

**PARK COMMISSION MEETING
October 11, 2006 (Amended)**

Present: Sue Cann, John Mercer, Bob Christiansen, Bill Gardiner, Chuck Person, Tom Friel, 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 Bob Christiansen to approve the minutes of the meeting of September 13, 2006 as amended.
Second: Bill Gardiner
Vote: Unanimous

Sue Cann introduced and welcomed newly appointed Park Commissioner Bill Gardiner. Bill is a partner at the law firm Brodigan & Gardiner in Boston. Bill lives in Melrose with his wife and three children. He has been actively involved with Churchill American Little League since 1999.

III. Mount Hood Report

1. Membership list for 2006/outstanding gift certificates of Mt. Hood.
An updated copy was submitted and is on file in the Park Office.

The Commission would like to start discussing the 2007 membership rates and daily fees at the November meeting. Mike Farrell will compile and submit rates from other area courses. Nick will prepare his recommendations as well.

2. Monthly financial report on the golf course operation
M.T.D \$188,319.95
Y.T.D. \$1, 215,713.89

3. Marketing plan update
Mass. Golf Mgmt. did not find the soft time special to be successful.

4. Report on general operation of golf course
A. Report on staffing
There are currently 13 staff members.

B. Copy of maintenance log and monthly certification
A copy was submitted and is on file in the Parks office.

C. Clubhouse rentals, league play and golf tournaments
An updated copy of clubhouse rentals and tournaments was submitted and is on file in the Parks Dept. office.

The Commission would like to know if there were any incidents or problems with leagues this year. They requested Mass. Golf Mgmt. prepare a report of any such incidents for the next meeting.

D. Capital Improvement Update

Nick presented the proposal from Norris Electric for adding the additional fans in the clubhouse.

Motion: By Bob Christiansen to approve the expenditure of \$2,306.00 For Norris electric to install four new 54" paddle fans in main function room and to supply and install two new paddle fans in the Carr Room

Second: Bill Gardiner

Vote: Unanimous

Mass. Golf Mgmt. inquired about the status of the convection oven; specifically if it was still on the list of capital improvements for FY 07. Mass. Golf Mgmt. presented a draft kitchen design plan.

Sue spoke to the Mayor regarding the indirect costs the City is charging the Mt. Hood Enterprise Fund. Sue, Nick, Bill, Patrick and the Mayor will meet to discuss FY 08 indirect costs prior to the next Park Commission meeting.

5. Maintenance Building

The building is scheduled to be completed by October 15, 2006.

6. First Pond

On September 20, 2006 Nick received a letter from the Conservation Commission stating they had received a complaint regarding the Parks Department's management of First Pond, specifically the work completed by Aquatic Control Technologies over the last year. Nick responded to the Conservation Commission on October 3, 2006 (see enclosed letter).

Sue would like a letter sent to the Mt. Hood Park Association stating the Commission understands the Association's concerns and will updated them with any progress. Sue also stated the Commission intends to continue the clean up of First Pond, however they cannot jeopardize the use of the Pond for irrigation. Sue will contact Ralph Sarni.

7. Irrigation

The pump located behind the 2nd Tee is still under repair. The pump was sent to the manufacture for repair.

8. Slayton Garage

Plans will be available on October, 18, 2006.

9. Financial Report: Mt. Hood budget FY 2006

Budget reports were submitted and reviewed by the Commission.

10. FY 2007 Mt. Hood Budget

An updated copy was submitted and reviewed by the Commission. The Auditor's office confirmed the Commission has \$323K in free cash. This does not include the \$220K budgeted for contractual obligations to Mass. Golf Mgmt.

11. Management Contract

The Commission would like Nick to develop a timeline for the next Mount Hood Golf Course & Memorial Park Management Agreement. As discussed at an earlier meeting, Nick recommended the Commission hire their own council to assist with writing the next R.F.P. and Agreement. Bill mentioned there are a few attorneys around the Boston area who handle this type of work and offered to assist in this selection process. The Commission would like to have someone on board by March and work with them throughout the Bid Process, Selection and Award.

PARKS DEPARTMENT REPORT

1. General Park Dept. Report

A. Common drainage project

Common drainage project was completed. The two catch basins located on the north side of the old tennis courts both tie into the City's drainage system on East Foster Street.

2. Park Capital Improvement Bond

B. Athletic Court Resurfacing Contract

The Tremont St. Tennis Courts renovation project will be completed by October 27, 2006. The Courts are being dedicated to former Mayor Richard Lyons.

C. Resurfacing of Gooch/Hesseltine Parks basketball courts

These projects are tentatively scheduled for next summer.

3. Financial Report: Park Budget

An updated copy was submitted and reviewed by the Commission.

4. M&M Contract

Nick will prepare a rough draft for the November meeting.

IV. RECREATION DEPARTMENT REPORT

1. Dancing With the Stars

The Recreation Department held a "Dancing With the Stars" event at Memorial Hall.

2. Gym Fees

The School Department raised their gym rental fees for 2006/2007. Chuck stated the Recreation Department was not notified of this change until September 28, 2006. Chuck has already set prices for the season and conducted registration. Nick will meet with the new Business Manager and Superintendent of Schools to discuss these changes.

Motion: By Bob Christiansen to Adjourn

Second: John Mercer

Vote: Unanimous