

**Melrose Park Commission Meeting  
November, 16, 2005**

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

**I. SIGNING OF WARRANTS**

Warrants were reviewed and signed

**II. APPROVAL OF MINUTES**

**Motion:** By Henry Hooton to approve the minutes of the meeting of October 12, 2005 as amended.

**Second:** By Bob Christiansen

**Vote:** Unanimous

**Motion:** By Mike Interbartolo to approve the minutes of the meeting of October 25, 2005 as amended.

**Second:** By Henry Hooton

**Vote:** Unanimous

**III. MOUNT HOOD REPORT**

• **MOUNT HOOD**

1. Report on membership list for 2005 and outstanding gift certificates of Mount Hood GMC.

ELM gift Certificate was turned in this month for a foursome with 2 carts.

2. Monthly Financial Report on Golf Course operation

Play has been steady. Rounds are down by 300 through Oct. of last year.

3. Marketing Plan Update

Laura is running a breakfast with Santa and a Gingerbread man craft in the month of December. Yellow Page ad will be running on the function facility starting in December. The Mt. Hood Park Association will be holding their annual Christmas party with Santa on December 4<sup>th</sup>.

4. Report on General Operation of Golf Course – GMC.

I. Report on Staffing Level.

There are currently 13 on staff.

II. Copy of Maintenance Log and Monthly Certification.

A copy was submitted and is a copy on file in the park office.

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

There are 17 Functions currently booked for December. Mike I. would like the leagues to sign that they received a copy of the clubs policies.

6. Report on proposed improvements for 2005 golf season

No changes or updates. The Commission would like to investigate tee markers and clearer signage around the park.

- Progress report for new maintenance building

Nick Gove and Bob Christiansen will be attending the Conservation Commission meeting on the 17<sup>th</sup>.

- Status report on Capital Improvements

1. Status of Clubhouse Heating Replacement Project

Nick is going to speak with LeMar to see if they can install one unit ASAP. Mike I. reminded Nick to make sure R.W. Sullivan approves all changes. Nick will get a realistic schedule from LeMar.

2. Status of Clubhouse Re-Roofing Project

Roof project started last Monday.

**Motion:** By Henry Hooton to change the order of the agenda to update from Mt. Hood Park Association  
**Second:** Mike Interbartolo  
**Vote:** Unanimous

Ralph Sarni spoke before the Commission on some different ideas the Mt Hood Park Association would like to see in the upcoming year. They included: 1) Cutting back the shoreline weeds at First Pond 2) Determine who is responsible for snow removal on First Pond 3) Hold a fishing derby in the Spring of 2006, sponsored by the Mt. Hood Park Association. The pond would be stocked with fish prior to the event.

Ken Foss was present and stated he believed the Fire Department had to measure and post the thickness of the ice. He also stated that he believes there is a city ordinance that states the ponds are suppose to be cleared off within 12 hours of a significant snowfall. Ken believes the contract states that the management company has to abide by all state, federal and local laws and ordinances.

The Commission would like the Conservation Commission checked with first to make sure there aren't any issues. Nick will check the city ordinances.

**Motion:** By Mike Interbartolo to approve the proposal presented by DiLullo Associates for \$3,750 to prepare bid documents, including a schedule, to repair the Slayton Road Garage as dated November 15<sup>th</sup>.  
**Second:** Henry Hooton  
**Vote:** unanimous

The Commission would like Nick to check with the Conservation Commission on working within a 100 ft. of the water.

- 2006 policy changes

1. Alcohol

The Commission wants to review the policy on alcohol. Is the policy being properly enforced? Is the Commission making the leagues aware of the consequences? How does the Commission want to address these and other issues moving forward?

The Commission would like GMC to come forward at the next meeting and present their plan to enforce the alcohol policy including notification and consequences for violations.

2. Pace of play

Continues to be an issue, how can the Commission improve pace of play? The Commission would like a copy of "ready golf" procedures on the next set of score cards and they would like to see the rangers being more aggressive moving groups along.

3. Golf Carts

The Commission would like GMC to come up with some recommendations on how golf carts should be issued (rented), where their use should be prohibited (parking lot), and the feasibility of implementing a bag drop.

4. Request

In a letter to the Commission police officer James Smith requested the Commission to consider reoffering Melrose municipal employees the opportunity to apply for membership at the resident rate. The Park Commission feels extending such a discount to municipal employees would violate the policies established by the Commission. Furthermore, where Mount Hood Golf Course is owned by the City of Melrose, the Commission feels that only residents, as tax payers, should receive a discount on golf memberships or daily fees. The Park Commission sets policies to insure that all requests are handled in the same manner and with equal fairness.

**Motion:** By Mike Interbartolo, to deny Mr. Smith his request to give municipal employees the resident rates.

**Second:** John Mercer

**Vote:** Unanimous

- Status report on Capital Improvements Cont.
  1. Panic Bars

**Motion:** By Henry Hooton to approve the proposal by Firth Company to install panic bars on four sets of exit doors in the Clubhouse at the cost of \$4,000.00.

**Second:** By Bob Christiansen

**Vote:** Unanimous

2. Backflow

**Motion:** By Bob Christiansen to approve the proposal by Frank Kelly to install backflow devices in the Clubhouse kitchen to bring the kitchen up to code as stated by the City Health Inspector at the cost of \$638.00

**Second:** Henry Hooton

**Vote:** Unanimous

The kitchen consultant will be meeting with Phil next week. Phil handed out a diagram of how GMC would like to see the kitchen renovated. Phil will keep the Commission updated.

3. AT&T Request

Omnipoint Communication is requesting to make some safety upgrades on their cell towers on Slayton Tower. Where the request was just faxed over today and no one has really had a chance to investigate the request the Commission would like to take this up at next month's meeting.

- Financial Report: Mt. Hood budget FY 2005

The 2005 budget was reviewed.

IV. PARK DEPARTMENT REPORT

- Financial Report: Park Dept Budget FY 2005

The 2005 budget was reviewed.

- E.L.M Contract Renewal

Sue has asked Nick and John Scenna to do a walk through the parks prior to the December meeting and make sure they are happy with the conditions. The Commission would like a recommendation from John and Nick as to whether they believe the Mowing and Maintenance Contract should be extended through 2006.

- General Parks Report

The Thanksgiving Day football game will be played at Fred Green Memorial Field. Foss Park dedication will take place on November 18<sup>th</sup>. Dodge Electric replaced an arm of lights at Morelli Field. Dodge Electric is in the process of completing an evaluation of the system. Nick will update the Commission on the status of these lights. Nick will complete the electric audit of the parks when activities slow down. A request for the addition of a gate at Felton Park Nick was received this month. Nick and the Commission would like to seek the City Solicitors opinion on this matter regarding possible liability issues. Two park bench requests have been received: One at Ell Pond; the other at Mt. Hood. The Commission is willing to consider the request but would like more information as to specific locations. Nick will handle both requests.

- Field & Park Finance Committee

John Mercer will present at the next meeting

V. RECREATION DEPARTMENT REPORT

Chuck was not present. The Commission would like Chuck to have the recreation reports they requested in order for the January meeting.

**Motion:** By Henry Hooton to adjourn

**Second:** By John Mercer

**Vote:** Unanimous