

**Park Commission Meeting  
October 8, 2008**

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

I        SIGNING OF WARRANTS

Warrants were reviewed and signed.

I.        APPROVAL OF THE MINUTES

None

III.     MOUNT HOOD REPORT

A. MOUNT HOOD

1. Report on Membership

a. Membership Refund Request

By Mr. Rossetti. Came in after deadline for submission. Policy says requests must be in by June 30<sup>th</sup>. Request came in September 23<sup>rd</sup>.

**Motion:** By John Mercer to deny refund.

**Second:** Bill Gardiner

**Vote:** Unanimous

2 Outstanding Gift Certificates

G.C. down from last month, at about \$23,000 this month.

3. Monthly Financial Report

Revenue up \$40,000 YTD, but down 300 rounds YTD. Rounds are down 600 in September. 2 outings were changed to October.

a. Food/Beverage

F&B down YTD by \$25,000 mainly because of renovations in the function rooms in the beginning of the year.

b. Pro Shop

Pro Shop is level.

MTD \$179,584.70

YTD \$1,324,866.47

4. Marketing Plan Update

Phil Friel would like to institute a fall promotion. Allow junior members and senior weekday members to play on weekends after 1:00pm. A non-member will pay a twilight rate.

5. Report on General Operations of Golf Course

a. Report on Staffing Level

Currently 17 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

An updated schedule was submitted and reviewed. League play is over. Still have several tournaments coming up.

d. Update on 2nd Fairway

Mike Farrell did monitoring of the 2<sup>nd</sup> fairway. Basically shows that the balls that were coming into Mr. Sarnis' yard were coming in from the tee. They were coming in straight not hooking in. Mike and Phil watched again today and have several suggestions. Have to hit it 240 to 250yards to get to Mr. Sarnis yard in the air. If trying to stop balls in the air Phil suggests planting trees at a 45 degree angle or putting up a net on. Putting something on the fairway would not help and doing something to the traps would not be helpful Phil and Mike feel.

Ralph Sarni stepped forward to discuss the issue. Phil Friel suggests approximately 4 trees on the tee side of the pot bunkers. Mr. Sarni asked if a different fairway could be used for afternoon lessons. He would like to see a little better control by rangers. It was agreed that a different fairway could be used for lessons. Evergreens would probably be used.

**Motion:** By Bob Christiansen to purchase and install 4 evergreen trees, \$400 each, on the left side of the 2<sup>nd</sup> fairway in the spring.

**Second:** Bill Gardiner

**Vote:** Unanimous

e. Update on 14<sup>th</sup> Fairway

Sand trap has been filled in on the right and sodded. Grounds crew will continue cutting fairways more directional to the right.

f. Update on irrigation system replacement

All equipment is in, materials are in. Project is awaiting installation.

g. Update asbestos removal lower maintenance garage

Project is complete. Air quality report came back fine. Mike Ford is painting and should be moving back in soon. Final cost was \$3300.

h. Update on feasibility Study – Mike Interbartolo

Mike will get together with John McLaughlin tomorrow and start moving forward on it.

i. Discussion on change in Mass Liquor Law

Joan has given the info to the City Solicitor. She has not received anything back yet. Mike Interbartolo stated this is a park/municipal golf course. This could be an issue, so make sure that the City Solicitor is reminded of this. Possibly put info on this subject in the policy packets that will be going out to members. GMC wanted to know if the Park Commission is interested in this as beverage carts will be scarce if they get the OK to have one. The Park Commission is in favor of beer on a beverage cart, but, not hard liquor.

**Motion:** By John Mercer to change order of agenda to Wood Request

**Second:** Bill Gardiner

**Vote:** Unanimous

m. Wood Request

Peter Mortimer came forward to request, as a neighbor of Mt Hood, to collect and take loose wood for personal use from Mt Hood property. The wood is downed wood along the road that cuts across the 17<sup>th</sup> fairway going up to the tower. Joan stated that Mike Ford and Mike Farrell (GMC) need to decide if it is wood that is being used for the Mt Hood fireplace and from there the Park Commission needs to decide if taking the wood off property is ok. No chain saw will be used.

**Motion:** By Bill Gardiner to allow Peter Mortimer this once to take the described wood off Mt Hood property subject to GMC agreeing that it is not wood to be used by GMC.

**Second:** Bob Christiansen

**Vote:** Unanimous

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

Mike Interbartolo would like to start the process now to get all thinking about rates, and policy changes before the packet gets put together that is sent out to all members.

k. Clubhouse AC

Joan Bell spoke with Bob Beshara and brought him the documents from HVAC. Bob went through documents. AC was not done previously because of pricing. Bob said that the packet is over 2 years old and that the engineer would have to update it to make sure all of the laws and codes are up to date. Joan attempted to contact RW Sullivan (Mark Sullivan –original author) to review and update the package. Joan requested permission to get together with RW Sullivan, when contacted, and have them review/update the drawings and specs to get the package ready to go out to bid. Park Commission agreed.

l. Update clubhouse patio lights

Joan Bell has 3 proposals. Jim Norris is the least expensive at \$3600. This is for materials and installation. His proposal includes 20 small safety lights. They are 3 tier low voltage lights. They will cover the 2 walkways and a little across the front patio. Date of installation not known yet. Joan Bell will contact him if approved.

**Motion:** By Bob Christiansen to approve the expenditure of \$3600 for Norris Electric to install safety lighting on the front walkways and patio.

**Second:** John Mercer

**Vote:** Unanimous

Fall Weekend Promotion revisited: All weekday members can golf after 1pm on weekends. Twilight rates will be: Adult non-members 28\$, Jr and Sr nonmembers 16\$. Promotion will be advertised by email and newspaper.

**Motion:** By Bob Christiansen to adopt the rates as stated.

**Second:** Bill Gardiner

**Vote:** Unanimous

Mike Interbartolo requested that the fall twilight rates and policy should be put in the packet that gets sent out to all members.

#### B. FY08 BUDGET

FY08 budget has just been closed out. Joan reported that approximately \$1.5 million was brought in and approximately \$1.6 million was spent. Overspent by approximately \$127,000. However, approximately \$117,000 was encumbered and brought forth to FY09.

#### C. FY09 BUDGET

Mike Interbartolo requested a listing of capital improvements that have been approved for this year to be provided at the next meeting.

### III. RECREATION DEPARTMENT REPORT

#### A. Status Report on Revolving Fund Account FY09

Summer programs netted approximately \$12,000. MBA winter basketball is not on the books yet.

#### B. Report on Summer Programming Evaluations

Frank provided evaluations and summaries of all summer programs that he was able to evaluate. For the most part people were pretty satisfied with the summer programs and the staff.

#### C. Report on Fall Programming

Most programs offered this fall are new programs. Frank reported that all fall and winter programs are running in the black. A hurdle he has hit is that people are not used to recreation running fall programs. Cross Country and Volleyball have been very well received. Set up 2 cross country meets. Middle School principal will pay for transportation for second meet in Gloucester. The FreePress and Weekly News and website have been helpful in advertising. Frank explained how he has hired vendors how he has decided on programs to run. Middle School has offered use of their music and art rooms in the future. Mike Interbartolo asked for a list of vendors at the next meeting.

Side note: Mike Interbartolo asked Joan Bell to get information on the dirt bike issue from GMC, He also requested that Joan get an update from the conservation commission and Bob Boisselle, on the planning and upgrading of trails at Mt Hood that has been brought up recently.

1. Recreation Website : [www.cityofmelrose.org](http://www.cityofmelrose.org)

Frank has redone the recreation website. Much more organized and shows a variety of programs to try meeting all residents' needs. Trying to get residents use to going to the web site for information on programs and events

2. Skateboard Lessons

Well received.

3. Middle School Intramural Programming

Volleyball, Cross country well received. Field Hockey not enough to run.

4. Fitness Programming

Adult program is running at Mt Hood. Youth program not enough to run.

5. Update Travel Basketball Program

See packet included.

D. Reports on Recreation Dept. Budget for FY09

Mike Interbartolo pointed out that clearly the directors' salary will not be supported this year by the revolving account. Joan Bell reported that she will meet with Patrick Dello Russo on how the directors' salary will be paid.

E. Peak Software [www.peakinfo.com](http://www.peakinfo.com)

Mayor Dolan has agreed to pay the initial setup fee approx \$5000 out of his budget Recreation Department will take on the annual fee of \$1250 starting around Oct/Nov 2009.

E. Scholarships

Frank and Joan contacted the school department and they were not willing to give information on a child's lunch program status. Frank has 10 requests for scholarships at this time. Frank will check into requiring the parent to show proof that he/she is on free/reduced lunch. Mike Interbartolo asked that Joan run this by Atty. Robert Van Campen. Mike Interbartolo requested that a blurb be put into the local paper and on the website that scholarships are available. Travel Basketball is excluded from scholarships.

## V. PARK DEPARTMENT REPORT

### A General Park Dept. Report

#### 1. Boat Permit

Mike Interbartolo requested that Joan Bell put information in the local papers regarding the new boat permit guidelines. City Solicitor Robert Van Campen has approved the permit as submitted.

#### 2. Superintendents Position/Administrative Position

Need to remove "interim" from Joan Bell's Superintendents title, and make it a permanent position.

**Motion:** By Bob Christiansen to remove interim from Joan Bell's title and make it permanent

**Second:** John Mercer

**Vote:** Unanimous

Need to vote on Cindy Brickley as permanent Administrative Assistant.

**Motion:** By John Mercer to make Cindy Brickley Permanent Administrative Assistant.

**Second:** Bill Gardiner

**Vote:** Unanimous

B. Projects

1. Morelli Field Lights

Was on the BOA agenda last Monday night, the order was passed. Joan Bell reported that since the project is no longer an emergency it will have to go out to bid in the spring.

Soccer (west knoll) scoreboard has some lights out. Scoreboard was donated. Mike Interbartolo pointed out when the scoreboard was approved that it was agreed that the school department would maintain it. Joan Bell will print out the agreement and email it back to Pat Ruggiero.

2. Common Basketball Court

Was resurfaced looks great.

3. Lebanon Park

Project is just about complete it included adding irrigation, new slide, resurfacing basketball court and a new swing set. The Mayor would like to do a dedication/grand opening in the spring.

4. Skateboard Park

Is up and running. A little difficult to police, work in progress, Police request that more signs be posted. Bikes might become an issue. Grand Opening brought down 60-70 kids and families.

5. Franklin Tot Lot

Early Ed is now housed in the Franklin School. New playground equipment has been installed in the tot lot in the back.

6. Geese Control

Geese have been a problem this season the Athletic Director has been in constant contact. Ruth Clay declared that there is no epidemic of sickness due to geese. Joan Bell requested that the AD implement policy that teams need to take showers directly after practice/ need to work with the city. Joan Bell has done a lot of research on geese control. She spoke with the Board of Health in Winchester. They use the Department of Agriculture. Joan ask them to come up and look over the city's needs and come up with a proposal based on their findings. A year long program costs approximately 4000\$.

Joan would like to see this program run out of the Health Department as in other cities. She has given all the information to Ruth Clay with the Department of Agriculture's contact information.

C. Financial Report Park Dept. Budget FY08

No questions

D. FY09 Budget

No questions

VI. NEW BUSINESS

A. 2009 Park Commission Meeting Calendar

Joan Bell requested that all members review dates and will put on agenda next month

B. Office Maintenance

Mike Interbartolo would like Joan to check the GMC contract to see if it is in their contract. City hall uses ACP. Joan Bell spoke with them there proposal was \$250 for a first cleaning, then \$180 per month after that.

VII. PUBLIC PARTICIPATION

None

**Motion:** By Bob Christiansen to adjourn

**Second:** Bill Gardiner

**Vote:** Unanimous