

**Park Commission Meeting
April 11, 2006**

Present: Mike Interbartolo, Bob Christiansen, John Mercer, Henry Hooton, Phil Friel,
Tom Friel, Mike Farrell, Nick Gove, Joan Bell, David Lucas, Dan DiLullo

I. Signing of Warrants
Warrants were reviewed and signed

II. Approval of the Minutes
Feb. 8th min. postponed

Motion: By Bob Christiansen to approve the minutes of March 8, 2006

Second: By Henry Hooton

Vote: Unanimous

Motion: By Henry Hooton to approve the minutes of the meeting of March 14, 2006

Second: By Bob Christiansen

III. Mount Hood Report

Status report on Capital Improvements

1. Status report on Clubhouse Re-Roofing Project:

Dan DiLullo presented a change order in the amount of \$3,302.00 to install 1x2 rake trim with a small charge to remove two old antennas that are attached to the building.

Motion: By Bob Christiansen to approve the change order in the amount of \$3,302.00

Second: By Henry Hooton

Vote: Unanimous

Motion: By Bob Christiansen to approve the electrical work required to complete the re-roofing project up to an amount of \$700.00.

Second: By Henry Hooton

Vote: Unanimous

The re-roofing project should be completed within the next week.

2. Maintenance Building

The maintenance building bids were opened on 3/23/06 the lowest bid was:

Eagle Point Builders	\$131,422
Sacca Electrical	\$14,700
Total:	<u>\$146,122</u>

Nick suggested hiring a consultant to provide engineering services and perform the duties of a Clerk of the Works. The Commission felt the size and scope of the project did not warrant this position and such responsibilities could be handled by the architect, DiLullo Associates.

Motion: By Henry Hooton to award the maintenance building contract to Eagle Point Builders, Inc. in the amount of \$146,122.00

Second: Bob Christiansen

Vote: Unanimous

Nick will send the Contractor a Notice of Award and Notice to Proceed.

Motion: By Bob Christiansen to approve GMC's proposal to clear debris and trees from the area surrounding the concrete slab in the amount of \$2,400.00

Second: John Mercer

Vote: Unanimous

1. Membership list for 2006 and outstanding gift certificates of Mount Hood:

The current membership number is 183 memberships, 54 of them are Jr. Memberships.

2. Marketing Plan Update

Commissioner's received the updated copy in their packets including the outline of the "soft time" promotion.

3. Report on General Operations
 - a. Staff: There are currently 11 on staff.
 - b. Maintenance Log and Monthly Certification: Submitted and on file.
4. Report on Proposed Improvements for the 2006 Season
 - a. Tee Markers

Nick presented 2 proposals. Both were higher than what was budgeted by the Commission for FY 06. After much discussion, the Commission decided to put specs out to bid.

Motion: By Bob Christiansen to have Nick prepare bid documents for the Commission to review for the next meeting and to include a schedule for bidding.

Second: Henry Hooton

Vote: Unanimous

- b. Kitchen Design

None of the three designs that were submitted by the kitchen designer was what GMC is looking to do. The discussion is tabled until Phil can meet with the designer.

- Water Bills of Mt. Hood

Phil Friel is concerned with the water bills they have received from the City. Phil believes the outstanding bills do not accurately represent the amount of water used by Mass. Golf Management. The Commission recommended Mass. Golf Management put their concerns in writing to the Department of Public Works. The meter has been inspected by the City's Water Department. It is the City's opinion that the readings are accurate. The meter is a 2" meter and therefore is the responsibility of the owner. The estimated price of a new 2" meter is \$650.00, plus labor.

Motion: By John Mercer to approve the expenditure of up to \$1,000.00 to replace the 2 inch water meter at Mt. Hood Clubhouse and keep the old meter for future reference

Second: Bob Christiansen

Vote: Unanimous

Phil wanted the Commission to be aware that the heating system has not been as efficient as they had hoped. They called the gas company out to make sure the system is balanced properly. The Commission would like GMC to put something in writing to the Commission and then Nick should send a copy to the engineer, R.W. Sullivan, Inc. The maintenance should be under warranty for the first year.

- Financial Report: Mt. Hood budget 2006
The budget was submitted and reviewed
- FY 07 Budget Report was submitted and will be sent to the City Auditor

IV. Park Department Report
1. General Parks Report

Spring cleanup is ahead of schedule in the parks. Nick has been invited to join a coalition group called "City Parks Building a Better Community from the Ground Up". Their purpose is to use their combined knowledge to determine how to improve city parks. It is made up of members from the DCR, Commonwealth of Massachusetts Parks and Recreation, Trustees of Reservations and the Offices of Environmental affairs. Nick believes this group may offer useful information as a network. There is no cost to the City.

The Commission voted to form a sub-committee to review the City's Mowing and Maintenance Contract.

Motion: By Bob Christiansen to have Sue appoint 2 members of the Commission to serve with Nick and either Bob Beshara/John Scenna of the DPW, to develop a

schedule for bidding and preparation of bid documents for the City's Mowing and Maintenance Contract.

Second: By Henry Hooton

Vote: Unanimous

- Financial Report: Park Department Budget FY 06

A report was submitted and reviewed.

- Update on Backflow devices

All A Sites have been brought up to code. The B & C sites that have irrigation still need to be brought up to code. Nick will prioritize the remaining sites and see how many he can bring up to code with the remaining \$3K in FY 06 budget.

V. Recreation Department

The Commission will schedule a special meeting to discuss the Recreation Revolving Fund.

VI. New Business

1. N.O.I.

Nick filed a NOI for the dredging of 1st. Pond as discussed at a previous meeting.

- Mount Hood Park Association Fishing Derby

Nick presented a request by the Mount Hood Park Association to hold a fishing derby at 1st Pond. The Commission would like water conditions, safety and parking issues addressed ahead of time. Nick can work of the details with GMC.

VII. Old Business

1. Mt. Hood Mobile Communication Lease

After some discussion and explanation of the Lease by the City Solicitor, the Park Commission instructed Nick to send a letter to Cingular stating the City is not interested in the re-marketing agreement they proposed. The City Solicitor will approve a copy of the letter Nick drafts.

- Deposit of Tower Lease Monies

Joan will follow up with City Treasurer's Office.

- Flynn Rink

John Mercer brought the Commission up to date on the status of Flynn Rink. The City's of Melrose & Winchester have proposed to jointly lease the rink from the state and create a non-profit entity to run the operation. The non-profit would outsource the day-to-day operations to a Contractor or Vendor. John will keep the Commission informed of their progress.

- Henry Hooton Resigning from the Park Commission after completing 12years of Service.

Henry explained to the Commission that his term serving as a member of the Park Commission has expired and he has spoken to the Mayor and informed him he is not interested in being re-appointed. Henry took a moment to thank the Commission for their friendship and praised them for the time, effort and energy they volunteer to the Commission and the honor it has been for him to serve with such a dedicated group. Mike Interbartolo thanked him for his comments and for his contributions over the past 12 years.

Motion: By John Mercer to adjourn

Second: Bob Christiansen

Vote: Unanimous