

To: NGCA Members
From: Bernard Caulfield, Chairman NGCA
Re: Minutes of NGCA regular meeting of September 21, 2022 conducted in-person and remotely via Turbo Bridge

Members Present

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

Others Present

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

CALL TO ORDER

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

MINUTES

A motion to approve the minutes of the August 17, 2022 meeting was made by Mr. Podurgiel, seconded by Mr. Lathrop and approved by a vote of 9-0

FINANCIAL REPORT

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

NGCA August 2022 Financial Report:

OPERATING REVENUES for the month of August 2022 were \$145,735 compared to budgeted revenues of \$143,081, \$2,653 over budgeted revenues, and \$4,079 less than August 2021 revenues.

EXPENSES for the month of August 2022 were \$101,940 compared to budgeted expenses of \$126,666, \$24,726 under budgeted expenses and \$23,026 under August 2021 expenses. NET PROFIT for August 2022 was \$43,795 compared to NET PROFIT for August 2021 of \$24,848. This is after depreciation of \$12,080 in 2022 and \$12,227 in 2021. CASH BALANCE for August 2022 was \$184,363 in comparison to prior month July 2022 of \$133,036. This is an increase of \$51,327.

YTD

YTD OPERATING REVENUES were \$1,039,608, compared to YTD budgeted revenues of \$957,367. This is \$82,240 over the YTD Budget, and \$35,857 less than the prior year. YTD EXPENSES were \$1,076,432 compared to YTD budgeted expenses of \$984,817. This is \$91,614 over the YTD budgeted expenses, and \$195,250 more than the prior year. YTD Total Revenues were less than Expenses by \$36,824; which is over budget by \$9,373 and \$231,107 under YTD August 2021.

Some things to look at on the Balance Sheet:

- As of today the \$6,050 for September rent is outstanding.
- The balance in Accounts Payable (products/services received but not paid for as of 08/31/22) is \$4,774.
- The Due to General Fund is the NGCA's cash balance as of 08/31/22. An amount in the Asset section means that the City owes the NGCA those funds of \$184,363.

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

$$\$184,363 - \$4,771 = \$179,592$$

A motion to accept the Financial Report as presented was made by Mr. DiBattista, seconded by Ms. Dutilly and approved by a vote of 9-0.

CORRESPONDENCE

None

CADDY SHACK RESTAURANT

The \$6,050 rent is paid for the month of September

CHAIRMAN'S REPORT

Mr. Caulfield indicated he had no report.

COURSE SUPERINTENDENT

Mr. Kundahl reported:

The areas around the all of the greens have been aeriaded

The area in the front of the 5th tee box have been loamed and seeded

At this time all of the seasonal help has departed for the year

PRO MANAGER REPORT

Mr. Svab reported:

This year's tournament participant number have been up from previous years

There is currently an issue with restaurant staff coverage for the newly installed Pavilion and he will be discussing this issue with the restaurant manager to resolve the issue.

MEMBER'S CLUB

Mr. Busca reported:

The club's Senior league play will complete their season next week

The Member/Member tournament had 140 participants

Nominations for their 2023 Officers & board members were held and elections we take place at the November association meeting

NEW BUSINESS

Chairman Caufield informed all Authority members that their terms were set to expire in January 2023 and any member not wishing to continue on should inform him as soon as possible so replacements can be found prior to January

Chairman Caufield appointed Mr. Malouf as the Budget Committee Chairman and also appointed Mr. Driscoll, Mr. Podurgiel, Mr. Svab, Mr. Kundahl and himself as committee members

Mr. Malouf presented an update on the #9/10 bridge project laying out a tentative schedule

TENTATIVE SCHEDULE

Wetlands Delineation and topographic survey	9/30/2022
Pre-application with DEEP	10/31/2022*
Receive flood information from FEMA – must be received before drainage analysis	10/18/2022
Prepare drainage analysis	11/18/2022
Finalize Site Plan and Submit to wetlands commissions	12/18/2022
Applications accepted by the wetlands commissions	January 2022
Receive local Wetlands approvals	February-March 2022

*The pre-application meeting with DEEP will determine what permitting applications will be required by the DEEP and Army Corp. This schedule is for local approvals only.

ADJOURNMENT

A motion to adjourn the meeting was made at 7:01 p.m. by Mr. Malouf , seconded by Mr. DiBattista and approved unanimously.