

To: NGCA Members  
From: Bernard Caulfield, Chairman NGCA  
Re: Minutes of NGCA regular meeting of April 19, 2023

**Members Present**

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

**Others Present**

Mike Svab, Pro Manager  
Eric Kundahl, Course Superintendent  
Mitchell Nixon, Finance Department

**CALL TO ORDER**

Chairman Caulfield called the April 19, 2023 meeting of the Norwich Golf Course Authority to order at 6:00 p.m.

**MINUTES**

A motion to approve the minutes of the March 15, 2023 meeting was made by Mr. Lathrop, seconded by Mr. Malouf, and adopted by a vote of 7-0, Mr. DiBattista abstaining.

**FINANCIAL REPORT**

Mr. Nixon presented the NGCA Financial Reports for March 2023.

OPERATING REVENUES for the month of March 2023 were \$289,236 compared to budgeted revenues of \$295,992, \$6,756 under budgeted revenues, and \$11,964 more than March 2022 revenues.

EXPENSES for the month of March 2023 were \$82,830 compared to budgeted expenses of \$174,773, \$91,943 under budgeted expenses and \$123,021 under March 2022 expenses.

NET PROFIT for March 2023 was \$206,406 compared to NET PROFIT for March 2022 of \$71,420. This is after depreciation of \$12,080 in 2023 and \$12,227 in 2022.

CASH BALANCE for March 2023 was \$235,704, in comparison to the CASH BALANCE for the prior month February 2023 of \$21,226. This is an increase of \$214,479.

YTD OPERATING REVENUES were \$363,896, compared to YTD budgeted revenues of \$362,086. This is \$1,810 over the YTD Budget, and \$24,535 more than the prior year.

YTD EXPENSES were \$219,437 compared to YTD budgeted expenses of \$351,671. This is \$132,234 under the YTD budgeted expenses, and \$152,105 less than the prior year.

YTD Total Revenues were more than Expenses by \$144,459; which is over budget by \$134,043 and \$176,639 over YTD March 2022.

Items of interest on the Balance Sheet:

- The Restaurant lease has been paid in full through the end of April 2023.
- The balance in Accounts Payable (products/services received but not paid for as of 03/31/23) is \$4,306.
- The Due to General Fund is the NGCA's cash balance as of 03/31/23. An amount in the Asset section means the City owes the NGCA those funds of \$235,704.

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

$$\$235,704 - \$4,306 = \$231,398$$

A motion to receive the Financial Report was made by Mr. DiBattista, seconded by Mr. Podurgiel and approved by an 8-0 vote.

### **CORRESPONDENCE**

Chairman Caulfield reported no Correspondence was received.

### **CADDY SHACK REPORT**

The rent for the Caddy Shack is paid through the end of April 2023.

### **CHAIRMAN'S REPORT**

Chairman Caulfield noted that the appearance of the course is impressive, and it is becoming greener daily.

## COURSE SUPERINTENDENT

Mr. Kundahl noted that course aeration is scheduled for Monday, April 24, 2023 weather permitting. Aeration cannot take place if it is raining.

In response to an inquiry regarding the status of the donated trees and bushes, Mr. Kundahl stated they all seemed in good shape with the possible exception of one holly bush which is showing signs of distress.

Mr. Kundahl distributed a list of ten (10) projects that he and Mr. Svab propose as priority items in the 2023 season. The first involves the newly planted trees and bushes and is labor intensive. It requires that all gator bags supporting the newly installed plants be filled with twenty (20) gallons of water every day. There are approximately forty (40) bags requiring this. The process has been ongoing and will continue through the season.

Mr. Kundahl also reported that roping off and boxing the par 3's has been done with the entire cart path to be roped off on the 15<sup>th</sup> and 9<sup>th</sup> holes. Discussion followed and it was observed that there have been a number of incidents where these rules have not been followed. Mr. Malouf described one particular event he had observed and responded to.

Mr. Kundahl listed the eight additional projects which include:

- (3) Cut around all sprinkler heads and yardage markers. Spray paint all yardage markers.
- (4) Edge and stone dust all club washing stations to improve appearance.
- (5) Re-carpet the walking bridge leading to the back tee on hole #13.
- (6) Weed, clean, and mulch all flower beds at the main entrance and around the clubhouse.
- (7) Repair cart path exits with box scraper and smooth out the process materials.
- (8) Remove the roadside split rail fence at the entrance to the club to reuse the same as appropriate on the course, potentially to be installed on the fairway side of the brook on hole #11 the repair planned.
- (9) Aerate and oversee areas around the pond on the 11<sup>th</sup> and 15<sup>th</sup> holes, concentrating on the front tee of #11 and 15, using the Ventrac for this work.
- (10) Clear the left side of the second hole to the brook and seed the cleared area.

Mr. Lathrop addressed the need for an assistant superintendent. Currently the superintendent is the only one licensed to perform certain work at the course and will face increasing time demands as the season progresses. Discussion followed regarding plans to seek to fill the position.

Mr. Malouf advised that the Member's Club is interested in encouraging members to volunteer to assist in the care of the course. Following discussion, it was agreed that Mr. Driscoll would speak with the city purchasing agent regarding potential insurance issues.

## **PRO MANAGER REPORT**

Mr. Svab handed out a calendar listing the events and tournaments scheduled throughout the season. In his opinion, it is a full schedule and additional tournaments should not be scheduled.

Mr. Svab commented on the financial situation noting that approximately \$370,000 has been received through April 19, 2023 for members dues. He expects the \$400,000 revenue figure used for this category in the 2023 adopted budget will be met.

Mr. Svab further addressed the issues raised by Mr. Malouf with respect to individuals following rules at the course and noted that he and others had observed there is a somewhat challenging culture among many playing at the course. Without detailing this particularly, he noted that there seems to be more aggressiveness in interpersonal dealings as well as a willingness to challenge customs and practices traditional at golf courses. Discussions followed, including concerns about an unusual degree of damage which has been observed on greens and other areas of the course.

Mr. Svab informed the Authority that since the course is anticipating to be closed on April 24, 2023 for aeration, he has arranged for Mr. Timothy Menard to perform tree trimming work removing broken or hanging limbs overhanging the course. He and Mr. Kundahl have identified a number that need to be removed and Mr. Menard may recognize others.

Mr. Svab turned the meeting over to Mr. Strouse to describe a condition on the 11<sup>th</sup> hole which requires repairs. Mr. Strouse distributed drawings and photos depicting the nature of repairs then described the need and the solution in more detail.

The problem is due to erosion of a portion of the fairway located along the brook running across the 11<sup>th</sup> hole on the fairway side where the brook falls away into the woods. This problem has been discussed with the assistant city planner who has authorized repairs to the same without the need for a formal hearing. The area affected is approximately 100 feet long and will need to be cleared then supported by a fabric or turf reinforcement system and further supported by standard riprap armoring with larger rocks installed and secured by smaller rocks and loam and plantings. The details of a typical slope reconstruction is shown in the handout distributed by Mr. Strouse together with photos showing the general use of stone for the process. The fill will meet the requirements of Connecticut DOT Form 816, but the work will require the use of an excavator beyond the size available at the course. Mr. Strouse proposes that the Authority receive estimates as to the cost of the work and, depending on the same, award the contract if it is within the price range permitted under the city purchasing requirements or go out to bid more formally.

A motion to approve this approach was made by Mr. Malouf, seconded by Ms. Dutilly and approved by a vote of 8-0.

## **MEMBER'S CLUB**

Mr. Nevins and Mr. Busca were unable to attend the meeting. Mr. Svab read a report sent to him by Mr. Nevins.

The Member's Club held its first tournament on April 16<sup>th</sup>, and ABCD, with 84 players participating. This was followed by a cookout and an announcement of prizes.

The Mens and Women's President Cup has started with approximately 45 men and 4 women, respectively signed up.

The Twilight League is scheduled to start on May 4<sup>th</sup> and run through June 20<sup>th</sup>.

On June 3 those participating will play the course using the older course numbering and on June 25 the Member's Club will host its Member Guest Tournament.

## **OLD BUSINESS**

Mr. Malouf reported on conversations he has had with representatives of CLA including the possibility that a preapplication meeting with representatives of DEEP may not need to be held. Applications including hydraulic and drainage report will probably still need to be filed with the DEEP and with the Army Corp of Engineers.

In response to a question by Mr. Strouse, Mr. Malouf noted that there are not formal proposals yet re: the footing and the foundation but it appears the concerns raised by the engineer of the company providing the prefabricated bridge as to any ADA issues have been satisfied.

## **ADJOURNMENT**

At 6:52 PM Mr. DiBattista made a motion to adjourn which was seconded by Mr. Lathrop and approved by a vote of 8-0.