

To: NGCA Members  
From: Barney Caulfield, Chairman NGCA  
Re: Minutes of NGCA regular meeting of September 16, 2020 conducted remotely by telephone pursuant to Executive Order 7B-1

**Members Present**

Bernard Caulfield  
Michael Driscoll  
David DiBattista  
Susan Dutilly  
Richard Podurgiel  
Ray Lathrop  
Richard Strouse (at 7:10)

**Others Present**

Mike Svab, Pro Manager  
Eric Kundahl, Course Superintendent  
Tony Madeira, Finance Department  
Edward Nevins, Member's Club

**Call to Order**

- Chairman Caulfield called the September 16, 2020 meeting of the Norwich Golf Course Authority, which meeting was conducted remotely by telephone, to order at 7:01 p.m.

**Minutes**

- A motion to receive and adopt the minutes of the July 15, 2020 meeting of the Norwich Golf Course Authority was made by Mr. Podurgiel, seconded by Mr. Lathrop, and approved unanimously by a roll call vote of 6-0.

**Financial Report**

Mr. Madeira presented the revised financial reports for the months of June and July and presented and discussed the August Financial Report.

Revenues for the month of August 2020 were \$152,012 compared to budgeted Revenues of \$131,111, \$20,901 over budgeted Revenues, and \$14,812 more than August 2019 Revenues.

Expenses for the month of August 2020 were \$90,606 compared to budgeted Expenses of \$94,755, \$4,149 under budgeted Expenses and \$20,521 under August 2019 Expenses.

Operating Revenues exceeded Expenses in the month of August 2020 by \$64,406, exceeding budgeting expectations by \$25,050.

Year to Date (YTD)

Revenues YTD were \$925,440 compared to budgeted Revenues of \$807,174, \$118,266 over budgeted Revenues, and \$73,668 more than August 2019 Revenues.

Expenses YTD were \$756,853 compared to budgeted Expenses of \$739,000, \$17,490 over budgeted Expenses and \$21,532 over August 2019 Expenses.

Overages in the Expense YTD category reflect three (3) items listed in the Course Supplies budget line totaling \$39,000, the fountain and state monitoring equipment/software used in connection with the irrigation pond, and purchases of Seed used in the restoration of the area adjacent to the pond, pumphouse and infrastructure.

YTD Operating Revenues exceeded YTD Expenses by \$168,586, exceeding budgeted expectations by \$100,775. This is \$67,811 more than August 2019.

Items of interest on the Balance Sheet include:

1. Accounts receivable as of 08/31/2020 was \$14,425 from GolfNow.
2. Payments on the Caddy Shack lease are current through the end of September 2020.
3. The balance in Accounts Payable (products/services that have been received (expense) but not paid for as of 08/31/2020) is \$8,399.
4. The Member's Club is paid in full having received the balance of monies received for it by the Authority through the Pro Shop.
5. The Due to General Fund is the cash balance for the NGCA as of August 31, 2020 and it is in the amount of \$60,522. This reflects a positive position for the NGCA, its second consecutive positive month.
6. New accounts or budget lines have been added to the Financial Report to reflect the Capital Lease for the Greens Roller and the interfund loan(s). At the recommendation of the auditors each of these items has been split into a current (items due and payable within the year), and non-current (long term) that are due and payable over a period greater than a year.
7. Currently the interfund loan accounts reflect the Pond Project.

A motion to accept the Financial Report was made by Mr. DiBattista, seconded by Mr. Lathrop, and approved unanimously by a 7-0 vote.

## **CADDY SHACK REPORT**

The outdoor dining facility set up earlier this year still appears to be working well and should continue to be operational so long as weather permits.

## **COMMITTEE REPORTS**

- **Chairman's Report**

Chairman Caulfield noted that the proposed 2021 meeting schedule has been sent to Authority members to review and will be acted upon at a subsequent meeting.

Chairman Caulfield requested a motion to delete the entry "Alternate Water Conservation Project" from further agendas as the project is operational.

A motion to delete the Alternate Water Conservation Project from the agenda was made by Mr. Podurgiel, seconded by Mr. Lathrop and approved unanimously by a 7-0 vote.

- **Greens Committee**

No report.

- **Planning Committee**

No report.

- **Marketing Committee**

No report.

- **Beautification Committee**

Mr. Podurgiel noted that it had been a hot and dry summer causing challenges to various beautification projects but in his opinion the course still continues to look good.

- **Budget Committee**

In the absence of Mr. Whitty, Chairman Caulfield indicated that Mr. Whitty's participation may be limited but that he would still like to be involved in the budget process. Chairman Caulfield has not yet appointed members to work on the 2021 budget and he requested any members wishing to so serve to

communicate with him. It is his opinion it would be well to start on the budget as soon as possible.

Mr. Madeira noted that he would be most available to assist the budget committee from September 28-October 9 as the meeting with the auditors for the City of Norwich was postponed until later in October.

- **Pro Shop / Restaurant Subcommittee**

No report presented.

- **Maintenance Department Subcommittee**

No report presented.

- **Water Project Subcommittee**

No report presented.

- **Course Superintendent**

Mr. Kundahl reported he is very pleased with the new equipment which is working well. We have still not yet received the two multi-purpose vehicles, but the delay has not been detrimental to operations.

Mr. Kundahl reported on an older tractor which has been utilized for years at the golf course being the most used for the last nine (9) years. With repairs it could be made available to serve as backup and continue in that role for some period of time. In his opinion it could not stand up to regular day to day use. With repairs it would be available for emergencies and for backup use as other equipment is being serviced or otherwise unavailable.

The initial estimate for cost of repairs was over \$11,000 but he and John Patey, course mechanic, have since received an estimate of \$5,350 for repairs which they both believe will be sufficient to put this tractor into condition to serve as a backup.

A motion to approve repairing this tractor for course use at a cost of \$5,350 was made by Mr. DiBattista, seconded by Mr. Strouse, and approved unanimously by a 7-0 vote.

- **Pro Manager's Report**

Mr. Svab reported that operations at the golf course continue to move right along. From the standpoint of play this has been a great year and September is starting as a great month.

- **Member's Club**

Mr. Lathrop introduced Mr. Edward Nevins who will replace him as the Member's Club representative.

Mr. Nevins reported on several recent events conducted by the Member's Club including the Senior Invitational consisting of three (3) flights held August 13<sup>th</sup>, the Member Tournament and the Men's and Women's Championships. He also noted that a Member Social will be held later this month.

Mr. Nevins extended his thanks personally and thanks on behalf of the Member's Club to Mike Svab, Eric Kundahl and all of their staff for their performance under the stresses and difficulties of the COVID pandemic and the resulting restrictions.

Chairman Caulfield also expressed his personal thanks and the thanks of the Authority to Mike Svab, Eric Kundahl, and their staff for their efforts and the resulting outcomes for course operations and course condition.

## **New Business**

Mr. Podurgiel made the request that the Authority express its condolences to the family of former State Senator Jerry Murphy who recently passed away. Senator Murphy, not himself a golfer, provided assistance to the City of Norwich and the embryonic Norwich Golf Course Authority in acquiring funding for the acquisition of the course and early projects.

## **Adjournment**

A motion to adjourn the meeting was made at 7:35 p.m. by Mr. DiBattista, seconded by Mr. Lathrop, and approved unanimously.