

To: NGCA Members
From: Barney Caulfield, Chairman NGCA
Re: Minutes of NGCA monthly meeting of June 19, 2019

Members Present

Bernard Caulfield
Richard Strouse
Michael Driscoll
David DiBattista
J.P. Mereen
Richard Podurgiel

Others Present

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

Call to Order

- Chairman Caulfield called the June 19, 2019 meeting of the Norwich Golf Course Authority to order at 7:00p.m.

Minutes

- A motion to approve the minutes of the May 15, 2019 meeting of the Norwich Golf Course Authority was made by Mr. DiBattista, seconded by Mr. Podurgiel, and approved unanimously.

Financial Report

- Ms. Kuchta presented the financial report.

Revenues for the month of May 2019 were \$119,216.37 compared to budgeted Revenues of \$108,192, \$11,024.37 over budgeted Revenues and \$2,982.39 over May 2018 Revenues.

YTD Revenues for May 2019 were \$447,392.67, compared to budgeted Revenues of \$413,641, \$33,751.67 over budgeted Revenues and \$68,347.75 over YTD May 2018 Revenues.

Expenses for the month of May 2019 were \$147,016.33 compared to budgeted Expenses of \$129,539.76, \$17,422.57 over budgeted Expenses and \$22,080.13 over May 2018 Expenses.

YTD Expenses for May 2019 were \$411,428.61 compared to budgeted Expenses of \$407,903.37, \$3,525.24 over budgeted Expenses and \$8,095.03 over YTD May 2018 Expenses.

Expenses exceeded Revenues in the month of May 2019 by \$27,799.96, which was under budget by \$6,398.20.

Revenues exceeded Expenses YTD May 2019 by \$35,964.06, which was over budget by \$30,226.43.

On a Cash Basis, YTD Revenues exceeded YTD Expenses as of May 2019 by \$58,248.66, which was over budget by \$26,105.05. 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 include:

- a. Interfund Loan Obligations and Construction in Progress have increased by \$4,599. This represents the May 2019 invoices from WSP for the Water Project. Total balance of the Interfund Loan Obligation at the end of May 2019 is \$226,025.54.
- b. The Dime Bank financed loan (for the lighting project in the parking lot) has been reduced by the amount of the monthly payment made in May. Nine (9) months remain on the loan.
- c. The Due to General Fund is the NGCA cash balance as of May 31, 2019. When this amount is in the liability section the cash balance is negative and represents funds are 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 May 31, 2019) is \$61,572.20. This will reduce the cash balance when paid.
- e. As of May 2019 \$13,530 is owed to the Member's Club for membership fees collected by the Authority.

The Cash Balance at the end of May 2019 was (\$33,351.74). This negative balance represents funds owed the City of Norwich.

The Caddy Shack is paid in full on its lease through the end of June 2019.

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

Correspondence

- Chairman Caulfield reported he had received no correspondence. Mr. Svab stated he had received no written correspondence but had had a verbal communication that the participating schools had approved the fee for the cross country championship meet to be held at the Norwich Golf Course in the fall of 2019.

Chairman's Report

- Chairman Caulfield reported that he had attended a Commission on the City Plan hearing on June 18, 2019 with representatives of WSP. In his opinion the presentation went well although the Commission asks questions for which we will need to supply additional planning and information.

Water Supply and Irrigation Project

- No further report beyond that presented by Chairman Caulfield.

COMMITTEE REPORTS

- **Greens Committee**

No report presented.

- **Planning Committee**

No report presented.

- **Marketing Committee**

No report presented.

- **Beautification Committee**

Mr. Podurgiel noted that the entrance areas to the clubhouse, the circle and the plantings on the wall are in good shape and attractive. Further plantings at the course are about to begin.

- **Budget Committee**

No report presented.

- **Pro Shop Caddy Shack Subcommittee**

No report presented.

- **Maintenance Subcommittee**

No report presented.

- **Superintendent's Report**

Mr. Kundahl reported that the conditions are good at the course. He has started applications to treat the kyllinga and will continue to treat as necessary. He did not see a great deal of it on the course but the areas that were treated will be subject to some die-off of the treated kyllinga.

Pruning has been completed along the left side of the 4th hole leading up to the area of the 9th tee. It is intended to open that area, make that side of the hole more playable, and the area more attractive.

- **Pro Manager's Report**

Mr. Svab reported that the individual responsible for damage to a golf cart has agreed to pay the cost of repairs in installments.

The clubhouse recently experienced issues with the boilers resulting in there being no hot water. A faulty control board has been replaced.

Mr. Svab indicated that he agrees that the pruning has improved the conditions of play on the 4th hole and the overall appearance has been much improved.

The course has been busy. There have been a number of tournaments this week, a major one going forward despite adverse weather. He thanked Jason and the Caddy Shack for their assistance to that tournament by providing sheltered space on the deck although that interfered with restaurant operations.

A tournament scheduled for June 24, 2019 has cancelled but a new tournament to be held September 13, 2019 with about a 1/3 more players have asked to be able to play at the course.

Mr. Svab indicated that he and Chairman Caulfield had met with Eric Kundahl for an evaluation.

- **Member's Club**

Mr. Lathrop reported the Member's Guest Tournament will be held June 30, 2019 and preparations are being made for the Norwich Invitational.

Adjournment

A motion to adjourn the meeting was made at 7:30 p.m. by Mr. DiBattista, seconded by Mr. Mereen, and approved unanimously.