

To: NGCA Members
From: Bernard Caulfield, Chairman NGCA
Re: Minutes of NGCA regular meeting of January 17, 2024

Members Present

Bernard Caulfield
Susan Dutilly (remotely)
David DiBattista
Todd Postler
Richard Strouse
Bob Malouf
Ray Lathrop
Michael Driscoll

Others Present

Mike Svab, Pro Manager
Eric Kundahl, Superintendent
Ed Nevins, Member's Club

CALL TO ORDER

Chairman Caulfield called the January 17, 2024 meeting of the Norwich Golf Course Authority to order at 6:00PM. Having done so he submitted a letter of resignation as to his position of Chair of the Norwich Golf Course Authority. The letter stating:

“January 12, 2024

Effective following the call to order of the January 17, 2024 meeting of the Norwich Golf Course Authority, I hereby resign as Chairman of the Norwich Golf Course Authority. I will continue to serve as a member of the Golf Course Authority and suggest the Authority elect a new Chairman as its first order of business.

Bernard Caulfield”

The resignation was accepted with regret and a number of members of the Authority expressed their thanks to Mr. Caulfield for his many efforts to maintain and improve the course as Chairman of the Norwich Golf Course Authority.

A motion to suspend the order of the agenda to advance the election of a Chairman as the next order of business was made by Mr. Strouse, seconded by Mr. Caulfield and approved by a vote of 8-0.

A motion to nominate Robert Malouf as Chair was made by Mr. DiBattista, seconded by Mr. Postler and approved by a vote of 8-0.

There being no other nominations, a motion to move the vote for a new Chair and elect Robert Malouf as the new Chair of the Norwich Golf Course Authority was made by Mr. Lathrop, seconded by Mr. Postler and approved by a vote of 7-0, Mr. Malouf abstaining.

Chairman Malouf thereafter conducted the meeting.

MINUTES

A motion to approve the minutes of the November 20, 2023 meeting of the Norwich Golf Course Authority was made by Mr. DiBattista, seconded by Ms. Dutilly, and approved by a vote of 8-0.

The December 2023 meeting of the Norwich Golf Course Authority had been cancelled.

FINANCIAL REPORT November 2023

The November 2023 monthly and year to date Financial Report consisting of the Income Statement-Revenues, Income Statement-Expenditures, the line item entries for the Maintenance Department, Pro Shop, General Budget and Capital Improvements, as well as a summary of assets, liabilities, reserves and fund balance, lease and note obligations and net assets, as well as an end of the month cash balance statement covering the periods from 2018-November 2023, was provided and is attached to the minutes.

A motion to approve the November Financial Report was made by Mr. Postler, seconded by Mr. DiBattista, and approved by a vote of 8-0.

FINANCIAL REPORT December 2023

OPERATING REVENUES for the month of December 2023 were \$(9,620) compared to budgeted revenues of \$1,100, \$10,720 under budgeted revenues, and \$11,442 less than December 2022 revenues. These negative revenues reflect adjustments made to the Outing and Green Fees line items relating to credits due to the Caddy Shack restaurant.

EXPENSES for the month of December 2023 were \$68,086 compared to budgeted expenses of \$66,261, \$1,825 over budgeted expenses and \$139 under December 2022 expenses.

NET LOSS for December 2023 was \$77,706 compared to NET LOSS for December 2022 of \$66,403. This figure is after depreciation of \$11,876 in 2023 and \$12,081 in 2022.

CASH BALANCE for December 2023 was \$85,848, in comparison to the prior month, November 2023, of \$138,173. This is a decrease of \$52,325.

YTD

YTD OPERATING REVENUES were \$1,365,919, compared to YTD budgeted revenues of \$1,395,704. This is \$29,785 under the YTD Budget, and \$81,729 more than the comparable 2022 figure.

YTD EXPENSES were \$1,295,386 compared to YTD budgeted expenses of \$1,553,899. It should be noted:

- This represents \$258,513 under the UTD budgeted expenses, and \$145,589 less than the prior year.
- YTD actual and budgeted expenses include the ARP project. The budget for the ARP project was \$200,000 with an additional appropriation made by the city from ARP funds of \$95,000 first reflected in the October 2023 budget. The total ARP project appropriation is \$295,000. Actual expenses through the end of December 2023 is \$48,850.

YTD Total Revenues were more than Expenses by \$70,870; which is over budget by \$228,729 and \$227,654 over YTD October 2022.

Items of interest on the Balance Sheet:

- The Restaurant lease has been paid in full through December 31, 2023 with some credits for the 2024 year.
- The balance in Accounts Payable (products/services received but not paid for as of 12/31/23) is \$0.
- The Due to General Fund is the NGCA's cash balance as of 12/31/23. An amount in the Asset section reflects the City owes the NGCA those funds of \$85,848.

NOTE: December Cash Balance less Accounts Payable equals Cash (Shortfall):

$$\$85,848 - \$0 = \$85,848$$

Mr. Svab noted that any accounts payable as of December 31, 2023 would be paid from funds in the 2023 budget.

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

CORRESPONDENCE

An owner of the Miller property located across Trading Cove Brook from city of Norwich property, by an email, advised that a beaver had started gnawing on a tree on city property

off Trading Cove Brook and if the tree fell it might cause damage to the Miller property as well as cause a blockage of the brook. Norwich Public Works has been notified of the situation. It was also advised that there is debris caught under the bridge on New London Turnpike where it crosses Trading Cove Brook.

Mr. Svab received communication from the owner of property joining the 14th fairway advising that a tree had fallen in the recent storms damaging a section of fence. Mr. Svab indicated that the tree will be cut up and removed immediately but that consideration of repairs to the fence should wait for warmer weather.

Mr. Svab indicated he had received a letter from a company seeking to install EV chargers in parking areas soliciting interest from the Norwich Golf Course Authority. No action was taken on the request.

The Caddy Shack lease for 2023 is paid in full and a payment made towards the January 2024 Caddy Shack lease.

CHAIRMAN'S REPORT

Mr. Malouf stated that as a newly elected Chair he had not report to deliver.

SUPERINTENDENT'S REPORT

Mr. Kundahl described work that is being done on the 2nd hole to improve drainage around the green including the reconfigure of the traps resulting in two sand traps rather than three at the left front of the green.

Mr. DiBattista expressed his concerns about drainage on the fairway of the 2nd hole given the ponding effect caused by overflow from Trading Cove Brook. He noted that the area east of the New London Turnpike Bridge was much silted in and that there are blockages at various points causing water to back up.

PRO MANAGER REPORT

Mr. Svab advised that the longtime clubhouse cleaner has retired from the business. He solicited bids and the best and lowest price was provided by Sure-Brite Enterprises, Inc. The Authority has received a draft contract, proposed certain changes to the same, and has yet to hear back from Sure-Brite Enterprises, Inc.

A summer maintenance employee which the Authority wished to hire for the 2024 season is committed to another project which prevents this but remains interested in obtaining employment at the Norwich Golf Course Authority. Discussions followed about the need to add one or two summer workers to assist the superintendent, preferably students or graduates of turf management programs.

MEMBER'S CLUB

Mr. Nevins reported that following the Member's Club elections, he and Mr. Busca remain the president and vice president of the Member's Club with Thomas Nickerson secretary and Royal Wattrous treasurer. Richard Simonds and Steve Nunn have been elected to the board of the Member's Club.

REPORT ON THE 9th HOLE BRIDGE

Mr. Malouf reported on the bridge project noting that delivery of the pre-fabricated bridge is expected in early May. In conversations with Mr. Wiese, he anticipates it will be 4-6 weeks to complete the installation of the bridge, this period including pre-installation and post-installation work.

Mr. Svab's discussed the plans for golf traffic following the removal of the existing bridge and during the completion of the new bridge project. Traffic will be directed from the 9th hole through the 4th hole to the 10th tee, play controlled by one or two golf course employees.

Mr. Kundahl briefly discussed additional work to be performed on bunkers on the course this year.

ADJOURNMENT

A motion to adjourn the January 2024 meeting of the Norwich Golf Authority was made at 6:37 PM by Mr. Postler, seconded by Mr. DiBattista and approved by a vote of 8-0.