

To: NGCA Members  
From: Bernard Caulfield, Chairman NGCA  
Re: Minutes of NGCA regular meeting of July 20, 2022 conducted in-person and remotely via Turbo Bridge

**Members Present**

Bernard Caulfield  
Richard Strouse  
Susan Dutilly  
Ray Lathrop  
Richard Podurgiel  
Bob Malouf  
Charles Whitty – attended remotely

**Others Present**

Mike Svab, Pro Manager  
Eric Kundahl, Superintendent  
Mitchell Nixon, Finance Department  
Mickey Busca, Member's Club  
Ed Nevins, Member's Club

**CALL TO ORDER**

Chairman Caulfield called the meeting of the Norwich Golf Course Authority to order at 6:00 p.m..

**MINUTES**

A motion to approve the minutes of the June 15, 2022 meeting with a correction to the first item in the new business section, amending the language:

“\$2.00 for 18-hole rounds, \$1.00 for 9-hole rounds and for all leagues,” to read \$2.00 for 18-hole rounds, \$1.00 for 9-hole rounds, and \$2.00 for all leagues”

was made by Mr. Malouf, seconded by Mr. Lathrop, and approved by a vote of 8-0.

**FINANCIAL REPORT**

Mr. Nixon presented the NGCA Financial Reports through the month of June 2022.

OPERATING REVENUES for the month of June 2022 were \$150,027 compared to budgeted revenues of \$122,428, \$27,599 over budgeted revenues, and \$4,670 less than June 2021 revenues.

EXPENSES for the month of June 2022 were \$164,958 compared to budgeted expenses of \$170,308, \$5,350 under budgeted expenses and \$75,020 under June 2021 expenses.

NET LOSS for June 2022 was \$8,176 compared to NET LOSS for June 2021 of \$85,279. This is after depreciation of \$12,227 in 2022 and \$35,517 in 2021.

CASH BALANCE for June 2022 was \$165,950 in comparison to prior month, May 2022, of \$230,909. This is a decrease of \$64,959.

YTD OPERATING REVENUES were \$731,643, compared to YTD budgeted revenues of \$647,697. This is \$83,946 over the YTD Budget, and \$38,523 less than the prior year.

YTD EXPENSES were \$836,988 compared to YTD budgeted expenses of \$729,139. This is \$107,849 over the YTD budgeted expenses, and \$154,449 more than the prior year.

YTD Total Revenues were less than Expenses by \$105,345; which is over budget by \$23,903 and \$195,972 under YTD June 2021.

Some things to look at on the Balance Sheet:

- As of today, the July rent is paid in full.
- The balance in Accounts Payable (products/services received but not paid for as of 06/30/22) is \$6,938.
- The Due to General Fund is the NGCA's cash balance as of 06/30/22. An amount in the Asset section means that the City owes the NGCA those funds which amount as of June 30, 2022 was \$165,950.

NOTE: June Cash Balance less Accounts Payable equals Cash (Shortfall):  
 $\$165,950 - \$6,938 = \$159,012$

With reference to the revenue condition through July 20, 2022, Mr. Lathrop noted that approximately 80% of budgeted revenues had been received as of July 20, 2022.

A motion to accept the Financial Report was made by Mr. Lathrop, seconded by Mr. Podurgiel and approved by a vote of 8-0.

## **CORRESPONDENCE**

No correspondence has been received.

## **CADDY SHACK RESTAURANT**

The Caddy Shack rent has been paid in full through the end of July 2022.

## **COURSE SUPERINTENDENT**

Mr. Kundahl noted that the new mowing deck is in operation. He recently cut the rough on the left side of the second hole with this equipment and is satisfied with the result.

Mr. Kundahl also noted that during the work the dump truck had mechanical issues while pulling equipment on the hill at the 2<sup>nd</sup> and 3<sup>rd</sup> hole, became inoperative and presently is at that location.

Mr. Kundahl reported the course is doing well despite the recent heat wave. He is currently heavily irrigating the course, approximately 210,000 gallons a night. The irrigation system is working well, the pond recovering from this water use by 9AM the following morning.

## **PRO MANAGER REPORT**

Mr. Svab reported the course has been busy and that the Invitational was successful. The weather was cooperative and the heat generally not as oppressive as it can be in mid-July.

Mr. Svab advised the Authority the compressor on the air conditioning unit which covers a portion of the clubhouse failed and had to be replaced at a cost of approximately \$6,000. Mr. Mike Lawton provided and installed the replacement compressor, and the Authority thanks him for his work.

## **MEMBER'S CLUB**

Mr. Busca reported on the events which had been held in June and July.

Mr. Ed Nevins expressed his opinion that the course was in very good shape and the Norwich Invitational was well run. He thanked the maintenance and Pro Shop staff and the volunteers for their efforts in making it a very successful invitational.

## **OTHER BUSINESS**

Chairman Caulfield called upon Mr. Malouf to report on the pavilion and the proposed replacement bridge to carry traffic over Trading Cove Brook between the 9<sup>th</sup> and 10<sup>th</sup> hole.

Mr. Malouf stated that the pavilion took longer to complete than anticipated but it is substantially finished. It has not had a final inspection as the building official was not available, but the inspection should be completed by Friday, July 22, 2022.

There are cost overruns to the project being necessary additional work or \_\_\_\_\_. Mr. Malouf advised that originally it was thought that engineering drawings would not be required but in fact they were and CLA provided the drawings for a cost of approximately \$33,000.

The original design contemplated a shed roof which had to be converted to a gable roof provide adequate protection against strong winds and hurricanes. The change cost in the neighborhood of \$3,000-\$4,000. More paving work was required than anticipated originally and the total cost of paving came to approximately \$13,000. The Authority had an issue with a department of the city as to who should pay for the paving but concluded it was an Authority expense.

Discussion followed with respect to additional elements placed in the pavilion and how it would be placed for use.

Mr. Malouf first reported on the funding available for the replacement bridge. He, Mr. Podurgiel and Mr. Svab, attended a Norwich City Council workshop with respect to ARPA fundings and presented a request for \$200,000 in ARPA funding for the bridge project. The request was well received and the council subsequently approved ARPA funding of \$200,000 to the Norwich Golf Course Authority for the replacement bridge.

Mr. Malouf and Mr. Svab had met with the planners for both Norwich and Montville to discuss the bridge. Discussions included anticipated presentations to the respective wetlands commissions of Norwich and Montville. It is clear from these discussions that the footings and bridge cannot be bigger or located in a different location compared to what presently exists if it is to be considered a replacement. Replacing the bridge will require less interaction with the respective wetland commissions and the planners but the Authority did not wish to foreclose making it larger or moving it and these discussions would be ongoing. The general consensus was that the first plan, replacing the bridge, may be the optimum one from a timing perspective. It is hoped that the existing bridge can be removed in November 2022 and a site work contractor or general contractor selected for the project. The bridge would be put out at that time and expectation it will be put into place in March of 2023. Mr. Strouse recommended the use of a general contractor vs. trying to hire different contractors for different aspects of the project, as well as having the engineer put together the bid package. Mr. Malouf noted that he had

spoken with Mr. Castronova who had provided him with a list of engineering firms which had city approval. The Authority will work with the city purchasing agent, Robert Castronova, in the various phases of this project.

A motion to add a new line item in the budget for the bridge project was made by Mr. Malouf, seconded by Mr. Lathrop and approved by a vote of 8-0.

## **ADJOURNMENT**

A motion to adjourn was made at 7:43 p.m. by Ms. Dutilly, seconded by Mr. Lathrop, and approved unanimously.