

To: NGCA Members
From: Bernard Caulfield, Chairman NGCA
Re: Minutes of NGCA regular meeting of May 18, 2022 conducted in-person and remotely via Turbo Bridge

Members Present

Bernard Caulfield
Richard Strouse
Susan Dutilly
David DiBattista
Ray Lathrop
Michael Driscoll
Richard Podurgiel
Bob Malouf
Charles Whitty – attended remotely

Others Present

Mike Svab, Pro Manager
Eric Kundahl, Superintendent
Mitchell Nixon, Finance Department
Mickey Busca, Member's Club
Ed Nevins, Member's Club

CALL TO ORDER

Chairman Caulfield called the meeting of the Norwich Golf Course Authority to order at 6:00 p.m..

MINUTES

A motion to approve the minutes of the April 20, 2022 meeting was made by Mr. Podurgiel, seconded by Mr. Malouf, and approved by a vote of 8-0. (Mr. Strouse abstaining)

FINANCIAL REPORT

Mr. Nixon presented the NGCA Financial Reports through the month of April 2022.

OPERATING REVENUES in the month of April 2022 were \$117,448 compared to budgeted revenues of \$97,580, \$19,869 over budgeted revenues and \$11,294 more than the comparable figure for April 2021 revenues.

EXPENSES for the month of April 2022 were \$77,557, compared to budgeted expenses of \$184,071, \$106,514 under budgeted expenses, and \$62,375 under April 2021 expenses.

NET PROFIT for April 2022 was \$39,892 compared to a NET LOSS for April 2021 of \$33,778. This figure is after depreciation of \$12,227 in 2022 and \$6,873 in 2021.

The CASH BALANCE at the end of April 2022 was \$265,887 in comparison to the prior month March 2022 figure of \$237,874. This represents an increase of \$28,009.

Year to Date (YTD)

YTD operating revenues were \$456,810, compared to YTD budgeted revenues of \$382,463. This is \$74,346 over the YTD Budget, and \$41,287 less than the prior year.

YTD expenses were \$448,395, compared to YTD budgeted expenses of \$452,806. This is \$4,411 under the YTD budgeted expenses, and \$118,476 more than the prior year.

YTD total revenues were less than expenses by \$8,415; which is under Budget by \$78,757, and \$159,763 under YTD April 2021.

Items of interest on the Balance Sheet include:

- The May rent of \$6,050 had been received with all rent paid through the end of May 2022.
- The balance in Accounts Payable (products/services that have been received but not yet been paid for as of April 30, 2022) is \$7,428. Mr. Nixon noted that some supply expenses are anticipated to be or were received subsequent to the end of April 2022 and will be reflected in the May Financial Report.
- The Due to General Fund is the NGCA's cash balance as of April 30, 2022. An amount in the Asset section means that the City owes the NGCA those funds in the amount of \$265,887.

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

$$\$265,887 - \$7,428 = \$258,459$$

Mr. Lathrop inquired of Mr. Svab as the number of season passes purchased in May. Mr. Svab responded there were approximately 15.

A motion to accept the Financial Report as presented was made by Mr. DiBattista, seconded by Mr. Strouse and approved by a vote of 9-0.

CORRESPONDENCE

No correspondence was received.

CADDY SHACK RESTAURANT

The rent is paid in full through the end of May 2022.

CHAIRMAN'S REPORT

Mr. Caulfield indicated he had no report.

COURSE SUPERINTENDENT

Mr. Kundahl stated things are going reasonably well at the golf course.

As to the 8th green he reported that it is recovering from stresses it experienced earlier this spring and he and Mr. Svab anticipate it will be open for full play as of May 28, 2022. It is being reseeded as necessary. There are some areas on it which consist of velvet bent grass which are responding to treatment less well. Mr. Svab noted that reports on the cause and condition of the green had been made available as soon as the stress condition was noted.

In response to inquiry, Mr. Kundahl agreed the maintenance was probably short-staffed this spring. One employee expected to return was accepted into military service and the position could not be filled immediately. Mr. Malouf recognized the maintenance staff for the quality and quantity of work performed this spring despite the absence of one employee.

In response to an inquiry from Mr. Podurgiel, Mr. Kundahl indicated that removing the limbs and trunks of trees cut this winter and presently stored along the right side of the 4th hole will continue as will work along the 5th hole.

PRO MANAGER REPORT

Mr. Svab reported that last week there had been problems with the AC unit which were resolved with a good deal of effort. Among other problems, a pipe was blocked, and the blockage had to be located and cleared. The AC unit is working well at this point which is timely as very hot weather is predicted for the upcoming weekend.

Mr. Svab deferred to Mr. Malouf for an update on the pavilion project. Mr. Malouf reported that since this is classified as a commercial structure the building department required engineered drawings and the Authority is already being assisted by CLA and its structural engineer to come up with appropriate engineered drawings for submission to the building department. These are anticipated to be ready by Wednesday May 25th and Mr. Malouf indicated he would attempt to speak with representatives of CLA to learn if this could be expediated.

Mr. Svab reported that since Mr. Lathrop's earlier inquiry he has calculated the present number of season passholder at 339. The dues paid through May 18, 2021 of \$376,692. This exceeds the budgeted figure of \$361,287.

Mr. Svab recommended that a new water heater be procured for the maintenance building, the old one no longer functioning. Mr. Kundahl noted that among other things, hot water is necessary in the use of soluble fertilizers. Mr. Strouse suggested that the Authority acquire an on demand hot water heater as there is not a continuous demand for hot water at the maintenance building. Mr. Malouf noted that the upfront costs of a on demand water heater would be higher while operating cost are lower and suggested the Authority consult with Norwich Public Utilities as it may offer a rebate in connection with the purchase of such a unit.

Mr. Svab noted that an individual performed work at the clubhouse advised that he was able to soft wash the clubhouse and the immediate area which has not had exterior cleaning since the cedar shingles were installed on it. He prepared an initial estimate which would not include similar work at the Gopher Hole. Mr. Svab noted that work will require shutting down the clubhouse for a full day and suggested that if the Authority is interested in proceeding the work would be done on the day of the cross-country meet as the golf course and Caddy Shack restaurant are essentially closed that day.

Discussions ensued and Mr. Svab will follow up and obtain information on the cost of similar cleaning the Gopher Hole.

Mr. Svab next brought up the topic of a new bridge to run from the 9th hole to the 10th hole across Trading Cove Brook. The current bridge is starting to show its age. Mr. Strouse noted that this would required coordination with the appropriate commission or commissions in both Norwich and Montville as the 9th hole is in Montville and the 10th hole in Norwich. Mr. Malouf and Mr. Caulfield described the design of a replacement bridge given potential flooding issues. Consensus was

that this would need to be an engineered project which may entail a Request for Proposals to engineering firms.

It would be a serious detriment to the operation of the course if the 9th bridge is unavailable due to damage, loss, or deteriorating conditions, as will work to replace it. Preferably the Authority can schedule the work for an off-season time. The work will likely require relocation or widening of the current cart path leading to the 10th hole tee, the removal of a significant number of trees, and the raising of the bridge approach on the 9th hole side. At this point the Authority has no cost estimates.

Mr. Svab then introduced an issue involving safety concerns as to players and employees at the golf course with related issues regarding responsible play. The custom and specific rule that no playing group contains more than four players is being regularly disregarded at the golf course. He indicated this is also an industry-wide issue. Some individuals are new to golf and not necessarily aware of the customs and rules by which it is played. Some are aware but are deliberately forming larger groups and are sometimes belligerent when confronted. In a larger grouping it is more difficult to keep track of the location, position, and activities of other players and individuals are at increased risk at being struck by golf balls coming from unexpected directions. Group slowed by the excess of players in a group ahead of them sometimes respond aggressively. These grouping can occur at outings where some players may be very unfamiliar with the normal precautions of playing golf increasing the risk of themselves and others.

A discussion followed. Mr. Driscoll noted that the Golf Authority has the power set out in Connecticut General Statute § 7-130d to regulate the use of the land under its control and to establish and revise regulations with respect to the use, operation and occupancy of the facility, as well as to do all acts and things necessary or convenient to carry out the powers provided to recreational authorities.

Mr. Svab noted that there may be times when a grouping of more than four may be permitted, such as sponsored or celebrity events during which the course is closed to non-participants in the event. Mr. Svab recommended that a proposed regulation restricting playing groups to four or less, but with a specific written exception for such outings with appropriate self-monitoring and precautions, be prepared and presented at the next meeting for Authority consideration. He believes the regulation would be most effective in resolving the problem if it called for any offending group to be immediately removed from the course with no refund of the greens fees or cart rental fees the group had paid. He noted that presently groups which are warned that they need to separate often do so for a few holes and typically rejoin as a larger group.

In order to protect Authority employees, it will be necessary to notify the police if a group refuses to leave, become belligerent, or starts to cause damage. The Authority will need to coordinate with the police department in connection with planning, including how to avoid confrontations, as well as what to do in the event a confrontation occurs.

The matter will be brought back to the June meeting for further consideration.

MEMBER'S CLUB

Mr. Busca and Mr. Nevins jointly presented the Member's Club report. Mr. Busca noted that Member's Club website is up and functioning and working well. Mr. Nevins noted that the Member's Club is still encouraging applications for academic scholarships it is prepared to award. Mr. Nevins then presented a proposal to purchase golf net with new mats, all to be purchased and installed at the Member's Club cost, adjacent to the existing practice net at the entrance to the course. He distributed a handout for the proposed purchase by the Member's Club of the Cimarron 10'x10'x10' Master's Golf Net with complete frame as well as similar handout for a 3'x5' 5-star golf mat.

A motion to accept receipt of such net and mats was made by Mr. DiBattista, seconded by Mr. Malouf and approved by a vote of 9-0.

Mr. Lathrop addressed his concerns about comments made on social media with respect to the problem with the 8th green but not addressed directly to the Authority. While the Member's Club has a representative at the Authority's meeting and its concerns can brought up to the Authority that way but, the public and individual members can also attend Authority meetings or bring up concerns to individual members for consideration at the meeting.

ADJOURNMENT

A motion to adjourn the meeting was made at 7:00 p.m. by Mr. Malouf, seconded by Mr. DiBattista, and approved unanimously.