

To: NGCA Members
From: Barney Caulfield, Chairman NGCA
Re: Minutes of NGCA monthly meeting of January 18, 2017

Members Present

Bernard Caulfield
Charles Whitty
J.P. Mereen
David DiBattista
Richard Podurgiel
Michael Driscoll

Others Present

Bruce Morse, Superintendent
Mike Svab, Pro Manager
Sandra Kuchta, Finance Department
Jim Homiski, Member's Club

Call to Order

- Chairman Caulfield called the January 18, 2017 meeting of the Norwich Golf Course Authority to order at 7:01 p.m.

Minutes

- A motion to approve the minutes of the meeting of December 21, 2016 of the Norwich Golf Course Authority was made by Mr. Mereen, seconded by Mr. Podurgiel, and was approved unanimously.

Financial Report

Ms. Kuchta presented the financial report.

Revenues for the month of December 2016 were \$6,426.39 compared to budgeted revenues of \$7,736.48, \$1,310.09 under budgeted revenues and \$11,173.84 under December 2015 revenues.

Year to date revenues through December 2016 were \$1,121,185.04 compared to budgeted revenues of \$1,130,000.00, \$8,814.96 under budgeted revenues and \$2,777.19 under year to date December 2015 revenue.

Expenses for the month of December 2016 were \$72,914.76, compared to budgeted expenses of \$74,074.73, \$1,159.97 under budgeted expenses and \$329.81 under December 2015 expenses.

Year to date expenses through December 2016 were \$1,134,558.09 compared to budgeted expenses of \$1,130,000.00, \$4,558.09 over budgeted expenses and \$21,826.57 over year to date December 2015 expenses.

Expenses exceeded revenues in the month by \$66,488.37. Expenses exceeded revenues year to date December 2016 by \$13,373.05, compared to budgeted figures of \$0.00, \$13,373.05 under the budget.

Cash balance at month end December 2016 was \$23,152.59.

A motion to accept the financial report was made by Mr. Whitty, seconded by Mr. Driscoll, and approved unanimously.

CADDY SHACK

Ms. Kuchta reported that the Caddy Shack lease was paid in full in 2016. The rent for January 2017 has been received and the Caddy Shack is current.

A motion to accept the report on the Caddy Shack was made by Mr. DiBattista, seconded by Mr. Podurgiel and approved unanimously.

Chairman Caulfield reported the Caddy Shack plans to reopen on February 28, 2017.

COMMITTEE REPORTS

- **Chairman's Report**

Chairman Caulfield distributed to all present a copy of the Code of Ethics for the City of Norwich which had been sent to him for this distribution by the executive assistant to the city manager. Mr. Morse will distribute copies to his staff and Mr. Svab will make the same available for his. The city manager requested all recipients review the Code of Ethics and Chairman Caulfield relayed this request.

- **Clubhouse Committee**

Chairman Caulfield reported that repairs are necessary to the heating system in the clubhouse, the repairs to include replacement of two circulating pumps and other work. Over the last month the system has required regular attention and a plumber has examined the same. There is some difficulty in getting replacement parts given the age of the system and these are being located. Repair costs are estimated at \$8,000.

There is general concern about a possible freeze up if the repairs are not immediately affected.

A motion to approve an appropriation of up to \$10,000 for the repairs and to make the necessary arrangements to have the repairs and other required work on the system performed was made by Mr. DiBattista, seconded by Mr. Mereen and approved unanimously.

Water Conservation Project

Mr. Mereen reported on the Alternative Water Conservation Proposal. The city purchasing agent, Mr. Hathaway, is in the process of putting together an RFP/RFQ regarding necessary work. Mr. Morse has given Mr. Hathaway information on the water use at the course and Mr. Mereen has spoken with the city manager and the planning director about the ongoing process. In order to obtain a diversion permit the Authority will need approvals from the Inland Wetlands Watercourses and Conservation Commission of the City of Norwich to locate the pond and from the Commission on the City Plan regarding the excavation of the same.

The city manager has agreed to sign off on such applications. The city engineer will review the proposals. Mr. Mereen also reported that the city manager will cooperate in a meeting with representatives of the state DEEP at an appropriate time.

- **Greens Committee**

No report presented.

- **Planning Committee**

No report presented.

- **Beautification Committee**

No report presented.

- **Marketing Report**

No report presented.

- **Budget Committee**

No report presented.

- **Superintendent's Report**

Mr. Morse reported that he will be ordering new flags for the greens for the 2017 season. Regular flags are \$50 each and the Member's Club has request prism flags which are \$80 each. The Member's Club has agreed to pay the difference.

The order will be for 27 flags to cover breakage and loss of flags during the year.

- **Pro Manager's Report**

Mr. Svab reported on that it will be necessary to move the date of two scheduled Member's Club events. Presently opening day is scheduled for April 16 and another event for May 14. These are Easter Sunday and Mother's Day respectively. Opening day will be moved to April 23 and the 2nd tournament to May 21.

At the suggestion of the animal control officer, Mr. Svab will post signs indicating that no dogs are permitted on the golf course. The course has been experiencing some interference with play and issues of inadequately attended dogs on the course. In addition many dog owners have failed to clean up after dogs on public areas on the course.

Mr. Svab proposed promoting the sales of the 5-round play package to various area businesses and organizations.

After discussion a motion to approve the proposed promotion of such, described as corporate play packages was made by Mr. DiBattista, seconded by Mr. Podurgiel and approve unanimously.

- **Member's Club**

No report presented.

Adjournment

A motion to adjourn the meeting at 8:22 p.m. was made by Mr. DiBattista, seconded by Mr. Podurgiel, and approved unanimously.