

To: NGCA Members  
From: Bernard Caulfield, Chairman NGCA  
Re: Minutes of NGCA regular meeting of November 18, 2020 conducted remotely via Turbo Bridge pursuant to Executive Order 7B-1

**Members Present**

Bernard Caulfield  
Michael Driscoll  
Charles Whitty  
David DiBattista  
Susan Dutilly  
Richard Podurgiel  
Bob Malouf  
Ray Lathrop  
Richard Strouse

**Others Present**

Mike Svab, Pro Manager  
Eric Kundahl, Course Superintendent  
Tony Madeira, Finance Department  
Edward Nevins, Member's Club  
Bridget Pearson, Accountant

**Call to Order**

- Chairman Caulfield called the November 18, 2020 meeting of the Norwich Golf Course Authority to order at 7:02 p.m.

**Minutes**

- A motion to accept the minutes of the October 21, 2020 meeting of the Norwich Golf Course Authority was made by Mr. Malouf, seconded by Mr. Lathrop and approved by a vote of 9-0.

**Financial Report**

Mr. Madeira presented the Financial Report of October 2020.

Revenues for the month of October 2020 were \$78,112, \$12,347 over budgeted Revenues of \$65,765, and \$20,691 more than comparable October 2019 Revenues.

Expenses for the month of October 2020 were \$92,888, \$26,568 over budgeted Expenses of \$66,320 and \$23,661 over October 2019 Expenses.

Operating Revenues were less than Expenses in the month of October 2020 by \$14,776, compared to the budgeted expectation of \$14,221.

Year to Date (YTD)

Operating Revenues YTD were \$1,145,367, \$169,480 over budgeted Revenues of \$975,896 and \$128,439 more than comparable October 2019 Revenues.

Expenses YTD were \$929,643, \$41,587 over budgeted Expenses of \$888,056, and \$36,574 over comparable October 2019 Expenses.

YTD Operating Revenues exceeded YTD Expenses by \$215,732, which exceeds budgeted expectations by \$127,868, and is \$91,865 higher than the comparable figures through October 2019.

Items of interest on the Balance Sheet include:

1. Accounts Receivable as of 10/31/2020 were \$11,674 due from Golf Now.
  2. The Caddy Shack lease has a credit balance of \$7,950 as of October 31, 2020.
  3. The balance in Accounts Payable (product/services) that have been received (expensed) but not yet paid for as of October 31, 2020, was \$6,155.
  4. The Due to General Fund is the NGCA's Cash Balance and, as of October 31, 2020, is in the amount of \$115,577. An amount in the Asset section means a positive position.
  5. New accounts have been added to reflect the capital lease for the greens roller and the Interfund Loan(s). Each of these items have been split into the current (items due and payable within the year), and non-current (long term) that are due and payable in a period of greater than a year.
  6. Currently the Interfund Loan account reflects the Pond project and the Equipment purchase.
- Overage in Expenses can be traced back to various items, Course Supplies totaling \$39,000 – Fountain, Seed, and State Monitoring Equipment/Software relative to the Pond project.

A motion to accept the Financial Report as presented by the Assistant Comptroller was made by Mr. Podurgiel, seconded by Ms. Dutilly, and approved by a vote of 9-0.

At the Chairman's request, Mr. Malouf moved to suspend the rules to revise the order of the agenda in the New Business category to make adoption of the budget the last item. This was seconded by Mr. Lathrop and approved by a vote of 9-0.

## **CADDY SHACK RESTAURANT**

The Caddy Shack Lease is paid through the end of November 2020 and has a slight credit.

## **COMMITTEE REPORTS**

- **Chairman's Report**

Chairman Caulfield reported that he had received a letter from the city manager advising that the members of the Authority terms are up as of January 23, 2021. The manager requested a listing of those members who wish to be reappointed. All but Mr. Driscoll responded positively.

- **Clubhouse Committee**

No report presented.

- **Greens Committee**

No report presented.

- **Planning Committee**

No report presented.

- **Marketing Committee**

Mr. Podurgiel noted that the Marketing Committee recommendations had been approved at the October regular meeting.

- **Beautification Committee**

No report presented.

- **Budget Committee**

Mr. Malouf deferred the Budget Committee report to the end of the meeting.

- **Pro Shop Report**

Mr. Svab had no report with respect to the Pro Shop.

- **Course Superintendent**

Mr. Kundahl noted that the new pump house has been winterized.

He also reported that the Connecticut Course Superintendent Association has requested to hold an event at the Norwich Golf Course on April 19, 2021 which will allow superintendents throughout the state to have an opportunity to see the new pond and its supportive infrastructure.

A motion to approve this request was made by Mr. Malouf, seconded by Mr. Podurgiel and approved by a vote of 9-0.

- **Pro Manager Report**

Mr. Svab noted that the year is wrapping up and the course will be kept open as long as weather and conditions permit. He anticipates that the weather will be cooperative through the Thanksgiving weekend and after that it will be day by day.

- **Member's Club**

Mr. Nevins noted that the 2020 season is winding down from the member's point of view. He reminded the Authority that the Member's Club will not be holding a Christmas party this year. In his opinion the members are pleased with the condition of the course and the cooperation and assistance received through the Pro and his staff.

## **NEW BUSINESS**

Mr. Malouf, as acting chair of the Budget Committee, presented a description of a proposed calendar year 2021 budget for the Norwich Golf Course Authority. He emphasized that in putting together the budget the members of the Budget Committee attempted to avoid any considerations of the revenues and expenses relative to 2020 year as 2020 presented special challenges and opportunities

which resulted in increased play and higher revenues. These results cannot be relied upon to occur again.

In the proposed budget, Revenues for the 2021 are shown as \$1,087,970 with Expenses \$1,117,000, the Expenses including depreciation which when credited back, results in an anticipated cash position at the end of 2021 of a positive \$14,372.

In discussing the budget, the positions of an Assistant Pro and an Assistant Course Superintendent were discussed. The hiring of such will probably take place at the end of February or early March in 2021 to be made 12-month employees in 2022. It is anticipated that they will receive compensation at \$20 per hour in each position.

Questions were also asked regarding the role the course mechanic will play next year as the new equipment is anticipated to allow him time for other work on the course. Mr. Kundahl indicated he will probably be mowing greens on Fridays as well as perhaps performing other work as opportunity arises.

A motion to approve the budget as presented by Mr. Malouf, was made by Mr. Strouse, seconded by Mr. Podurgiel and approved by a vote of 9-0.

A motion to authorize and direct Chairman Caulfield to send the letter to the city manager regarding the 2021 budget requesting it be presented to the council for approval was made by Mr. Driscoll, seconded by Mr. Malouf and approved unanimously.

Discussion followed concerning the plans to replace the roof at the clubhouse. A motion was made by Mr. Malouf and seconded by Mr. DiBattista to authorize and direct Chairman Caulfield to write to the city manager requesting the inclusion of \$30,000 for the roof replacement in the city manager's proposed capital budget. This was adopted by a vote of 9-0.

## **Adjournment**

A motion to adjourn the meeting was made at 8:02 p.m. by Mr. DiBattista, seconded by Mr. Malouf and approved by a vote of 9-0..