

## Melrose Park Commission Meeting

June 11, 2005

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

### I. Approval of the Minutes

**Motion:** By Bob Christiansen to accept the minutes of the meeting of May 11, 2005 as amended.

**Second:** By Henry Hooton

**Vote:** Unanimous

**Motion:** By John Mercer to accept the minutes of the meeting of May 25, 2005 as amended.

**Second:** By Bob Christiansen

**Vote:** Unanimous

### II. Signing of Warrants

Warrants were submitted for approval and signed.

### III. Mount Hood

#### 1. Mount Hood Report

- a. Report on memberships list for 2004 and Outstanding Gift Certificates.
- b. The membership numbers were reported. Jr. Memberships are up.
- c. Monthly Financial Report on Golf Course Operations. The figures show the course is ahead of last year's figures, despite the rainy weather.

#### 1. Marketing Update

- a. Ads are running on WEEI

#### 2. Monthly Financial Report on Golf Course Operations.

- a. The figures show the course is ahead of last year's figures, despite the rainy weather.

#### 3. Report on General Operation of the Golf course

- a. Staffing: 18 total staff members
- b. Maintenance log & monthly certification: Submitted and on file.
- c. Report on request for rental of the clubhouse, league play and golf tournaments:
  - i. The function hall has rental request steadily coming in, with dates through the fall.
  - ii. Special Olympics are making their annual request for their qualifying tournament to be played at Mount Hood on July 17, 2005

**Motion:** By Mike Interbartolo to accept the Special Olympics request to hold their 9-hole tournament at Mount Hood on July 17, 2005 starting at 3:00pm.

**Second:** By Bob Christiansen  
**Vote:** Unanimous

4. Report on proposed improvements for the 2005 golf season.
  - a. Cart paths on holes #6, #13, #16 and #17 will be completed by June 30.

GMC reported there are structural issues with the maintenance garage in front of First Pond. The stonework is deteriorating and it could become a safety issue. Mike F. is going to get an estimate to repair it and will report back to the Commission.

**Motion:** By Henry Hooton to change the order of the agenda to Public Participation.  
**Second:** By Mike Interbartolo  
**Vote:** Unanimous

Debra Wall and Meredith DeCarbonnel came before the Park Commission to request the addition of several pieces of equipment to the Lincoln School rear tot lot. The equipment is accessible to physically challenged children. Lincoln School has approximately 17 children that are physically challenged. Debra has met with the Mayor's office and Lincoln School PTO to discuss fundraising means for the project. The project is going to cost approximately \$9,000.00. The Mayor has offered to pay for 1/3, the Lincoln School PTO has offered to pay for 1/3, and a group of parents with children at the Lincoln School have agreed to pay 1/3. Debra handed out information about the equipment and layout.

**Motion:** By Henry Hooton to approve the plans in theory and would like to have the final draft approved by the City Engineering Department.  
**Second:** By Bob Christiansen.  
**Vote:** Unanimous

Nick will coordinate the project with the DPW Department.

Ralph Sarni, President of the Mount Hood Park Association addressed the Park Commission with his agenda for the 4<sup>th</sup> of July celebration they sponsor at Mount Hood Clubhouse.

**Motion:** By Bob Christiansen to approve having a color guard participate in the 4<sup>th</sup> of July band concert.  
**Second:** By Henry Hooton  
**Vote:** Unanimous

Ralph also brought the Commission up to date on funds the Association has been raising towards the clean up of 1<sup>st</sup> pond. The total as of today is \$2,000.

5. Progress report on the new maintenance building.
  - a. One bid was submitted in the amount of \$306K.

- b. \$127K plus the \$83K remaining in the remediation account was what the Commission had budgeted to put toward the new maintenance building. The Commission agreed to notify the bidder that the Commission would not be awarding the bid.

**Motion:** By Mike Interbartolo to reject the bid.

**Second:** By Henry Hooton

**Vote:** Unanimous

**Motion:** By Mike Interbartolo suggested to look into the feasibility of erecting a temporary structure on the old pad and at the same time the Commission will investigate other options pertaining to building a new maintenance building.

**Second:** Bob Christiansen

**Vote:** Unanimous

6. Status report on capital improvements
  - a. Status report on the HVAC bids.
    - i. The lowest bid was LeMar Corporation at \$104,400.00.

**Motion:** By Henry Hooton to accept the lowest bid of \$104,400.00 by LeMar HVAC of Lynnfield Ma. Subject to Bob Beshara approving their qualifications and for it to be funded from the \$88,300.00 that was put aside in the FY05 Capital Improvement Fund and \$16,100.00 to be taken out of the FY 06 Capital Improvement Fund.

**Second:** By Bob Christiansen

**Vote:** Unanimous

- b. Status report on the roof bids.
  - i. Bids are due on June 29, 2005

7. 2005 Evaluation of GMC's performance at Mount Hood
  - a. Mike Interbartolo handed out a working document for the Park Commissioner's to use in their evaluation. Mike would like them back to him by July 1<sup>st</sup>.
  - b. The Commission would like to use the July meeting to gather information from members to use in their evaluations as well.
  - c. August 1, 2005 the Commission would like to meet with GMC to discuss the information.
8. Damage to drainpipe on the 3<sup>rd</sup> hole.
  - a. There has been a substantial amount of rain since the last meeting and the water has started to subside. Nick will follow through with the removal of the section of storm drain.
9. Erosion on the driving range
  - a. A section of the fabric pipe has been punctured and silt has flowed down the valley. Someone from the Conservation Commission will be up on Sunday morning to evaluate the damage.

Mike Interbartolo wanted to know if the work was done as part of the remediation contract. Nick stated Charlie Fuller is in town and he will be meeting with him. Bob Beshara and John Scenna have also viewed the problem. When all the information is in Nick will report back to the Commission.

#### 10. Financial Report on Mount Hood

- a. The Mount Hood budget will be presented to the Board of Alderman on June 16<sup>th</sup>, Sue, Mike I. and Nick have already presented the Board of Alderman with the Park & Recreation Departments budgets. They were both approved

Mike Interbartolo and Bob Christiansen, met with Patrick Dello Russo and a member of the independent auditing company, Patrick Sullivan, to discuss the dollar difference in what the Commission believed it had in free cash and what the audit stated. It was determined that included in initial figure of \$1,044,271 on page 18 of the audit, was the unspent remainder of the \$1.7 million remediation bond, which was approximately \$382K. That is how the \$649K figure came about. There was \$160k put aside for contract overages. Mike and Bob explained this money would only be paid out if matching revenue was coming in. Patrick Dello Russo agreed to let the \$160K be released as free cash. Free cash now stand at \$429K. Mike will revise the capital improvement line items to meet the new figure.

The Commission reviewed the FY 06 budget. There are a few questions Nick is going to get clarification on for the Commission: **\$15K in the salary line item, have they included the \$15K legal in the contractual line item and is the other \$45K the pilot payment**

#### IV. Park Department Report

1. Financial Report Park Department Budget FY 2005.
  - a. Sue highlighted the presentation of the Park and Recreation Budget to the Board of Alderman.
2. Fall permits are in order with the exception of football.
  - a. Tentative schedule is in place. MHS Football still needs a location to play their home games. Superintendent of Schools needs to make a decision on where the games will be held.
3. Messengers Field
  - a. The dispute with the contractor who did the work on Messengers field has come to a conclusion. The City received compensation in the amount \$15K (approx) from the contractor. The City will use this money to repair the facility. Repairs will include the addition of a drainage basin and trench, new sod and infield repairs. Work will commence this week.

#### V. Recreation Department Report

1. Status Report on the Recreation revolving fund
  - a. Chuck handed out a spreadsheet that Nick has been working on. The Commission felt there were still some shortfalls in chuck's

budget and they would like to see where the money was spent and what Chuck's action plan is on how to cover his short falls either by raising programming pricing or to cut programming that is subsidize by other paid programs. Example: July 4<sup>th</sup>.

- b. The Board of Alderman approved the recreation revolving account cap be raised to \$197K for FY 05 and \$160K for FY 06. Nick and Chuck will have working numbers for the Commission for the July meeting.

**Motion:** By Mike I to deny Frank Wagner's request for a family membership at Mount Hood based on the April 15<sup>th</sup> deadline policy set by the Commission.

**Second:** By Henry Hooton

**Vote:** Unanimous

#### VI. Old Business

##### Farm Direct Co-Op

Joe Huggins has agreed to let the Farm Direct people store their belongings in his garage. Nick has contacted the Lyons Club in regards to using the concession stand. Sue would like Nick to clarify with Joe what they will be storing in his garage and Sue will put together a letter giving them permission to set up their tent in the parking lot.

**Motion:** By Mike Interbartolo giving Farm Direct Co-Op permission to use the parking lot to set their tent up on a temporary basis for the 2005 produce season Thursdays 3:00pm – 7:00pm.

**Second:** Henry Hooton

**Vote:** Unanimous.

**Motion:** By Mike Interbartolo to adjourn

**Second:** By Bob Christiansen

**Vote:** Unanimous