

2005

FIELDS COMMITTEE REPORT



CITY OF MELROSE

FEBRUARY 2005



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SECTION 1 - PREAMBLE

In the summer of 2000, the City of Melrose published an *Open Space and Recreation Plan*, which provided a five-year framework for maintaining and preserving open space and recreation areas in the City. In its report, The City's Office of Planning and Community Development concluded that Melrose had a significant shortage of usable recreation space, with the most significant need being the development of playing fields.

Over the past five years, a portion of the playing field need has been met with the development of a new multi-use turf field at Pine Banks Park, but the need for new playing fields, as well as the upgrade and/or conversion of existing playing fields remains as a significant issue for the City of Melrose.

The purpose of this report is to: (1) provide an updated assessment on the sufficiency and condition of Melrose's playing fields, (2) provide specific recommendations for improvements and/or modifications that should be made to the City's existing playing fields, and (3) outline options available to the City for the development of new playing fields and facilities.

SECTION 2 - INTRODUCTION

A. Establishment of a Fields Committee

In the fall of 2004, Melrose Mayor Robert J. Dolan organized a Fields Committee to:

1. Assess the current condition and adequacy of playing fields and recreational facilities¹ in the City of Melrose,
2. Provide specific recommendations to satisfy the needs of the City's various athletic user groups, as well as the needs of City residents who utilize playing fields, parks and recreational space, and
3. Outline options for the City to consider in connection with the development of new playing fields and recreational facilities.

Volunteers appointed to the Fields Committee include, Melrose municipal staff, elected city officials, school department staff, leaders of youth athletic organizations, leaders of high school athletic booster organizations, and Melrose citizens interested in serving the community, with no vested interest in, or allegiance to a particular athletic program or group. Sue Lawson Cann, Melrose Park Commissioner, served as chair of the Fields Committee. A complete Fields Committee roster is included in Appendix A.

B. Overview of Process

Members of the Fields Committee met regularly as a group from October of 2004 through February of 2005. Initially, each Committee member was assigned to participate in one of three sub-committees, Benchmarking, Finance and Assessment. Charters for these sub-committees were as follows:

Benchmarking:

Gather benchmark information on how neighboring communities manage the following:
(1) Manage and maintain playing fields and facilities (2) Issue field permits (3) Administer user fees

Finance:

Compile a comprehensive list of annual costs incurred by Melrose's Park and Recreation Departments, Melrose's School Department and the City's various athletic user groups for playing field maintenance.

Assessment:

Develop a comprehensive outline of repairs and/or improvements for each of Melrose's existing playing fields, to accommodate the needs of Melrose's various user groups (youth organizations, public schools, adult recreation programs, children and other citizens of Melrose).

¹ The Committee did not assess playgrounds at elementary schools.

The report of each sub-committee is included in Appendices B, C and D.

In addition to participation in one of the sub-committees, Fields Committee members toured each Melrose playing field and facility to observe the condition of the playing areas. Committee members also toured the open space at Mount Hood to assess its development potential. The members also met with representatives of Pine Banks Board of Trustees to gain an understanding of that organization's charter, policies on usage, and plans for future playing field and facility development. Finally, the Committee met with individuals involved in the planning and construction of the new Melrose Middle School, to gain a clear understanding of how that major construction project will impact playing fields and facilities in the City of Melrose.

Based on the information gathered, the Fields Committee developed a list of *Recommended Action Items* for City officials to consider. Action items were broken down into three categories:

Short-term Action Items:

Short-term action items were categorized as items that could be addressed within the next two fiscal years. These items are operating in nature, may be carried out by city employees (or under the supervision of the Public Works Department) and may be funded from the operating budgets of various City departments.

Long-term Action Items:

Long-term action items were categorized as items that may take more than one year to complete. These items are capital in nature, may be carried out by City employees, or put out to bid; and be funded from the capital budget

Policy Matters:

Process oriented action items that will facilitate communication between City employees and the various user groups. A user guide explaining existing policies and procedures is included in Appendix E. The Park Commission will review this user guide for adoption. Once it has been adopted, copies will be distributed to the President or senior officer of each youth and adult athletic group in the City. It will also be posted on the Park Commission's page of the City's Web site

All recommendations have been prioritized based on the Fields Committees assessment of community need, current playing field conditions (safety), estimated cost to complete, as well as the overall impact/benefit to the community at large.

SECTION 3 - ANALYSIS OF PLAYING FIELD NEEDS AND CONDITIONS

A. Playing Field Usage:

The Melrose Recreation Department Director estimates that 5,000 Melrosians use one or more of the City’s athletic fields and facilities over the course of a calendar year (this represents approximately 18% of the City’s total population). The Director also estimates that 300 organized teams use Melrose’s fields.

B. List of Playing Fields:

There are 23 outdoor facilities accessible to Melrose residents for athletic and recreational use. All of the outdoor facilities fall under the City’s jurisdiction, with the exception of Pine Banks. Pine Banks is controlled and managed by a Board of Trustees. Listed below are the names of Melrose’s playing fields, their usage and location.

<i>Name of Field or Facility</i>	<i>Usage</i>	<i>Location</i>
<i>Fred Green Memorial Field</i>	High School Football and Field Hockey; Pop Warner Football	Tremont Street
<i>Track</i>	Recreation use only; The Middlesex League has classified this track as non-regulation and unsafe for use. As a result Melrose High School does not host home track meets.	Tremont Street
<i>Morelli Field</i>	High School Baseball, Babe Ruth Baseball, Gately Rams Baseball	Tremont Street
<i>High School Practice Field</i>	High School Football and Pop Warner practice field	Lynnells Parkway
<i>Cabbage Patch</i>	High School Field Hockey practice; Little League T-ball	Lynnells Parkway
<i>Common Park</i>	Youth Softball, Adult Recreation Softball, Youth Soccer	Larabee, East Foster, Laurel and Sixth
<i>Conant Park</i>	Little League Baseball	Conant Street
<i>Franklin Field</i>	Youth Soccer	Off of Franklin Street
<i>Gooch Park</i>	Recreational Basketball	
<i>Hesseltine Park</i>	Freshman Softball, Youth Softball, Little League Baseball, Youth Soccer	Hesseltine Street
<i>Knoll Varsity and Small Sided</i>	High School Soccer, Youth Soccer, Adult Recreational Soccer	Lynnells Parkway
<i>Knoll Field East</i>	Junior Varsity and Freshman Soccer, Youth Soccer	Lynnells Parkway
<i>Lewis Monk</i>	Little League Baseball	Tremont Street
<i>Lebanon Street Park</i>	Youth Softball	Lebanon Street
<i>Lincoln Park</i>	Recreation	Pleasant Street
<i>Messangers Field</i>	Out of Commission	Brunswick Park (Roosevelt School)
<i>Washington Park</i>	T-ball	Lynde Street

Crystal Street Tennis Courts	High School Tennis, Recreation	Crystal Street
Tremont Street Basketball Court	Recreation	Tremont Street
Tremont Street Tennis Courts	High School Tennis, Recreation	Tremont Street
Colby Park	None noted	LynnFells Parkway
Pine Banks	Multi-use facility used by High School Soccer, Baseball and Softball. Also used by Babe Ruth, Little League Baseball and Youth Soccer.	Main Street

C. Unmet Needs:

The Assessment subcommittee conducted an informal survey of athletic user groups and high school coaches to determine the adequacy of Melrose’s playing fields and unmet needs. Some of the more significant unmet needs are as follows:

Melrose High School:

Track and Field – Melrose High School’s winter and spring track teams (boys and girls) cannot host home track meets. Melrose does not have an indoor track facility for Winter Track. Winter Track athletes train in hallways and outdoors (often in difficult weather conditions). The City’s outdoor track facility does not meet regulation in terms of size and safety, as determined by the MIAA and the Middlesex League Athletic Directors.

Field Hockey:

The Melrose High School Girls Field Hockey Team does not have a regulation size practice facility. varsity, junior varsity and freshman teams must practice on the Cabbage Patch field, which limits the quality and effectiveness of team practices.

Girls Softball:

The Melrose High School Girls Softball Team does not have a regulation softball field within close proximity to the high school. varsity and junior varsity teams must travel to Pine Banks for practices and home games. The freshman team practices and plays on Hesseltine Field, which is not a regulation softball field.

Ice Hockey:

The Melrose High School Boys Ice Hockey Team does not have an ice skating rink within close proximity of the high school. Varsity and junior varsity teams must travel to Flynn Arena in Medford and/or Hockey Town in Saugus for practices. Varsity home games are played at Flynn Arena. The JV team does not have home rink.

Melrose High School does not currently have a girls ice hockey program. If funding becomes available to finance a high school girls' hockey program, the teams would need to search for ice outside of the city.

Lacrosse:

Melrose High School does not presently have a lacrosse program. If a high school lacrosse program were initiated, Melrose does not have a regulation size playing field for practice or games.

Youth Athletic Programs:

Babe Ruth Baseball:

Melrose has only two regulation size baseball fields available for use - Morelli Field and Pine Banks. Babe Ruth has also used Northeast Vocational Regional High School's baseball field; however its availability is limited. Morelli Field and Pine Banks Park are shared by a number of baseball organizations. Melrose Babe Ruth is sandwiched between Melrose High and the Gately Rams for use of Morelli Field. Babe Ruth also has limited access to Pine Banks. The limited number of regulation baseball fields in the City results in minimal to no practice time for youth athletes participating in Babe Ruth baseball and time limits being placed on games.

Melrose Youth Hockey:

Same need as High School Hockey

Melrose Youth Lacrosse:

Melrose does not presently have a youth lacrosse program; however, the Melrose Recreation Department does have plans to initiate a program in the near future. Melrose does not presently have excess playing field capacity for lacrosse in the City.

Shortage of Practice Facilities, in General:

Due to space constraints, almost every high school, youth and adult sports program must find open space to satisfy its practice needs. For example, Melrose High's football teams use the baseball outfield of Morell Field to practice in the fall. In the spring, youth baseball teams can be found practicing on any available patch of grass to get ready for the baseball season. Overuse (with no rest period) is the primary reason Melrose's existing playing fields are in generally poor condition.

D. Condition of Playing Fields:

With the exception of Lewis-Monk Field (completely renovated in 2004) all Melrose playing fields are in need of some type of repair and/or improvement. A “punch list” of needed repairs and improvements will be outlined below. A more detailed explanation of repairs and improvements can be found in Appendix D. Each item on the “punch list” was categorized as operating (< \$50,000 in cost) or capital (=>\$50,000 in cost). Operating line items were further broken down as “No Bid” (<\$10,000 in cost) and “Bid” (\$10,000 to \$49,999 in cost). “Bid” line items require the City to seek bids for the work.

Operating Repairs and Improvement Ideas - “No Bid”:

<i>Field Name</i>	<i>Description of "No Bid" Repair</i>
<i>Fred Green Memorial Field</i>	Resting and re-seeding the field in Spring to improve field playing surface ----- Installation of regulation goal posts ----- Addressing geese issues
<i>Morelli Baseball Field</i>	Improvements to temporary fence and installation system ----- Improvements to outfield and infield ponding issues and outfield surface ----- Infield and mound improvements and issues ----- Electrical improvements and upgrades to batting cages and dugouts ----- Irrigation Adjustments ----- Closing field in fall to rest and re-seed ----- Additional maintenance program improvements
<i>Practice Field</i>	Re-grading, loam and seeding
<i>Common Park</i>	Drainage issue near totlot
<i>Conant Park</i>	Removal of permanent outfield fence and replace with temporary fence ----- Maintenance of brook
<i>Franklin Field</i>	Maintenance of brook and fencing around brook
<i>Knoll Field East</i>	Installation of team benches and scoreboard ----- re-grade, loam and seed playing surface
<i>Lebanon Street Park</i>	Infield improvements
<i>Lincoln Park</i>	Infield improvements

<i>Messangers Field</i>	Electrical improvements
	Installation of scoreboard
	Installation of permanent bases and pitching rubbers
	Construction of batting cages
<i>Crystal Street Tennis Courts</i>	Wind screen replacement
	Installation of electrical outlets

Operating Repairs and Improvement Ideas - " Bid":

<i>Field Name</i>	<i>Description of Task</i>
<i>All Baseball Fields</i>	Back stop fabric and post improvements; individually a no "bid item" for each baseball field, but should be packaged and bid to ensure best pricing.
<i>Knoll (all fields), Lincoln Park, and Tremont Street Tennis Courts.</i>	Perimeter fencing; package and bid
<i>Common Park</i>	Unused tennis court area Conversion Concepts: skateboard, water, wiffle ball, street hockey parks; parking lot; combination of all the above. Upgrades to sidewalks around perimeter of facility
<i>Hesseltine Park</i>	Move basketball court, eliminate tennis court, upgrade playing area created
<i>Knoll Varsity and Small Sided</i>	Upgrades to field surface and drainage
	Installation of permanent fencing around playing field
	Installation of team benches
<i>Knoll Field East</i>	Installation of permanent fencing around playing field
<i>Messangers Field</i>	Finalization of school project issues regarding drainage and playing surface
<i>Washington Park</i>	Re-surfacing of basketball court pavement
<i>Tremont Street Tennis Courts</i>	Re-surfacing
	Perimeter fence fabric requires replacement

Capital Repairs and Improvements:

<i>Field Name</i>	<i>Description of Task</i>
<i>All Fields With Lights except Knoll</i>	Lighting upgrades: bulbs and ballasts
<i>Fred Green Memorial Field</i>	Re-grading, loam and seed/sod to re-establish crown in field
<i>Track</i>	Resurface and increase track length within existing facility
<i>Morelli Baseball Field</i>	Installation of netting along 3rd Base line near Tremont Street
<i>Practice Field</i>	Detention area improvements
<i>Cabbage Patch</i>	Field improvements
<i>Conant Park</i>	Basketball court removal, tot lot move and parking lot installation
<i>Gooch Park</i>	Installation 2nd basketball court ----- Reconfiguration of lighting
<i>Knoll Field East</i>	Installation of dry wells and drainage systems to decrease flooding and flooding impacts
<i>Lebanon Street Park</i>	Tot lot relocation to back of facility, construction of off street parking and conversion to T-ball park
<i>Tremont Street Basketball Court</i>	Clean up maintenance around perimeter Conversion of basketball court to skateboard park

SECTION 4 – RECOMMENDED ACTION ITEMS

A. Short-term Action Items – Recommended For Completion within the next two fiscal years:

The Fields Committee reviewed the entire “punch list” and prioritized the list based on need, ease/difficulty of completion and assumptions regarding availability of funds. The following repair, improvements and/or actions are recommended for completion by the City of Melrose within the next two fiscal years.

a. Operating Repairs and Improvements - “No Bid”:

- A. The City, as part of its operating plan for the spring of FY 2005 and summer of FY 2006, should address all of the repairs and improvements outlined above on the “No Bid” punch list.

b. Operating Repairs and Improvements - “Bid”:

A. Baseball Fields - Backstop Fabric and Post Improvements:

Backstop fabric and post improvements are needed on all baseball fields, except Lewis Monk. This repair would be a “no bid” item for each individual baseball field; however, to save money, the Committee recommends the work be packaged and put out to bid. All repairs of backstops and posts should be completed by mid-April (prior to the start of the baseball season).

B. Conversion of Hesseltine Park into a Multi-Purpose Playing Field²:

The City is in need of additional multi-purpose playing fields to accommodate sports such as Girls Field Hockey and Lacrosse. The Committee proposes the basketball court be moved to the “alleyway” off of Hesseltine Street. The Committee also recommends the tennis court be removed. Relocation of the basketball court and elimination of the tennis court would provide enough open space for a new multi-purpose playing field that would accommodate Field Hockey, Lacrosse, Youth Soccer and Little League Baseball. A new irrigation system, grading and seeding would also be required.

C. Knoll Field (11 v. 11) and Knoll Field (6 v. 6) Re-grading and Reseeding³:

Melrose Youth Soccer and Melrose Public Works Department have developed a plan to address these issues. Construction is planned to begin in the Spring of 2005.

² The Mayor’ office has made a commitment to complete this project by the spring of FY 2005.

³ The Mayor’s office and the DPW have made a commitment to complete this project by the spring of FY 2005. The work is being funded in part by a contribution to the City from Melrose Youth Soccer.

D. Fencing for all Knoll Fields, Lincoln Park and Tremont Street Tennis Courts:

Fences for these facilities need repair. To save money the Committee recommends all fencing work be packaged and bid as one project.

E. Messenger Field Drainage and Playing Surface Repair⁴:

Messenger Field was taken off-line during the construction of the new Roosevelt Elementary School. Plans were drafted as part of the Roosevelt construction project to build a regulation field for high school softball and youth softball (Messenger Field was used by Babe Ruth for its 13 year-old age group prior to construction of the new Roosevelt School). These plans did not materialize, leaving Messenger as a non-utilized playing field. While the Committee understands Messenger can no longer be developed into a regulation softball field, addressing the drainage issues and resurfacing the playing field will provide Freshman and youth softball with some field space.

F. Resurface Tremont Street Tennis Courts:

The Tremont Street Tennis Courts are in need of resurfacing. Fencing also needs to be repaired, but this project will be included in the packaged fencing bid discussed above.

G. Conversion of Open Space at Common Park:

The Common Park has open space that is currently used as a free form common play area. Ideas were discussed to section off/paint areas for wiffle ball and street hockey leaving room for free space for younger children for bike riding etc. Any conversion ideas for parking would require additional studies and may require the conversion or adjustment of how existing facilities are located at this complex. The committee does not feel this is a high priority.

⁴ The Mayor's office and the DPW have made a commitment to complete the work on this project by the spring of FY 2005.

B. *Long-term Action Items – Recommended for Completion within the next five fiscal years.*

The Commission prioritized capital items outlined on the “punch list” as follows:

1. *Lighting Upgrades: Bulbs and Ballasts:*

All playing fields with lighting, except for the Knoll, require new ballasts and bulbs. In the case of the football field, deterioration of the ballasts may be a safety issue. The Committee recommends all ballast and lighting work be packaged and bid as one project.

2. *Re-grading, Loaming and Seed/Sod of Fred Green Memorial Field.*

Work is needed to re-establish the crown in the football field. Re-establishing the crown will improve drainage on the playing surface; thereby making the field more durable for multi-use and safer for the athletes.

3. *Conversion of Tremont Street Basketball Court To a Skateboard Park; Replace Tremont Street Basketball Court With Second Court at Gooch Park.*

Skateboard enthusiasts in the City currently have no place to go. Basketball enthusiasts congregate at Gooch Park in the summer months around one basketball court. A conversion of the Tremont Street Basketball Court to a skateboard park, coupled with the addition of a second basketball court at Gooch Park would fill two needs at a relatively low cost.

4. *Conceptual Study of State of the Art, Multi-Purpose Athletic Facility at Mount Hood:*

The Mount Hood Golf Course and Memorial Park currently sit on 230 acres of open space. A portion of this open space (with indications of use as a dumping ground by the city at some time) appears to be well suited for a multi-use sports facility. This space may be accessed from Penny Road; is in relative close proximity to existing water and sewer lines; is an ample distance away from the golf course and other recreational areas; and should not interfere with wetlands and/or other environmentally protected areas. The Committee recommends the City conduct a formal engineering evaluation, survey, and conceptual study of the site, and that a topographic photograph of the Mount Hood Golf Course and Memorial Park be taken. If, in fact, the site was once used as a dumping facility, grants and programs should be evaluated and investigated in order to determine whether clean up of this site can be considered beneficial to the environment and result in project cost savings to the City.

If the conceptual study finds that development of a new state of the art athletic facility is feasible, the Committee recommends action be taken immediately to develop the site.

5. *Development of a Regulation Size Outdoor Track Facility:*

Melrose does not have a regulation outdoor track facility. The existing track facility that wraps around the football field is undersized (too short and narrow); has a running surface in need of repair; has no javelin area; make shift high jump and long jump areas; no shot put or discus area; and has drainage issues. As a result, the Melrose High School Track Team cannot host track meets (i.e. all Melrose High track meets are held outside of the City).

The track could be extended further into the baseball outfield to meet MIAA regulatory standards. The proposed track would extend 32 ft further into the baseball outfield from the outside edge of the existing track to outside edge of proposed track. This would create a 400 meter track in length with a width equal to 22 ft. Additional area gained on interior could be used to accommodate other track and field events and also provide the football field with additional sideline space.

If a regulation outdoor track facility can be included in the Mount Hood project noted above, this development project will not be necessary.

6. *Knoll Field East Installation of Dry Wells and Drainage System:*

Installation of a dry well and pump system will allow this field to drain faster, thereby allowing for better utilization. While the dimensions of the field are not regulation 11 v 11, it does serve as a much-needed practice facility for high school soccer, as well as a game facility for youth soccer.

7. *Conversion of Conant Park to a Multi-use Facility:*

Removing the existing permanent outfield fence and replacing it with plastic temporary fencing would allow for conversion of this playing field into a multi-use facility. Other sports including, but not limited to soccer, field hockey and lacrosse could use the facility.

The issue of neighborhood parking would also need to be addressed. Elimination of the existing basketball court, along with a relocation of the tot lot to the basketball area would allow for use of the existing tot lot area for parking space.

8. *Lebanon Street Park:*

This park could be converted to a T-ball facility and recreational area, with parking by switching locations of the baseball field and playground area. The existing playground could be moved into the existing baseball outfield in the rear of the park, and a small parking lot could be located at the spot of the existing playground. This parking lot would ease the congestion on Lebanon Street.

9. *Purchase of Flynn Rink*

Over the past few years, The Commonwealth of Massachusetts has floated the idea of privatizing MDC ice skating rinks. If this plan is carried out by the state, the City of Melrose may wish to investigate the purchase of this facility.

10. *Morelli Baseball Field Netting:*

The City may wish to consider the installation of netting along the first base/right field foul line, and along the third base/left field foul line to keep foul balls in the park

APPENDIX A – FIELDS COMMITTEE ROSTER

Name	Address
Sue Lawson Cann, Chair	123 E. Foster St.
Michael Tarpey	21 Leah St.
Steven Binari	73 Cottage St.
Alice MacInnis	Melrose High School, 360 Lynn Fells Parkway
Joe Huggins	Melrose Public Schools, 360 Lynn Fells Parkway
John Scenna	City of Melrose Public Works Dept., City Hall
Chuck Person	City of Melrose Parks and Recreation, Mount Hood
Henry S. Hooton	66 Stillman Road
Nick Lento	22 Whitman Ave.
Bill Forbes	41 Mystic Ave.
Karen Lenehan	11 Dartmouth Rd.
Jack Dion	10 Country Club Road
Holly Killmer	City of Melrose Planning Department, City Hall
Maureen Sullivan	21 Sixth Street

APPENDIX B – BENCHMARK SUBGROUP REPORT

	<u>Lexington</u>	<u>Reading</u>	<u>Winchester</u>
Maintains fields	DPW	DPW	DPW
Budget - DPW	\$699K, \$607K wages	No information	No information
Contributions	None	13K from Rec. Dept. Some user groups	Soccer/Baseball contribute funds
Staff dedicated to fields	10	4	4
Outside contracts	Just lining fields	None	90% in-house
Ultimate authority	Park and Tree Div.	DPW and Rec. Dept.	School year-School Dept. DPW/Rec. Dept others
Pays for materials	Park Division Some charge back	DPW pays for clay	DPW
Issues permits	Rec. Dept.	Rec. Dept.-Div of DPW	Rec. Dept.
Fee for permit	\$10 per player	\$10 fee per player	None for youth groups \$20 average for others
Use of Fees	Some to DPW/Rec. Dept. enterprise fund	Funds Rec. Dept. \$13K to DPW	Rec. Dept.
Square Miles	16.48	9.84	5.9
Population	30,355	23,708	20,810
	<u>Burlington</u>	<u>Stoneham</u>	<u>Watertown</u>
Maintains fields	Rec. Dept.	DPW	DPW
Budget - DPW	728K Total	No specific information	\$150K
Contributions	None	None	None
Staff dedicated to fields	8	0	4
Outside contracts	Herbicide spray	\$15K for mowing \$13K for field maintenance.	Turf maintenance, grass maintenance
Ultimate authority	Rec. Dept.	DPW	Park Department
Pays for materials	Rec. Dept.	Included in contract	Park Dept.
Issues permits	Rec. Dept.	Rec. Dept.	Rec. Dept.
Fee for permit	None for youth groups \$30 for others	None	None for youth group \$25 resident groups
Use of Fees	Revolving account	-	Rec. Dept.
Square Miles	11.84	6.03	4.09

Population	22,876	22,219	32,986
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Belmont

Maintains fields	DPW
Budget - DPW	\$26K Field Maintenance
Contributions	No user contributions

Staff dedicated to fields	5
Outside contracts	None
Ultimate authority	Board of Selectmen

Pays for materials	Out of Parks budget
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Issues permits	Rec Dept-Playground HS Ath. Dept.-HS fields
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Fee for permit	None for youth groups- users must be 50% res.
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Use of Fees	-
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Square Miles	4.59
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Population	24,194
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APPENDIX C-FINANCE SUBGROUP REPORT

City Of Melrose
 Fields Committee
 Financial Report

Submitted By:

*Henry Hooton
 Michael Tarpey
 Charles Person*

Section 1:Parks

2004-2005 Parks Department Budget

Salary and Wages	\$39,582.19
Overtime	\$1,800.00
Advertising	\$200.00
Water and Sewer	\$4,000.00
Electricity – Parks	\$6,000.00
Outside Contractors	\$5,000.00
Field Line Striping	\$9,479.09
Water Back Flow Prevention	\$6,400.00
Equipment Repair and Maintenance	\$2,000.00
Mowing and Maintenance	\$178,000.00
Office Supplies	\$1,200.00
Motor Vehicle Parts	\$3,000.00
Tools and Hardware	\$1,000.00
Sand, Gravel and Loam	\$3,000.00
Parks and Field Maintenance	\$3,000.00
Food for Prisoners	\$500.00
Clothing	\$600.00
Fencing Materials	\$3,000.00
Dues and Memberships	\$100.00
Encumbered FY04 Funds	\$30,380.51
Total Miscellaneous	\$30,380.51
Total Parks	\$298,241.79

Maintenance and Mowing Contract

<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
\$178,000	\$173,000	\$173,000

3 year total = \$524,000

8 Payments of \$20,000 per calendar year

1 initial cleanup in the spring

1 initial cleanup in the fall

Both cleanups include materials and a one-time line striping. The contractor is responsible for materials in the parks.

Section 2: Maintenance by Melrose user groups

Melrose Youth Soccer	\$15,000 - \$20,000 per year (ELM)
	\$1,000 – Chalk
Electric bill (Knoll Field)	Waiting on bill
Melrose Recreation Woman’s Soccer	\$200 – chalk
	\$200 – drying Agent

Melrose Youth Softball \$0

Woman's Recreation Softball \$200 – chalk
 \$200 - drying agent

Adult Woman's Softball \$0

Melrose Pop Warner \$0

Note: Exchange 4 line stripping(s) with ELM to place and add in the Melrose Pop Warner Program Guide a \$400 value.

Melrose Babe Ruth Baseball \$2,500 (ELM) Air Ratings
 \$600 - \$1000 Chalk / drying agent
 Electric bill (Morelli Field)Waiting on bill

Note: Previous years \$1000 was donated to Babe Ruth to reseed the infield. The Gatley Rams did not spend anything on chalk and drying agent this year as their games preceded all Babe Ruth games and the field was in playing condition.

Melrose Incarnation Baseball \$0

Melrose National L.L. Baseball \$100 (ELM – Clean up)
 \$300 – Chalk
 \$200 drying agent

Melrose American L.L. Baseball Year 2002 - \$1400
 Year 2003 - \$2700
 Year 2004 - \$700 – Chalk/Agent
 Year 2004 - \$30,000 – Donation

Note: Melrose American Little League Baseball general maintenance: 2002-2003 (\$60,000) capital improvements on batting cages and dugouts. General maintenance on new dugouts and upgrades to Lewis Monk for year 2004 was \$30,000.

Melrose Gatley's Rams \$0.00
 Electric bill (Morelli Field) Waiting on bill

Suffolk University Baseball \$0

Note: Over the seasons Suffolk University donated windscreens for the fences, infield clay and minor repairs to the fences.

Please Note: The countless hours provided by the volunteers, coaches and boards providing field maintenance and prep work before and after the games are something of a large value provided to the parks.

Section 3: Melrose High School

Note: Melrose High School is responsible for any additional line stripping if needed. The cost estimate for additional line stripping for MHS is \$10,000. Melrose High School also pays for there own light bill on Morrelli Field and Melrose High School Football Field.

Line Stripping \$8,000 - \$10,000
 Electric bill (Football Field) \$500.00
 Electric bill (Morelli Field) Waiting on bill

Section 4: Yearly maintenance on Parks

Park Budget (Yearly) \$298,241.79
 User groups contribution \$27,000 on average per year
 Melrose High School \$10,000 on average per year
 \$335,241.79

APPENDIX D – ASSESSMENT SUBGROUP REPORT

CITY OF MELROSE

Fields Committee

Existing Facilities Assessment Summary

Submitted By:

Steve Binari, Volunteer

Bill Forbes, Alderman, Ward 7

Nick Lento, Volunteer

Alice MacInnis, Athletic Director, Melrose High School

John Scenna, Deputy City Engineer and Operations Director, Public Works

INTRODUCTION

As the City continues to deal with fiscal shortfalls and manage budget with discipline and responsibility, the need for maintenance and capital improvements in local parks and fields grows. This report contains a summary of assessments to these facilities in addition to maintenance recommendations and capital projects.

The information within this report has been gathered through questionnaires acquired from Melrose Youth Soccer (Steve Binari); Melrose High School Athletic Coaching Staff (Alice MacInnis); Other various user groups including Babe Ruth, American Churchill, Pop Warner, National Little League, Youth Hockey, Girls Softball (Nick Lento); Fields Maintenance Issues and Site Visits (Bill Forbes and John Scenna).

In general, the overall objective of this report is to provide the City with a general picture of the assessment and existing conditions of playing fields to serve as a basis that will ultimately decide the direction and scope of capital projects to pursue. In general, it was the objective of this committee to not only improve playing surfaces and facilities but also maximize space to make said facilities as efficient and multi-use as possible.

ASSESSMENT SUMMARY OUTLINE:

I. Melrose High School Athletic Fields

➤ *Melrose High School Football Field*

- Lighting needs bulb and ballast as well as new calibration. New Lighting posts potentially required as well.
- High School Athletics and user groups still look into switching the field to sports turf at a higher elevation with a drainage system under it. Studies are recommended to determine whether elevating the playing surface is necessary and if, in fact, a surface can be installed that allows the field to continue flooding

at times and be able to be placed back in play with shorter down time and less play surface damage.

- Re-grading, loaming and seed/sod installation to re-establish crown in the field to improve surface drainage of playing surface.
 - Concept of resting the facility in the Spring has produced a cleaner, grassier playing surface in the Fall for football.
 - Still concern relative to the Geese problem. Many looking for long-term solution or better short term one. Concerned with health and safety of athletes.
 - Clarity needs to be established relative to lines of responsibility between School and Public Works in regards to the concession stand; bleachers; press box and lights.
 - Installation of regulation goal posts required
- ***Melrose High School Track***
- Can not host a track meet: Undersized (track too short and narrow)
 - Existing Surface is rough and unsafe.
 - Make shift High and Long Jump Area
 - No javelin Area
 - No Shot Put or Discus Area
 - Constant Drainage Issue (ponding/standing water) in Southeast corner of track.
 - Track could be extended further into the baseball outfield in order to make legal. Proposed track would extend 32' further into the baseball outfield from the outside edge of the existing track to outside edge of proposed. This would create a 400 meter track in length with a width equal to 22 ft. Additional area gained on interior could be used to accommodate other track and field events and also provide the football field with additional sideline space.
- ***Morelli Baseball Field***
- Back Stop requires assessment for new fabric and reinforcement posts and regulation requirements. Additionally fencing in exterior of field requires attention. Especially in regards to centerfield gate; both bullpen gates; left field gate and batting cage gates.
 - Lighting needs bulb and ballast as well as new calibration and directional adjustment. New Lighting posts potentially required as well.
 - Temporary Fence used to delineate outfield requires addressing in regards to both the actual condition of the fence and in how it is installed. The concept of purchasing new plastic fence with lightweight windscreen should be considered. This will provide the city and user groups with a system that is easier and more

efficient to assemble and adjust and most importantly safer to users.

- Clarity needs to be established relative to lines of responsibility between School and Public Works in regards to the concession stand; bleachers; press box; dugouts; batting cages and lights.
- Serious “ponding” drainage issues along left field foul line; in isolated areas of centerfield and right field; and the 1st base dug out. In general and for safety purposes, the outfield has a considerable amount of holes that pose a safety hazard. They should be filled and seeded weekly.
- Condition of infield edging between infield grass and infield requires weekly attention. (i.e. lips near 1st and 3rd base). Infield in general requires serious attention during Spring clean up and weekly from that point. Considerable amount of clay should be added.
- Request from both athletics and user groups for the installation and weekly maintenance “beam” clay on pitchers mound and around the home plate area. Also for the yearly measurement and adjustment required to create a pitching mound to regulatory standards.
- Electricity required in 3rd base dugout and batting cages for pitching machines to provide coaches with options for practice during inclement weather and/or when the field is unplayable.
- Babe Ruth for has requested an area for storage seasonal and off-season needs.
- Adjust the irrigation so that the watering the field does not contribute to the flooding that takes place on the field. Irrigation heads should be adjusted to reduce the spraying in ponding areas within the outfield. A spigot should also be added behind the pitchers mounds (flush with the infield grass) for use to wet down the clay areas during dry weather.
- Concept of closing the Morelli outfield for the Fall season to allow it to rest is being proposed. This would require the City to find a temporary home for all fall football practices and also for Middle School and High School gym. With a full season of rest the City could examine the possibility of re-sodding the entire outfield or re-grading, loaming and seeding the outfield.
- Strong fabric tarps requested to cover pitching mounds and home plate areas.
- Installation of netting along the 3rd base foul line along Tremont Street suggested by businesses in that corridor to keep foul balls in the park.
- Babe Ruth has also requested that the City consider additional maintenance procedures above and beyond the scope of the Pubic Works annual contract. This program is attached in the appendix of this report. In general additional testing and proper fertilization; aerating; top dressing and slice seeding; and infield maintenance and grading.

➤ ***Practice Field***

- The practice field is located for the most part in the outfield of the Morelli Baseball Field and requires proper grading, aeration and seeding.
- The conservation “open brook” area will be addressed in conjunction with the Middle School project as the area is currently being considered to serve as a detention area for the on site drainage system.

➤ ***Cabbage Patch***

- This multi use facility will be re-constructed and re-located as part of the Middle School Project. The new location will be approximately where the existing driveway loop drop off area is today in front of the existing Middle School entrance.
- The new field will be dimensioned for field hockey and currently has a sub-grade drainage system in its proposed design.

II. Local Fields

➤ ***Common Park***

- Back Stops require assessment for new fabric and reinforcement posts and regulation requirements. Should be adjusted for softball purposes.
- Field surface of outfield in good condition for small-sided soccer and practice for all flat surfaced sports.
- There is a drainage maintenance issue behind the northwesterly softball field and the tot lot. The basin does not collect water properly thus causing it to overflow into the tot lot and resulting in erosion of the tot lot play mulch.
- Concept of converting the existing old unused tennis courts was developed. Conversion ideas include: converting it to a parking lot; skate board park; street hockey rink; and water park for children. Each would require additional studies and may require the conversion or adjustment of how existing facilities are located at this complex.
- Upgrading the condition of existing sidewalks along abutting public ways surrounding the facility to provide a better surface to walkers and runners that use this perimeter area as an “exercise track”.

➤ ***Conant Park***

- Back Stop requires assessment for new fabric and reinforcement posts and regulation requirements.
- The city should also look at the possibility of removing the existing permanent fence in the outfield and replacing it with plastic temporary outfield fencing that would give the city the flexibility and efficiency of opening up flat space for use by

other sports including but not limited to soccer, field hockey and lacrosse.

- Given the excellent playing condition of this facility and the proposed multi use proposal created with the switch to temporary fencing, the issue of neighborhood parking needed to be addressed. A proposal was set forth to eliminate the existing basketball court, move the tot lot to this area and use the existing tot lot area for a new parking area.
- Better maintenance of the brook to avoid flooding. Shrubs and bushes should be cleared on a yearly basis.

➤ ***Franklin Field***

- Field surface in good condition for small-sided soccer and practice for all sports.
- Too small for full sided soccer; field hockey; lacrosse.
- Ideal for youth small-sided soccer and recreational activities.
- Concern over maintenance of brook and adding fencing to close brook area in.

➤ ***Gooch Park***

- Use dead grass area for addition of 2nd basketball court to define this facility as the basketball center for the community.
- Reconfigure lights with assistance from Mass Electric so that both basketball courts are lighted.

➤ ***Hesseltine Park***

- Back Stop requires assessment for new fabric and reinforcement posts and regulation requirements.
- In an effort to make this facility multi use, the committee proposed the concept of move the basketball court to “alley way” off of Hesseltine Street; eliminating the Tennis Court currently not in use; regrading the new open space area for use by lacrosse, field hockey and soccer; installing irrigation and seeding area for play. These proposed changes would give field hockey, youth soccer and even football with optional playing and practice areas for temporary seasonal relocations.

➤ ***Knoll Field (11v11) and Knoll Field (6v6)***

- Regrade and Reshape field for improved drainage; Seed and allow to rest for two full soccer seasons once drainage improved. Create a new playing facility that allows user group to shift locations of 11v11 and 6v6 fields seasonally to prevent wear and tare of field.
- Sideline trench/French drain system with wet wells should be considered to ease the fields draining and provide a location for the water to collect.
- Only regulation full sized soccer field in City.

- Permanent fencing requested around the field perimeter to keep ball in play and more importantly for securing the field from non-user group or permitted events and play.
- New team benches requested.
- A proposal to reconstruct this facility to address the issues listed above is currently being developed by the Public Works Department in conjunction with Melrose Youth Soccer. A Spring 2005 construction start date is anticipated.

- ***Knoll Field East (11v11)***
 - Feasibility in installing a Dry Well and Pump System to get field to drain quicker in northwest corner should be investigated.
 - Field dimensions are not to 11v11 regulations however, when dry provides an excellent practice facility and youth soccer game field.
 - New team benches and scoreboard required
 - Permanent fencing requested around the field perimeter to keep ball in play and more importantly for securing the field from non-user group or permitted events and play.
 - Re-loam and seeding requested for the north west corner of the field damaged during recent fall rain events.

- ***Lewis Monk Field***
 - This facility was recently re-constructed in the Spring of 2004.
 - Maintenance issues exist in the area around the new culvert headwall, the walkway between the facility and Ell Pond; and in general regarding weeds in flowerbeds.
 - Concept has been proposed to switch to a portable mound system and skinned infield to combine use of this facility with girl's high school softball.

- ***Lebanon Street Park***
 - Back Stop requires assessment for new fabric and reinforcement posts and regulation requirements.
 - Infield of this facility completely green with weeds, crab grass and growth. Maintenance of this infield a must prior to reinstating this field back into play next Spring.
 - Concept of switching this playground to an official T-Ball Park has been proposed. In order to accommodate this concept, the existing playground could be moved into the existing baseball outfield in the rear of the park and a small parking lot could be where the existing playground is currently located to ease congestion and added traffic that a facility of this sort would create.

- ***Lincoln Park***

- Back Stop requires assessment for new fabric and reinforcement posts and regulation requirements. Fencing around entire facility also requires attention and potential replacement.
- The infield at this facility was found to be in deplorable condition and requires substantial attention prior to Spring play.

- ***Messengers Field***
 - Field needs to be put back in play for Girls Softball.
 - Many school construction issues still exist in this playing facility including grading and elimination of low spots in outfield; constant and continual flooding of right field area in outfield; maintenance of brook to minimize flooding impacts to field; regrading, cleaning and grubbing of infield; aerated, weed control, re-seeding of entire facility.
 - Requires accessibility to electricity somewhere near dugouts and mound for portable pitching machines.
 - Requires scoreboard.
 - Permanent bases and pitching rubbers need to be installed.
 - Construction of batting cages should be investigated.

- ***Washington Street Park***
 - Back Stop requires assessment for new fabric and reinforcement posts and regulation requirements.
 - The concept of eliminating this small little league field with an infield in extremely poor condition was proposed. The area could be converted to a flat grassy playing area that could be used by Youth Soccer, Pop Warner, lacrosse, field hockey and/or recreational events.
 - Re-Surfacing of Basketball Court pavement should be explored.

III. Other Facilities

- ***Crystal Tennis Courts***
 - Courts in good shape.
 - Windscreen could use replacement.
 - Installation of Electrical Outlets should be explored.

- ***Tremont Street Basketball Court***
 - Court in good condition generally, however, maintenance of area surrounding the basketball court needs to be addressed.
 - A concept was proposed to switch this court to a Skateboard Park. It is in a non-residential area that the City could easily provide lighting for using electrical poles from Tremont Street.

- ***Tremont Street Tennis Courts***
 - Requires re-surfacing

- Fence Fabric around perimeter of the courts requires replacement.

- ***Potential Sites of Growth***

- Purchase of Armory for conversion into a Field House to be used for Basketball; Baseball; Softball; Indoor Track; Gym for student athletes;
- Purchase of Flynn Rink for Youth, Middle School and High School Hockey, Figure Skating and for rental purposes.
- Sell Colby Park (off Lynn Fells Parkway) to development corporation for subdivision purposes. Use money raised to put into field maintenance.

GENERAL COMMENTS

- In general it is the committee's opinion that fields are over used. They should rest at least one season per year if possible. In order to facilitate this resting requirement, the committee should aim at creating fields that are multi use facilities that allow for a variety of play from different sports.
- Conservation, Drainage and Utilities on fields prohibit what can be done at fields, condition and playability of fields.
- Construction of Concession Stands in exchange for % of profit being donated back to the City for Maintenance of Fields could be explored.
- Need More Storage Facilities and Bathrooms at all facilities.
- Information Kiosks could be installed at all facilities as a means of easing communication and providing user groups with rules, regulations, policy and general information. (i.e. Field is closed due to weather.)
- In general a master plan should be developed with the assistance of Mass Electric to provide lighting improvements to all park and field facilities citywide. Especially those that abut major public ways with existing street lighting present.
- In general the maintenance of all baseball infields was found to be poor and requires additional attention. The neatness of mulch and walkways around tot lot play ground areas also left some to be desired during the committee's site walks. Additionally, in general the neatness of weeds and shrub areas in all parks requires additional attention.
- Permitting of fields needs to be posted for scheduling of maintenance to more efficiently meet the needs of user groups.
- The upkeep and addition of permanent park benches should be explored citywide.

EXPANDING FACILITIES INTO MT. HOOD AND PINE BANKS

- Currently the City of Melrose use facilities on the grounds of Pine Banks Park. Use at this facility is split between the Cities of Malden and Melrose. The grounds are maintained and operated by the Pine Banks Commissioners outside of

the general maintenance and administration provided by the City of Melrose Park Staff and Public Works Department. Recently, a jointly funded project resulted in a fully lighted state of the art soccer/rugby/football field at this facility. One option for the City could be to continue the joint funding approach to improve fields at this facility and thus share their use with the City of Malden.

- A second option to the playing field issues outlined above may be to construct a multi-use sports facility at Mount Hood Park. A turf facility with stands and lighting at this site could provide regulation playing fields for participants in track and field, football, lacrosse, field hockey, soccer, etc., as well as provide adequate locker rooms facilities, spectator accommodations and ample parking.

Mount Hood Park and Golf Course currently sits on 230 acres of open space. A portion of this open space (with indications of use as a dumping ground by the city at some time) appears to be well suited for a multi-use sports facility. This space can be easily accessed off of Penny Road, is in relative close proximity to existing water and sewer lines, is an ample distance away from the golf course and other recreational areas, and should not interfere with wetlands and/or other environmentally protected areas. The committee recommends that arrangements be made for the full commission to “walk through” the site. It is also recommended that a formal engineering evaluation and survey and conceptual study of the site be conducted by the city, and that a topographic photograph of the Mount Hood Park and Golf Course be taken. If, in fact, the site was once used as a dumping facility, grants and programs should be evaluated and investigated in order to determine whether clean up of this site can be considered beneficial to the environment and result in project cost savings to the City.

APPENDIX E – POLICY MATTERS AND USER GUIDE



**CITY OF MELROSE
GUIDE TO USE AND MAINTENANCE OF CITY
RECREATIONAL FACILITIES AND
PLAYING FACILITIES**

February 2005

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INTRODUCTION

The City of Melrose has over 20 playing fields, tennis courts, playgrounds, and parks available to residents for athletic and use. The Park Commission is the City agency that has overall oversight and responsibility as it pertains to policy, usage, and maintenance of all playing fields, playgrounds, and parks within the City, including the Mount Hood Golf Course and Memorial Park.

The Park Superintendent and the Recreation Department Director report to the Park Commission and are responsible for the day-to-day coordination and oversight of activities related to permitting and maintenance. Day-to-day issues related to the Mt. Hood Golf Course are the responsibility of the management company, hired by the Park Commission. The Park Commission, through the park superintendent and park department staff, works in conjunction with the Public Works Department to oversee and execute daily maintenance operations and the engineering and execution of capital improvement projects as they pertain to parks and playing fields.

The Park Commission, Park Superintendent, and Recreation Department Director work closely with the Mayor's office, the high school athletic director, the Department of PublicWorks, the Conservation Commission, and the various user groups for youth and adult athletic programs to ensure that all recreational space in the City is clean, safe, and available for citizens to enjoy.

*This guide explains the policies and procedures governing use and maintenance of all recreational facilities, as established by the Park Commission, as of (month) 2005. The guide will be updated as needed to reflect new or amended policies and procedures. The guide also includes a **Key Contacts** chart for easy reference (see page x).*

KEY CONTACTS

If you want to...	Contact...	At telephone/email address...
<ul style="list-style-type: none"> • Obtain a permit for a playing field • Find out if a playing field is closed due to inclement weather 	<p>The Recreation Department Director</p>	<p>781-662-9511 or 781-662-5888 cperson@cityofmelrose.org</p>
<ul style="list-style-type: none"> • Report a maintenance problem or a safety issue at a playing field, playground or park • Make an improvement to a playing field • Conduct a volunteer clean up or maintenance improvement at a park or playing field • Make a donation for a playing field, playground, or park • Request a maintenance service due to a special event to be held by your user group (i.e. cut grass day of league championship). 72 hour advance notice required. 	<p>The Park Commission</p>	<p>781-662-9511 jbell@cityofmelrose.org</p>
<ul style="list-style-type: none"> • Make an improvement to a playing field or facility that is within 100 feet of a wetland 	<p>The Conservation Commission</p>	<p>conservation@cityofmelrose.org</p>
<ul style="list-style-type: none"> • Host a golf outing at Mount Hood • Reserve the club house for a party or reception 	<ul style="list-style-type: none"> • Mike Farrell, Golf Management Company • Laura Lane, Golf Management Company 	<p>781-662-6656</p> <p>781-662-6656</p>

HOW TO OBTAIN A PERMIT

The Recreation Department Director issues permits.

Telephone 781-662-9511 or 781-662-5888 (office hours are Monday through Friday,
: 8:30 a.m. to 4:00 p.m.)
Email: cperson@cityofmelrose.org

The cost of each permit is \$10 per field, per season.

PERMITS FOR YOUTH OR ADULT ATHLETIC PROGRAMS

No prior approval is required. Preference will be given to teams consisting of Melrose residents. Apply directly to the Recreation Department Director according to the following schedule:

If your playing season is...	Permits will be issued until...
• Spring (April 1 through June 30)	February 1 st
• Summer (June 1 through August 31)	April 1 st
• Fall (September 1 through November 30)	July 1st

Policy Regarding Use of Playing Fields and Tennis Courts

The Park Commission adopted the following policy regarding the order of priority for use of the playing fields and tennis courts on (date):

Permits will be issued to user groups according in the following order:

1. *Melrose High School athletic teams*
2. *Melrose Recreation Department teams*
3. *Melrose youth organization*
4. *Melrose adult organizations*

Once all permits for each season are processed, the Recreation Department Director will post a schedule on the Park Commission page of the City of Melrose Web site, www.cityofmelrose.org.

Make-up Games

If your organization needs to schedule a make-up game due to inclement weather or forfeiture, you must contact the Recreation Department Director.

PERMITS FOR CARNIVALS AND OTHER SPECIAL EVENTS

Before obtaining a permit, the sponsoring organization must submit a request, in writing, to the Park Commission at least two months prior to the date of the event. Written requests may be submitted to one of the following addresses:

Email: jbell@cityofmelrose.org
Regular mail: Melrose Park Commission
 100 Slayton Road
 Melrose, MA 02176

The Park Commission will consider the request at its monthly meeting, which is held on the (date) of each Month, then notify the sponsoring organization in writing.

REQUIRED DOCUMENTATION

The following information must be submitted with your completed permit application:

- Youth and adult athletic programs:**
- A copy of your organization's liability insurance binder
 - Your organization's game schedule
 - The number of teams that will use each field
- Carnivals and other special events:**
- A copy of your organization's liability insurance binder
 - The dates and times of your event

Liability Insurance Limits

Type of coverage	Amount of coverage
1. Commercial general liability including products liability and completed operation liability:	
• General aggregate (other than products/completed operations)	\$2,000,000
• Products/completed	\$2,000,000
• Operations aggregate	
• Personal and advertising injury	\$1,000,000
• Each occurrence	\$1,000,000
2. Automobile Liability for owned, hired, and non-owned vehicles:	

• Body injury and property damage (each accident)	\$1,000,000
3. Workers' Compensation	Statutory
4. Employer's liability	\$1,000,000
<i>The insurance certificate should also indicate that in the event of cancellation of any of the policies, 10 days prior written notice of cancellation will be given to us, and that the City of Melrose be added as an "additional insured"</i>	

RULES AND RESTRICTIONS

The following rules and restrictions apply to permit use:

- Permits are issued to the requesting organization only. Your organization may not sub-let your permit to another organization. Organizations who sub-let permits will forfeit all rights to use Melrose parks, playing fields, playgrounds, and tennis courts.
- Permits are valid only under good field conditions. Poor weather conditions need to be evaluated before the start of play.
- Permits are valid only while the group or organization to which it is issued maintains insurance coverage as specified by the Melrose Park Department.
- A representative of your organization must have a copy of their permit in hand at each permitted event in case any conflicts or questions arise.

In addition to these rules and restrictions, each permit includes a list of guidelines for use. These guidelines are listed in the appendix.

Maintenance of Fields and Other Recreational Facilities

GENERAL MAINTENANCE

The mowing and day-to-day maintenance activities of the playing fields, playgrounds, parks, and tennis courts are coordinated between the Park Commission and the Department of Public Works (DPW) through a mowing and maintenance contract that is awarded to an outside contractor. The contractor's responsibilities include:

- A spring and fall clean-up for all facilities
- Aerating and fertilization of playing fields
- Weekly mowing of grass and general clean up of facilities
- Ongoing maintenance of ball fields (weeding and applications of clay and/or stone dust),
- Lining of playing fields once per season

Other maintenance issues addressed by DPW staffing also include repairs of fencing; back stops; park and playground equipment; sand boxes; park benches; picnic tables, irrigation and backflow systems; field lighting; tree trimming; snow removal; trash removal and storm drain maintenance.

If you have questions concerning the maintenance schedule, the performance of the outside contractors, items included in the Mowing and Maintenance Contract, or any other maintenance issue under the oversight of Public Works please contact the Park Commission at:

Telephone 781-662-9511
:
Email: jbell@cityofmelrose.org

EMERGENCY REPAIRS

Repairs necessary because of broken equipment or weather conditions will be completed as soon as possible after they occur. You should report any unsafe conditions to the Park Commission:

Telephone 781-662-9511
:
Email: jbell@cityofmelrose.org

VOLUNTEER LABOR

Youth and adult athletic organizations may provide volunteer labor to supplement the maintenance activities provided by the City. Activities that do not require coordination with the DPW are:

- Lining fields
- Dragging infields
- Raking and trash pick-up

All other activities must be coordinated in advance through the DPW.

TRASH PICK-UP

The DPW is responsible for picking up trash barrels at all facilities.

Each organization who receives a permit is responsible making sure their facility is trash-free at the conclusion of each game or other event. An organization that violates this rule, risks forfeiting their permit.

Trash is collected curbside from all facilities every Monday, Wednesday, and Friday from April 1st to December 1st. Any questions related to trash pick up can be directed to the DPW City Yard office:

Telephone 781-665-0142

:

Email: publicworks@cityofmelrose.org

IMPROVEMENTS

Each year, the Park Commission and DPW budget for improvements that need to be made to each facility. Improvements are completed, pending funding. City departments operate on a fiscal year that begins July 1 and ends June 30. Budgets are developed in January, February, and March, and then submitted to the Mayor for his approval. The Mayor submits all City budgets to the Board of Aldermen, by (month).

The Board of Alderman can either approve the budgets as submitted or cut budget appropriations and approve the reduced amounts. The Board cannot increase budget appropriations.

The Park Commission determines the list of improvements based on:

- Requests from user groups
- Needs identified by the DPW, Commissioners, and Park and Recreation Department staff

Improvements can include:

- Repairs and upgrades to park, playground or playing field surfaces
- Repairs to or installation of permanent or semi-permanent structures

Permanent or semi-permanent structures include: fences, backstops, dugouts, batting cages, benches, bleachers, concession stands, playground equipment, lights, porta-potties, etc.

MONETARY AND/OR IN-KIND CONTRIBUTIONS

User groups or individuals are welcome to make monetary and/or in-kind contributions of labor or permanent or semi-permanent structures.

Please note: the Park Commission and the Board of Aldermen must approve all donations. All work to complete the improvements must be coordinated by the DPW. These rules are meant to ensure that all improvements are completed on an efficient, timely basis, and that all work is in compliance with public bid laws, city ordinances, and State conservation laws.

The following three steps are designed to guide you through the process:

1. Notify the Park Commission, in writing, for a request to make a presentation at a monthly meeting:

Email: jbell@cityofmelrose.org
Regular mail: Melrose Park Commission
100 Slayton Road
Melrose, MA 02176

2. If the Commission approves your request:
 - In-kind contributions: The Commission will work with DPW to develop a mutually agreed upon work schedule.
 - Monetary donations: The request will be submitted to the Board of Aldermen for appropriation into the applicable City budget. The Board of Aldermen meets the 1st and 3rd Monday of each Month in City Hall.
3. If the proposed improvement requires the approval of the Conservation Commission, the provisions of the following section apply. All projects requiring Conservation Commission approval will be engineered, analyzed, and coordinated by DPW personnel.

Improvements Near Conservation or Wetland Areas

Many of the City's recreational facilities are located within 100 feet of a pond, marsh, wooded swamp, stream, or flood zone. Therefore, according to the provisions of the State's Wetlands Protection Act, any improvements must be reviewed and approved by the Melrose Conservation Commission.

To begin the approval process, you must file a Notice of Intent, for information contact:

Melrose Conservation Commission: conservation@cityofmelrose.org
State Department of Environmental Protection: www.ma.dep.gov

The Conservation Commission will conduct a hearing within 21 days after the date you file the Notice of Intent. If the Commission approves the Notice of Intent, they will issue an Order of Conditions, which outlines requirements necessary for the improvement to comply with the Wetland Protection Act. If the Commission disapproves the Notice of Intent, an appeal may be filed within 10 days of the disapproval date.

The Conservation Commission meets on the 1st and 3rd Thursdays of each month in City Hall.

APPENDIX

LIST OF PLAYING FIELDS AND OTHER RECREATIONAL FACILITIES

Name of Field or Facility	Usage	Location
Fred Green Memorial Field	High School Football and Field Hockey; Pop Warner Football	Tremont Street
Track	Recreational use only; the Middlesex League has classified this track as non-regulation and unsafe for use. As a result, Melrose High School does not host home track meets.	Tremont Street
Morelli Field	High School Baseball, Babe Ruth Baseball, Gately Rams Baseball	Tremont Street
High School Practice Field	High School Football and Pop Warner practice field	Lynnfields Parkway
Cabbage Patch	High School Field Hockey practice; Little League T-ball	Lynnfields Parkway
Common Park	Youth Softball, Adult Recreation Softball, Youth Soccer	Larabee, East Foster, Laurel and Sixth
Conant Park	Little League Baseball	Conant Street
Franklin Field	Youth Soccer	Off of Franklin Street
Gooch Park	Recreational Basketball	Foster Street
Hesseltine Park	Freshman Softball, Youth Softball, Little League Baseball, Youth Soccer	Hesseltine Street
Knoll Varsity and Small Sided	High School Soccer, Youth Soccer, Adult Recreational Soccer	Lynnfields Parkway
Knoll Field East	Junior Varsity and Freshman Soccer, Youth Soccer	Lynnfields Parkway
Lewis Monk	Little League Baseball	Tremont Street
Lebanon Street Park	Youth Softball	Lebanon Street
Lincoln Park	Recreation	Pleasant Street
Messangers Field	Out of Commission	Brunswick Way

Washington Park	T-ball	Lynde Street
Crystal Street Tennis Courts	High School Tennis, Recreation	Crystal Street
Tremont Street Basketball Court	Recreation	Tremont Street
Tremont Street Tennis Courts	High School Tennis, Recreation	Tremont @ Lynn Fells
Colby Park	Recreation	Lynn Fells Parkway

GUIDELINES FOR USE OF PERMITS

A VIOLATION OF ANY OF THESE ELEVEN GUIDELINES WILL RESULT IN THE TERMINATION OF YOUR ORGANIZATION'S PERMIT.

1. A completed listing, (including names, addresses, and home phone numbers) of all organizations directors and coaches, as well as schedules must be submitted to the Park and Recreation Department upon receipt of permit.
2. The Melrose Park and Recreation Departments will issue "Field use Permits" to qualified groups, organizations, and individuals. All field permit holders will be required to have their field use permit(s) in hand when using the fields.
3. The City of Melrose assumes no liability for injury to persons using City owned school grounds, parks and/or playfield properties. Use us at the risk of user.
4. **ALCOHOLIC BEVERAGES ARE STRICLY PROHIBITED ON ANY CITY PROPERTY INCLUDING ALL PARKS AND FIELDS.** If found in violation, permits may be revoked and violators may be subject to arrest and prosecution. If necessary, these regulations shall be enforced by the Melrose Police Department who shall cause the immediate termination of any activity that violated these rules and regulations. If you observe any broken equipment or dangerous situations at the parks or fields, please call the Melrose Park and Recreation Department at 781-662-9511.
5. Any use deemed inappropriate by the Melrose Park and Recreation Department and/or the City of Melrose, including, but not limited to, non-compliance of any Park and Public area Policy, may result in the revocation of the Field Use Permit.
6. All fields use permits are conditional upon weather and field conditions. User will be expected to use good judgment in terms of using a field during periods of inclement weather, when field conditions are such that play would cause extensive damage to the field or when fields are under repair. In addition to having the use permit revoked, users may be held financially responsible for damages that are done to the park, play fields, or school grounds as a result of inappropriate or unauthorized use. The Park Superintendent of Parks, or the designee, can deem field unplayable at anytime.
7. Organizations, groups, and/or individuals using the City facilities are responsible for the proper use of them, supervision of activities, payment of damages, payment for police or fire protection where required, in accordance with established City guidelines, regulations and bylaws.

8. **Users are responsible for policing the area for debris and litter following each usage. All litter and garbage must be placed in receptacles provided when users leave each day.**
9. The parks and fields are located in residential areas and as such please respect the neighborhood (noise level, loitering, and parking). No parking on fields or blocking of intersections and driveways or emergency accesses entrances.
10. Barbecues, cookouts and open fires are not permitted on the parks, playfields, and/or school grounds.
11. Fields will be monitored for appropriate usage and compliance with the stated rules and regulations of the City. By the designated deadline, the League president or coach shall apply for a permit to use the fields. The Park and Recreation Department reserve the right to consider all applications, rejects, and/or makes necessary changes when the need arises.