

To: NGCA Members  
From: Bernard Caulfield, Chairman NGCA  
Re: Minutes of NGCA regular meeting of June 21, 2023

**Members Present**

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

**Others Present**

Mike Svab, Pro Manager  
Mitchell Nixon, Finance Department  
Mickey Busca, Member's Club

**CALL TO ORDER**

Chairman Caulfield called the June 21, 2023 meeting of the Norwich Golf Course Authority to order at 6:01 p.m. Chairman Caulfield requested Vice Chairman Strouse conduct the meeting.

**MINUTES**

A motion to approve the minutes of the May 17, 2023 meeting was made by Mr. Lathrop, seconded by Ms. Dutilly, and approved by a vote of 5-0, Mr. Malouf abstaining.

**FINANCIAL REPORT**

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

OPERATING REVENUES for the month of May 2023 were \$147,854 compared to budgeted revenues of \$135,400, \$12,454 over budgeted revenues, and \$23,048 more than May 2022 revenues.

EXPENSES for the month of May 2023 were \$195,694 compared to budgeted expenses of \$199,959, \$4,625 under budgeted expenses and \$14,820 over May 2022 expenses.

NET LOSS for May 2023 was \$47,839 compared to NET LOSS for May 2022 of \$56,068. This is after depreciation of \$12,080 in 2023 and \$12,227 in 2022.

CASH BALANCE for May 2023 was \$222,850, in comparison to the prior month April 2023, of \$269,630. This is a decrease of \$46,780.

YTD OPERATING REVENUES were \$626,236, compared to YTD budgeted revenues of \$723,988. This is \$97,752 under the YTD Budget, and \$44,624 more than the prior year.

YTD EXPENSES were \$514,662 compared to YTD budgeted expenses of \$694,009. This is \$179,347 under the YTD budgeted expenses, and \$157,368 less than the prior year.

YTD Total Revenues were more than Expenses by \$111,574; which is over budget by \$81,595 and \$201,998 over YTD May 2022.

Items of interest on the Balance Sheet:

- The Restaurant lease has been paid in full through June 30, 2023.
- The balance in Accounts Payable (products/services received but not paid for as of 05/31/23) is \$2,522. This figure reflects a refund made to the course.
- The Due to General Fund is the NGCA's cash balance as of 05/31/23. An amount in the Asset section means the City owes the NGCA those funds of \$222,850.

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

$$\$222,850 - \$(2,522) = \$225,372$$

A motion to approve the Financial Report was made by Mr. Malouf, seconded by Mr. Caulfield, and adopted by a vote of 6-0.

### **CADDY SHACK**

The Caddy Shack is paid up through June of 2023

### **CHAIRMAN'S REPORT**

Chairman Caulfield noted that the course remains in good shape with many favorable comments received.

### **SUPERINTENDENT'S REPORT**

In the absence of Mr. Kundahl, Mr. Svab reported.

Mr. Kundahl and the Maintenance Department are working on items on the projects list prepared at the start of the year and have made progress.

Mr. Kundahl has funds to hire more high school students to work at the golf course this summer than anticipated due to the decision of the Assistant Superintendent to resign. These summer employees are actively engaged and performing a number of maintenance activities.

## **PRO MANAGER REPORT**

Mr. Svab indicated that the course remains very busy, and the pro staff is hard pressed to keep up with the activity. With the resignation of the Assistant Superintendent, the mechanic has stepped up and is performing a number of on course maintenance and repair activities that otherwise would have been handled by the Assistant Superintendent. Among other things, the mechanic has had prior experience with irrigation systems and has been making repairs to the system as necessary including repairs in connection with two recent line blowouts.

In recognition of his performing work beyond what was anticipated for the position, Mr. Lathrop made a motion, seconded by Mr. Malouf, that we consider increasing his salary effective July 1, 2023. The figure is to be decided after consultation with Mr. Kundahl. The motion was approved by a vote of 6-0 with the understanding that any arrangement would be brought back to the Authority at its next meeting for ratification.

## **MEMBER'S CLUB**

Mr. Busca reported that the member guest event has 118 players signed up. A good and enjoyable event is anticipated.

Mr. Busca also reported to the Golf Course Authority that several members of the Members Club had worked together to reconstruct a second practice cage.

## **CLUBHOUSE REPORT**

Mr. Strouse called for a report with respect to the clubhouse. Mr. Svab noted that the air conditioning system had been inspected recently and reported to be in good shape. He also noted however that the air conditioning system requires freon which is no longer being manufactured and locating and maintaining used freon is becoming more difficult. He anticipates that in the not distant future, the Authority will need to replace the air conditioner.

## **GREENS REPORT**

Mr. Strouse then called for a Greens Committee report. Mr. Malouf noted that the greens are reported to have slowed down a bit by a number of individuals who questioned whether the Authority had raised the cutting height such that the grass was longer. Mr. Svab reported that the opposite was in fact true, the cutting height had been lower, but the grass is healthy, and this is a particularly good growing season such that grass cut in the morning grows sufficiently fast that the greens were known to be slower as the day wears on.

## **BRIDGE PROJECT**

Mr. Malouf reported that much has happened with respect to the Bridge Project in the last 30 days. Through this point we have expended \$42,041.07 for engineering, borings, wetland definition, etc.

Mr. Malouf met with representatives of the Montville Inland Wetland Committee on site when they came for an onsite inspection. There was verbalized recognition of the need to replace the bridge and the Montville Inland Wetlands Commission subsequently approved the Authority's proposal. A certified letter of approval has been received. In addition, the Army Corp of Engineers has also issued its approval.

At this point we are waiting for a decision by the City of Norwich Inland Wetlands Commission which meets on July 8<sup>th</sup> followed by a Commission on the City Plan on July 18<sup>th</sup>. Assuming approvals after July 18<sup>th</sup> there will be a 15-day waiting period.

Mr. Malouf discussed communications he has had with the bridge manufacturer. The contact person that we have had to date has retired. Mr. Malouf is now working with an engineer for the company who is the new contact person. We will be able to get enough information to put out bid specifications for certain work to be done in connection with the bridge. We will not have final plans for the bridge until there are more specifications regarding the same. It will be at least an 8-month delay between ordering the bridge and its availability for delivery. It is anticipated the bridge will be 55 feet long and weigh approximately 8 tons.

There was general discussion concerning approaches of delivering the bridge to the site for installation. Given the weight of the bridge and the vehicles necessary to transport it as well as the crane it was thought it might be best to approach over the road crossing the 10<sup>th</sup> fairway and transporting it to the 10<sup>th</sup> tee. This will require some clearing of trees while retaining adequate trees to prevent soil erosion. An alternative would be to bring it across portions of the course on the Montville side and to arrange the placement from an area located on the 9<sup>th</sup> hole. The plan is that Mr. Kundahl, with the advice of an arborist and someone involved in the placing of the bridge, would determine what trees need to be cut if the 10<sup>th</sup> hole approach is utilized.

## **ADJOURNMENT**

A motion to adjourn the meeting at 6:55 P.M. was made by Mr. Lathrop, seconded by Ms. Dutilly and approved by a vote of 6-0.