

**Melrose Park Commission Meeting**

**May 11, 2005**

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

I. Signing Of Warrants

Warrants were passed around and signed.

II. Approval of the Minutes

**Motion:** By Mike Interbartolo to accept the minutes as amended.

**Second:** Henry Hooton

**Vote:** Unanimous

**Motion:** By John Mercer to change the order of the agenda to Policy on portable restrooms.

**Second:** Mike Interbartolo

**Vote:** Unanimous

Nick Gove presented the Park Commission with some suggested language for a portable restroom policy.

**Portable Restroom Policy:** To install a temporary portable restroom at a recreational facility a permitted user group must supply the Park Commission with a formal request in writing. The Park Commission will review and vote on each individual request. User groups must obtain permission for each permitted season. Any user group that obtains permission to install a temporary unit must understand and adhere to the following guidelines: In the interest of public health and safety the Parks Department reserves the right to terminate the use of a said unit at any time. Before installing a unit the company responsible for weekly service must contact the City of Melrose Board of Health to obtain a permit. This permit will cover the company for an unlimited number of sites within the City. The cost of this annual permit is \$200. When not in use by the permitted user group, the unit must be secured under lock and key. Under no circumstances is a unit to be left open over night or for extended periods of time. Permitted user groups will use any such unit at their own risk. This policy is subject to revision.

Henry Hooton expressed concern regarding the placement of these units in proximity to residential homes. Mike Interbartolo thought it would be in the City's best interest to make sure that the restrooms meet ADA compliance. Mike also wants to make sure the units are locked and secured in order to prevent vandals from tipping the units over. Nick and John Mercer will work on a permanent policy.

Mike Stromski, President of National Little League, requested permission to construct a fence around the unit at Conant Field. Mike also requested to install a unit at Lincoln Field. Nick Gove will check with the DPW, the Building Department and the Board of Health and the principal of Lincoln School to determine a potential location for this unit.

**Motion:** Mike Interbartolo to approve the Conant and Lewis Monk Field units as long as they have fulfilled the permit request with the Park Department (which includes checking with the building inspector for vandalism and locations) and having paid the permit fee with the Board of Health.

**Second:** Henry Hooton

**Vote:** Unanimous

**Motion:** By Mike Interbartolo to change the agenda to membership requests.

**Second:** By Henry Hooton

**Vote:** Unanimous

Mr. Joseph Caruso

138 Perkins St.

Melrose, Ma.

Mr. Joseph Caruso missed the April 15<sup>th</sup> membership application deadline. He is asking the Commission to take into consideration he has been a member for 36 years and was out of town and missed it.

**Motion:** By Mike Interbartolo to approve Mr. Caruso's request based on the Commissions past actions. Mike wanted to clarify to Mr. Caruso that this is a one time consideration from here on out his membership needs to be submitted in the appropriate time frame.

**Second:** Bob Christiansen

**Vote:** 4 in favor 1 opposed

Mr. William Davis, 98 Lebanon St., Melrose and Mr. Anthony Antonucci, 26 Glen Circle, Waltham have the same request which is; they will not be joining as members this year due to medical problems which prevent them from playing. What they are requesting is, if next year there is a grandfathered category that they can retain their grandfather status.

The Commission wanted to know if Mr. Davis was a member last year and weather he paid for his membership and got a refund or did the Commission hold his grandfather status and accepted no money?

**Motion:** By Mike Interbartolo that if there is a grandfathered status next year that Mr. Antonucci be allowed to be kept in good standing due to an illness that will prevent him from playing this year.

**Second:** Henry Hooton

**Vote:** Unanimous

**Motion:** By Mike Interbartolo to table Mr. Davis's request until Joan or Mike Farrell can research whether Mr. Davis paid and received a refund for requesting the same request last year.

**Second:** Henry Hooton

**Vote:** Unanimous

Mr. & Mrs. Ralph Landry are requesting to be allowed to join Mount Hood as members. They didn't make the April 15<sup>th</sup> dead line.

**Motion:** By Mike Interbartolo to deny the Landry's request based on the membership policy that is in place.

**Second:** Henry Hooton

**Vote:** 4 in favor 1 opposed

### III. Mount Hood Report

#### A. Report on Memberships

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

There are 219 memberships to date. Jr. Memberships are still coming in.

Outstanding memberships

2003- \$2962.00

2004 - \$6979.70

2005 – 1535.21 to date

Total \$11,476.21

2. Mount Hood Monthly Financial Report

To date, revenues are up 30% from this time last year.

3. Marketing Plan Update

No changes since last months report.

4. Report on General Operations of Golf Course

- a. Staffing level: Currently 12

- b. Monthly Maintenance Report

Report was submitted and is on file in the Park Office.

5. Report on requests for rental of club house, league play and golf tournaments

- a. Outings

There are 6 more bookings than this time last year.

- b. League Play

GMC presented a report, which showed the amount of tee times booked for an average month and an average amount of tee times that are available for walk on play.

They wanted the commission to get a feel for what time slots might be available for them to run a parent child league or Jr. League. After looking at the report it was determined that a parent child league does not look like a possibility on Sundays.

GMC was also thinking of a Jr. League during the week during slow playing times. It looks as if that might be possible.

**Motion:** By Mike Interbartolo to allow for GMC to look into running a Jr. League one day a week during the months of July and August for one hour and report back to Nick Gove with the specifics.

**Second:** John Mercer

**Vote:** Unanimous

6. Report on Proposed Improvements for the 2005 Season

a. Cart paths- handed out an update on cart paths, the amount of money spent and roughly how much is left.

b. Some suggestion for future improvements water fountains on the course and maybe a door to the Carr function room.

For the next meeting the commission would like Nick and GMC to discuss what they see as priorities for future improvements.

c. Status of First Ponds clean up

Ralph Sarni president of Mount Hood Park Association wanted to thank GMC with the breakfast the Association held at Mount Hood. Ralph went on to speak about the fundraising efforts the Association has accomplished to raise money for the clean up of 1<sup>st</sup>. pond, so far \$1,500.00 has been raised.

Henry Hooton had a suggestion for the Association to raise awareness by sponsoring a booth at the Victorian Fair to promote their clean up campaign.

7. 2005 Evaluation of GMC Performance at Mount Hood

Mike handed out a schedule and proposed events to occur sheet he would like the commission to take home and review and make comments and suggestion for the next meeting.

Sue is going to check with the City Solicitor to see if a formal vote needs to be taken to not terminate the present contract and when discussing the evaluation if it can be done in executive session so preferences for a future contract would not be in a public document.

8. Status Report on Capital Improvements

1. HVAC

Bids are due on the 19<sup>th</sup>.

2. Maintenance Building

The apparent lowest electrical sub bid was by Ostro electric. The base bid is due on the 24<sup>th</sup>.

3. Roof Bids

Nick needs to check with Dilullo on the status of the roof bids.

9. Follow up on Damage to Drainpipe on the 3<sup>rd</sup>. Hole

Nick explained there is more of an issue then was first expected. Nick is coordinating with the DPW to have the drainpipe removed. The remaining drain needs to have a grate put over the opening to prevent anyone or thing from going into it. The DPW

has to look into what is needed to complete the project. Nick will keep the commission updated.

#### 10. Update on the 14<sup>th</sup> hole

When first talking to Mr. Batino he stated how happy he has been with the net the course has put up and how well it's been working. However, there was an incident where a ball hit Mr. Batino's car. Mr. Batino has charged the golfer who hit his car.

Nick being new to his position would like to know, moving forward, with the exception of altering the hole and moving the tees dramatically forward what is the commissions' standpoint on complaints from Mr. Batino. The Commission stated if all the corrective work has been done that was requested then anything moving forward is the nature of living along a golf course. GMC has to shave the front of the tee, which should be done this week. Signs are placed along the course that states any damage done to private property along the course is the golfer's responsibility. Nick wanted to make sure he is on the same page as the commission. After speaking to Mr. Batino, Nick got the impression if his house or property were hit again he might take action into his own hands and move the tees forward. The Commission stated that was not an option and he would be trespassing.

#### 11. Financial Report on Mount Hood Budget

Joan took the commission through this month's budget expenditures. They discussed some journal entries that need to be made.

GMC had a concern on a member who is abusing their membership privileges. The commission feels there should be documentation and a letter sent to the member stating if the behavior continues it could lead up to and including termination of their membership privileges.

GMC also, had a request from the Gramoline family who would to have a memorial bench installed at Mount Hood Golf Course in memory of their father Joseph. Joan and Mike F. will find out what company the last family used to try to keep uniformity throughout the course where possible.

**Motion:** By Bob Christiansen to accept Mrs. Gramoline request and donation of a bench for the course.

**Second:** Henry Hooton

**Vote:** Unanimous

#### IV. Park Department Report

##### a. Fields Committee Update

Sue has requested the Mayor to appoint a funding committee to come up with ways to fund the Fields Committees proposals. The Mayor agreed.

Nick and Sue sent out a letter to all user groups with the updated permit policy, which will include the portable bathroom policy.

##### b. Financial Report Park Department Budget FY 05

Patrick submitted for the commission's review, the Mount Hood budget, as it will be presented for the BOA's approval.

The Commission had a question on the way the superintendent's salary and the pilot payment were presented.

c. Hoover Irrigation Request.

After John Scenna and Nick evaluated the project, it was determined that the project would be too costly to proceed with. Nick spoke with Lynn Parisi and explained the situation; Nick will present her with their findings so she can inform her PTO.

Nick updated the commission on some suggestions he is making for the fall permitting schedule.

V. Recreation Department Report

Status Report on Recreation Revolving Account FY 2005

Chuck presented a letter from the City Auditor requesting the recreation revolving account be approved to request a \$210K on the Rec. Dept. Rev Fund for the remainder of FY05.

The Commission was not satisfied with Chuck's revolving budget and wants him to present the commission by Mon. night with a report that shows where he spent his money and shows your outstanding warrants and expected bills for the remainder of the fiscal year, Also, a projective FY 06 budget

Chuck brought the commission through his summer program line up.

VI. Old Business

Farm Direct Co-Op

Nick explained to Farm Direct there is no place for a structure in the parks and they will be taking their request before the commission at Pine Banks.

YMCA's request to use Mount Hood fireplaces

After discussing their request the Commission feels Pine Banks is a better option for this type of program.

Joan & Nick will look into who is responsible for permitting boating on Ell Pond

**Motion:** By Mike Interbartolo to adjourn

**Second:** Henry Hooton

**Vote:** Unanimous

