

To: NGCA Members  
From: Barney Caulfield, Chairman NGCA  
Re: Minutes of NGCA monthly meeting of January 16, 2019

**Members Present**

Bernard Caulfield  
Richard Strouse  
J.P. Mereen  
Michael Driscoll  
Bob Malouf  
Richard Podurgiel  
Charles Whitty  
David DiBattista

**Others Present**

Mike Svab, Pro Manager  
Bruce Morse, Superintendent  
Sandra Kuchta, Finance Department  
Ray Lathrop, Member's Club

**Call to Order**

- Chairman Caulfield called the January 16, 2019 meeting of the Norwich Golf Course Authority to order at 7:00p.m.

**Minutes**

- A motion to approve the minutes of the December 19, 2018 meeting of the Norwich Golf Course Authority was made by Mr. Mereen, seconded by Mr. Malouf, and approved unanimously.

**Financial Report**

- Ms. Kuchta presented the financial report.

Revenues for the month of December 2018 were \$1,434.95 compared to budgeted revenues of \$1,000.00, \$434.95 over budgeted revenues and \$1,178.26 under December 2017 revenues.

YTD Revenues for December 2018 were \$903,330.39, compared to budgeted revenues of \$1,041,360.00, \$138,029.61 under budgeted revenues and \$108,078.67 under YTD December 2017 revenues.

Expenses for the month of December 2018 were \$105,218.21 compared to budgeted expenses of \$53,719.17, \$51,499.04 over budgeted expenses and \$50,948.52 over December 2017 expenses.

**NOTE:** After discussion with city auditors regarding Capitalization of the Irrigation Pond Project cost it was determined that all costs up until the point of the project becoming probable (cost prior to test well # 1) are considered costs of a project feasibility study and must be expense. This amounted to \$60,989.71 which had been expensed into the month of December. **This does not have an immediate cash impact to the NGCA as these payments are part of the inter-fund loan balance with the City.**

YTD Expenses for December 2018 were \$1,052,462.95 compared to budgeted expenses of \$1,054,800.64, \$2,337.69 under budgeted expenses and \$91,050.08 under YTD December 2017 expenses.

Expenses exceeded Revenues in the month of December 2018 by \$103,783.26, which was under budget by \$51,064.09.

On a modified accrual basis YTD Expenses exceeded YTD Revenues as of December 2018 by \$149,132.56, which was under budget by \$135,691.92.

On a cash basis, YTD Expenses exceeded YTD Revenues as of December 2018 by \$67,275.49, which takes into consideration the adding back of depreciation expense and the Feasibility Study, which are non-cash items, and subtracting out the payment made to the Dime Bank for the lighting project and the equipment bond.

Items of interest on the Balance Sheet are:

- a. Interfund Loan Obligations, have increased by \$20,869.49. The total balance at the end of December 2018 is \$157,978.81.
- b. Construction in Progress has decreased by \$40,120.22. This is the net of the additional charges of \$20,869.49 and the cost of the Feasibility Study of \$60,989.71.
- c. There is a reduction in the Dime Bank loan (for the Parking Lot Lighting Project), in the amount of the monthly payment made in December. (Fourteen more months to pay on this loan).
- d. The Due to the General Fund is the NGCA's Cash Balance, as of December 31, 2018. An amount in the liability section means the Cash Balance is negative and owed to the city.
- e. The balance in Accounts Payable (Products/Services that have been purchased but not yet been paid for as of December 31, 2018) is \$6,102.53. This will reduce cash when paid in January of 2019.
- f. Prepaid rent lease was reduced by the December lease charge of \$1,000.

The cash balance at the end of December 2018 was (\$159,145.43). This negative balance indicates NGCA owes the City these funds.

The restaurant lease balance was overpaid as of the end of December 2018 by \$1,314.00. A lease payment of \$1,000.00 for January 2019 has been credited against it and the current overpayment is \$314.00.

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

### **Caddy Shack Report**

- A motion acknowledging that the January rent of \$1,000 had been paid and there was a credit of \$314.00 remaining was made by Mr. Whitty, seconded by Mr. Mereen, and approved unanimously.

### **Correspondence**

- Chairman Caulfield acknowledged receipt of and read a letter received from the Bromley family sent the Authority following the death of Judy Bromley.

## **COMMITTEE REPORTS**

- **Chairman's Report**

Chairman Caulfield combined the Chair and Clubhouse Reports and noted that he, Mike Svab, Gary Bohara, and Paul Weyant had spent 6-7 days painting and upgrading the premises, the Caddy Shack, for the 2019 season. The painting work is completed and a new larger screen TV will be installed by the Caddy Shack shortly.

- **Water Conservation Report**

Mr. Mereen reported that the continuing wet conditions have prevented the draw down test. The streams crossing the course are still above a level of which the test can take place. Anticipating that the test will be done soon he acknowledged the need to have all local and building permits issued or in process and to start the bidding for the work early.

There was discussion about the need for approvals with respect to the gravel removal, the DEEP having approved using the gravel and removed materials to offset the price of the work provided the credit to be received equals the local price for such products at the time of the removal.

- **Greens Committee**

No report presented.

- **Planning Committee**

No report presented.

- **Marketing Committee**

No report presented.

- **Beautification Committee**

No report presented.

- **Budget Committee**

Mr. Whitty reported that the Authority will need revenues of \$983,000.00 in 2019 to meet budget. Any delay in the Irrigation and Water Conservation Project may increase anticipated budgeted expenses and this presents a concern as it will potentially raise expenses above budgeted revenues. He indicated the Budget Committee has had several meetings and was prepared to recommend to the Authority that it enter into revised annual agreements with the Pro Manager, Mike Svab, the Course Superintendent, Bruce Morse, and the Caddy Shack Restaurant through a revised lease. Copies of all three documents were provided to members of the Authority and Mr. Driscoll explained changes in each made in the 2019 agreements and lease. The changes included provisions allowing each to be renegotiated by mutual agreement, terminated for cause, or terminated upon notice by the Authority at its sole discretion.

A motion was made by Mr. DiBattista, and seconded by Mr. Malouf, to approve the proposed Caddy Shack lease and to authorize the Chair, Bernard Caulfield, to execute the same on behalf of the Authority and arrange the execution by Mr. Bromley on behalf of the Caddy Shack, delivering copies to Mr. Bromley and to the City for its records.

A motion was made by Mr. Malouf, and seconded by Mr. DiBattista to accept the proposed Pro Manager agreement with Michael Svab and to authorize the Chair, Bernard Caulfield, to execute the same on behalf of the Authority and to arrange the execution by Mr. Svab, delivering copies to Mr. Svab and to the City for its records.

A motion was made by Mr. Mereen, and seconded by Mr. DiBattista to accept the proposed Superintendent agreement with Bruce Morse and to authorize the

Chair, Bernard Caulfield, to execute the same on behalf of the Authority and arrange the execution by Mr. Morse, delivering copies to Mr. Morse and to the City for its records.

- **Maintenance Committee Report**

The Maintenance Committee intends to meet with Mr. Morse in the near future and discuss the hiring required to staff the course for the 2019 season.

- **Superintendent's Report**

Mr. Morse's had no report.

- **Pro Manager's Report**

Mr. Svab had no report.

- **Member's Club**

Mr. Lathrop reported that the Member's Club proposes to hold the season Opening Tournament on April 21, 2019, the Member Guest Tournament on June 30, 2019, and the Maintenance Revenge Tournament on November 3, 2019 and requested the Authority approve the same.

A motion to approve the request of the Member's Club for the three tournaments, the Opening Tournament, the Member Guest Tournament, and the Maintenance Revenge Tournament on April 21, 2019, June 30, 2019, and November 3, 2019 respectively, was made by Mr. Strouse, seconded by Mr. Mereen and approved unanimously.

## **Adjournment**

A motion to adjourn at 7:59 p.m. was made by Mr. Malouf, seconded by Mr. Mereen, and approved unanimously.