

To: NGCA Members
From: Barney Caulfield, Chairman NGCA
Re: Minutes of NGCA monthly meeting of August 21, 2019

Members Present

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

Others Present

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

Call to Order

- Chairman Caulfield called the August 21, 2019 meeting of the Norwich Golf Course Authority to order at 7:00p.m.

Minutes

- A motion to approve the minutes of the July 17, 2019 meeting of the Norwich Golf Course Authority was made by Mr. Malouf, seconded by Mr. Mereen, and approved unanimously.

Financial Report

- In the absence of Ms. Kuchta, Mr. Driscoll distributed copies of the NGCA July 2019 Financial Report narrative.

Revenues for the month of July 2019 were \$133,752.93 compared to budgeted Revenues of \$132,549, \$1,203.93 over budgeted Revenues and \$15,583.94 over July 2018 Revenues.

YTD Revenues for July 2019 were \$714,572.18, compared to budgeted Revenues of \$167,470, \$37,102.18 over budgeted Revenues and \$81,578.67 over YTD July 2018 Revenues.

Expenses for the month of July 2019 were \$95,219.79 compared to budgeted Expenses of \$85,268.35, \$9,951.44 over budgeted Expenses and \$4,606.80 under July 2018 Expenses.

YTD Expenses for July 2019 were \$616,643.07 compared to budgeted Expenses of \$636,555.07, \$19,912 under budgeted Expenses and \$15,780.46 under YTD July 2018 Expenses.

Revenues exceeded Expenses in the month of July 2019 by \$38,533.14, which is under budget by \$8,747.51.

Revenues exceeded Expenses YTD July 2019 by \$97,929.11, which is over budget by \$57,014.18.

ON A CASH BASIS, YTD Revenues exceeded YTD Expenses as of July 2019 by \$118,927.32, which is over budget by \$55,310.69. This takes into consideration adding back depreciation expenses and subtracting out the payments made for the Dime Bank financed lighting project and the ongoing irrigation water project.

Items of interest on the Balance Sheet include:

- a. Interfund Loan Obligations and Construction in Progress have increased in July as there were payments made to WSP in the month. Total balance of the Interfund Loan Obligation as of the end of July 2019 is \$232,439.06.
- b. The balance due on the Dime Bank loan (for the parking lot lighting project) has been reduced by the monthly payment made in July of 2019. Seven more installments are due on this loan.
- c. The Due to General Fund is the NGCA's cash balance as of July 31, 2019. An amount in the liability section means 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 not yet been paid for as of July 31, 2019) is \$36,506.68. This will reduce cash when paid next month.
- e. As membership fees are collected, an amount becomes due to the Member's Club. At the end of July of 2019 that amount was \$55.

Cash Balance at the end of July 2019 was (\$9,386.93). This negative balance indicates the NGCA owes the City this money.

The restaurant lease is paid in full through the end of August 2019. Payment was made by a coupon swap in the amount of \$2,000 on August 16, 2019 with a balance paid by check.

In reviewing the Financial Report Mr. Podurgiel noted that the GolfNow payment for the month of July in the amount of approximately \$11,000 had not yet been received.

Correspondence

- Chairman Caulfield distributed copies of a letter sent him as Chairman of the Norwich Golf Course Authority by the Southeastern Council on Alcoholism and Drug Dependence, Inc. This letter, signed by Jack Malone, President and Executive Director of the Council, and Tom Burke, a member of its Board of Directors and Golf Tournament Chairman extended their thanks to the golf staff at the Norwich Golf Course for their efforts and assistance in support of the tournament organized by SCADD.

Caddy Shack

- All payments due on the lease through the end of August 2019 have been received.

COMMITTEE REPORTS

- **Chairman's Report**

Chairman Caulfield stated he had no specific report beyond noting that the irrigation water project is going strong at this point.

- **Water Supply and Irrigation Project**

Mr. Mereen reported that the required testing has been completed including the installation of automatic transducers in the wells. The DEEP was able to receive the results of the testing directly and after requesting that the testing continue for 2 extra hours, advised that it could be shut down. During the testing the wells continuously produced more than 200 gallons per minute and at the end of testing there was a 50% recovery within an hour.

Mr. Mereen and Mr. Strouse recommended that this be treated as very good news but there would still be delay before any permit is issued. Accepting this as positive news, both recommended that we seek contractors to perform the necessary work including the digging of the pond and the lining of the same. We will encourage prospective contractors to talk to Rob Good at WSP and such other individuals as he would want to be involved. Mr. Mereen agreed to initiate the communication with WSP.

Chairman Caulfield has earlier distributed a list of proposed meeting dates for 2020.

A motion to adopt the proposed schedule was made by Mr. Mereen, seconded by Mr. DiBattista and approved unanimously.

- **Clubhouse Committee**

No report presented.

- **Greens Committee**

Mr. Strouse stated his report had been included within the irrigation water project report. As Chair of the Greens Committee he is looking forward to the successful completion of the project.

- **Planning Committee**

No report presented.

- **Marketing Committee**

No report presented.

- **Beautification Committee**

No report presented.

- **Budget Committee**

Mr. Whitty requested that Mr. Svab and Mr. Kundahl work on their proposed budgets for the 2020 year and submit them to the Budget Committee by the end of September 2019.

- **Clubhouse Subcommittee**

No report presented.

- **Maintenance Subcommittee**

Mr. Podurgiel, with the assistance of Mr. Kundahl, presented the Maintenance Subcommittee report.

Mr. Kundahl noted that at this point staffing is down by 4 people. This is not presented significant immediate problems but it does pose challenges.

Mr. Podurgiel reported that all of the requested new equipment provided to the city's capital program has arrived. This includes a new tractor, blower, and greens mower.

Mr. Kundahl and the subcommittee recommend over-seeding portions of the greens, collars, tees, and the immediate surrounding areas. He estimates this will

require 1,200 lbs. of grass seed which can be obtained at a cost of \$2,503.25. This expense was not included in the 2019 budget but in his opinion there is an obvious need for the over-seeding giving course conditions. During discussion there was consensus that this was useful and necessary work which would improve the conditions of the tees and greens and the expenditure should be made and the work done during the upcoming cooler weather while grass growing conditions remain good.

Mr. Podurgiel reported that the Cardini Tournament is scheduled for September 21, 2019 and that Mr. Cardini planned to assist in the beautification program at the course as he has done in past years.

- **Superintendent's Report**

Mr. Kundahl had not further report.

- **Pro Manager's Report**

Mr. Svab noted that the fire alarm panel in the clubhouse had failed. The city fire marshal was notified, inspected the same and the state fire marshal also notified. We were able to replace the existing panel within the time allotted for the replacement at a cost of approximately \$2,000. Mr. Svab also noted that during a sprinkler test a pipe had failed causing some flooding in the basement. There was no appreciable permanent damage and the pipe has been repaired.

Mr. Svab reported that he had received a phone call from a representative of Norwich Public Utilities to advise that the water usage at the course was down this year. By calculations the water use is down approximately 8%.

While stressful conditions of the summer with the particularly hot weather do require careful monitoring and watering at the golf course, the 8% difference over last year was not viewed by Mr. Svab or Mr. Kundahl as an issue and the Authority recognized that it did represent a savings to the course.

- **Member's Club**

Mr. Lathrop reported this has been a good year for the Member's Club which has voted to add a free tournament to be held on the morning of September 28, 2019. This will be a 2-man match play event with all members invited.

Adjournment

A motion to adjourn the meeting was made at 7:40 p.m. by Mr. Mereen, seconded by Mr. Malouf, and approved unanimously.