

**Melrose Park Commission Meeting
October 25, 2005**

Present: Sue Cann, Henry Hooton, Mike Interbartolo, Bob Christiansen, Nick Gove

I. Mount Hood Report

A. New Maintenance Building

Nick, with assistance from DiLullo Associates, will complete and file the Notice of Intent and schedule a hearing with the Conservation Commission. The proposed building would be a 40' x 80' wooden structure on the existing concrete pad. The Commission agreed to consult GMC on the number and placement of egresses. DiLullo Associates will also be responsible for ensuring the new building abides by City code; specifically whether the building needs a sprinkler system. If approved by the Conservation Commission, this project would be put out for bid sometime in late January, early February. Nick suggested the Park Commission consider putting out a revised version of the original bid documents for a 50' x 100' building while proceeding with the notification process for the new structure.

Motion: By Mike Interbartolo to immediately start the process of filing the Notice of Intent in order to receive permission from the Conservation Commission to construct a new 40'x 80' wood frame maintenance building on the existing pad.

Second: Henry Hooton

Vote: Unanimous

B. Repairs to the Slayton Road Garage

DiLullo Associates will develop a proposal to prepare a bid document for the necessary repairs based on the written suggestion of the structural engineer. Nick will make sure the documents are ready for the November 16th meeting.

C. Status Report on Capital Improvements

1. Status of Clubhouse Heating Replacement Project.

Due to the delay in the project Nick has asked the Contractor, LEMAR HVAC Inc., for suggestions to address the immediate need for heat in the clubhouse. The Contractor provided the following change order proposals:

- Install a free standing 90% efficiency furnace in the dining area. Cost: \$5,641
- Install (2) ceiling fans at the peak of the cathedral in the dining are. Cost: \$2,985

Motion: By Mike Interbartolo to authorize the expenditure of \$2,985.00 to install two ceiling fans in the function hall at Mt. Hood as proposed by the Contractor.

Second: Henry Hooton

Vote: Unanimous

2. Status of Clubhouse Re-Roofing Project

Commencement of the Re-Roofing Project has been delayed until October 31, 2005 due to heavy rains.

D. Report form Conservation Commission Hearing.

The Conservation Commission approved the proposed remedy to the slope erosion at the practice facility. After a 10 day appeal period, the Conservation Commission will provide Nick with the Order of Conditions to proceed with the repairs. The Park Commission would like to see proposals for maintenance of the First Pond pump house and repairs to the damaged pipe located behind the 3rd green at a future meeting. The Park Commission would also like Nick to review the Contract and determine who is responsible for maintenance of the First Pond pump house.

E. Mount Hood Appropriation

\$70K was moved from the Mt. Hood Reserve Fund to the Professional Services line item 620000-529000. This money will be used to fund the Management Agreement for Operation and Maintenance of Mt. Hood Memorial Park & Golf Course. Revenue has exceeded previous estimates and the additional funds are needed to fulfill the City's contractual obligation to Mass Golf Management, LLC. Mike I. stated this appropriation was not necessary at this time. The appropriation to cover any additional payments should be determined once the total revenue from the calendar year (in this case 2005) has been determined. The appropriation should then go before the B.O.A. after the 1st of the new calendar year.