

To: NGCA Members
From: Bernard Caulfield, Chairman NGCA
Re: Minutes of NGCA regular meeting of August 16, 2023

Members Present

Bernard Caulfield
Susan Dutilly (participating remotely)
David DiBattista
Todd Postler
Richard Strouse
Bob Malouf
Ray Lathrop
Richard Podurgiel
Michael Driscoll

Others Present

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

CALL TO ORDER

Chairman Caulfield called the August 16, 2023 meeting of the Norwich Golf Course Authority to order at 6:00 p.m. and requested Mr. Strouse conduct the meeting.

MINUTES

A motion to approve the minutes of the July 19, 2023 meeting as printed was made by Mr. Podurgiel, seconded by Mr. Lathrop, and approved by a vote of 7-0, Mr. DiBattista and Mr. Postler abstaining.

FINANCIAL REPORT

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

Current Month

OPERATING REVENUES for the month of July 2023 were \$182,025 compared to budgeted revenues of \$172,513, \$9,941 over budgeted revenues, and \$19,795 more than July 2022 revenues.

EXPENSES for the month of July 2023 were \$99,028 compared to budgeted expenses of \$136,590, \$37,562 under budgeted expenses and \$73,143 under July 2022 expenses.

NET PROFIT for July 2023 was \$82,997 compared to NET LOSS for July 2022 of \$9,941. This is after depreciation of \$11,876 in 2023 and \$12,081 in 2022.

CASH BALANCE for July 2023 was \$241,874, in comparison to the prior month, June 2023, of \$170,458. This is an increase of \$71,416.

YTD

YTD OPERATING REVENUES were \$971,116, compared to YTD budgeted revenues of \$1,095,658. This is \$124,543 under the YTD Budget, and \$77,243 more than the prior year.

YTD EXPENSES were \$706,920 compared to YTD budgeted expenses of \$1,018,737. This is \$311,817 under the YTD budgeted expenses, and \$267,572 less than the prior year.

YTD Total Revenues were more than Expenses by \$264,196; which is over budget by \$187,275 and \$344,815 over YTD July 2022.

Items of interest on the Balance Sheet:

- The Restaurant lease has been paid in full through September 30, 2023 with a partial payment of roughly 1/2 the rent towards the October 2023 rental.
- The balance in Accounts Payable (products/services received but not paid for as of 07/31/23) is \$22,382.
- The Due to General Fund is the NGCA's cash balance as of 07/31/23. An amount in the Asset section means the City owes the NGCA those funds of \$241,874.

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

$$\$241,874 - \$22,382 = \$219,492$$

In completing his report Mr. Nixon stated that the credits against rental for the Caddy Shack were the result of gift card exchanges.

Mr. Nixon also noted that he calculated the revenues through August 16, 2023 and they totaled approximately \$1,034,000.

A motion to receive and accept the Financial Report was made by Mr. Malouf, seconded by Mr. DiBattista, and approved unanimously.

CORRESPONDENCE

No correspondence received.

CADDY SHACK

No further report was made beyond Mr. Nixon's report on the finances.

CHAIRMAN'S REPORT

Chairman Caulfield noted that the course had had a very busy few months and also stated that the tournaments, particularly the Invitational, had been well run and well received, the Invitational, in the face of uncooperative weather.

SUPERINTENDENT'S REPORT

Mr. Kundahl reported that the tees are being aerated and conditions are generally good. With the rain and the efforts of the maintenance staff, the course is in lush condition.

In discussing work to be done at the course, Mr. Kundahl noted that he will lose his summer help by August 25th as they will need to return to school. This will limit the number of people available in the maintenance department. Discussion followed concerning obtaining workers for short-term projects as needed, given required work will not necessarily decline with the return of most of the summer workers to school.

PRO MANAGER REPORT

Mr. Svab welcomed Mr. Todd Postler as a new member to the Authority and advised that prior to the meeting he took Mr. Postler and Chairman Caulfield on a tour of the course specifically reviewing areas where work is being performed, will need to be performed in the near future, or about which there are long term concerns.

Mr. Svab discussed work to be performed on the 11th hole to resolve problems with the erosion. The work is expected to commence at the end of August and run for 3 straight days. It would be optimal if there was no water flow through the brook at the time the work is done. Mr. Strouse described alternative methods that might be used as this has been a rainy summer and was likely to be some waterflow at the time the work is being done. Mr. Svab stated that a temporary green would be set up on the tee side of the brook on the 11th hole to avoid interference with the work in progress by play and to minimize the possibility of errant shots coming close to those performing the work.

Mr. Svab advised the Authority that the Cardini Tournaments set for Saturday, October 16, 2023 with Mr. Cardini planning to start the event with a party for his guests on the deck at the Norwich Inn on Friday, October 15, 2023. As a further lead up to this event, Mr. Cardini has arranged for work to be performed at the course, much in front of the clubhouse, on Friday, Saturday and Sunday, August 25, 26, and 27th respectively. Plantings will be removed as necessary and replaced and work will be performed on the trees which were installed in the spring including the removal of the watering sacks.

Mr. Svab discussed an area of the course which has been identified by some of the Authority members as a problem. Presently there is wear on the dirt path used by carts in accessing the 8th tee resulting in some erosion and drainage issues. Evergreen Landscaping is involved in the work to be performed on the 11th hole and has proposed installing a portion of paved cart path on the 8th hole in the affected area at a cost of \$7,850. Mr. Strouse described what will be required to resolve the problem, recommending a 2-grade system to be blended in with existing conditions.

A motion was made by Mr. Malouf, seconded by Mr. Podurgiel to approve an expenditure of \$7,850 and hire Evergreen Landscaping for the proposed work of paving the existing dirt path bordering a portion of the 8th tee to join with the existing paved path with the intention of resolving the existing wear and damage issues.

Mr. Svab described a potential project to be added to the list of projects to be done if and when the funds were available. The external wall along the hallway on the ground floor at the rear of the building has glass windows and sliding doors running its length. He has reviewed this with Chairman Caulfield on a number of occasions with the thought that these could be replaced or covered over to blend in with the back of the clubhouse. Depending on the nature of the work and the cost of materials to be used he estimates it would cost between \$16,000 - \$20,000. No action was taken.

Mr. DiBattista raised his concern about the conditions on the 6th hole between the cart path and the green, basically hard packed ground without much grass or other growth. Mr. Kundahl responded that work to alleviate the condition should be done in the fall utilizing the equipment available at the course. The understanding is the work will be done this fall. Irrigation issues were mentioned.

MEMBER'S CLUB

Mr. Busca reported that as of July 26, 2023 the club had 326 members.

The Norwich/Shennecossett match is the next tournament planned by the club and 54 members have signed up to participate.

Mr. Busca noted that the membership board has a vacancy which he hopes will be filled by the end of month.

REPORT ON THE 9th HOLE BRIDGE

Mr. Malouf reported on the bridge. He and Mr. Strouse had met with the engineers who have produced preliminary job specifications as well layout materials. He distributed three copies of the layout for review.

There are a few more items to be included within the bid specifications but the plan is to issue the same with a 30-day bid period to include a mandatory site visit by all bidders. Optimally the bid can be awarded by the end of September. The bidders will need to arrange, as part of their contract, acquisition of a pre-fabricated bridge through a

manufacturer of choice. Mr. Malouf expressed cautious optimism that the delay period between the ordering of the bridge and the delivery of the same may be shorter than anticipated. The scheduling of the work will need to take the delivery date into consideration, but in recognition that there is pre delivery work to be done he suggested that the Authority consider not having the course open for play during an appreciable portion of the winter.

OTHER

Following Mr. Malouf's presentation there was discussion about areas of the course thought to be in need of work. Mr. Strouse noted that on the 2nd hole the green side bunker closest to the cart path receives most of the water runoff from the green and as a consequence the sand is prone to washout from the bunker in heavy storms, moving it some distance. He believes the problem can be remedied by re-grading the area between the green and the trap so that the water from the green and surrounding area runs around the bunker rather than through it. This will be a project for later in the fall and he estimates the cost to be approximately \$2,000. Mr. Malouf discussed the use of capillary concrete which Mr. Strouse indicated was not required for this particular project.

Mr. Podurgiel brought up the condition of a tree on the 10th hole which he believes needs attention. Discussion followed which included the significance of the tree in terms of the layout and challenge of the hole and whether the tree could be pruned, cabled, or required removal. That question will be asked of the arborist who assists the Authority on such matters. Mr. Kundahl opined that the tree had value in terms of the layout of the hole and the challenge it presents, a view challenged by some members of the Authority.

A motion to prune or remove the tree on the 10th hole was made by Mr. Podurgiel, seconded by Mr. Lathrop, and approved by a vote of 9-0.

ADJOURNMENT

A motion to adjourn the meeting was made at 6:35 P.M. by Mr. DiBattista, seconded by Mr. Lathrop and approved unanimously.