

To: NGCA Members  
From: Bernard Caulfield, Chairman NGCA  
Re: Minutes of NGCA regular meeting of March 16, 2022 conducted in-person and remotely via Turbo Bridge

**Members Present**

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

**Others Present**

Mike Svab, Pro Manager  
Mitchell Nixon, Finance Department  
Orla McKiernan, Finance Department  
Mickey Busca, Member's Club

**CALL TO ORDER**

Chairman Caulfield called the meeting of the Norwich Golf Course Authority to order at 6:01 p.m..

**MINUTES**

A motion to approve the minutes of the January 19, 2022 meeting was made by Mr. Malouf, seconded by Ms. Dutilly, and approved by a vote of 6-0, Mr. DiBattista abstaining.

The February meeting of the Norwich Golf Course Authority was cancelled.

**FINANCIAL REPORT**

Mr. Nixon presented the NGCA Financial Reports for January and February of 2022.

## **January 2022**

OPERATING REVENUES in the month of January 2022 were \$26,921 compared to BUDGETED REVENUES of \$22,516, \$4,405 over BUDGETED REVENUES and \$987 less than January 2021 revenues.

EXPENSES for the month of January 2022 were \$63,487, compared to BUDGETED EXPENSES of \$78,320, \$14,832 under BUDGETED EXPENSES, and \$6,088 over January 2021 expenses.

NET LOSS for January 2022 was \$36,566 compared to a NET LOSS for January 2022 of \$29,491. This figure is after depreciation of \$12,227 in 2021 and \$6,873 in 2021.

The CASH BALANCE for January 2022 was \$180,108 in comparison to the prior month of December 2021 of \$198,617. This is a decrease of \$18,509.

### **Year to Date (YTD)**

YTD OPERATING REVENUES were \$26,921, compared to YTD BUDGETED REVENUES of \$33,516. This is \$6,595 over the YTD Budget, and \$987, less than the prior year.

YTD EXPENSES were \$63,487, compared to YTD BUDGETED EXPENSES of \$78,320. This is \$14,832 under the YTD BUDGETED EXPENSES, and \$6,088 more than the prior year.

YTD TOTAL REVENUES less than EXPENSES by \$36,566; this is under Budget by \$8,237, and \$7,076 under YTD January 2021.

### **Items of interest on the Balance Sheet include:**

- Accounts Receivable is \$0, as of today and rent for the Caddy Shack restaurant has been paid in full.
- The balance in Accounts Payable (products/services that have been received but not yet been paid for as of January 31, 2022) is \$4,027.
- The Due to General Fund is the NGCA's cash balance as of January 31, 2022. An amount in the Asset section means that the City owes the NGCA those funds of \$180,108.

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

$$\$180,108 - \$4,027 = \$176,081$$

## February 2022

OPERATING REVENUES in the month of February 2022 were \$35,169 compared to BUDGETED REVENUES of \$35,193, \$24 over BUDGETED REVENUES and \$5,561 more than February 2021 revenues.

EXPENSES for the month of February 2022 were \$85,498, compared to BUDGETED EXPENSES of \$85,269, \$229 under BUDGETED EXPENSES, and \$50,509 over February 2021 expenses.

NET LOSS for February 2022 was \$50,329 compared to a NET LOSS for February 2021 of \$5,341. This figure is after depreciation of \$12,227 in 2022 and \$6,873 in 2020.

The CASH BALANCE for February 2022 was \$145,466 in comparison to the prior month of January 2022 of \$180,716. This is a decrease of \$35,250.

## Year to Date (YTD)

YTD OPERATING REVENUES were \$62,090, compared to YTD BUDGETED REVENUES of \$58,709. This is \$3,381 over the YTD BUDGETED figures, and \$4,500 more than the comparable figure in 2021.

YTD EXPENSES were \$153,666, compared to YTD BUDGETED EXPENSES of \$163,588. This is \$9,923 under the YTD BUDGETED EXPENSES, and \$61,381 more than the prior year.

YTD TOTAL REVENUES were less than EXPENSES by \$91,576; and this is under budget by \$13,303, and \$56,745 over YTD February 2021.

## Items of interest on the Balance Sheet include:

- Accounts Receivable is \$0 and as of today the rent is paid in full until through the end of March.
- The balance in Accounts Payable (products/services that have been received but not yet been paid for as of February 28, 2022) is \$25,718.
- The Due to General Fund is the NGCA's cash balance as of February 28, 2022. An amount in the Asset section means that the City owes the NGCA those funds, \$145,466.

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

$\$145,466 - \$25,718 = \$119,748$

Mr. Nixon noted that the balance owed for the greens roller has been paid in full. He also noted that \$36,000 has been paid towards capital projects, with an additional \$61,127.93 due for the capital projects completed to date and invoiced.

Mr. Nixon discussed the fringe benefit account noting that the mechanic hired by the Authority would not require health coverage through the Authority such that the fringe benefit account has a surplus of \$6,391.

A motion to accept the Financial Reports was made by Mr. DiBattista, seconded by Mr. Podurgiel and approved 7-0.

A motion to transfer \$6,391 from the fringe benefits account to the contingency account was made by Mr. Malouf, seconded by Mr. DiBattista and approved 7-0.

## **CORRESPONDENCE**

No correspondence was received.

## **CADDY SHACK RESTAURANT**

Mr. Svab reported that the lease with the Caddy Shack has been executed and the restaurant is now open every day. The rent is paid through the end of March 2022.

## **CHAIRMAN'S REPORT**

Chairman Caulfield initiated discussions concerning the cost of fuel. The city's fixed price purchase period has expired, and gasoline and diesel fuel will need to be purchased on the open market for some period of time. The Authority already set a cart rental rate which may be inadequate given the increased fuel costs. Mr. DiBattista suggested that instead of raising the cart rental rate use a fuel surcharge. Consensus was that this was an issue which should be taken up after a period of review allowing the Authority to have more information on expected costs.

## **COURSE SUPERINTENDENT**

In the absence of Mr. Kundahl, Mr. Svab reported that the course would open for golf play on March 17, 2022.

A number of projects have been completed at the course including tree work on the 4<sup>th</sup> and 5<sup>th</sup> hole excepting removal of portions of a number of trees which were felled and are now located to the side of the 4<sup>th</sup> hole.

John Paty has worked with, Jason Hansen, the new mechanic, providing information about operations. Mr. Hansen has adapted quickly and is fitting in quite well.

Trees and foliage near the pump house at the entrance to the course have been removed and the pump house will be power washed.

## **PRO MANAGER REPORT**

Mr. Svab reported that he met with officers of the Senior League following their presentation at the January 2022 meeting. The league will start play on Tuesdays at 8:30 am rather than 8 am using a shotgun start. The use of a golf cart by those playing in the league will be preferred and encouraged but will not be mandatory. Individuals who choose to walk will still be able to do so. This will be revisited at the end of the year. Mr. Svab recommended the carts rates for the Senior League be \$15 subject to an adjustment by increase or gas surcharge if fuel costs remain unexpectedly high.

A motion to approve this proposal was made by Mr. Podurgiel, seconded by Mr. Malouf and approved unanimously.

Mr. Svab also reported on capital projects.

On March 16, 2022 installation of fencing behind the blue or upper tee on the 4<sup>th</sup> hole was completed, but is yet to be invoiced. The fencing replaces the tree screen which was removed.

The contour deck purchased for the Ventrac has arrived, cost \$7,738.93. Protective netting in the deck area of the clubhouse has been completed at a cost of \$10,400 and the bridge and railing over Trading Cove Brook on the 4<sup>th</sup> hole have been completed at the cost of \$17,289. This was somewhat higher than expected because both of the metal beams supporting the bridge had to be replaced.

A new motor for the kitchen vent has been installed, cost \$6,000. Septic systems repairs have been completed at a cost of \$5,000. The installation of netting on the 1<sup>st</sup> tee is ongoing with the installation of poles to hold the netting completed once these have been cut to be uniform in height. The cost incurred to date are \$14,700.

The capital expenditures not yet paid for the projects total \$103,112.28.

Mr. Svab noted that new signage is up and has been well received.

Mr. Podurgiel requested the minutes include a recognition by the Authority for the work done by Mr. Svab and Mr. Kundahl and their assistants, Ray Gorton and Mike Wiley, over the winter, these projects performed in the clubhouse and on the

course. This was a good deal of work well performed. The members of the Authority present all joined in this recognition.

## **MEMBER'S CLUB**

Mr. Busca reported that the kickoff meeting of the Member's Club will take place this month with the members to act on proposed amended bylaws and constitution. These have been brought up to date to reflect current practices. He also noted that the Greens Committee called for the proposed bylaws include Mr. Svab as the club professional and a member of the Golf Course Authority. Mr. Strouse one again volunteered to fill this role.

Mr. Busca explained that the Member's Club is likely to use standardized software through the Golf Genius program in organizing its events.

Participants will need to go online to register for events and to pay necessary fees by credit card. This system is in wide use and should minimize the need for employees in the Pro Shop to oversee the organization of events. It is the intention of the Member's Club to keep events fees the same this year although there will be a cost to the Member's Club to utilize the Golf Genius program. Mr. Svab noted that the registration for course events can be accomplished on the Norwich Golf Course website via this program.

The first Member's Club event will be an ABCD Tournament in April followed by the Men's and Women's President Cup matches. Ms. Dutilly pointed out that the Women's President Cup is currently scheduled to run for two weeks. While it has less participants than the men's event, this may be an inadequate length of time as one of the weekends is the Easter weekend which may make it difficult to complete the event in the two-week period. The Men's President Cup is played over five weeks. Mr. Busca indicated that he would take up that concern with the tournament committee of the Member's Club.

## **ADJOURNMENT**

A motion to adjourn the meeting was made at 6:39 p.m. by Mr. DiBattista, seconded by Mr. Malouf, and approved 7-0.