

To: NGCA Members
From: Barney Caulfield, Chairman NGCA
Re: Minutes of NGCA monthly meeting of April 17, 2019

Members Present

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

Others Present

Mike Svab, Pro Manager
Eric Kundahl, Superintendent
Sandra Kuchta, Finance Department
Ray Lathrop, Member's Club

Call to Order

- Chairman Caulfield called the April 17, 2019 meeting of the Norwich Golf Course Authority to order at 7:00p.m.

Minutes

- A motion to approve the minutes of the Norwich Golf Course Authority regular meeting of March 20, 2019 was made by Mr. Podurgiel, seconded by Mr. DiBattista, and approved unanimously.

A motion to approve the minutes of the Norwich Golf Course Authority special meeting of April 2, 2019 was made by Mr. DiBattista, seconded by Mr. Malouf, and approved unanimously.

Financial Report

- Ms. Kuchta presented the financial report.

Revenues for the month of March 2019 were \$202,505.76 compared to budgeted Revenues of \$122,962, \$79,543.76 over budgeted Revenues and \$71,804.11 over March 2018 Revenues.

YTD Revenues for March 2019 were \$231,915.72, compared to budgeted Revenues of \$155,468, \$76,447.72 over budgeted Revenues and \$79,649.07 over YTD March 2018 Revenues.

Expenses for the month of March 2019 were \$64,896.41 compared to budgeted Expenses of \$68,318.34, \$3,421.93 under budgeted Expenses and \$3,672.62 under March 2018 Expenses.

YTD Expenses for March 2019 were \$149,399.50 compared to budgeted Expenses of \$166,088.44, \$16,688.94 under budgeted Expenses and \$9,111.33 under YTD March 2018 Expenses.

Revenues exceeded Expenses in the month of March 2019 by \$137,609.35, which was over budget by \$82,965.69.

Revenues exceeded Expenses YTD March 2019 by \$82,516.22, which was over budget by \$93,136.66.

On a Cash Basis, YTD Revenues exceeded YTD Expenses as of March 2019 by \$95,886.98, which was over budget by \$86,913.16. This takes into consideration adding back depreciation expense and subtracting out payments for the Dime Bank lighting project.

Items of interest on the Balance Sheet include:

- a. Interfund Loan Obligations and Construction in Progress, have increased by \$20,375.85. This is the amount of the payment made in March 2019 to WSP for the irrigation project. The total balance of the Interfund Loan Obligation at the end of March 2019 is \$221,001.54.
- b. The Dime Bank loan (for the lighting project) is reduced by the payment made in March. Eleven (11) more installments are due on this loan.
- c. The Due to General Fund is the NGCA cash balance as of March 31, 2019. When this figure is reported in the Liability Section, the Cash Balance is negative and represents funds owed to the City.
- d. The balance in Accounts Payable (Products/Services that have been purchased but have not yet been paid for as of March 31, 2019) is \$12,375.26. This will reduce cash when paid in April 2019.
- e. As membership fees are collected an amount due to the Member's Club accrues. As of March 2019, \$9,735 is owed to the Member's Club.

The Cash Balance at the end of March 2019 was (\$49,366.17). This negative balance indicates the NGCA owes the City this sum.

The Caddy Shack lease is paid in full through the end of April 2019.

As a summary, Ms. Kuchta noted that Revenues through the end of March 2019 were better than expected. Mr. Svab noted that as of April 17, 2019 the course had collected approximately \$250,000 in dues.

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

Revised Budget

- A motion to receive a draft revision to the 2019 Revenue and Expense budget was made by Mr. Whitty, seconded by Mr. Podurgiel, and approved unanimously.

Ms. Kuchta explained the revisions. The rent to the Caddy Shack was increased by \$2,500 as reflected in the revised Revenue budget. On the Expense budget changes were made in the maintenance budget decreasing the Expenses.

- a. Line item 80011 Superintendent Contract;
- b. Line item 80012 Maintenance Wages;
- c. Line item 80023 Gas and Oil;
- d. Line item 80040 Repairs & Maintenance; and
- e. Line item 80057 Dues, Licenses, and Subscriptions.
- f. Line item 80035 Utilities was increased by \$50,000 as the irrigation and water supply system will not be online in 2019.

These changes net out to a total increase in the proposed revised budget in the maintenance category of \$13,540.03.

No changes are proposed in the Pro Shop Revenue or Expense budget.

In the General Budget line item 80053 Depreciation Expense and 80056 Debt Services are both decreased also reflecting the irrigation and water supply project not being complete. These items will result in a \$46,000 reduction to the proposed Expense Budget in the General Budget category.

As a result the proposed 2019 revised budget will list total Expenses of \$983,232.42 in account no. 30350-Appropriations Reserved, which figure, when adjusted to reflect total cash expenses will be \$974,791.38, a cash reduction of \$459.97 from the initial 2019 approved budget.

A motion to accept and adopt the revised budget was made by Mr. Strouse, seconded by Mr. Malouf and approved unanimously.

Caddy Shack Report

- Ms. Kuchta again noted the Caddy Shack rent had been paid through the end of April 2019. Chairman Caulfield and Mr. Svab both noted the Caddy Shack has seemed quite busy.

Chairman's Report

- No report presented.

Water Supply and Irrigation Project

- Mr. Mereen and Mr. Strouse led this discussion. Mr. Mereen noted that WSP was in the process of finalizing the plans for the permit which will be required from the Commission on the City Plan due to the quantity of excavated materials when the pond is done. That will likely be applied for following the anticipated DEEP approval of the project.

Mr. Strouse discussed the overall project both as to those steps taken towards securing DEEP permit and construction work which had already been completed. Both Mr. Mereen and Mr. Strouse agreed that this project has some priority with the DEEP and Mr. Strouse estimated, assuming successful pump testing, there would be a 2-3 month delay before the Authority had the DEEP permit in hand. During that time plans for the pond should be finalized, the layout agreed to, and steps towards construction taken.

COMMITTEE REPORTS

- **Clubhouse Report**

No report presented.

- **Greens Committee**

No report presented.

- **Planning Committee**

No report presented.

- **Marketing Committee**

Mr. Podurgiel noted that the special rates for individuals who have not been a member of the club in any capacity in the last 5 years has worked out well. Mr. Svab estimated that dues, including this new category, should reach approximately \$270,000.

- **Beautification Committee**

No report presented.

- **Budget Committee**

Mr. Whitty noted that the Budget Committee report had already been covered with the adoption of the revised budget.

- **Pro Shop Restaurant Committee**

Mr. Podurgiel noted that the Caddy Shack season has been off to a good start. Mr. Strouse inquired as to a problem that the staff at the Caddy Shack has experienced with a sliding glass door which has become extremely difficult to open. Chairman Caulfield reported that he was aware of the problem and thought it might be addressable by a simple swap of the failing door for one of the doors on the basement level as these doors have seldom been opened. Mr. Malouf offered to assist Mr. Caulfield in his efforts to address the problem.

- **Maintenance Subcommittee**

Mr. Podurgiel reported that the committee had met with Superintendent Kundahl in the Authority Room on April 8, 2019 and the subcommittee proposed to have regular meetings in the Authority Room with him going forward.

Topics discussed included pruning at the course, signage and roping off of areas to limit access, discussions of the sand traps and general topics.

Superintendent Kundahl noted that the course would be aerated on April 29, 2019. Mr. Podurgiel congratulated him on the extent to which sensitive areas have been secured by roping off. Mr. Podurgiel also noted that there seemed to be good communication and coordination between the Pro Manager and the Superintendent.

- **Water Irrigation Project**

Mr. Mereen noted this had already been covered in earlier discussions.

- **Superintendent**

Mr. Kundahl indicated he had no report; all was going well.

- **Pro Manager's Report**

Mr. Svab noted that he had obtained estimates for various work not required to be done immediately but which will be required in time.

This included painting the trim on the clubhouse building. Some areas are difficult to reach without specialized equipment and all the trim needs some attention. He has received one estimate at \$6,700.

Mr. Svab also discussed the sign at the entrance to the golf course noting that it appeared to be approaching the end of its useful life. He had had discussions with a sign shop which had drawn some proposals. Most members of the Authority favored the one which replicates the existing sign. Such a replacement sign with aluminum facing and a foam center would cost approximately \$1,000.

A motion to spend \$1,000 to replace the sign was made by Mr. Podurgiel but failed for lack of a second. It was consensus that this is probably a winter project to be addressed then.

Mr. Svab presented the 2019 schedule showing the various events and tournaments scheduled at the course, some of which would involve a course closure. He specifically referenced the Connecticut Crush Tournament to be held on Sunday, May 5, 2019. This is a large tournament involving 64 foursomes or 256 players. It will have a morning and an afternoon shotgun start to accommodate the full fields and the course will be closed the full day. He thanked Chris Medeiros who started work at the course this year for his efforts in bringing this tournament, as well as two others and one league to the course for the 2019 season.

Mr. Podurgiel inquired as to work planned on the 1st tee. Mr. Kundahl stated he had examined the tee and thought he would like to start by aerating the tee 2-3 times during the year, filling in low areas with topsoil, and seeing how well that addressed the problems. There was discussion about removing some of the surrounding trees to improve air circulation but concerns were raised with regard to the noise factor from road traffic and groups coming off the 18th tee which might occur if too many trees were removed. Selective pruning may be a first approach.

In discussing tees generally Mr. Podurgiel noted his discernment and approval of the location of tee markers closer to one another than had been past practice.

- **Member's Club**

Mr. Lathrop stated there was general approval of the location of the roped off areas and the placement of the tee markers, both seem to be working well. The Member's Club held its first tournament on April 14th.

Adjournment

A motion to adjourn at 8:03 p.m. was made by Mr. DiBattista, seconded by Mr. Malouf, and approved unanimously.