

**Melrose Park Commission Meeting
February 8, 2006**

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

I. Signing of the Warrants

Warrants were reviewed and signed.

II. Approval of the Minutes

Motion: By Mike Interbartolo to approve the minutes of the minutes of 1/11/06

Second: By Henry Hooton

Vote: Unanimous

Motion: By Henry Hooton to move the Fireman's request and National Little Leagues request to the top of the agenda.

Second: By Bob Christiansen

Vote: Unanimous

James Gibson, President, Melrose Fireman's Relief Association is looking to sponsor their annual Carnival week during April school vacation at the Knoll Parking Lot, April 15 – 22. All activity will be held on the pave parking area; use of either field is prohibited. They will also have a clean up team on site Mon. April 24th at 6:00 AM.

The one concern the Commission has is they would like to make sure that the Carnival will not open before noon on Easter Sunday.

Motion: By Bob Christiansen to approve the Fireman's request to run the Carnival the week of April 15th. – 22nd.

Second: By Henry Hooton

Vote: Unanimous

Mike Stromski, President of National Little League, requested at the January Park Commission Meeting to set up portable restrooms at Conant Park, Lincoln Park and Foss Park. National Little League had a portable restroom at Conant Park last year. No problems were reported. Where National Little League is now requesting a unit that abuts a school and a 2nd that rests in a residential neighborhood, the Commission wanted the Ward Alderman's notified. They felt they would be the one's receiving complaints and wanted them to be informed and if they had any concerns to bring them up at this meeting. The Principal of Lincoln School was also notified. Nick will coordinate the final location of this unit with the Principal and notify the Ward Alderman of its location. The Park Department will monitor these units throughout the season.

Ward 3 Alderman, Frank Wright sent the Commission an e-mail with his concerns:

1. Ensure the units will be properly secured so they cannot be overturned.
2. Ensure the units will be securely locked when N.L.L is not using them.

3. Ensure the placement of these units meets all City of Melrose health codes.
4. Ensure the units will be regularly serviced.

Ward 7 Alderman William Forbes voiced the same concerns in a phone conversation with Park Superintendent Nick Gove. Nick also spoke to the Principal of the Lincoln School, Dr. Lee who voiced the same concerns.

Ward 5 Alderman Gail Infurna was in attendance at the meeting. Gail's concerns were the same. She would like the units placed in an inconspicuous location in consideration of the neighbors who abut the park.

Nick assured the Commission the company is required to obtain a permit from the Board of Health, which within it states they must be serviced weekly. The B.O.H stated they would help with the placement of the units. When the locations have been decided, Nick will inform the respective Ward Alderman's. Mike I would like Mike Stromski to investigate placing a handicap unit at the Lincoln School site. Mike S. will investigate the cost of a handicap accessible unit.

National Little League would also like to add a second storage unit to Conant Park. They will follow the guidelines in the User Guide and present it to the Commission.

III. Mount Hood Report

1. Membership list for 2006 and outstanding gift certificates for Mount Hood
There are 25 2006 Memberships to date.

2. Marketing Plan Update

Mass. Golf Management has determined weekday play is light. Mass. They would like to offer the following discounted rate during these times:

- \$26.00 per person with a cart weekdays
- \$29.00 per person with a cart weekends

Based on two players in a cart regardless of residential status

The Commission wanted to know who incurs the expense of the promotional discount: Mass. Golf Management or the City. Mike Interbartolo felt that if it is a marketing tool for GMC to generate more business then Mass. Golf Management should incur the expense as part of their marketing budget. Phil believes the revenue generated, although discounted, would not have been generated without the discount, therefore benefiting the City as well as Mass. Golf Management. Furthermore, Phil stated that Mass. Golf Management would withdraw the proposal if the Commission required them to incur the discount as an advertising expense. Bob Christiansen and Henry Hooton stated they were in favor of approving the request in its current form. However, they want the program to be run on a trial basis for review. Mike I. felt that because Mass. Golf Management has not expended the amount of money they budgeted in the R.F.P. any time in the last 3 years that Mass. Golf Management should incur the cost of the discount as a marketing expense rather than a cost of doing business. Phil stated the reason they did not meet the R.F.P. quotas for the last

3 years was due to the success of the radio advertising they purchased and that further marketing expenses were not necessary.

Some other marketing concepts Mass. Golf Management is investigating are:

- Frequent customer reward cards: Play 5 rounds get the 6th round free
- Starting another ladies league
- Continue with the radio advertising
- Booth at the New England Golf Expo
- Continue advertising in the Verizon Yellow Pages

The Commission would like Mass. Golf Management to provide an advertising budget for the year and comprise a letter as to why they have met or failed to meet the requirements stated in the R.F.P. quota.

Motion: By Bob Christiansen to approve the “soft time” offer presented by Mass. Golf Management pending an implementation plan that will be established by Nick and a representative from Mass. Golf Management.

Second: Henry Hooton

Vote: 3 in favor 1 opposed

3. Report on General Operation of the Golf Course

a. Report on Staffing Level.

There are currently 6 staff members.

b. Copy of Maintenance Log and Monthly Certification.

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

c. Plowing proposal

Mass. Golf Management submitted their snow plowing proposal. The rates are the same as the City’s plowing rates.

4. Monthly Financial Report on Golf Course Operation

January & YTD \$13,668.99

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

6. Report on proposed improvements for 2006 golf season

a. Tee Markers

Nick provided the Chamber of Commerce with a tee marker advertising proposal for the local business community. A copy of the proposal is on file in the Park Dept. office. The Camber responded to Nick stating they are open to the proposal but would like the Commission to advertise the proposal in their newsletter for a fee of \$60.00.

The Commission asked Nick to provide them with information on cost, size, and installation including pictures of a sample. The Park Commission may be interested in funding this capital improvement without advertising.

b. Kitchen equipment request

GMC would like to add a convection oven to the kitchen. They feel it is necessary for the increased function business in the clubhouse. The unit that is presently in the kitchen belongs to the City. Phil would like to add the second unit on top of the present unit. If the City is not interested in purchasing an additional unit, Phil would like to buy two units and place the City's unit in storage

There was a discussion on remodeling the kitchen. Mass. Golf Management has brought in a company to give them some ideas on what might work best with the space available. In order for them to go any further there would be a cost for their services.

Motion: By Mike Interbartolo to approve Nick and Mass. Golf Management GMC to spend up to \$5,000.00 on design of a new of kitchen or updates to the current space. The \$5,000.00 will include the cost of an architect.

Second: Henry Hooton

Vote: Unanimous

c. Kitchen Floor Request

The kitchen floor tiles are peeling back. Mass. Golf Management continues to replace them but would like to replace the entire floor. The Commission would like to table this request until a decision regarding design of a new kitchen is made.

7. Progress report for new maintenance building

The electrical sub-bid opening is scheduled for February 15, 2006 at 2:00 PM. The general bid opening is scheduled for March 3, 2006.

There are a few trees that need to be removed from around the existing concrete pad. Also, some material from the old building needs to be removed from the south side of the concrete pad. Nick would like Mass. Golf Management to provide a proposal for this work. Nick would like to have the work completed before construction begins pending award of the contract.

8. Status report on Capital Improvements

a. Status of Clubhouse Heating Replacement Project

The Contractor, Lemar HVAC met the substantial completion date in the contractor. The majority of the Clubhouse Heating Replacement Project is done. R.W. Sullivan has provided the Park Commission with a punch list of items for the Final Completion date.

b. Status of Clubhouse Re-Roofing Project

The roof replacement is complete. The Contractor, Greenwood Industries, Inc. will complete the siding replacement alternate once weather permits. A change order was submitted by Nick to Greenwood to cover the damages during construction.

c. Service Bar/Bride's Room

Mass. Golf Management would like to convert the former Men's Room to a service bar for the Carr Function Room. They will provide the Park Commission with a formal proposal when they are ready to proceed. Mass. Golf Management would also like to convert the upstairs storage room into a Bride's room for weddings. They are in the process of determining if there is demand for this.

9. Financial Report: Mt. Hood budget

The budget report was submitted and reviewed by the Park Commission. The City Auditor should be requesting the Park Commissions input on the FY 07 budget in April. The \$9,215.75 in Indirect Costs should be under Legal Fees. Mike I. handed out copies of the updated Mt. Hood budget with the remaining expenditures for FY 06. Mike I. would like the Commissioner's to review this budget and use it as a tool when planning the FY 07 budget.

10. The Mount Hood Mobile Communications Lease Re-marketing Amendment

Blackdot communications, on behalf of Cingular Wireless has proposed a re-marketing agreement to the City of Melrose. Cingular currently has a lease for use of Slayton Tower for mobile communication purpose. There seems to be some confusion as to the number of many mobile communication tenants at Slayton Tower. The Commission would like Nick & Joan to determine the number. They would also like to determine if revenue has mistakenly been placed in the general fund rather than the Mount Hood Enterprise Fund.

Nick explained the Cingular Amendment to the Commission. Nick has reviewed the document with the City Solicitor, David Lucas. The City can allow Cingular to reassign the existing lease to a third party without re-bidding the contract. Nick believes the City should provide Cingular with a revised amendment including a reduced interim abatement period. After reading the City Solicitors opinion, the Commission does not feel Cingular can terminate their lease. The Commission would like to determine:

1. Will the terms of the existing lease remain unchanged; particularly the 5-year renewal clause. the lease rolls over every five years can the

2. Can Cingular sublet the Lease without approval from the Park Commission?
3. Can the City re-market the site without the approval of Cingular
4. Is Cingular obligated to remove their equipment if they due in fact terminate the Lease and if they are; what equipment specifically

The Park Commission would like the City Solicitor to attend the next Park Commission meeting to assist with this matter.

11. Mt. Hood Athletic Field Feasibility Study, R.F.Q.

The Mayor would like the Park Commission to consider funding a feasibility study for Fred Green Memorial Field. The study would include but not be limited to determining if synthetic turf was a feasible option with the water table in that area. The Commission would like to see two separate R.F.Q's:

1. Fred Green Field
2. Mount Hood Master Plan

Nick would like a selection committee established to review the R.F.Q's. After some discussing the following motion was made:

Motion: By Mike Interbartolo to allow Nick to prepare two Requests for Proposals for a feasibility study of Fred Green Field and a feasibility study of building an all-purpose field at Mt. Hood with a seven member selection committee to review the Requests.

Nick

(2) Park Commissioner's

(1) B.O.A.

(1) School Committee Member

(1) D.P.W. Employee

(1) Planning Board Member

Second: Bob Christiansen

Vote: Unanimous

11. Mt. Hood Pump House Bills

There is approximately a \$5,000.00 outstanding water bill from the Mt. Hood Pump house for years 2004 and 2005.

The Commission believed the City had to notify the Commission when the water was turned on. They want Joan to verify the water was turned on and if so why they were not notified.

IV. PARK DEPARTMENT REPORT

1. Financial Report: Park Dept Budget FY 2006

Nick wanted the Commission to note that \$8,899.65 had been released under the Outside Contractors line item due to a duplicate purchase order.

V. RECREATION DEPARTMENT REPORT

Chuck Person was not present

Motion: By Mike Interbartolo to adjourn

Second: By Bob Christiansen

Vote: Unanimous

