

PARK COMMISSION MEETING
September 13, 2006 (Amended)

Present: John Mercer, Mike Interbartolo, Bob Christiansen, Tom Friel, Phil Friel, Mike Farrell, Nick Gove and Joan Bell

I. Public Meeting

- a. Norris Electric exterior lighting proposal
No abutters or residents were present.

Motion: By John Mercer to close the section of the meeting on public participation.

Second: By Bob Christiansen

Vote: Unanimous

- b. Barrett Family bench donation

Dick Barrett, Howie Connelly and Bob Barrett were present to request permission to donate a memorial bench in honor of Mr. and Mrs. Barrett, parents of Dick and Bob. Dick Barrett stated his parents have been a part of the Mt. Hood community for many years. Both avid golfers, Mr. Barrett served as a member of the Inner Club for many years. With the passing of Mr. Barrett, the family feels a memorial to both their parents in a place they both enjoyed is appropriate. The family would like the bench to be placed on the 10th tee if possible.

Motion: By Bob Christiansen to accepted the installation and donation of a bench in honor of Charlie & Rose Barrett by their family and friends.

Second: John Mercer

Vote: Unanimous

Nick will coordinate the final location of the bench with the family. The bench is concrete, therefore minimizes the potential for theft.

II. Signing of the Warrants

Warrants were reviewed and signed

III. Approval of the Minutes

Motion: By Bob Christiansen to approve the minutes of the meeting of August 9, 2006 as amended.

Second: John Mercer

Vote: Unanimous

IV. 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.

2. Monthly financial report on the golf course operation

M.T.D \$196,404.66
Y.T.D. \$1,027,743.94

3. Marketing plan update

WBCN and WEEI will be airing the soft time promo and 500 e-mails will be going out

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. Report on request for rentals of the clubhouse, league play and golf tournaments

An updated copy of clubhouse rentals and tournaments was submitted and is on file in the Parks office.

5. Report on proposed improvements for the 2006 golf season

A. FY 07 Capital improvements updates/revisions

The Commission reviewed and discussed the current list of proposed capital improvements for FY 07. At the start of the discussion, the budgeted amount for all of the capital improvements on the list was \$115,369.00. In order to compensate for the increase in indirect costs charged to the Mt. Hood Enterprise Fund by the City of Melrose, the Park Commission prioritized and revised the existing list of capital improvements for FY 07 and eliminated several items. The current budget for capital improvements in FY 07 is now \$65,000.

6. Heating System

Joseph Remondi, of R.W. Sullivan, completed the final inspection of the Clubhouse Heating System Replacement Project. In response to the concerns of the City and Mass. Golf Management, LLC., Mr. Remondi made some recommendations as to what he felt could be done to improve the existing system. The Park Commission would like to know why these issues were not taken into account during the design of the new system. Mike I will draft a letter explaining the Commissions concerns. In order to address the immediate problem, Nick will price out the recommendations suggested by R.W. Sullivan.

Motion: By Bob Christiansen to approve the following revised list of capital improvements for FY07; totaling \$65,000:

\$42K	Slayton garage
\$2,500	Exterior lighting
\$5K	Exterior stairs
\$2K	First Pond clean up
\$2K	Kitchen grill, clubhouse

\$3K Clubhouse ceiling fans
\$5K Wind turbine feasibility study
\$3, 500 Drainage improvements

Second: John Mercer

Vote: Unanimous

7. Maintenance Building

Nick, Mike I. Bob C., the city building inspector and the contractor had a meeting scheduled for the morning August 11, 2006 to discuss issues regarding the Mt. Hood Storage Building Replacement Project. A representative from Eagle Point Builders, Inc. failed to show up at this meeting. The City building inspector, John Luther, reviewed the design and stated the liability for design falls on the Architect, Dan DiLullo and therefore the Contractor, Eagle Point Builders, Inc. should proceed as instructed.

Eagle Point failed to adequately staff the project during the month of August. Note: A series of written communications between Eagle Point Builders, Inc., Dan DiLullo Associates and Nick were given to the Park Commission and will be on file in the Parks Department office. The Commission would like Nick to contact the City Solicitor David Lucas regarding termination of the contract.

Motion: Bob Christiansen to request the City Solicitor's written opinion regarding the termination of the Mt. Hood Storage Building Replacement Project; specifically the City's right to call in the Contractor's bond and complete the remaining work.

Second: John Mercer

Vote: Unanimous

The Commission would like Nick to obtain this recommendation from Mr. Lucas in writing. Furthermore, they would like to know why Dan DiLullo signed off on payment requisition #3 if the Substantial Completion Date was not met.

8. Dredging of 1st. pond

Nick is in the process of obtaining quotes for this work.

9. Irrigation

Due to the low level of First Pond, Mass. Golf Management, LLC requested to access City Water on [INSERT DATE]. The failure of the pump located in the well behind the 2nd tee contributed to the low level of First Pond. The Commission requested that Mass. Golf Management, LLC. Identify the problem and notify Nick immediately. The Commission also requested a copy of an estimated invoice for City Water usage.

Comment: Insert date

10. Slayton Garage

Nick will have DiLullo advertise the project A.S.A.P.

Motion: By Bob Christiansen to allow Nick to advertise the bid for the Slayton garage improvements.

Second: John Mercer

Vote: Unanimous

11. Financial Report: Mt. Hood budget FY 2006

The Commission reiterated their desire to see the appropriate breakdown of Nick's salary on both the Parks and Mt. Hood budgets.

The Auditors Office stated Mt. Hood reserve fund has been certified at \$543,491.48 as of 6/30/06. The Commission would like to know if that figure includes all of the Mt. Hood Enterprise Fund's contractual commitments and legal obligations. Nick request clarification from the Auditor's office.

12. FY 2007 Mt. Hood Budget

An updated copy was submitted and reviewed by the Commission.

V. PARKS DEPARTMENT REPORT

1. General Park Dept. report

A. Common drainage project

Project is scheduled for completion.

2. Park Capital Improvement Bond

B. Athletic Court Resurfacing Contract

Bids are due on September 15, 2006 at 10:00 AM.

C. West Knoll Reconstruction Project, Phase 2, Drainage

The project is complete and the soccer season has begun.

3. Financial Report: Park Budget

An updated copy was submitted and reviewed by the Commission.

4. M&M Contract Memo

Nick, Sue, John Scenna and Bob Beshara met to discuss the upcoming Mowing and Maintenance contract. The group came to a consensus as to how the City should proceed with the preparation of this new contract. Nick will prepare a rough draft for the October meeting.

V. RECREATION DEPARTMENT REPORT

A. Status of the Recreation Dept. Revolving Fund

The Recreation Department's 2006 Summer Programming expenses exceeded previous budgets therefore creating a net loss. Increases in expenses such as Park Instructor/Vendor payroll, Fourth of July Celebration and failure to budget accurately for the Community Calendar all contributed to this deficit. The current balance of the Rev. Fund is not negative however the fall and winter budgets must be amended to compensate for the losses. Mike I. asked Nick what was being done about this loss. Nick stated the problem was a personnel issue and he dealing with it appropriately.

Motion: By Bob Christiansen to Adjourn

Second: John Mercer

Vote: Unanimous