

**Melrose Park Commission Meeting  
January 11, 2006**

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

I. Signing of the Warrants

Warrants were reviewed and signed.

II. Approval of the Minutes

**Motion:** By Bob Christiansen to approve the minutes of the meeting of December 14, 2005 as amended.

**Second:** By Henry Hooton

**Vote:** Unanimous

III. Public Participation

**Motion:** By Bob Christiansen to changed the agenda to public participation.

**Second:** By Mike Interbartolo

**Vote:** Unanimous

President of the Mt. Hood Park Association, Ralph Sarni thanked the Park Commission, Mass. Golf Management LLC and the Park Superintendent for their efforts in helping the Association with the clean up of First Pond and the repair of the lights for night skating. Ralph will be contacting Nick Gove to discuss some other concerns the Association has including signage around the Park and what the City has planned for the land adjacent to the Slayton Road Maintenance Garage.

**Motion:** By Mike Interbartolo to close public participation.

**Second:** By Henry Hooton

**Vote:** Unanimous

IV. Mt. Hood Report

1. Report on membership list for 2006 and outstanding gift certificates of Mount Hood GMC.

A draft copy of the 2006 Membership letter including a draft copy of the 2006 Policies & Procedures was enclosed in the Park Commission's packets. Several language adjustments and corrections were made including the following change: The Family Non-Resident Membership will be reduced from \$3,300.00 to \$3,000.00.

2. Outstanding Gift Certificate Report: Mike Interbartolo would like Mass. Golf Management to submit a detailed gift certificate report at the end of every calendar year.

3. Monthly Financial Report on Golf Operation Revenues:
  - a. \$1,317.00 for December
  - b. \$1,373,310.55 (2005 Total)
4. Marketing Plan Update

Mass Golf Mgmt will have some ideas to present at the March meeting.

5. Report on General Operation of 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 reviewed by the Commission and there is a copy is on file in the Park Dept. Office.

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

Laura is running a community service cooking class for the local Girl Scouts this month in the function hall. Functions are being booked for February and March.

7. Report on proposed improvements for 2006 golf season
  - a. Kitchen Equipment

The Commission had asked Nick and a representative from Mass. Golf Mgmt. to inventory the kitchen and bar equipment, including equipment currently not in use, at the Mount Hood Clubhouse. The Commission wants to clarify the following:

- Inventory the type, make and model # (if possible) of each piece of equipment
- Determine equipment status: functioning or non-functioning
- Determine what equipment is owned by the City and what equipment is not

The Commission would like Mass. Golf Mgmt to inform them of any future equipment upgrades, additions or exchanges. The Park Commission feels equipment provided by the City under the Management Agreement should be replaced by the City if the equipment malfunctions or fails.

Mass. Golf Mgmt. has purchased glass paneled doors for the Carr Room. Mike I. wants them to make sure the safety glass and handles are up to code. Nick will check with the Building Inspector to see if all exit doors need panic bars. Upon contacting the Building Inspector, Nick determined the doors were up to code and a building permit was obtained. Furthermore, only the exterior exit doors need panic/crash bars.

The following miscellaneous items need to be addressed in the function hall:

- Chandelier needs to be inspected for sturdiness.
- A stone is missing from the front of the fire place. The Commission would like DiLullo Associates to inspect it.

8. Progress report for new maintenance building

Bob Christiansen walked the Commission through the plans and specs for the new maintenance building. DiLullo needs to add the prevailing wage rates to the documents. Nick will edit the contract documents and send a copy to the City Solicitor for his approval. Nick will also have Bob Beshara review the documents.

9. Status report on Capital Improvements

a. Status of Clubhouse Heating Replacement Project

The Substantial Completion date for the Heating Replacement Project is Monday, January 16, 2006. The Contractor, LeMar HVAC, has an additional 30 days from the 16<sup>th</sup> to meet their Final Completion deadline. The project appears to be on schedule. R.W. Sullivan will be onsite Tuesday, January 17, 2006 to review the project and supply the Park Commission with a punch list for the Final Completion. The Commission wants to make sure the new system has a service contract on it after the 1 yr. warranty expires.

b. Status of Clubhouse Re-Roofing Project

The Clubhouse Re-Roofing project is complete except for the siding replacement alternate. During construction, damage was done to the office occupied by Mass. Golf Mgmt above the Park Dept. office. Mass. Golf Mgmt has supplied Nick with a list of items that were damaged. The Contract clearly states the Contractor must not leave any portion of the roof exposed over night or during foul weather. Mass. Golf Management will be reimbursed for their losses from the Capital Improvement line item designated for the Re-Roofing Contract. A Change Order will be issued to Greenwood Industries Inc. to reflect the deduction. Nick is scheduled to meet with DiLullo Associates and Greenwood Industries Inc. to determine the value of the damages.

c. Propane tanks

Mass. Golf Mgmt wants to know if they can install a semi-permanent propane tank adjacent to the clubhouse near the front patio for use with their outdoor grill. The Commission asked that they run it by the City Inspector during inspection of the heating system.

Vote on 2006 policy changes: Alcohol, Pace of Play and Golf Carts. The Commission would like Mass. Golf Mgmt., Nick and Joan to have the 3 policies completed and distributed to all Commissioners' by Monday. The policies can be voted upon by the Park Commission at Wednesday's Executive meeting.

The commission would like the league letter in the packets for the February meeting.

Phil Friel presented the Commission with the new plowing rates they will be using this year. The rates mirror the rates established by the City of Melrose Department of Public Works.

#### 10. Financial Report: Mt. Hood budget FY 2006

Joan is going to get a clean copy of the budgets after meeting with Nick and Patrick on January 13, 2006. Joan will drop a copy off to Mike I.

#### V. Park Department Report

- General Park Report

National Little League is requesting to install portable restrooms at Conant, Lincoln and Washington Parks for their season, April 1 – July 1. Mike I. would like Nick to determine whether these units need to be handicap accessible. Mike Stromski, President of National Little League will be invited to the February meeting and the request will be put on the agenda. The appropriate Ward Alderman's will be notified of the request, as will the Principal of the Lincoln School.

Nick will report on the proposed Mount Hood feasibility study at the February meeting.

- Park Budget Report

Park budget was submitted and reviewed

#### VI. Recreation Department Report

The recreation budget was submitted and reviewed.

#### 3. Surrounding Communities Recreation Comparison Report

After comparing 5 local communities and their programs, Chuck feels his programming is in line with them. The only dramatic difference is most communities are not paying gym fees or their fees are heavily discounted.

#### 4. Suggestions on how to save the Department Money

Some of Chuck's suggestions were:

- Reduce the summer Park hours to 9:00 AM – 1:00 PM

- Reduce the number of Park Instructors
- Review the permit structure
- Reduce the number of Community Calendars to one printed copy.

The Commission would like Chuck to present his proposed changes to the 2006 Recreation Department Summer Program including the impact of those changes at the February Park Commission meeting.

The Commission would like the permit fees to be deposited into the Park Department budget rather than the Recreation Department Revolving Fund.

**Motion:** By Mike Interbartolo to adjourn

**Second:** Henry Hooton

**Vote:** Unanimous`