

**Park Commission Meeting  
February 09, 2009**

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

**I SIGNING OF WARRANTS**

Warrants were reviewed and signed.

**Motion:** By Bob Christiansen to change the order of the day to address the Mowing and Maintenance contract.

**Second:** John McLaughlin

**Vote:** Unanimous

**V. PARK DEPARTMENT REPORT**

**B. Mowing and Maintenance Contract**

Bob Beshera explained the reasons for changing the contract. The first reason the contract was changed was because of its complexity. The second reason was that in these economic times bids for a contract will probably be on the low side. The contract has been separated into 3 contracts. One contract for mowing, raking, pruning- general maintenance. The second contract is for turf management- fertilizing, and management plans for each field. The third contract is for irrigation. This will be taken care of in-house. This should save a lot of money. Roy Sorenson and John Doherty will be overseeing the day to day operations under Bob Beshera and John Scenna. The term of the contracts is one year with one year renewals.

Mike Interbartolo would like to see in the renewal statement that no later than January 15th the city will notify the contractor in writing subject to the approval of the Park Commission. Bob Beshera agreed to this.

Bob Beshera said that by March 12<sup>th</sup> the bid opening could occur.

**Motion:** By John McLaughlin to approve the documents as corrected for a new Mowing and Maintenance Contract

**Second:** John Mercer

**Vote:** Unanimous

Joan requested that John Scenna would speak to the park budget and an update as to how the parks would be run this season. John explained their plan for the parks.

**III. RECREATION DEPARTMENT REPORT**

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

As of July 1, 2008 there was \$16,000 in the account. Current balance is \$80,000.

There are still expenses coming in. Frank needs to bring in \$3600 more to completely cover his salary.

B. General Recreation Department Report

Included in other reports.

C. Report on Winter Programming

MBA – Just finished all MBA programs, except for the high school level playoffs. Evaluations were given out. A recap of evaluations will be available for the next meeting. The general feedback is positive.

D. Report on Spring Programming

The spring programs were released on the website today, there are between 15-20 different events/programs listed. The girl's volleyball program has potential to be similar to the MBA, depending on the number of registrations. MACA has been working closely with Frank on art programs. Band Gig is a program that has great potential. Recreation will have a table at the health fair in March. On February 18<sup>th</sup> there will be an open skate and bbq at Mt Hood. GMC and recreation are working on this together. The cost will be \$2. The mayor is donating \$300 towards the food.

E. Peak Software

Joan and Frank sat down with the treasury department. A separate bank account is being set up at Eastern Bank. They have given the ok to get the Gateway Company on board.

F. Report on recreation Dept. Budgets

1. Recreation Salary FY10

Joan wants the PC to know what the recreation department is expected to cover. Health benefits have just been picked up. Mike will need a copy of the FY10 recreation revolving account recommendations before he goes to the BOA to request a cap increase. See Joan's letter on her FY10 budget recommendations.

IV MOUNT HOOD REPORT

A. Mount Hood- GMC

1. Report on membership list for 2009

Three memberships in for 2009

2. Outstanding Gift Certificates

Have the figures

3. Monthly Financial Report

There is still a discrepancy that Mike sees on the Performa report vs. the Greens Fees Report. He requests that this be corrected. Discrepancy is on the charities reported in Sept 2008.

2009 Total Revenues:

MTD \$2670.00

YTD \$2670.00

4. Marketing Plan Update

GMC had documents to show the types of promotions that they will be offering in 2009. GMC is still not totally set up with their new marketing company. By the April meeting GMC wants to have the year set up in terms of marketing so that the PC can approve it.

5. Report on General Operations of Golf Course

a. Report on staffing

There is currently 4 staff on hand.

b. Copy of Maintenance Log and Current Certification

A copy was submitted and is on file.

c. Update on kitchen plans

Phil Friel said that there was going to be a subcommittee set up, but, he never heard from anyone on this. He asked a couple of times. Mike said it could be set up tonight.

d. Update on Feasibility Study

The document handed out is the version with the changes/additions in bold and the deletions in italics.

**Motion:** By John McLaughlin to launch the feasibility study by approving the request for services as revised. Joan will put it in the Central Registry for the 2 weeks that it needs.

**Second:** Bob Christiansen

**Vote:** Unanimous

e. Discussion on change in Mass Liquor Law/Liquor Cart

Bob and Mike met with the mayor today. He is open to the PC looking into it. Mike would ask that GMC prepare a packet of information on how they handle the liquor cart at their other facilities and how they would handle it at Mt Hood. Bob and Mike would put together some criteria that they feel is important. Bob, Mike and GMC will get together and bring a recommendation to the full PC. Once that is done they will call a neighborhood meeting. The PC has to go to the BOA for approval to amend the ordinance and then GMC will have to go to the Liquor Commission to amend their liquor license. These directions were given by Atty. Van Campen. Mike would like to get this done in the next 2 weeks. Some info he would like from GMC is days of week offered, hours, who would handle it, staffing, cans, cups, controlling, what cart looks like. When Bob, Mike and GMC meet on this they can also talk about the kitchen plans and the feasibility study possibilities as related to golf. GMC might have some very good suggestions on feasibility study, e.g., a new hole, bike trail, etc.

f. 19<sup>th</sup> hole roof repair

Joan reported that there were over 20 requests for the RFP. 17 sent in proposals. The lowest apparent bidder was Pantera. The bids went from \$10,000 to \$24,000. Pantera said that it would probably take him 2 days to do the job. He would get a couple of dumpsters here and pending the PC's approval he would start as soon as the weather permits. He gave Joan 2 references. They were very happy with his work. He must provide an assurity bond.

**Motion:** By John McLaughlin to approve the low bidder for the 19<sup>th</sup> hole roof repair project.

**Second:** Bob Christiansen

**Vote:** Unanimous

g. Clubhouse AC System

Joan had some questions from RW Sullivan and wanted to clarify that the 19<sup>th</sup> hole(bar area) is not included in the AC and is a separate project. GMC was asked what they thought. Phil Friel suggested slimline/Mitubishi units in the bar area. RW Sullivan sees the project being 5 units, 3 on one side, and 2 on another. Placement of the units was discussed, on the roof top or down below by the propane tanks. The PC prefers down below. RW Sullivan is also looking for the R rating. The project should be finished by April.

B. Report on requests for rentals of clubhouse, league play, golf tournaments

1. Williams Tournament

The family has been talked to. It will take place, Friday, August 21, 2009 8am. GMC could give them a mailing list from Mt Hood memberships/jr memberships

2. Other functions are coming in. With the economic climate GMC is pleased.

C. GMC is about ready to put on the wind block doors outside of the function hall and park/recreation door. Permit has already been secured.

D. There has been a request for a wedding on the range. There will be a tent and some chairs for the ceremony. It will be Oct 11 or 12<sup>th</sup>. The PC is ok with this.

E. FY09 Budget

No questions

F. FY10 Budget

Mike explained his rough draft of Mt Hood's 2009 budget. Mike sees costs coming to about \$230,000. Joan will correct any numbers that are not right.

**Motion:** By John McLaughlin to approve the 2009 Mt Hood budget.

**Second:** Bob Christiansen

**Vote:** Unanimous

V. PARK DEPARTMENT REPORT

A General Park Dept. Report

Joan has had meetings with user groups on spring field requests. The high school would like a new javelin area and maintenance to the jump pits. It is not in the budget, John Scenna is willing to do the work but the school will have to pay for it. Joan is waiting on proposals for the Common Tot Lot. It will be paid for out of the Mayor's fund. Joan drew up CAD plans with an engineer.

The spring opening of Lebanon Street Park will be in April. The mayor would like to have a ribbon cutting event.

Joan took Ruth Clay and Diane to some sites for possible dog park. No further info.

C. Financial Report on Park Department

1. Lions Club- Reconciling Concession Money

Joan has had a meeting with Mr. Zinc from the Lions Club. She has allowed them to hold onto the money for now to purchase supplies. Mike requested that a concession stand update be put on next months agenda.

D. FY09 Budget

E. FY10 Budget

VI. NEW BUSINESS

Mike has a conflict with next months meeting and would like to change it to Wed, March 11<sup>th</sup>. All agreed this was ok. Joan will notify the appropriate people.

Joan just received a letter from the Friends of Melrose Baseball. They would like to donate a wireless scoreboard at Morrelli Field. They do need an 110v power source. Joan spoke with John Scenna and he would need to decide what voltage the power is that is at the scoreboard now. Mike asked who would pay for any changes that need to be made. John suggested that he believes the high school employs its own electrical company.

**Motion:** By John McLaughlin to allow a new scoreboard be donated to the Morrelli Field pending verification of the electrical power and finding out who would pay for any electrical work that would have to be done.

**Second:** Bob Christiansen

**Vote:** Unanimous

**Motion:** By John Mercer to adjourn

**Second:** John McLaughlin

**Vote:** Unanimous