

To: NGCA Members
From: Bernard Caulfield, Chairman NGCA
Re: Minutes of NGCA regular meeting of January 19, 2022 conducted in-person and remotely via Turbo Bridge pursuant to Executive Order

Members Present

Bernard Caulfield
Susan Dutilly
Michael Driscoll
Richard Podurgiel
Ray Lathrop (participating remotely)
Richard Strouse
Bob Malouf

Others Present

Mike Svab, Pro Manager
Eric Kundahl, Course Superintendent
Mitchell Nixon, Finance Department
Mickey Busca, Member's Club
Cameron Johnson, Representative of Senior League
Paul Gaffney, Representative of Senior League
Robert Dees, Representative of Senior League

CALL TO ORDER

Chairman Caulfield called the January 19, 2022 meeting of the Norwich Golf Course Authority, conducted as a hybrid meeting, to order at 6:00 p.m. and took a role call. Six members were present, and Mr. Lathrop participated remotely.

MINUTES

A motion to approve the minutes of the November 18, 2021 meeting of the Norwich Golf Course Authority was made by Mr. Podurgiel, seconded by Mr. Malouf, and was approved unanimously 7-0. The December 2021 meeting was cancelled.

FINANCIAL REPORT

Mr. Nixon presented the NGCA Financial Reports for November and December 2021.

Current Month

OPERATING REVENUES for the month of November 2021 were \$23,979, compared to budgeted revenues of \$6,050, \$17,929 over budgeted REVENUES, and \$26,134 less than November 2020 revenues.

EXPENSES for the month of November 2021 were \$68,828, compared to budgeted expenses of \$74,480, \$5,652 under budgeted expenses, and \$15,328 over November 2020 expenses.

NET LOSS for November 2021 was \$44,849 compared to a NET LOSS for November 2020 of \$3,382. This figure is after depreciation of \$12,227 in 2021 and \$6,873 in 2020.

The CASH BALANCE for November 2021 was \$260,664. The comparable figure in the prior month, October 2021, was \$361,470. This is a decrease of \$100,805.

Year to Date (YTD)

YTD OPERATING REVENUES were \$1,293,130 compared to YTD budgeted REVENUES of \$1,086,620. This is \$206,510 over the YTD Budget, and \$97,641 more than the prior year.

YTD EXPENSES were \$1,141,418, compared to YTD budgeted expenses of \$1,066,849. This is \$74,569 over the YTD budgeted expenses, and \$158,208 more than the prior year.

YTD TOTAL REVENUES exceeded Expenses by \$151,712; and are over original Budget figure by \$131,941, and \$60,639 under YTD November 2020. The EXPENSES were within the increase in the budgeted expense amount approved by the Council of the City of Norwich.

Items of interest on the Balance Sheet include:

- Accounts Receivable is \$0. As of today, the Caddy Shack restaurant rent is paid through the end of the year.
- The balance in Accounts Payable (products/services that have been received but not yet been paid for as of November 30, 2021) is \$3,425.
- The Due to General Fund is the NGCA's cash balance as of November 30, 2021. An amount in the Asset section means that the City owes the NGCA those funds of \$260,664.

Note: The November Cash Balance less Accounts Payable equals Cash (Shortfall):

\$260,664 - \$3,425 = \$257,239

Current Month

OPERATING REVENUES for the month of December 2021 were \$3,279, compared to budgeted revenues of \$1,350, \$1,929 over budgeted REVENUES, and \$3,035 less than December 2020 revenues.

EXPENSES for the month of December 2021 were \$74,259, compared to budgeted expenses of \$50,979, \$23,351 over budgeted expenses, and \$32,883 over December 2020 expenses.

NET LOSS for December 2021 was \$70,980 compared to a NET LOSS for December 2020 of \$35,062. This is after depreciation of \$12,227 in 2021 and \$6,873 in 2020.

The CASH BALANCE for December 2021 was \$198,057. The comparable figure in the prior month, November 2021, was \$260,714. This is a decrease of \$62,657.

Year to Date (YTD)

YTD OPERATING REVENUES were \$1,295,889, compared to YTD budgeted REVENUES of \$1,087,970. This is \$207,929 over the YTD Budget, and \$94,095 more than the prior year.

YTD EXPENSES were \$1,218,897, compared to YTD budgeted expenses of \$1,117,828. This is \$101,048 over the YTD budgeted expenses, and \$194,383 more than the prior year.

YTD TOTAL REVENUES exceeded Expenses by \$77,002; and is over budget by \$106,860, and \$100,287 under YTD December 2020.

Items of interest on the Balance Sheet include:

- Accounts Receivable is \$0. \$560 was prepaid on rent for 2022 with \$404 remaining outstanding.
- The balance in Accounts Payable (products/services that have been received but not yet been paid for as of December 31, 2021) is \$2,333.
- The Due to General Fund is the NGCA's cash balance as of December 31, 2021. An amount in the Asset section means that the City owes the NGCA those funds of \$198,057.

Note: The December Cash Balance less Accounts Payable equals Cash (Shortfall):

\$198,057 - \$2,333 = \$195,724

A motion to accept both the November and December Financial Reports was made by Mr. Malouf, seconded by Ms. Dutilly and approved by a unanimous 7-0 vote.

CORRESPONDENCE

Mr. Caulfield reported that no correspondence had been received.

CADDY SHACK RESTAURANT

The Caddy Shack was reported as paid up through January 2022.

CHAIRMAN'S REPORT

Chairman Caulfield reported that it had been a very busy week with respect to work performed in the clubhouse preparing for the 2022 season. He extended his thanks to Mike Svab, Ray Gorton, and Bob Malouf, all of whom had worked at completing this work. Mr. Svab on behalf of himself, Mr. Gorton and Mr. Malouf extended his thanks to Chairman Caulfield for the work he had performed.

COURSE SUPERINTENDENT

Mr. Kundahl noted that much work has been completed in the area of the 1st tee and the pumphouse trimming up the same.

He expects work will start on the bridge on the 4th hole this coming week, weather permitting. Mr. Menard is already pruning and involved in tree removal on the course and will continue to do so.

John Hansen is the new mechanic. John Paty has agreed to stay on through the end of February 2022 to work with him on familiarizing Mr. Hansen with the programs, equipment, and demands of the Course from a mechanics perspective.

PRO MANAGER REPORT

Mr. Svab reported that a new website for the Norwich Golf Course is up and running. It is an upgrade of the old website, and he is pleased with it.

Mr. Svab discussed the renovations done on the clubhouse, the work including painting and other work in the bathrooms, replacement of ceiling tiles throughout the building, installing new carpets, general cleaning and work in the kitchen area.

Mr. Svab then reviewed the Capital Projects List for the Norwich Golf Course. He noted that a septic system repair costing approximately \$5,000 is immediately necessary as it is mandatory that the system be fully operational for the opening of the restaurant and the facility. As a consequence, this project has jumped to the #2 position on Capital Projects following the work on the 1st tee, the entrance, and the 4th tee bridge project.

Mr. Svab noted that the electrical line running through the parking lot will be removed with the new electrical service to be installed along the edges of the parking lot. That work should be completed by NPU relatively soon. The current power supply is temporary. Mr. Svab and the Authority extended its thanks to NPU for its assistance and covering the cost of the project.

Mr. Svab covered items on the Capital Project List and their present status including updating for the deck, the bridge on the 4th hole, and the new motor for the kitchen hood, on backorder, and expected to be delivered by the end of the month.

Mr. Svab then described a new project intended to make the current outdoor beer garden more useable and to spruce up this area of the clubhouse grounds. He has received estimates of the cost of a permanent cedar structure which would cover the beer garden area. This would allow the removal of the jersey barriers with the area to be secured from vehicle traffic probably by the installation of permanent bollards. He indicated he has spoken with the planning department regarding this project, and it appears there will be minimum administrative issues.

A motion to proceed on installing a cedar cover structure in the beer garden with appropriate protection was made by Mr. Podurgiel, seconded by Mr. Malouf, and approved by a vote of 7-0.

MEMBER'S CLUB

Mr. Busca reported for the Member's Club and noted that a subcommittee has been established to revise the by-laws and constitutions of the Member's Club. That work is essentially complete, and it will be brought to the Member's Club at the next meeting. A list of the tournaments the Member's Club wishes to sponsor for the 2024 season is being prepared and will be presented.

NEW BUSINESS

Mr. Cameron Johnson, assisted by Messrs. Paul Gaffney and Robert Dees made a presentation with regard to issues which have arisen with the Senior League. The League presently plays on Tuesday mornings and had 32 members in the 2021 season, down from prior membership.

One of the issues which regularly arises is slow play. The League uses a shotgun start and he believes some time is lost in the current arrangement, particularly on the back nine holes. Assigning tee times rather than using a shotgun start has been discussed but it is not favored by the League.

Mr. Johnson then presented a number of issues, some of which the Authority indicated they believed to be within the control of the Senior League members and some which would require a decision by the Authority. One means of improving the speed of play would be to allow the use of hybrid tees and another the ability to concede putts, both of which were thought to be within the control of the League membership. Some time ago the Authority approved a reduced cart rate for the Senior League with an understanding that all participants would use a cart. As a result of Covid restrictions the League began to permit walkers and currently there are approximately half a dozen individuals who walk with the remainder riding. There are various degrees of dedication among the League membership to these practices.

Mr. Lathrop noted that there will be a ranger at the course in the coming year and that might help speed up slow play. There was a general discussion as to whether requiring all participants to ride would appreciably speed up play as well as to what extent the discount on the cart rate encourages individuals to join the League and play.

Mr. Johnson indicated that at this point the League is not asking for any specific changes as they would like another year to see how the status quo works out. All agree that increasing the number of players would be a benefit to the League irrespective of what decisions are ultimately reached. The Authority suggested that the League work with Mr. Svab towards encouraging additional members to participate. As the matter had first been presented to the Authority at this meeting by consensus any decisions the Authority is required to make will be deferred to the February meeting. At present the League plays from the first Tuesday in May through a date in September so the issue does not require an immediate decision.

ADJOURNMENT

A motion to adjourn the meeting at 6:58 p.m. was made by Ms. Dutilly, seconded by Mr. Malouf, and approved unanimously by an 7-0 vote.