

To: NGCA Members
From: Bernard Caulfield, Chairman NGCA
Re: Minutes of NGCA regular meeting of November 17, 2021 conducted in-person and remotely via Turbo Bridge pursuant to Executive Order 7B-1

Members Present in-person

Bernard Caulfield
Susan Dutilly
Michael Driscoll
Richard Podurgiel
Ray Lathrop
Richard Strouse
Bob Malouf
David DiBattista

Others Present – in-person

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

CALL TO ORDER

Chairman Caulfield called the November 17, 2021 meeting of the Norwich Golf Course Authority to order at 7:00 p.m.

MINUTES

A motion to accept the minutes of the October 20, 2021 meeting of the Norwich Golf Course Authority was made by Mr. Malouf, seconded by Mr. DiBattista, and approved by roll call vote 8-0.

FINANCIAL REPORT

Mr. Mitchell presented the October 2021 NGCA Financial Report.

Current Month

OPERATING REVENUES for the month of October 2021 were \$82,666, compared to budgeted revenues of \$77,676, \$4,990 over budgeted REVENUES, and \$4,554 more than October 2020 revenues.

EXPENSES for the month of October 2021 were \$76,816, compared to budgeted expenses of \$98,783, \$21,967 under budgeted expenses, and \$16,072 under October 2020 expenses.

NET PROFIT for October 2021 was \$5,850 compared to a NET LOSS for October 2020 of \$14,776. This figure is after depreciation of \$12,227 in 2021 and \$6,873 in 2020.

The CASH BALANCE for October 2021 was \$361,470. The comparable figure in the prior month, September 2021, was \$332,686. This is an increase of \$28,784.

Year to Date (YTD)

YTD OPERATING REVENUES were \$1,269,151 compared to YTD budgeted REVENUES of \$1,080,570. This is \$188,581 over the YTD Budget, and \$123,775 more than the comparable figure in the prior year.

YTD EXPENSES were \$1,072,420, compared to YTD budgeted expenses of \$992,369. This is \$80,051 over the YTD budgeted expenses, and \$142,771 more than the prior year.

YTD Total Revenues exceeded Expenses by \$196,730; and this is over Budget by \$108,529, and \$19,003 under YTD October 2020.

Items of interest on the Balance Sheet include:

- Accounts Receivable is \$0. As of today, the Caddy Shack restaurant rent is paid through the end of the year with a credit balance of approximately \$520 to be applied in January of 2022.
- The balance in Accounts Payable (products/services that have been received but have not been paid for as of October 31, 2021) is \$12,713.
- The Due to General Fund is the NGCA's cash balance as of October 31, 2021 is \$361,470, monies owed to the NGCA by the City.

Note: The September Cash Balance less Accounts Payable equals Cash (Shortfall):

$$\$361,470 - \$12,713 = \$348,757$$

A motion to accept the Financial Report was made by Mr. Lathrop, seconded by Ms. Dutilly and approved by a roll call 8-0 vote.

CORRESPONDENCE

Mr. Caulfield reported there had been no correspondence received.

CADDY SHACK RESTAURANT

The Caddy Shack will soon be closing for the remainder of this year.

CHAIR'S REPORT

Chairman Caulfield again commended the maintenance and Pro Shop staff for their work and the results obtained by their work this season.

COURSE SUPERINTENDENT

Mr. Kundahl reported that on November 17, 2021 he had sprayed the tees to protect against snow mold. He also noted that the irrigation system and pumps had been blown out in preparation for the winter. Leaf blowing will continue at the course as play continues. There has been some aerating at the course and the course is being prepared for the winter season.

Mr. Kundahl noted that there has not yet been a replacement selected for the mechanic's position, but he has received some applications.

PRO MANAGER REPORT

Mr. Svab reported that he and Mr. Kundahl will complete the comprehensive report required by the DEEP concerning the water use for irrigation at the course in 2021. He hopes he will have it completed and submitted soon.

Mr. Svab noted that the Caddy Shack kitchen hood project is probably the most pressing on the project list. He obtained a proposal for a complete replacement of the system, but he would not recommend the same given the price.

The hood and the system have been further examined for purposes of a less expensive repair. The system must run in order to comply with fire codes but currently it runs at one speed which is causing an excessive draw of air resulting in an over taxing of the HVAC system. He has received a new proposal calling for the motor to be replaced with a new motor which could be operated at variable speeds.

Mr. Kundahl cautioned that the motor must be adequately sized to draw down the required cubic feet of air per minute. Any replacement must meet the requirements of the fire code.

Mr. Svab noted that the hood presently is being operated with difficulty requiring more than regular maintenance. No vote was taken but consensus was that this proposed repair by replacement of the motor with an adequately sized and operating motor should be explored.

Mr. Svab also reported that he with the assistance of others including Authority members plans to redo the hallway completely as a winter project. This would include ceiling tile replacement, reworking of the trophy case, and a general sprucing up.

Mr. Svab also reported on other items on the capital projects list. He met with Mr. Sullivan regarding the repairs to the bridge on the 4th hole noting that Mr. Sullivan recommends the replacement materials be 8"x8". Mr. Sullivan also looked at the bridge over the 9th hole and made some general suggestions with respect to the same. Repairs to the bridge on the 4th hole consist of replacing bridge flooring which had become rotted in some areas but replacing the bridge on the 9th hole may require more extensive work.

Mr. Svab further reported that he and Mr. Sullivan had examined an area of the parking lot being used for outdoor dining to make it a more permanent area for this purpose, improvements possibly including a pergola type structure.

Mr. Svab recommended that we give additional consideration to drainage improvements on the 2nd hole potentially using funds which had been set aside for the new hood, but which will not be required for the same if the new motor route is followed.

At the conclusion of Mr. Svab's report, Mr. Podurgiel asked about the status of work on the 1st hole and the plans going forward. Mr. Kundahl responded that initially he plans to prune trees on the road side of the tee to see what the final appearance would be and if it is unsatisfactory to cut out the necessary trees. Mr. Svab and Mr. Kundahl noted the back of the tee will be cleaned up and this will likely involve the removal of much of the existing vegetation.

Mr. Nevins expressed his concern that removing too much of the existing vegetation may change the character of the 1st tee. During the following discussion it was noted that there remain about 10 hemlocks on the practice green side of the tee and there is no intention to take down the trees on the forward 2/3 of the tee. It was also noted that the pruning work and tree removal work would likely widen the tee permitting more of it to be used.

In response to an inquiry from Mr. Lathrop, Mr. Svab reported that he had not yet heard from the Senior League as to any proposals for the 2022 season.

MEMBER'S CLUB

Mr. Lavoie gave further details on the tent project including the available color choices which include red, yellow, blue, forest green and black. Consensus was the forest green would be the best choice. Mr. Lavoie reported that he has looked into having the tent installed without the use of straps thereby avoiding a possible tripping hazard. He has been working with the city building department and indicated that the Member's Club will obtain any necessary building permits. There was general discussion regarding the tent and the Authority deferred action on the same pending receipt of additional information.

NEW BUSINESS

Mr. Malouf, as chairman of the Budget Committee recommended the Authority include John Paty for a bonus for his efforts and assistance during the 2021 season. This would be a bonus of \$2,000 paid to Mr. Paty.

A motion to approve the bonus of \$2,000 to be paid to John Paty was made by Mr. Malouf, seconded by Mr. Lathrop and approved by a roll call vote of 8-0.

ADJOURNMENT

A motion to adjourn at 7:38 p.m. was made by Mr. DiBattista seconded by Mr. Malouf, and approved by an 8-0 roll call vote.