

To: NGCA Members  
From: Barney Caulfield, Chairman NGCA  
Re: Minutes of NGCA monthly meeting of May 15, 2019

**Members Present**

Bernard Caulfield  
Richard Strouse  
Michael Driscoll  
Bob Malouf  
Charles Whitty  
David DiBattista  
J.P. Mereen  
Richard Podurgiel  
Angelo Yeitz

**Others Present**

Mike Svab, Pro Manager  
Eric Kundahl, Superintendent

**Call to Order**

- Chairman Caulfield called the May 15, 2019 meeting of the Norwich Golf Course Authority to order at 7:00p.m.

**Minutes**

- A motion to approve the minutes of the April 17, 2019 meeting of the Norwich Golf Course Authority was made by Mr. Mereen, seconded by Mr. Malouf, and approved unanimously.

**Financial Report**

- In the absence of Ms. Kuchta, Mr. Svab distributed the 2019 Financial Report Narrative.

Revenues for the month of April 2019 were \$96,260.58 compared to budgeted Revenues of \$149,981, \$53,720.42 under budgeted Revenues and \$14,283.71 under April 2018 Revenues.

YTD Revenues for April 2019 were \$328,176.30, compared to budgeted Revenues of \$305,449, \$22,727.30 over budgeted Revenues and \$65,365.36 over YTD April 2018 Revenues.

Expenses for the month of April 2019 were \$115,012.78 compared to budgeted Expenses of \$112,221.17, \$2,791.61 over budgeted Expenses and \$4,873.77 under April 2018 Expenses.

YTD Expenses for April 2019 were \$264,413.28 compared to budgeted Expenses of \$278,309.61, \$13,897.33 under budgeted Expenses and \$13,985.10 under YTD April 2018 Expenses.

Expenses exceeded Revenues in the month of April 2019 by \$18,752.20, which was under budget by \$56,512.03.

Revenues exceeded Expenses YTD April 2019 by \$63,764.02, which was over budget by \$36,624.63.

On a Cash Basis, YTD Revenues exceeded YTD Expenses as of April 2019 by \$81,591.70, which was over budget by \$31,194.19. This takes into consideration adding back depreciation expense and subtracting out payments for the Dime Bank financed lighting project.

Items of interest on the Balance Sheet include:

- a. Interfund Loan Obligations and Construction in Progress have increased by \$425. This was the amount of the invoice in April 2019 from WSP for the Water Project. Total balance of the Interfund Loan Obligation at the end of April 2019 is \$221,426.54.
- b. The Dime Bank finance loan (for the lighting project in the parking lot) was reduced by the amount of the payment made in April leaving ten (10) more payments to be made.
- c. The Due to General Fund is the NGCA cash balance as of April 31, 2019. When shown as a liability it means the cash balance is negative and funds are owed by the Authority to the City.
- d. The balance in Accounts Payable (Products/Services that have been purchased but have not yet been paid for as of April 31, 2019) is \$46,180.70. This will reduce cash when paid in the next month.
- e. As membership fees are collected there is an amount due to the Member's Club. As of April 2019, \$12,705 is owed to the Member's Club.

The Cash Balance at the end of April 2019 was (\$26,482.03). This negative balance indicates the amount owed the City.

The Caddy Shack lease is paid in full through the end of April 2019.

A motion to receive and accept the report was made by Mr. Podurgiel, seconded by Mr. Yeitz, and approved unanimously.

## **Correspondence**

- Chairman Caulfield noted that he had received correspondence indicating that Mr. Whitty was to be the recipient of an award at the Norwich Sports Hall of Fame dinner to be held on June 9, 2019. The award is in recognition of his long and continuing efforts in support of sports and like activities in Norwich.

Mr. Whitty was congratulated by the Authority.

## **Caddy Shack Report**

- Mr. Svab indicated he had received a check paying the rent through the end of May 2019.

A motion to accept the report was made by Mr. Podurgiel, seconded by Mr. Malouf, and approved unanimously.

## **Chairman's Report**

- No report presented.

## **Water Supply and Irrigation Project**

- Mr. Mereen distributed copies of an email from Rob Good sent April 22, 2019, a spreadsheet showing the project budget with adjustments and estimated costs, and copies of email correspondence between Deanna Rhodes, Director of Norwich Planning and Neighborhood Services, and Michael Kapareiko, Lead Hydrologist on the project. Surveyors are expected to be working at the course on May 16, 2019 in connection with the project.

## **COMMITTEE REPORTS**

- **Clubhouse Report**

No report presented.

- **Greens Committee**

No report presented.

- **Planning Committee**

No report presented.

- **Marketing Committee**

A response to an inquiry from Mr. Podurgiel, Mr. Svab noted that 47 of the 50 available special memberships for the 2019 season have been purchased. Based on current receipts he estimates the course will take in approximately \$275,000 in dues in the several categories for the 2019 season.

- **Beautification Committee**

In response to a question from Mr. Podurgiel, Mr. Kundahl confirmed that the seasonal horticulturist has started work and described the project on which she is involved.

- **Budget Committee**

No report presented beyond the information provided in the Financial Report.

- **Pro Shop Caddy Shack Subcommittee**

Responding for the committee Mr. Svab noted that the Caddy Shack has been busy and things seemed to be going well there.

- **Maintenance Subcommittee**

Mr. Podurgiel for the committee discussed staffing with ten (10) of the planned for fourteen (14) employees currently working. The roping installed on the course seems to be having a positive effect. Scatter signs have been installed but it is too early to tell what effect they will have.

Mr. Kundahl answered questions regarding the shortening of the 9<sup>th</sup> and 15<sup>th</sup> fairway. Grass will not be maintained as fairway on the tee side of both fairways reducing the amount of fairway to be regularly mowed. Both Mr. Kundahl and Mr. Svab felt this should not adversely affect play although mis-hit drives may be affected.

- **Water Project Subcommittee**

No further report.

- **Maintenance Committee**

Mr. Kundahl noted that the GSP Irrigation Insurance plan needs to be re-upped. This provides coverage for all central parts of the irrigation system. The cost will be \$2,900 for six (6) years of coverage.

Mr. Kundahl noted that as of May 11, 2019 the greens had dried a bit but that the warm weather that day had caused some wilting of the poa annua on the greens. When the greens were aerated in some areas the sand distributed by aeration was thicker than elsewhere. As heated by the sun it caused some wilting. Because of the continuing cold weather the grass has not yet started to grow or grow in as usual, causing the effect to last longer than expected.

The 1<sup>st</sup> tee has been aerated and needs topsoil. Given the present heavy tournament schedule through Monday, May 20<sup>th</sup> he will wait to apply topsoil and seed to begin on Tuesday, May 21<sup>st</sup>. Other tees may also receive topsoil.

The reels on one of the mowers are nearing the end of their useful life and cannot be ground down anymore. At the end of the season we will need to expend \$5,000 to get new rollers to be used on this mower.

- **Pro Manager's Report**

Mr. Svab reported on a cart incident which occurred on April 25, 2019. A cart was severely damaged as a result of deliberate misuse and the individuals who rented the cart fled. Officer DeLoreta of the Norwich Police Department is investigating.

Mr. Svab reported that Saturdays have been very busy at the course despite occasional showers on Saturdays. Sundays have had more steady rain with loss of Sunday revenues on six (6) Sundays.

Because of the rain Mr. Svab has had to cancel shifts for a number of employees and he extends his thanks to his staff for their cooperation and understanding with respect to this.

## **Adjournment**

A motion to adjourn was made at 7:40 p.m. by Mr. DiBattista, seconded by Mr. Malouf, and approved unanimously.