

To: NGCA Members
From: Bernard Caulfield, Chairman NGCA
Re: Minutes of NGCA regular meeting of August 17, 2022 conducted in-person and remotely via Turbo Bridge

Members Present

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

Others Present

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

CALL TO ORDER

Chairman Caulfield called the August 17, 2022 meeting of the Norwich Golf Course Authority to order at 6:00 p.m.

MINUTES

A motion to approve the minutes of the July 20, 2022 meeting was made by Mr. Podurgiel, seconded by Mr. Lathrop, and approved by a vote of 7-0 (DiBattista abstaining).

FINANCIAL REPORT

Mr. Nixon presented the NGCA Financial Reports through the month of July 2022.

Current Month

OPERATING REVENUES for the month of July 2022 were \$162,230 compared to budgeted revenues of \$166,588, \$4,359 under budgeted revenues, and \$6,745 more than July 2021 revenues.

EXPENSES for the month of July 2022 were \$167,482 compared to budgeted expenses of \$129,013, \$38,468 over budgeted expenses and \$93,805 over July 2021 expenses.

NET LOSS for July 2022 was \$5,252 compared to NET PROFIT for July 2021 of \$81,808. This is after depreciation of \$12,080 in 2022 and \$12,227 in 2021.

CASH BALANCE for July 2022 was \$133,036 in comparison to prior month, June 2022, of \$165,950. This is a decrease of \$32,914.

YTD

YTD OPERATING REVENUES were \$893,873, compared to YTD budgeted revenues of \$814,285. This is \$79,587 over the YTD Budget, and \$31,778 less than the prior year.

YTD EXPENSES were \$969,803 compared to YTD budgeted expenses of \$858,152. This is \$111,651 over the YTD budgeted expenses, and \$213,587 more than the prior year.

YTD Total Revenues were less than Expenses by \$75,930; which is over budget by \$32,064 and \$245,365 under YTD July 2021.

Items of interest on the Balance Sheet:

- As of today, the Caddyshack rent for August, \$6,050 is paid in full.
- The balance in Accounts Payable (products/services received but not paid for as of 07/31/22) is \$11,518.
- The Due to General Fund is the NGCA's cash balance as of 07/31/22. An amount in the Asset section means that the City owes the NGCA those funds of \$133,036.

NOTE: July Cash Balance less Accounts Payable equals Cash (Shortfall):
\$133,036 - \$11,518 = \$121,518

Mr. Podurriel inquired as to anticipated revenues through the remainder of year in various categories. Mr. Svab indicated that anticipating the outing fees would end up well over the budgeted figure, the green fee special food vouchers category might be low and payments from GolfNow should catch up and be as anticipated.

Discussion followed with respect to expenditures. It was noted that a number of items in the maintenance budget are already over budget. Mr. Kundahl indicated that many maintenance items have appreciably increased in price and there is a need to stock up when such are available as they can be difficult to obtain but are important to golf course operations. As an example, he has purchased eight heads for the sprinkler system, the

system having been heavily taxed by the dry and hot weather this summer. Mr. Svab noted that the air conditioner had to be repaired and that the hot water heater in the maintenance building had failed and needed attention. These were un-budgeted expenses.

A motion to receive the Financial Report was made by Mr. Lathrop, seconded by Mr. Malouf and approved by a vote of 8-0.

CORRESPONDENCE

No correspondence has been received.

CADDY SHACK RESTAURANT

The Caddy Shack is current in its rent through August 31, 2022. There has been much activity.

CHAIRMAN'S REPORT

Chairman Caulfield had no report.

COURSE SUPERINTENDENT

Mr. Kundahl stated the irrigation pond is getting a workout with a drawdown of about 215,000 gallons per night. He cannot replenish more than 225,000 gallons per day through the pumping system under the permits. If necessary, more than 225,000 gallons can be drawn down in a day but only 225,000 gallons can be replenished in a day.

In discussing course conditions Mr. Kundahl reported that the 11th green had become infested with a fungus known as "take all patch". This is a fungal disease of turf grass and affects primarily cool season turf grass, bent grass, fescue and poa. It has been treated and the green seeded. Damage has been done however and it will take a few weeks before the seeds germinate. The green remains playable but there are noticeable areas damaged.

Mr. Podurgiel inquired about course projects for the remainder of the year. Mr. Kundahl noted that most of the temporary help has left, and the efforts of the remaining crew would be primarily mowing, spraying and watering to maintain overall course conditions. No specific projects are planned.

PRO MANAGER REPORT

Mr. Svab had no report.

Mr. Malouf advised that a member had reported to Mr. Malouf an incident of misuse of a cart on the 13th hole. Mr. Malouf asked whether there were rangers on the course. Mr. Svab responded that rangers go out everyday and that members and others should report any inappropriate or dangerous conduct on the course to the Pro Shop to be dealt with by the ranger rather than attempting to do with it individually.

MEMBER'S CLUB

Mr. Busca reported that July 2022 had been busy from the point of Member's Club Tournaments and reported on the winners of the several events held. He noted that the 4-Ball Tournament starts on August 20, 2022.

OTHER BUSINESS

Mr. Podurgiel inquired with respect to the process of cleaning bathrooms at the Gopher Hole. He reported that on the past two Saturdays it had not been properly cleaned. Mr. Svab stated that the individual staffing the Gopher Hole is responsible for cleaning but there had been a fill-in on the past two weeks, and this may account for the deficiency.

Mr. Malouf led discussions of the proposed bridge between the 9th and 10th hole. A preliminary estimate puts prices for the bridge and footings at \$77,000. He also described a proposal from CLA Engineering, Inc. to provide hydraulic and hydrology analysis of the bridge design and the access drive.

Mr. Malouf passed out a CLA letter dated August 15, 2022 outlining its proposal. The engineering services are proposed as lump sum fees to be billed monthly. The proposal recommends that soil borings and a geotechnical report to assist in the foundation of design before the new bridge be added. Mr. Strouse made a rough estimate as the cost.

The Authority discussed the scope of work to be performed and the survey and flagging that will need to take place at the golf course. Wetland flagging's will be required on both sides of the brook identifying such areas within 100 feet.

CLA had also raised questions as to whether it would be necessary to work directly with DEEP in connection with this project. Mr. Strouse indicated that decision is usually made by the local inland wetlands commissions and our inquiry should start there. He estimates that permits may be issued by the two towns by the end of 2022. It is unlikely that any construction will take place in 2022. Work may need to be done at a low water level making it difficult to do work in the early spring.

A motion to hire CLA pursuant to its proposal to develop a site development plan and assist as outlined was made by Mr. Podurgiel, seconded by Mr. DiBattista and approved by a vote of 8-0.

Mr. Nevins mentioned the cautions that the Authority should use in this project and in awarding bids, given that it is grant funded under the ARPA program.

A motion to approve the proposed meeting dates for the 2023 Norwich Golf Course Authority meetings by adopting the schedule distributed by Chairman Caulfield was made by Mr. Podurgiel, seconded by Mr. Malouf and approved by a vote of 8-0. The meeting shall be scheduled for the third Wednesday of each month to start at 6PM in the Authority room at 685 New London Turnpike, Norwich, Connecticut. A complete list of the Authority's regular scheduled meeting dates for 2023 is as follows:

January 18, 2023
February 15, 2023
March 15, 2023
April 19 2023
May 17 2023
June 21, 2023
July 19, 2023
August 16, 2023
September 20, 2023
October 18, 2023
November 15, 2023
December 20, 2023

ADJOURNMENT

A motion to adjourn was made at 6:45 p.m. by Mr. DiBattista, seconded by Mr. Lathrop, and approved by a vote of 8-0.