

**Park Commission Meeting
May 10, 2006 (amended)**

Present: Sue Cann, Bob Christiansen, John Mercer, Mike Interbartolo, Phil Friel, Tom Friel, Mike Farrell, Nick Gove, Joan Bell, Mayor Robert Dolan

I. SIGNING OF WARRANTS

Warrants were reviewed and signed.

II. APPROVAL OF THE MINUTES

Motion: By John Mercer to approve the minutes of the April 11, 2006 meeting.

Second: By Bob Christiansen

Vote: Unanimous

Motion: By Bob Christiansen to approve the minutes of the February 8, 2006 meeting.

Second: John Mercer

Vote: Unanimous

III. MOUNT HOOD REPORT

• MOUNT HOOD

1. Fishing Derby

President of the Mount Hood Park Association, Ralph Sarni, updated the Commission on the agenda for the fishing derby scheduled for May 20, 2006.

The Derby will be held at First Pond from 7:00 AM to 10:00 AM at first pond. Brad Hutchinson will donate the cost of the fish and the Mount Hood Park Association will supply the bait. The event has been advertised in the Melrose Free Press and the Melrose Weekly.

Ralph also updated the Commission on the annual July 4th band concert sponsored by the Park Association. The event is held every July 4th on the lawn of the Clubhouse. Ralph invited the Park Commissioners to attend.

2. Financial Report: Mount Hood budget FY07

Mayor Dolan addressed the Commission on some changes in the Mt. Hood FY 07 budget.

Mayor Dolan informed the Commission that the Mt. Hood Enterprise Fund would be receiving a one time payment of \$105,129.00 from the City. This money is a bond premium that originated from the 2003 Mt. Hood Remediation Bond (State Street Bank). The money has been in the City's General Fund since FY 04 and the City Auditor, Patrick Dello Russo, has determined this bond money should be allocated to the Mt. Hood Enterprise Fund.

Next Mayor Dolan addressed the Park Commission on the increase of indirect costs charged to the Mt. Hood Enterprise Fund by the City. The Mayor stated the City has three Enterprise Funds: Mt. Hood, Water and Sewer. Massachusetts General Law 4453F ½ states: They City or town shall include in its tax for the fiscal year the amount appropriated for the total expenses of the enterprise and an estimate of the income to be derived by the operations of the enterprise The Mayor stated that since the Mt. Hood Enterprise Fund was formed, it has not complied with this. During the last two fiscal years, the City has absorbed these costs on behalf of the Mt. Hood Enterprise Fund in order to establish the fund as financially self sufficient. However, now that the Mt. Hood Enterprise Fund is seeing significant annual returns, the City Auditor has determined it would be financially irresponsible for the City to continue to absorb these indirect costs. The total FY 07 indirect costs charged to the Mt. Hood Enterprise Fund will be \$123, 318.00. See breakdown below:

Indirect costs	Amount
Employee health insurance:	\$16,577.00
Employee social security:	\$1,081.00
Employee pensions	\$ 7,200.00
I.T. Department	\$ 11, 000.00
City Solicitor	\$ 15,000.00
City liability insurance*	\$ 72,500.00

*Each of the City's 3 Enterprise Funds pay approximately 10% of the City's total annual liability insurance premium. This figure has been set by the City Auditor.

Mike Interbartolo stated legislation (Slayton Trust) states any and all revenues generated at Mt. Hood Memorial Park & Golf Course can only be used for improvements at Mount Hood under the direction of the Park Commission; the governing body of the Mt. Hood budget. Mike also stated that the Mayor and the Board of Alderman can decrease the budget submitted by the Park Commission but they cannot increase it without Park Commission approval.

The Commission as a whole wanted further explanation as to why the increase an indirect costs was so great

The Commission wanted the following questions answered by the City Auditor before voting to approve the proposed changes to the FY 07 budget:

- Why was the Commission not informed about the \$123, 318.00 bond premium earlier if the money was available in FY 04?
- How much is the Mt. Hood Enterprise Fund Pilot Payment to the City: \$45K or \$75K?
- How was the liability insurance indirect cost of \$72K derived?

Motion: By Mike Interbartolo to table the discussion.

No second:

Motion: By John Mercer to approve the proposed increase of \$123,318.00 to the FY 07 Mt. Hood Enterprise Fund budget for increases in indirect costs once the Commission receive clear answers to their questions.

Second: By Bob Christiansen

Vote: 3 in favor, 1 opposed

- Status of the Recreation Revolving Account

The second issue the Mayor wanted to address the Commission about was the Recreation Dept. Revolving Fund. Effective immediately, the Recreation Revolving Fund and Recreation Department budget will be managed by the Park Superintendent, Nick Gove. The Recreation Director, Chuck Person, will remain in control of the day to day operations of the department, but he will now report directly to the Park Superintendent. All remaining FY 06 Recreation Department warrants must be signed by Nick Gove and Patrick Dello Russo before being presented to the Commission for approval. Starting July 1, 2006, Nick Gove will have sole responsibility of all financial matters pertaining to the Recreation Department. The Recreation Department office is being relocated to the 1st. floor of City Hall where it will be more accessible to residents.

- Wind Turbine Proposal

The Mayor left the Commission a wind turbine proposal that was developed by the Melrose Energy Commission. The proposal outlines how wind power could benefit the City of Melrose. The Mayor would like the Commission to review the proposal and meet with the Board of Alderman and the Energy Commission to discuss pursuing the wind power in the City; specifically at Mt. Hood. If the Park Commission did decide to install a wind turbine at Mt. Hood, all revenue generated by the turbine would go directly to the Mt. Hood Enterprise Fund. The Mayor feels this proposal could not only make Mt. Hood energy self sufficient but also increase revenue for future recreational opportunities on the property.

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

Presently there are 237 members; 90 of whom are Jr. Members. Due to the large increase in Jr. Members the Commission will review the need to limit the amount of Jr. Members for the 2007 season.

4. Monthly financial report on golf course operations

MTD revenue \$177,244.31 YTD revenue \$348,829.44

Comment: ?

5. Marketing plan update

The soft time rate promotion is being advertised on both radio and cable television. Mass Golf Mgmt. has decided not to extend the soft time promotion after Memorial Day. They feel with school ending those times will be filled in by the Jr. members.

6. Donation request

Two groups are asking for charitable donations in the form of rounds of golf. The Commission has a policy in place for discounts on rates for Melrose Charity/Youth Organization tournaments only.

Nick will draft a letter stating what the Commission policy is and why Mass Golf Mgmt. cannot donate round(s) without having to pay the City for them. Nick will present this letter to the Commission for approval.

7. 2006 memberships refund request(s)

- a. A senior member is requesting a refund due to health problems. He has provided a letter from his physician.

The Commission reiterated their policy regarding membership refunds: Once you pay for your membership no cash refunds are given. Members are eligible for a 50% refund that can be applied to the following years membership or be given back to the member in the form of gift certificates. Mike Farrell will relay this information to the member.

- b. A junior membership was purchased and 2 hours later the parent changed their mind and wanted a refund.

The Commission would like the City Solicitor to check Mass General Law on contracts to see if there is a time frame contingency for consumers, i.e. 24 hours; 3 days.

8. Report on general operation golf course

- a. Report on staffing levels

There are currently 13 on staff

- b. Copy of maintenance log and monthly certification

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

- c. First Pond Algae

It seems the chemical removal of the lily pads from First Pond has created another problem. The removal of these plants has left the floor of the pond exposed to the sun, creating a natural habitat for algae to bloom. The algae threatened to prevent using First Pond for irrigation. Nick contacted Aquatic Control Technologies and had First Pond treated with algaecide. The chemical that was used is approved under the existing Order of Conditions the Conservation Commission has for chemical treatment of the City's ponds. The cost of the application was \$900.00.

Nick would like to investigate a long term solution for this problem such as an aerator or fountain. Nick will report back to the Commission with a recommendation.

9. Report on request for rental of club house, league play and golf tournaments
A listing of rentals and tournaments was submitted.

10. Report on improvements for 2006 golf season

a. Tee markers

The bid documents are prepared and will be reviewed by the City Solicitor. Nick also wants to check with the City Auditor on Mass. General Law Chapter 33 section 4, section 7.

b. Update on kitchen design

Phil Friel met with the kitchen designer Kevin Cromwell. They went back and forth with ideas and it will be a while before they agree on what is the best design.

11. New maintenance building

a. Site preparation

Eagle Point Builders, Inc. was sent a Notice of Award for the Mt. Hood Storage Building Replacement Project. A Notice to Proceed has not been sent because problems exist with the plans that will prevent the Building Inspector from issuing a building permit. One of the problems was the unknown depth of the existing foundation. Also, both the Building Inspector and Fire Chief have sent the Park Commission letters stating they recommend the installation of a fire suppression system; although the building code does not require it. There was some confusion on the exact dept of the existing pad. In order to move forward with the project, the City Engineer instructed Nick he must obtain engineering services from a vendor. Nick obtained the services of former City Engineer, Joe McKay. Joe McKay provided oversight on some necessary excavation work, as well as other services. The following issues need to be addressed before the project can move forward:

- The T11 siding on the proposed building should needs protection from bug infestation and water damage. One solution is to pour a perimeter wall of 16' and reducing the level of the 6' overlay to 4'.
- Need for a fire suppression system
- Perimeter drainage around the building

Motion: By Bob Christiansen to form a sub committee of Mike I and himself to meet with Nick Gove, Dan DiLullo and Joe McKay to resolve issues relation to construction of the new maintenance building.

Second: Mike Interbartolo

Vote: Unanimous

12. Mt. Hood financial report FY 2006

The Commission received and reviewed the financial report(s) and budget.

IV. Park Department Report

General parks report:

- Completion of phase 1 of the Knoll Reconstruction Project
- Football field will be closed for repairs May 22. New sod will be installed.
- Park Dept. financial report

The Commission received and reviewed the budget.

- Churchill American Little League request

The league would like permission to use a gas grill on the park premises for the 8 weeks of their season.

There is a policy in place that states no open fires or BBQ's are allowed in the City's parks. Nick would like to revise this policy. The Commissioner's have concerns about changing a policy during a permit season.

Motion: By John Mercer to amend the fire policy and deal with each one on a case by case basis with a special permit

Second: Bob Christiansen

Vote: 2 in favor, 2 opposed

The motion failed.

Motion: By Mike Interbartolo to form a subcommittee with John to work on amending the fire policy and allowing special permits.

Second: Mike Interbartolo

Vote: Unanimous

- Foley family request to donate a flag pole to Mary Foley Park.

Motion: By Mike Interbartolo to allow installation of the flag pole as long as they follow the proper procedures in the user guide.

Second: Bob Christiansen

Vote: Unanimous

- Mowing and Maintenance Contract

Nick presented the Commission with a contract review, approval and bid schedule for the next M & M Contract. The schedule is as follows:

August 9, 2006:	Draft copy presented to Commission (moved from Sept.)
Sept. 13, 2006	Rev copy presented to Commission
Oct. 11, 2006	Final copy presented to Commission
Nov. 8, 2006	Vote on Final Copy
Dec. 8, 2006	Bid Documents made available
Jan. 5, 2007	Bid Opening
Jan. 10, 2007	Vote on Award of Contract

- New golf course management contract
Mike I. would like the Commission to consider hiring an attorney who is familiar with the state bidding laws, requirements and procedures.

Motion: By John Mercer to adjourn

Second: By Mike Interbartolo

Vote: Unanimous