

To: NGCA Members  
From: Barney Caulfield, Chairman NGCA  
Re: Minutes of NGCA monthly meeting of February 19, 2020

**Members Present**

Charles Whitty  
Richard Strouse  
Michael Driscoll  
J.P. Mereen  
David DiBattista  
Bob Malouf  
Richard Podurgiel

**Others Present**

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

**Call to Order**

- Vice Chairman Strouse called the February 19, 2020 meeting of the Norwich Golf Course Authority to order at 7:00p.m.

**Minutes**

- A motion to approve the minutes of the January 15, 2020 regular meeting of the Norwich Golf Course Authority was made by Mr. Podurgiel, seconded by Mr. DiBattista, and approved unanimously.
- A motion to approve the minutes of the February 4, 2020 special meeting of the Norwich Golf Course Authority was made by Mr. DiBattista, seconded by Mr. Mereen, and approved unanimously.

**Financial Report**

Vice Chairman Strouse presented the financial report.

Revenues for the month of January 2020 were \$26,874.95 compared to budgeted Revenues of \$7,734, \$19,140.95 over budgeted Revenues and \$18,824.99 over January 2019 Revenues.

Expenses for the month of January 2020 were \$39,523.89 compared to budgeted Expenses of \$40,669.72, \$1,145.83 under budgeted Expenses and \$4,490.32 under January 2019 Expenses.

Expenses exceeded Revenues in the month of January 2020 by \$12,648.94, a differential to budget by \$20,286.76.

On a Cash Basis, YTD Expenses exceeded YTD Revenues as of January 2020 by \$8,392.15, different from the budget by \$20,256.82. This takes into consideration adding back depreciation expense and subtracting out payments for the Dime Bank financed lighting project.

Items of interest on the Balance Sheet are:

- a. There is no account receivable as of 01/31/2020. Golf Now has paid the golf course all monies owed in calendar year 2019.
- b. The total balance of the Construction in Progress and the Interfund Loan Obligation have increased \$16,859.09 in the month of January 2020 with WSP invoices paid in January.
- c. The reduction in the Dime Bank loan entry represents the amount of the monthly payment made in January. (one more monthly payment remains due)
- d. The balance in Accounts Payable (products/services that have been received but not yet paid for as of 01/31/2020) is \$7,897.26.
- e. Amounts due to the Member's Club for January 2020 is \$1,375.
- f. The Due to General Fund is the NGCA's cash balance as of 01/31/2020 An amount in the liability section means the cash balance is negative and owed to the city.

Cash balance at the end of January 2020 was (\$107,243.48).

In response to inquiry, Mr. Svab advised that the charge of \$4,952.12 in the material and supplies account of the Pro Shop made in January 2020 is primarily due to a bulk purchase of score cards for which he received a discount through Minuteman Printing. Mr. Svab also noted that dues are being received earlier than usual with approximately \$25,000 taken in January. The mild winter to date may be at least partially responsible.

A motion to accept the Financial Report was made by Mr. Malouf, seconded by Mr. DiBattista, and approved unanimously.

## **Caddy Shack**

Mr. Svab reported that the \$1,000 payment for the month of February has been received and the Caddy Shack lease is paid through the end of February. A motion to

receive this report was made by Mr. Podurgiel, seconded by Mr. Mereen, and approved unanimously.

## **Correspondence**

None received.

## **COMMITTEE REPORTS**

- **Chairman's Report**

No Report.

- **Water Supply and Irrigation Project**

Vice Chairman Strouse and Mr. Svab reported on discussions held on February 14, 2020 with Rob Goode of WSP. This resulted in some adjustments to the plan to bring the project within the monies appropriated. The Authority will take over some aspects of the project resulting in reduction in fees and costs. Mr. Goode reduced his fees and there were some adjustments to the plan which will result in savings with respect to various contractors' work. The monitoring equipment and a device for aeration (the fountain) remain in the project.

The two pumps for the project come at a set price of \$17,125. The Authority will need to move funds within the budget to pay for the same. Mr. Svab suggested we defer painting the clubhouse in 2020 and move the \$6,750 in the budget allocated for this and \$10,000 from the contingency fund to materials in the course superintendent's budget to pay for the pumps.

A motion to suspend the rules to amend the agenda by adding a resolution authorizing the transfer of funds between line item accounts in the 2020 budget was made by Mr. Mereen, seconded by Mr. DiBattista, and approved unanimously.

A motion to transfer the sum of \$6,750 from Account 54430 Repairs and Maintenance in the NGCA General Budget, and \$10,000 from Account 58600 Contingency in the Maintenance Department Budget to Account 56610 Course Supplies in the Maintenance Budget was made by Mr. DiBattista, seconded by Mr. Malouf, and approved unanimously.

Mr. Svab reported that the Authority has received a draft version of the water diversion permit intended to be issued by the deputy commissioner of the Connecticut Department of Energy and Environmental Protection under Permit No. DVIC-201913476 for the project described as:

Ground Water Withdrawal for Discharge to Storage Pond and Service Water Withdrawal from Pond to Golf Course Irrigation System.

- **Clubhouse Committee**

No report.

- **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 on his research with respect to the acquisition of a roller. He recommended the Authority enter into a 3-year seasonal lease at the end of which the Authority will be in a position to own the roller. This will be funded by financing through Wells Fargo at a cost of \$7,538.58 per year with payments of \$1,256.43 due for six months, the payments to be arranged to be made during the prime playing season. Mr. Kundahl reported that the assistant comptroller had calculated the rate of interest to be slightly above 3%. A motion to accept the recommendation and to enter into the necessary agreements was made by Mr. Podurgiel, seconded by Mr. Mereen and approved unanimously.

Mr. Kundahl also discussed a request made by the Golf Course Authority for inclusion in the City of Norwich capital budget for 2020 permitting the Authority to replace the reel grinder.

- **Pro Manager's Report**

Mr. Svab reported that membership numbers are strong with 34 of the 50 authorized special passes already purchased. He noted that some courses are opening early and that there has been unexpected play activity due to the weather conditions.

Mr. Svab reported that the ordered golf carts will arrive on March 2, 2020 and, if conditions permit, the course may be able to open then or soon thereafter. Mr. Kundahl noted that three maintenance employees will start work on March 2, 2020. Mr. Svab also noted that Mr. Jim McMahon will be working the Pro Shop starting on April 1, 2020.

- **Member's Club**

Mr. Lathrop advised the Member's Club plans to hold events on April 19, June 28, August 30, and November 1, 2020. On behalf of the Member's Club he requested the Authority approve these dates for tournaments and to hold the tournament prices to the same rate as charged in 2019.

A motion to approve these tournament dates was made by Mr. Mereen, seconded by Mr. Malouf, and approved unanimously.

A motion to hold the tournament prices to the same rate as 2019 was made by Mr. Malouf, seconded by Mr. Podurgiel, and approved unanimously.

## **Adjournment**

A motion to adjourn the meeting at 7:51 p.m. was made by Mr. Mereen, seconded by Mr. DiBattista, and approved unanimously.