

**Park Commission Meeting
October 10, 2007**

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

Motion: by Bob Christiansen to go into executive session for the purpose of discussing personal issues.

Second: John Mercer

Roll call vote

Sue Cann	Yes
Bob Christiansen	Yes
John Mercer	Yes
Mike Interbartolo	Entered late
Bill Gardiner	Not present

6:15PM Start

7:20 PM Ended

Motion: By Mike Interbartolo to change the order of the agenda to Parks, GTA invoice and Hesseltine easement.

Second: By Bob Christiansen

Vote: Unanimous

I. Approval of the GTA Invoice #190

John Scenna, DPW Director of Operations and Deputy City Engineer, explained Bob Beshara's, City Engineer and Superintendent of Public Works, reasons for discontinuing ELM's periodic maintenance visits at the West Knoll Soccer Field and Fred Green Football Field. Mr. Scenna stated that Mr. Beshara determined ELM was not fulfilling their contractual obligations in regards to maintaining these two sites.

Mr. Scenna and Mayor Robert Dolan gave a brief synopsis of the events that transpired. At the request of the City, Mt. Hood Superintendent Burt Fredrick (employee of Mass. Golf Mgmt.) provided the City with a recommendation on how to improve the turf conditions at both the West Knoll and Football Fields.

Mr. Scenna stated that Mr. Beshara contacted ELM and informed them of the City's position. Mr. Scenna further explained that Mr. Beshara asked ELM to accept responsibility for the poor conditions however ELM refused.

Mr. Beshara then put out an emergency request for services to complete the scope of work identified by Mr. Frederick. GTA Landscaping, Inc. was the only contractor to respond. Due to the time sensitive nature of the work required to repair the fields, the contract was awarded to GTA.

The Park Commission was unaware of these circumstances and felt they should have been informed earlier in the process. The Commission also asked how GTA would be paid. Nick explained GTA's services would be paid from the "Mowing and Maintenance" line item. The Commission asked if adequate funding was available. Nick stated funding was available and provided the Commission with a document identifying this funding

The Park Commission requested any future incidents and any additional correspondence regarding this issue be directed to the Park Commission immediately.

II. Approval of Hesseltine Easement

The Hesseltine Field Renovation Project requires a new electrical service be dropped from Hesseltine Avenue (between #35 and #55 Hesseltine Ave). The new pole will be located within the park and the City, specifically the Park Commission, must approve this easement before the order goes before the Board of Alderman.

Motion: By Mike Interbartolo to approve the easement with the following two conditions:

§ To insure the height of the wires will not create a hazard

§ The pole will only be used for park related electrical service

Second: By John Mercer

Vote: Unanimous

III. Mount Hood Report

A. Mt. Hood RFP

A pre-submission informational meeting was held this morning; fourteen (14) people were in attendance. Several attendees had questions that the sub committee will review and respond to if necessary. Nick stated an addendum will be sent out if necessary. Five (5) copies of the RFP have been taken out thus far. The submission deadline is October 26, 2007 at 11:00 AM.

B. Mt. Hood Membership list for 2007/outstanding gift certificates
No changes.

C. Monthly financial reports on golf course operations
MTD \$200,445.81
YTD \$1,297,913.80

D. Marketing plan update
Mass. Golf Management would like to run a "Monday Madness" promotion which would consist of a discounted 18-hole round including cart.

Motion: By Bob Christiansen to approve the Monday Madness special and for the price not to exceed \$41.00. Note: Promotion was priced at \$35.

Second: By Mike Interbartolo

Vote: Unanimous

Mass. Golf Management has a \$429.69 renewal invoice for Mt. Hood's Yellow Page ads. They do not want to renew these ads unless either the Commission or the new management company

is willing to take responsibility for the payments. If Mass. Golf Management is the selected as the next Manager they will continue purchasing these advertisements.

Motion: By Mike Interbartolo to include in the addendum that the new management company is required to pick up the cost of the Yellow Page advertisements at a cost of \$429.69 per month.

Second: Bob Christiansen

Vote: Unanimous

Note: It was later determined that the total annual cost for these ads was \$4,080 (approximately \$340 per month. The correct figure was included in the addendum.

E. Report on general operation of the golf course.

1. Report on staffing levels

There are currently 12 on staff.

2. Copy of Maintenance log and monthly certifications

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

F. Capital Improvements

1. Clubhouse steps/ patio

Meridian is currently working on a conceptual design.

2. Clubhouse Fire Alarm System

The Commission chose to except proposal option 1 submitted by Architectural Engineers. The City has a CAD file with the clubhouse blueprints thus reducing the proposal by \$3,200.

Motion: By Mike Interbartolo to approve Architect Engineers proposal in the amount of \$4,800.00

Second: By John Mercer

Vote: Unanimous

3. Irrigation Control

Mass. Golf Management has notified Nick that the irrigation control for the front nine is not operational. The existing system is outdated and should be replaced.

Motion: By Mike Interbartolo to table the discussion

Second: Bob Christiansen

Vote: Unanimous

G. Mt. Hood Budget

Commissioner's received a copy and it was reviewed. Nick drafted a letter from the Commission to the Auditor regarding their concerns with the budget. A meeting has been scheduled for October 18, 2007. Nick, Patrick Dello Russo, Art Flavin, Joan Bell, Bill Gardiner and Bob Christiansen will be in attendance.

H. Mill Road

Susan Murphy sent Nick an e-mail summarizing the current status of the Mill Road property the Conservation Commission is interested in buying. The Conservation Commission is looking to the Park Commission to partner on this purchase. The Park Commission would like Susan to attend the next meeting. In the meantime the Park Commissioner's will try to walk the property.

IV. Approval of the Minutes

Motion: By Mike Interbartolo to approve the minutes of the meeting of September 12, 2007 as amended.

Second: By John Mercer

Vote: Unanimous

V. Park Department Report

A. General Park Department Report

1. Conant Backstop

Demolition has begun and the work should be complete next week. National Little League made a \$3,450 contribution to upgrade the materials.

B. Park Department budget

Copies were received and reviewed.

C. Hesseltine Field Renovation

Sod is being installed next week.

D. Superintendent Job Description

Motion: By Mike Interbartolo to refer this item to the subcommittee and report back at the November meeting with a job description and funding source(s).

Second: By Bob Christiansen

Vote: Unanimous

E. Feasibility Study

Motion: By Mike Interbartolo to table until the Commission has reviewed the memo.

Second: By John Mercer

Vote: Unanimous

VI. Recreation Department Report

Chuck was not present due to a Memorial Hall Function. Nick brought the Commission up to date on Chuck's programs and budget.

VII. Public Participation

Joe Sullivan of the Melrose Mirror inquired about the schedule for RFP process.

Motion: By Mike Interbartolo to close public participation

Second: By Bob Christiansen

Vote: Unanimous

Motion: By Mike Interbartolo to adjourn

Second: By John Mercer

Vote: Unanimous