

**Park Commission Meeting
July 18, 2007**

Present: Sue Cann, Mike Interbartolo, Bob Christiansen, Bill Gardiner, Phil Friel, Mike Farrell, Mike Ford, Nick Gove, Chuck Person and Joan Bell.

I. Signing of warrants
Warrants were reviewed and signed.

Motion: By Mike Interbartolo to open the meeting to public participation.

Second: By Bill Gardiner

Vote: Unanimous

II. Public Participation

- Eleanor Krasco, 366 Lebanon St.

Ms. Krasco stated she felt Junior Members should be allowed to play before 10:00 AM. Mrs. Krasco stated most parents head to work prior to 10:00 AM and therefore Junior Members often have to carry their golf clubs to the course. If Junior Members could play before 10:00 AM they could probably get a ride from a parent. Ms. Krasco also asked if the Commission has considered lockers or locker room facilities.

- Alderman Peter Mortimer, 47 Mt. Hood Terrace

Alderman Mortimer was in attendance to express his support for the action plan summarized in Nick's memorandum dated July 17, 2007. Note: A copy of this memorandum is attached to these minutes.

- Rosalie Graffeo, 16 Stillman Rd.

Ms. Graffeo was in attendance to support the plan proposed by Mr. Mortimer.

Motion: By Mike Interbartolo to close Public Participation.

Second: By Bill Gardiner

Vote: Unanimous

III. Mount Hood Report

Motion: By Mike Interbartolo to move items 2 & 8 to the top of the agenda.

Second: Bob Christiansen

Vote: Unanimous

1. First Pond

On June 29, 2007, Alderman Mortimer, Nick, Sue, Bob Beshara and Mayor Dolan met to formulate an action plan in an attempt to mitigate flooding in Ward Six. If this action plan is approved by the Park Commission, Nick will complete and submit a Request for Determination of Applicability to the Conservation Commission.

Motion: By Mike Interbartolo approve the plan with a minor change; to add the word "may" in front of contribute to flooding in Ward Six in the last paragraph. The plan

cannot be implemented with approval from the Conservation Commission. If approved, the plan shall be implemented on a temporary basis until such time the Park Commission has a more in depth report on the cause of the flooding and possible solutions.

Second: Bob Christiansen

Vote: Unanimous

2. Jr. Memberships

Mike stated Junior Memberships are assigned a discounted rate to provide juniors with an inexpensive opportunity to play golf. The Junior Membership, like the Senior Membership, is subsidized by other members and that is why these memberships have specific time blocks. Mike stated juniors are allowed to play any time so long as they pay the going rate for peak times.

At this time, the Commission is not willing to make a motion to change the current policy, but is willing to investigate the possibility of storage space within the clubhouse. t

Motion: By Mike Interbartolo to reopen public participation

Second: Bill Gardiner

Vote: Unanimous

Melrose Pop Warner President, Kurt Dygert, came before the Commission with a request to store a temporary metal storage box at the Knoll parking lot from August 3 to August 31. The box would be used for equipment storage.

Motion: Mike Interbartolo to approve Pop Warner's request for this year only.

Second: Bob Christiansen

Vote: Unanimous

3. Mt. Hood R.F.P.

Nick has a digital copy of the 2002 R.F.P and will update it with the revised hard copy dated "December 2002". Nick will provide Mr. Garrity with a digital copy of this document.

Mr. Garrity was given a hard copy of the 2002 R.F.P at the last meeting. Mr. Garrity reviewed the document and sent the Commission a summary of his recommended changes which he discussed at the meeting. Additionally, Mr. Garrity reviewed similar RFP's issued by the City of Newton and the town of Hingham. The following areas were discussed in detail:

- Food & Beverage: Should the Manager be allowed to sub-contract F&B?
- Winter activities: Should the Manager be obligated to promote and or support winter activities such as snowshoeing, hiking, etc. Note: Sledding will not be promoted. Sledding is "at your own risk".
- Building & grounds: clarify fiscal responsibility of capital improvements f
- Compensation and contract term: research M.G.L.

The Park Commission would like to see new policies implemented in the last five years along with the new city charter. A sub committee meeting will be scheduled and a rough copy of the R.F.P. will be sent to the Commission on August 8, 2007.

IV. Approval of the minutes

Motion: By Mike Interbartolo to approve the minutes of the meeting of June 13th as amended.

Second: Bill Gardiner

Vote: Unanimous

Motion: Mike Interbartolo to table approval of the minutes of May 9, & 22 until the August meeting.

Second: By Bill Gardiner

Vote: Unanimous

V. Mount Hood Report Cont.

A. Mount Hood Operations

1. Membership list for 2007 /outstanding gift certificates for Mount Hood 2007 Members: 263 including 103 Junior Members.

2. Monthly financial report on the golf course operations
Year to date revenue: \$681,603.21. Month to date: \$218,561.97

3. Marketing Report
Soft time promotion: No change

4. Report on general operation of golf course
a. Report on staffing levels

There are presently 16 employees on staff.

b. Copy of maintenance log and monthly certifications
A copy was submitted and is on file in the Parks Dept. Office

c. Report on request for rental of club house, league play tournaments.
An updated calendar was submitted and is on file in the Park Dept. Office.

5. Jr. Members

Mass. Golf Mgmt. would like to send a memo out to all Junior Members stating there is no loitering in the pro shop. A sign will also be posted outside the Pro Shop.

The Commission would like the notice to go out to all members.

6. Certificate of insurance

The Commission is requesting Mass. Golf Mgmt. to submit an updated Certificate of Insurance that names the City as an additionally insured party.

7. Broken window off 2nd Hole

Mass. Golf Mgmt. may be contacted the City's insurance company regarding this claim.

8. Capital Improvements
 - a. 13th Tee Box Fence

Nick and Mass. Golf Mgmt. have decided cedar would provide a more aesthetically pleasing look than chain link.

- b. Clubhouse patio and steps

Nick has only received one proposal for design services from Copley- Wolfe Design Group. Nick felt the proposed fee was high at \$10, 700. Nick is awaiting other proposals.

9. Hood winks petition

The Hood Winks is a women's league that golf's on Monday and Thursday nights. The group has submitted a petition signed by 54 of its members. The petition requests:

1. Expand women's merchandise section of the pro shop
2. Place a portable restroom somewhere on the back nine
3. Install flood lights on the 9th and 18th greens

Motion: By Bob Christiansen to approve placing a portable restroom somewhere on the back nine at the discretion of Mass. Golf Mgmt and to encourage the management company to expand its women's merchandise in the pro shop.

Second: Mike Interbartolo

Vote: Unanimous.

Motion: By Mike Interbartolo to table discussion until next month to give GMC time to look at the situation to see if it is even feasible to run electric lines to the two greens.

Second: Bill Gardiner

Vote: Unanimous

10. #4 Mill Rd.

Nick stated the Conservation Commission is considering the purchase of a piece of property at #4 Mill Road and would like to know if the Park Commission is interested in partnering on the deal should it be deemed feasible.

11. FY 07 Mt. Hood Budget

Budget was submitted and reviewed.

12. FY 08 Mt. Hood Budget

The Commission would like to see the indirect cost figure on the FY 07 & FY 08 budgets. The Commission would like to know where the \$15K appropriated for legal services relative to the 2007 Mt. Hood R.F.P. is located on the budget. The Commission requested an updated copy of the bond payment schedule.

Nick will provide Mr. Garrity with a copy of the power of attorney letter from the City Auditor, Patrick Dello Russo.

V. Parks Department Report

A. General Parks Department Report

Gooch Park re-opening is scheduled for July 24th from 6:00 PM – 8:00 PM. The Park Commission is invited to attend. Lebanon Park staging area request: Public Works is

about to commence the Ell Pond Drainage Project and the contractor needs a temporary staging area for equipment. Lebanon Park has been identified as a potential staging area. The contractor is willing to make a donation to the City in exchange for temporary use of the park. The park is scheduled for renovations in the spring of 2008.

Motion: By Mike Interbartolo to approve the temporary use of Lebanon Park as an equipment storage area by the Ell Pond Drain Project Contractor in exchange for the following compensation: Park Commission shall receive \$50.00 per day per piece of equipment; Contractor shall be invoiced for such payment monthly. Contractor must have all necessary insurance and indemnification. Park Commission or the City of Melrose reserves the right to terminate the agreement for just cause within 10-days notice. Field must be returned to previous condition when the Contractor vacates the site.

Second: Bob Christiansen

Vote: Unanimous

The Park Commission would like Nick and the contractor to take before and after pictures of the park for the record.

B. FY 07 Parks Dept. Budget

There will be no encumbrances

C. FY 08 Parks Dept. Budget

1. Park & Tree Forman's Salary Transfer Request

Motion: By Bill Gardiner to table the discussion.

Second: By Mike Interbartolo

Vote: Unanimous

Motion: By Bill Gardiner to table the discussion.

Second: By Mike Interbartolo

Vote: Unanimous

2. Hesseltine Field Renovation Project

The drain project is scheduled to commence on or before July 30, 2007. The field project is scheduled to commence on or before Sept. 4, 2007.

VI. Recreation Department Report

A. Summer Recreation Programs

All programs have commenced. The Mayor would like to run a few movie nights using the front lawn of Mt. Hood. Chuck will check with Mass. Golf Mgmt. for potential dates.

B. Recreation Revolving Account

Nick would like Chuck to include his account payable expenses on his worksheet. The Commission would like to see a comparison of FY 07 vs. FY 08 including a year end balance dated June 30, 2006 and June 30, 2007 respectively.

Motion: By Mike Interbartolo to adjourn

Second: Bill Gardiner

Vote: Unanimous