

**Park Commission Meeting
September 12, 2007 (Amended)**

Present: Sue Cann, Mike Interbartolo, Bob Christiansen, John Mercer, Bill Gardiner, Mike Farrell, Phil Friel, Robert Garrity, Nick Gove, Chuck Person and Joan Bell

Motion: By Bob Christiansen to change the order of the agenda to Parks Dept to discuss the proposed improvements to the Morelli dugouts.

Second: By Mike Interbartolo

Vote: Unanimous

Dan Riordan, President of Melrose Babe Ruth

Dan requested permission to repair and renovate the Morelli Field dugouts. The high water table at the field causes both dugouts to flood and retain water; particularly the dugout located on the first base side. Babe Ruth would like to raise the dugouts to grade to alleviate this problem. To do this, the existing dugouts will be filled with a compact material and a new 4" slab will be poured (pitched toward the field). The roof will be raised to accommodate additional standing room. A guard rail and screen will be installed in front of the dugout. The Parks Department will support the project with some labor and supply the concrete.

Motion: Bob Christiansen to approve the Babe Ruth request to renovate the Morelli Dugouts.

Second: John Mercer

Vote: Unanimous

Motion : By Mike Interbartolo to approve an expenditure up to \$1000.00 to be paid out of the outside contractors line item to pay for the concrete to form the top slab of the dugouts.

Second: Bob Christiansen

Vote: Unanimous

I. Mount Hood Report

A. Mt. Hood RFP

Fire Chief John O'Brien came before the Commission to inform them that the Mt. Hood Clubhouse needs a hardwired fire alarm system. The commission requested to view a copy of the MA State Building Code which Chief O'Brien made available (a copy is on file in the Parks Dept. Office).

Chief O'Brien also asked the Commission to consider requiring (in the RFP) the next Manager to provide an emergency off road vehicle to the Fire Department (supplied with spine board and defibrillator). The vehicle would be used for off road emergencies throughout the City and be stored at Mt. Hood.

Motion: By Bob Christiansen to authorize Nick to hire an electrical engineer to prepare bid documents for a hardwire fire alarm system for the Mt. Hood clubhouse & bar area.

Second: John Mercer

Vote: Unanimous

Police Chief Mike Lyle came before the Commission also in support of having some sort of off road vehicle on site at Mt. Hood for purpose of emergencies as well as routine patrols. Chief Lyle stated the Police Department's existing equipment could damage the golf course turf and Nick agreed.

The Commission stated they will take it under consideration and thanked both Chief O'Brien and Chief Lyle for their input.

Sue suggested the Commission establish a sub committee if they are seriously interested in pursuing these items. The Commission had several questions about liability and maintenance of such equipment.

II. Signing of Warrants
Warrants were reviewed and signed

III. Approval of the Minutes

Motion: By Bob Christiansen to approve the minutes of the July 18, 2007 meeting.

Second: By John Mercer

Vote: 4 in favor 1 abstained (Mike I.)

I. Mount Hood Report (continued)

A. Mt. Hood R.F.P.

The Park Commission along with Robert Garrity went though the Final Draft of the Request for Proposals for the Management of Mount Hood Memorial Park and Golf Course (RFP) and made the following additions, deletions and changes:

§ Page #2 - "Manager shall provide services to accommodate the four season use of the Park for non-golf uses" shall be changed to include "including but not limited to walking, hiking, fishing, road races"

§ Page #2 - "Decision to Use RFP Process" - The last three sentences are redundant. Mr.Garrity will streamline the verbiage.

§ Page #3 - "RFP Timetable" - "Location of receipt: Melrose Park Commission..." Mr. Garrity will revise this section for consistency. Place of receipt will be "Melrose Park Commission, 100 Slayton Road, Melrose MA 02176."

- § Page #3 - "Information to Proposers" - "Site inspection is encouraged..." The Commission felt mandatory attendance at the Bidders Conference was not necessary.
- § Page #4 - "Park Commission's Commitment to Make Capital Improvements" should read 50% Park Commission's share of second level of revenues up to a maximum of \$50,000. For purposes of this commitment, a capital facility project shall be any single project in the buildings or golf areas that exceeds \$2,500 in costs.
- § Page #5 - "The manager must honor all Park Commission discounts, passes and promotional programs." Add "and enforce all policies".
- § Page #5 Second to last line, add "legibly completed in printed ink".
- § Page #6 – Clarify "Price Proposal" submission process; two separate envelopes.
- § Page #10 - "Neighborhood Relations Plan" Rewrite last sentence to read The City notes that all Proposers shall be required to use electric mowers for all early morning and late afternoon/early evening mowing to help keep noise levels down.
- § Page # 12- Qualifications are referred but their location is not cited.
- § Page #15 – Add attachment that states minimum staffing plan.
- § Pages #20 & #21 - Payment of Manage; fees shall be as follows:
 - § Maximum flat fee of \$600,000
 - § Revenue sharing:
 - Ø \$1,000,001 to \$1,200,000: Maximum revenue share of 50%
 - Ø \$1,200,001+: Maximum revenue share of 75%
 - Ø Note: Revenue share cannot exceed double the flat fee.
- § Page #37 - Require CORA checking for all employees' of the Manager.
- § Pages #44 – Revise language in 27A.
- § Page #55 – Paragraph D. Must comply with Wetlands Protection Act.
- § Page #80 – Insert standard insurance language if not present elsewhere.
- § Page #62 - Park Commission's goal rounds capacity is 46,000.

59. Attachment E – Attachment shall include all policies approved by the PC since 2002.

Motion: By Mike Interbartolo to approve the RFP as amended pending final approval of the sub committee.

Second: By Bob Christiansen

Vote: Unanimous

B. Memberships list for 2007 outstanding gift certificates for Mount Hood
No changes.

C. Monthly financial reports on golf course operations
MTD \$206,576.10
YTD \$1,097,467.99

D. Marketing plan update
No Change.

E. Report on general operation of the golf course.
1. Report on staffing levels
There are currently 16 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

Motion: By Mike Interbartolo to approve the hiring of Meridian Assoc. to develop bid documents for the repair of the clubhouse steps and patio. The expenditure for design fees shall not exceed \$7,500.00.

Second: By Bob Christiansen

Vote: Unanimous

2. First Pond, additional well locations

Nick feels additional wells are useless unless they can be connected to the existing irrigation system or if the additional infrastructure can be installed at a minimal cost. Nick has spoke with both Burt Frederick and Mike Ford who believe one of the existing wells between the Hole #1 and Hole #4 may have sufficient water. Nick has contacted a well drilling company and will report back with more information at the October meeting.

Nick received the following response from the Conservation Commission regarding the Request for Determination of Applicability recently filed for First Pond:

WPA Form 2 Determination of Applicability, Attachment A
First Pond water elevation management

The negative determination issued by the Commission is subject to the following conditions:

1. The sluiceway framework shall be permanently marked with elevation markers corresponding to each of the boards. Said elevations may be relative to the City of Melrose datum or relative to a fixed point at the top of the sluiceway.
2. Surveyed elevations of the top of the sluiceway structure and of the sluiceway channel bottom shall be provided no later than July 2008.
3. Every lifting, removal, replacement or other adjustment of the sluiceway boards shall be recorded along with the date of adjustment, type of adjustment, water elevation just prior to adjustment, and person making adjustment.
4. The Conservation Commission shall be provided an annual report in July of each year containing the records of sluiceway adjustments, a statement of what progress has been made with respect to the comprehensive analysis of First Pond recommended in the memorandum, and any assessments that have been made of the success of the plan

3. Floating Island

There is a mass of organic vegetation floating in first pond. The mass has floated close to the irrigation intake valve near the pump house. Mike Ford dragged the mass across the pond and temporarily tied it off to a tree. Nick and Mass. Golf Mgmt. will work on removing this island.

4. Slayton Garage

Recently, one of the overhead doors on Slayton Garage fell. After inspecting all three doors, Nick determined they are in poor condition. Nick received a quote from Collins Overhead Doors to replace all three. Nick will get two more quotes but would like the Commission to approve up to \$2,200.00 to be spent out of the Capital Improvement line item.

Motion: By Mike Interbartolo to approve the expenditure of up to \$2,200.00 on three new overhead doors for the Slayton Garage.

Second: Bill Gardiner

Vote: Unanimous

G. Mt. Hood Budget

The Commissioner's reviewed a copy of the budget. Mike Interbartolo reiterated his concerns to Nick that the Park Commission has requested that the budget reflect all of the

Mt. Hood Enterprise Fund's revenue's and expenses including indirect costs, cell tower leases and interest. Nick will draft a letter from the Commission to the Auditor.

H. Mt. Hood Feasibility Study

Nick will draft a Request For Services document for the October meeting.

I. Mt. Hood Donation Request

1. Body Empower requesting rounds of golf.

The Commission reiterated it's no golf donation policy.

2. Michael Miner- New England Shelter for Homeless Veterans, requesting rounds of golf.

The Commission reiterated it's no golf donation policy.

IV. Park Department Report

A. General Park Department Report

1. Conant Backstop

A new back stop is being installed at Conant Park as part of the Parks CIP program. Melrose National Little League is funding a portion of the project.

2. Park Department budget

Copies were received and reviewed.

B. Hesseltine Field Renovation

The contract was awarded to Green Acres Construction Landscape & Construction, Inc. with a base bid of \$226, 800.00. The project completion date is tentatively set for October 19, 2007.

C. School "A-1" Sites

Mike I. suggested Nick request a copy of the maintenance plan from the contractor that completed the landscaping at the new Middle School so the City does not jeopardize their warranty.

Nick stated there is no irrigation in any of the landscaped areas including the new field in front of the school. Nick also has concerns that this field was poorly graded and lacks any type of drainage. Bob Beshara sent a memorandum to the City Planner Denise Gaffey stating the City cannot properly maintain this site given the existing conditions.

D. Warren Park (Nettie's Playground) Request

Resident Katherine Saragossa formally requested the Park Commission consider making improvements to Warren Park such as additional picnic tables and a water feature. She feels some of the park is not being properly utilized.

The Commission requested Nick send Mrs. Saragossa a letter stating that the park was designed, constructed and funded by the neighborhood and the Park Commission feels the existing infrastructure is appropriate. The Park Commission would like to thank Mrs. Saragossa for her interest.

V. Recreation Department Report

A. Recreation Revolving Fund

An updated copy of the Recreation Revolving Fund worksheet will be distributed at the October meeting. Nick will also prepare a budget for Chuck's winter basketball program.

Motion: By Mike Interbartolo to adjourn

Second: By Bill Gardiner

Vote: Unanimous