



CITY OF MELROSE
PARK COMMISSION
MINUTES • MARCH 9, 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, Dean Scarito, Frank Olivieri

II. SIGNING OF WARRANTS

III. APPROVAL OF MINUTES

- Minutes February 9, 2026

Motion: Approve the Minutes of February 9, 2026

RESULT:	PASSED [5 TO 0]
MOVER:	Rob Kirsh
SECONDER:	Kelly Broderick
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.

No one came forward.

Motion: Close Public Participation

By: John Mercer, Second: Kelly Broderick - motion carried.

V. MOUNT HOOD REPORT

- Report on Season Passes/Contract Tee Times

Twelve or thirteen season passes have been sold so far. Several Contract tee times have been sold.

a. Veteran Rates – Tammy Shovelton, Melrose Director of Veterans Services

Tammy Shovelton, Director Veterans Services for the City of Melrose came to request that the Park Commission revisit veteran discounts for weekend rounds and for a family season pass be started for a veteran and their spouse.

The Park Commission discussed and asked that the Veteran’s Services Dept. come back in December to revisit the request.

RESULT: REVIEWED BY PARK COMMISSION

2. Monthly Revenues

Last year Sagamore opened March 14th. Previous to opening in March they were able to open for several days in January and do 31 rounds! Once again revenue is totally weather dependent at this time of year especially.

There was great feedback on the simulator golf leagues that Sagamore offered during the winter.

RESULT: REVIEWED BY PARK COMMISSION

3. Report on requests for rental of club house

There are 2 more rentals in April that are not on the list right now, Easter Sunrise Service and a party.

RESULT: REVIEWED BY PARK COMMISSION

4. Marketing Plan

Richard reported that the website is still being worked on and Sagamore is in hopes it will be live by the start of the season.

RESULT: REVIEWED BY PARK COMMISSION

5. Course Maintenance & Staffing Log, Certification

Mike Ford is going to uncover some of the greens that had a lot of snow on them. Sagamore is shooting for April 1st to open, but, as usual Mother Nature is in charge.

RESULT: REVIEWED BY PARK COMMISSION

6. Building Maintenance Report

Nothing to report

RESULT: REVIEWED BY PARK COMMISSION

7. Report on General Operation of Golf Course

Richard reported that they are moving forward with the Audubon Certification. They actually had a Tufts Grad student reach out to do a drone survey at Mt Hood and one other of their courses. The student can study the data and potentially help with finding dry spots or insect infestation spots or many other concerning issues.

Sagamore has gotten several quotes from companies to do water testing on the ponds. Rob has been in touch with Will about this.

RESULT: REVIEWED BY PARK COMMISSION

9. FY26 Mt Hood Budget

Cindy B reported that the Mt Hood Free Cash number just came out. As of June 30, 2025 Mt Hood’s free cash was \$1,129,731.

Mt Hood established a Reserve Fund/Stabilization Fund years ago. The Park Commission typically kept approximately \$400,000 in the Reserve Fund in case of an emergency and the city still had to pay the management company per their contract(\$50,000 per month).

The question to the Park Commission is if they would like to move some of the free cash into the Reserve Fund this fiscal year. The request would have to go before the city council, so the process should be started in early May if the Park Commission’s desire is to move money. There is approximately \$230,000 in the Reserve Fund right now.

The PC requested to look at the numbers and come back with a suggestion at the April meeting.

RESULT: REVIEWED BY PARK COMMISSION

VI. RECREATION DEPARTMENT REPORT

1. Program Updates

Winter programming is finishing this weekend. Basketball and other programs went very well. They just released their spring brochure, and the PC should have it in their email. They are working on the summer brochure book now, and it will carry them to the end of August. Spring and summer will both have a lot of new programs. Last year there were a lot of staff changes, it was a bit of a rebuilding time. The question now is if people will sign up.

They have decided to bring in pickleball again, lessons and play. Outdoor volleyball is being expanded to all ages. Futsal is being introduced and Frank is curious if the program will take off. Rob Kirsh asked if recreation would possibly partner with youth soccer to get the word out. Frank said that he is open to the idea. Rec is offering a cardio tennis program that they hope is successful.

RESULT: REVIEWED BY PARK COMMISSION

2. FY26 Recreation Budget

Frank still does not know what the plan for Recreation's budget is yet. He is still running off of prior year's surplus. Jim D suggests that when the override dust settles a little that Frank should go back to administration to find out what the plan is. Cal Finocchiaro, a city councilor, said she is willing to have a conversation with the mayor about the future of the Recreation budget.

Cal said she is also concerned about the teen weight room. It used to be paid for out of the General Fund, and then the Friends of Melrose Football began helping to pay for staffing. The demand is there, and it should be open.

Frank spoke to the need for some sort of teen center. He watches busloads of kids get off in downtown Melrose with no real destination. A teen center would be so good for these kids. The weight room helps, another reason it needs to stay open.

RESULT: REVIEWED BY PARK COMMISSION

VII. PARK DEPARTMENT REPORT

1. General Park Dept. Report

On the Capital Supplemental Budget and DCR Projects that are going on:

The irrigation company that is contracted with the city is going to get a quote to the DPW/Parks on redoing the East and West Knoll irrigation. This is covered by a DCR grant.

The renovations to the infields at Conant, Morelli, and Store Side Common; still working on the scope of work with city engineer and DPW. Funding from Supplemental Budget.

Lewis Monk Lights, Foss Park repainting, Crystal Street renovations and the lining of Tremont St courts, the scope and bid writeup is being contracted to Weston and Sampson for \$45K. It is under direction of DPW Director. Weston and Sampson were supposed sign the contract today. Funding from Supplemental Budget.

Other Park Info:

DCR pushed a bunch of snow (including salt) onto the side of the West Knoll after a big storm. DPW has been in contact with the DCR about some sort of remediation to fix the damage.

Spring sports are starting in 2 weeks, weather permitting.

2. Farmers’ Market Permit Request – Steph Zabel

Rob read Steph’s request for a permit to run the Market at Cedar Park. Steph is the new Executive Director of the Farmers’ Market. It will run from June 11 to Oct 29. The description is in the agenda packet.

Motion: To approve the Farmers’ Market request to run the market at Cedar Park for the 2026 season.

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

3. Farm Direct Co-op Permit Request – Julie Pottier-Brown

Julie is here to request the use of the back part of the knoll to run their co-op. They operate every Tues and Thurs from June 9th to October 19th. They are no longer sending a large truck to Melrose, so it is a bit smaller footprint. Julie is so happy to continue this co-op in Melrose.

Jim D asked about the 501c3 that they just opened. Julie described it. It is called the Farm Direct Community Foundation. It is functioning right now as a way to give back to those in need. It is very new.

Julie asked what happened to the person that used to run the Thanksgiving Dinner in Melrose. Jim said he will get her connected with him.

Motion: To approve the Farm Direct Co-op’s request to run the co-op at the Knoll for the 2026 season.

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

4. Adopt-a-site – Meehan Island – Meghan Mcdonough

Meghan is coming next month to present what she is doing with the Biodiversity Alliance and what she would like to do with Meehan Island adopt-a-site on Washinton and Pleasant Streets. She would like a screen set up to show slides.

Rob is trying to come up with guidelines as to what an adopt-a-site is. He would like the rules to be clearly defined. There has been a lot of questions about adopt-a-sites this new year.

RESULT:	REVIEWED BY PARK COMMISSION
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5. Cedar Park Bench Replacement Request – Jen Parziale

Jen, came to request that an old decrepit bench at Cedar Park get replaced with a new bench and a plaque to honor the late Sally Frank (who started the Farmers’ Market in 1994). She is looking for the city to replace the bench and possibly pay for the plaque.

Rob said he will talk to DPW to look the bench over. There is a line item for benches and barrels so it may be a very doable project. He will send Jen info on designing the plaque. The Park Dept has a vendor that they have been using for plaques for a long time.

Motion: To approve the purchase of a plaque in memory of Sally Frank by the Park Dept. and to work with DPW to purchase and install a new bench at Cedar Park.

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

6. Capital Improvement Park Project Process

- a. Common Park
- b. Dunton Park

Rob C. would like to see a process set up to do playground projects or other Capital Projects that the city has slotted money for. The 2 playground projects are big projects and he wants to make sure he is doing things correctly. He realizes there needs to be community input, but, he wants to make sure we communicate and set a timeline of when we would like to hear feedback. Cal Finocchiaro and Rob Kirsh would like the playgrounds to be as inclusive to as many as possible. Rob K asked how much city engagement is typically done. The PC thinks that there should be 1 meeting allowing people to come and give their opinions. Jim asked if there is enough time to have 2 meetings to decide on a plan and then to get it done. Rob is concerned that some of the quotes may not be valid any longer if the process goes on too long. The PC should review the plans before the April meeting, and then put it on the agenda for the April meeting. At the April meeting the proposals can be presented and public comment can be heard. The PC could then vote if they are ready. Rob is hoping these projects can get done in the fall of 2026.

7. Ell Pond Feasibility Study – 25% Design Update

In 2019 a Feasibility Study was done on the Ell Pond/Knoll/Cabbage Patch area. It was published in 2020. In order to go forward with the project a 25% design study needed to be done. This was done. It was funded by the state and the city. This opens the avenue to pursue any or all parts of the Feasibility Study. A next step could be to present something to Conservation. The Park Dept has interest in increasing usable playing fields. The other next step is a 100% design study. Rob C said that the full 100% design would come from DPW Director.

Cal F asked if there was a 25% Study Report. Rob C said it is not out to the public yet.

8. FY26 Park Budget

No update

VIII. ITEMS NOT REASONABLY ANTICIPATED AT TIME OF POSTING

None

Motion: To adjourn

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