

To: NGCA Members
From: Bernard Caulfield, Chairman NGCA
Re: Minutes of NGCA regular meeting of September 15, 2021 conducted in-person and remotely via Turbo Bridge pursuant to Executive Order 7B-1

Members Present in-person and remotely

Bernard Caulfield
Susan Dutilly
Michael Driscoll
Charles Whitty
Richard Podurgiel
Ray Lathrop
Richard Strouse
Bob Malouf

Others Present – in-person

Mike Svab, Pro Manager
Eric Kundahl, Course Superintendent
Mitchell Nixon, Finance
Tony Madeira, Finance/Facilitator
Todd Lavoie, Member's Club

CALL TO ORDER

Chairman Caulfield called the September 15, 2021 meeting of the Norwich Golf Course Authority to order at 7:00 p.m.

MINUTES

A motion to approve the minutes of the August 18, 2021 meeting of the Norwich Golf Course Authority was made by Mr. Lathrop, seconded by Mr. Malouf, and approved by roll call vote 8-0.

FINANCIAL REPORT

Mr. Nixon presented the NGCA Financial Report for August 2021.

Current Month

Operating Revenues for the month of August 2021 were \$149,814, compared to budgeted Revenues of \$132,718, \$17,096 over budgeted Revenues, and \$2,198 less than August 2020 Revenues.

Expenses for the month of August 2021 were \$118,332, compared to budgeted Expenses of \$105,521, \$12,811 over budgeted Expenses, and \$2,4131 over August 2020 Expenses.

Net Profit for August 2021 was \$31,482 compared to a Net Profit for August 2020 of \$57,811. This figure is after depreciation of \$12,227 in 2021 and \$6,873 in 2020 and before a transfer in from City Capital of \$6,870 in August 2021 for painting the roof trim.

The Cash Balance for August 2021 was \$363,872, in comparison to the prior month, July 2021, of \$337,083, an increase of \$26,789.

Year to Date (YTD)

YTD Operating Revenues were \$1,075,465 compared to YTD budgeted Revenues of \$871,011. This is \$204,554 over the YTD Budget and \$150,026 more than the comparable figure in 2020.

YTD Expenses were \$873,684, compared to YTD budgeted Expenses of \$802,314. This is \$71,370 over the YTD budgeted Expenses, and \$113,236 more than the prior year.

YTD Total Revenues exceeded Expenses by \$201,782; and this figure is over Budget by \$113,085, and \$36,791 over YTD August 2020.

Items of interest on the Balance Sheet include:

1. Accounts Receivable is \$0. The September rent of \$6,050 has been paid in full.
2. The balance in Accounts Payable (products/services that have been received but have not been paid for as of August 31, 2021) is \$30,735.
3. The Due to General Fund is the NGCA's cash balance as of August 31, 2021. An amount in the asset section indicates that the city owes the NGCA these funds, \$363,872.

Notes: August Cash Balance less Accounts Payable equals Cash (shortfall)
 $\$363,872 - \$30,735 = \$333,137$.

As approved at the July meeting, \$5,728.05 was transferred from the Fringe Accounts to the Contingency Account, then \$14,448.57 was paid out of Contingency along with the remaining bond money of \$8,123.43 to purchase the new Ventrac mower for \$22,572 after trading-in an older piece of equipment.

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

CORRESPONDENCE

None.

CADDY SHACK RESTAURANT

The rent is paid through the end of September 2021.

CHAIR'S REPORT

No report.

COURSE SUPERINTENDENT

Mr. Kundahl advised that the recent storms, and particularly the flooding, have caused damage to the course which required repair and debris removal. The work included:

- 1) Repair of a major leak on the 3rd hole including rebuilding a bank;
- 2) Multiple areas of water accumulation and flood damage were drained and/or treated and repaired;
- 3) The 9th bridge was repaired but there is damage to the railing which will be repaired later in the fall.

He also reported that in addition to continuing repair work, sprinkler heads had been installed on the left side of the 15th hole.

PRO MANAGER REPORT

Mr. Svab noted that new awnings have been installed on the clubhouse building and improve the appearance.

The installation of a sign to be located in a stonewall at the entrance had to be postponed as the backhoe was required for the repair work performed on the 3rd hole. The work at the entrance should commence soon as the materials are there.

The Senior League, which plays on Tuesday morning, is down to 32 players. Mr. Svab suggested to league organizers that they meet with the Authority and discuss their plans for the upcoming year.

September has been very busy and total revenues through September 15th are approximately \$1,125,000.

In response to a question Mr. Svab indicated that the storm-related expenses are being kept track of, but only a limited amount of overtime has been required for performing the repairs.

MEMBER'S CLUB

Mr. Lavoie informed the Authority that the area where the proposed tent is to be erected has been marked out and requested members of the Golf Authority review the site, so they know where the project is proposed to go. He does not anticipate the tent to be erected prior to next season. Its dimensions will be 15' by 45'.

NEW BUSINESS

Mr. Malouf advised that he would like to schedule a meeting of the budget committee to take place on September 28th at 9AM at the Authority room. He has requested that the Pro Manager and Superintendent put together a list of proposed projects for 2022 with indications as to how important and how immediate each project is. There was a discussion about work on cart paths, bunkers, and new drains on the 2nd hole.

Mr. Malouf then made a motion that the Authority express its thanks to Eric Kundahl and the maintenance team for the exceptional work performed in dealing with the damage and flooding caused by the hurricane and tropical storm. They restored the course to playing condition far sooner than expected. He suggested that thanks be expressed by letter. This motion was seconded by Mr. Lathrop and approved by a roll call vote 8-0.

ADJOURNMENT

A motion to adjourn at 7:25 p.m. was made by Ms. Dutilly, seconded by Mr. Lathrop, and approved by an 8-0 roll call vote.