

**Melrose Park Commission Meeting
September 14, 2005**

**Present: Bob Christiansen, Mike Interbartolo, John Mercer, Henry Hooton, Sue Cann,
Chuck Person, Nick Gove and Joan Bell entered after executive session.**

I. Executive Session

Motion: By Henry Hooton to go into executive session.

Second: Bob Christiansen

Roll Call Vote:

Bob Christiansen	Yes
Mike Interbartolo	Yes
John Mercer	Yes
Henry Hooton	Yes
Sue Cann	Not Present

II. Signing of the Warrants

Warrants were reviewed and signed.

III. Approval of the Minutes

Motion: By Bob Christiansen to approve the minutes of the meeting as amended.

Second: By Henry Hooton

Vote: Unanimous

IV. Mayor Dolan addresses the Park Commission

Motion: By Mike Interbartolo to change the order of the agenda to Mayor Dolan.

Second: By Henry Hooton

Vote: Unanimous

1. Mayor Dolan

The Mayor came before the Park Commission to request their approval to name the park behind Washington School Condominiums "Foss Park". The Mayor stated that the Foss family has played a significant roll not only in this park but in the entire Ward 7 neighborhood for over 150 years. Ken's Wife's family, the Olson's, can also mark their heritage back over 100 years to this neighborhood. Both families have been legendary in their commitment to community service in Melrose. It was the Mayor's hope that the Commission will approve this recommendation to recognize a man and his family that have given so much to the community.

Motion: Mike Interbartolo to approve the Mayor's recommendation of naming the park behind Washington School Condominiums "Foss Park" in honor of the significant roll Ken Foss and his family has played in this community.

Second: By Bob Christiansen

Vote: Unanimous

Ken was humbled and flattered by the Mayor's declaration. He thanked the Mayor and Park Commission in honor of his family.

Motion: By Mike Interbartolo to change the order of the agenda to First Pond Clean up Efforts.

Second: Henry Hooton

Vote: Unanimous

2. First Pond Clean Up Efforts

Ralph Sarni, President of the Mt. Hood Park Association was happy to present the Melrose Park Commission with a check for \$4,500.00 for the first installment of the first pond clean up effort. The check will be presented at the B.O.A. meeting on Sept. 19th for their approval.

V. Mount Hood Report

1. Report on membership list for 2005 and outstanding gift certificates of Mount Hood Memberships- No change

2. Monthly Financial Report on Golf Course Operation
G.M.C passed the 1.1 million dollar mark on September 9th.
Monthly financial reports were reviewed.

3. Marketing

Staff is thinking of starting some day leagues now that school has begun, i.e. "Desperate Housewives League"

4. Report on General Operation of Golf Course

I. Report on Staffing Level.

There are presently 17 on staff.

II. Copy of Maintenance Log and Monthly Certification

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

5. Report on requests for rental of club house, league play and golf tournaments
Friends of Firefighter Neil Sullivan want to run a tournament at Mt. Hood to raise money for Neil and his family. Neil recently had an accident where he unfortunately lost his leg.

Each year, the Commission receives multiple requests to provide discounts and/or free rounds of golf to charitable organizations. Therefore, the existing policy, which provides a \$9.00 discount to Melrose-based charities, was adopted to ensure that all requests are handled in the same manner and with equal fairness. In keeping with the policy, the Commission denied the request for a deeper discount. Sue will write a letter outlining the Commissions position.

Alcohol Policy: GMC will send a letter out to the leagues restating the clubs policy. The Commission liked the ides of GMC wanting to hire police details from time to time at their own expense to monitor the course at random times. The Commission would like to address the alcohol issues if they persist next season.

6. Update on the Melrose Running Club/Road Race

Nick Gove, Brian Slater & GMC have worked out the details and mapped out the course. The race will go off at 11:00am on December 11, 2005. Brian will send a copy of the insurance policy to Nick and GMC.

7. Report on proposed improvements for 2005 golf season

A masonry company came out and submitted an estimate on repairs to the lower maintenance building. Due to the estimates being so high the Commission would like Nick contact Dilullo Associates to obtain a proposal to prepare bid documents.

Motion: By Mike Interbartolo to request DiLullo Associates to submit a proposal to prepare bid documents for the repair of the lower maintenance building.

Second: Henry Hooton

Vote: Unanimous

8. Progress report for new maintenance building
DiLullo will have a full package for the next meeting.

9. Status report on Capital Improvements

1. Status of HVAC Project

The City Solicitor wanted clarifications on several sections of the contract including the payment bond, performance bond and standard form of agreement. The contract is in the process of being executed.

2. Status of Roof Project

Roof contract has been executed and the work should begin soon.

10. Practice Field Erosion

Bob Beshara and Tom Friel reviewed the proposal offered by Charles Fuller and offered an alternative solution. The Park Commission would like Charles Fuller to review this proposal.

Motion By Mike Interbartolo to have Charles Fuller review the plan Bob B, Nick and GMC are proposing and have Charles Fuller give his input. If Charles agrees with the plan GMC can move forward with the work.

Second: Henry Hooton

Vote: 3 in favor 2 opposed

The Commission believes Charles has a better working knowledge of the area since he was the engineer employed on the Mt. Hood Remediation Project.

11. Financial Report: Mt. Hood budget

The Mt. Hood budget was reviewed by the Commission.

The Commission is still having a hard time interpreting the Munis System and would like some one from the Auditing Department to go through it with them.

VI. PARK DEPARTMENT REPORT

1. Financial Report: Park Dept Budget FY 2005

Budgets were reviewed by the Commission.

2. Fields Committee/Financial Committee

Sue would like the Commission to approve the establishment of a Fields Financial Committee to explore financing opportunities for the top 10 long term needs established in the Fields Committee Report.

Motion: By John Mercer to form a Financial Committee with Nick Lento, Holly Killmer, Ken Foss, Nick Gove, Chuck Person and himself, and report back at the January meeting with some opinions on funding sources to address the issues and ideas of the Fields Committee Report.

Second: BY Henry Hooton

Vote: Unanimous

3. General Parks Report

1. 80% of the soccer field restoration project is completed. A new irrigation system was installed; an upgrade not originally planned for the project. Half the cost was funded by the Park Dept budget and the other half from the Knoll Soccer Complex Restoration Project.

2. The renovation of Mary Foley Park is complete. The irrigation system has been updated and repaired. The stone wall was repaired, new sod installed and mulch basins were added.

3. Resident abutting Sewall Woods

Now that the resident has moved the Commission would like Nick to follow up with the new home owners so they are aware of the situation and know their property lines.

VII. RECREATION DEPARTMENT REPORT

1. Status Report on Recreation Revolving Fund

It appears the Recreation Dept. Revolving Fund has been in a deficit for the last 3 years.

The Commission would like to have Chuck compare the Melrose Recreation Dept cost and fee structures to those of other neighboring communities.

National Little League sent a proposal to the Commission to add some water lines to their concession stand.

The Commission would like the league to follow the procedures outlined in the user guide. They need to go to the DPW department & Conservation Commission first and then they submit their plan to the Park Commission.

Motion: By Mike Interbartolo to adjourn

Second: By Bob Christiansen

Vote: Unanimous