

To: NGCA Members  
From: Bernard Caulfield, Chairman NGCA  
Re: Minutes of NGCA regular meeting of June 15, 2022 conducted in-person and remotely via Turbo Bridge

**Members Present**

Bernard Caulfield  
Richard Strouse  
Susan Dutilly  
David DiBattista  
Ray Lathrop  
Richard Podurgiel  
Bob Malouf  
Charles Whitty – attended remotely

**Others Present**

Mike Svab, Pro Manager  
Eric Kundahl, Superintendent  
Tony Madeira, Finance Department  
Mickey Busca, Member's Club

**CALL TO ORDER**

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

**MINUTES**

A motion to approve the minutes of the May 18, 2022 meeting was made by Mr. Podurgiel, seconded by Mr. Lathrop, and approved by a vote of 8-0.

**FINANCIAL REPORT**

Mr. Madeira presented the NGCA Financial Reports through the month of May 2022.

OPERATING REVENUES for the month of May 2022 were \$127,735 compared to budgeted revenues of \$142,805, \$15,071 under budgeted revenues, and \$10,366 more than May 2021 revenues.

EXPENSES for the month of May 2022 were \$179,169 compared to budgeted expenses of \$106,025, \$73,144 over budgeted expenses and \$66,528 over May 2021 expenses.

NET LOSS for May 2022 was \$51,435 compared to NET PROFIT for May 2021 of \$4,728. This is after depreciation of \$12,227 in 2022 and \$6,873 in 2021.

CASH BALANCE for May 2022 was \$234,061 in comparison to prior month April 2022 of \$265,887. This is a decrease of \$31,826.

YTD OPERATING REVENUES were \$584,555, compared to YTD budgeted revenues of \$525,269. This is \$59,276 over the YTD Budget, and \$30,911 less than the prior year.

YTD EXPENSES were \$670,325 compared to YTD budgeted expenses of \$558,831. This is \$111,495 over the YTD budgeted expenses, and \$227,764 more than the prior year.

YTD Total Revenues were less than Expenses by \$85,781; which is over budget by \$59,276 and \$258,687 under YTD May 2021.

Some things to look at on the Balance Sheet:

- As of today the \$6,050 for June rent is outstanding.
- The balance in Accounts Payable (products/services received but not paid for as of 05/31/22) is \$56,448.
- The Due to General Fund is the NGCA's cash balance as of 05/31/22. An amount in the Asset section means that the City owes the NGCA those funds of \$234,061.

NOTE: May Cash Balance less Accounts Payable equals Cash (Shortfall):  
 $\$234,061 - \$56,448 = \$177,613$

A motion to accept the Financial Report as presented was made by Mr. Malouf, seconded by Ms. Dutilly and approved by a vote of 8-0.

## **CORRESPONDENCE**

Mr. Kundhal received a letter from the Golf Course Superintendents of CT asking to have their annual tournament at the Norwich Golf Course in 2023.

## **CADDY SHACK RESTAURANT**

The June rent is unpaid as of 6/15/22

## **CHAIRMAN'S REPORT**

Mr. Caulfield indicated he had no report.

## **COURSE SUPERINTENDENT**

Mr. Kundahl stated things are going reasonably well at the golf course.

The 8<sup>th</sup> green is 90% healed from stresses it experienced earlier this spring.

There are 4 more seasonal maintenance workers scheduled to start beginning on or about 6/20/22

Mr. Kundahl presented a request to the authority to purchase a brush attachment for the Ventrac power machine that will allow for better mowing of densely overgrown areas of the golf course. Namely the areas on hole #2. The cost of the attachment is \$4,303.20.

Mr. Malouf made a motion to appropriate \$4,303.20 from line item 58600 (Contingency) and move it to Line item 57390 (Capital Improvements) for the purchase of the Ventrac brush attachment. Mr. Lathrop seconded the motion.

The motion carried unanimously 8-0

Mr. Podurgiel inquired about the cart path improvements and about possibly utilizing wood chips where possible to smooth out the rough areas caused by tree roots. He also asked about the possibility of adding more sand to several bunkers as a short-term solution to improve their playability. Mr. Kundahl will be looking into both issues once his new seasonal employees are in board.

## **PRO MANAGER REPORT**

Mr. Svab reported that the golf course is very busy and has been for about a month.

Mr. Svab deferred to Mr. Malouf for an update on the pavilion project. Mr. Malouf reported that CLA has provided the drawings for the pavilion and they were approved by the Norwich Building Department. The footings for the foundation have also been approved and will be poured as early as Thursday, June 16. Once the footings have cured the structure will be erected and once the frame is

approved the pavilion will be completed by installing the roof. Once the final approval is received from the building department the stamped concrete floor will be installed and will be ready for the restaurant to begin using the area going forward.

Mr. Svab raised his long-term concern about the existing bridge that moves golfers from the 9<sup>th</sup> green to the 10<sup>th</sup> tee box due to the deteriorating condition of the structure. After a lengthy discussion it was determined that Mr. Podurgiel will facilitate a discussion with the mayor and city manager and others they may recommend to discuss possible funding for the replacement of the bridge and restoration of the surrounding area.

## **MEMBER'S CLUB**

Mr. Busca presented the Member's Club report. Mr. Busca noted that Member's Club tournament schedule is in full swing.

He also noted that the Senior Invitational Tournament price will increase this year by \$5.00

## **NEW BUSINESS**

Mr. DiBattista made a motion to add a fuel surcharge of \$2.00 for 18-hole rounds, \$1.00 for 9-hole rounds and for all leagues, to the current golf cart fees in order to cover the increased cost of fuel for their operation. The motion was seconded by Mr. Lathrop. The motion was passed 7-0 with Mr. Whitty abstaining.

In an effort to address the safety concerns that were presented and discussed in the May 2022 authority meeting regarding groups larger than the approved 4 golfers per group a motion was made by Mr. DiBattista and 2<sup>nd</sup> by Mr. Malouf to adopt the following policy to take effect immediately:

### **NOTICE**

**FOR THE SAFETY AND ENJOYMENT OF ALL GOLFERS AT THE NORWICH GOLF COURSE, ANY GROUP PLAYING WITH MORE THAN FOUR GOLFERS WILL BE ESCORTED OFF THE GOLF COURSE IMMEDIATELY.**

**THERE WILL BE NO REFUNDS ISSUED AND THE STAFF WILL NOT ASK THE GROUP TO SEPARATE. THE STAFF MEMBER WILL SIMPLY ESCORT THE GOLFERS TO THE PARKING LOT. THERE WILL BE NO SECOND CHANCES IF THIS POLICY IS VIOLATED.**

THE ONLY EXCEPTION TO THIS POLICY WILL BE IF THE NORWICH GOLF COURSE AUTHORIZES GROUPS OF MORE THAN FOUR FOR A TOURNAMENT OF SPECIAL EVENT.

THIS POLICY SHALL BE IN EFFECT WHEN THE GOLF COURSE IS IN REGULAR OPERATION AND THE PINS ARE IN PLACE FOR NORMAL PLAY

## **ADJOURNMENT**

A motion to adjourn the meeting was made at 7:19 p.m. by Mr. DiBattista, seconded by Mr. Lathrop, and approved unanimously.