

**Park Commission Meeting
November 12, 2008(amended)**

Present: Bob Christiansen, Bill Gardiner, John Mercer, Mike Interbartolo, John McLaughlin, Joan Bell, Frank Olivieri, Cindy Brickley, Mike Farrell, and Phil 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 8/13/08 as amended.

Second: Bill Gardiner

Vote: Unanimous

Motion: By Bob Christiansen to approve the minutes of the meeting of 10/8/08.

Second: Bill Gardiner

Vote: Unanimous

Motion: By John Mercer to change the order of the agenda to public participation.

Second: Bob Christiansen

Vote: Unanimous

VII. PUBLIC PARTICIPATION

Mike Interbartolo invited the public to come forward for their input as to the operation of the golf course and/or the fees charged at the golf course.

Henry Hooton (66 Stillman Rd) reported that a light pole near his house has lights that are not working properly. One light has been out 1 ½ years, one light goes on and off. Joan Bell reported she has contacted National Grid twice, and will call them again. Henry would like this done before the winter.

Debbie and Ken Fay (93 Country Club Rd) came forth to explain their request for a membership refund for son Ryan Fay. Debbie Fay made an effort on time to cancel the membership. She did not know she was supposed to speak with Joan Bell or put something in writing. Mike Farrell agreed they had played phone tag. The Fays are looking to roll over the membership to next year.

Motion: By John Mercer to roll over Ryan Fay's membership to next year (2009) and if the membership cost is more the Fays will have to pay the difference.

Second: John McLaughlin

Vote: Unanimous

Joan Bell will send a letter to reflect this decision.

Motion: By Bob Christiansen to close public participation.

Second: Bill Gardiner

Vote: Unanimous

III. MOUNT HOOD REPORT

A. MOUNT HOOD

5. Report on General Operations of Golf Course

a. Middlesex League Golf Shootout

Rick McDermod (Melrose High School Golf Coach) presented a proposal to move the Middlesex League Golf Shootout to the Mt Hood Golf Course. The League has been looking for a home, for this annual all star event (18 holes, medal play, 9am shotgun start, ½ dozen coaches usually play also) typically each Middlesex League team gives \$100 (total \$1000) for food/greens fees. They would like to schedule it in early October (first Monday preferably).

Mike Farrell reported that there was a group this past year (Police Union) on the first Mon in October. Mike will check if they are coming back.

Phil Friel and the Park Commission were very receptive to the idea, but it might have to be the first Tuesday in October 2009.

Motion: By Bob Christiansen to approve Mt Hood housing the Middlesex League Shootout on the first Monday or Tuesday in October next year (2009) and in the future if desired. The date for 2009 will be dependent upon Mike Farrell checking with the group that used the course this past October. Mike will get in touch with Rick McDermod. Approximately a \$500 charitable contribution would be given towards the tournament from the Park Commission.

Second: John McLaughlin

Vote: Unanimous

1. Report on Membership

a. Membership Refund Request

Robert Haas sent a letter requesting a refund later than the refund deadline. No doctors note.

Motion: By Bob Christiansen to deny refund. Joan Bell will contact him.

Second: Bill Gardiner

Vote: Unanimous

2 Outstanding Gift Certificates

Hoping sales for Holiday season will be good.

3. Monthly Financial Report

Exceeded last year's revenues for November, numbers of rounds were up overall. Member rounds were down. They were down about \$37,000 right now for the year.

a. Food/Beverage

Almost even if you deduct what was lost because of redecorating.

There were more charitable tournaments last year than this year. Mike Interbartolo requested a list of the tournaments.

MTD \$114,425.22
YTD \$1,439,291.69

4. Marketing Plan Update

GMC will be running a tournament the day after Thanksgiving as a means to drum up some business late in the season.

Mike ran some local ads for the Function Hall.

Phil Friel would like to run some promotions but would like to get them pre-approved so they did not take so long to act on. John McLaughlin suggested that Joan Bell could have authority to approve a promotion by herself. Mike Interbartolo agreed as long as guidelines were followed.

5. Report on General Operations of Golf Course

a. Report on Staffing Level

Currently 15 on staff

b. Copy of Maintenance Log and Current Certification

A copy was submitted and is on file.

c. Requests for rental of club house, league play, and tournaments

Have 3 or 4 bookings for clubhouse for the holidays.

d. Update on 2nd Fairway

Trees have been ordered, but suggested that they do not go in until the spring.

e. Update on feasibility Study

Mike Interbartolo and John McLaughlin are going to meet Monday morning.

f. Discussion on change in Mass Liquor Law

Joan Bell got a partial response from the city solicitor. He will put something in writing for the December meeting.

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

Phil Friel and Mike Farrell reported that there were two greens fees that they had thought of increasing: 18 holes weekday and 9 holes weekends. Mike Farrell did a survey of other courses and it showed Mt Hood is in the high/mid range for fees. John McLaughlin would like to see all rates stay the same. The economy is not good. Mike Interbartolo suggests playing up the fact that Mt Hood will not raise the rates in the membership packets that are to go out.

Phil Friel described the difficult situation of dealing with all the young golfers that come to play. Discussion on the subject was had. Phil Friel and Mike Farrell will put together a plan.

Mike Interbartolo wants much stronger wording on refunds. Make the rules clear.

The policy to allow junior members to make tee times will also be put in the packet.

Fall marketing promotion will not go in packet.

Bob Christiansen brought up the "change to signup times" that has

been discussed. He would like to eliminate the April 15th deadline...

Phil Friel made a suggestion to give an incentive to early signups. John McLaughlin uncomfortable not giving a deadline. He feels signups will go down. Joan Bell will change the policy to say that memberships are due by April 15th and eliminate that “late applications will not be accepted” clause. Caps on applications will stay the same.

Mike Interbartolo requested any other changes to policy be received before the December meeting.

h. Clubhouse AC

Proposal that Joan received from RW Sullivan is for \$13,000. John McLaughlin asked if an engineer to supervise the project is needed. Mike Interbartolo responded yes, we would need the drawings stamped and signed. He asked Joan Bell to look up what the fee for the heat system was. Mike suggested the price seems high and to try another engineer, Cross Field Engineering out of Groveland, Mark Tocci.

Mike Interbartolo brought up the kitchen redo that has not been talked about for a long time. Phil Friel had plans drawn up. He envisions a 3 season room off of the bar area some day. If updates are going to be done, make sure to think of the AC project as well. Mike Interbartolo reminded that the contract commits the Park Commission to spend at least \$50,000 per year in Capital Improvements for 4 more years at the golf course. If the AC is done this coming year then the kitchen project may be next year. Phil will start looking at his kitchen plans again.

i. 19th Hole roof repair

It appears that the deck and insulation (if there is any) needs to be ripped up, and new rubber needs to be installed. It needs to be fixed, it is leaking a lot. Joan Bell would like permission to get quotes. If it is over \$3000 it needs to go out to bid. Mike Interbartolo will give Joan a spec on the rubber depth. Tar and gravel is better, but, more expensive and not many roofers do it any more. Phil Friel suggested extending the pitched roof so there would be no flat roof. It was decided that this may not be feasible.

j. Updated CIP list

Joan Bell will add to the list the lower maintenance garage work that was done. The steps were added, \$4800. The lighting along the walkway should be installed soon. The irrigation materials have been paid for, the installation has to be done.

B. FY09 BUDGET

Member packet for 2009 should be mailed out in December. Joan will bring it to the December meeting to be voted upon.

III. RECREATION DEPARTMENT REPORT

A. Status Report on Revolving Fund Account FY09

B. Report on Fall Programming

1. Recreation Website : www.cityofmelrose.org

It is Frank's main tool.

2. Middle School Intramural Programming

Cross country went to 2 meets. Volleyball went very well.

3. Travel Basketball Program

In full swing, practice times and price are the biggest problems. \$380 for the boys teams, \$440 for the girls teams.

C. Report on Recreation Dept. Budget for FY09

Recreation should make about \$11,000 from the MBA program. Gym rentals are very expensive. Kids are getting a 1 hour practice per week and 1 game per weekend. Grades 1& 2 get 1 hour per week, practice and play in same hour.

Franks summer figures show a net of approximately \$17,000.

Joan and Frank spoke with Patrick DelloRusso. He would like an idea of what Frank thinks he can make towards his pay. Then he will take this to the Board of Alderman. Mike Interbartolo said he would rather see Patrick DelloRusso request all of Frank's salary for this year and any surplus that Frank makes will be put towards his next years salary. This needs to get firmed up as soon as possible...

D. Peak Software, www.peakinfo.com

Software has been ordered. Once MBA is off the ground Frank and IT will do an over the phone tutorial to install it.

E. Scholarships

The school department will issue a parent a letter that they are on free or reduced lunch and then recreation will give a full or half scholarship.

Recreation gave out approximately 14 scholarships this year. Next year Frank will put a one line advertisement on the bottom of the registration form that scholarship is available.

John Mercer would like to put Recreation to the top of the agenda in the future. It was agreed to do this starting next meeting.

V. PARK DEPARTMENT REPORT

A General Park Dept. Report

B. Projects

1. Hesseltine

Mayor Dolan has given \$8500 out of the bond money to redo the Hesseltine Playground. Would like to get it done before snow flies. Also a drywell will be installed on the lunchroom side of the playground where drainage is a problem

2. Common tot lot

Clean out is going to be done 11/28/08. Mayor Dolan wants it resurfaced and a track to be painted around the perimeter. John Mercer suggests a street hockey court

3. Tulip plantings

Nick Gove started this several years ago. Joan is continuing it by buying 1000 bulbs and having them planted at the parks. Memorial Hall and City Hall also got involved so really 3500 bulbs will be planted this fall.

4. Foss Park

Ripley School equipment has been moved into Foss Park. Mulching will be done in the spring. Looks very nice.

5. Bench program

DPW asked Joan to price and order benches for various green areas around Melrose. Bob Christiansen mentioned that some of the benches on the golf course need to be replaced. Joan said she and Mike Farrell will go over this before winter.

6. Geese Proposal

Joan explained the process. She has handed off the proposal to the Health Department. The Health Department would like the Park Commissioners' approval for the work to be done.

Motion: By John McLaughlin to approve the proposal from the Department of Agriculture to help with the goose problem and to look into expanding the scope of work to include Mt Hood.

Second: John Mercer

Vote: Unanimous

Joan Bell would like to do an article in the newspapers before the project starts to help people understand it.

C. Financial Report Park Dept. Budget FY08

No questions

D. FY09 Budget

No questions

VI. NEW BUSINESS

A 2009 Park Commission Meeting Calendar

Bob Christiansen requested that the Park Commission meetings be changed to Monday nights to help his work schedule. All agreed this was ok. Joan will redo the schedule and send it to the BOA, school committee, mayor, clerk, conservation commission and Ralph Sarni.

Motion: By John McLaughlin to adjourn

Second: Bill Gardiner

Vote: Unanimous