



CITY OF MELROSE
PARK COMMISSION
MINUTES • FEBRUARY 9, 2026

RECEIVED
By City Clerks Office at 2:56 pm, Mar 31, 2026

Mt. Hood Clubhouse
100 Slayton Road, MA, Melrose 02176

Regular Meeting

7:00 PM

I. CALL TO ORDER

| Attendee Name | Title | Status | Arrived |
|-----------------|-------|---------|---------|
| Kelly Broderick | | Present | |
| Anne Ahern | | Present | |
| James Donohue | Chair | Present | |
| John Mercer | | Present | |
| Rob Kirsh | | Present | |

Also present: Rob Carrillo, Richard Luff, Mike Ford, Xavier Wilhelm

Jim D. introduced the new Park Commissioner, Rob Kirsh, who was appointed to the Park Commission by the City Council to fill out Brad Freeman’s term which ends the first Monday of May in 2028. Brad was elected to the City Council, so he had to give up his Park Commission position. Thank you Rob for stepping up and volunteering to serve the community.

II. SIGNING OF WARRANTS

III. APPROVAL OF MINUTES

- 1. Minutes January 12, 2026

Motion: Approve the Minutes of January 12, 2026

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| RESULT: | PASSED [5 TO 0] |
| MOVER: | John Mercer |
| SECONDER: | Anne Ahern |
| AYES: | Anne Ahern, John Mercer, James Donohue, Kelly Broderick, Rob Kirsh |

IV. PUBLIC PARTICIPATION

Motion: Open Public Participation

By: John Mercer, Second: Anne Ahern - motion carried.

Tammy Shovelton, Director of Veteran’s Services for the City of Melrose, was here in December to bring up adding discount golf rates for Melrose veterans. She sees that some discounted rates were added, but, she would still like to request a weekend rate (pass and daily fee) for Veterans. Veterans are not all senior citizens. Many could not come during the week because they work. Also,

there is no discount for a Veteran’s family. She really would like to see a family pass for Veterans too. There are about 680 Veterans in Melrose.

Jim D explained that the intent was not to assume all veterans are seniors. The Veteran discount applies to all age resident veterans during the week. No one gets a discount on the weekend except residents, so the veterans would get that discount only. There are passes that allow play on the weekend, but, the PC does not offer this to seniors or veterans.

John M asked that this be tabled as the PC and Sagamore will have to revisit the subject and come back to it next month.

Motion: Close Public Participation
By: John Mercer, Second: Kelly Broderick - motion carried.

V. MOUNT HOOD REPORT

1. Report on Season Passes/Contracts/Charity/No Shows

There has been a little feedback on the new rates, Dean and Rob have addressed it. Richard will check on these. One pass was sold in January.

RESULT: REVIEWED BY PARK COMMISSION

2. Monthly Revenues

The golf course has not been open this year so there is no revenue for golf except season passes. Last year 31 rounds were played in January, very unusual! The simulators have done better this January than last January. Food and Beverage and the Pro Shop are slightly down from last year.

RESULT: REVIEWED BY PARK COMMISSION

3. Report on requests for rental of club house

There have been a lot of inquiries for clubhouse rentals, which is hopeful.

RESULT: REVIEWED BY PARK COMMISSION

4. Marketing Plan

Sagamore is totally reviewing the company’s websites, which includes Mt Hood. They will be much more robust in the future.

RESULT: REVIEWED BY PARK COMMISSION

5. Course Maintenance & Staffing Log, Certifications

Submitted and on hand. Mike reported that they are mostly working on the equipment. Mike hopes to be done with this at the beginning of next month.

John M asked where the rotation of equipment system is at. Mike noted that they have a wish list and a second wish list. John thinks if Mike can get the PC the estimates, then they can get the ball moving. Mike and Rob said they have also talked about leasing equipment. Richard said if you have a strong mechanic department they prefer to own equipment. If that is not the case or not possible there may be a reason to lease.

Also, Mike reported that the paperwork has been submitted for the Audubon Certification. Richard said that they got thumbs up on the first certification which is great news.

RESULT: REVIEWED BY PARK COMMISSION

6. Building Maintenance Report

The heating systems in the clubhouse and the lower maintenance garage have been going down. All is working right now.

The ceiling in the Snack Bar was repaired, and the ceiling in the Carr Room needs to be repaired where there is a water stain.

RESULT: REVIEWED BY PARK COMMISSION

7. Report on General Operation of Golf Course

Snow on the ground, lots of sledders and cross country skiers!

RESULT: REVIEWED BY PARK COMMISSION

9. FY26 Mt Hood Budget

In February the Mt Hood Free Cash number should be coming out. The PC may want to bolster up the Mt Hood Reserve Fund and move some Free Cash into it. The Reserve Fund is also called the Stabilization Fund.

RESULT: REVIEWED BY PARK COMMISSION

VI. RECREATION DEPARTMENT REPORT

1. Program Updates

Frank couldn't make the meeting. Rob reported for him that the Spring Brochure book will be coming out soon

RESULT: REVIEWED BY PARK COMMISSION

2. FY26 Recreation Budget

No update

RESULT: REVIEWED BY PARK COMMISSION

VII. PARK DEPARTMENT REPORT

1. General Park Dept. Report

All of the youth group times are into the system, Pine Banks and Melrose fields.

Youth soccer is potentially not using the West Knoll small field this spring. It is very beat up. However, youth soccer has 1200 signups so they have cut their high school program due to not enough field space. Rob is trying to get them more time on any fields. Hopefully getting irrigation working on the west knoll will help the field come back to life.

As far as Capital Improvement projects that are in the works:

Rob met with the Vocational School, who are doing the dugouts at the Common Fire Station side Softball field. They will get Rob quotes and he believes funding has been secured. Ward Hamilton has been helping with this. They can get this done in the next few weeks. They can work in the snow and have to work during school hours since it is students. Hopefully this will be done before April 1. It was voted by the PC that this field would be dedicated to Joan Bell. A scoreboard and plaque will also be done.

Rob is waiting for 1 more quote and then deciding what to do with the Common Playground Renovation and Dunton Park Playground. That should be in this week. Then Rob will sit with the mayor's office to decide what they want to do. Rob can send the plans to the PC if they want to look them over and have input.

The irrigation project at the Knoll is being funded by a DCR grant. DPW is reaching out to the contracted irrigation company for quotes. Rob is hoping to see those by Wednesday.

The infield work projects that are going to be done on the Common, Conant and Morelli are being worked on. The scope of work is still being put together. This work will take place after fall ball, late in October, it has be put out to bid.

The Lewis Monk lights project got complicated. The Ell Pond Feasibility Study was thought to include the lights at Lewis Monk. But it does not so the DPW Director wants to send this to Weston and Sampson and have them write up specs and a bid proposal.

John M asked about projects going out to bid. He is not in favor of doing another Feasibility Study and wonders if Weston and Sampson automatically gets this. He would like Rob to look into it. He would like to see a procurement officer hired to see these things be done in house.

Rob said that Weston and Sampson quoted \$36K to do a scope of work for the work that needs to be done at the Tremont Street Tennis Courts, Crystal Street Courts and Foss Park Court.

Rob said he has also been included in meetings on the Stormwater Study that is part of the Ell Pond Feasibility Study. He is not clear on this project. His interest in the project is to build a new turf field. Jim D said the study did not get to the 25% design step yet and clarity has to be made about the process. Discussion was had on what Jim knows about it. Jim wants to talk to the mayor's office and the DPW Director on the whole project.

The user fee conversations have dried up since the override passed.

The Little League conversations about leasing the little league fields has not had anything happening for months. Procurement regulations could be a problem in that the Little League would still have to go by the same procurement laws that the city goes by.

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| RESULT: REVIEWED BY PARK COMMISSION |
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2. FY26 Park Budget

No update

RESULT: REVIEWED BY PARK COMMISSION

VIII. ITEMS NOT REASONABLY ANTICIPATED AT TIME OF POSTING

None

Motion: To adjourn

By: Kelly Broderick, Second: Anne Ahern - motion carried.