



CITY OF MELROSE
PARK COMMISSION
MINUTES • MAY 11, 2026

RECEIVED

By City Clerks Office at 2:39 pm, Jun 18, 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		Absent	absent
Anne Ahern		Present	
Rob Kirsh		Present	
John Mercer		Present	
Jim Donohue	Chair	Present	

Also present: Rob Carrillo, Frank Olivieri, Richard Luff, Dean Scarito, Mike Ford

II. SIGNING OF WARRANTS

III. APPROVAL OF MINUTES

- 1. Minutes April 13, 2026

Motion: Approve the Minutes of April 13, 2026

RESULT:	PASSED [4 TO 0, 1 absent]
MOVER:	Rob Kirsh
SECONDER:	Anne Ahern
AYES:	Anne Ahern, John Mercer, Rob Kirsh, Jim Donohue
ABSENT:	Kelly Broderick

IV. PUBLIC PARTICIPATION(MT HOOD)

Motion: Open Mt Hood Public Participation

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

No one

Motion: Close Mt Hood Public Participation

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

V. MOUNT HOOD REPORT

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

In April 65 passes were sold. Seasonal Pass revenue for April \$87,947.

RESULT: REVIEWED BY PARK COMMISSION

2. Monthly Revenues

Golf revenue was up \$53K for the month , still down for the year. This is very weather driven. Kitchen was up \$6K and rounds were up 250 for the month.

RESULT: REVIEWED BY PARK COMMISSION

3. Report on requests for rental of club house

8 Functions in April, Senior Day is tomorrow and 6 more functions are scheduled for May.

RESULT: REVIEWED BY PARK COMMISSION

4. Marketing Plan

Very active on Facebook

RESULT: REVIEWED BY PARK COMMISSION

5. Course Maintenance & Staffing Log, Certifications

Mike reported that they are still doing cleanup. There has been a lot of wind. They aerated and top-dressed the greens. They are now aerating and overseeding tee boxes. Waiting for warm weather, which looks like it is coming.

a. Capital Improvement Updates

The 5 willows have been planted on the 14th hole.

Mike is waiting for a 2nd contractor to quote on replacing the net on 14.

The starter’s shack has been started by Cook Inc. It should be done by the end of the week.

Rob K asked what the timeline is for the net on the 14th. Mike said asap.

Dean reported that they have 2 quotes for the enlargement of the cart pen. They are looking forward to getting that done so they can fit all carts into the pen. Dean also said that the pace of play is looking like it may be picking up and Sagamore is hoping this trend is due to the new golf carts. Before they broadcast that they would like to get another month under their belt.

Rob C reported that he signed off on the pond water testing for the Audubon Certification project. Solitude Lake will be doing that. Will is speaking at the Senior Day event tomorrow. Bluebird boxes have been put up. Some wildflower beds have been planted for the butterflies on the 8th and 15th holes.

6. Building Maintenance Report

Nothing to report

RESULT: REVIEWED BY PARK COMMISSION

7. Report on General Operation of Golf Course

Nothing to report

RESULT: REVIEWED BY PARK COMMISSION

8. FY26 Mt Hood Budget

a. Mt Hood Free Cash into Reserve Fund Request – vote

Motion: The Park Commission is in favor of requesting to put \$200,000 into the Mt Hood Reserve Fund/Stabilization Fund from the Mt Hood Free Cash. This will go before the City Council.

RESULT: PASSED [4 TO 0, 1 absent]
MOVER: Rob Kirsh
SECONDER: Anne Ahern
AYES: Anne Ahern, John Mercer, Rob Kirsh, Jim Donohue
ABSENT: Kelly Broderick

b. Mt Hood Free Cash Request for Professional Services-vote

Motion: The Park Commission is in favor of requesting to appropriate \$150,000 from Mt Hood Free Cash to be used for Professional Services. This is needed to fulfill Sagamore’s contract.

RESULT:	PASSED [4 TO 0, 1 absent]
MOVER:	Rob Kirsh
SECONDER:	Anne Ahern
AYES:	Anne Ahern, John Mercer, Rob Kirsh, Jim Donohue
ABSENT:	Kelly Broderick

VI. PUBLIC PARTICIPATION (RECREAION & PARKS)

Motion: Open Mt Hood Public Participation
 By: John Mercer, Second: Anne Ahern - motion carried.

Cecelia Sibley, Howie Street, said she left the Park Commission with a long list of questions on pickleball/tennis at the last meeting. She has yet to hear a response from anyone. She is disappointed about that and at the last meeting she got no feedback during public participation while some subjects did get feedback. She can't seem to get onto the agenda and needs to know what the proper method is to get on an agenda. Jim D apologized for her disappointment and he will get in touch with her to answer her questions.

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

VI. RECREATION DEPARTMENT REPORT

1. Program Updates

Spring is going well. There are 90 participants in track, volleyball has played 7 or 8 games already. A couple of events coming up - a fishing derby is coming up at Pine Banks on May 16. There is a tennis tournament coming up this weekend also.

The summer brochure went out, and registrations are coming in as expected.

RESULT:	REVIEWED BY PARK COMMISSION
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2. FY26 Recreation Budget

Good news, it looks like Recreation's general fund is going to be reinstated in FY27 if it is passed by the City Council. Frank said they would get around 84K.

RESULT:	REVIEWED BY PARK COMMISSION
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VII. PARK DEPARTMENT REPORT

1. General Park Dept. Report

Two weeks ago the Ell Pond Fountain was reinstalled and is up and running.

All fields are open as of last Thursday. They are not all in great shape. Conant was the worst, but, has had some work done to it. Rob’s followup to this is can these fields be ready earlier?

Since the override passed there has been conversations about several of the summer help to come under the Parks Dept. Rob is pushing for this.

Rob and Cindy met with the City Solicitor and Lauren Grymek about updating the adopt-a-site, the permit application and the user handbook. Rob has updated these and he would like to get these out to the residents once the city solicitor signs off on them.

RESULT: REVIEWED BY PARK COMMISSION

2. AEDs in the Parks – Update Kelly Vrooman

Kelly Vrooman gave an update on her AED project. She, along with a lot of help raised \$16,433 for 7 AED devices to be located within agreed upon parks. She understands this must go before the City Council for their approval of the donation. She would appreciate the Park Commission’s guidance on next steps. Rob C will let Kelly know when the Council Meeting will take place.

Nic Sarata asked how this would work so that the money donated will not be spent on other things. Rob C told him it will be in its own line item. They would have to follow procurement laws if the cost is over 10K.

Kelly has researched several companies and has a lot of information to share with the Park Dept. Some companies have service agreements. They will check on and service the units and cabinets. Kelly would like to get exactly what the Fire Department has, so that all will be familiar with the same AEDs.

Motion: To approve the acceptance of the donated funds(\$16,433) from Kelly Vrooman to be spent on AEDs .

RESULT: PASSED [4 TO 0, 1 absent]
MOVER: Rob Kirsh
SECONDER: Anne Ahern
AYES: Jim Donohue, Anne Ahern, John Mercer, Rob Kirsh
ABSENT: Kelly Broderick

3. Farmers’ Market Request for Beer Garden – Steph Zabel

Steph Zabel, executive director of the Melrose Farmers Market, thanks the Park Commission for all of their help throughout the years. Steph shared a bit of history and goings ons around the market. They are so much more than just a food market. She said that 1700 Melrose families rely on the SNAP program. The market doubles the purchasing power of the SNAP benefits. They are the only place in Melrose where some state benefits can be used.

The Farmers’ Market is requesting to host a pilot beer garden during a Thursday evening. It will operate during limited hours, a 3 or 4 hour timeframe, possibly 4:30-7:30pm. Steph handed out their proposal for a beer garden.

Motion: To approve the use of Bowden Park for a 1 day date, to be determined later, for the purpose of running a family friendly beer garden, with the understanding that the Farmers’ Market has to get approval from the Liquor Commission and follow their rules.

RESULT:	PASSED [4 TO 0, 1 absent]
MOVER:	Rob Kirsh
SECONDER:	Anne Ahern
AYES:	Jim Donohue, Anne Ahern, John Mercer, Rob Kirsh
ABSENT:	Kelly Broderick

4. Melrose Little League – Nic Sarata

Nic Sarata, Little League President, comes before the Park Commission to discuss the purchasing or donation of a scoreboard for the Conant Little League Field. Or, they may want to move the Lewis Monk scoreboard to Conant and purchase a new one for Lewis Monk. Nic has a sponsor that would like to purchase and donate a scoreboard. Outlets at Conant need to be fixed as well. Little League has been trying to replace the electric box at Lewis Monk for 2 years, so getting the outlets at Conant fixed will probably be very hard to get done. The PC discussed in length and made two motions.

Motion: To accept the donation from Little League of a scoreboard for Conant and the funds for installation, pending checking with the City Solicitor upon its legality.

RESULT:	PASSED [4 TO 0, 1 absent]
MOVER:	Rob Kirsh
SECONDER:	Anne Ahern
AYES:	Jim Donohue, Anne Ahern, John Mercer, Rob Kirsh
ABSENT:	Kelly Broderick

Motion: If the motion above is not allowed then the PC approves the acceptance of a donation of funds from Little League to purchase a scoreboard and installation of said scoreboard.

RESULT:	PASSED [4 TO 0, 1 absent]
MOVER:	Rob Kirsh
SECONDER:	Anne Ahern
AYES:	Jim Donohue, Anne Ahern, John Mercer, Rob Kirsh
ABSENT:	Kelly Broderick

5. Capital Improvement Park Projects - Updates

The irrigation contract was put out to bid. Waiting for update.

The playground structures for Common and Dunton were voted on last meeting. These have been given to the city solicitor for review. Rob is waiting for answers.

The Lewis Monk lights, Foss Park court redo, the Tremont St tennis court pickleball lines and Crystal Street tennis court resurfacing are being written up. Going out for bid in 2 weeks.

The improvements to the infields of Conant, Morelli and possibly the Common scopes of work have been written up and they are going out to vendors. Hopefully a signed contract will be signed by the end of the fiscal year.

Rob has been looking into if there is any money leftover on the playgrounds could it be put into something that is not on the scope?

RESULT:	REVIEWED BY PARK COMMISSION
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6. FY26 Park Budget

No update

RESULT: REVIEWED BY PARK COMMISSION

VIII. ITEMS NOT REASONABLY ANTICIPATED AT TIME OF POSTING

None

Motion: To adjourn

By: Rob Kirsh, Second: Anne Ahern - motion carried.