

To: NGCA Members
From: Bernard Caulfield, Chairman NGCA
Re: Minutes of NGCA regular meeting of July 21, 2021 conducted in-person and remotely via Turbo Bridge pursuant to Executive Order 7B-1

Members Present in-person

Bernard Caulfield
Susan Dutilly
David DiBattista
Michael Driscoll
Charles Whitty (by Turbo Bridge)
Richard Podurgiel
Ray Lathrop
Richard Strouse
Bob Malouf

Others Present – in-person

Mike Svab, Pro Manager
Eric Kundahl, Course Superintendent
Ed Nevins, Members Club
Mitchell Nixon, Finance (by Turbo Bridge)
Tony Madeira, Finance/Facilitator (by Turbo Bridge)

CALL TO ORDER

Chairman Caulfield called the July 21, 2021 meeting of the Norwich Golf Course Authority to order at 7:11 p.m.

MINUTES

A motion to accept and adopt the minutes of the May 19, 2021 meeting of the Norwich Golf Course Authority was made by Mr. Podurgiel, seconded by Mr. Lathrop, and approved by unanimous roll call vote.

No meeting was held in June 2021.

FINANCIAL REPORT

Mr. Nixon presented the Financial Report for June 2021.

Operating Revenues for the month of June 2021 were \$154,699, compared to budgeted Revenues of \$115,619, \$39,080 over budgeted Revenues, and \$32,846 more than June 2020 Revenues.

Expenses for the month of June 2021 were \$150,560, compared to budgeted Expenses of \$152,745, \$2,185 under budgeted Expenses, and \$10,184 over June 2020 Expenses.

Net Profit for June 2021 was \$4,140 compared to a Net Loss for June 2020 of \$18,523. This figure is after depreciation of \$34,462 in 2021 vs. \$10,869 in 2020.

The Cash Balance for June 2021 was \$333,869, an increase of \$5,703 over the Cash Balance of \$328,166 for May 2021.

Year to Date (YTD)

YTD Operating Revenues were \$770,166 compared to YTD budgeted Revenues of \$585,221, \$184,945 over YTD budgeted Revenues and \$151,469 over the comparable figure for 2020.

YTD Expenses were \$592,675, compared to YTD budgeted Expenses of \$594,147. This figure is \$1,472 under the YTD budgeted Expenses, and \$28,008 more than a comparable figure in 2020.

YTD Total Revenues exceeded Expenses by \$177,491; over Budget by \$186,417, and \$123,461 over YTD June 2020.

Items of interest on the Balance Sheet include:

1. Accounts Receivable are \$0.
2. The balance in Accounts Payable (products/services that have been received but not yet paid for as of June 30, 2021) is \$5,342.
3. The Due to General Fund is the NGCA's cash balance as of June 30, 2021. At this point the city holds funds of \$333,869 for the NGCA.
4. The June Cash Balance less the accounts payable, \$333,869 - \$5,342 = \$328,527 listed as Cash.

A motion to receive the financial report was made by Mr. Malouf, seconded by Mr. DiBattista and approved by unanimous roll call vote.

CORRESPONDENCE

Chairman Caufield reported that no correspondence had been received.

CADDY SHACK RESTAURANT

Mr. Svab reported that he had received payment from the Caddy Shack of \$7,550 which would be payment in full of the July 2021 rent and payment for the use of the beverage cart.

A motion to accept and approve the Caddy Shack report was made by Mr. DiBattista, seconded by Mr. Podurgiel and approved by unanimous roll call vote.

CHAIR'S REPORT

Chairman Caulfield noted that there was a great deal of activity at the course in connection with the Norwich Invitational, again a popular event and one which went off well. He thanked all involved for a great job.

COURSE SUPERINTENDENT

Mr. Kundahl noted that there has been 10 inches of rain at the course since July 4, 2021. The fairway on the 2nd hole became flooded and sustained some water damage following heavy downpours. Discussion followed with respect to ways of improving the drainage condition or otherwise protecting the 2nd hole against flooding and water damage. Mr. Strouse suggested a solution involves unplugging or replacing drains and replacing gravel fill as they tend to become blocked over time.

There was also discussion regarding obstructions to the flow of Trading Cove Brook including a filling in of the water retention area located to the east side of Norwich-New London Turnpike and the presence of beavers along areas of Trading Cove Brook whose dams and other structures cause backup of water.

Mr. Kundahl reported that 600 feet of conduit had been installed in connection with one of the pumps. This conduit is designed to protect against animal damage causing loss of the power supply.

Mr. Kundahl reported with regret that Mr. John Paty, mechanic at the golf course for many years, plans to retire on September 3, 2021. He is a valued employee of the Norwich Golf Course Authority and will be difficult to replace.

Mr. Podurgiel inquired as to projects in progress or anticipated at the golf course and Mr. Kundahl responded that Pro Manager Mike Svab would include those in his report.

PRO MANAGER REPORT

Mr. Svab advised that the course has received the Ventrac mower which is capable of making a step cut in the rough. It has already been used to do this and the results are encouraging although, a consequence of the initial cut, the cut grass turns brownish initially to be restored to its green color through follow up treatment. Mr. Kundahl noted that it will be a lighter green than the remaining rough. These step cut areas of rough will be treated like fairway in terms of chemicals and fertilizer.

Because of the fixed or straight nature of the Ventrac it can not make contour cuts on mounds or hillocks on the course. We have another piece of equipment for this purpose. Mr. Svab suggested we consider adding funds in next year's budget for a piece of equipment to allow the Ventrac to perform contour cuts. He estimated the price of the additional apparatus to be about \$7,500.

Mr. Svab reported on other projects planned at the Golf Course. Work on the stonewall at the entrance should start next week. The wall will be 11½ feet in length with a central stone engraved with the course's name. The stone to be used has been selected and is in the process of being engraved. The Caddy Shack restaurant sign will be retrofitted to more closely match the wall and the area will be illuminated by ground mounted lights which will be installed.

Mr. Svab suggested we start immediately in locating a replacement for Mr. Paty recognizing that it will be a challenge to replace him. Preferably we will be able to hire someone soon enough to be able to work for a period of time with Mr. Paty. Mr. Kundahl noted that Mr. Paty, although he plans to retire, would be willing to work through the fall on a part-time basis. Mr. Svab expressed his appreciation for all that Mr. Paty has done and noted that he is one of the finest golf course mechanics practicing.

Mr. Svab discussed painting and the roof project at the clubhouse. Work painting the trimming at the clubhouse should start within a week or two. Quotes are in for the roofing, and he has discussed the same with the city purchasing agent. The purchasing agent has confirmed that the Authority is not required to go through a more formal bid process in connection with this project.

Mr. Svab suggested that the Authority attempt to stage at least a good portion of the roofing work on the day of the high school cross-country meet. The course will be closed on that day and the area around the clubhouse can be blocked off to permit the work to proceed without interruption. The expectation is the work will take approximately two days, and free access without interruption for one day will be very helpful to the project.

Mr. Svab noted that the requested bell has been installed near the green on the 4th hole. Likewise, the new water coolers have been installed. The drinking fountains on the course are working but starting to show their age.

Mr. Svab stated the Norwich Invitational was great this year. Many players, good play, and the course in great condition.

Mr. Svab described problems reoccurring with the 1st tee. It was previously closed for two months to allow grass regrowth. With all the play so far this summer it is reverting to worn condition. He and Mr. Kundahl have discussed the matter at length, and both conclude that it is necessary to get more air movement and more sun on the 1st tee. This will require removing trees or topping trees as well as installing adequate protection where trees are removed.

Mr. Svab reported on the junior clinic which he described as wildly successful with 25 participants. This increased number of participants is consistent with the other activities with the course this year. It has been very busy, in fact, the course is in overload. Players remain upbeat about playing even on days of questionable weather. Mr. Podurgiel noted that the financial reports reflect how busy the course has been .

MEMBER'S CLUB

In the absence of Mr. Lavoie, Mr. Nevins gave a brief report of the Member's Club events. The junior club championship is concluded and went very well. The 4-ball event is to start shortly with the Senior Invitational scheduled in August.

OTHER BUSINESS

Mr. Lathrop raised an issue about cart use. A practice is persisting at the golf course whereby individuals playing in groups all use individual carts. This practice has been discouraged or discontinued at most courses and is no longer required under regulations promulgated last year. Currently we had foursomes utilizing four carts rather than two since the cost to them of so doing is the same whether four carts or two are used. This causes additional wear on the carts and uses more gasoline.

A motion was made by Mr. Lathrop, seconded by Mr. Podurgiel, and approved by unanimous roll call vote, to require any individual playing in a group in which more than one person uses a cart to pay \$30 for each cart which is primarily used by this individual only, excepting the cart used by a single individual in a threesome in which the other players either walk or together use another cart.

NEW BUSINESS

As new business Mr. Podurgiel inquired with respect to the plans for the 15th hole indicating it needs work particularly along the left-side of the fairway. Mr. Svab and Mr. Kundahl responded that the area will require sprinklers to be installed as well as to be seeded. The seed has been purchased and the new Ventrac equipment will be used to spread it. There will be a demand for seed to be delivered later in the season, so he has already ordered the seed. Mr. Kundahl indicated that September is probably the earliest time to consider the necessary seeding.

There was discussion about improving certain cart path areas through the use of gravel. Mr. Strouse noted that this is practical only where gravel is placed on flat ground.

At 7:58 p.m. Mr. Malouf made a motion to go into Executive Session to discuss a personnel issue in relation to employment and performance, the Executive Session to include Mr. Svab and Mr. Kundahl. This motion was seconded by Mr. DiBattista and approved by unanimous roll call. As a result of technical difficulties, Mr. Whitty was not able to participate during the Executive Session.

At 8:12 p.m. a motion to return to regular session was made by Mr. Malouf, seconded by Mr. DiBattista, the Chairman noting that no votes had been taken during the Executive Session, was approved by unanimous roll call vote.

A motion was then made that the Authority directs that maintenance staff working outside on the golf course and adjacent outdoor areas be required to wear hard hats at all times while performing such work and utilize other protective equipment, particularly safety goggles, when appropriate due to the nature of the work being performed. This motion, made by Mr. Malouf, seconded by Mr. Podurgiel was approved by unanimous roll call vote.

ADJOURNMENT

A motion to adjourn the meeting was made at 8:16 p.m. by Ms. Dutilly, seconded by Mr. Lathrop and approved by unanimous roll call vote.