

To: NGCA Members  
From: Bernard Caulfield, Chairman NGCA  
Re: Minutes of NGCA regular meeting of October 21, 2020 conducted remotely via Turbo Bridge pursuant to Executive Order 7B-1

**Members Present**

Bernard Caulfield  
Michael Driscoll  
David DiBattista  
Susan Dutilly  
Richard Podurgiel  
Bob Malouf  
Ray Lathrop  
Richard Strouse

**Others Present**

Mike Svab, Pro Manager  
Eric Kundahl, Course Superintendent  
Tony Madeira, Finance Department  
Edward Nevins, Member's Club  
Bridget Pearson, Accountant

**Call to Order**

- Chairman Caulfield called the October 21, 2020 meeting of the Norwich Golf Course Authority to order at 7:04 p.m.

**Minutes**

- A motion to approve the minutes of the September 16, 2020 meeting was made by Ms. Dutilly, seconded by Mr. Malouf and approved by a vote of 8-0.

**Financial Report**

- A motion to receive the financial reports was made by Mr. DiBattista, seconded by Mr. Podurgiel and approved by a vote of 8-0.

Mr. Madeira introduced Ms. Pearson as the new city accountant who will be working with the Golf Authority assisting with the Financial Reports.

Mr. Madeira presented the Financial Report of September 2020.

#### Current Month

Revenues for the month of September 2020 were \$140,140 compared to budgeted Revenues of \$102,957, \$37,183 over budgeted Revenues, and \$32,397 more than September 2019 Revenues.

Expenses for the month of September 2020 were \$74,670 compared to budgeted Expenses of \$82,373, \$7,703 under budgeted Expenses and \$13,850 under September 2019 Expenses.

Operating Revenues exceeded Expenses in the month of September 2020 by \$65,469, exceeding budgeting expectations by \$44,855.

#### Year to Date (YTD)

Revenues YTD were \$1,065,579 compared to budgeted Revenues of \$910,131, \$155,448 over budgeted Revenues, and \$106,064 more than September 2019 Revenues.

Expenses YTD were \$835,119 compared to budgeted Expenses of \$122,736, \$13,383 over budgeted Expenses and \$11,276 over September 2019 Expenses.

Overages in the Expense YTD category include three (3) items in Course Supplies, the fountain, seed and state monitoring equipment/software, totaling \$39,000. These are associated with the irrigation pond project.

YTD Operating Revenues exceeded YTD Expenses by \$230,461, exceeding budgeted expectations by \$92,181. This is \$94,787 more than September 2019.

Items of interest on the Balance Sheet include:

1. Accounts Receivable as of 09/30/2020 were \$11,674 from Golf Now.
2. The Caddy Shack lease is current as of September 30, 2020.
3. The balance in Accounts Payable (product/services) that have been received (expensed) but not yet paid for as of September 30, 2020 is \$4,944.
4. The Due from General Fund is the NGCA's Cash Balance as of September 30, 2020. It is in the amount of \$129,375 indicating the NGCA is in a positive position for the third consecutive month.
5. New accounts have been added to reflect the capital lease for the greens roller and Interfund Loan(s). Each of these items have been split into the current (items due and payable within the year), and non-current (long term) that are due and payable over a period longer than a year.
6. Currently the Interfund Loan account reflects payments to be made for the Irrigation Pond Project.

At the conclusion of Mr. Madeira's report, Mr. Svab noted that the Caddy Shack lease will be brought current shortly and paid through the end of the year through a card swap.

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

## **CADDY SHACK RESTAURANT**

Mr. Svab reported that he had received an e-mail from Jason Bromley for the Caddy Shack noting that he plans to extend the lease for the 2021 season. Mr. Bromley also advised that he plans to close the Caddy Shack restaurant for the season as of November 30, 2020. Mr. Svab noted that with the onset of colder weather outdoor dining will be discontinued and there are limitations on the number of tables available for indoor dining under the guidance provided regarding the COVID situation.

## **CORRESPONDENCE**

No further report.

## **COMMITTEE REPORTS**

- **Chairman's Report**

No report presented.

- **Clubhouse Committee**

No report presented.

- **Greens Committee**

No report presented.

- **Marketing Committee**

Mr. Podurgiel led a discussion regarding recommendations presented by the Marketing Committee, Messrs.. Podurgiel, DiBattista, and Lathrop. These recommendations were developed by Mr. Svab for the 2021 season and reviewed by the committee which took no action, preferring to report to the full Authority. Among other things, the Marketing Committee considered certain rate hikes in addition to specials. Its report to the full Authority includes the following:

Rate Hikes  
Greens Fee

- 1) Weekend resident green fees to increase from \$43 to \$46 per round.
- 2) Weekend non-resident green fees to increase from \$49 to \$52 per round.
- 3) Friday resident green fees to increase from \$39 to \$45 per round.
- 4) Friday non-resident green fees to increase from \$44 to \$50 per round.
- 5) Weekday (Monday-Thursday) non-resident green fees to increase from \$44 to \$49 per round.
- 6) Weekday special - the rate will apply from Monday-Thursday an increase from \$49.99 to \$55 per round.

Season pass – the rate will remain the same except for the Economy classification.

The Economy classification currently involves 15 rounds at the cost \$600. This will change to 20 rounds at a cost of \$800.

Season pass reward – by category, season pass holders excluding those in the Economy classification will receive the following: If full payment for the season pass is received by April 1<sup>st</sup>:

- i) weekday season pass holders will receive two complimentary guest passes;
- ii) full season (unrestricted) pass holders will receive three complimentary guest passes;
- iii) family classification pass holders will receive 5 complimentary guest passes;
- iv) all guest passes are to be used in the 2021 season;
- v) membership enhancement season pass special – individuals who have not been a member in any category of the Norwich Golf Course during the past 5 years may become full season (unrestricted) pass holders for \$1,250 for the 2021 season. This offer is restricted to the first 50 individuals to purchase the same.

Discussion followed including information with respect to costs to be incurred in the 2021 season. Mr. Madeira noted the equipment purchase payback for 2021 would total approximately \$65,000, \$55,000 on principal and \$10,000 on the interest. In addition, there were payments of approximately \$7,100 inclusive of principal and interest, for the roller and there will be payments commencing in 2021 to repay the bond for the Irrigation Project.

There was also discussion concerning proposed expenses for maintenance and necessary improvements and maintenance at the golf course with hopes that the latter could be done in 2021. The specials and proposed rate increases were recommended in part to provide funding for the required repayments and potential expenses to be incurred in 2021.

A motion to accept the various proposals presented by the Marketing Committee was made by Mr. DiBattista, seconded by Mr. Podurgiel and approved by a vote of 8-0.

- **Beautification Committee**

Mr. Podurgiel noted the course is in great shape. Mr. Podurgiel and Mr. Kundahl reported on a Crimson King Maple tree that had been planted between the 11<sup>th</sup> and 15<sup>th</sup> fairway near the pond, the tree commemorating the Gilman Brothers as it was necessary to relocate a marker placed several years ago.

- **Budget Committee**

Mr. Malouf, as Acting Chairman, reported on the meetings the Budget Committee has held and its reason for delaying a recommendation to the full Authority until the Authority had considered the recommendations of the Marketing Committee. The Budget Committee will meet again and expect will be able to present a proposed 2021 budget to the Authority sometime in November.

- **Pro Manager Report**

No report presented.

- **Course Superintendent**

Mr. Kundahl noted that his most recent check showed that the course has used 17,890,127 gallons of water supplied by the irrigation pond since its activation in May 2020. This is approximately 23,917 ccf's of water and resulted in considerable savings in water costs.

- **Member's Club**

Mr. Nevins reported that the Maintenance Revenge Tournament will be held November 1, 2020. It was noted that there will no holiday party planned in 2020.

### **Adjournment**

A motion to adjourn the meeting was made at 7:50 p.m. by Mr. DiBattista, seconded by Mr. Malouf and approved unanimously.