

To: NGCA Members  
From: Barney Caulfield, Chairman NGCA  
Re: Minutes of NGCA monthly meeting of May 16, 2018

**Members Present**

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

**Others Present**

Mike Svab, Head Professional  
Bruce Morse, Course Superintendent  
Ray Lathrop, Member's Club

**Call to Order**

- Chairman Caulfield called the May 16, 2018 meeting of the Norwich Golf Course Authority to order at 7:00 p.m.

**Minutes**

- A motion to approve the minutes of the regular Authority meeting of April 18, 2018 was made by Mr. Malouf, seconded by Mr. Mereen, and approved unanimously.

**Financial Report**

Ms. Kuchta had prepared a financial report which was presented by Mr. Driscoll in her absence.

Revenues for the month of April 2018 were \$110,544.29 compared to budgeted revenues of \$167,872.00, \$57,327.71 under budgeted revenues and \$71,814.00 under April 2017 revenues.

Year-to-date (YTD) revenues for the month of April 2018 were \$262,810.94 compared to budgeted revenues of \$341,623.00, \$78,812.06 under budgeted revenues and \$79,918.28 under YTD April 2017 revenues.

Expenses for the month of April 2018 were \$101,663.55 compared to budgeted expenses of \$107,111.90, \$4,551.65 over budgeted expenses and \$3,514.02 under April 2017 expenses.

YTD expenses for the month of April 2018 were \$270,174.38 compared to budgeted expenses of \$273,290.00, \$3,115.62 under budgeted expenses and \$48,995.10 under YTD April 2017 expenses.

Expenses exceeded Revenues in the month of April 2018 by \$1,119.26 which was under budget by \$61,879.36. YTD Expenses exceeded YTD Revenues as of April 2018 by \$7,363.44, which was under budget by \$75,696.44.

Per the balance sheet:

- 1) Construction in progress and lease and note obligations have increased by \$10,597.75. Total balance at the end of April 2018 is \$17,647.69;
- 2) The Dime Bank loan balance has been decreased by the April payment leaving a balance of \$6,524.76 as of April 30, 2018;
- 3) The obligation to the General Fund is reduced to \$20,472.50 as of April 30, 2018;
- 4) The balance of accounts payable through April 30, 2018 is \$62,623.02;
- 5) The balance sheet includes a new account entitled – Due to Members’ Club – recognizing the membership fees paid through the Authority.

The cash balance at the end of April 2018 was (\$20,472.50). This is an increase of \$55,865.94 from March 2018 and a decrease of \$107,410.00 from April 2017.

Mr. Svab reported that he had received a check covering the balance of the lease payment owed from May 2018 by the Caddy Shack.

Mr. Svab presented a Season Pass holder analysis for 2018. It included stated reasons given by twenty-five 2017 Season Pass holders as to why they did not return in 2018. It also listed information on 18 members who had become Economy Season Pass holders including 6 new Economy Season Pass holders.

Total dues collected as of May 16, 2018 were \$250,695.00 with a total of 214 season pass holders in all categories in 2018 vs. 194 season pass holders in 2017.

A motion to accept the financial report was made by Mr. Mereen, seconded by Mr. DiBattista, and approved unanimously.

## **CORRESPONDENCE**

Chairman Caulfield reported receiving a letter from Mr. Marc Weston, President of the Connecticut Association of Golf Course Superintendents, Inc. thanking the Authority for the extraordinary reception extended to the Association at its event held Monday, April

30, 2018. Mr. Weston also extended the thanks of the Connecticut Association to Mike Svab and Bruce Morse.

Mr. Svab reported that the awards night for the Norwich Bulletin “Best of ...” will be held May 31, 2018. The cost of anyone wishing to attend is \$30.00.

## **COMMITTEE REPORTS**

- **Chairman’s Report**

No report presented.

- **Water Conservation Committee**

Mr. Mereen reported that the application for an inland wetland permit to permit testing had been filed and hopefully will be issued soon.

- **Clubhouse Committee**

No report presented.

- **Green Committee**

No report presented.

- **Planning Committee**

No report presented.

- **Marketing Committee**

There was brief discussion about promoting the specials available at the course.

- **Beautification Committee**

Mr. Morse reported that hanger plants had been installed at the snack bar.

- **Budget Committee**

Chairman Whitty indicated he would be calling a meeting of the Budget Subcommittee in the next few weeks to review the budget in more detail. It was noted that revenues have been below expectations, the weather responsible to some degree.

- **Pro Shop Subcommittee**

Chairman Caulfield reported that the East Great Plains Volunteer Fire Department is celebrating its 75<sup>th</sup> anniversary and requested the golf course consider an advertisement in its anniversary booklet. A motion was made by Mr. Whitty, seconded by Mr. DiBattista to place a 1/2 page advertisement at the cost of \$125.00. This was approved by a vote of 8-0, Mr. Driscoll abstaining.

There was also discussion concerning its request to allow it to use three golf carts for its planned event. Due to lease restrictions the consensus was we could not accommodate this request.

- **Maintenance Subcommittee**

Mr. Morse reported there had been staff turnover with three individuals leaving, their positions filled by new hires. He also noted that two of the mowers were inoperable having broken down on May 16, 2018. The irrigation system has sustained a number of leaks due to the cold winter weather and time is being devoted to repairs to the system. This reduces the time available for other work.

- **Superintendent's Report**

Mr. Morse stated that several trees had been damaged in the wind and rainstorm of May 15, 2018. Two trees were down on the 5<sup>th</sup> hole and there were trees down on the 14<sup>th</sup> hole, one of which fell against a property. This has been cleared by the maintenance staff.

With turnovers and the need to have the entire staff respond to the downed trees the course is behind on its mowing schedule. It will take time to catch up. Mr. Morse also reported that as a result of the wet weather, water use is down appreciably as he has seldom had to use the watering system.

- **Pro Manager's Report**

Mr. Svab noted that the Authority has a number of promotional programs which are beneficial and effective in encouraging play at the course. Six of the programs are currently active.

The canopy covering the permanent cart storage area was removed due to its deteriorating condition. He would like to use the funds raised at his annual event to pay for a replacement canopy and, assuming the tournament is sufficiently successful, to replace the roof at the Gopher Hole. Mr. Cardini has offered to landscape the area which will enhance it significantly.

A motion to approve Mr. Svab's request was made by Mr. Malouf, seconded by Mr. DiBattista, and approved unanimously.

- **Member's Club**

Mr. Lathrop reported that Mr. Morse had met with the members' club and discussed proposed improvements at the course. He also made a suggestion that local rules be instituted for certain areas which have become bare through work performed during the winter or as a result of winter damage, as well as a local rule for areas which would likely become bare when the course is sprayed for the kyllinga.

Mr. Lathrop stated that there are more members in the Association as a result of the changes to rate structure made by the Authority with 56 to 60 members expected to play in any upcoming event.

### **Adjournment**

A motion to adjourn the meeting was made at 7:53 p.m. by Mr. Malouf, seconded by Mr. Podurgiel, and approved unanimously.