

To: NGCA Members
From: Bernard Caulfield, Chairman NGCA
Re: Minutes of NGCA regular meeting of May 19, 2021 conducted in-person and remotely via Turbo Bridge pursuant to Executive Order 7B-1

Members Present in-person

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

Members Participating remotely

Bob Malouf
Charles Whitty

Others Present – in-person

Mike Svab, Pro Manager
Eric Kundahl, Course Superintendent

Others Participating Remotely

Tony Madeira, Assistant Comptroller
Mitchell Nixon, City Accountant
Todd Lavoie, Member's Club

CALL TO ORDER

Chairman Caulfield called the May 19, 2021 meeting of the Norwich Golf Course Authority to order at 7:01 p.m.

MINUTES

A motion to receive and adopt the minutes of the April 21, 2021 meeting of the Norwich Golf Course Authority was made by Mr. DiBattista, seconded by Mr. Lathrop and approved by a unanimous roll call vote.

FINANCIAL REPORT

Mr. Madeira presented the Financial Report through the end of April 2021.

Operating Revenues for the month of April 2021 were \$106,154, compared to budgeted Revenues of \$90,055, \$16,099 over budgeted Revenues, and \$14,011 more than April 2020 Revenues.

Expenses for the month of April 2021 were \$124,060, compared to budgeted Expenses of \$174,654, \$44,594 under budgeted Expenses, and \$71,240 under April 2020 Expenses.

Net Loss for April 2021 was \$17,906 compared to Net Loss for April 2020 of \$103,157. This is after depreciation of \$6,872 in 2021 and \$4,553 in 2020.

The Cash Balance for April 2021 was \$359,753. Compared with the prior month, March 2021 which ended with a Cash Balance of \$368,533, this represents a decrease of \$8,780.

Year to Date (YTD)

YTD Operating Revenues were \$498,097 compared to YTD budgeted Revenues of \$333,130. This is \$161,967 over the YTD Budget, \$140,676 more than the April 2020 figure.

YTD Expenses were \$275,529, compared to YTD budgeted Expenses of \$350,833. This is \$75,304 under the YTD budgeted Expenses, and \$72,766 less than YTD Expenses in 2020.

YTD Total Revenues exceeded Expenses by \$222,568; and this is over Budget by \$237,271 and also \$213,442 over YTD April 2020.

Items of interest on the Balance Sheet include:

1. Accounts Receivable is \$600 for the Caddy Shack which, along with the May rent would be an outstanding of \$6,650. Mr. Svab noted that that amount had been paid in full as of May 19, 2021 by a check received on May 19th.
2. The balance in Accounts Payable (product/services that have been received but not yet paid for as of April 30, 2021) is \$24,361.
3. The Due to General Fund is the NGCA's cash balance as of April 30, 2021. At the end of April, the Cash Balance was \$359,753, monies the city owes the NGCA. Since 2004 there have been three instances of a larger Cash Balance at month end, March 2021, September 2012, and August 2011. Taking into account the Accounts Payable the Cash Balance is a position \$335,392.

Mr. Lathrop inquired about line item 54420 Golf Cart Leasing Usage as it showed approximately half the outstanding had been paid as of the end of April 2021, roughly \$13,000 more than had been paid at the same point in April 2021 and significantly more than the budgeted amount. Mr. Madeira noted that with the

good cash flow additional monies have been paid on this account so this line item could be paid in full earlier.

A motion to accept the report was made by Mr. Malouf, seconded by Mr. Podurgiel and approved unanimously by a roll call vote.

CADDY SHACK RESTAURANT

Mr. Svab reported that with the receipt of a check on May 19, 2021, the Caddy Shack lease was paid in full through the end of May 2021.

CHAIRMAN REPORT

Chairman Caulfield indicated he had no report at this time.

COURSE SUPERINTENDENT

Mr. Kundahl reported that the grass has grown well, and the crews were busy mowing. He also noted that they are doing top soiling work behind the 8th green.

Mr. Kundahl discussed ongoing issues with rodents (mice) on the 4th hole with periodic but continuing damage done. He is addressing the problem and believes it will be eliminated.

Mr. Kundahl also reported on plans for seeding at the course. He plans to seed the cleared area located to the ice rink side of the 15th green. He will need to install sprinklers in order to achieve healthy growth and to permit a re-establishment of a turf nursery area. He also plans to re-seed areas around the 15th green and fairway in the Fall.

In response to inquiry, Mr. Kundahl noted that the work planned in the stump grinding program has been completed and all of the stumps are ground.

Mr. Kundahl discussed the need to replace the bucket on the loader. A replacement bucket will cost \$6,087.50. The bucket has previously been repaired and welded but further repairs are not feasible given the amount of wear and rust damage.

A motion to allocate \$6,087.50 from line item 566610 Materials and Supplies was made by Mr. DiBattista, seconded by Mr. Lathrop and approved unanimously following a roll call vote.

PRO MANAGER REPORT

Mr. Svab opened his comments by noting that the year has been going great. At this point there are 349 members and season passholders. The tournament schedule for tournaments requiring course closure is full. The tournament schedule is posted online permitting golfers to identify days on which the course will be closed. Tournaments which do not require course closing will still be permitted and can be scheduled through the Pro Shop.

On May 20, 2021, a water filling system at the Gopher Hole will be installed permitting golfers to fill their own containers. In addition, water coolers will be placed on the 11th and 15th holes.

Mr. Svab noted that the course had obtained a bell for the 4th hole but had deferred installing it under the Covid-19 restrictions. With the lifting of these restrictions the bell will be installed.

Mr. Svab initiated discussions concerning a new piece of equipment which has been tested at the course. Currently the course has a front-end mower purchased last year but has the opportunity to acquire a more versatile piece of equipment which functions as a front-end mower but also has the capacity to work as a blower and an aerator. With additional fittings it can perform other functions. This machine was manufactured by Ventrac which is now owned by Toro and is an item which he and Mr. Kundahl would have recommended last year had it been available then through Toro.

It will fill an equipment void at the golf course in that its aeration unit should assist in solving some of the problems associated with hard areas at the course. The aeration function aerates the top 6 inches of ground and creates material. The machine is also designed to inject seed while aerating, potentially cutting down on labor.

This piece of equipment will cost \$39,072 and Toro will accept a trade-in of the front mower purchased by the Authority last year leaving a payment due of \$22,572. In order to obtain full use of a piece of equipment, however, the Authority must consider additional expenses for seed which he estimates will amount to about \$10,000 per year.

Mr. Svab had spoken with Mr. Castronova, the city Purchasing Agent who indicated that the Authority could enter into this transaction and he would need to be advised of the serial number of the item traded in and the serial number of the item acquired. The bond payments would continue as arranged last year with the sum of \$22,572 would be paid at the time of transaction.

Mr. Kundahl indicated that he thought this piece of equipment could improve the condition of some difficult to play areas, but this would also require the

installation of water lines and sprinklers to keep those areas in good condition. In some instances, selective tree cutting or limbing might have to be done as well.

Mr. Malouf inquired as to the price paid by the Authority to acquire the front-end mower. Mr. Svab responded that it was \$21,000 and the trade value of \$16,500 recognized that it had had only limited use to date. The trade value will go down as the unit is used or as it ages.

A motion to appropriate \$27,572 to be used for the purchase of the unit and \$5,000 worth of seed was made by Mr. DiBattista and seconded by Mr. Malouf. After discussion concerning the savings in the budget realized to date and the revenue anticipated as well as the use of the proposed unit to the golf course the motion passed by a unanimous roll call vote.

MEMBER'S CLUB

Mr. Lavoie reported for the Member's Club and stated that the course looks great.

ADJOURNMENT

A motion to adjourn the meeting was made at 7:45 p.m. by Mr. DiBattista, seconded by Mr. Malouf and approved unanimously by a roll call vote.