

To: NGCA Members
From: Barney Caulfield, Chairman NGCA
Re: Minutes of NGCA monthly meeting of January 15, 2020

Members Present

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

Others Present

Mike Svab, Pro Manager
Eric Kundahl, Superintendent
Ray Lathrop, Member's Club

Call to Order

- Chairman Caulfield called the January 15, 2020 meeting of the Norwich Golf Course Authority to order at 7:00p.m.

Minutes

- A motion to approve the minutes of the November 20, 2019 meeting of the Norwich Golf Course Authority was made by Mr. Podurgiel, seconded by Mr. Mereen, and approved unanimously.
- No meeting was held in December 2019.

Financial Report

- In Ms. Kutcha's absence Mr. Svab distributed copies of the NGCA's December 2019 Financial Report Narrative.

Revenues for the month of December 2019 were (\$623.55) compared to budgeted Revenues of \$1,100, \$1,723.55 under budgeted Revenues and \$2,058.50 under December 2018 Revenues.

YTD Revenues for December 2019 were \$1,034,581.47, compared to budgeted Revenues of \$985,986.45, \$48,595.02 over budgeted Revenues and \$131,215.0884 over YTD December 2018 Revenues.

Expenses for the month of December 2019 were \$48,029.76 compared to budgeted Expenses of \$41,337.14 \$6,692.62 over budgeted Expenses and \$58,311.45 under December 2018 Expenses.

YTD Expenses for December 2019 were \$987,202.95 compared to budgeted Expenses of \$983,232.42, \$3,970.54 over budgeted Expenses and \$66,383 under YTD December 2018 Expenses.

Expenses exceeded Revenues in the month of December 2019 by \$48,653.31, which is under budget by \$8,416.71.

Revenues exceeded Expenses YTD December 2019 by \$47,378.52, which is over budget by \$44,624.48.

On a Cash Basis, YTD Revenues exceeded YTD Expenses as of December 2019 by \$59,666.68, which is over budget by \$52,436.18. This takes into consideration adding back depreciation expenses and subtracting out the payments for the Dime Bank financed lighting project, the equipment bond repayment and the water project repayment.

Items of interest on the Balance Sheet are:

- a. There is no account receivable as of 12/31/19. Golf Now has paid in full monies owed in calendar year 2019.
- b. The total balances of the Construction in Progress and the Interfund Loan Obligation have increased \$53,234.52 in the month of December 2019 for WSP invoices that were paid in December.
- c. The Dime Bank loan (for the lighting project) has been reduced by the amount of the monthly payment made in December. Two installments remain.
- d. The balance in Accounts Payable (products/services that have been received but not yet paid for as of 12/31/19) is \$14,706.30.
- e. All amounts due to the Member's Club for calendar year 2019 have been paid to the Club.
- f. The Due to General Fund is the NGCA's cash balance as of 12/31/19. An amount listed as the liability means the cash balance is negative and owed to the city.

Cash balance at the end of December 2019 was (\$90,953.36).

The restaurant lease was paid in full as of December 31, 2019. The final coupon swap issued in December 2019 was in the amount of \$2,000 causing a \$900 overpayment as of December 31, 2019. This will be applied to the January lease payment leaving a balance of \$100 expected to be paid on January 16, 2020.

Mr. Svab reported the Caddy Shack had opened for the season, but at a reduced schedule, as of January 15, 2020.

Correspondence

None received.

COMMITTEE REPORTS

- **Chairman's Report**

Chairman Caulfield noted there had been multiple communications with WSP and deferred to Mr. Mereen to report further on the topic.

- **Water Supply and Irrigation Project**

Mr. Mereen indicated the Request for Proposals prepared by WSP has been issued. It has a tight timetable with an onsite meeting to be held on January 17, 2020. Responses are due back by January 24, 2020 with selection to be made by February 3, 2020.

During discussions of the RFP questions were raised with respect to the choice of law with the suggestion that it be subject to Connecticut rather than New York law. WSP is headquartered in New York, but the work will be performed in Connecticut.

Mr. Strouse expressed concern that some of the timelines may be too aggressive. The bidding and the contract selection can be extended should that be required but the contractors may find it difficult to meet the timeline for the removal of material given the volume involved. This topic may come up at the onsite meeting.

- **Clubhouse Committee**

Chairman Caulfield noted that the clubhouse carpets had been cleaned, the restaurant spruced up and all is ready to go.

- **Greens Committee**

No report.

- **Planning Committee**

No report.

- **Marketing Committee**

No report.

- **Beautification Committee**

No report.

- **Budget Committee**

No report.

- **Maintenance Subcommittee**

No report.

- **Superintendent's Report**

Mr. Kundahl reported that he had taken advantage of the opportunity presented by the good weather to aerate some of the fairways.

He brought up a concern as to the condition of the green roller. It will cost about \$7,500 to repair it and this will be the 3rd time it has been repaired. Given its age and general condition the repairs last only about a year. He suggested we consider replacing it and estimated the cost to be between \$19,000-20,000.

A motion was made by Mr. Podurgiel and seconded by Mr. Mereen, to purchase a new unit but the motion and second were withdrawn following discussion. Other avenues, including possible leasing of a unit, will be considered.

- **Pro Manager's Report**

Mr. Svab stated that the membership materials for the 2020 season were out and that he planned to commence an e-mail campaign regarding the special membership opportunity in the near future.

- **Member's Club**

Mr. Lathrop noted the first meeting of the Member's Club would be held on January 16, 2020. In response to a question from Mr. Podurgiel, Mr. Lathrop and Mr. Svab reported there had been 291 members in 2019.

Adjournment

A motion to adjourn the meeting was made at 7:35 p.m. by Mr. Podurgiel, seconded by Mr. Mereen, and approved unanimously.