

To: NGCA Members  
From: Barney Caulfield, Chairman NGCA  
Re: Minutes of NGCA monthly meeting of November 16, 2016

**Members Present**

Charles Whitty  
J.P. Mereen  
Richard Podurgiel  
Michael Driscoll  
Richard Strouse

**Others Present**

Bruce Morse, Superintendent  
Mike Svab, Pro Manager  
Sandra Kuchta, Finance Department  
Bob Malouf, Member's Club  
Michael Colkins, Guest

**Call to Order**

- Vice Chairman Strouse, in the absence of Chairman Caulfield, called the meeting to order at 7:00 p.m.

**Minutes**

- A motion to approve the minutes of the meeting of October 19, 2016 was made by Mr. Podurgiel, seconded by Mr. Whitty and approved unanimously.

**Financial Report**

Sandra Kuchta presented the financial report.

Revenues for the month of October 2016 were \$62,351.73 compared to budgeted revenues of \$73,118.24, \$10,766.51 under budgeted revenues and \$1,235.03 under October 2015 revenues.

Year to date revenues for October 2016 were \$1,074,538.60 compared to budgeted revenues of \$1,097,434.20, \$22,895.60 under budgeted revenues and \$8,837.51 over year to date October 2015 revenue.

Expenses for the month of October 2016 were \$69,574.44, compared to budgeted expenses of \$78,056.51, \$8,482.07 under budgeted expenses and \$8,670.50 under October 2015 expenses.

Year to date expenses through October 2016 were \$972,064.07 compared to budgeted expenses of \$956,882.82, \$15,181.25 over budgeted expenses and \$26,167.82 over year to date October 2015 expenses.

Expenses exceeded revenues in the month by \$7,222.71. Revenues were in excess of expenses year to date October 2016 by \$102,474.53, compared to budgeted figures of \$140,551.38 \$38,076.85 under the budget.

Cash balance at the end of October 2016 was \$139,636.06.

Ms. Kuchta noted that revenues in November 2016 have been good and the Authority will need approximately \$20,000 through the end of December 2016 to meet its revenue budget. She also noted that expenses are likely to be higher than budgeted through the end of the year.

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

## **CADDY SHACK**

Ms. Kuchta reported that the sum of \$5,750 was due for November, \$2,000 has been received by way of a card swap and the remaining balance of \$3,750 will be deposited on Friday. Rent of \$1,000 will be due in December 2016.

## **COMMITTEE REPORTS**

- **Chairman's Report**

No report presented.

- **Irrigation Project**

Mr. Mereen reported that he and Mr. Svab had met with Dave Steiger of the DEEP on site to discuss the project. Mr. Steiger was supportive and helpful, making suggestions with respect to the use and disposal of materials excavated in the course of the project.

Mr. Mereen also reported on a meeting which he and Mr. Svab held with a contractor with the experience as a hydrologist. The contractor suggested that, as a result of the uniqueness of the site, it might be possible to use modeling to satisfy the DEEP requirements for a diversion permit, modeling having estimated costs of \$12,000 vs the anticipated cost of \$40,000 for test wells. Mr. Mereen also indicated that he and Chairman Caulfield may seek another meeting with Mr. Doug Hodgkiss regarding the application to be filed with the DEEP. While

these meetings have been useful and productive it has become apparent that the project will take longer to complete than initially hoped and will cost more.

- **Clubhouse Committee**

No report presented.

- **Greens Committee**

At Vice Chair Strouse's request Mr. Morse reported that the practice bunker is 90% done and should be available for use in the spring. Additional sand will have to be added and he is holding that off for the spring.

- **Planning Committee**

No report presented.

- **Beautification Committee**

No report presented.

- **Superintendent's Report**

No report presented.

- **Pro Manager's Report**

No report present.

- **Member's Club**

No report presented

## **New Business**

Mr. Whitty, Chair of the Budget Subcommittee, with the assistance of Sandra Kuchta and Mike Svab presented the proposed 2017 expense and revenue budgets and the recommended dues, fees and rates for the 2017 season. The proposed budget anticipates revenues of \$1,152,400 and expenses in the same amount. Ms. Kuchta explained the assumption she had used in making recommendations as to the figures in specific categories. A copy of the proposed budget, with comparison to the 2016 adopted budget is attached to the minutes as Exhibit A.

Mr. Svab then reviewed the increases in the season pass rates, the daily fees and the golf cart fees proposed for the 2017 season.

A motion to approve the revenue expenditure budget of \$1,152,400 and to send the same to the city council for its approval was made by Mr. Podurgiel, seconded by Mr. Mereen and approved unanimously.

A motion to approve the recommended dues, fees, and rates as presented was made by Mr. Podurgiel, seconded by Mr. Mereen and approved unanimously, a copy of the approved dues, fees and rates being attached to these minutes as Exhibit B.

### **Adjournment**

A motion to adjourn at 7:43 p.m. was made by Mr. Mereen, seconded by Mr. Podurgiel, and approved unanimously.

## EXHIBITA

**Norwich Golf Course Authority  
Revenues**

	2017 Proposed Budget	2016 Adopted Budget
70223 Investment Income	200.00	100.00
70243 Miscellaneous Income	0.00	0.00
70245 Gift Card Discounts	0.00	0.00
71014 WE Green Fees B-4 Res.	56,000.00	58,801.47
71016 WD Green Fees B-4 Res.	40,000.00	33,959.23
71018 League Green Fees	11,500.00	8,850.00
71032 Green Fee Special	-	35,820.24
71033 Green Fee Special-with food	188,500.00	168,890.71
71021 Cart Rentals-Weekend	73,240.00	69,251.42
71022 Cart Rentals-Weekday	89,960.00	85,233.54
71020 Cart Rentals - Tournament	17,000.00	16,500.00
71023 Member Dues including playpacks	349,000.00	329,000.00
71019 Green Fees - Golf Now	32,000.00	16,000.00
71024 Locker Rental	0.00	0.00
71025 Income Club HS. Rest/Snack Bar	50,000.00	50,000.00
71026 WE Green Fees B-4 Non-Res.	44,000.00	48,073.25
71028 WD Green Fees B-4 Non-Res.	20,000.00	24,624.92
71029 Twilight Green Fees	39,000.00	44,439.32
71030 Outing Fees	101,000.00	100,000.00
71031 Usage Fees	11,000.00	17,000.00
71034 Gift Certificate Redemption	0.00	0.00
71035 Temporary Green Fees	1,000.00	376.16
71036 9 Hole Green Fees	42,000.00	37,129.74
76G35 Senior Golf Carts	12,500.00	12,500.00
76G36 Staff Carts	2,500.00	1,450.00
79999 Green Fee Special Food Vouchers	(28,000.00)	(28,000.00)
<b>Total Revenues-Cash Basis</b>	<b>1,152,400.00</b>	<b>1,130,000.00</b>
Transfers in from prior year (surplus)	0.00	0.00
<b>Total Revenues</b>	<b>1,152,400.00</b>	<b>1,130,000.00</b>

**30300 - NGCA - General Budget**

80016 Custodial Services	13,750.00	13,750.00
80021 Material & Supplies	2,600.00	2,600.00
80035 Utilities	33,799.96	35,000.00
80038 Advertising	0.00	0.00
80039 Audit	2,500.00	2,500.00
80040 Repairs & Maintenance	13,000.00	13,000.00
80042 Insurance	32,373.00	44,864.00
80044 New Equipment	0.00	0.00
80050 Contingency	9,200.00	28,000.00
80051 Res- Capital Projects	0.00	0.00
80053 Depreciation Expense	0.00	0.00
80054 Financial Service City	9,000.00	9,000.00
80055 Cash Variations	0.00	0.00
80056 Debt Service	28,225.00	28,975.00
80057 Dues, Licenses, Subscriptions	0.00	0.00
89999 Fringe Benefits	0.00	0.00
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Total - General	144,447.96	177,689.00

**30400 - Capital Improvements**

80002 Club House Repair-Improv.	0.00	0.00
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Expenses before appropriations	1,152,400.00	1,130,000.00

**30350 - Appropriations Reserves**

Total - Appropriations Reserves	0.00	0.00
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<b>Total Expenses</b>	<b>1,152,400.00</b>	<b>1,130,000.00</b>
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Total Revenues	1,152,400.00	1,130,000.00
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Total Expenses	1,152,400.00	1,130,000.00
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Reserve Replenishment	0.00	0.00
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Transfers in from Prior Year	0.00	0.00
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Reserve Replenishment	0.00	0.00
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**Norwich Golf Course Authority  
Expenses**

	2017 Proposed Budget	2016 Proposed Budget
<b><u>30100 - Maintenance</u></b>		
80011 Superintendent Contract	98,111.86	96,188.10
80012 Maintenance Wages	184,146.79	180,536.07
80013 Seasonal/Summer Help	32,000.00	30,000.00
80014 Overtime	18,500.00	18,500.00
80021 Course Supplies	120,000.00	110,650.00
80023 Gas and Oil	23,400.00	25,000.00
80033 Telephone	4,830.00	4,230.00
80035 Utilities	111,822.00	94,931.16
80036 Course Improvements	0.00	0.00
80040 Repairs & Maintenance	40,000.00	38,500.00
80044 New Equipment (Capital Leases)	8,100.00	0.00
80050 Contingency	0.00	0.00
80057 Dues, Licenses, Subscriptions	4,000.00	4,000.00
89999 Fringe Benefits	110,203.75	108,407.67
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Total Maintenance	755,114.40	710,943.00
<b><u>30200 - NGCA Pro Shop</u></b>		
80011 Professional Contract	53,039.17	51,999.19
80012 Asst. Professional Wages	0.00	0.00
80013 Pro Shop Employees	92,020.47	82,449.21
80021 Material & Supplies	7,000.00	7,000.00
80033 Telephone	4,300.00	4,105.00
80049 Golf Cart Lease & Usage	58,000.00	58,000.00
80050 Contingency	0.00	0.00
80055 Web Site Development/Maint.	1,000.00	1,000.00
80057 Dues, Licenses, Subscriptions	1,000.00	1,000.00
80060 Credit Card Fees	13,000.00	13,000.00
89999 Fringe Benefits	23,478.00	22,814.60
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Total Pro Shop	252,837.64	241,368.00

EXHIBIT B

# 2017 Norwich Golf Course Season Pass Rates

**ADULT RESIDENT \$1,730.00**

**ADULT NONRESIDENT \$1,990.00**

Applies to men and women who have attained the age of eighteen (18) on or before 12/31/16 and are not full time students.

**TWO PERSON FAMILY RESIDENT \$2,850.00**

**TWO PERSON FAMILY NONRESIDENT \$3,300.00**

Applies to a married couple or parent and child living under the same roof. Children included must be under the age of eighteen (18) or must be full time students under the age of twenty three (23). Note: children included in the family season pass under the age of twelve (12) will not be permitted to play on the course on weekends or holidays before 1:00pm. Children under the age of twelve (12) will not be permitted on the course unless accompanied by an individual eighteen (18) years or older.

**FAMILY RESIDENT \$2,999.00**

**FAMILY NONRESIDENT \$3,440.00**

Applies to more than two season pass holders of the same family household. The same restrictions on children apply as stated above.

**SENIOR RESIDENT \$1,275.00**

**SENIOR NONRESIDENT \$1,465.00**

Applies to men and women who have reached the age of sixty two (62) on or before 12/31/16. Senior pass holders will be permitted to play the course on weekends and holidays after 1:00pm May through September and after 10:00am any other time of the year.

**ADULT ECONOMY RESIDENT \$1,360.00**

**ADULT ECONOMY NONRESIDENT \$1,545.00**

Weekday play only, excludes weekends and holidays.

**STUDENT \$700.00**

Applies to full time students (minimum of 12 semester hours) under the age of thirty (30) by 12/31/16. No restrictions.

**JUNIOR \$350.00**

Applies to boys and girls (age 12-18) who have not reached the age of eighteen (18) before 12/31/16. Junior season pass holders will be permitted to play the course on weekends and holidays after 1:00pm May through September and after 10:00am any other time of the year.

**Payment Options:**

- 1) Installment method: 1<sup>st</sup> Payment no later than March 1st  
(Four equal payments) 2<sup>nd</sup> Payment no later than April 1st  
3<sup>rd</sup> Payment no later than May 1st  
4<sup>th</sup> Payment no later than June 1st

2) Pay in full no later than March 31<sup>st</sup> or prior to first time playing in 2017, whichever comes first.

3) There will be a \$10 service charge per installment payment. \$40 savings to pay in full.

4) There will be a \$5 convenience fee for credit card installment payments and a \$20 convenience fee for credit card payment in full.

5) Paying for the season pass in full with either cash or check equals a \$60 savings.

\*\*\* Resident season pass holders apply to those people who reside in the towns of Norwich or Montville. Proof of such residence must be submitted with application.\*\*\*

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The Norwich Golf Course Authority reserves the right to schedule tournaments, competitions, events and outings at various times throughout the year during which use of the course may be limited to participants or otherwise restricted and for which additional fees may be charged. The Authority further reserves the right at all times to close the course or otherwise restrict the use of the course or portions of it for maintenance or when in its judgement conditions require this.

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# 2017 NORWICH GOLF COURSE DAILY FEES

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	<u>WEEKDAY</u>	<u>WEEKEND</u>
RESIDENT 18 HOLES	\$37.00	\$41.00
NONRESIDENT 18 HOLES	\$42.00	\$47.00
18 HOLE CART FEE	\$20.00	\$20.00
9 HOLE CART FEE	\$13.00	\$13.00
SPECIAL**	N/A	N/A
SPECIAL WITH \$10 FOOD CARD**	\$49.99	\$49.99
TWILIGHT RATE AFTER 5:00PM	\$22.00	\$25.00
WITH CART	\$35.00	\$35.00
9 HOLE GREENS FEE	\$22.00	\$25.00

\*\*Special rate is allowed weekdays (Monday-Thursday) excluding Holidays. This rate includes a golf car.\*\*

Select Sundays can be offered depending on the schedule.

Senior League Golf Cart Fee and Employee Cart Fee \$12.00

*Outing Fee is \$68.00 per player for non-members and \$30.00 for members. Includes greens fee and cart.*