

**Park Commission Meeting
December 10, 2008**

Present: Bob Christiansen, Bill Gardiner, Mike Interbartolo, John McLaughlin, Joan Bell, Frank Olivieri, Cindy Brickley, Mike Farrell, Phil Friel and Tom Friel

I SIGNING OF WARRANTS

Warrants were reviewed and signed.

II APPROVAL OF THE MINUTES

Motion: By Bob Christiansen to approve the minutes of the meeting of 11/12/08 as amended.

Second: Bill Gardiner

Vote: Unanimous

III RECREATION DEPARTMENT REPORT

A. Status Report on Revolving Fund Account FY09- Frank Olivieri

Frank highlighted his calculated FY09 to date total to be +\$18,924.52. This includes paying Frank's salary, July 7th-present. No program run has lost money. MBA has been the biggest money maker. Travel basketball is also running in the positive. Mike Interbartolo asked about the Fund Balance figure of \$74,711.74. Joan Bell said this was the revolving account balance at present. Mike would like to know what it started at at the beginning of FY09. Joan will find out. Frank will put this on his budget from now on. A \$30,000 deposit that was done today and a \$60,000 purchase order for gym rentals are not reflected in this figure. Frank will also put an accounts receivable figure on this budget.

B. Report on Winter Programming

1. MBA

Kicked off this past weekend. Joan and Bill Gardiner felt the program went very well.

2. Travel Basketball

Also kicked off this past weekend. There was a total of approximately 20 games played by all the travel teams. Frank reported that all went smooth with the games. There are some complaints about practice times. A discussion about the issue at hand was had. Mike would like authorization to send out a letter he drafted to Lea Fasano, who is strongly voicing her concern with the 8:30pm-10pm practice time.

Motion: By Bill Gardiner to approve the letter and to send it to Lea Fasano

Second: John McLaughlin

Vote: Unanimous

C. Report on Recreation Department Budget for FY09- Frank Olivieri

No questions

D. Peak Software- Frank Olivieri

Up and ready to be installed. Frank is working with the IT department to get it up and running, hopefully by January 2009.

E. Scholarships- Frank Olivieri

The total number of MBA scholarships given was 12-15. Scholarships were based on child's status in the school lunch program. Free lunch students received a full scholarship(\$100). Reduced lunch students received a half scholarship(\$50).

F. Concession Stands- John McLaughlin

Packet from John McLaughlin was handed out. The football and new Middle School concessions are in flux. Rob Van Campen reviewed the Lion's lease on the football concession stand. It is illegal as it is a city municipal lease for longer than 3 years. Want to find a way to help out Lions and provide a service to the public.

Proposal is to have the Lions stock, and run the Middle School concession for the 9 home high school basketball games on a trial basis. After the season the revenues would be looked at and split some way (not 50-50) between the Lions and the Athletic Department. The Lions need 5-6000\$ to run a year. The School Department has agreed to allow food in the gymnasium.

All revenue would be given to the Park Commission to deposit and disburse.

Mike Interbartolo noted that accounting procedures would have to be put in place. Atty. Rob Van Campen would have to be met with to draw up some agreement on paper. This needs to be made as tight as possible to sole source the revenue to Athletics and the Lions. There may have to be votes taken also. John McLaughlin said he would meet with Atty. Rob Van Campen to work it out.

Joan Bell noted that there would need to be a system as to how and when the revenue is given to the Park Department.

G. Raffle Proposal- John McLaughlin

See handout. John McLaughlin would like to propose a raffle be run through the MBA Recreation Basketball Program. Recreation would like to promote scholarships to those in need, buy equipment, and keep costs down. The Incarnation Baseball League runs a calendar raffle and makes approximately \$10,000. He would like to see this mirrored. MBA participants would be given 5\$ tickets to sell voluntarily. Winners would be chosen at home high school basketball games. Prizes would be awarded to big sellers. This would bring more people to games.

All proceeds from the raffle would go back into the recreation revolving account.

Mike Interbartolo noted again that this needs to go by Atty. Rob Van Campen. John McLaughlin said he would do that.

IV MOUNT HOOD REPORT

A. Mount Hood- GMC

1. Report on membership list for 2008

No changes on memberships. A review of Fay refund request showed the refund policy was not followed. A full rollover was voted on and this is not the policy. Must follow the policy in the future.

2. Outstanding Gift Certificates

\$24,000 in gift certificates are outstanding.

3. Monthly Financial Report

Total Golf is just under 1.5 million this year, approximately \$70,000 ahead of last year. Pro Shop is approximately \$150,000 this year, it was \$147,000 this time last year. Food and Beverage is approximately \$500,000 this year, and was \$546,000 last year at this time. Holiday parties are projected to be ahead about \$12,000 this year.

2008 Total Revenues:

MTD \$38,292.39

YTD \$1,477,584.08

4. Marketing Plan Update

No guidelines were put together yet. GMC will present something at next month's meeting.

5. Report on General Operations of Golf Course

a. Report on staffing

There are currently 8 staff on hand.

b. Copy of Maintenance Log and Current Certification

A copy was submitted and is on file.

c. Report on requests for rentals of club house, league play and tours.

Rentals are up for December.

d. Update on 2nd Fairway

Trees are ordered but not going in until the spring.

e. Update on Feasibility Study

Mike Interbartolo and John McLaughlin have not gotten together.

f. Discussion on change in Mass Liquor Law

The initial response, Dec 9, 2008, was that under the original ordinance we could not sell liquor on the course. The document dated Dec 10, 2008 is in response to Mike Interbartolo request for guidance on how to change the ordinance. The commission needs to decide if they want to go forward with it. Then it would have to go through the Board of Aldermen and the Mayor. The document states that the Mayor is not inclined to be in favor of this. Mike Interbartolo and Bob Christiansen will get together with the Mayor to discuss his concerns. Joan Bell will find a date for them to meet.

g. Discussion on 2009 Membership Rates/Fees/Policy Changes

Discussion was had about the packet that Joan put together. Alcoholic Beverages are not allowed outside the clubhouse, make this statement consistent throughout the packet. Carts in the parking lots are still a

problem. Joan will try to get the packets out before Christmas.
Memberships go from January to January, calendar year.

Motion: By Bill Gardiner to approve the membership packet and the rates to stay the same.

Second: Bob Christiansen

Vote: Unanimous

h. Clubhouse AC

Joan Bell has 2 engineering proposals. One from Crossfields and one from RW Sullivan. Crossfields was a little bit cheaper. However if we do not have the CAD files then Crossfields would be about \$1500 more, making its cost about the same as RW Sullivan. Joan will see if she can get CAD files made from the paperwork she has. She may also look into a third proposal. Mike Interbartolo said he will look at the drawings to tell Joan which ones need to be scanned.

i. 19th Hole roof repair

The roof is approximately a 30' x 32' area. Bob Beshara thinks that the cost would be under \$25,000. He feels Joan could cut the scope of work down and send it out as a proposal. Bob Christiansen brought up rethinking redoing the rooftop to make more storage upstairs. Discussion was had over this idea, however, the roof needs to get fixed as it is leaking badly. Decision was to get proposals on the roof project scope of work and find out the cost. May be a good idea to put new rooftop/storage idea in the master plan for the next 3-4 years. Phil Friel has kitchen plans from 3 years ago and he spoke with someone recently about a 3 season room. This should all go into a master plan.

j. Middlesex League Golf Shootout

Date is the first Tuesday in October 2009.

k. Report on request for tournament: Danny Williams

Discussion was had as to the date requested for the tournament.

Motion: By Bill Gardiner to table the Williams Tournament decision until Bill Gardiner speaks with the family.

Second: Bob Christiansen

Vote: Unanimous

Mike Interbartolo would like GMC to begin a master plan. Seating capacity may have impact on the plan. Joan will check on the capacity of the building and of each room.

B. FY08 BUDGET

Have to decide about a supplemental budget for GMC. Also need to talk to Patrick Dello Russo about Frank's salary and where it is being paid from.

C. FY09 BUDGET

No discussion

V. PARK DEPARTMENT REPORT

A. General Park Dept. Report

Mike Interbartolo asked about the mowing and maintenance contract. A report is supposed to be done before Dec 31st on the company(ELM). There should be some sort of evaluation done on ELM. The commission believes there is one more year on ELM's contract.

B. Projects

1. Hesseltine

Drain was put in, walkway was put in, benches were put in.

2. Common Tot Lot

All toys taken out. Joan would like to do this more than once a year.

3. Tulip plantings

3500 bulbs went in.

4. Foss park

Last equipment was take out and some went to Lebanon Street park and Gooch Park.

5. Bench Program

Benches are all in. The program is completed for the season.

C. Financial Report on Park Department FY08 BUDGET

D. FY09 BUDGET

VI. NEW BUSINESS

A. Dog Park

Ruth Clay approached Joan Bell about making a dog park at Mt Hood. Idea would be to use area that is used for kid's lessons, it has a partial fence. Joan told Ruth that she does not feel this is a viable location. Mike Interbartolo will go to the next Alderman's meeting as the Dog Park issue is on the agenda. Horace Mann neighbors are very unhappy with dogs at the park. The mayor is in favor of finding a place for a dog park.

B. Goose Problem

The Dept. of Agriculture was in town this week and Joan spoke with them about adding Mt Hood to their contract to remove geese. It would be an additional \$1500 for the Dept of Agriculture to add Mt Hood to the goose project. GMC and Joan are checking as they believe that it is in GMC's contract to pay for this.

Motion: By John McLaughlin to adjourn

Second: Bill Gardiner

Vote: Unanimous