

To: NGCA Members
From: Bernard Caulfield, Chairman NGCA
Re: Minutes of NGCA regular meeting of August 18, 2021 conducted in-person and remotely via Turbo Bridge pursuant to Executive Order 7B-1

Members Present in-person and remotely

Bernard Caulfield
Susan Dutilly
David DiBattista
Michael Driscoll
Charles Whitty (by Turbo Bridge)
Richard Podurgiel
Ray Lathrop
Richard Strouse
Bob Malouf

Others Present – in-person

Mike Svab, Pro Manager
Eric Kundahl, Course Superintendent
Mitchell Nixon, Finance
Tony Madeira, Finance/Facilitator
Todd Lavoie, Member's Club
Ed Nevins, Member's Club

CALL TO ORDER

Chairman Caulfield called the August 18, 2021 meeting of the Norwich Golf Course Authority to order at 7:00 p.m.

MINUTES

A motion to accept and adopt the minutes of the July 21, 2021 meeting of the Norwich Golf Course Authority was made by Mr. Malouf, seconded by Mr. DiBattista, and approved by unanimous roll call vote.

FINANCIAL REPORT

Mr. Madeira introduced Mr. Mitchell Nixon who presented the NGCA Financial Report for July 2021.

Current Month

Operating Revenues for the month of July 2021 were \$155,485, compared to budgeted Revenues of \$153,071, \$2,415 over budgeted Revenues, and \$754 more than July 2020 Revenues.

Expenses for the month of July 2021 were \$148,726, compared to budgeted Expenses of \$102,646, \$46,080 over budgeted Expenses, and \$47,146 over July 2020 Expenses.

Net Profit for July 2021 was \$6,760 compared to a Net Profit for July 2020 of \$53,150. This figure is after depreciation of \$12,227 in 2021 vs. \$6,873 in 2020.

The Cash Balance for July 2021 was \$337,083, an increase of \$3,214 over the Cash Balance of \$33,869 for June 2021.

Year to Date (YTD)

YTD Operating Revenues were \$925,651 compared to YTD budgeted Revenues of \$738,292. This is \$187,359 over the YTD budget and \$152,223 more than the previous year.

YTD Expenses were \$742,059, compared to YTD budgeted Expenses of \$696,793. This was \$45,266 over YTD budgeted Expenses, and \$75,8012 more than the previous year.

YTD Total Revenues exceeded Expenses by \$183,592; and it is over Budget by \$142,093, and \$76,812 over the comparable YTD July 2020 figure.

Items of interest on the Balance Sheet include:

1. Accounts Receivable are \$0. The August Caddy Shack rent of \$6,050 is paid in full.
2. The balance in Accounts Payable (products/services that have been received but have not been paid for as of July 31, 2021) is \$31,928.
3. The Due to General Fund is the NGCA's cash balance as of July 31, 2021. An amount in the asset section means that the city owes the NGCA those funds, the balance being \$337,083.
4. The July Cash Balance less the accounts payable equals the Cash position (shortfall) $\$337,083 - \$31,978 = \$305,105$.

Following Mr. Nixon's presentation Mr. Madeira reported that Revenues to date in August, calculated through August 15, 2021, were \$76,700.

From August to December in 2020 the Authority took in Revenues of approximately \$420,000. Mr. Madeira ran the figures for 2015 through 2019 and

the average Revenue figure taken for the August through December period in these years was \$316,000.

After analyzing these trends, Mr. Madeira predicted the Authority should exceed its budgeted Revenue figure in 2021 by approximately \$140,000.

A motion to accept the financial report as presented was made by Mr. DiBattista, seconded by Mr. Lathrop and approved by unanimous roll call vote.

Mr. Madeira presented information with respect to recommended line-item changes and in payment allocations with respect to the Authority's acquisition of a piece of equipment manufactured by Ventrac and made available through Toro in May of 2021. The cost of this piece of equipment came to \$39,072 with Toro accepting the trade-in of a front-end mower purchased by the Authority in 2020. The Authority adopted a motion to appropriate \$27,572 the purchase of this unit and \$5,000 worth of seed to be used with it in reseeded projects planned for the fall of 2021. Mr. Madeira noted that the sum of \$8,123.43 remained available under the equipment bond and suggested the Authority use these funds together with funds taken from the contingency account and fringe accounts towards the remaining cost of \$22,572 due on the unit after the trade-in. This approach will add \$2,017.63 in principal payments to the bond to be paid back but will spread the payments over several years.

A motion was made by Mr. Podurciel, seconded by Ms. Dutilly to transfer funds from the remaining bond equipment funds to the Contingency account.

A motion to amend this motion to specify that the transfer should be made from account 60150001-52000 in the sum of \$833.34 and from account 60150002-52000 in the sum of \$4,894.71 to be transferred to the Contingency account 60150003-58600, and used to pay for the remaining net trade balance together with the remaining bond equipment funds of \$8,123.43 with any remaining invoice balance to be paid from the Contingency account 60150003-58600 was made by Mr. Lathrop, seconded by Mr. Malouf. The payment from the Contingency account will also cover a nominal amount which may be due as the Authority has not yet received a final invoice. The motion to amend was approved by unanimous roll call vote and motion as amended passed by unanimous roll call vote.

CORRESPONDENCE

Mr. Svab noted there are two items of correspondence, the first being a thank you note received from Mr. David Marshall, winner of the 2021 Norwich Invitational thanking all involved for their efforts in making it a great tournament.

Mr. Svab also indicated that the meeting schedule for 2022 has been filed with the Norwich City Clerk and we received back a copy with a date stamp of August 16, 2021.

CADDY SHACK RESTAURANT

Mr. Svab reported that the rent has been paid in full through August 2021.

CHAIR'S REPORT

Chairman Caulfield advised that the budget process for the 2022 season should start. He asked Mr. Malouf to serve as Chair of the Committee and Messrs. Driscoll, Podurgiel, Caulfield and Kundahl to serve as members of the committee. All agreed to serve.

COURSE SUPERINTENDENT

Mr. Kundahl noted that the summer help will be leaving next week, their departure usually the harbinger of things winding down in terms of maintenance activities at the course. Mr. Caulfield expressed his opinion that the work of the summer crew had been first rate and we were lucky to have had them.

Mr. Kundahl reported that the tees on the back 9 had been aerated and most greens have been seeded.

Mr. Kundahl then made the Authority aware of supply chain issues which are impacting the golf course. Specifically, one piece of equipment, the sidewinder, is currently inoperable as we await a part. Mr. Kundahl is attempting to work through our vendor to obtain the part from an out of Connecticut source as we may otherwise have to wait until late autumn. As a result of this experience and the general difficulties courses are having he is attempting to stock up on parts when an opportunity do to so is presented.

Mr. Kundahl described his anticipated projects for fall. These include seeding the 15th hole in areas disturbed during the irrigation pond installation and subsequent work. Mr. Malouf inquired as to whether carts could be restricted to the cart path on the 15th hole. Some of the wear is coming from carts driving through the fairway. Mr. Podurgiel suggested this would require good signage. Mr. Kundahl noted that a number of golfers disregard the signs and take down the ropes which are placed to block entry by carts onto the fairway area. The use of multiple signs and ropes would be helpful but there would need to be some supervision and enforcement if the restriction is to be effective.

Mr. Kundahl then plans to move onto other areas for repairs as time and the supply of seed permits. He concluded by advising that he plans as a winter

project to do substantial tree work on the 1st tee. This will require the installation of new netting, which he estimated will cost approximately \$1,000 will be required as part of the project.

Discussion followed regarding the budgeting of projects and the ranking of projects in accordance with need and cost. The discussion included concerns about drainage issues and the blockage of watercourses adjacent to the course.

PRO MANAGER REPORT

Mr. Svab reported that August has been a very busy month and conditions at the course are good.

Mr. Svab then stated that notices have been posted with respect to seeking a new mechanic, but he does not expect there to be any responses until later in the season. Mr. Paty has indicated he planned to retire by Labor Day. Recognizing that we will potentially be without a mechanic he has offered to work 3 days a week for a total of 24 hours a week through the fall. The arrangement would be terminable if the Authority is able to find a replacement.

A motion to continue Mr. Paty as an employee working 24 hours per week at a rate of \$35 an hour was made by Mr. Podurgiel, seconded by Mr. Malouf and approved by a unanimous roll call vote.

MEMBER'S CLUB

Mr. Lavoie noted that the Annual Norwich Shennecossett match had taken place at Norwich with many compliments on the course from the visiting Shennecossett members.

He then presented a proposal by the Member's Club to erect a tent like structure behind the Gopher Hole to be used by the Member's Club. The proposed structure would be 15'x40' supported by a removable steel frame.

Mr. Lavoie was asked to get more details with respect to the project and to check with the building department and the planning department of the city of Norwich regarding their requirements with respect to such a structure.

ADJOURNMENT

A motion to adjourn was made at 7:40 p.m. by Mr. DiBattista, seconded by Mr. Lathrop and approved by unanimous roll call vote.