

To: NGCA Members  
From: Bernard Caulfield, Chairman NGCA  
Re: Minutes of NGCA regular meeting of November 15, 2023

**Members Present**

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

**Others Present**

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

**CALL TO ORDER**

The meeting was called to order at 6:00 PM by Mr. Strouse at the request of Chairman Caulfield.

**MINUTES**

A motion to approve the minutes of the October 18, 2023 meeting was made by Mr. DiBattista, seconded by Ms. Dutilly, and approved by a vote of 9-0.

**FINANCIAL REPORT**

Mr. Strouse presented the financial report.

**Current Month**

OPERATING REVENUES for the month of October 2023 were \$111,585.14 compared to budgeted revenues of \$70,921.15, \$40,663.89 over budgeted revenues, and \$37,897.10 more than October 2022 revenues.

EXPENSES for the month of October 2023 were \$114,818.61 compared to budgeted expenses of \$109,352.01, \$5,466.60 over budgeted expenses and \$39,298.23 over October 2022 expenses.

NET LOSS for October 2023 was \$3,233.47 compared to NET LOSS for October 2022 of \$1,832.34. This is after depreciation of \$11,876 in 2023 and \$12,081 in 2022.

CASH BALANCE for October 2023 was \$248,516, in comparison to the prior month, September 2023, of \$246,605. This is an increase of \$1,911.

#### YTD

YTD OPERATING REVENUES were \$1,344,094, compared to YTD budgeted revenues of \$1,517,308. This is \$173,215 under the YTD Budget, and \$104,615 more than the prior year.

YTD EXPENSES were \$1,140,247 compared to YTD budgeted expenses of \$1,411,654. This is \$271,407 under the YTD budgeted expenses, and \$146,480 less than the prior year.

YTD Total Revenues were more than Expenses by \$203,846; which is over budget by \$91,192 and \$251,094 over YTD October 2022.

Items of interest on the Balance Sheet:

- The Restaurant lease has been paid in full through October 31, 2023 with additional payments made paying the lease through the end of December 2023 and for at least the first month of January 2024.
- The balance in Accounts Payable (products/services received but not paid for as of 10/31/23) is \$6,022.
- The Due to General Fund is the NGCA's cash balance as of 10/31/23. An amount in the Asset section means the City owes the NGCA those funds of \$248,516.

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

$$\$248,516 - \$6,022 = \$242,494$$

Mr. Svab advised the Authority that as of November 15, 2023 the 2023 budgeted operating revenues of \$1,354,104 has been exceeded, at this point by a few thousand dollars.

A motion to receive and accept the Financial Report was made by Mr. Podurgiel, seconded by Mr. Malouf, and approved by a vote of 9-0.

#### CADDY SHACK

Mr. Svab advised that Mr. Bromley has verbally informed him that he wishes to renew the lease next year and was asked by the Authority to have Mr. Bromley submit a letter making this request.

The Caddy Shack lease has been paid in full through the end of 2023, with credit against January 2024 and February 2024.

### **CORRESPONDENCE**

The Authority has received a copy of a dram shop notice relative to an automobile accident which occurred on June 30, 2023. Since the language of the notice is somewhat ambiguous as to whether any claim is intended to be made against the Authority or the City of Norwich, it has been sent to the insurance company to provide it with notice.

### **SUPERINTENDENT'S REPORT**

Mr. Kundahl advised the Authority that the irrigation system has been blown out, the fountain has been removed from the irrigation pond, and no skating signs will be placed around the pond at the end of November. He also advised that the transfer lines had been blown out and the main shut off will be winterized within a week.

Mr. Malouf inquired as to the superintendent's plans for top dress the greens. This led to a discussion about shutting down the front nine holes for this winter with temporary tees and greens utilized on the back nine. Under present projections the concrete bridge of the 9<sup>th</sup> hole may arrive for installation in March or in April. Work should be done in advance to prepare the site and shutting down the front nine to play will allow the contractor full access to the bridge site, while permitting play on the back nine during the winter using temporary tees and greens for those so inclined.

A motion to close the front nine holes of the course to play during this winter, with the date of the shutdown to be left to at the discretion of the pro manager and superintendent, and with the back nine to remain open for play using temporary tees and greens was made by Mr. Malouf, seconded by Mr. DiBattista, and approved by a vote of 9-0.

### **PRO MANAGER REPORT**

Mr. Svab reported to the Authority that the mechanic was struck in the head by a garage door following a mechanical failure. He received medical attention and missed one day of work. We have received an estimate from the Overhead Door to install garage door openers for the two garage doors at a cost of \$1,944 for each.

A motion was made to appropriate funds up to \$4,000 to purchase and install door openers and to approve their installation was made by Mr. Postler, seconded by Mr. Malouf, and approved by a vote of 9-0.

Mr. Svab advised the Authority that revenues in the month of November through November 15 were approximately \$14,000.

The Club Car Corporation will winterize the carts, shortly after Thanksgiving. One more year remains on the current cart lease.

### **MEMBER'S CLUB**

Mr. Busca advised that the Member's Club held elections following their most recent tournament with Mr. Nevins re-elected president, Mr. Busca re-elected vice president, Mr. Nicholson elected secretary, and Mr. Watrous elected treasurer. He also advised that some concern was expressed at the Member's Club meeting regarding the cost of utilizing the Golf Genie, the costs currently split 50-50 between the Member's Club and the Authority. Mr. Svab will review the situation.

### **REPORT ON THE 9<sup>th</sup> HOLE BRIDGE**

Mr. Malouf advised the board that Wiese Construction has been awarded the contract for the bridge project and has arranged with Contec Bridge Manufacturers to fabricate and deliver the concrete bridge.

Mr. Strouse and Mr. Malouf lead discussions concerning the process by which the bridge is to be installed and provided additional information as to the timing and the need for the limitations of the use of the front nine holes this winter. Tree work and the preparatory work for the installation of the bridge should be accomplished this winter such that the bridge can be installed soon after delivery. There was discussion about the possible need for permits with Norwich and Montville potentially involved. Once the final plans are drawn up this can be considered again.

### **REPORT ON THE 1<sup>st</sup> TEE**

The Authority then discussed the status of the 1<sup>st</sup> tee which shows signs of wear. Mr. Strouse noted that the 1<sup>st</sup> tee gets more use than all other tees as groups tend to congregate on it awaiting their tee time. In his opinion the grass in areas where golfers do not regularly walk is fine but there is wear in the tee off areas. He recommended that samples be taken and analyzed at UConn as to the depth of the grass and any problems which may exist with it. There was also discussion about installing a walking path on the 1<sup>st</sup> tee adjacent to the wire screening fence so that players can minimize walking on the tee off areas.

Mr. Lathrop noted his concerns as to the tee needing leveling work as well as possible drainage work.

### **BUDGET COMMITTEE**

Mr. Malouf lead discussions concerning the 2024 proposed revenue and operational and capital budgets presented by the Budget Committee, together with proposed season pass rates and the daily fees and cart fees schedules. These budgets contemplate an additional position in both the maintenance and Pro Shop, increases in hourly rates of pay or raises

in salaries, and bonuses to four individuals. Mr. Svab provided information he had gathered and quantified as to the revenues from the various season rate classifications used in 2023 and presented a list with some proposed modifications to the classification and the season pass rates applicable to each. Discussion followed concerning the fees and season pass rates.

A motion to approve the proposed 2024 Norwich Golf Course season pass rates as set out on the schedule attached hereto was made by Mr. Postler, seconded by Mr. Lathrop, and approved by a vote of 9-0.

A motion to approve the 2024 Norwich Golf Course daily fee rates and cart rates as set out in the schedule attached hereto was made by Mr. Podurgiel, seconded by Mr. Malouf, and approved by a vote of 9-0.

At 7:15 PM a motion to go into executive session to discuss the performance and evaluation of four employees, no request being made that the discussion be held in an open meeting was made by Mr. Podurgiel, seconded by Mr. DiBattista, and approved by a vote of 9-0.

At 7:57 PM a motion to return to regular session was made by Mr. Podurgiel, seconded by Mr. DiBattista, and approved by a vote of 9-0 with Mr. Strouse noting that no votes had been taken during the executive session.

A motion to approve the proposed operating budget and revenue expectations and the operating and capital budget for the 2024 calendar year, the revenues from operations budgeted at \$1,403,700 and the total in ARPA funds to be used for the bridge project at \$295,000 with budgeted expenditures set out in the operating and capital budget at \$1,740,898 was made by Mr. Podurgiel, seconding by Mr. DiBattista, and approved by a vote of 9-0.

A motion to approve a bonus to Pro Manager Mike Svab in the sum of \$2,500 for the 2023 season was made by Mr. Malouf, seconded by Mr. Postler, and approved by a vote of 9-0.

A vote to approve bonuses of \$1,000 for Ray Gorton and Jason Hanson was made by Mr. Postler, seconded by Mr. DiBattista, and approved by a vote of 9-0.

A vote to approve a bonus to Superintendent Eric Kundahl in the sum of \$5,000 was made by Mr. Malouf, seconded by Mr. Caulfield, and approved by a vote of 8-1, Mr. Podurgiel in opposition.

A motion to cancel the December 2023 Authority meeting was made by Mr. Lathrop, seconded by Mr. DiBattista, and approved by a vote of 9-0.

## **ADJOURNMENT**

A motion to adjourn the meeting was made at 8:05 PM. by Mr. Lathrop, seconded by Mr. DiBattista and approved by a vote of 9-0.