

**Park Commission Meeting
March 12, 2008 (Amended)**

Present: Bob Christiansen, Bill Gardiner, John Mercer, Mike Interbartolo, John McLaughlin, Chuck Person, Nick Gove and Joan Bell

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

Second: Bill Gardiner

Roll Call Vote:

John Mercer	Yes
Bob Christiansen	Yes
Bill Gardiner	Yes
Mike Interbartolo	Yes

John McLaughlin arrived after the executive session

Open the regularly schedule Park Commission Meeting at 7:00PM

Motion: By Bob Christiansen to change the order of the agenda to

- Hesseltine Field Shed Request
- First Pond
- Farm Coop/ Houde Farm permit request
- Public participation

Second: Bill Gardiner

Vote: Unanimous

I. Hesseltine Field Shed Request

President of Churchill American Little League, Tom Russell was back before the Commission with plans and designs for Churchill American Little League and Melrose Youth Soccer to place a storage shed for the use of storing equipment and to house a port a potty at Hesseltine Park. Nick met with the subcommittee of Tom Russell and neighbors last week; they determined where the best location would be, clarified rolls and responsibilities on cleanliness and repairs due to vandalism and graffiti.

Motion: By Bill Gardiner to approve the shed as proposed.

Second: John Mercer

Vote: Unanimous

II. First Pond

For the public record the Park Commission and the City have been served with a legal action and injunction on the issue on raising and lowering the board in the sleuth sway on First Pond.

- Debra Harding 31 Mt. Hood Terrace

Explained to the Commission she has had water in her basement since the 90's. She would like to know if the city plans to do any test to determine whether the maintenance of the ponds has anything to do with the water coming into her basement and can it be rectified.

- Robert Hudlin 10 Sycamore Rd.

Mr. Hudlin produced a letter that was written by Melrose Park Superintendent, Richard Amirault on July 24, 1998 which stated he had received Mr. Hudlin letter concerning the flooding conditions experience at Mt. Hood. The issue at the time was a blocked drainpipe from Pond Two to Pond One. Mr. Amirault took steps to correct the problem which is stated in his letter. Mr. Hudlin stated he has never been contacted about the damage to his pool and has never heard from the city since. Nick will pass this letter on to Robert J. Van Campen, Esq. Deputy City Solicitor.

III. Farm Coop

Farm Direct Coop Director, Julie Brown is requesting the Coops permit to be renewed for another season at the Knoll location.

Andrew White, former School Committee Member spoke of behalf of the Coop stating they have been good neighbors.

Motion: By Bob Christiansen to allow the Coop to renew pending approval from the school department.

Second: Bill Gardiner

Vote: Unanimous

IV. Skateboard Park Update

Nick and Mike Lindstrom presented a conceptual plan before the Park Commission, the total cost of the project as presented is \$57K. They have risen to date \$31K. Nick explained what pieces they can afford to put in now, and they are leaving an area open for expansion at a later date. The neighbors have been notified. There are no lights at the park so the hours will be from dusk to dawn and the city is covered from liability by posting signs stating skate at your own risk.

Motion: By John Mercer to approve the project as presented with the condition that Con Com and the neighbors approve as well.

Second: By John McLaughlin

Vote: Unanimous

V. Signing of Warrants

Warrants were reviewed and signed.

VI. Approval of The Minutes

The minutes were tabled until next month's meeting.

VII. Mt. Hood Report

1. Membership list 2008

An updated list was submitted, 60 applications have been received.

2. Outstanding Gift Certificates

Commission discussed with GMC how to reconcile this account at the end of a management contract.

3. Monthly Financial Report

MTD \$46,585.00

YTD \$103,792.00

4. Marketing Plans/League Rates

GMC proposed a 25% discount on greens fees from 4/15 – 6/30 between the hours of 11:00AM – 2:00PM golfers will need to reserve the day before.

Motion: By John Mercer to approve GMC marketing proposal as stated.

Second: Bob Christiansen

Vote: Unanimous

5. Report on General Operations of Golf Course

a. Report on staffing levels

There is currently four (4) on staff.

b. Copy of Maintenance Log and Monthly Certification

A copy was submitted and is on file in the Parks Department office.

6. Capital Improvements

a. G.M.C'S Capital Improvement list

GMC presented their capital improvement list for FY 09 and set priorities from low to high for the Park Commissions review.

b. Clubhouse Steps/Patio Project

The bid opening was held on March 12th. The lowest bidder on the base bid only was KB Aruda Construction, Inc. \$29,201.00 The lowest bid on the base bid plus alternate 1 was Newport Construction Corp. \$45,500.00

Motion: By John McLaughlin to approve Newport Construction's bid of \$45,000.00 pending reference checks.

Second: Bill Gardiner

Vote: Unanimous

c. Fire Alarm System Project, Clubhouse Insulation Project

Captain Collina failed the building upon inspection of the new system. Part of the code calls for electrical outlets and house lights to be tied into the system so if there is a fire the electrical outlets would shut down and the house light would come up automatically. The Commission was confused considering the fire department signed off on the specs and drawings of the project before it began. Nick and Mike I. will get clarification on what constitutes a stage /platform before moving forward with the change order. Mike and Nick will set up a meeting to discuss this with the Fire Inspector.

Motion: By Bob Christiansen to table the change order request until Mike I. can review the inspection rejection letter and the fire/ building codes.

Second: Bill Gardiner

Vote: Unanimous

d. Touch up work

Nick had the conduit removed from the Carr Room walls. GMC will try to find a time slot to paint.

e. B.O.A. Public Hearing: Aggregate Industries flammable liquid storage license

Nick received a notice stating there would be a public hearing on Monday, March 17th. to act on the application to amend license to store flammable fluids at 1831 Broadway, Melrose, by Aggregate Industries.

The Commission isn't clear on how /where they are storing them now and what this change in the license will mean to Mt. Hood. Mike I, will attend the meeting and report back.

f. Irrigation Contract

D.P.W. wants to put out a separate irrigation repairs contract; they are anticipating a large number of repairs to be completed due to the heavy construction taking place around the city. DPW stated if the city utilize change orders under the maintenance and mowing contract the city could over extend itself above what Chapter 30B would allow.

There was a discussion on why the contractor wouldn't be responsible. The Commission would like to know what the rational is having this contract and what is the scope of work DPW has planned.

g. Clarify Melrose based charity's green fees

Motion: By Bob Christiansen that any Melrose base charity tournament receives a \$9.00 discount off non resident weekday rate, and the outing rate is \$7.00 above the non resident weekday rate

Second: Bill Gardiner

Vote: Unanimous

h. C.O.R.I. background checks

The City is implementing a C.O.R.I. background check program which will include all vendors that will be doing work for the City. This will include Recreation Dept. and Mt. Hood vendors.

i. Wireless Partners, LLC letter

The Commission received a letter from Wireless Partners, LLC regarding the cell site located on Mt. Hood Tower. They are involved in a telecom project here in the city and would like to discuss the possible involvement of leasing the tower cell.

Mike I. will get in touch with their representative.

j. Red Cross Lease

The city owns a small parcel of land behind the Red Cross building on Main St. (approximately four parking spaces.) The city has leased this to the Red Cross for \$1.00 a year. The Red Cross is selling their building; the new owner's lawyer has contacted the city to see if the city is willing to negotiate a lease with them.

The Commission would like guidance from the City Solicitor as to what they can and can't do negotiating a long term lease.

k. Mt. Hood FY 09 Budget

The Commission reviewed the salary line item and level funded the rest of the budget.

Motion: By Bill Gardiner to approve the Mt. Hood budget as presented.

Second: By John Mercer

Vote: Unanimous

VIII. Park Department Report

B. General Park Dept. Report

1. East Knoll

No Change

2. Lebanon Street Park

Committee was appointed. The plan is to return the field to pre existing conditions.

Contractor should be done by June 1st.

3. Melrose Lions Club concession stand lease

Mike I. will contact the Mayor to notify the Lyons Club that their lease is null & void.

4. Bert Frederick turf consultant contract

As part of the reorganization of Public works and Nicks position the DPW would like to bring in a turf consultant to provide turf recommendations for the mowing and maintenance contract. This contract will be funded out of the difference between from last year's contract and this year.

The Commission had a few changes they would like added.

- Scope of Work

Add professional services with respect to maintenance of the city's parks, fields and recreational open space areas **except Mt. Hood Golf Course and Park.**

- Responsibilities of Consultant

Add develop a comprehensive turf grass maintenance program and integrated pest management program (IPM) for the city's parks, fields and recreational open spaces **except Mt. Hood Golf Course and Park.**

- The individual needs to report to the Park Superintendent as well as City Engineer and Superintendent of Public Works.

Motion: By Bill Gardiner to approve the professional services agreement as amended.

Second: Bob Christiansen

Vote: Unanimous

C. FY 08 Park Department Budget

A copy of the budget was submitted and reviewed.

D. FY 09 Park Department Budget

Motion: By John Mercer to increase the electric line item from \$7000.00 to \$10,000.00 and to level fund all other lines.

Second: Bill Gardiner

Vote: Unanimous

IX. Recreation Department Report

A. Recreation Revolving Fund

Nick was waiting on the final gym bill from the school department.

B. Report on projected programs for summer, income & expenses, hiring of summer counselors

Chuck would like to use only 2 parks this summer from 10:00am – 2:00pm. He spoke on some of the different programs he will be running. The Mayor has told Chuck he will have the Milano Senior Center at his disposal this year for programming. Chuck plans on running adult & children's classes i.e. cooking, scrap booking, and painting are some of his ideas. Chuck will have a full report next month.

C. FY 09 Recreation & Revolving Budget

Motion: By Bill Gardiner to table the discussion on the FY 08 budget and revolving account until the next meeting.

Second: John McLaughlin

Vote: Unanimous

Motion: By John Mercer to level fund the recreation FY 09 budget except for the salary line item which is to be deleted.

Second: By Bob Christiansen

Vote: Unanimous

**The Park Commission would like it to be noted, this is at the request of the Mayor; this is not something the Park Commission took upon themselves to do. The rationale is the recreation director's salary should be coming out of the revolving account and the account should be self sufficient.

Nick Gove gave notice of his resignation as of March 26, 2008. On behalf of the Park Commission and the City of Melrose, Mike I. thanked Nick for his 3 years of service to the City of Melrose and wished him well.

Motion: By John Mercer to adjourn.

Second: Bill Gardiner

Vote: Unanimous