

To: NGCA Members  
From: Barney Caulfield, Chairman NGCA  
Re: Minutes of NGCA monthly meeting of May 20, 2020 conducted remotely by telephone pursuant to Executive Order 7B

**Members Present**

Bernard Caulfield  
Richard Strouse  
Michael Driscoll  
David DiBattista  
Bob Malouf  
Susan Dutilly  
Richard Podurgiel  
Charles Whitty

**Others Present**

Mike Svab, Pro Manager  
Eric Kundahl, Course Superintendent  
Tony Madeira, Finance  
Ray Lathrop, Member's Club  
Sandra Kutcha

**Call to Order**

- Chairman Caulfield called the May 20, 2020 meeting of the Norwich Golf Course Authority to order at 7:07 p.m.

**Minutes**

- A motion to approve the minutes of the February 19, 2020 regular meeting of the Norwich Golf Course Authority was made by Mr. Podurgiel, seconded by Mr. DiBattista, and approved unanimously.
- Meetings were not held in March or April 2020 as a result of COVID-19 concerns.

**Financial Report**

Mr. Madeira presented the April 2020 financial report narrative.

Revenues for the month of April 2020 were \$87,845 compared to budgeted Revenues of \$152,666, \$64,821 under budgeted Revenues and \$8,416 less than April 2019 Revenues.

Expenses for the month of April 2020 were \$156,017 compared to budgeted Expenses of \$127,583, \$20,434 over budgeted Expenses and \$41,004 over April 2019 Expenses.

Expenses exceeded Revenues in the month of April 2020 by \$68,172, which is overbudget (loss) by \$93,254.

Year to Date (YTD)

Revenues YTD were \$341,495 compared to budgeted Revenues of \$312,381, \$29,115 over budgeted Revenues and \$13,320 more than April 2019 Revenues.

Expenses YTD were \$307,164 compared to budgeted Expenses of \$271,488, \$35,676 over budget Expenses and \$42,752 over April 2019 Expenses.

YTD Revenues exceeded Expenses by \$34,332; however, this figure is under budget by \$6,561 and by \$29,432 compared to April 2019.

Items of interest on the Balance Sheet include:

- a. Account receivable as of 04/30/2020 was \$6,050.
- b. Total balance in the Construction in Progress and Interfund Loan Obligation have each increased by \$200,498. It is anticipated that all three major vendors related to the project will be paid in May.
- c. The balance in Accounts Payable (project/services that have been received but have not yet been paid for as of April 30, 2020) is \$5,245.
- d. Amounts due to the Member's Club for April 2020 is \$12,210.
- e. The due to general fund is the NGCA's Cash Balance as of April 30, 2020. An amount in the liability section means the NGCA owes the city those funds.

Cash balance at the end of April 2020 was (\$45,040), funds owed the city.

The Caddy Shack lease is paid through the end of May with a credit of \$900 to be applied to the June rent when invoiced.

Mr. Madeira noted that Financial Reports and Financial Narratives for the months of February and March 2020 had been sent out previously but not discussed as meetings were not then held. There were no questions raised at this meeting with respect to the February and March reports.

Mr. Kundahl noted that the Expenses reported in April included many bid items which were pre-ordered and recently received. In the past, payments for the same were spread out through the months of April, May, and June but this year the bid items were paid for upon receipt, increasing the Expenses in April as well as prospectively reducing Expenses in subsequent months.

Mr. Podurgiel inquired regarding the member's dues received through the end of April 2020, \$247,170, being slightly under the budgeted figure of \$260,000 in the 2020 adopted budget. Mr. Svab reported that the Authority has received members' dues of approximately \$272,000 as of May 20, 2020. He opined the Authority may receive approximately \$280,000 in total dues in 2020. In response to a further inquiry, Mr. Svab indicated that last year at this time there were a total of 291 members, currently there are 269, including 53 new members. The term "members" refers to all classifications of seasonal memberships.

Mr. Podurgiel inquired as to what we might expect as to outing fees. Mr. Svab noted that we have no outings scheduled prior to June 20, 2020 given the COVID-19 situation but 4 or 5 events have re-scheduled for September and October. Under current guidelines under the governor's orders, shotgun starts are not permitted for such events, and we will be unable to hold many events, given the number of participants, unless the guidelines change. We will need to await developments. Mr. Lathrop noted that the member's club would be holding events following current guidelines but was discontinuing the post-event social aspects pursuant to the current guidelines.

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

## **Correspondence**

Chairman Caulfield reported that no correspondence had been received.

## **Caddy Shack**

No report.

## **COMMITTEE REPORTS**

- **Chairman's Report**

Chairman Caulfield welcomed Ms. Sue Dutilly to her first meeting as a member of the Norwich Golf Course Authority.

- **Water Supply and Irrigation Project**

Mr. Strouse noted that the water project is pretty well wrapped up with the exception of final landscaping and other details. Mr. Madeira noted that approximately \$13,000 remains to be paid to one contractor. Mr. DiBattista extended special thanks for all of their efforts, to J.P. Mereen, Dick Strouse, Bob Malouf, Mike Svab, and Eric Kundahl.

- **Clubhouse Committee**

No report.

- **Greens Committee**

Mr. Strouse indicated that the committee had no report, but that Mr. Kundahl would provide more detail with respect to course condition during his report.

- **Planning Committee**

No report.

- **Marketing Committee**

Mr. Podurgiel complimented Mr. Svab on the success of the marketing program in attracting new members.

- **Beautification Committee**

Mr. Podurgiel noted that Tom Slaga would be starting work as a seasonal employee on multiple beautification projects. He expressed his opinion that the course is in excellent condition. Mr. Kundahl reported that Mr. Slaga had started work on May 20, 2020.

- **Budget Committee**

Mr. Whitty noted that there was no additional information to be discussed beyond that presented by Mr. Madeira.

- **Maintenance Subcommittee**

Mr. Malouf indicated that due to the requirements completing the water project the committee had not formally met.

- **Pro Shop Subcommittee**

Mr. Caulfield noted that this committee had likewise not met for the same reason.

- **Superintendent's Report**

Mr. Kundahl noted that the pond work has been done, and the water supply and irrigation system is operational. As of May 20, 2020, it has been used for irrigation purposes three times. It runs at a pressure of 5 to 10 pounds over that of the city supplied system it replaces, a pressure which better suits the distribution heads and he is very pleased with this. In response to a question with respect to the water level in the pond, Mr. Kundahl explained that the pond is designed to be kept filled and it is his intention to refill the pond daily to replenish the quantity of water used in irrigation.

The irrigation system has been disconnected from city water. There is an air gap in the pump house. In an emergency the Authority could reconnect to the city system, but it would require substantial re-building of the pump system.

Mr. Malouf noted that he had spoken with a representative of NPU with respect to the removal of the water meter. That will not take place immediately given the limited personnel available at NPU due to the COVID-19 situation. Mr. Malouf cautioned that we need to be sure the charge to the Authority reflects the fact that the timing of the removal is at the convenience of NPU, not the Norwich Golf Course Authority.

Mr. Kundahl reported on the aeration of the greens and tees and received compliments on the work from Mr. Podurgiel, Mr. Malouf, and Chairman Caulfield.

- **Pro Manager's Report**

Mr. Svab reported the water project has come in within budget, and with no change orders.

He noted that the Caddy Shack has available outdoor dining and thanked the Department of Public Works for its assistance in providing five Jersey barriers used to protect an additional dining area which will be available for up to 24 patrons. Outdoor dining on the deck and in the newly established area must be conducted under the appropriate Sector Guidelines. Takeout service will remain available but alcoholic beverages can be served in the outdoor dining areas only in conjunction with the sale of food.

Mr. Svab joined with Mr. Podurgiel, Mr. Malouf, and Chairman Caulfield in congratulating Mr. Kundahl on the aeration of the greens which caused minimal surface disruption noting that the course both looks and plays great.

Since there will be no high school golf this year and the Authority has been asked to refund the fees which NFA paid. Mr. Svab will arrange to fund the repayment through features set up with Groupon which should cover this cost. He also noted that the activities at the course arranged through GolfNow are extremely strong.

Mr. Svab reported that he and Eric Kundahl are and will be categorizing expenses arising from the course's response to the COVID-19 situation. He indicated under new golf guidelines family members can ride in the same cart and score cards can be handed out, but other guidelines are unchanged.

Mr. Svab expressed his personal thanks to his staff for their frontline efforts and assistance to the public. He also asked that the minutes express his public thanks to John Marion for all of Mr. Marion's efforts in following the pond project with daily reports and a photographic journal.

Mr. Podurgiel inquired as to the course's efforts to remain compliant with all guidelines, regulations, and rules regarding social distancing and other restrictions. Mr. Di Battista also voiced his concerns about this.

There was general discussion about the needs to enforce all rules and regulations with respect to the operations of the golf course, the Pro Shop, and the Caddy Shack under the Executive Order and Sector Guidelines. It is anticipated the number of golfers and other patrons will increase with warmer weather. Failing to require and enforce adherence to the requirements could result in closure until abated. The consensus is that this is and will continue to be an important issue, will require constant monitoring, and that action may be required, including notifying the police. Mr. Lathrop indicated that he would notify the members of the Board of the Member's Club of the Authority's concerns.

- **Member's Club**

Mr. Lathrop again indicated he would make the officers of the Member's Club aware of the Authority's concern that social distancing and the applicable requirements of Sector Rules and Guidelines applicable to the use of the golf course, the ProShop and the dining areas all be observed.

- **New Business**

Mr. Svab presented information on the immediate need to acquire a sprayer for use at the golf course in the 2020 season. The sprayer which was in current use has failed and parts to repair it are no longer available. The sprayer was approximately 20 years old.

Three companies were solicited for quotes and the Toro (TPC) product came in at the lowest price, slightly over \$54,000. It has also offered to lease the sprayer, as well as other products, to the course under a program by which payments will not

be due until 2021. The sprayer, as well as any other pieces of equipment offered will have a one-year manufacturers warranty.

The Authority would likely trade-in pieces of existing equipment all of which is at least 12 years old. The sprayer and other equipment can be leased for a term of 5 years to up to no more than 7 years. He has had discussions with the city finance department which has suggested using city funding to be paid back in interest to acquire equipment. Payments to be made by the Authority to the city rather than to a bank or by private transaction will result in a lower rate of interest.

Mr. Kundahl indicated that at this point a new sprayer is absolutely necessary.

After discussion a motion was made by Mr. Podurgiel, and seconded by Mr. Malouf to move forward with acquiring a sprayer immediately through purchase or lease at the best available terms by purchase or lease whether or not other items of equipment are acquired and to continue to pursue the acquisition of other pieces of equipment as necessary, with further action by the Authority required before entering into a purchase, a lease, or a financing arrangement with respect to the acquisition of other equipment. This motion was approved unanimously.

## **Adjournment**

A motion to adjourn the meeting at 8:50 p.m. was made by Mr. DiBattista, seconded by Mr. Malouf, and approved unanimously.