

To: NGCA Members  
From: Bernard Caulfield, Chairman NGCA  
Re: Minutes of NGCA regular meeting of May 17, 2023

**Members Present**

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

**Others Present**

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

**CALL TO ORDER**

Chairman Caulfield called the May 17, 2023 meeting of the Norwich Golf Course Authority to order at 6:01 p.m.

**MINUTES**

A motion to approve the minutes of the April 19, 2023 meeting was made by Mr. Lathrop, seconded by Ms. Dutilly, and approved by a vote of 7-0.

**FINANCIAL REPORT**

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

OPERATING REVENUES for the month of April 2023 were \$113,502 compared to budgeted revenues of \$126,502, \$13,000 under budgeted revenues, and \$3,946 more than April 2022 revenues.

EXPENSES for the month of April 2023 were \$91,080 compared to budgeted expenses of \$142,380, \$51,299 under budgeted expenses and \$28,534 under April 2022 expenses.

NET PROFIT for April 2023 was \$22,416 compared to NET LOSS for April 2022 of \$2,166. This is after depreciation of \$12,080 in 2023 and \$12,227 in 2022.

CASH BALANCE for April 2023 was \$269,015, in comparison to prior month March 2023, of \$236,073. This is an increase of \$32,942.

YTD OPERATING REVENUES were \$477,766, compared to YTD budgeted revenues of \$488,588. This is \$10,822 under the YTD Budget, and \$20,956 more than the prior year.

YTD EXPENSES were \$317,808 compared to YTD budgeted expenses of \$494,050. This is \$176,242 under the YTD budgeted expenses, and \$173,348 less than the prior year.

YTD Total Revenues were more than Expenses by \$159,958; which is over budget by \$165,420 and \$159,992 over YTD April 2022.

Items of interest on the Balance Sheet:

- The Restaurant lease is paid through May 31, 2023.
- The balance in Accounts Payable (products/services received but not paid for as of 04/30/23) is \$4,010.
- The Due to General Fund is the NGCA's cash balance as of 04/30/23. An amount in the Asset section means the City owes the NGCA those funds of \$269,015.

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

$$\$269,015 - \$4,010 = \$265,005$$

In response to a request by Mr. Podurgiel for an overview of the budget, revenues, and expenses to date Mr. Nixon opined the Authority is generally on budget through the middle of May. Mr. Svab stated that there are exactly 300 members as of May 17, 2023.

A motion to approve the Financial Report was made by Mr. Podurgiel, seconded by Mr. Lathrop, and approved by a vote of 7-0.

## **CHAIRMAN'S REPORT**

Chairman Caulfield and others made comments on the fine condition of the course.

## **COURSE SUPERINTENDENT**

Mr. Kundahl stated the greens and tees had been aerated.

In response to a question from Mr. Podurgiel, he stated that they have not had to fill watering bags supporting the newly installed trees and shrubs the past few days because of the rains but will likely start doing so again in the near future.

Mr. Lathrop inquired whether Mr. Kundahl had had any success in lining up another employee who is qualified to spray. Mr. Kundahl indicated he had not but at least one

employee is planning to take the qualifying examination. There was general discussion of staffing and the difficulty retaining workers. Mr. Kundahl has lined up students from three area high schools to work for the summer. Various opinions were offered with respect to the difficulty of finding and retaining workers.

### **PRO MANAGER REPORT**

Mr. Svab expressed his opinion the golf course condition is perfect at this point and the view is commonly shared.

With respect to needed repairs to remedy the effect of washouts on the tee side bank of the stream which crosses the 11<sup>th</sup> hole, Mr. Svab noted that arrangements have been made with Evergreen Landscaping to do the work. Mr. Strouse noted that the water level is too high at this time to permit the start of the project and such work will need to wait until the stream essentially stops flowing to begin. The work will require the use of a temporary green on the 11<sup>th</sup> hole to avoid interruptions. The project is priced at \$24,870.

In response to an inquiry of Mr. Podurgiel's, Mr. Svab indicated the Norwich Chamber of Commerce Tournament held on Monday the 15<sup>th</sup> went off well with a large crowd. The tournament schedule is in full swing.

In the absence of Mr. Malouf, Mr. Svab reported on the status of project to replace the bridge between the 9<sup>th</sup> and 10<sup>th</sup> hole. An application for the work has been filed with the Town of Montville and the City of Norwich. The application materials may be viewed on the Town of Montville website or the City of Norwich website. The application is on the agenda of the Montville Inland Wetlands Commission on May 18, 2023. Information on the Norwich application can be obtained through Mr. Dan Daniska, Assistant Planner and Wetlands Agent for the City of Norwich.

Mr. Strouse and Podurgiel raised questions about the failure of the engineers to provide copies of the application to the Norwich Golf Course Authority or to otherwise provide more detail. It was recognized that Mr. Malouf may have that information but, in his absence, the concerns of the Authority could not be addressed, Mr. Podurgiel suggested the engineers be requested to meet with the Authority to explain the project and answer any questions members may raise.

### **MEMBER'S CLUB**

Mr. Busca noted that the Old Course Tournament is coming up and also that there are many new members at the golf course. The Member's Club will encourage the new members to post scores in order to obtain handicaps as well as to take part in various other events and tournaments organized by the Member's Club.

As a point of personal privilege, Ms. Dutilly advised the Authority that she may not be able to attend Authority meetings in person for a period of time starting as early as June

but will be able to participate remotely. The Authority will make necessary arrangements if required.

### **NEW BUSINESS**

No new business was presented.

### **ADJOURNMENT**

A motion to adjourn the meeting at 6:42 P.M. was made by Mr. Lathrop, seconded by Ms. Dutilly and approved by a vote of 7-0.