services directly benefited Mt. Hood therefore Mt. Hood should be responsible for the bills.

Mike I. presented some thoughts on why the Park Commission shouldn't authorize payment from the Mt. Hood Enterprise Fund:

1. Park Commission never authorized Dami & Sons to commence work. Authorization was given by former Parks Superintendent Richard J. Amirault and former Mayor Patrick C. Guerriero.
2. Funds from the Big Dig fill benefited the City of Melrose not Mount Hood. Some of the \$175K the City received is still unaccounted for.
3. The Big Dig fill was earmarked for City ball fields, not improvements to Mt. Hood.
4. The Mount Hood Enterprise Fund, funded by golf course revenue, is paying off the bond.
5. If Mount Hood takes responsibility of the legal bills, Mount Hood could also be deemed responsible for any future damages or settlements.
6. Mike I. does not see how/where Mount Hood benefited from the project.

After much discussion it was agreed that Sue and Mike I would sit down with the Mayor.

Motion: By Mike Interbartolo to have the Chairman of the Park Commission, Sue Cann, set up a meeting with Mike Interbartolo, Mayor Dolan and herself to discuss the outstanding legal bills.

Second: Bob Christiansen

Vote: Unanimous

IV. PARK DEPARTMENT REPORT

1. Conservation Commission

Conservation Commission acting chair Susan Murphy came before the Park Commission with an encroachment issue at Sewell Woods Park by the residents at 20 Sewell Woods Rd. The Conservation Commission spoke to the City Solicitor and sent the homeowners a letter stating they were trespassing on City land and had to remove all their belongings by July 7, 2005. The Conservation Commission believed Sewell Woods Park was deemed Conservation Land but after a more thorough investigation learned the land was in fact a passive park. The Conservation Commission was notified of the issue by an anonymous e-mail

The home owners of 20 Sewell Woods Rd. built their back yard into Park. The improvements consisted of fencing, playground equipment, tree and brush removal and terracing. The residents at 20 Sewell Woods Rd are selling their home. The owners have removed some of their belongings but not the fencing or terracing material.

Motion: By Mike Interbartolo for Sue Cann and Susan Murphy to send a joint letter to the owners, to notify them again and let them know they must comply or legal action will be taken.

Second: Henry Hooton

Vote: Unanimous

## 2. Park Department Budget

Commission reviewed the FY05 & FY06 budgets.

## 3. Lincoln School Playground Update

The Park Department has received phone calls about the jungle gym structure at Lincoln School. Some residents feel it poses a safety hazard. Several children have broken their arms falling from it. One resident added more FIBAR be added however the Parks Dept. determined this would not resolve the issue.

The Commission would like Nick to send Barbara Quinlan a letter notifying her of the phone calls and to remind her of the conversation she had with Mike I. last year which states the school department is responsible and the school committee can handle it from there.

## 4. General Parks Report

- a. Franklin Field – The fence is up around the culvert. Vandalism was initially done to the poles when they were being installed. A police report was filed and the work was completed.
- b. Backflow Devices/Irrigation- Two more backflow devices have been installed: Knoll Soccer Field and Conant Park. Nick's goal is to repair all existing irrigation by the end of the season.
- c. Fields not in use – Nick is going to start tracking credits with the Mowing and Maintenance contract with fields that have been taken off line due to the new Middle School project. The Commission would like Nick to check the dates for the renewal of the maintenance and mowing contract.
- e. Knoll Soccer Project - The groundbreaking for the Knoll Soccer project went well Monday night. The Mayor and City officials spoke.

V. RECREATION DEPARTMENT REPORT

1. Status Report on Recreation Revolving Account

Chuck was not present to report on his department.

Nick is working on finalizing the financial report the Commission has asked him to work with Chuck on.

VI. OLD BUSSINESS

1. Farm Direct Co- op

They have worked out a deal with the Lyons Club for the use of their building at the Football Field.

Motion: By Mike Interbartolo to adjourn

Second: Henry Hooton

Vote: Unanimous