

**OAK HILLS PARK AUTHORITY
MEETING MINUTES
June 10, 2010**

PRESENT: Larry Andronaco, Chair; Bob Virgulak; Tom Aikenhead; Paul Cifatte; and Ralph DePanfilis.

STAFF: Vincent Grillo, Jr., Executive Director; Tom Vorio, Superintendent and Danae Frangenes, Office Administrator.

ABSENT: Martha Lemmon; Mike Corsello; Kristrun Romano and Bill Kementzides.

PUBLIC: None

Mr. Andronaco called the meeting to order at 7:30 p.m.

ACCEPTANCE OF MINUTES

Mr. Andronaco asked the Authority Members to review the minutes of May 13, 2010 for amendments. Page 2, Tennis/Restaurant Liaison Committee, 2nd sentence, "...was surprised to find out that the restaurant would not be open that day, Sunday, April 8, due to a private bereavement gathering".

****MR. DEPANFILIS MADE A MOTION TO APPROVE THE MINUTES OF MAY 13, 2010 AS AMENDED.**
****MR. CIFATTE SECONDED THE MOTION.**
****THE MOTION PASSED UNANIMOUSLY.**

PUBLIC COMMENT

None.

EXECUTIVE DIRECTOR REPORT

Mr. Grillo reported that the month of May was down about 300 golf rounds and the revenue was up \$1,400 due to the 2010 fee increase. He noted that the total revenue is higher than it was at this time last year. He commented that the revenue from I.D. cards was down about \$5,000 in May but he expected to sell many I.D. cards in June.

Mr. Grillo reported that the tournament season kicked off in May successfully. He stated that about 160 golfers played in the Uncle Joe's tournament sponsored by Mr. Kementzides.

Mr. Grillo noted that Mr. Aikenhead would review the preliminary budget distributed to the Authority Members.

Mr. Grillo advised the Authority that the current 5-year lease agreement on the carts would end November 1, 2010. He stated that in the past they have bought the carts at the end of the lease and traded them in. He stated that the buy out price this year would be \$60,000, a very reasonable cost at \$950 each and would be worth an estimated \$1,000-1,200 each at trade-in. Mr. Grillo reported that the carts were in excellent condition and have had very few maintenance problems in the last five years. He advised the Authority that he would consider keeping them for 2-3 more years to save money on the cost of a new cart lease. The Authority and Mr. Grillo discussed owning the carts outright.

Mr. Grillo reported that he purchased new red and white shirts for all the Oak Hills employees to wear to work.

SUPERINTENDENT REPORT

Mr. Vorio reported that the course is in good condition though a little dry due to a lack of rain in their area. He advised the Authority Members that he would try to minimize the use of city water by watering the greens and tees but not the fairways at this time.

Mr. Vorio reported that he hired two seasonal employees to mow the fairways, which has freed up time for the crew to take care of course maintenance, projects and landscaping improvements at the tennis facility and in front of the restaurant.

Mr. Virgulak inquired whether the opening for the assistant superintendent position had been filled. Mr. Vorio replied that he had received very few resumes and the applicants are not qualified or not a good candidate. He stated that for now they would continue to handle the workload in the same manner.

COMMITTEE REPORTS AND DISCUSSION

Tennis / Restaurant Liaison Committee

Mr. Cifatte reported that the tennis courts are in wonderful shape and business is booming. He reported that the members are willing to be flexible but have complained to him that it has been difficult to book court time regularly. Mr. Cifatte advised the Authority that Mr. Gocke he seem surprised to hear this and didn't realize that staff may have booked court time with tennis lessons, clinics, and tournaments to the extent that it had limited the availability of public court time. Mr. Cifatte noted that Mr. Gocke wanted to cooperate with the players and work out the matter. Mr. Aikenhead suggested to the Authority that the Committee revisit the tennis contract to make the appropriate revisions as well as meet with Mr. Gocke to discuss his commitment.

Mr. Aikenhead stated that business at the restaurant appears steady and would now be opened for business on Sunday. He noted that the new food canteen is reportedly doing a lot of business. Mr. Virgulak advised the Authority Members that Mr. Riccio commented that the canteen truck may be staying open too long and might decrease the restaurant business. Mr. Andronaco noted that the truck is open early for the golfers but Mr. Riccio would have to determine whether to close the canteen on time.

Greens, Facilities & Water Use Committee

Mr. Andronaco commented that the improvements to the golf course are blending nicely into golf course landscape. The Authority and Mr. Vorio discussed usage and cost of City water. Mr. Andronaco stated that Ms. Lemmon ultimately wants to obtain a water disbursement permit to allow Oak Hills to use more of the pond water.

Finance Committee

Mr. Aikenhead stated that Mr. Grillo had noted rationales for the revenue and expense numbers he used to prepare the new fiscal year preliminary budget. Mr. Aikenhead commented that most of the line items use current budget numbers with a small increase in a few cases. He stated that the budget revenue reflects a lower number of golf rounds, which sets a very conservative picture of total revenue for the year. The Authority Members discussed various budget item amounts particularly in the case of legal fees where no costs were anticipated but a small amount is included.

Mr. Aikenhead reviewed the scenarios that have affected the revenue and expense lines on the Profit and Loss comparison summary. He noted that the P & L numbers look good for the end of the fiscal year. He advised the Authority that he would like to close the June books to see how the numbers look for the year and may not have the final numbers ready for the Authority before the July meeting.

Human Resources/Policy Committee

No new information to report.

Legal Committee

None.

Master Plan Committee

Mr. Andronaco and Mr. Virgulak asked if the construction rep from Turco Golf Construction or Harris Construction had come to see the mini-golf area. Mr. Grillo replied that neither has been to Oak Hills yet. The Authority Members and Mr. Grillo planned a trip to Paramus, N.J. in mid-July to see the miniature golf course Harris built for the City of Paramus. Mr. Virgulak commented that it would be good to get the contractor out to see the area soon, so they can get their ducks in a row.

OLD BUSINESS

Mr. Grillo advised the Authority that he spoke to Golf Strip Media and they have begun to look for a company that wants to buy advertising space on cart signs at Oak Hills.

NEW BUSINESS

Mr. Andronaco advised the Authority Members that Mr. Cifatte and Mr. Virgulak attended the mandatory seminar the City of Norwalk held to educate departmental heads about the Freedom of Information Act. Mr. Virgulak reported that a commission or authority must have a 2/3 membership present before it can go into an executive session. He reported that a group could hold a meeting without a quorum as long as they only conduct the business on the agenda. He stated that a group must adhere to a single legislative procedure such as the Common Council, which abides by the Roberts Rules and when requested, all public information (not personnel records) should be provided.

Mr. Andronaco stated that in July the Authority Members must hold the annual election of officers for the new fiscal year. Mr. Cifatte and Mr. Virgulak volunteered to run the Nominating Committee. Mr. Andronaco stated that as far as he knew the Mayor would not make any new appointments to the Oak Hills Park Authority so membership would remain the same unless otherwise notified by the Mayor's office.

ADJOURNMENT

The Chair entertained a motion to adjourn the meeting.

****MR. DEPANFILIS MADE A MOTION TO ADJOURN THE MEETING.**

****MR. VIRGULAK SECONDED THE MOTION.**

****THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 8:22 p.m.

Respectfully submitted,

Sheila Sullivan