

**Park Commission Meeting
January 3, 2008 (as amended)**

Present: Sue Cann, Bob Christiansen, Bill Gardiner, John Mercer, Nick Gove and Joan Bell, Mike Interbartolo, Bob Beshara

I. Mowing & Maintenance Contract

City Engineer & Superintendent of Public Works Bob Beshara was present at the request of the Park Commission to discuss the Mowing and Maintenance Contract renewal. In early December, Bob sent a memorandum to the Park Commission recommending the contract not be renewed for the following reasons:

- § Due to the payment structure of the Contract, I am unable to provide the Auditor with accurate revenue projections for FY2008 and FY2009.
- § The structure of the Contract requires an excessive amount of paperwork including multiple notice-to-proceed for each work item and extensive invoicing for each work item performed.
- § The current payment structure is suitable for a construction contract; however, being a maintenance contract the M&M contract should provide equal monthly payments for the term of the work. This form of payment will allow me to provide the Auditor with accurate cost projections for budgetary purposes and should allow for more competitive bidding.

Bob reiterated the points in his memorandum to the Park Commission. Bob feels the current format of the contract is appropriate for a unit price construction contract however it creates confusing and unnecessary administration for a periodic maintenance contract.

Bob requested the Commission to go into executive session so he could discuss in greater detail how the contract be restructured in the future. Bob stated discussing proprietary financial information pertaining to an existing contract is inappropriate for public discussion because such information may jeopardize the City's ability to properly bid a future a contract.

Motion: By Bob Christiansen to go into executive session to allow Mr. Beshara to discuss proprietary financial information and administration regarding the current Mowing and Maintenance Contract. Note: No votes will be taken.

Second: Bill Gardiner

Roll call vote; 6:27 PM

Bill Gardiner Yes

John Mercer Yes

Bob Christiansen Yes

Sue Cann Yes

Mike Interbartolo entered the executive session at 6:39 PM

After exiting executive session, the Park Commission agreed to delay their opinion as to whether they should renew the existing Mowing and Maintenance Contract until City Engineer & Superintendent of Public Works Bob Beshara has an opportunity to negotiate a possible renewal with ELM's authorized representative.

II. Mt. Hood Fire Alarm Project

Nick informed the Commission that twelve sets of plans and specifications went out and six bids were submitted. The apparent low bidder was CDS Contracting Services, LLC of Hanson, MA with a Total Base Bid of \$24, 800.00.

Motion: By Mike Interbartolo to award the contract to CDS Contracting Services, LLC subject to approval from the electrical engineer and the completion of reference checks.

Second: Bob Christiansen

Vote: Unanimous

III. Superintendent of Mt. Hood and Public Open Spaces Job Description.

The Commission reviewed and approved the revised job description (see below). The job description will be forwarded to the Director of Human Resources for approval.

Job Description Revised January 3, 2008

Title: Superintendent of Mount Hood and Public Open Space, Tree Warden

Department: Parks

Supervisor: The Park Commission and the Mayor

General:

Under the direction of the Park Commission, the Superintendent shall ensure that the management and operation of the Mount Hood Memorial Park and Golf Course facilities is conducted in compliance with contracts, agreements and the City Charter, and ensure that Public Open Spaces are properly maintained in cooperation with the Department of Public Works.

Responsibilities:

- Monitor the revenue, activities and operation of the golf course management company and other vendors to ensure compliance with all current contracts and agreements.
- Monitor and evaluate the physical plant of the golf course to ensure successful continued operation of the Golf Course and of Public Open Spaces.
- Develop, implement and evaluate annual operating and capital improvement budgets
- Develop and administer capital improvement programs for the Park Commission and the City as directed
- Oversee the Recreation Coordinator position and support seasonal recreation programs at all Melrose Parks and Public Open Spaces.
- Develop procurement documents and provide contract administration services for various professional service, supply and construction contracts
- Oversee the issuance of permits, collect fees and monitor compliance with relevant policies as established by the Park Commission for all activities.

- Evaluate the playability of all fields due to environmental and physical factors and inform all user groups of field status and closures.
- Interact with other City Departments as required or directed
- Serve as a resource to the Park Commission; formulate recommendations for consideration by the Commission and implement the policies and decisions made by the Commission. Attend meetings; prepare agendas for discussion, submit appropriate reports and studies and ensure that the minutes of all Park Commission proceedings are maintained.
- Act as the Park Commission's liaison to all community/user groups, responding to issues and concerns raised by them and/or neighbor groups, consistent with the established policies of the Park Commission.
- Prepare monthly financial reports for the Mount Hood Enterprise Fund, Recreation Department Revolving Fund and Parks and Recreation Department operating budgets for review by the Park Commission.
- Assist in the preparation of and actively seek grants related to field/park maintenance and construction, recreational activities, use of leisure time and related
- Coordinate emergency management operations including tree removal, snow removal and flood mitigation; oversee winter activities at Mount Hood and monitor the safety of the hills and ponds for those activities; and supervise the snow plowing required and the adherence to posted parking regulations.
- Plan, develop and implement the public street tree planting program, tree surveys, forestry plan and guidelines; coordinate with Department of Environmental Protection, other agencies and maintain required reports.
- Attend, coordinate, prepare minutes and maintain files for the Melrose Tree Committee meetings; coordinate Tree Committee activities with Public Works, private interests, contractors and vendors.
- Prepare grants; manage, coordinate and/or provide assistance for the Mass Re-Leaf Program, Tree City USA Award Program, Arbor Day, Heritage Tree Program and other similar programs.
- Provide support for the Public Works department Tree Division in the trimming, shaping, cutting and removing trees, stumps, shrubs and other plant materials; in the repair of roadway grass strips and landscape areas; and in the treatment, spraying and fertilizing of trees, shrubbery and plant materials.
- Function as liaison between the City of Melrose and the Pine Banks Board of Directors.
- Function as liaison between the Department of Public Works and the Park Commission on Tree, Parks, and Accounts Payable matters.

Qualifications:

- Bachelor's Degree required, preferably in a related area such as Golf Course or Parks Management or Maintenance.
- Three to five years of progressively responsible management experience in Golf Course Management and/or Maintenance, Parks Management or a closely related field.
- Three to five years experience in overseeing contract vendors.
- Demonstrated financial management experience.
- Familiarity with Massachusetts' General Law governing contracts and procurement and developing proposals and specifications for procurement of services preferred.
- Excellent written and oral communication, interpersonal and computer skills.
- Certification as a MA Certified Arborist from the MA Arborists Association.