

To: NGCA Members
From: Bernard Caulfield, Chairman NGCA
Re: Minutes of NGCA regular meeting of March 17, 2021 conducted remotely via Turbo Bridge pursuant to Executive Order 7B-1

Members Present

Bernard Caulfield
Susan Dutilly
David DiBattista
Michael Driscoll
Charles Whitty
Richard Podurgiel
Ray Lathrop
Richard Strouse

Others Present

Mike Svab, Pro Manager
Eric Kundahl, Course Superintendent
Tony Madeira, Finance

CALL TO ORDER

Chairman Caulfield called the March 17, 2021 meeting of the Norwich Golf Course Authority to order at 7:03 p.m.

MINUTES

A motion to approve the minutes of the January 20, 2021 meeting of the Norwich Golf Course Authority was made by Ms. Dutilly, seconded by Mr. DiBattista and approved unanimously.

FINANCIAL REPORT

The Financial Report was presented by Mr. Madeira

Operating Revenues for the month of February 2021 were \$29,608, compared to budgeted Revenues of \$46,710, \$17,102 under budgeted Revenues, and \$21,497 less than February 2020 Revenues of \$51,105.

Expenses for the month of February 2021 were \$30,602, compared to budgeted Expenses of \$52,623, \$13,020 under budgeted Expenses and \$1,897 under February 2020 Expenses of \$32,499.

Expenses exceeded Revenues in the month of February 2021 by (\$994), a net loss compared to a net profit for February 2020 of \$18,606. This is calculated after depreciation of \$6,872 in 2021 and \$4,553 in 2020.

The Cash Balance for February 2021 was \$57,081, a decrease in the amount of \$8,474 in the Cash Balance from the January 2021 figure of \$65,555.

Year to Date (YTD)

YTD Operating Revenues were \$57,157 compared to YTD budgeted Revenues of \$75,876. This is \$18,359 under the YTD budget, \$20,463 under the 2020 figure.

YTD Expenses were \$87,959, compared to YTD budgeted Expenses of \$96,949. This is \$8,991 under the YTD budgeted Expenses, and \$14,475 more than the prior year.

YTD Total Expenses exceeded Revenues by \$30,442, this is over budget by \$9,369 and \$34,940 under YTD February 2020.

Matters of interest on the Balance Sheet include:

1. Accounts Receivable from the Caddy Shack; the March rent of \$1,000 is currently outstanding.
2. The balance in Accounts Payable (product/services that have been received but not yet paid for as of February 28, 2021) is \$3,617.
3. The Due to General Fund represents the NGCA's cash balance as of February 28, 2021. An amount in the asset section represents monies held by the city for the NGCA. That amount is currently \$57,081 representing funds owed by the city to the NGCA.

Mr. Madeira added to his Financial Report a note that the February Cash Balance less Accounts Payable, less encumbrances is calculated by deducting the Accounts Payable figure and any encumbrances from the NGCA's Cash Balance as of February 28, 2021. The Cash Balance of \$57,081 less the Accounts Payable of \$3,617, and no reduction for encumbrances leaves a figure of \$53,464, which figure is referred to as the Cash Shortfall.

Mr. Madeira also reported on questions which had been asked of him by various members of the Authority. He noted that there were current timing differences with respect to the payment of insurance. Among other things, the Authority was issued a 2-month bridge workers' compensation policy to permit coordination with its calendar fiscal year. In December of 2020, the Authority received a credit following the workers' compensation audit.

Mr. Madeira indicated he would review questions asked with respect to the income statements and double check the depreciation expenses. He also reported with regard to the city financial charges explaining that the charge for January and February had been charged in January then credited back in February. In effect this caused the charges to be too high in January and too low in February. The practice is to charge monthly.

A motion to accept the Financial Reports as presented was made by Mr. DiBattista, seconded by Mr. Podurgiel and approved unanimously.

CORRESPONDENCE

No written correspondence has been received but Mr. Svab reported that area high schools having golf programs have requested to hold matches this spring at the Norwich Golf Course.

CHAIRMAN'S REPORT

No report presented

COMMITTEE REPORTS

No Committee Reports were presented.

COURSE SUPERINTENDENT

Mr. Kundahl acknowledged and express his appreciation for the great job his crew had done in getting the course ready for opening on March 10, 2021.

Mr. Kundahl indicated that as a result of the COVID restrictions imposed with respect to water containers and fountains for general use on a golf course, he and Mr. Svab have investigated the use of a reusable jug filling station. He recommends we install one at the Gopher Hole to be used by individuals carrying their own water bottles. He estimates the cost of such a system is \$2,000.

A motion to approve the acquisition of a reusable jug filling station and the installation of the same at a location to be selected by the Superintendent at the Gopher Hole was made by Mr. DiBattista, seconded by Mr. Lathrop and approved unanimously.

Mr. Kundahl indicated that the Connecticut State Golf Association was holding a meeting on Friday March 19, 2021 to give guidance and directives to Connecticut

golf courses. Those directives may address the eventual use of water fountains on golf courses such as the course had previously maintained on the back 9.

Mr. Kundahl described some of the work performed during the 2020-2021 winter. A number of trees were removed, for example poplars along the 14th hole and a tree near the 12th green. Stumps left by these removals are generally in areas of play and he suggests we obtain prices to have stumps ground with the immediate area carefully and appropriately cleaned up. He will obtain such prices and report.

PRO MANAGER REPORT

Mr. Svab also noted that he expects guidelines to come out from the CSGA on Friday and the Norwich Golf Course will use those to direct its operations.

Mr. Svab noted that the course is currently in a great situation with respect to play and has been quite active. The purchase of memberships in March have been quite strong.

MEMBER'S CLUB

The Member's Club representative did not participate in the meeting. Mr. Svab reported that there have been general discussions regarding dates the Member's Club would like to use for events and these seem to match well with the current golf schedule.

NEW BUSINESS

During New Business Mr. Podurgiel commented on the appearance of the new carpeting installed in the restaurant indicating it looked great, and asked when the new sliding door might be installed. Mr. Svab indicated that it is expected to arrive on April 13, 2021 and will be installed on the following Monday, Monday being a light day in the restaurant operations. It is expected it will take 6-8 hours to install the door.

ADJOURNMENT

A motion to adjourn the meeting was made at 7:34 p.m. by Mr. DiBattista, seconded by Mr. Lathrop and approved unanimously.