

To: NGCA Members  
From: Barney Caulfield, Chairman NGCA  
Re: Minutes of NGCA monthly meeting of March 20, 2019

**Members Present**

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

**Others Present**

Mike Svab, Pro Manager  
Bruce Morse, Superintendent  
Eric Kundahl, Assistant Superintendent  
Sandra Kuchta, Finance Department  
Ray Lathrop, Member's Club  
John Barry, Norwich Bulletin (Mr. Barry attended part of the meeting)

**Call to Order**

- Chairman Caulfield called the March 20, 2019 meeting of the Norwich Golf Course Authority to order at 7:00p.m.

**Minutes**

- A motion was made to approve the minutes of the February 20, 2019 regular meeting of the Norwich Golf Course Authority by Mr. DiBattista, seconded by Mr. Malouf, and approved unanimously.

A motion was made to approve the minutes of the February 14, 2019 special meeting of the Authority by Mr. DiBattista, seconded by Mr. Malouf, and approved unanimously.

A motion was made to approve the minutes of the March 13, 2019 special meeting by Mr. Malouf, seconded by Mr. DiBattista, and approved unanimously.

**Financial Report**

- Ms. Kuchta presented the financial report.

Revenues for the month of February 2019 were \$21,360 compared to budgeted revenues of \$24,050, \$2,690 under budgeted revenues and \$6,715 over February 2018 revenues.

YTD Revenues for February 2019 were \$29,409.96, compared to budgeted revenues of \$32,506, \$3,096.04 under budgeted revenues and \$7,844.96 under YTD February 2018 revenues.

Expenses for the month of February 2019 were \$39,824.88 compared to budgeted expenses of \$43,859.95, \$4,035.07 under budgeted expenses and \$1,766 under February 2018 expenses.

YTD Expenses for February 2019 were \$83,507.09 compared to budgeted expenses of \$97,970.10, \$14,263.01 under budgeted expenses and \$6,434.74 under YTD February 2018 expenses.

Ms. Kutcha noted, with reference to the expenses, that the budget adopted for 2019 was adopted with projections that the water project would be completed for the 2019 season and reduce the utility expenses in 2019. As a result of information received from Rob Goode of WSP at the February 2019 special meeting this projection has been changed as the water project will probably not be completed and operational in 2019.

Expenses exceeded Revenues in the month of February 2019 by \$18,464.88, which is over budget by \$1,345.07.

Expenses exceeded Revenues YTD February 2019 by \$54,097.13, which is over budget by \$11,166.97.

On a Cash Basis, YTD Expenses exceeded YTD Revenues as of February 2019 by \$45,183.29, which is over budget by \$6,673.97. This takes into consideration adjustments to add back depreciation expense while subtracting out payments made for the Dime Bank financed lighting project.

Items of significance on the Balance Sheet include:

- a. Interfund Loan Obligations and Construction in Progress, have increased by \$24,490.92. This is the amount of the payment made in February 2019 to WSP toward the water project. The total balance of the Interfund Loan Obligation at the end of February 2019 is \$200,625.69.
- b. The monthly payment has been made to the Dime Bank loan for the Lighting Project reducing the balance with twelve (12) months remaining to pay on this loan.
- c. The Due to the General Fund, the Cash Balance for the NGCA, as of February 28, 2019 is negative and reflects monies owed to the city.

- d. The balance in Accounts Payable (Products/Services that have been purchased but not yet been paid for as of February 28, 2019) is \$6,861.35. This will reduce cash when paid in March 2019.
- e. Prepaid rent under the Caddy Shack lease was reduced by \$314 applied to the February lease payment.
- f. As membership fees are collected a portion of the same is due to the Member's Club. As of February 2019, \$1,320 is owed to the Member's Club.

The cash balance at the end of February 2019 is (\$204,611.90) representing monies owed to the city.

The Caddy Shack lease is paid through the end of March 2019.

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

### **Caddy Shack Report**

- It is noted that the lease is paid through March 2019.

A motion was made by Mr. DiBattista, seconded by Mr. Strouse, to accept this report.

At the request of Chairman Caulfield, a motion was made by Mr. Driscoll, seconded by Mr. DiBattista, to permit Chairman Caulfield to vary the order of the agenda and to combine agenda items at his discretion. This motion to suspend the rules was adopted unanimously.

### **Correspondence**

- Chairman Caulfield indicated he would delay reporting on correspondence received until later in the meeting, preferring to advance items dealing with the water project.

### **Water Project**

- Mr. Whitty discussed the delays in completing the project which have occurred as a result of the inability to conduct on site drawdown testing due to the wet conditions of 2018, resulting in the need to aggressively pursue the project in 2019.

Mr. Strouse noted that there would be a time delay between any successful completion of the test and the awarding of the permit. This delay would be within the control of the DEEP which would make it difficult to project when the

construction work could start. He recommended we request WSP provide us with an updated schedule and that there be increased communication between the Authority and WSP with respect to scheduling. Given the time delay between the notification of a successful test and the issuance of the permit it may be necessary for the Authority to authorize the final design of the project before the permit has actually been issued and the Authority will need to know the planning schedule as well as a construction schedule with estimates to the feasibility of the same in order to make any decision to authorize the design work before a permit is issued.

Mr. Strouse and Mr. Malouf suggested there be an amendment or clarification of the existing contract to recognize that the project can be considered in two phases, permitting as the first phase, and construction as the second phase. The Authority should try to have information from WSP presented to it reflecting that approach.

Chairman Caulfield noted that there is a certain amount of misinformation about the project circulating and that he will arrange to have regular updates regarding the project posted on the 1<sup>st</sup> tee.

### **Correspondence**

- Chairman Caulfield noticed that a letter of resignation had been received from Mr. Morse which will be addressed later in the meeting.

### **Caddy Shack**

- Chairman Caulfield noted that there was no further report beyond the financial information presented with respect to the restaurant.

### **COMMITTEE REPORTS**

- **Clubhouse Report**

Chairman Caulfield noted that the golf carts were being prepared and that there was a good deal of activity in connection with this and other preparations for the golf season opening.

- **Greens Committee**

No report presented.

- **Planning Committee**

No report presented.

- **Marketing Committee**

No report presented.

- **Beautification Committee**

No report presented.

- **Budget Committee**

Mr. Whitty noted that the 2019 budget adopted by the Authority anticipated completion of the water project in 2019. Recognizing that that is unlikely to occur, and aware of personnel changes at the golf course, he requested Ms. Kuchta prepare a draft listing proposed changes to the budget which he then distributed.

Proposed adjustments in the maintenance budget include adjustments to the superintendent's contract, maintenance wages, overtime, gas and oil, utilities, repairs and maintenance and fringe benefits. Adjustments in the general budget would include depreciation, expenses, and debt service and in the capital improvements budget expenses before appropriations. These adjustments would collectively result in additional total cash expenses of \$6,476.38.

These proposed adjustments will be reviewed by the Budget Committee and this proposal or an adjustment to the same will be presented at the April 2019 meeting for consideration.

A motion to receive this draft was made by Mr. Whitty, seconded by Mr. DiBattista, and approved unanimously.

- **Pro Manager's Report**

Mr. Svab reported that his staff is ready for the opening of the golf season on March 22, 2019 and that he is pleased with the receipts of dues and other fees to date.

- **Maintenance Subcommittee**

A list of the returning seasonal employees and those not returning in 2019 was distributed. Mr. Malouf noted that one employee listed as not returning, will be returning. Two of the 2018 seasonal employees will not be returning.

An estimate for work on the 1<sup>st</sup> tee, including grading and the installation of sod, bent grass being the recommended sod, was distributed. Depending on the type of sod used the project is estimated to cost between \$3,695 and \$4,600.

- **Superintendent**

Chairman Caulfield noted that the Authority had received a letter of resignation effective March 24, 2019 which the Authority would accept with the extension of its gratitude to Mr. Morse for his many efforts on behalf of the Norwich Golf Course and the best wishes of the Norwich Golf Authority to him in his new position.

Mr. Morse thanked the Authority for giving him the opportunity to serve as its superintendent at the Norwich Golf Course and extended his thanks to the Authority, to Mr. Svab, and to the Maintenance and Pro Shop staffs in assisting him through good times and bad at the course, good times far outweighing the bad.

A motion to accept Mr. Morse's letter of resignation effective March 24, 2019 with an expression of the gratitude of the Norwich Golf Course Authority for his efforts and many years of service in the betterment of the Norwich Golf Course, one conveying the good wishes of the Norwich Golf Course Authority for success in his future endeavors was made by Mr. Whitty, seconded by Mr. DiBattista, and approved unanimously.

Mr. Whitty then made a motion, seconded by Mr. Malouf as follows:

WHEREAS, Bruce C. Morse has advised the Norwich Golf Course Authority ("Authority") via e-mail of his voluntary intention to resign his position as golf course superintendent to the Norwich Golf Course on March 24, 2019; and

WHEREAS, it is important that the aforesaid vacancy be filled as soon as possible; and

WHEREAS, the Authority desires to appoint Eric Kundahl the existing assistant golf course superintendent, as golf course superintendent; and

NOW, THEREFORE, BE IT RESOLVED, that Eric Kundahl be, and hereby is, appointed as golf course superintendent for the period beginning March 25, 2019 and ending December 31, 2019, subject to such written terms and conditions, including, but not limited, compensation, as may be agreed to by the parties, and that Chairman Caulfield be authorized on behalf of the Norwich Golf Course Authority to execute an employment contract for Eric Kundahl covering the remainder of the 2019 season.

This motion was adopted unanimously.

Mr. DiBattista requested that Mr. Kundahl report in June as to work at the course and his plans for improvements.

Discussion followed concerning employing someone to replace Eric Kundahl as assistant superintendent.

- **Member's Club**

Mr. Lathrop indicated the membership is eagerly awaiting the opening of the 2019 golfing season.

### **Adjournment**

A motion to adjourn at 8:10 p.m. was made by Mr. Malouf, seconded by Mr. DiBattista, and approved unanimously.