

To: NGCA Members  
From: Barney Caulfield, Chairman NGCA  
Re: Minutes of NGCA special meeting of November 6, 2019

**Members Present**

Barney Caulfield  
Richard Strouse  
Michael Driscoll  
Bob Malouf  
Richard Podurgiel  
Charles Whitty  
David DiBattista  
JP Mereen (arrived 6:46 p.m.)

**Others Present**

Mike Svab, Pro Manager  
Eric Kundahl, Superintendent  
Sandra Kuchta, Finance Department  
Norman Bourdon, Member's Club

**Call to Order**

Chairman Caulfield called the November 6, 2019 special meeting of the Norwich Golf Course Authority to order at 6:30p.m.

Chairman Caulfield advised that the meeting would be to discuss, consider, and possibly take action on a proposed operating budget and capital budget for the 2020 year and to discuss, consider, and possibly take action as to establish dues, fees, and rates for the Norwich Golf Course for the 2020 calendar year. Chairman Caulfield then deferred to Mr. Whitty, Chair of the Budget Committee.

**Minutes**

Mr. Whitty described the procedural process utilized by the budget committee in bringing the proposed budgets to the Authority. Having done so he asked Ms. Kuchta to review the specifics of the 2020 proposed operating budget and capital budget.

Ms. Kuchta reviewed certain alternatives which had been considered by the committee in preparing the proposed budget. She noted that the committee recommends not adding any full-time employees for the 2020 season but to increase of funds available for seasonal help to be used by the Pro Manager and the Superintendent to fill specific positions as required. She also noted that the maintenance department course supply budget is to be increased recognizing

there would be additional costs in finishing out and integrating the new water supply pond anticipated to become operational in the 2020 season. In addition, the course improvement account is increased to permit more tree work at the course. The repairs and maintenance line item in the general budget is increased in expectation of the clubhouse will be painted and a new sign installed at the golf course entrance during 2020. The debt service account is increased to reflect the payments which will be required to be made in 2020.

In conclusion she noted that the 2020 budgets are based on anticipated revenues as scheduled of \$997,266, with expenditures recommended of \$524,651.04 for the maintenance department, \$262,500 for the Pro Shop, and \$206,635 in the general budget. The total expenditures are \$993,786.04 with anticipated revenues exceeding anticipated expenses by \$3,479.96.

A motion to approve the budget was made by Mr. Strouse, seconded by Mr. DiBattista and approved by a vote of 6-1, Malouf in opposition, Mr. Mereen not yet having arrived.

A motion made by Mr. Malouf to go into executive session pursuant to Connecticut General Statutes § 1-200(6) failed for lack of a second.

Ms. Kuchta also provided a schedule of the 2020 Norwich Golf Course Daily Fees and Season Pass rates. Mr. Svab noted that the fees and rates were unchanged from those changed in 2019.

A motion to approve the daily fees and season pass rates as presented was made by Mr. Malouf, seconded by Mr. DiBattista and approved unanimously.

Mr. Podurgiel, on behalf of the marketing committee indicated the marketing committee and Mr. Svab had discussed a special proposal for the 2020 season and, with Mr. Svab, presented details regarding the same.

In 2019 the Authority approved a special rate of \$900 for individuals who had not been members of the Norwich Golf Course for at least the five proceeding years. These were able to join at a rate of \$900 with all course privileges. Fifty-three qualified individuals took advantage of this program.

The marketing committee proposes to continue this special program for the 2020 season permitting similarly qualified individuals to join for 2020 for \$900. Should such individual be convinced to join and introduced by one of the 53 individuals who joined during the 2019 season, and if that introducing individual joins as a full member for the 2020 season, the season pass rate for such introducing member will be reduced by \$500.

Mr. Svab answered the questions of the Authority concerning this proposal and a discussion followed. Among the concerns discussed was the need to keep the course generally available for play particularly during peak starting time hours

such as those on weekends and holidays. If starting times become difficult to obtain the course may lose season pass rate members.

A motion to approve the proposed special program as presented new qualifying members to pay \$900, and, with the opportunity, limited to the 53 individuals who joined as special program members in 2019, to obtain discounts if joining as members in 2020 was made by Mr. Mereen, seconded by Mr. Podurgiel and approved unanimously.

### **Adjournment**

A motion to adjourn the special meeting was made at 7:18 p.m. by Mr. Malouf, seconded by Mr. DiBattista, and approved unanimously.